

TOWN OF LITTLETON, MASSACHUSETTS



2016

ANNUAL TOWN REPORT

Including financial reports for the fiscal year ending June 30, 2016

The Annual Town Report is compiled by the

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

More information is available online at www.littletonma.org

Town Report Dedication

The 2016 Annual Town Report is dedicated to the ongoing service of volunteer citizens who contribute to all aspects of maintaining the community of Littleton, whose service has been critical in retaining our small town character and spirit, and to the memory of the following individuals who provided exemplary service to the Town of Littleton.

ISABEL (NOEL) URSCHE



Isabel left us at the young age of 92 on January 20, 2016. Growing up in Littleton and graduating from Littleton High in the Class of '42 you could say Littleton was in her "blood." Isabel went to Nursing School and graduated as a Registered Nurse. She served in WWII with the Nurse Cadet Corp at Camp Edwards, MA. Marrying Ralph the two raised their 6 children in Littleton. Several that still call Littleton home: Prudence Ursch, Thomas Ursch, Judith Magee, and Constance Ursch her other two children Ralph Ursch Jr is in Carlisle and Andrew Ursch is in Framingham.

Littleton was fortunate enough to have Isabel as their Public Health Nurse for many years and she served with the Nashoba Board of Health as well, all the while raising her family. During her time as our Public Health Nurse she was devoted a great deal of her time providing for Littleton's homebound elderly. It was in 1976 when the Town and the Nashoba Board of Health stopped the Public Nursing Services that Isabel ended her service to our Town. Isabel was Littleton's last public nurse.

FRANK WILLIAM MATHESON SR.



Another youngster leaving us at 90 on August 12, 2016. Frank grew up in North Quincy where he graduated and enlisted in the US Marine Corp. He served in the Asiatic Pacific area as a navigator during WWII. In his earlier years he boxed in the Golden Gloves and was a Feather Weight Division Champion. Frank moved to Littleton to operate the Spring Brook Farm which was a family operation since the early 1700's. He added the trucking operation to support his family. This farm is still in existence being carried on by yet another generation of Matheson boys. Though he was a farmer all his life and was involved in many agricultural organizations, representing USDA, NAFEC, serving as both VP and President of Middlesex County Farm Bureau. He traveled many time to Washington DC to lobby for agriculture.

Who would think with all of this on his plate he would have time to do anything else. Well he and wife Eunice raised 5 children. Two sons still live here Frank Jr. and Irving, while Donald and John have moved to New York and Jeanette Collet has moved to Maine.

To add to the farm, the trucking, the organizations and of course the family Frank decided to added service to the Town. Frank was on the Conservation Commission from 1992 'til 2013, Dog Officer from 1977 'til 1989, Animal Inspector from 1977 'til 1991 and Dog Pound Keeper from 1977 'til 1990. Wow not sure what more he could have added but service is what was on his mind when it came to the Town of Littleton. He truly gave of himself and will be missed by all.

BOOTH D. JACKSON



The youngest of the group at 89, Booth passed on December 2, 2016, but made sure that he voted in the November election, his 17th Presidential. Booth grew up in Concord graduating in '45 and serving in the Navy right out of high school. He was self-employed and principal owner of Booth D Jackson Electrical Contractors, Inc. until his retirement in 1998. A member of Acton's Lion's Club and Rotary Club he still found time for his family. Of his four children only Mark remains in Littleton, Richard is in Ayer, Steven is in Lexington and his Daughter Shirley Smith is in Ayer.

Booth brought his knowledge the Building Department as their Electrical Inspector for 24 years. He graced the town from 1988 'til 2012, his knowledge was passed along the way to those that now have to pick up the pieces that had to hear "well that's not the way Booth did it" and "do you really understand it the way Booth did"? Big shoes had to be filled when he chose to leave. He was full of knowledge and people loved and respected Booth. He did get to enjoy a bit of golf, boating and fishing before his passing.

PETER M. CASSINARI



Peter left us on February 8, 2017 at 90, born October 2, 1926. He grew up in Fitchburg and entered the Navy at the young age of 17 serving in WWII in the Pacific theater including the Battle of Okinawa. A couple fun facts about Peter was that he wrote poetry (an entire book) and quite often when he would come to Townhall he would recite some of his beautiful words to the ladies on the second floor. We will surely miss those beautiful words. He owned a Pizza shop in his younger years with his wife, Joyce in the yearly '70's . Peter and Joyce have three children Richard of Ohio, Lynne Finlayson of Reading and Leslie Peck of Connecticut.

Peter attended conferences, workshops, symposiums etc to broaden his knowledge. He was honored at the Statehouse with a Lifetime Achievement Award from the State Senate and House of Representatives as well as the State Commissioner of Public Health.

His service to Littleton is simply amazing. It started with being the working Director of the Pine Tree Park, the housing for the elderly which is on Shattuck St. He worked on the Executive Committee of the Associated Board of Health, which covers 17 towns in our area. More importantly he would be remembered for his position on the Board of Health of which he remained for 48 years. The knowledge that Peter had can't be found in books or meeting minutes. Peter was a book of knowledge himself. You could ask him something that occurred to a piece of property from 20 + years ago and he could tell you about it as if it happened yesterday. That kind of knowledge cannot be repeated because it comes not just from being wise it comes from caring and loving a community. That is what Peter was all about. If you ask any resident of Town they more than likely have a "Peter" story. He touched many lives, shared so much knowledge, helped so many and will be missed by all.

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ELECTED TOWN OFFICIALS

MODERATOR		
Timothy D Goddard	17	62 Edsel Rd
TOWN CLERK		
Diane Crory	19	74 King St
BOARD OF ASSESSORS		
Pamela Campbell	18	51 Boxboro Rd
Evelyn Masson	18	175 Whitcomb Ave
Donald Armstrong	19	15 Moore Ln
Maureen Griffin Adema	19	5 Old Farm Rd
Frederick J Freund	17	45 Birch Rd
BOARD OF SELECTMEN		
Charles J DeCoste	18	4 Matthew Dr
Joseph Knox	19	10 Brandy Hollow
Paul J Glavey	19	54 New Estate Rd
James F Karr	17	12 Elizabeth St
Melissa Hebert	17	29 Grove Rd
BOARD OF ELECTRIC LIGHT COMMISSIONERS/		
BOARD OF WATER COMMISSIONERS		
Dick Taylor	18	109 Goldsmith St
Bruce Trumbull	18	29 Mill Rd
James Karr	19	12 Elizabeth St
Ivan Pagacik	19	123 Whitcomb Ave
Thomas Rauker	17	148 Russell St
SCHOOL COMMITTEE		
Michael R Mizzoni	18	2.5 Spartan Arrow
Michael Fontanella	18	213 Harwood Ave
Mathew J Hunt	19	133 Mill Rd
Daryl Baker	17	71 Grist Mill
Alexander Pratt	17	36 Birch Rd.
PLANNING BOARD – 5 YEAR TERM		
Mark J Montanari	17	242 King St
Richard P Crowley	18	359 King St
Peter Scott	19	5 Scott Lane
Edward William Mullen III	20	10 Grist Mill Rd
Jamie Marea Cruz	21	571 Great Rd
TRUSTEES OF THE REUBEN HOAR LIBRARY		
David Sill	18	53 Washington Dr
Demetra Taylor	18	115 Taylor St
Mark Rambacher	19	205 Hartwell Ave
Jenna Koerper Brownson	19	142 Harvard Rd
Peter Church	17	9 Elmwood Rd
Lynn C Protasowicki	17	6 Crestview Rd
PARK AND RECREATION COMMISSIONERS		
Frederick J Freund	18	45 Birch Road ** Resigned
Kevin S Hunt	18	42 Nashoba Trl
Michael G LeVasseur	19	51 Grist Mill Rd
Michael L Crory	19	160 New Estate Rd
Ivan Pagacik	17	123 Whitcomb Ave
Gary E Austin	17	162 Whitcomb Ave ** Appointed
CEMETERY COMMISSIONERS		
Mary Gosby	18	11 Gray Farm Rd
Andrew J Sammarco	19	20 Forest Rd
Janet Sullivan	17	7 Robinwood Rd

BOARD OF HEALTH

Peter A Yapp	19	415 Newtown Rd
John W Davis II	18	13 Gray Farm Rd
Jennifer L Ratta	19	78 Bruce St ** Resigned
Bradley C Mitchell	17	41 Harwood Ave
Gino Frattalone	17	26 Harwood Ave
Erin A Healy	17	12 Lincoln Dr ** Appointed

BOARD OF COMMISSIONERS OF TRUST FUNDS

David Stevens	16	4 Masonbrook Ln
Richard Hoole	17	7 Uplands Rd
Andrew Sammarco	18	20 Forest Rd

HOUSING AUTHORITY -- 5 YEAR TERM

Mildred McGovern	17	38 New Estate Rd
Michael Morey	18	50 New Estate Rd
Bartlett Harvey	17	146 Mill Rd **Appointed to Gino's Position
Barbara J McRae	20	14 Coughlin Rd
*Gino Frattalone	20	26 Harwood Ave**Resigned Town Elected Position

*Commonwealth Appointee

APPOINTED TOWN OFFICIALS

Town Administrator

Keith A. Bergman (2019)

*Metropolitan Area Planning Council**Representative**MAPC MAGIC sub-region representative**MART advisory board representative*

TOWN COUNSEL

Miyares & Harrington

ASSISTANT TOWN ADMINISTRATOR

FOR FINANCE & BUDGET

Bonnie-mae Holston (2019)

*Town Accountant**Chief Procurement Officer*

TOWN TREASURER

Steven Venuti

CHIEF ASSESSOR

Katherine Miller

CHIEF OF POLICE

Matthew King (2017)

TAX COLLECTOR

Deborah Richards

DEPUTY CHIEF OF POLICE

Jeffrey Patterson (2017)

FIRE CHIEF

Scott T. Wodzinski (2018)

INFORMATION SYSTEMS

Nancy Glencross

DEPUTY FIRE CHIEF

Thomas Clancy (2017)

DIRECTOR OF ELDER & HUMAN SERVICES

Pamela Campbell

ELECTION WARDEN

Sandra Clyde

VETERANS AGENT

John F. Boroski

HIGHWAY OPERATIONS MANAGER

Jim Clyde

MAINTENANCE SUPERVISOR

William Cole

BUILDING COMMISSIONER

Roland J. Bernier

BUILDING INSPECTOR/ALT BLD COMMISH

Gabriel Vellante

PLUMBING INSPECTOR

Ed Sullivan

DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

INSPECTOR OF WIRES

Bill Morehouse

ASSISTANT WIRING INSPECTOR

Joe Gervais

GAS INSPECTOR

Ed Sullivan

DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

ZONING OFFICER/BUSINESS
ADMINISTRATOR
Michelle Cobleigh

GRAVES REGISTRATION OFFICER
David Badger

NASHOBA VALLEY TECH. H.S
Charles Ellis, District Representative

SEALER OF WEIGHTS & MEASURES
Northern Middlesex Council of Governments

CONSTABLES
Chief of Police Matthew King
Deputy Police Chief Jeffrey Patterson
David Allen
Keith Leighton
Ronald Raffi

TOWN BOARD & COMMITTEES

Commission on Disabilities *

Members

Randall Benoit
Bartlett Harvey
Keith Bergman, ADA Coordinator

Registrars of Voters *

Members

Diane Crory, Town Clerk
Sandra Clyde
Ellen Banks

Conservation Commission *

Members

	<i>Term Expires</i>
James Pickard, Chair	2018
Chase Gerbig	2018
Carl Melberg	2018
Sarah Seaward	2017
Anna Mayor	2017
Andrew Sammarco	2016
Rebecca Waugh, Associate	2018

Cultural Council *

Members

	<i>Term Expires</i>
Margaret Low	2019
Margaret Ann Greanier	2019
Mark Tervo	2019
Christine Faulkner	2018
Arpita Pathak, Chairman	2017

Permanent Municipal Building

Committee *

Members

	<i>Term Expires</i>
Joe Collentro, Chair	2017
Richard Crowley	2019
Robert Romilly	2017
Stephen Moore	2020
Carl Bryant	2019
Bill Cole	2018
Daryl Baker, School Committee Representative	2020

Agricultural Commission *

Members

	<i>Term Expires</i>
Jamie Cruz (farmer) Vice-Chair	2019
Christine Nordhaus	2019
Peter Yapp (farmer)	2018
Brad Mitchell	2018
William Pickard, Chair	2017
Andrew Sammarco, Clerk	2019
Scott Matheson	2018

Finance Committee *

Members

	<i>Term Expires</i>
Allen McRae	2017
Gary Wilson	2017
Gregg Champney	2018
Stephen Moore	2017
Betsy Bohling	2018
Fred Faulkner, Chairman	2019
Thomas Porell	2018

Board of Appeals *

Members

	<i>Term Expires</i>
Sherrill Gould, Chair	2019
Alan Bell	2019
Cheryl Hollinger	2018
Rod Stewart	2017
Jeffrey Yates	2017
<i>Alternates</i>	
Marc Saucier	2019
Vacancy (2)	2017/2019
Rosanne Rico-Bales	RESIGNED 2016

Personnel Board *

Members

	<i>Term Expires</i>
Allen McRae, FinCom	2017
Kirby Dolak, Emp. Rep	2018
Anita Harding	2017
Steve Venuti, Dept Head	2017
Anita Harding	2017
Joseph Knox, Selectman	2018
Bill Schmidt	2018

Community Preservation Committee *

Members

	<i>Term Expires</i>
Andrew Sammarco (ConsCom)	
Linda Stein (Historical)	RESIGNED
Kevin Hunt (Park & Rec)	
Jamie Marea Cruz (Planning)	
Bartlett Harvey (Housing)	2017
Fred Falkner (Fincom)	
Samuel Bell (BoS)	2017
Mit Wanzer, Chair (BoS)	2019
Carolyn Mueller	2017

Keith Bergman, Town
Administrator *ex officio*

Council on Aging *

<i>Members</i>	<i>Term Expires</i>
Mary Hunt	2019
Mary Catalano	2019
Robert Stetson	2017
Janet Johnson	2017
Barbara Kamb	2017
Susan Dunn	2017
Marjorie C. Payne	2018
Rosanne Rico-Bales	2018
Mary Pickard	2018

Historical Commission *

<i>Members</i>	<i>Term Expires</i>
Diane Decker	RESIGNED
Andrew Watt, Chairman	2018
Andrew Sammarco	2018
Linda Stein	2017
John Leger	2019
Donna White	2019
Jonathan Liebowitz	2017
Vacancy	2018

LCTV Advisory Committee *

<i>Members</i>	<i>Terms Expires</i>
William Vales	2019
Barbara McRae	2019
Nancy L. Hilsinger	2019
Millie McGovern	2018
Leslie Glorioso	2018
Allen McRae	2017
David Sill	2017

Clean Lakes Committee *

<i>Members</i>	<i>Term Expires</i>
Leon Weavor, <i>Spectacle Pond Member</i>	2018
David Richard, <i>Spectacle Pond Alternate</i>	2018
Steve Sussman, <i>Mill Pond Member</i>	2019
Timothy Wanzer, <i>Mill Pond Alternate</i>	2018
John Folsom, <i>Long Lake Member</i>	2018
Frank Vigna, <i>Long Lake Alternate</i>	2016
Charles Bush, <i>Lake Matawanakee Member</i>	2018
Scott C. Lewis, <i>Lake Matawanakee Alternate</i>	2017
Gerald James, <i>Citizen at Large</i>	2019
Sheryl James, <i>Citizen at Large</i>	2018
James Barisano, <i>Citizen at Large</i>	2018

Open Space and Recreation Plan
Implementation Committee *

<i>Members:</i>
Peter Church
Vera Cohen
Andrew Sammarco
Samuel Bell
Gary Austin, Park & Recreation Representative
Jeanne Bracken

Bicycle & Pedestrian Advisory
Committee*

<i>Members</i>
Jonathan Isaac
Nikolaus Bates-Haus
Ann Grace
Paulo Loureiro
Dulcey Lacroix
Gerry Cavallo
Vanessa Strong

Study Committee To Increase

Voter Participation *

Members:

Timothy Goddard, Town Moderator
Diane Crory, Town Clerk
Henry Christle, Sr, Voter at Large
Andrew Sammarco, Voter at Large
Alex Pratt, Voter at Large
Bill Cole, Voter at Large
Linda Lord, Voter at Large
Marc LaVigne, Voter at Large RESIGNED

Sustainability Committee *

<i>Members</i>
Erin Healy, Chair
Jack Apfelbaum RESIGNED 2016
Brian Balukonis, Vice Chair
Katie Carruth,
Tracy Cutter RESIGNED 2016
Rick Findlay
Donald MacIver
Sarah Rambacher
Janet Field
Renato Mikio Nakagomi
Gary Lacroix
Vacancy (2)

Economic Development Committee *

<i>Members</i>
Cornelius O'Leary, Jr., Chair
Ian Emery
Lisa Flanagan
Paul Glavey
Ivan Pagacik
John Bergeron
Carolyn Armstrong

Tercentennial Committee *

<i>Members</i>
John Holmer
Ann Himmelberger
Mildred McGovern
Robin Sewell
Kathy Knox
Mary Dugan
Michael Crory
Joe Knox

Diane Crory, Town Clerk

Littleton Common Committee ***Members**

Jennifer Cameron
 Katie Carruth
 Megan Rank, Clerk
 Joseph Ficocillo, Chairman
 Brandon Foye
 Lynda Giannetta
 Ronald Goddard
 Nathan Whitney
 Joseph Azzolino, Vice Chair

Housing Committee ***Members**

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

Shade Tree Committee ***Members**

Rick Findlay
 Kim Ahern
 Jim Clyde, Tree Warden
 Eva Apfelbaum
 Vacancy

Master Plan Update Steering Committee ***Members**

Paul Avella, Chairman
 Richard Crowley, Vice Chairman
 Peter Scott
 Melissa Hebert
 Gary Lacroix
 Mike Fontenella
 Paul Glavey, Clerk
 Bartlett Harvey
 Michael Zeldin
 Anna Hueston
 Renato Nakagomi
 John Bielefeld

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

Steve Baronoski
 Ed Nowers

FLAME

Tom Wood
 Michele Roche
 Ronald Pollock
 Peter Wormell
 Cindy McNiff

AGGREGATE INDUSTRIES

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

BOARD OF SELECTMEN

The Board of Selectmen worked diligently together and harmoniously with other boards, committees and town departments to prioritize and progress key initiatives that will serve the town of Littleton for years to come. Working closely with the Financial Committee, the Selectmen continued an open and collaborative process of setting the annual budget and overall the town is in stable condition. The Selectmen went through a thoughtful process of setting goals and assigning 'champions' to each goal to be the primary liaison and provide regular updates to the community and BOS on progress made. Below are some key highlights of progress against each goal.

Economic Development

- Littleton welcomed Patriot Beverage to the community who now occupy the iconic property which was formerly the Veryfine plant. The facility had long been vacant and filling it with 'the right' business was a top priority for the Selectmen. Bringing Patriot Beverage online brings a significant increase to the commercial tax base, creates local jobs and brings in a new community minded business who wants to contribute to the town.
- Potpourri Group opened a 450,000 square foot, state of the art, call center and distribution facility on Distribution Circle. Potpourri and Littleton have entered into an EDIP/TIF agreement and Potpourri has paid \$300,000 to Littleton in mitigation payments per the agreement.
- The Point continued to open new businesses all year long and welcomed Littleton's first hotel, the Courtyard Marriott, which is a 115 room, four story, modern, business friendly hotel. Many restaurants

(Great Road Kitchen, Anthony's Coal Fired Pizza, Moe's, Menchies, Tavern in the Square, etc.), retail stores (Paper Store, AT&T, etc.) and service businesses (DCU, Hair Cuttery, etc.) were among the newcomers.

- The Economic Development Self-Assessment Tool (EDSAT) report was completed in June, 2016 and reported out Littleton's strengths and areas for improvement to provide strong economic development. This will serve as a guide for future decision making.



Master Plan Update; Housing, Open Space/ Recreation, Green Communities

- The Master Plan process is well underway and several public forums were held to engage the community and get their input into the process. The Master Plan will be a document to guide strategic decision making based on the goals and vision the Town wants to achieve on important fronts such as Housing, Economic Development, Open Space, Historical, Government, etc. The Master Plan will be presented to the Planning Board for approval and then acceptance by the town at the May 2017 Annual Town Meeting.
- The Subsidized Housing Inventory went from 12.72% to 12.9% which contributes to keeping Littleton above the 10% affordable housing unit threshold.
- Littleton's Open Space/Recreation Plan was submitted to the State in July 2016. In April 2016, a land donation was agreed in the Cooper Farm Host Community Agreement.
- Littleton is proud to be a Green Community and have received \$140,870 in grant money in year 1. Second year application will be submitted March, 2017.

Town Facilities

- The Selectmen formed the Alumni Field Renovation Committee who were charged with creating the RFP (Request for Proposals) to dramatically improve the conditions of, and around, the beloved Alumni Field. The town approved \$4M in funding for Alumni field renovations the Fall 2016 Special Town meeting. These improvements will not only address the conditions of the playing field itself but will also increase the amount of games that can be played on the field, will make the complex ADA compliant, renovates the Snack shack/bathrooms and addresses additional parking needs for the area.
- Studies were funded for Park & Rec fields' needs assessments and Town government space needs.

Public Safety Strategic Plans

- The Fire station expansion project was funded by the November Special Town Meeting. The new Fire Station facilities will serve the community for many years to come and will provide our Fire department with a safe, compliant facility with the space they need to effectively do their jobs. There will also be meeting rooms and facilities for the public.
- The Police Department was certified for accreditation in Sept, 2016.
- Police & Fire strategic plans (Community Compact best practice) were developed and are were approved Feb, 2017.

Roadway Improvement Plan; Complete Streets; other public works

- The Board of Selectmen continue to support our comprehensive road plan and are pleased to report the completion of the New Estate Road renovation project. Nagog Hill Road is in progress and the next roadway projects include Foster St. (FY18) and Matawanakee (FY 19).
- Littleton is a Complete Streets community and received related grants in March, 2016 (\$43,223), and January 2017 (\$394,970) due to this status.
- The Mill Pond restoration project received \$87,000 in federal funds towards \$174,000 for a feasibility study on the restoration effort.
- The MS4 storm water permit implementation was funded with Clean Lakes' cell tower funds at the May Annual Town Meeting. Littleton was included in receiving MAGIC storm water collaboration grants (Community Compact: \$50,000; MAPC/DLTA: \$40,000).

Littleton Common Sewer Strategic Plan

- \$252,000 was approved at the Fall Special Town Meeting to update the 2012 smart sewer study and full build-out analysis. The Littleton Common Sewer RFP is in progress. Updating the Littleton Common sewer will alleviate future health issues where current septic systems are in failure and will promote economic development and a vibrant downtown by allowing a new variety of businesses to open.

Elder & Human Services Needs

- The senior population in Littleton is increasing and there is a recognized need for space for a senior center, affordable senior housing and increased services, like transportation, to support the needs of our seniors. As such, the Selectmen are reviewing space and programing needs, senior tax relief options and have selected supporting EH&S needs as a top priority in the FY17 budget process.

Organizational Review

- Highway/Engineering: Director of Public Works hired, effective 1/3/17. This position will provide engineering services currently outsourced and much needed support for the large scope of the Highway department.
- Administration & Finance: Assistant Town Administrator position approved and will be appointed in Feb 2017.

Long Range Fiscal Plan

- CPA blended matching funds are fully implemented which maximizes state matching funds: \$267,349 in Oct 2015; \$196,864 in Oct 2016.
- The Debt exclusion stabilization fund was established in May 2016 and funded Nov 2016. This money in this fund can only be used to pay down excluded debt, thereby reducing impacts to taxpayers.

Transportation / Commuter Rail / CrossTown Connect

- Trains are now arriving from Boston at 7:06, 7:40, & 8:38 AM promoting the 'reverse commute' of individuals living in the city but working in, or around, Littleton.
- MassDOT grants received for a Littleton COA shuttle which will greatly support the transportation needs of our seniors.

Review By-laws & Regulations

- Storm water bylaws approved at the May Annual Town Meeting.
- Conservation Commission's wetland regulations approved, Jul 2016.
- Public records law implemented Jan, 2017.

It has been a tremendous year and I'd like to thank all of our town employees for all of their hard work and dedication to make Littleton a safe and amazing place to live. Special thanks to our Town Administrator, Town Administrator's Assistant and the Finance Department for all their excellent support and expertise provided to the Board of Selectmen. It's been an honor to serve as Chair for this incredible town Littleton, MA.

Respectfully submitted,
Melissa Hebert, Chairman, Board of Selectmen

TOWN ADMINISTRATOR

I am pleased to submit this, my tenth, report as Town Administrator for the Town of Littleton.

In 2016, the Town Administration addressed the Board of Selectmen's FY 2017 goals of (1) Master Plan Update, including housing, open space, Green Communities implementation; (2) economic development; (3) Littleton Common sewer strategic plan; (4) transportation / commuter rail / CrossTown Connect; (5) roadways improvements plan, Complete Streets; (6) elder and human services needs; (7) public safety strategic plans; (8) organizational review; (9) review of by-laws and regulations; (10) long-term fiscal plan; and (11) Town facilities.

The Town maintains its AAA bond rating from Standard & Poor's (S&P's highest rating), as Littleton continued in 2016 to adhere to the written financial policies adopted by the Board of Selectmen and Finance Committee. In September, the Finance Department presented a long-term financial plan for managing debt service and capital / facility projects including use of the Debt Exclusion Stabilization Fund established by the May 2, 2016 Annual Town Meeting. Use of that fund can defray the costs of principal and interest payments on capital / facility projects authorized by a debt exclusion ballot question. Since excluded debt costs can be added to a property tax bill beyond the limits of Proposition 2½, defraying those costs by use of this fund reduces the cost of debt passed onto property taxpayers. November 16, 2016 Special Town Meeting voters deposited \$532,801 into the Debt Exclusion Stabilization Fund. In December, the Board of Selectmen applied \$298,830 in new growth to reduce the amount to be raised in FY 2017 for excluded debt service on prior projects, which reduced the FY 2017 property tax rate by some 17 cents per \$1,000 of assessed valuation.

In December 2016, the Town's application to the State's Economic Development Incentive Program for approval of a seven-year Tax Increment Financing (TIF) agreement with Patriot Beverages, LLC. for former Veryfine / Sunny Delight facility at 3-20 Harvard Road, yielded a \$625,000 state investment tax credit for the company, which will create 50 full-time jobs.

In 2016, the Town again maximized State matching funds under the Community Preservation Act by fully implementing the so-called Blended CPA for a second year-in-a-row.

In 2016, the Town received two "Complete Streets" grants from the Massachusetts Department of Transportation- \$43,223 for preparation of a prioritization plan, and \$394,970 for construction, including extending the sidewalk on Russell Street so it runs all the way from King Street (Rt. 2A/110) to Great Road (Rt. 119).

The Town had received a "Green Communities" grant of \$140,870 from the Massachusetts Department of Energy Resources, and completed projects for the Town, Schools, and Water Department in Year 1 (2016), including conversion of 535 of the Town's 745 streetlights to LED (light-emitting diode). For Year 2, the Town has submitted a competitive grant application for an additional \$250,000.

With support from the Board of Selectmen and unanimous approval of the November 16, 2016 Special Town Meeting, an Administration/Finance reorganization/succession plan was implemented in 2016, splitting the duties of the Assistant Town Administrator for Finance and Budget (AAFB) between the incumbent (Bonnie Holston)-- who became the Director of Finance and Budget-- and a new position of Assistant Town Administrator as the Administration's second-in-command, to whom many of the AAFB's non-finance functions are assigned. The Town of Brookline's business manager for public safety, Anthony Ansaldi, was hired as Littleton's ATA. Also, Boston City Council chief of staff Clancy Main was hired as Executive Assistant to the Town Administrator, replacing Jennifer Gibbons who began work with the Town of Carlisle following many years of service here.

The Highway Department was also reorganized with FY 2017 budget funding for an additional position which the Board of Selectmen approved as a Director of Public Works with a P.E. (professional engineer) certification. The Town of Greenfield's Town Engineer Chris Stoddard, P.E. was hired as Littleton's Director of Public Works.

Representing the Town of Littleton, in May 2016, I was elected as President of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metro Boston. I had served as MAPC Vice President since 2014, and had chaired the MAGIC (Minuteman Advisory Group on Interlocal Coordination) sub-region of MAPC since 2011. I also represent Littleton on the Montachusett Regional Transit Authority Advisory Board and chair MART's Finance Committee.

Thanks to all Town employees, board members, and volunteers— and to the citizens of Littleton— whom it is our privilege to serve.

Respectfully submitted,
Keith A. Bergman
Town Administrator

DEPARTMENT OF FINANCE AND BUDGET

2016 Annual Town Report

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2016.

DEPARTMENT DESCRIPTION

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

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance

involves the day to day management of the Town's finances including the \$41 million general fund budget, \$6.3 million in special revenue, \$36 million in enterprise funds (water, electric and recreation), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the Department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

I would like to thank the Board of Selectmen, Finance Committee and Town Administrator Keith Bergman for their support throughout the challenges of this past year. I would also like to thank Steve Venuti – Treasurer, Ann Essman – Assistant Treasurer/HR Coordinator, Michelle Reynolds – Assistant Accountant as well as all the staff throughout the Finance Department.

FY2016 HIGHLIGHTS

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

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

Operating Budget

Town Operating budgets continue to feel pressure as a result of stagnant State Aid levels. In Fiscal 2016 the Town's net state decreased by 2.3% - \$87,284 – compared to FY2015 actual amounts received for both Town and School State Aid Accounts. Net State Aid represented approximately 8.4% of the available revenue.

Consistent new growth revenues have helped mitigate some of the impact of relatively flat state aid revenues. The tax levy increase of 6.29% (2.5% plus new growth) for FY2016 was driven in large part to an increase in new Residential Housing stock. The tax levy is the major source of funding for the Town Operations, representing 76% of the total available revenue.

The Town's reserves were augmented by an increase in the Undesignated Fund balance from \$5.8 million ending FY2014 to \$7.79 million ending FY2015. The Town transferred \$2.5 million of this balance to the Capital Stabilization account, to start seeding the larger projects on the horizon – to include facility updates to Alumni Field and the Fire Station. The Town also continued to work towards funding its OPEB obligations, with a total of \$851,200 transferred to the Trust for Post Employment Benefits.

There was continued support from the taxpayers for investments in town equipment, facilities and infrastructure. The FY2016 capital plan expenditures totaled \$2,486,975 funded under the levy limit. Highlighted are replacement of Public Safety and Public Works equipment as well as several paving projects at the Littleton Schools. Roadway improvements also continue, with the construction completed on New Estate Road and the design of Nagog Hill Road.

Net of FEMA reimbursements - Snow and ice removal expenditures were more moderate in FY2016 at \$210,000 compared to the unprecedeted level for FY2015 at almost \$685,000. The Town did plan adequately for the expenditures within its operating budget, requiring no supplemental appropriation to close the season.

I look forward to meeting the challenges faced by the community in the coming fiscal years by working with both the Town Administrator and Finance Committee to craft solutions that best serve the town.

Bonnie-mae Holston
Assistant Town Administrator for Finance and Budget
Town Accountant

TOWN OF LITTLETON		FY2016	FY2016
	Department	Budget	Actual
114	MODERATOR		
	Personal Services		
	Expenses	100.00	-
		Total 114	100.00
			-
122	SELECTMEN / TOWN ADMINISTRATOR		
	Personal Services	182,580.00	182,491.00
	Expenses	11,870.00	11,870.00
	MAGIC/MAPC Assessments	11,625.00	11,625.00
		Total 122	206,075.00
			205,986.00
131	FINANCE COMMITTEE		

Personal Services	700.00	528.00
Expenses	500.00	176.00
	Total 131	1,200.00
		704.00
132 RESERVE FUND		
Expenses	150,000.00	61,982.00
	Total 132	150,000.00
		61,982.00
135 FINANCE AND BUDGET		
Personal Services	607,073.00	603,012.00
Expenses	39,020.00	41,452.00
Audit	40,000.00	40,000.00
	Total 135	686,093.00
		684,464.00
151 LEGAL		
Expenses	250,000.00	199,022.00
	Total 151	250,000.00
		199,022.00
155 INFORMATION SYSTEMS		
Personal Services	92,224.00	92,224.00
Expenses	198,402.00	198,366.00
	Total 155	290,626.00
		290,590.00
161 TOWN CLERK		
Elected Salaries	59,605.00	59,605.00
Personal Services	19,275.00	18,675.00
Expenses	1,500.00	1,500.00
Transfer In - Dog Tax Fund	(2,200.00)	(2,201.00)
	Total 161	78,180.00
		77,579.00
162 ELECTIONS & REGISTRATIONS		
Personal Services	-	-
Expenses	8,700.00	8,700.00
	Total 162	8,700.00
		8,700.00
171 CONSERVATION COMMISSION		
Personal Services	35,752.00	25,097.00
Expenses	1,000.00	1,450.00
Transfer In - Wetland Fund	(15,500.00)	(8,500.00)
	Total 171	21,252.00
		18,047.00
175 PLANNING BOARD		
Personal Services	66,024.00	66,079.00
Expenses	1,175.00	1,022.00
	Total 175	67,199.00
		67,101.00
176 APPEALS BOARD		
Personal Services	4,557.00	4,540.00
Expenses	1,000.00	920.00
	Total 176	5,557.00
		5,460.00
191 BUILDING MAINTENANCE		
Personal Services	58,250.00	62,121.00
Expenses	375,000.00	387,500.00
	Total 191	433,250.00
		449,621.00
193 GENERAL INSURANCE		
Expenses	350,000.00	368,003.00
	Total 193	350,000.00
		368,003.00
194 EMPLOYEE/RETIREE BENEFITS		
Expenses	5,982,032.00	5,450,313.00
Other Post-Employment Benefits Liability Fund	851,200.00	851,200.00
Transfer In - Cable Studio Benefits	(24,029.00)	(24,029.00)
Transfer In - Recreation Revolving	-	-
	Total 194	6,809,203.00
		6,277,484.00
196 TOWN REPORT / TOWN MEETING		
Expenses	5,000.00	5,000.00
	Total 196	5,000.00
		5,000.00

197	CABLE STUDIO			
	Personal Services	131,068.00	126,533.00	
	Expenses	26,850.00	26,850.00	
	Transfer In - Cable Revolving	-	-	
	Transfer In - Cable Access Fees	(157,918.00)	(153,383.00)	
	Total 197	-	-	
210	POLICE / DISPATCH			
	Personal Services	1,662,626.00	1,647,575.00	
	Expenses	116,421.00	115,440.00	
	Total 210	1,779,047.00	1,763,015.00	
220	FIRE / EMS DEPARTMENT			
	Personal Services	1,016,928.00	1,003,669.00	
	Expenses	114,588.00	144,066.00	
	Transfer In -Ambulance Fees	(300,000.00)	(300,000.00)	
	Total 220	831,516.00	847,735.00	
241	BUILDING DEPARTMENT			
	Personal Services	190,542.00	191,697.00	
	Expenses	5,060.00	4,513.00	
	Transfer In - Inspectional Revolving	(77,772.00)	(77,772.00)	
	Total 241	117,830.00	118,438.00	
300	SCHOOL DEPARTMENT			
	Budget	17,250,000.00	17,250,000.00	
	Total 300	17,250,000.00	17,250,000.00	
301	TECHNICAL SCHOOL EXPENDITURES			
	Expenses	494,448.00	494,448.00	
	Total 301	494,448.00	494,448.00	
420	HIGHWAY DEPARTMENT			
	Personal Services	796,238.00	733,121.00	
	Expenses	383,203.00	335,648.00	
	Streetlights	32,000.00	32,000.00	
	Park Maintenance	9,700.00	9,700.00	
	Wastewater/Stormwater	91,800.00	91,800.00	
	B&M Crossing	2,808.00	2,808.00	
	Gasoline	125,000.00	73,511.00	
	Total 420	1,440,749.00	1,278,588.00	
422	ROADWAY REPAIRS			
	Expenses	695,394.00	695,394.00	
	Total 422	695,394.00	695,394.00	
423	SNOW & ICE			
	Personal Services	68,000.00	57,844.00	
	Expenses	132,000.00	191,821.00	
	Total 423	200,000.00	249,665.00	
450	CLEAN LAKES			
	Expenses	-	-	
	Transfer In - Clean Lakes Account	-	-	
	Total 450	-	-	
491	CEMETERY DEPARTMENT			
	Personal Services	98,701.00	99,004.00	
	Expenses	17,800.00	16,900.00	
	Transfer In - Cemetary Trust	(13,000.00)	(13,000.00)	
	Transfer In - Sale of Cemetery Lots	(12,000.00)	(12,000.00)	
	Transfer In - Graves	(18,897.00)	(18,897.00)	
	Total 491	72,604.00	72,007.00	
510	HEALTH DEPARTMENT			
	Personal Services	20,506.00	20,422.00	
	Expenses	2,587.00	1,555.00	
	Assessment - Nashoba BOH	22,250.00	20,214.00	

Assessment - Nashoba Nursing	8,700.00	8,700.00
Assessment - Eliot Clinic	3,780.00	3,780.00
Assessment - SANS Program	12,000.00	12,000.00
Animal Inspector	2,400.00	2,400.00
Transfer In - B. Sampson Animal Fund	(2,500.00)	(2,500.00)
	Total 510	69,723.00
		66,571.00
541 ELDER AND HUMAN SERVICES		
Personal Services	112,986.00	115,741.00
Expenses	13,921.00	13,543.00
	Total 541	126,907.00
		129,284.00
543 VETERANS SERVICES		
Personal Services	5,000.00	5,000.00
Expenses	1,515.00	916.00
Veteran Benefits	120,000.00	133,768.00
	Total 543	126,515.00
		139,684.00
610 REUBEN HOAR LIBRARY		
Personal Services	431,694.00	421,981.00
Expenses	81,193.00	81,007.00
Merrimack Valley Assessment	33,854.00	30,471.00
Transfer In - Library Trust Fund	(11,500.00)	(11,500.00)
	Total 610	535,241.00
		521,959.00
630 PARK AND RECREATION DEPARTMENT		
Recreation Enterprise subsidy	107,323.00	107,323.00
	Total 630	107,323.00
		107,323.00
690 OTHER CULTURE & RECREATION		
Historical	700.00	220.00
Memorial Day	500.00	500.00
Patriot's Day	50.00	50.00
	Total 690	1,250.00
		770.00
700 DEBT		
710 LONG TERM DEBT	3,309,482.00	3,309,482.00
720 SHORT TERM DEBT	635,270.00	635,270.00
Transfer In - Self Help Grant	(17,000.00)	(17,000.00)
Transfer In - Wastewater Settlement	(17,274.00)	(17,274.00)
Transfer In - Oak Hill Cell Tower	(34,269.00)	(34,269.00)
Transfer In - Newtown Hill Cell Tower	(39,848.00)	(39,848.00)
Transfer In - Clean Lakes	-	-
Transfer In - Bond Premium	(54,067.00)	(54,067.00)
Transfer In - Community Preservation	(119,608.00)	(119,608.00)
Transfer In - Light Department	(154,530.00)	(154,530.00)
	Total 700	3,508,156.00
		3,508,156.00
FUNDING SUMMARY		
Net Budgets	37,791,050.00	37,023,158.00
Transfers In	(1,071,912.00)	(1,058,878.00)
Total Appropriated Budgets	36,719,138.00	35,964,280.00

Town of Littleton Balance Sheet 07/01/2015-06/30/2016											
	General Fund	Special Revenue Funds	Govern Grant Funds	Capital Project Funds	Electric Enterprise	Water Fund	REC Fund	Trust Fund	Agency Fund	Long Term Debt Group	Memo Only
ASSETS											
Cash	16,260,052.41	7,204,640.89	188,741.44	1,961,184.05	17,598,547.16	1,014,284.67	233,885.14	14,261,961.19	66,447.92	0.00	58,789,744.87
Receivables	4,432.96	339,629.44	0.00	0.00	-17,532.01	0.00	0.00	0.00	0.00	0.00	326,530.39
Property Taxes	542,706.24	2,152.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	544,858.46
Allowance for Abate &	-1,363,952.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,363,952.58
Tax Liens	449,924.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	449,924.69
Motor Vehicle Excise	194,823.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194,823.43
Amts Prov for Pay of	0.00	0.00	0.00	0.00	0.00	4,990,000.00	0.00	0.00	0.00	45,932,638.08	50,922,638.08
TOTAL ASSETS	16,087,987.15	7,546,422.55	188,741.44	1,961,184.05	17,581,015.15	6,004,284.67	233,885.14	14,261,961.19	66,447.92	45,932,638.08	109,864,567.34
LIABILITIES											
Liabilities	629,831.31	0.00	0.00	0.00	-17,532.01	0.00	0.00	66,447.92	25,765,412.25	26,697,466.73	
Tailings	12,195.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,195.22
Def Rev Prop Tax	-820,938.84	255,459.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-818,786.62
Def Rev Tax Liens	449,924.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	449,924.69
Def Rev MV Excise	194,823.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194,823.43
L - User Charges / Liens	0.00	86,322.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,322.18
Bonds Payable	0.00	0.00	0.00	395,200.00	4,990,000.00	0.00	0.00	0.00	0.00	20,167,225.83	25,552,425.83
BANS DUE	0.00	141,500.00	0.00	3,152,674.00	0.00	0.00	0.00	0.00	0.00	0.00	3,294,174.00
TOTAL LIABILITIES	465,835.81	483,281.66	0.00	3,152,674.00	377,667.99	4,990,000.00	0.00	0.00	66,447.92	45,932,638.08	55,468,545.46
FUND BALANCES											
FUND EQUITY	2,583,962.70	7,063,140.89	188,741.44	-1,191,490.40	17,203,347.16	0.00	226,049.05	14,261,961.19	0.00	0.00	40,915,049.29
Reserved for	1,889,070.56	0.00	0.00	0.00	0.00	0.00	7,836.09	0.00	0.00	0.00	2,187,569.84
Reserved for Expenditures	2,980,633.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	3,180,633.00
Reserved for Deficits	-9,684.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-9,684.00
Designated	297,995.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297,995.06
Undesignated	7,880,174.02	0.00	0.00	0.00	0.00	814,284.67	0.00	0.00	0.00	0.00	7,824,458.69
TOTAL FUND BALANCES	15,622,151.34	7,063,140.89	188,741.44	-1,191,490.40	17,203,347.16	1,014,284.67	233,885.14	14,261,961.19	0.00	0.00	54,396,021.88
TOTAL LIABILITIES & FUND BALANCES	16,087,987.15	7,546,422.55	188,741.44	1,961,183.60	17,581,015.15	6,004,284.67	233,885.14	14,261,961.19	66,447.92	45,932,638.08	109,864,567.34

TOWN TREASURER

Treasurer's Report

Outstanding Bond Debt as of June 30, 2016

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				
12/15/2007	Light Dept - Op Center refunding	1,248,000.00	395,200.00	9/15/2018
<i>Sub Total - Light Department Debt</i>		<i>1,248,000.00</i>	<i>395,200.00</i>	
<u>Water Department</u>				
12/15/2007	Ultrafiltration #2 - refunding	414,225.00	45,000.00	9/15/2016
2/1/2010	Ozone Generator	86,609.00	10,000.00	2/1/2018
12/7/2012	Water Tank - refunding	1,332,000.00	430,000.00	1/15/2023
5/15/2005	Nashoba Rd	350,000.00	130,000.00	5/15/2023
8/1/2014	Capital Improvements Well #2	118,300.00	110,000.00	8/15/2026
2/1/2010	Water Capital Improvements	191,088.00	130,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	165,000.00	8/15/2031

8/1/2014	Well #2 Design	194,700.00	180,000.00	8/15/2033
8/1/2014	Water Capital Improvements	274,200.00	260,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	3,530,000.00	8/15/2034
<i>Sub Total - Water Department Debt</i>		6,859,922.00	4,990,000.00	
<i><u>Town Debt - Inside Prop 2 1/2</u></i>				
12/15/2007	Fire House renovations - refunding	77,050.00	5,000.00	9/15/2016
4/29/1999	Septic Loan Program #1	199,806.72	11,100.40	2/1/2017
12/15/2007	Shaker Lane - Refunding	2,352,000.00	744,800.00	9/15/2018
2/15/1999	Matawanakee Betterment	450,000.00	60,000.00	12/1/2018
11/15/2002	Septic Loan Program #2	189,473.68	53,833.43	8/1/2020
12/7/2012	Police Land - refunding	525,000.00	145,000.00	1/15/2022
12/7/2012	High School - refunding	23,795,000.00	2,120,000.00	1/15/2023
5/15/2005	Land Acquisition - Hartwell	575,000.00	210,000.00	5/15/2023
5/15/2005	Land Acquisition - Prouty	500,000.00	200,000.00	5/15/2024
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	90,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	130,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	225,000.00	4/15/2031
4/15/2011	Goldsmith Street	1,094,400.00	815,000.00	4/15/2031
<i>Sub Total - Town Debt - Inside Prop 2 1/2</i>		30,426,685.40	4,809,733.83	
<i><u>Town Debt - Outside Prop 2 1/2</u></i>				
12/15/2007	Land Acq - Frost Whit refunding	322,175.00	35,000.00	9/15/2016
12/7/2012	Land Acquisition - Morrison - refunding	1,768,000.00	380,000.00	1/15/2020
5/15/2005	Waste Water Treatment Facility	1,760,000.00	770,000.00	5/15/2025
1/15/2008	Middle School	7,554,000.00	4,295,000.00	3/15/2027
2/1/2010	Police Station Design	300,000.00	180,000.00	2/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,392,493.05	11/1/2028
2/1/2010	Police Station Construction	6,023,303.00	4,100,000.00	2/1/2029
4/15/2011	Russell St School - Design	232,800.00	155,000.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	4,050,000.00	4/15/2031
<i>Sub Total - Town Debt - Outside Prop 2 1/2</i>		25,531,420.00	15,357,493.05	
<i>Total - Town Debt</i>		55,958,105.40	20,167,226.88	
<i>Total - All Debt</i>		64,066,027.40	25,552,426.88	

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

<i>State</i>	Shaker Lane	735,000.00
<i>CPA Funds</i>	Houghton Roof	130,000.00
<i>CPA Funds</i>	Land Acquisition - Lucy's Land	90,000.00
<i>CPA Funds</i>	Cobbs Land	225,000.00
<i>Cell Tower Funds</i>	Land Acquisition – Hartwell	145,00.00
<i>Cell Tower Funds</i>	Land Acquisition - Prouty	200,000.00
<i>Total - Town Debt Reimbursements</i>	-	<u>1,525,000.00</u>

<i>Net Town Debt remaining (Inside Prop 2 1/2)</i>	<u>3,284,733.83</u>
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Funds under care of the Town Treasurer as of June 30, 2016

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$29,822,972.03
OPEB Trust Fund - Town, Light & Water Departments	6,911,874.58
Stabilization & Capital Stabilization	2,338,992.63
Water Enterprise Fund	1,304,947.86
Light Department Operating Funds	4,751,666.70
Light Department Depreciation Fund	3,214,431.05
Light Department Rate Stabilization Fund	7,120,302.73
Light Department Retirement Trust Fund	1,019,903.23
Trust Funds managed by the Trust Fund Commissioners	<u>5,007,027.34</u>
	<u><u>\$61,492,118.15</u></u>

Cash Balance June 30, 2015	\$52,799,601.05
Cash Receipts	\$88,156,668.61
Cash Disbursements	<u><u>\$(79,464,151.51)</u></u>
Ending Cash June 30, 2016	<u><u>\$61,492,118.15</u></u>

The above report reflects the cash and bond balances of the Town as of June 30, 2016.

Respectfully submitted

Steven Venuti
Treasurer

Employee Total Earnings - January-December 2016

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2016</i>	<i>Earnings *</i>
<u>ACCOUNTANT</u>				
	HOLSTON, BONNIE-MAE	ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET		96,538.53

REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	42,904.42
RAYMOND, SUSAN	ON-CALL DEPARTMENT CLERK	14,677.23
MANCHUSO, JANICE	FINANCE TECHNICIAN	11,157.08
<u>ASSESSORS</u>		
MILLER, KATHERINE	CHIEF ASSESSOR	76,379.21
JORNET, CELIA	ASSISTANT ASSESSOR	45,964.68
FREITAS, LORRAINE	ASSISTANT ASSESSOR	35,878.40
SULLIVAN, TERESA	ASSESSING CLERK/FIELD LISTER	8,404.55
<u>BUILDING</u>		
BERNIER, ROLAND	BUILDING COMMISSIONER	88,503.44
COBLEIGH, MICHELLE	ZONING ASST/PERMIT	52,535.75
MOREHOUSE, WILLIAM	TECH/BUSINEES ADMIN	
SULLIVAN, EDWARD	INSPECTOR OF WIRES	45,642.07
GERVAIS, JOSEPH	PLUMBING AND GAS INSPECTOR	36,165.81
CORMIER, JOSEPH	ALTERNATE INSPECTOR OF WIRES	2,814.81
	ALTERNATE PLUMBING AND GAS	270.80
<u>CEMETERY</u>		
TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	48,869.92
SULLIVAN, CRAIG	CEMETERY SUPERINTENDENT	45,493.97
BAILEY, THOMAS	CEMETERY SUPERINTENDENT	715.64
<u>COLLECTOR</u>		
RICHARDS, DEBORAH	TAX COLLECTOR	64,732.00
LORD, LINDA	ADMIN CLERK-COLLECTOR/CLERK	40,388.11
<u>CONSERVATION COMMISSION</u>		
GREEN, AMY	CONSERVATION COORDINATOR	30,020.97
<u>CONTROL CTR DISPATCH</u>		
MURPHY, JOHN	DISPATCHER	92,815.09
COLWELL, BRYAN	COMMUNICATIONS OFFICER	67,750.85
HARROLD, WILLIAM	COMMUNICATIONS SUPERVISOR	52,821.57
BOWEN, JESSE	COMMUNICATIONS OFFICER/DISPATCHER	50,010.91
DEVLAMINCK, NICHOLE	COMMUNICATIONS OFFICER	49,972.10
PERRY, NELSON	COMMUNICATIONS OFFICER	14,864.70
TAYLOR, ZACHARY	P/T COMMUNICATIONS OFFICER	4,083.82
HAWTHORNE, PATRICK	P/T COMMUNICATIONS OFFICER	2,093.80
PERRY, ANDREW	ON-CALL COMMUNICATIONS OFFICER	485.76
<u>COUNCIL ON AGING</u>		
CAMPBELL, PAMELA	EHS DIRECTOR	69,352.10
MAEDER, CONSTANTINA	OUTREACH COORDINATOR/RESPITE CARE	57,072.56
KENT, RICHARD	PT MART DRIVER	14,518.78
MONAHAN, CORRINE	ON-CALL EHS VAN DRIVER	13,425.81
MONAHAN, WILLIAM	ON-CALL MART VAN DRIVER	11,920.51
CAMPBELL, NEIL	COA VAN DRIVER	11,060.30
BAILEY, HELEN	ON-CALL EHS VAN DRIVER	5,049.66
TOKMAKIAN, PAUL	COA VAN DRIVER	4,558.62
OGILVIE, GEORGE	COA VAN DRIVER	1,836.00
ARTHUR, HAROLD	SENIOR WORK PROGRAM	1,560.00
JESENSKY, ANTHONY	SENIOR WORK PROGRAM	1,130.00
BOWERS, JOHN	SENIOR WORK PROGRAM	960.00
MORRISON, BRUCE	VETERANS WORK PROGRAM	910.00
RUSSELL, BRUCE	SENIOR WORK PROGRAM	760.00
FEDELE, RICHARD	SENIOR WORK PROGRAM	587.50
BOWLES, CATHERINE	SENIOR WORK PROGRAM	560.00
CHASE, DOROTHEA	SENIOR WORK PROGRAM	560.00
CHILDS, MARTHA	SENIOR WORK PROGRAM	560.00
CHRISFIELD, JANE	SENIOR WORK PROGRAM	560.00
CORBIN, SHARON	SENIOR WORK PROGRAM	560.00
CURTIN, MILDRED	SENIOR WORK PROGRAM	560.00
DENUCCE, THOMAS	SENIOR WORK PROGRAM	560.00

DONNELLY, JAMES	SENIOR WORK PROGRAM	560.00
DOUGLAS, DIANE	SENIOR WORK PROGRAM	560.00
FISHER, LYNDA	SENIOR WORK PROGRAM	560.00
GIRARD, PAULETTE	SENIOR WORK PROGRAM	560.00
HALLORAN, JOYCE	SENIOR WORK PROGRAM	560.00
HILSINGER, NANCY	SENIOR WORK PROGRAM	560.00
HOLT, MARY	SENIOR WORK PROGRAM	560.00
INGHAM, JOAN	SENIOR WORK PROGRAM	560.00
JASINS, ELAINE	SENIOR WORK PROGRAM	560.00
JOYCE JR, PATRICK	SENIOR WORK PROGRAM	560.00
KAMB, BARBARA	SENIOR WORK PROGRAM	560.00
LARSEN, MARGARET	SENIOR WORK PROGRAM	560.00
LYNN, JUDITH	SENIOR WORK PROGRAM	560.00
LYONS, JANE	SENIOR WORK PROGRAM	560.00
MCPHERSON, MARY	SENIOR WORK PROGRAM	560.00
MITRANO, GAIL	SENIOR WORK PROGRAM	560.00
NEWMAN, JOYCE	SENIOR WORK PROGRAM	560.00
PAYSON, ANN LOUISE	SENIOR WORK PROGRAM	560.00
PROTASOWICKI, DELIA	SENIOR WORK PROGRAM	560.00
QUINN, FRANCIS	SENIOR WORK PROGRAM	560.00
RIGOLI, BEVERLY	SENIOR WORK PROGRAM	560.00
RILEY, MARGARET	SENIOR WORK PROGRAM	560.00
RUSSELL, MARSHA	SENIOR WORK PROGRAM	560.00
SAMMARCO, JEANINE	SENIOR WORK PROGRAM	560.00
SMITH, BETTY	SENIOR WORK PROGRAM	560.00
STREETER, RAYMOND	SENIOR WORK PROGRAM	560.00
SULLIVAN, JANET	SENIOR WORK PROGRAM	560.00
SWEATT, ANNE	SENIOR WORK PROGRAM	560.00
WHITCOMB, DAVID	SENIOR WORK PROGRAM	560.00
WIELINSKI, SUSAN	SENIOR WORK PROGRAM	560.00
WILLIS, JUDITH	SENIOR WORK PROGRAM	560.00
ZOTO, MARGARET	SENIOR WORK PROGRAM	560.00
ARAUJO, ELLEN	SENIOR WORK PROGRAM	560.00
BANKS, ELLEN	SENIOR WORK PROGRAM	560.00
BUCKLES, RICHARD	SENIOR WORK PROGRAM	560.00
CYR, BEVERLY	SENIOR WORK PROGRAM	560.00
FREDETTE, ANDRE	SENIOR WORK PROGRAM	560.00
GLEASON, RICHARD C	SENIOR WORK PROGRAM	560.00
GROSS, PATRICIA	SENIOR WORK PROGRAM	560.00
MCLAUGHLIN,	SENIOR WORK PROGRAM	560.00
MARGARET	SENIOR WORK PROGRAM	560.00
SCHMIDT, ELIZABETH	SENIOR WORK PROGRAM	560.00
SOULE, LOIS	SENIOR WORK PROGRAM	560.00
VALES, WILLIAM	SENIOR WORK PROGRAM	560.00
WAITE, DONALD	SENIOR WORK PROGRAM	560.00
WEBB, CYNTHIA	SENIOR WORK PROGRAM	560.00
ALO, SHIRLEY	SENIOR WORK PROGRAM	560.00
ANDERSON, ANTONIA	SENIOR WORK PROGRAM	560.00
BERTOLINO, ANGELA	SENIOR WORK PROGRAM	560.00
BRADLEY, SHIRLEY	SENIOR WORK PROGRAM	560.00
CHERNOSKY, ANNEMARIE	SENIOR WORK PROGRAM	560.00
PARSONS, NANCY	SENIOR WORK PROGRAM	560.00
ROMILLY, DONNA	SENIOR WORK PROGRAM	560.00
TREPANIER, LOIS	SENIOR WORK PROGRAM	560.00
CHRISTLE, HENRY	SENIOR WORK PROGRAM	560.00
FRATTALLONE, PAMELA	SENIOR WORK PROGRAM	560.00
HAMMAR, CHERYL	SENIOR WORK PROGRAM	560.00
JOHNSON, RUTH	SENIOR WORK PROGRAM	560.00
LARRABEE, MARTHA	SENIOR WORK PROGRAM	560.00
LAWRENCE, JANET	SENIOR WORK PROGRAM	560.00
LORENSON, ELIZABETH	SENIOR WORK PROGRAM	560.00
MAY, DELORES	SENIOR WORK PROGRAM	560.00
STEWART, JEAN	SENIOR WORK PROGRAM	560.00
SUSSMAN, STEVEN	SENIOR WORK PROGRAM	560.00
WETHERBEE, ROBERTA	SENIOR WORK PROGRAM	560.00
HUNT, JAMES	SENIOR WORK PROGRAM	550.00
WOODBINE, RICHARD	SENIOR WORK PROGRAM	550.00

PALMER III, SAMUEL	COA VAN DRIVER	547.50
MACIVER, DONALD	SENIOR WORK PROGRAM	520.00
PAYSON, DARRELL	SENIOR WORK PROGRAM	387.50
HOLIAN, MARK	SENIOR WORK PROGRAM	330.00
FISHER, LAWRENCE	SENIOR WORK PROGRAM	320.00
GREGORY, ALBERT	SENIOR WORK PROGRAM	280.00
GREGORY, BERNICE	SENIOR WORK PROGRAM	280.00
HARDING, DAVID	SENIOR WORK PROGRAM	280.00
MEIER, LOIS	SENIOR WORK PROGRAM	280.00
MEIER, ROBERT	SENIOR WORK PROGRAM	280.00
STETSON, ELEANOR	SENIOR WORK PROGRAM	280.00
STETSON, ROBERT	SENIOR WORK PROGRAM	280.00
RUSSELL, LESLIE	SENIOR WORK PROGRAM	265.00
BELL, SAMUEL	SENIOR WORK PROGRAM	230.00
HARLAND, ELLEN	SENIOR WORK PROGRAM	150.00
HRONIK, MARY	SENIOR WORK PROGRAM	150.00
HARLAND, WILLIAM	SENIOR WORK PROGRAM	70.00
MCLAUGHLIN, ROBERT	SENIOR WORK PROGRAM	45.00
SCHMIDT, WILLIAM	SENIOR WORK PROGRAM	

FIRE

WODZINSKI, SCOTT	FIRE CHIEF	105,223.27
HOLT, SCOTT	FIREFIGHTER/EMT	90,698.91
COFFEY, SEAN	FIREFIGHTER/EMT	89,877.37
GARDNER, TERENCE	FIREFIGHTER/EMT	87,397.52
CLANCY, GEORGE	DEPUTY CHIEF	80,079.21
DAVID, TYSON	FIREFIGHTER/EMS	75,069.58
	COORDINATOR	
WRIGHT, STEPHEN	FIRE PREVENTION OFFICER	70,108.39
DUNN, KEITH	FIREFIGHTER/EMT	63,988.59
ST GELAIS, BRIAN	FIREFIGHTER/EMT	60,421.27
MACIEL, MATTHEW	FIRE FIGHTER/EMT	57,575.20
DEBLASIO, MICHAEL	FF/EMT ADVANCED	57,101.75
POWERS, TIMOTHY	FIRE FIGHTER/EMT	55,937.92
FLECK, KIMBERLY	EXEC ASST PUBLIC SAFETY - FIRE	39,162.10
	ON CALL FIRE FIGHTER/EMT	18,163.57
BYRNE, LINDSAY	ON CALL CAPTAIN	13,725.58
CAHILL, JAMES	ON CALL FIREFIGHTER	9,980.03
PARLON, SEAN	ON CALL FIRE LIEUTENANT	8,882.40
KNEELAND JR., THOMAS	ON CALL CAPTAIN	8,758.31
ROCK, JOSEPH	ON CALL DEPUTY CHIEF	7,282.74
RAY, JAMES	FIRE FIGHTER	5,892.77
AUBERT, JUSTIN	ON CALL LIEUTENANT	4,247.15
DENEHY JR, MICHAEL	PROBATIONARY FIREFIGHTER	4,102.80
MULONE, STEVEN	ON CALL EMT/ATHLETIC	3,453.58
MONIZ, DENISE	OFFICIAL	
	PROBATIONARY FF/EMT	3,087.60
DUONG, RICHARD	ON CALL FF/EMT ADVANCED	2,546.54
ROCK, TERESA	ON CALL FIREFIGHTER/EMT	2,483.41
BELTRAMI, DONALD	ON-CALL PROB FIREFIGHTER	2,105.25
VALCOURT, RYAN	ON CALL EMT	1,658.59
ALCOTT, BRENDA	PROB ON CALL FIRE FIGHTER	1,624.23
PERRY, DANIEL	ON CALL EMT	1,466.16
KLEIN, SUZANNE	ON CALL FIRE FIGHTER/EMT	1,446.93
DOHERTY JR, MICHAEL	ON CALL FIREFIGHTER EMT	1,216.80
DIRUBBO, DEREK	ON CALL FIREFIGHTER EMT	1,008.80
CHABOT, BRIAN	ON CALL FF/EMT ADVANCED	903.80
GASSIRARO, MICHAEL	PROBATIONARY EMT	641.59
JOHANSON, RYAN	ON-CALL FIREFIGHTER EMT	520.00
KANE, DANIEL	ON CALL FF/EMT ADVANCED	386.89
BYAM, ERIK	PER DIEM FF/EMT ADVANCED	282.94
LEFEBVRE II, DAVID	ON CALL FF/EMT	163.91
WARD, SADIE	ON CALL FIREFIGHTER	141.84
HICKOX, MARK	PROBATIONARY EMT	82.40
PATTERSON, NICOLE		

HIGHWAY

CLYDE, JAMES	HWY OPERATIONS	94,235.70
DEVOGEL, JAMES	MANAGER/SUPERINTENDENT	73,550.06
BERNARD, SHAWN	HIGHWAY GENERAL FOREMAN	71,129.35
MACFADGEN, WILLIAM	WORKING PARKS FOREMAN	65,359.89
KELSON, DEREK	HIGHWAY MECHANIC	65,010.54
SALADINI, CRAIG	WORKING FOREMAN	55,273.84
UPPERMAN, CHRISTOPHER WHITTEN, STEVEN	EQUIPMENT OPERATOR II/LABORER	54,108.00
TOCCI, CATHERINE	Transfer Station Operator	53,539.76
PELOQUIN, PHILIP	EQUIPMENT OPERATOR/LABORER II	51,051.80
ASHLEY, PHYLLIS	BUSINESS ADMIN - HIGHWAY	48,355.14
TEBBETTS, DANIEL	EQUIPMENT OPERATOR 1	46,621.73
CORMIER, RYAN	Assistant Transfer Station Operator	33,780.45
FITZGERALD, THOMAS	GENERAL FOREMAN	22,150.12
MCKELVIE, BRUCE	EQUIPMENT OPERATOR/LABORER I	19,859.46
VIOLETTE, RYAN	EQUIPMENT OPERATOR II	17,092.65
PICHEL, RYAN	EQUIP OPERATOR/LABORER 1	15,640.85
WING, MICHAEL	Seasonal Highway Laborer	13,815.15
TORNELL, DAVID	SUMMER HIGHWAY LABORER	7,911.93
WHITCOMB, JOSHUA	Seasonal Highway Laborer	6,730.53
TESSIER, SHAWN	SUMMER SEASONAL LABORER	6,656.38
	EQUIP OPERATOR/LABORER II	3,449.26
<u>LIBRARY</u>		
ALVAREZ JR, SAMUEL	LIBRARY DIRECTOR	76,379.21
OUELLETTE HADUCH, DIANN	CHILDREN SERVICES/SENIOR LIBRARIAN	46,645.73
GRAHAM, HELEN	ASSISTANT LIBRARY DIRECTOR	45,609.36
SILL, JEANNE	SENIOR LIBRARY TECHNICIAN	44,641.32
PALMER, SUSAN	LIBRARY OFFICE COORDINATOR	41,199.31
CURRAN, ANDREA	HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR LIBRARIAN	40,351.35
TABER, JAMES	LIBRARY TECHNICIAN	24,623.19
CANTINO, JENNA	SR. LIBRARY TECHNICIAN	24,316.19
SCHREIBER, LINDA	SENIOR LIBRARIAN	19,213.21
HARDY-FARACI, CHERYL	LIBRARY TECHNICIAN	17,511.15
GEANISIS, MARGARET	LIBRARY TECHNICIAN	17,427.51
BERNARDI, JULIE	LIBRARY TECHNICIAN	11,646.49
SEBASTIAN, CATHERINE	LIBRARY ASSISTANT	10,837.01
YAMASHITA, ATSUKO	LIBRARY PROCESSING CLERK	8,660.07
FREDERICKSEN, JULIE	LIBRARY ASSISTANT	8,111.39
<u>LIGHT DEPARTMENT</u>		
EDWARDS, SCOTT	GENERAL MANAGER	184,819.40
LAWLER, NICHOLAS	SYSTEM ENGINEER	158,263.40
HUNT, ROBERT	LEAD LINEMAN	147,461.24
BURNHAM, TODD	LEAD LINEMAN	143,503.66
SNYER, TREVOR	LINEMAN 1ST CLASS	131,565.94
GIUMBAKIS, EVANGELOS	LEAD LINEMAN	130,069.35
LARSEN, SCOTT	GENERAL LINE FOREMAN	122,945.95
LIZOTTE, DAVID	DISTRIBUTION SUPERVISOR	122,299.85
ROOKS, ERICA	BUSINESS MANAGER	116,954.32
LANCIANI, JOHN	LELD SENIOR ENGINEERING TECHNICIAN	115,236.51
MCFARLAND, MATTHEW	LEAD LINEMAN	105,902.05
PATTERSON, DANIEL	MECHANIC-FLEET/FACILITIES	98,443.66
KETCHEN, DAVID	ELECTRICAL ENGINEER	82,182.40
MOSCARIELLO, GERALD	LIGHT DEPT MAINT.	76,273.95
LYONNAIS, MELISSA	BUSINESS OFFICE SUPERVISOR	75,355.00
BOURASSA, RICHARD	METER TECHNICIAN STEP III	74,696.14
SIEKMAN, BRIAN	APPRENTICE LINEMAN III	66,773.10
BAILEY, EILEEN	BUSINESS SERVICES	60,854.38
SCZYLVIAN, ELAINE	BUSINESS SERVICES	60,854.38

WIRZBICKI, DAVID	PROCUREMENT COORDINATOR	60,805.67
SILVERIA, JONI	EXECUTIVE ASSISTANT/HR,	55,083.00
	GREEN REWARDS COORD	
ADLEY, CHRISTOPHER	BUSINESS SERVICES	54,560.00
BROWN, ALAN	COMP SYST.MGR	48,129.60
WOODWARD, LAURA	STAFF ACCOUNTANT	39,822.72
TADRY, MATTHEW	LINEMAN 1st CLASS I	34,660.60
SANFORD, KEVIN	APPRENTICE LINEMAN III	34,349.40
ROOKS JR, ROBERT	APPRENTICE LINEMAN III	33,876.47
STEWART, WILLIAM	PART TIME UTILITY MAN	23,738.40
GOODY, MICHAEL	ENGINEERING SUPPORT	23,265.00
LIZOTTE, JACKSON	TECHNICIAN	
MAHANEY, JOHN	APPRENTICE LINEMAN II	15,920.00
MARTIN, DANIEL	THIRD CLASS LINEMAN	12,665.60
LARSEN, KEVIN	LINEMAN 3rd CLASS	4,958.50
HUNT, JUDITH	SUMMER ASSISTANT	4,770.00
HUNT, TYLER	BUSINESS SERVICES	1,867.50
EDWARDS, BRIDGET	SUMMER GIS ASSISTANT	1,860.00
	GIS ASSISTANT	1,296.00
<u>PARKS AND REC</u>		
DAY, ALICIA	DIRECTOR OF PRCE	62,531.49
MARTEL, SHARON	PRCE ASSISTANT DIRECTOR	58,974.92
CAHILL, ERIN	SPECIAL EVENTS/AQUATICS	53,744.06
	COORDINATOR	
CHANG, EUNAE	ADMINISTRATIVE ASS'T - PRCE	15,595.44
WARNOCK, ZACHARY	PROGRAM AIDE II	14,246.08
LASTRINA, LAUREN	RECREATION COORDINATOR	11,563.20
COCHIS, NICOLE	HEAD LIFEGUARD	6,503.29
ADLEY, HANNAH	ASSISTANT CAMP DIRECTOR	4,913.84
GODDARD, JOSEPH	PROGRAM AIDE 1	4,888.10
LEE, KEVIN	SPECIAL PROGRAMS	4,562.46
	INSTRUCTOR	
MUELLER, NOAH	PROGRAM AIDE I	4,503.20
MURRAY, JUSTIN	CAMP DIRECTOR	4,290.87
JENSEN, CHRISTOPHER	HEAD LIFEGUARD	3,628.42
BRAY, KELLY	CAMP SPECIALIST	3,560.98
ADLEY, BREANNE	CAMP LEAD I	3,464.10
SIMPSON, RACHAEL	CAMP LEAD I	3,445.20
FRATKIN, LAURA	CAMP SPECIALIST	3,190.43
REIERSON, HALEY	LIFEGUARD II	3,029.16
WHITE, RICHARD	CAMP SENIOR COUNSELOR	3,018.60
JUDGE, KAITLIN	CAMP LEAD I	2,943.00
FIORENTINO, KATARINA	CAMP LEAD I	2,904.50
DEWALT, DARIENNE	SAILING INSTRUCTOR	2,898.62
HOHMAN, CATHERINE	CAMP SPECIALIST	2,817.82
NEWMAN, NATHANIEL	LIFEGUARD II	2,815.16
GIBBONS, SARA	CAMP SENIOR COUNSELOR	2,804.18
CARTER, ROGER	CAMP JUNIOR COUNSELOR	2,767.50
GRUSKOWSKI, TABITHA	LIFEGUARD II	2,759.59
GOODWIN, KATHERINE	CAMP SPECIALIST	2,634.84
WAUGH, JULIAN	LIFEGUARD II	2,610.07
ARMSTRONG, COLE	CAMP SENIOR COUNSELOR	2,590.46
ANDERSON, BROOKE	CAMP SENIOR COUNSELOR	2,523.51
NELSON, PAUL	SAILING INSTRUCTOR	2,519.48
PUTNAM, CAROLINE	CAMP LEAD COUNSELOR	2,491.31
TETO, KYLE	CAMP JUNIOR COUNSELOR	2,487.13
LEFEBVRE, CONNOR	CAMP JUNIOR COUNSELOR	2,440.00
PUTNAM, KATHERINE	CAMP SENIOR COUNSELOR	2,438.80
FREUND, BRENDAN	CAMP LEAD I	2,420.55
KRYSTOFIK, ALLISON	CAMP SENIOR COUNSELOR	2,415.36
WARNOCK, JAKE	SNACK SHACK ATTENDANT	2,335.00
FREUND, HALEY	CAMP JUNIOR COUNSELOR	2,302.50
DUTTON, ADAM	CAMP JUNIOR COUNSELOR	2,189.18
PUFF, RYAN	LIFEGUARD II	2,013.26
CALLAHAN, JENNIFER	ADMINISTRATIVE ASS'T - PRCE	1,906.47
REIERSON, HELICK	JUNIOR SAILING INSTRUCTOR	1,903.12
CHURCH, CALEB	LIFEGUARD I	1,852.69

PISAL, SAMVIT	LIFEGUARD I	1,842.23
SULLIVAN, CAROLINE	LIFEGUARD I	1,700.13
BENTLEY, CHRISTOPHER	SNACK SHACK ATTENDANT	1,645.00
NELSON, NATALIE	JUNIOR SAILING INSTRUCTOR	1,522.50
BOYLE, KERR	SNACK SHACK ATTENDANT	1,270.28
LUBEGA, KATTE	LIFEGUARD	938.89
DESJARDINS, KATELYN	LIFEGUARD	916.04
SLATTERY, NATALIA	LIFEGUARD II	708.41
NEKRASZ, KYLE	PROGRAM AIDE I	650.00
DRESSER, ANDREW	LIFEGUARD	446.60
CHURCH, BENJAMIN	LIFEGUARD II	368.70
WEBSTER, EMILY	CAMP LEAD II	117.10
<u>PLANNING BOARD</u>		
TOOHILL, MAREN	PLANNING ADMIN/PERMIT COORDINATOR	77,688.08
<u>POLICE</u>		
KING, MATTHEW	POLICE CHIEF	127,052.22
CASEY, BRIAN	POLICE OFFICER	116,612.50
BUSSIÈRE, EDMOND	PATROL SERGEANT	114,300.29
JONES, BRIAN	PROBATIONARY POLICE OFFICER	113,075.16
LANDRY, DOUGLAS	POLICE OFFICER	111,490.90
FERNANDEZ, PABLO	POLICE SERGEANT	111,166.95
PINARD, MATTHEW	POLICE SERGEANT	105,215.21
LESLIE, DAVID	POLICE SERGEANT	103,736.31
RAFFAEO, ROBERT	POLICE SERGEANT	99,089.48
CRORY, MICHAEL	DETECTIVE	98,754.26
PATTERSON, JEFFREY	DEPUTY POLICE CHIEF	90,904.01
O'DONOUGHUE, PATRICK	POLICE OFFICER	89,996.90
JANAKOS, JOHN	POLICE OFFICER	79,806.08
WODZINSKI, MEAGAN	PROBATIONARY POLICE OFFICER	76,270.24
DEVINE, DANIEL	POLICE OFFICER	70,289.62
RHODES, HEATHER	RESERVE POLICE OFFICER	68,492.33
CAMELO, DERRICK	POLICE OFFICER- Probationary	54,331.99
BUDKA, THOMAS	POLICE OFFICER	53,640.03
DRISTILARIS, JOHN	RESERVE POLICE OFFICER	49,334.23
PINARD, ASHLEY	RESERVE POLICE OFFICER	46,087.80
MAGLIOZZI, NICOLE	EXEC ASST PUBLIC SAFETY - POLICE	38,917.28
CORCORAN, PAUL	RESERVE OFFICER	31,665.26
KILEY, BRYAN	RESERVE POLICE OFFICER	30,531.02
CLARK, GORDON	RESERVE POLICE OFFICER	19,550.16
SCOLA, MARC	POLICE OFFICER	16,918.91
SABOURIN, ROBERT	RESERVE OFFICER	6,906.55
LANDERS, RICHARD	RESERVE OFFICER	5,477.36
SEPE, ANDREW	RESERVE POLICE OFFICER	3,630.00
<u>SCHOOLS</u>		
CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	161,479.21
HARRINGTON, JOHN	PRINCIPAL HIGH SCHOOL	123,896.83
DETWEILER, RITA	Director of Pupil Personnel	112,600.91
FAHERTY, RICHARD	PRINCIPAL SHAKER LANE	110,011.73
BAZYDLO, SCOTT	PRINCIPAL	107,274.88
AJEMIAN, GERI LYN	CURRICULM DIRECTOR	106,393.82
MARK, STEVEN	BUSINESS MANAGER	100,195.43
FINNERTY, VALERIE	SCIENCE TEACHER	97,740.07
GILLEN, MARGARET	FOREIGN LANGUAGE TEACHER	97,453.36
DOKUS, JUDITH	GRADE 5 TEACHER	95,701.66
HOGAN, DANIEL	SCIENCE TEACHER	93,470.57
COMEAU, KEITH	HS ASSISTANT PRINCIPAL	91,767.34
LYNN, MICHAEL	PE TEACHER/ATHLETIC DIRECTOR	91,125.93
TURNER, TRACY	SPECIAL EDUCATION TEACHER	90,736.30
MORGAN, ELIZABETH	SOCIAL STUDIES TEACHER	89,886.65
SCLAR, DANYA	PSYCHOLOGIST	89,771.36
KENNEY, PERRY	GRADE 1 TEACHER	89,491.36
WEINBERG, RANDI	TEACHER-SPEECH	89,308.06
PISTORINO, MARILYN	MATH TEACHER	88,975.36

GIABBAI, TODD	GRADE 7 SOCIAL STUDIES TEACHER	88,743.52
HILL, SANDRA	GRADE 1 TEACHER	88,673.84
MATHURIN, JUSTINE	GUIDANCE COUNSELOR	88,571.36
ZWOLINSKI, CATHERINE	READING TEACHER	88,469.36
LOVE, HEATHER	GRADE 4 TEACHER	88,469.36
STEPHENSON, BETH	SCIENCE TEACHER	88,345.15
ELMORE, JULIE	MATH TEACHER	87,905.36
MAWN, REBECCA	GRADE 2 TEACHER	87,755.36
KELLEY, ELIZABETH	FOREIGN LANGUAGE TEACHER	87,448.95
BERGMAN, STEVEN	MUSIC TEACHER	87,068.15
TETREAULT, AMY	SPANISH TEACHER	86,619.15
DONLON, KIMBERLY	GRADE 3 TEACHER	86,188.65
BULLOCK, ALLYSON	GRADE 1 TEACHER	86,086.65
PASCUCCI, DAVID	ENGLISH TEACHER	85,924.13
TRACANNA, DIANE	ELA GRADE 6	85,267.94
BALLARD, HOLLY	SPEECH TEACHER	85,012.65
ANDERSON, KAREN	GRADE 1 TEACHER	84,872.65
TOMBENO, RICHARD	ENGLISH TEACHER	84,499.51
BERLINGER, SARAH		84,355.15
PARROTT	SCIENCE TEACHER	
CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	83,646.47
RAPOSA, LAURA	GRADE 5 TEACHER	83,245.94
DICKMAN, BARBARA	SPECIAL EDUCATION TEACHER	83,016.21
HOGAN, SARA	SPECIAL EDUCATION TEACHER	82,880.13
PACKER, MARJORIE	GRADE 2 TEACHER	82,518.94
BRIDGE, HILARY	MUSIC TEACHER	82,500.15
WORDEN, KIMBERLY	GRADE 3 TEACHER	82,463.70
PETTENGILL, SUE	DISTRICT WIDE ELE TEACHER	82,009.32
HICKS-DESJARDINS, TORI	GRADE 6 LATIN TEACHER	81,942.85
SCHOFFEL, JESSICA	GRADE 3 TEACHER	81,937.28
PERRY, MEREDITH	PE TEACHER	81,857.15
BELL, BETH	KINDERGARTEN TEACHER	81,720.33
DANIELLO, SARAH	GUIDANCE COUNSELOR	81,576.84
BARTH, MICHELLE	KINDERGARTEN TEACHER	81,254.23
STONE, BARBARA	GRADE 3 TEACHER	80,374.58
COCHIS, ROSARIA	SPECIAL EDUCATION TEACHER	80,319.90
PRATT, CHERYL	GRADE 2 TEACHER	80,023.00
LEIGHTON, RACHEL	GUIDANCE COUNSELOR	79,373.85
ROMANO, ANDREA	ART TEACHER	79,336.45
RUSSO, KATHLEEN	OUT OF DIST. COORDINATOR	79,284.85
BUONACORE, TRICIA	HEALTH/PE TEACHER	79,071.93
SMITH, MICHELE	GRADE 3 TEACHER	78,344.93
HARVEY, SUSAN	SOCIAL STUDIES TEACHER	77,520.74
BREUER, KATHI	GRADE 5 TEACHER	77,154.89
HIRTLE, ZACHARY	SPECIAL EDUCATION TEACHER	76,588.46
BURNDRETT, CHRISTINA	SPED GRADE 4 TEACHER	75,232.29
STEELE, ELIZABETH	FOREIGN LANGAUGE TEACHER	75,186.71
RYAN, KATHLEEN	SPEICAL EDUCATION TEACHER	74,464.13
BARRY, ELIZABETH	ENGLISH TEACHER	73,845.85
HARRINGTON, CHERYL	SCIENCE TEACHER	73,817.20
HUTCHINS, CRYSTAL	SPEECH THERAPIST	73,201.16
BACKMAN, NELINA	ENGLISH TEACHER	72,508.42
SHOEMAKER, TODD	TECHNOLOGY TEACHER	71,694.93
KOOB, SARAH	READING TEACHER	71,653.18
BUMSTEAD, KIMBERLY	GRADE 2 TEACHER	71,318.64
HURLEY, MICHELLE	KINDERGARTEN TEACHER	69,890.57
MACGREGOR, HEIDI	GRADE 4 TEACHER	69,818.67
BRANCO, MARK	PRINCIPAL MIDDLE SCHOOL	69,701.47
JOHNSTON, DANICA	MATH TEACHER	69,111.35
PALANGE, MAUREEN	SPECIAL EDUCATION TEACHER	68,023.71
MISKINIS, WILLIAM	SOCIAL STUDIES TEACHER	67,933.23
FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	67,779.50
KERN, LAURA	MATH TEACHER	67,220.21
HOLM, VANESSA	GRADE 2 TEACHER	67,117.51
MCCOOK, KATHERINE	ENGLISH TEACHER	66,925.85
MEAGHER JR., WILLIAM	SCHOOL MAINTENANCE	66,680.48

OGDEN, KELLY	MATH TEACHER	66,430.50
NOLAN, JANET	GUIDANCE COUNSELOR	66,419.60
JARGER, FAITH	SPED TEACHER	66,097.00
CUNNINGHAM, DIANNA	GRADE 4 TEACHER	66,061.70
HALL-HEINZ, SUSAN	LIBRARY /MEDIA SPECIALIST	65,897.00
SHEA, STEPHANIE	DW PHYSICAL THERAPIST	65,856.06
PFANNEBECKER, LILLIAN	GRADE 6 TEACHER	65,159.14
HOSSFELD, EMILY	ART TEACHER	65,023.40
GILLETTE, GREGORY	PE TEACHER	64,728.85
JANOCH, JEANNE	.8 PRE-SCHOOL TEACHER	64,418.72
MANHEIMER, AMY	8TH GRADE MATH TEACHER	63,877.93
JONES, JENNIFER	GRADE 4 TEACHER	63,786.78
SCHULTZ, EUGENE	HISTORY/SOCIAL STUDIES TEACHER	63,374.72
STANTON, JESSICA	READING SPECIALIST	62,990.37
ALLISON, JENENE	FRENCH TEACHER	62,592.36
GILLEN, MICHAEL	SCIENCE TEACHER	62,524.86
SAWOSIK, TERYL	GRADE 1 TEACHER	61,878.85
HULL, MARTHA	TD DIRECTOR	61,011.14
MARRESE, NANCY	GRADE 1 TEACHER	59,100.00
BRANCH, NATALIE	TECHNOLOGY SYSTEMS COORDINATOR	58,681.99
ABBOTT, JENNIFER	8TH GRADE ELA	58,652.63
SANFORD, WENDY	CHEMISTRY/PHYSICS TEACHER	58,548.93
MCMAHON, MAUREEN	SCHOOL PSYCHOLOGIST	58,499.71
DONAHUE, PAULA	KINDERGARTEN TEACHER	58,425.00
RIETH, JENNIFER	OCCUPATIONAL THERAPIST	57,233.28
MCCARTHY, KATHLEEN	NURSE	57,197.79
WALSH, RYAN	SOCIAL STUDIES TEACHER	56,984.50
TARDIVO, NICOLE	ELA TEACHER	56,742.71
JOHNSON, TRACEY	.7 TEACHER SPED	55,653.13
REGO, ELIZABETH	MATH TEACHER	55,394.89
ALLEN, JONATHAN	HS GRAPHIC ARTS TEACHER	55,291.51
HARTE, KELLI	KINDERGAREN TEACHER	55,158.08
ROPER, REBECCA	1st GRADE TEACHER	54,691.30
COOK, YVONNE	SCIENCE TEACHER	54,041.50
MCGRATH, AMY	GRADE 2 TEACHER	53,637.00
AVERSO, TINA	ADMIN ASST TO SPED DIRECTOR	53,098.85
HARTFORD, JANICE	NURSE	52,775.79
MOSHER, MICHELE	SCHOOL NURSE	52,775.79
PORELL, CHRISTINE	NURSE	52,775.79
MULONE, DOROTHY	ADMIN ASST TO SUPT.	52,771.87
ANDRADE, BELIA	KINDERGARTEN/ TRANSITIONAL TEACHER	52,651.81
OVERCASH JR, JOHN	FOOD SERVICES DIRECTOR	52,471.78
HEALY, ROBIN	FINANCIAL ASSIST.- A/P MANAGER	52,069.47
SHIRE-SUSSER, SHERRI	.8 SPEECH/LANGUAGE TEACHER	52,058.84
TERPSTRA, KERRY	GRADE 3 TEACHER	52,027.86
JONES, REBECCA	FRENCH TEACHER	51,421.86
DALLAIRE, PETER	K-5 MATH/SCIENCE	51,161.93
JOHNSON, KAREN	INSTRUCTIONAL SUPPORT SPECIALIST	
DERY, JOANNE	PRE-SCHOOL TEACHER	50,765.93
MAMOS, KRISTEN	MATH TEACHER	49,696.29
SUNDBERG, JENNIFER	PRE-SCHOOL TEACHER	49,211.33
CARLSON, ALEXA	SPED TEACHER	49,012.21
GANSNERG, TIMOTHY	PHSYICAL EDUCATION TEACHER	49,012.21
HARBISON, SUSAN	MUSIC TEACHER	49,012.21
OUELLETTE, HOLLY	PAYROLL/ASST. TO BUSINESS MGR	48,348.34
DALE, KATHARINE	PHYSICAL EDUCATION TEACHER	48,340.49
DIONNE, DEBRA	4th GRADE TEACHER	48,194.87
GOULDROP, CYNTHIA	ADMIN ASST TO PRINCIPAL	48,047.60
WINTERS, NICOLE	PRE-K TEACHER	47,469.56
DUARTE, RACHEL	ART TEACHER	47,207.92
	KINDERGARTEN TEACHER	47,100.96

GILMORE, LIAM	SPECIAL EDUCATION TEACHER	46,468.87
PANISH, PAMELA	SPECIAL EDUCATION TEACHER	45,736.10
MITCHELL, SUSAN	.8 MATH INTERVENTIONIST	45,438.86
TEMPLE, CHERYL	MS Principal	45,179.74
KEMPTON, JUNE	ADMIN. ASSIST. TO PRINCIPAL	44,860.25
LORD, JULIE	INSTRUCTIONAL TECHNOLOGY COORDINATOR	44,732.00
SULLIVAN, CHARLES	TECHNOLOGY & NETWORK SUPPORT SPECIALIST	44,702.14
SANDERSON, PAMELA	.8 SPED TEACHER	44,532.00
REPAAL, STEVEN	SPECIAL EDUCATION TEACHER	44,327.50
DUMAS, GEORGE	CUSTODIAN	43,878.50
MCEACHERN, MICHAEL	TECHNOLOGY COORDINATOR	43,509.02
OKSANISH, SALLY	.9 MATH INTERVENTIONIST	42,902.83
GIBBONS, JENNIFER	GRADE 4 TEACHER	42,235.49
TSUJI, YUKIE	SPECIAL EDUCATION TEACHER	42,162.87
COLLINS, ERIN	GRADE 5 TEACHER	41,356.49
TECCE, TRACY	4th GRADE TEACHER	41,356.49
ETHIER, MARY	OCCUPATIONAL THERAPIST	41,302.00
COTRAN, BRADLEY	NETWORK ADMINISTRATOR	41,266.00
FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	40,948.80
SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	40,858.20
RYAN, SHAWN	CUSTODIAN	40,587.50
HADLEY, TAMARA	CUSTODIAN	39,792.00
MCKINLEY, RITA	.6 READING INTERVENTIONIST	38,875.39
RECTOR, DALE	TEACHER	
PINZINO, ELIZABETH	CUSTODIAN	38,541.26
REED, MEGAN	BCBA	37,550.28
CABRAL, KEVIN	SCHOOL PSYCHOLOGIST	37,071.51
GARVEY, JOAN M	ABA ASSISTANT	36,827.23
CORROW, BETTINA	SCHOOL SECRETARY	36,780.84
CORMIER, VIRGINIA	ADMIN ASST TO DIR CURR.	36,358.49
YORK, AMY	GUIDANCE SECRETARY	36,016.00
FEUDO, JENNIFER	OCCUPATIONAL THERAPIST	35,754.55
GRESCO-CAULFIELD,	SPECIAL EDUCATION TEACHER	35,383.99
ANGELA		34,070.54
FOUSTOUKOS, MICHAEL	SPED TEACHER	
	HISTORY/SOCIAL STUDIES TEACHER	31,401.99
PATTERSON, NICOLE	GRADE 5 TEACHER	31,365.19
PISANO, BARBARA	.5 MATH LAB TEACHER	30,531.64
HICKS, KARI	SPED TA	29,990.10
UVELLO, CHRISTINE	COTA	29,353.26
HYLYSTEK, NANCY	ABA ASSISTANT	29,153.28
SANNELLA, MARY	TEACHERS' ASSISTANT	28,859.86
WEBSTER, GRETCHEN	READING TUTOR	28,194.48
COTTER, RACHEL	.6 EARLY CHILDHOOD COORDINATOR & .4BCAB/TEAM CHAIR	27,428.46
BEHAN, MICHELE	TEACHER ASSISTANT	27,247.40
PAGINGTON, ANDREA	SPED TEACHER	27,173.00
FRANCESCHI, MEREDITH	SPED TEACHER ASSISTANT	27,117.11
JEUDY, KORI	TD GROUP LEADER	26,683.00
OLDENQUIST, DONNA	TEACHER ASSISTANT	26,454.67
ZIZZI, ANTHONY	TA/ABA ASSISTANT	26,451.45
BOWEN, ALEV	GROUP LEADER	25,678.86
HALL, SACHIKO	TEACHER ASSISTANT SPED	25,432.54
STURTZ, RAINA	PRE-K TEACHER	25,421.55
MAYLOTT, CAROLINE	TEACHER ASSISTANT	25,377.92
PARE, JOAN	SCHOOL SECRETARY	24,687.41
DEVELLIS, MARYLOUISE	CAFE MANAGER	24,401.21
PARSONS, RICHARD	TEACHER ASSISTANT	24,091.05
CIARFELLA, KATHLEEN	SPED TEACHERS ASSISTANT	23,760.54
HIRTH, MICHELE	SPED TEACHER	23,669.21
DOIRON, CHRISTOPHER	CUSTODIAN	23,564.00
NICHOLS, SUSAN	TEACHER ASSISTANT	23,535.10
MANIACE, DANIEL	TECHNOLOGY SPECIALIST AIDE	23,423.42

CHILTON, DEBORAH	TEACHER ASSISTANT	23,374.63
LANE, YVETTE	SPED TEACHER ASSISTANT	23,227.83
AUSTIN, JANET	TEACHER ASSISTANT	23,128.87
RAMIREZ, CONNIE	TEACHER ASSISTANT	23,033.72
HEIM, VALERIE	SPED TEACHER ASSISTANT	22,816.10
GOLD, JOSHUA	COMPUTER/MATH TEACHER	22,806.00
ANGELOS, ZACHARY	TEACHER'S ASSISTANT	22,713.03
KRAMPF, JODI	TEACHER ASSISTANT	22,642.19
TULLEY-LEONE, MARTHA	TEACHER ASSISTANT	22,443.82
DONARUMA, DARLENE	TEACHER ASSISTANT	22,064.96
CARREIRO, ROSALINA	TEACHER ASSISTANT	21,856.64
MCMAHAN, RICHELLE	SPECIAL EDUCATION TEACHER ASSISTANT	21,829.29
STURTZ, LEE-ELLEN	TEACHER'S ASSISTANT	21,660.82
SCARINGELLA, JOANN	SPED TEACHER ASSISTANT	21,552.50
TERELLA, KAREN	TEACHER ASSISTANT	21,477.52
GARDINER, KARA	SPED TEACHER ASSISTANT	21,354.43
MCINNIS, TRICIA	TEACHER ASSISTANT	21,220.48
RILEY, DAVID	ENERGY EDUCATION MANAGER	21,173.75
LUCIANO, ABIGAIL	TEACHERS ASSISTANT	21,153.64
MEREDITH, DEBRA	TEACHER ASSISTANT	21,116.50
GERMAIN, ZOE	SPED TA	21,095.40
RICHTER, KAREN	TEACHER ASSISTANT	21,076.53
DOLAK, PATRICIA	TEACHER ASSISTANT	21,067.10
SAPIENZA, MICHELLE	SPED TEACHER ASSISTANT	21,018.95
OLIVER, HANNAH	SPED TA	21,003.58
AUTIO, CATHY	TEACHER ASSISTANT	21,001.06
SPELIOTIS, MARY	TEACHER ASSISTANT	21,001.05
SKODA, MARY	KINDERGARTEN TEACHERS' ASSISTANT	20,972.71
PINARD, LAURA	TEACHER ASSISTANT	20,906.71
ABRUZZESE, JULIA	LIBRARY TUTOR	20,773.94
STORMWIND, JOANNIE	SPED TEACHER ASSISTANT	20,710.65
PRICE SIMMONS, ANDREA	TEACHERS' ASSISTANT	20,707.28
HEVENOR, KRISTINA	KINDERGARTEN TEACHERS' ASSISTANT	20,586.25
SHIMMEL, ALICE	CAFE MANAGER	20,506.61
GRAHAM, CHRISTINE	SPED TEACHER'S ASSISTANT	20,489.80
INGEMIE, SAMUEL	SPED TEACHER ASSISTANT	20,263.15
CEGALIS, SARAH	SPED TEACHER ASSISTANT	20,098.42
WODZINSKI, CLAIRE	TEACHER ASSISTANT	20,015.90
RIMBACH, WENDY	TEACHER ASSISTANT	19,611.98
COURT, CATHY	TEACHER ASSISTANT	19,321.96
KRUGER, MARK	BEHAVIORAL ANALYST	19,155.88
TAYLOR, CASEY	SPED TA	18,961.26
HARVEY, BARTLETT	SUBSTITUTE	18,909.00
HAZEN, STARLA	LIBRARY TUTOR	18,726.72
DENEHY, STEPHANIE	SPED TA	18,651.46
FRANCESCHI, LAUREN	T-2 COORDINATOR	18,582.00
EMANOUIL, KAREN	SPED TEACHER ASSISTANT	18,329.13
FUMIA, LISA	SPED TA	18,029.70
CLARK, SANDRA	TEACHER ASSISTANT	17,888.78
GENTILE, KIMBERLY	TEACHER ASSISTANT	17,577.22
OBERLE-HALL, EVAN	SCHOOL PSYCHOLOGIST	17,457.93
GRIFFIN, JEAN	CAFE MANAGER	16,468.05
BECKER, KELLEY	SPED TEACHER ASSISTANT	16,128.48
LUNA-WHITE, JESSICA	SPEECH AND LANGUAGE ASSISTANT	16,080.08
GOFF, JENNIFER	LONG TERM SUBSTITUTE	15,597.33
MOORE, SARAH	SPED TEACHER ASSISTANT	14,416.72
DUVAL, CAROLYN	LIFE SKILLS TEACHER-SPED	14,199.57
MAXNER, MELISSA	5TH GRADE TEACHER	14,199.57
MAYNARD, CHERYL	TD GROUP LEADER	14,105.18
THIBEAULT, SUSAN	TEACHER ASSISTANT	12,991.87
CAPPUCCI, CATHERINE	TEACHER ASSISTANT	12,671.25
GILMORE, CHRISTINE	SCHOOL SECRETARY	12,581.61
LAVIGUEUR, LEEANN	CAFE MANAGER	12,502.38

NELSON, CELESTE	CAFE WORKER	12,498.78
LECEI, ELEONORA	SUBSTITUTE	12,285.39
HARRINGTON, SUSANNE	SUBSTITUTE	11,660.57
PERRON, HILLARY	SPED TEACHER ASSISTANT	11,531.16
MCKENNA, DANIEL	SPED TEACHERS ASSISTANT	11,514.18
SAUCIER, MARC	COACH	11,208.00
SCHMIDTBERG, AMANDA	TEACHER ASSISTANT	11,144.64
HAZZARD, MICHAEL	CUSTODIAN	11,035.36
MCGOVERN, MILDRED	CROSSING GUARD	11,035.00
LYNCH, KATHIANNE	CAFE WORKER	9,267.29
RUNGO, LISA	VAN MONITOR	9,250.08
DYER, ROSEMARY	VAN MONITOR	9,061.50
PERKINS, REBECCA	TIGERS' DEN GROUP LEADER	8,951.50
LELIEVRE, KRISTEN	PRESCHOOL TEACHER	8,888.33
	ASSISTANT	
HARVEY, JOAN	VAN MONITOR	8,757.00
WILLMOTT, BARBARA	GRADES 3-5 COORDINATOR	8,644.50
ZIZZI, COLLEEN	SPED TEACHER ASSISTANT	8,436.74
SHOULTS, DANA	TD SUBSTITUTE GROUP LEADER	8,419.68
LEDUC, CATHERINE	SPED TA	8,326.11
MODICA, ARLYN	CAFETERIA WORKER	7,993.87
DONOVAN, STEPHEN	SUBSTITUTE	7,984.12
BRACE, CHARLOTTE	TIGERS' DEN GROUP LEADER	7,885.00
SINGER, PATRICIA	SPED TA	7,699.84
SPRUANCE, JEFFREY	SPED TA	7,590.46
ELLIOTT, JESSICA	SPED TA	7,441.37
ANNESE, VICKI	KINDERGARTEN COORDINATOR	7,393.50
PETERSON, KRISTIN	CAFE WORKER	7,368.23
HERBST, ANTONINA	TIGER'S DEN SUBSTITUTE	7,145.58
GRACEFFA, MICHAEL	SUBSTITUTE/COACH	7,046.28
MCGREGOR, PAMELA	CAFETERIA WORKER	6,951.45
HULINGS, SHIRLEY	CAFE WORKER	6,735.83
COBURN, BARBARA	SUBSTITUTES	6,527.82
MILLER, THOMAS	SUBSTITUTE	6,480.92
DEVOGEL, MICHELLE	CAFETERIA WORKER	6,435.17
CAVALLO, DIANE L	SUBSTITUTE	6,360.72
MARSH, ELLEN	TEACHER RETIRED/SUB DAY TO DAY	6,226.56
	SUBSTITUTE	
FERNANDEZ, RACHAEL	SUBSTITUTTE	6,090.85
GONZALEZ, CAROLINA	SUBSTITUTE	5,973.63
CLARK, JAMES	GROUP LEADER SUB/ CAFE SUB	5,745.39
FLANNERY, JACKIE	SUBSTITUTE	5,731.06
RAY JR, JAMES	SUBSTITUTE	5,511.26
MORENO, LINDA	SUBSTITUTE	5,330.72
ANSTISS, THERESA	LIBRARY MEDIA /SPECIALIST	5,193.26
	TEACHER	
THURSTON, KELLY	COACH	4,976.00
HARVEY, ANN	SPED TA	4,959.33
HASTINGS, RICHARD	COACH	4,950.00
LOMBARD, MICHAEL	COACH	4,950.00
SCHNEIDER, HOWARD	COACH	4,950.00
GAGNON, DIANA	CAFE WORKER	4,856.25
WEBBER, KATHERINE	TD ASSISTANT	4,813.80
JOHNSTON, NANCY	SUBSTITUTE	4,758.53
RODENHIZER, JUDITH	SUBSTITUTE/TD SUB GROUP LEADER	4,687.62
	COACH	
NAYLOR, WILLIAM	SUBSTITUTE	4,661.00
POULTER, GAIL	SUBSTITUTE	4,434.12
GODFREY-NEWMAN, MAURA	SUBSTITUE	4,168.95
DOWNING, MARY GAIL	TEACHER-RETIRED/SUB	4,080.96
MARTINEC, SENA	SUBSTITUTE	3,987.52
PENNEY, NANCY	TEACHER ASSISTANT	3,976.59
MAROTO, MARIA	.2 SPANISH TEACHER	3,972.95
PORT, FREMAN	SENIOR WORK PROGRAM/SUBSTITUTE	3,955.70
	COACH	
ABRUZZESE, JOHN		3,842.00

BLANCHARD, MICHAEL	COACH	3,842.00
STEARNs, PATRICK	COACH	3,842.00
YSTUETA, MARY	SUBSTITUTE	3,810.83
WHITCOMB, TIMOTHY	COACH	3,788.00
FERRANTE, CARLO	COACH	3,788.00
AUSTIN, GARY	COACH	3,524.00
LEWIS, MARCUS	COACH	3,524.00
SULLIVAN, SEAN	COACH	3,524.00
HEALY, RYAN	SUMMER SCHOOL CUSTODIAN	3,444.00
DISPENSA, KAREN	TD SUBSTITUTE GROUP LEADER	3,426.50
BARR, JACOB	PT GROUP LEADER	3,263.00
LEVY, KAREN	SUMMER SPEECH AND LANGUAGE PATHOLOGIST	3,180.00
PUTNAM, KARA	SUBSTITUTE	3,152.28
FEEHAN, PATRICK	COACH	3,118.00
MOREHOUSE, JOEL	BASKETBALL COACH JR VARSITY	3,118.00
SEWELL, ROBIN	SUBSTITUTE	2,952.60
CALCAGNI, CYNTHIA	GROUP LEADER	2,800.00
PLETCHER, JENNIFER	SUBSTITUTE NURSE	2,754.73
MUELLER, JENNIFER	SUMMER CUSTODIAN	2,748.00
BABCOCK, MAUREEN	SUBSTITUTE	2,690.22
KONTOFF, JANE	COACH	2,579.00
MCGRATH, FRANCINE	SENIOR WORK PROGRAM/CAFE SUBSTITUTE	2,490.00
BERGMAN, MARYANN	DRAMA DIRECTOR	2,459.00
RODRIGUEZ, DEBRA	CAFE WORKER	2,418.65
GOVANG, JULIEANN	DRAMA PRODUCTION DIRECTOR	2,300.00
LEBLANC, JORDAN	TIGERS' DEN HS ASSISTANT	2,271.00
SUNDQUIST, ZACHARY	TD HIGH SCHOOL ASSISTANT	2,259.00
RODRIGUEZ, DEZERAE	TD HIGH SCHOOL ASSISTANT	2,207.00
DATES, KERRY	COACH	2,173.00
HOLLAND, MICHELE	SUBSTITUTE	2,160.32
BURKE, ROSALIND	NURSE SUBSTITUTE	2,062.45
STEVENS, ERIN	SUBSTITUTE	2,023.10
DEVELLIS, KELLY	SUBSTITUTES	1,967.00
KALDENBERG, TRISTAN	SUMMER CUSTODIAN	1,776.00
NORTON, KATHARINE	HS STUDENT ASSISTANT	1,677.00
PELRINE, NICHOLAS	TIGERS' DEN HS ASSISTANT	1,627.00
ARENA, PAMELA	SUBSTITUTE	1,506.34
FRIDAY, NANCY	CAFE SUBSTITUTE	1,473.00
ROFFEE, MARGIE	SUBSTITUTE	1,466.58
SUNDQUIST, ADAM	TD HS ASSISTANT	1,434.00
GROSKIN, DEBRA	SUBSTITUE	1,429.65
MONTEPELUSO, JACOB	TD HIGH SCHOOL ASSISTANT	1,322.00
KEEFE, SEAN	TD HS ASSISTANT	1,200.00
BADGER, BARBARA	TD GROUP LEADER	1,153.12
KIRKPATRICK, AMBER	TD HS ASSISTANT	1,107.50
DECAMILLIS, JANELLE	SUBSTITUTE	1,062.23
WARREN, ALICE	TD HS ASSISTANT	1,005.00
ROLLA, JO-ANNE	SUBSTITUTE	989.39
SONTI, ARUNA	TD SUBTITTUTE	978.02
DONLON, MATTHEW	HIGH SCHOOL ASSISTANT	810.00
MORRISON, NANCY	GAME TICKET SALES	805.00
STEWART, JANET	TD SUBSTITUTE GROUP LEADER	767.50
OGILVIE, NATALIE	TICKET TAKER	735.00
ESSMAN, GARRETT	SUBSTITUTES	719.24
DRIBEN, ELAINE	SUBSTITUTE	640.14
BERA, AUDREY	CAFETERIA SUBSTITUTE	630.00
JOHNSON, MATTHEW	SUBSTITUTE	620.04
O'MALLEY, KATHERINE	SPED TA	586.82
CRORY, SUZANNE	SUBSTITUTE	575.01
HARRINGTON, SARAH	SUBSTITTUE NURSE	562.49
GIRARDIN, KEVIN	HS STUDENT ASSISTANT	472.50
SCHOFIELD, MAURA	SUBSTITUTE	382.59
CRORY, COURTNEY	SUBSTITUTE	361.94
HEIGHES, CANDACE	SUBSTITUTE	335.00

OFSTHUN, CHRISTINE	SUBSTITUTE	310.00
NEVINS, JOELLYN M	RETIREE/SUB	255.06
BEGANSKI, MONIQUE	TICKET TAKER	245.00
GARDNER, KARRINGTON	TD HS ASSISTANT	235.00
MALNATI, ROBERT	SUBSTITUTE	232.54
PALMER, KAYLA	TD HS ASSISTANT	187.50
HORNBECK, PAYSON	TD HS ASSISTANT	180.00
ARIMENTO, SAVANNAH	TD HS ASSISTANT	170.00
DUMAS, CATHERINE	CAFETERIA SUBSTITUTE	155.00
DECOSTE, ADAM	STUDENT ATHLETIC ASSISTANT	142.50
DEVELLIS, JOSEPH	SUMMER STUDENT CUSTODIAN	100.00
ERSLAND, CYNTHIA	SUBSTITUTE GROUP LEADER	39.00
<u>SELECTMEN</u>		
BERGMAN, KEITH	TOWN ADMINISTRATOR	129,554.25
GLENCCROSS, NANCY	IT MANAGER	93,071.84
CRORY, MARK	CABLE TV EXECUTIVE DIRECTOR	74,282.75
COLE, WILLIAM	MAINTENANCE SUPERVISOR	59,002.94
DOLAK, KIRBY	LCTV PROGRAM SUPERVISOR	55,067.37
GIBBONS, JENNIFER	ON CALL ADMIN ASSISTANT	46,533.65
MAIN, CLANCY	EXEC ASST TO TOWN ADMINISTRATOR	11,435.60
BOROSKI, JOHN	VETERAN'S AGENT	8,128.16
FEDELE, MARILYN	ON CALL MEETING CLERK	2,622.38
HARDING, ANITA	On-Call Dept. Clerk	1,201.50
<u>TOWN CLERK</u>		
CRORY, DIANE	TOWN CLERK	68,676.58
CLYDE, SANDRA	ELECTIONS WARDEN	2,343.75
<u>TREASURER</u>		
VENUTI, STEVEN	TREASURER	82,518.75
ESSMAN, ANN	ASSISTANT	70,102.10
FILIPE, CYNTHIA	TREASURER/PAYROLL FINANCE & PAYROLL COORDINATOR	43,498.56
HANLON, CAROL	ADMIN ASST FINANCE DEPT	16,688.83
<u>WATER DEPARTMENT</u>		
HUNT, KEVIN	WATER SYSTEM MANAGER	113,653.47
DENARO, PAUL	WATER PRODUCTION SUPERVISOR/ENGINEER	102,946.14
MCGLOUGHLIN, DAVID	UTILITY SPECIALIST STEP II	100,591.09
VEASIE, JAY	WATER DEPT. FOREMAN	100,279.28
PERRON, MARK	UTILITY SPECIALIST STEP III	90,232.49
MORSE, MICHAEL	UTILITY SPECIALIST III	88,505.91
GODFREY, COREY	ENVIRONMENTAL ANALYST	78,979.41
NELSON, STEVEN	PRODUCTION OPERATOR II	70,579.92
FRASER, MARGARET	OPERATIONS ASSISTANT	58,443.60
TAYLOR, THOMAS	UTILITY SPECIALIST STEP III	30,722.58
WOITOWICZ, ALLAN	UTILITY LABORER STEP II	26,087.17
BALES, CHRISTOPHER	SUMMER ASSISTANT	4,680.00

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

TAX COLLECTOR

Town of Littleton
Schedule of Taxes Receivable-Year Ended June 30, 2016

REAL ESTATE

Fiscal Year	Outstanding July 1, 2015 & Committed	Collected/Liened				
		FY16	to Treasurer	Abated	Refunded	Balance
2016	\$30,960,766.17	\$30,643,610.03	\$171,375.22	\$49,271.79	\$195,052.71	
2015	\$385,881.97	\$386,270.95	\$1,077.47	\$1,466.45	\$0.00	
TOTAL	\$31,346,648.14	\$31,029,880.98	\$172,452.69	\$50,738.24	\$195,052.71	

PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2015 & Committed	Collected/Liened				
		FY16	to Treasurer	Abated	Refunded	Balance
2016	\$1,479,831.38	\$1,394,393.97	\$82,453.86	\$10,300.46	\$13,284.01	
2015	\$11,008.44	\$10,509.87	\$10,500.00	\$10,500.00	\$498.57	
2014	\$2,383.91	\$982.08			\$1,401.83	
2013	\$13,205.16	\$1,589.96			\$11,615.20	
2012	\$310.16	\$310.16			\$0.00	
TOTAL	\$1,506,739.05	\$1,407,786.04	\$92,953.86	\$20,800.46	\$26,799.61	

MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2015 & Committed	Collected/Liened				
		FY16	to Treasurer	Abated	Refunded	Balance
2016	\$1,363,450.76	\$1,188,183.56	\$30,583.27	\$9,353.18	\$154,037.11	
2015	\$260,434.20	\$235,947.23	\$18,744.60	\$13,514.39	\$19,256.76	
2014	\$25,446.86	\$17,329.53	\$1,124.06	\$1,080.31	\$8,073.58	
2013	\$4,656.98	\$976.04	\$237.71	\$198.96	\$3,642.19	
2012	\$2,268.77	\$217.09			\$2,051.68	
2011	\$3,064.48	\$329.79	\$48.75		\$2,685.94	
2010	\$2,562.10	\$56.25			\$2,505.85	
2009	\$2,636.69	\$30.00	-\$30.00		\$2,636.69	
2008	\$805.52	\$35.00	-\$35.00		\$805.52	
2006	\$0.00	\$34.38	-\$34.38		\$0.00	
TOTAL	\$1,665,326.36	\$1,443,138.87	\$50,639.01	\$24,146.84	\$195,695.32	

**COMMUNITY PRESERVATION ACT
SURCHARGE**

Fiscal Year	Outstanding July 1, 2015 & Committed	Collected/Liened				
		FY16	to Treasurer	Abated	Refunded	Balance
2016	\$231,173.72	\$226,181.54	\$1,617.80	\$199.15	\$3,573.53	
2015	\$3,573.53	\$3,573.53	\$10.77	\$10.77	\$0.00	
TOTAL	\$234,747.25	\$229,755.07	\$1,628.57	\$209.92	\$3,573.53	

**SEPTIC BETTERMENT ASSESSMENT (INCLUDES
INTEREST)**

Fiscal Year	Outstanding July 1, 2015 & Committed FY16	Collected/Liened to Treasurer	Abated	Refunded	Balance
2016	\$8,415.06	\$8,415.06			\$0.00
2015					\$0.00
TOTAL	\$8,415.06	\$8,415.06	\$0.00	\$0.00	\$0.00

STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2015 & Committed FY16	Collected/Liened to Treasurer	Abated	Refunded	Balance
2016	\$5,732.61	\$5,241.65			\$490.96
2015	\$1,594.44	\$1,594.44			\$0.00
TOTAL	\$7,327.05	\$6,836.09	\$0.00	\$0.00	\$490.96

WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2015 & Committed FY16	Collected/Liened to Treasurer	Abated	Refunded	Balance
2016	\$3,955.61	\$3,648.11			\$307.50
2015					\$0.00
TOTAL	\$3,955.61	\$3,648.11	\$0.00	\$0.00	\$307.50

ELECTRIC LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2015 & Committed FY16	Collected/Liened to Treasurer	Abated	Refunded	Balance
2015	\$3,446.07	\$3,446.07			\$0.00
2015					\$0.00
TOTAL	\$3,446.07	\$3,446.07	\$0.00	\$0.00	\$0.00

WATER LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2015 & Committed FY16	Collected/Liened to Treasurer	Abated	Refunded	Balance
2016					\$0.00
2015					\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BOARD OF ASSESSORS

The primary function of the Board of Assessors Office is to fairly value real estate for the purpose of taxation. By statute, the Massachusetts Department of Revenue compels municipalities to closely reflect market values in their assessments. The Town of Littleton, experiencing tremendous growth as well as a rapidly changing market, has achieved that goal through the hard work and planning of the Assessor's staff.

2016 was an interim year, the first after our revaluation year in 2015. Values, based on the period 1/1/2015 through 12/31/2015 were reviewed and approved by the Department of Revenue. A review of the sales data for that period found no adjustments necessary based on sales data. Some adjustments were made for depreciation

and other cost factors. In order to ensure timely compliance throughout the revaluation process as well as provide the most reliable analysis for the residents, the Board contracted with Patriot Properties to complete the commercial and industrial portion of the revaluation. Personal property valuation was again completed by Real Estate Research Consultants, Inc. (RRC). RRC is a well-known and respected provider of personal property appraisal services throughout the region.

The Board again received a limited number of abatement requests this year, indicative of the effort made to provide reliable assessments. This continues the positive trend we have seen over the past several cycles as our data collection and analysis has maintained a high level of quality.

2016 marked the retirement of long-time Assistant Assessor Lorraine Frietas after 28 years of dedicated service. The Board hired Teresa Sullivan who will serve as a field lister and data collector. This is a position which replaces one of the two assistant assessors and allows the office to provide a dedicated individual to ensure the accuracy and timeliness of our data collection process.

Also in 2016, 5-term board member James Winroth chose not to seek a 6th term. While we will miss Jim's experience and expertise, we were fortunate to have Maureen Adema step forward and win his seat. Maureen is an employee of the Town of Stow and a long-time Littleton resident conversant with many of the challenges facing the assessor's office.

Departmental expenditures remain low and unlike other area communities, the Littleton staff continues to handle most facets of commercial and personal property valuations. It allows the staff to maintain an in-depth knowledge of all properties and also provides a significant cost savings to the Town.

The Assessors Office hours are Monday 8:00 am to 6:00 pm, Tuesday, Wednesday and Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 12:00 pm. Citizens may contact the Assessors Office with any questions or concerns at (978)952-2309.

Respectfully submitted,

Frederick J. Freund, Chairman
Lynn Masson
Donald Armstrong
Pamela Campbell
Maureen Adema

COMMISSIONERS OF TRUST FUNDS

Market Overview

The S&P 500 Index finished the year at 2,228.83, an increase of 9.5% for the calendar year. The S&P U.S. Aggregate Bond Index also grew 2.33% on the year. The market experienced relatively low growth in the first two quarters of the calendar year, followed by strong growth in the second half of the year. At the end of the year, in December, we experienced just our second rate increase this decade when the Federal Reserve raised its benchmark short-term interest rate by 25 basis points to a range of 0.50% and 0.75%.

Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$4,990,187 and finished the year with a balance of \$5,120,241. The Funds' investment income in 2016 was \$175,213. During 2016 there were capital contributions of \$3,000 to the Cemetery Perpetual Care Fund and \$50,433 to the Reuben Hoar Library Fund. Disbursements from The Fund for budgetary and scholarships totaled \$254,055. 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 6 scholarships totaling \$35,000 from the Morrison Fund and 8 scholarships totaling \$20,000 from the Kimball II Fund in 2016.

Commissioner Comments

In 2016 The Fund's portfolio grew 6.97% and outperformed the three benchmark performance targets established for the fund. The commissioners are pleased with the portfolio performance; but in addition to portfolio growth, investment income is a critical measure of The Fund and the primary source used for budgetary and scholarship disbursements. The 2016 Income of \$175,213 is a 38.6% decline from the 2015 Income. This is of concern; however, income is made up from two primary categories; 1) dividend and interest income, and 2) capital gains distributions from mutual fund holdings. Capital Gain Distributions are dependent upon activity within the mutual

funds and comprise the majority of the year over year decline. Dividend and Interest Income has also declined at an 8% average year over years for the past two year as the portfolio has moved away from individual securities to more mutual funds. Maintaining and even growing dividend and interest income will be a concentration for 2017.

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

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

Commissioners of Trust Funds
Rick Hoole, David Stevens, and Andrew Sammarco

TRUST FUND BALANCES

FUND	Principal Account Balance as of 12/31/16 *	Expendable Funds Account Balance as of 12/31/16 **	Total Trust Fund Balance 12/31/2016	2016 Income
Cemetery Perpetual Care	\$191,325.60	\$237,866.20	\$429,191.80	\$14,501.52
J. Goldsmith Common School	5,308.64	9,709.85	15,018.49	521.65
C. Hildreth	68,313.23	122,285.13	190,598.36	6,616.25
L. Johnson High School	9,062.85	16,233.89	25,296.74	878.39
F. M. Kimball	96,659.19	148,010.23	244,669.42	8,315.50
M. H. Kimball	191,380.33	248,353.76	439,734.09	15,060.84
B. Sampson Education	204,946.26	312,781.69	517,727.95	17,590.17
L. H. Zappy	8,372.75	15,362.32	23,735.07	833.43
B. Sampson Relief of Animals	32,097.40	72,926.30	105,023.70	3,578.93
A. Tuttle Lyceum	46,522.18	63,559.84	110,082.02	3,738.32
Reuben Hoar Library	653,253.51	789,502.26	1,442,755.77	50,005.74
F.M. Kimball II Fund	153,067.56	237,072.14	390,139.70	13,281.37
Doris Warren Education Fund	138,839.31	215,263.60	354,102.91	12,029.47
Clancy Lyceum	3,720.81	4,962.26	8,683.07	294.88
FB Morrison Charitable Fund	501,644.21	321,838.36	823,482.57	27,966.37
 Totals	 \$2,304,513.83	 \$2,815,727.83	 \$5,120,241.66	 \$175,212.83

* includes Unrealized Gains & Losses

** includes Realized Gains & Losses

Additions & Disbursements from Funds - Yr ending December 31, 2016

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$3,000.00	\$13,000.00	FY15 Cemetery Budget
J. Goldsmith Common School	-	2,800.00	FY16 Town Meeting Appropriation
C. Hildreth	-	34,500.00	FY16 Town Meeting Appropriation
L. Johnson High School	-	4,700.00	FY16 Town Meeting Appropriation
F. M. Kimball	-	10,500.00	Scholarship Awards
M. H. Kimball	-	58,900.00	FY16 Town Meeting Appropriation
B. Sampson Education	-	21,000.00	Scholarship Awards
L. H. Zappy	-	6,000.00	FY16 Town Meeting Appropriation
B. Sampson Relief of Animals	-	6,500.00	FY16 Town Meeting Appropriation
A. Tuttle Lyceum	-	6,168.36	Disbursement to Littleton Lyceum
Reuben Hoar Library	50,433.00	31,500.00	FY15 Library Budget & Building Project
F.M. Kimball II Fund	-	14,500.00	Scholarship Awards

Doris Warren Education Fund	-	13,500.00	Scholarship Awards
Clancy Lyceum	-	486.56	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	-	30,000.00	Scholarship Awards
Totals		\$53,433.00	\$254,054.92

Note: Disbursements for FY16 Budget Offsets to be made in January 2017

TRUST FUND INVESTMENTS

NUMBER OF SHARES		MARKET VALUE 12/31/2016	Dividend Per Share	Estimated Annual Income
Preferred / Other Stocks				
1,752,000	Bank of America Corp	\$44,360.64	1.66	\$2,901.75
1,819,000	ML Capital Trust	\$46,766.49	1.84	\$3,353.78
Total Preferred / Other Stocks		\$91,127.13		\$6,255.53
Mutual Funds				
23,431.728	Alger Spectra	\$397,636.42	0.00	\$0.00
2,290.516	AllianxGI Ultra Micro Cap	\$49,108.66	0.00	\$0.00
21,511.998	American Century Mid Cap Value	\$370,651.73	0.25	\$5,472.65
8,197.408	Eaton Vance Atlanta Capital Small/Mid Cap Fund	\$228,297.81	0.15	\$1,211.58
100,568.990	Federated Strategic Value	\$594,362.73	0.18	\$18,524.81
5,622.504	Meridian Small Cap Growth	\$76,128.70	0.00	\$0.00
2,082.546	Orinda Income Opportunities	\$47,752.78	1.70	\$3,548.24
11,954.016	Principal Small-Mid Cap Dividend Income	\$193,774.60	0.45	\$5,379.31
Total Mutual Funds		\$1,957,713.43		\$34,136.59
International / Global Equity Mutual Funds				
2,649.241	Brandes International Small Cap Equity	\$34,864.01	0.35	\$940.18
22,775.931	Cullen Emerging Market High Dividend	\$211,132.88	0.34	\$7,712.61
53,762.044	Grandeur Peak International Opportunities	\$166,662.34	0.02	\$1,151.05
50,876.896	Henderson Global Equity Income	\$362,752.27	0.50	\$25,437.63
11,021.616	John Hancock International Growth	\$224,400.10	0.19	\$2,111.96
Total International / Global Equity Mutual Funds		\$999,811.60		\$37,353.43
Alternatives				

17,451.244	Altergris Futures Evolution Strategy	\$167,706.45	0.70	\$12,186.20
17,502.446	Boston Partners Global Long Short	\$192,351.88	0.02	\$413.01
10,753.245	Catalyst Hedged Future Strategy	\$112,586.48	0.00	\$0.00
9,310.748	Cedar Ridge Unconstrained Credit	\$98,693.93	0.25	\$2,298.82
10,293.815	Legg Mason BW Alternative Credit	\$101,908.77	0.00	\$0.00
7,374.480	Vivaldi Merger Arbitrage	\$76,473.36	0.00	\$0.00
Total Alternative Mutual Funds		<hr/>	<hr/>	<hr/>
		\$749,720.87		\$14,898.03
Domestic Bond Mutual Funds				
12,954.151	Artisan High Income Guggenheim Total return Bond Fund	\$127,727.93	0.64	\$8,292.87
13,340.902	Performance Trust Strategic Bond Fund	\$352,866.86	1.09	\$14,604.03
8,018.005	Prudential Short Term Corporate Bond Fund	\$179,202.41	1.23	\$9,846.03
30,971.550		\$341,925.91	0.29	\$9,104.28
Total Domestic Bond Mutual Funds		<hr/>	<hr/>	<hr/>
		\$1,001,723.11		\$41,847.21
International Bond Mutual Funds				
8,330.634	Dreyfus Standish Mellon Global Fixed Income	\$175,443.15	1.54	\$12,792.52
6,768.127	Templeton Global Total Return	\$81,894.34	0.36	\$2,410.81
Total International Bond Mutual Funds		<hr/>	<hr/>	<hr/>
		\$257,337.49		\$15,203.33
Money Market Mutual Funds				
33,734.780	Fidelity Govt Money Market Capital Reserves	\$62,082.59	0.00	\$0.00
Total Money Market Mutual Funds		<hr/>	<hr/>	<hr/>
		\$62,082.59		\$0.00
Total Accrued Interest				
		\$0.00		
Total Trust Funds		<hr/>	<hr/>	<hr/>
		\$5,119,516.22		\$149,694.12

TOWN COUNSEL

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

The following is a list of the 2016-2017 judicial and administrative appeals:

- 1) WALDEN PARTNERS, INC. v. LITTLETON BOARD OF HEALTH, Appeals Court No. 2015-P-1699. An appeal of the Superior Court case MCV2013-1837L in which the court upheld the Board of Health's decision denying a permit for a septic system at 305 Tahattawan Road. The Town filed an appeal brief on February 24, 2016 and arguments were held on September 15, 2016.
- 2) 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.
- 3) 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.
- 4) ZAJAC v. KELLY, Mass. District Court Case No. 0448CV0371. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. This case has been inactive since March 2005.
- 5) PACELLI v. TOWN OF LITTLETON, Land Court No. 16-MISC-000350. The Plaintiff filed this action seeking to cure a defect in the title to his residential property, and included the Town as defendant because it owned an abutting parcel of land. The Plaintiff's claim did not affect the ownership of the Town's abutting parcel, and this case was resolved by agreement at Land Court.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Board of Selectmen, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Miyares and Harrington LLP
Littleton Town Counsel

BOARD OF HEALTH

The Board of Health is responsible for the administration and enforcement of Massachusetts environmental and public health regulation and laws. The most prominent issue is administering Title 5 of the State Environmental code, on-site sewage treatment systems. The Board plays a prominent role in monitoring and preventing disease, preventing tobacco sales to minors and preparation for emergency response. The Board hears variance requests and issues subsurface disposal permits for new construction, upgrades and single component repairs, annually reviews and issues tobacco permits and stable permits. The Board along with the Fire Chief oversees the activity of the Littleton Reserve Corps.

The Board of Health is a member of the Nashoba Associated Boards of Health (NABH). Technical assistance is provided by the Nashoba health agents. Nashoba nursing also offers blood pressure, wellness and flu clinics and investigates communicable diseases. Health agent James Garreffa, R.S. holds office hours in Littleton on Tuesdays from 12 – 1 p.m. and Thursdays from 9:30-10:30 a.m. or can be reached in the NABH office at 978-772-3335. Additional information is available on the NABH website www.nashoba.org.

The Board welcomed back member Peter Yapp and new member Erin Healy in 2016. The five members of the Board of Health are elected for staggered three-year terms, the Board members are Chairman Gino Frattalone, Vice-chair John Davis, Clerk Peter Yapp, Brad Mitchell and Erin Healy. The Board would like to thank outgoing members William Cole and Ann Loree for their years of service to the Board. The Board meets the second and fourth Tuesday of the month, during the calendar year 2016 the Board held 21 meetings. All Board members are available to the public for questions at their homes. Additional public health information and contact information is available on the website www.littletonma.org. The Board of Health office is open Monday thru Friday 8 a.m. to 3:30 p.m.

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

Respectfully submitted by,
Gino Frattallone , Chairman

LITTLETON ANNUAL REPORT 2016 from Nashoba Associated Boards of Health

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

- Nashoba assisted the Board with provided a school-located seasonal flu clinic at Littleton Middle School.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.
- We look forward to continuing our work with **Littleton's Board of Health**. Included in the day-to-day work of Nashoba in 2016 were the following:
- Through membership in the Association Littleton benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists.**
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.
- Reviewed **108** Title 5 State mandated private Septic System Inspections for **Littleton** Board of Health. Received, reviewed, and filed these State mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Littleton Board of Health for enforcement action

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

Environmental Health Department

Littleton Office (days) - 99

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

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

Food Service Licenses & Inspections - 55

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

Beach/Camp - 19

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

Housing & Nuisance Investigations - 24

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

Septic System Test Applications - 51

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

Septic System Lot Tests - 181

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

Septic System Plan Applications - 45

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews - 86

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

Septic System Permit Applications (new lots) - 40

Septic System Permit Applications (upgrades) - 32

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

Septic System Construction Inspections - 137

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

Septic System Consultations - 4

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

Well Permits - 8

Well Consultations/Water Quality - 10

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

Rabies Clinics - Animals Immunized - 6

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

Nashoba Nursing Service & Hospice

Home Health

Nursing Visits - 873

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

Home Health Aide Visits - 593

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

Rehabilitative Therapy Visit - 399

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

Medical Social Service Visits - 30

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

Community Health Nursing

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

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

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).
- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

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

- Nashoba conducted 14 clinics and those clinics offered your citizens: blood pressures screening, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.
- Our staff conducted 44 health promotion/well-being/social worker/volunteer visits in your communities.
- We administered 227 flu shots through our annual clinics.
- Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Number of Communicable Disease cases investigated - 77

Number of Communicable Disease cases confirmed - 23

Anaplasmosis - 3

Babesiosis - 3

Calicivirus/Norovirus - 1

Campylobacter - 3

Giardia - 2

Group B Strep - 1

Influenza - 6

Hepatitis C - 4

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible - 370

Students Participating - 219

Referred to Dentist - 18

This report is respectfully submitted to the Littleton Board of Health on 2/3/17.

James Garreffa, Director, Nashoba Associated Boards of Health

LITTLETON ANIMAL INSPECTOR

Quarantines:

10 day quarantine dog bite to a person	5
10 day quarantine dog bite to another dog	2
10 day quarantine cat bite/scratch to a person	1
45 day quarantine vaccinated cat wound of unknown origin	1
6 month quarantine unvaccinated cat wound of unknown origin	2

Rabies testing:

Bat tested positive	1
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Barn Book:*63 residents are known to own livestock*

Cattle	164
Goats	56
Sheep	132
Swine	7
Llamas/Alpacas	6
Horses/Ponies	209
Donkeys/Mules	7
Chickens	653
Turkeys	2
Waterfowl	48
Gamebirds	12
Rabbits	7
Other:	
Beehives	3
Pigeons	2

Respectfully submitted

Phyllis Tower,
Animal Inspector**BUILDING DEPARTMENT****REPORT OF THE BUILDING COMMISSIONER**

The Building Department is pleased to report that during the calendar year 2016, fees were collected from 549 building permits totaling \$439,631. Fees were also collected from miscellaneous permits and services such as annual inspections, small lot determinations and trench permits. The following represents the number of permit applications received and reviewed.

New Commercial Construction	4
Commercial Addition / Renovation	43
Change of Use	0
New Residential Construction	51
Residential Renovation / Addition	104
Accessory Structure	11
Signs	33
Heating Appliance	16
Swimming Pools	6
Demolition	15
Miscellaneous	201
Certificate of Inspection	25
Accessory Dwelling Renewal	17
Trench	20
Small Lot Determinations	3

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

Zoning enforcement remains active involving site assessment, monitoring, issuing orders, aiding all concerned parties through the local appeal process and pursuing legal avenues as necessary to resolve violations. Presently there is one active court case pending. Construction activity for the calendar year 2016 increased significantly for both residential and commercial construction and promises to continue throughout 2017.

New residential starts remained strong as did existing home addition construction and remodeling. The 40B complex located at 15 Great Road is nearing completion with the remaining single family detached dwellings under construction. New residential growth on Oak Hill Road, Sanderson Road and Grimes Lane are in the beginning stages of development and will provide the bulk of residential growth in Littleton. New commercial construction is represented by "The Point", a multi use, multi building complex located at the intersection of Russell Street and Great Road. Phase one is near completion with the upper section of the Market Basket building in progress for occupancy; phase two well under way and pursuing the development of phase three in 2017. FIBA continues to revitalize the Ayer Road San-Vel pre-stress building, expanding its operation into the once vacated sections of the structure, featuring the new Hydrogen distribution station. Distribution Way has completed the second large warehouse "Potpourri" facility revitalizing the once vacant San-Vel storage area behind the FIBA company.

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

I am pleased to report that the Building Department's Zoning Assistant / Permit Technician / Business Administrator, Michelle Cobleigh, has successfully achieved her Massachusetts CSL (Contractor Supervisor License) through examination as detailed in the department succession plan proposed last March and in accordance with her job description. Michelle joins the ranks of a small number of women contractors to successfully complete this level of construction competence in Massachusetts.

In closing, I would like to thank the following individuals who, by their dedication and assistance, help provide the consistent service the Town of Littleton has come to expect from the Building Department. Mr. Bill Morehouse as Inspector of Wires, Mr. Ed Sullivan as the Gas, Plumbing, and Sheet Metal Inspector, Mrs. Michelle Cobleigh who provides the administrative oversight for the Building Department, the Board of Health and the Board of Appeals, Mrs. Susan Raymond who provides additional clerical assistance and Mr. Gabriel Vallante who acts as the alternate Building Commissioner.

BUILDING DEPARTMENT OFFICE HOURS

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

ROLAND J. BERNIER
Building Commissioner

REPORT OF THE INSPECTOR OF WIRES

Please consider the following annual report of the Inspector of Wires for the year January 1, 2016 to December 31, 2016, collecting a total of \$69717.70 in fees from 451 electrical permits.

New Homes	48
Commercial Buildings	130
Residential additions more than ten outlets	116
Residential additions less than ten outlets	90
New Service	30
Swimming Pools	8
Temporary / permanent meters	4
Residential Security Systems	8
Appliance Installation	13

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

Respectfully submitted
William Morehouse
Inspector of Wires

Telephone 978-486-0167

REPORT OF THE GAS, PLUMBING , SHEET METAL INSPECTOR

As the Littleton Gas Inspector, I am pleased to report that 1727 permits were issued collecting a total of \$16,182 in gas permit fees.

Commercial	13
Commercial Renovation	23
Residential	62
Residential Renovation	74
Void	0

As the Littleton Plumbing Inspector, I am pleased to report that 207 permits were issued collecting a total of \$12,945.50 in plumbing permit fees.

Commercial	23
Commercial Renovation	17
Residential	50
Residential Renovation	117
Void	0

As the Littleton Sheet Metal Inspector, I am pleased to report that 71 permits were issued collecting a total of \$12,945.50 in permit fees.

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

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

CLEAN LAKES COMMITTEE

CLC Members:

Jon Folsom, Long Lake, Chairman	Jeff James, member at large
Leon Weaver, Spectacle Pond	Charlie Bush, Lake Matawanakee
David Richard, Spectacle Pond Alternate	Jim Barisano, member at large
Steven Sussman, Mill Pond	
Sheryl James, member at large, Secretary	Corey Godfrey, LWD – Advisor

CLC – Origins & Objectives

The Littleton Selectmen formed the Clean Lakes Committee (CLC) in 1999 as an ad hoc group to assess conditions and coordinate improvements to Littleton's lakes and ponds. Working initially with Savas Danos, then General Manager of the Littleton Water Department, and now with LWD Environmental Analyst Corey Godfrey, the CLC takes on initiatives that address public access, maintenance, water quality analysis and resource restoration in Long Lake, Spectacle Pond, Mill Pond and as of 2013, Lake Matawanakee/Forge Pond. The CLC has been funded from its inception through profits from cellphone towers located on Littleton Water Department (LWD) property near Spectacle Pond.

In November, 2011 at the Special Town Meeting, voters approved an amendment to establish the CLC as a standing committee of the Town.

The CLC brings together representatives from lake associations, interested town committees and concerned citizens to share ideas and objectives, and implement actions to help restore, improve and maintain water bodies, streams and wetlands town-wide. Meetings are usually held at 7:00pm on the first Wednesday of the month at the Littleton Electric Light and Water Department (LELWD) Operations Center, 39 Ayer Road. Meeting dates and approved minutes are posted on the Littleton Water Department website: www.lelwd.com/clean-lakes-committee/.

Join the CLC

We invite any town resident who is committed to improving Littleton's publicly accessible waterways to attend our meetings or apply to become a voting member of the CLC. Please send an email detailing your interests to CLC Advisor Corey Godfrey, cgodfrey@lelwd.com.

Mill Pond Restoration

2016 took off with a flurry of activity on the CLC's long-standing effort to clean up Mill Pond. Our U.S. Army Corps of Engineers (USACE) Project Supervisor Adam Burnett & Littleton Town Administrator Keith Bergman attended our January meeting to assess the possibility of proceeding. Plans had stalled in 2015 over where dredged material could be moved and stored to dry out. Because of the amount of development around Mill Pond, it had long been felt that the dredged material would be trucked to a nearby open area and dried, or dewatered, then composted and sold as part of the cleanup effort. Without an enormous holding area it seemed that the project could not proceed.

Financial responsibilities had changed at the USACE as well. Mr. Burnett explained that in past years much of the advance work - the feasibility study, analysis, initial design and an environmental impact statement were federally funded. Now those costs are split 50/50 between the Army Corps and the participating town. And since our project had been in the planning stage for so long, costs had already been incurred.

In order to proceed with the Mill Pond Restoration it was time to determine just what could be done with all of the dredged material – and to make a financial commitment.

Regarding the dredging issue Mr. Burnett suggested that we could model our project after the restoration of Milford Pond, in Milford MA, a USACE project of his that handled material storage and dewatering in a new way. There the dredged material was pumped ashore and held back behind retaining walls constructed of biodegradable coir logs. The shoreline was built up or reconfigured altogether using the fertile material from beneath the pond. And as the reclaimed soils dried and stabilized, the coir logs broke down leaving emergent wetland areas that were planted with cattails and indigenous grasses. Land formerly covered with invasive plants and brush were cleared, then built up with dredged material and reestablished with native trees. At Mill Pond, Mr. Burnett wondered if some of the reclaimed areas could become Atlantic white cedar swamp. Reviewing town maps, he thought that there appears to be enough open land around the various basins of Mill Pond to pursue such a scheme.

A rapid reorganization of our annual budget showed there was enough funding to proceed. The scope of the project may never meet everyone's wishes, but it will be substantial and worthwhile. Grant moneys were discussed as a way to supplement our funding, but it's expected that the CLC's annual cell tower income (and in-kind services) will cover the town's project costs. Advisor Corey Godfrey drafted a letter to explain the project's scope, schedule and finances to submit to the Selectmen, Keith Bergman and the Finance Committee for their consideration.

Meeting later in January with the Finance Committee, Selectmen and the Conservation Trust yielded enthusiastic endorsements. With the planning costs split 50/50 and two-thirds of the executed project paid for by the USACE, the town's outlay will be maximized. By February the Selectmen had signed a letter of intent to proceed and drafted a warrant article for the Annual Town Meeting to approve the initial funding.

A 2-part front page article about the project was carried in the Littleton Independent and Corey Godfrey created a tri-fold informational flyer about the planned project for Littleton residents. He also drafted a letter for pond abutters inviting them to attend the committee's Open Forum for an explanation of what might be expected for Mill Pond. A March meeting with the Conservation Commission yielded more enthusiasm.

The Open Forum on the Mill Pond Project was held in April. Thirty neighborhood residents attended the meeting to learn more about the proposal. After an overview of the project's intentions and a Q & A session, an appeal was made for their support of the warrant article to develop the plan.

The article passed without dissent at the Annual Town Meeting in May. A supplemental warrant article adjusting the initial funding passed as well at the second Town Meeting in November. USACE Project Supervisor Adam Burnett attended our December meeting to give us a more detailed look at the Milford Pond Project and to further discuss areas of the Mill Pond Project Feasibility Study. It is expected that the Feasibility Study will be completed late in 2017. The committee enthusiastically anticipates the results of the Army Corps' efforts.

2016 Invasive Plant Management

Suppression of in-water invasive plants and nuisance vegetation continues to be a primary focus of the CLC. Curly-leaf pondweed, Variable Milfoil and Fanwort reoccur regularly and can spread rapidly in our mature lakes and ponds. Water Chestnut is a recurring problem in Doleful Pond, at Newtown Hill. If left unchecked, these

water-born plants can overtake native species and clog shallows, degrading our lakes' health and recreational value.

This year Aquatic Control Technology, our herbicide specialist, has joined with sister companies in New Jersey and Virginia to become SOLitude Lake Management of Shrewsbury MA. SOLitude detected and treated infestations of all three invasives in Long Lake and Spectacle Pond. Doleful Pond was treated for recurring water chestnut.

EPA MS4 Municipal Stormwater Discharge Permitting Engineering

The CLC has budgeted for and will provide \$100,000.00 per year for three years to the town to cover engineering costs for Littleton to comply with the Environmental Protection Agency's new stormwater standards.

Water Quality Monitoring Program

Proposed last year, the CLC purchased a multi-probe testing monitor in July and initiated a sampling regimen at ten sites throughout Littleton's network of brooks and ponds. While there was time for only two months of testing this year, the program will continue over a period of five months each year, for the next few years. The resulting database will be submitted to the MASS DEP and help us assess conditions and address issues throughout Littleton's waterways.

Beaver Deceivers

A deceiver was installed in Bennett's Brook in October. It was designed to prevent blockage of the culvert behind The Stone Yard.

The leveler that has been proposed to mitigate Long Lake's excessive water level is on hold. The plan has been enthusiastically received, but must be approved before we proceed. It is hoped that the work at Long Lake will be permitted and completed in 2017.

Clearly it has been a year of progress and engagement for the CLC. We stand at a new starting point and look forward to next year.

Respectfully submitted,
Jon Folsom, CLC Chairman

CONSERVATION COMMISSION

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

The Commission reviews all Massachusetts Department of Environmental Protection filings as they are submitted. Public hearings are held in the town hall and site inspections are made to the respective properties. When the commission approves a project design, permits are issued. Throughout the year, the Commission received a steady stream of notice of intent applications, requests for certificates of compliance, requests for determinations of applicability, and Abbreviated Notices of Resource Area Delineations (ANRADs). In 2016, the Commission reviewed 42 Notices of Intent (21 of which were for individual lots at Durkee Farm Estates) to perform activities within one hundred feet of a wetland, and granted 40 Orders of Conditions, authorizing work to be completed. The Commission issued 15 Certificates of Compliance for projects satisfactorily completed, and reviewed 7 Requests for Determination of Applicability, as well as 2 ANRADs. A total of 5 enforcement orders were placed on landowners in violation of the WPA/local wetlands bylaw by the Commission. The year 2016 continued to be a busy large commercial building year with the completion of the new Potpourri facility at 3 Distribution Drive and other projects, and the continued monitoring of the 40B development at 15 Great Road, as well as the progressively expanding retail area known as "The Point".

The Commission has in its custody a wide array of protected open space properties and hiking trails available for public use. Our agency is charged with the management of these special lands on behalf of the townspeople. In performing its duties, the Commission partners with, and is greatly aided by, the Littleton Conservation Trust, the Town's private land trust, and its land stewardship program. Under the Trust's Director of Land Stewardship, Art Lazarus, a team of land stewards uniformly protect, monitor and maintain all Commission and Conservation Trust properties over hundreds of property visits and volunteer hours each year. Stewards and volunteers are active in

property and trail maintenance, invasive plant control, wildlife preservation projects, and other activities that benefit Littleton's natural landscape.

This year, the Commission was proud to have a number of important projects and programs transpire upon its lands. In 2016, a number of tours were conducted on our properties for the public by land stewards and members of the Conservation Trust. We continued to partner with Mark 9 K-9 Search and Rescue, allowing the use of our properties for this team of dedicated volunteer's to train their impressive search dogs on. The Commission was pleased to sponsor and assist Eagle Scout candidate Brian Provost with his project that replaced the fencing surrounding the Barbara Chapin community garden, and restored the boundaries of this heavily utilized site. We thank Brian, his troop, and everyone who helped with this wonderful project for all of their hard work! This year, under the direction of Jim O'Neil and Rick Findlay, the Commission's Cloverdale property restoration project has been fully under way, and much progress has been made by our contractors and volunteers. Select trees and a vast amount of invasive plants have been removed from the site, and the restored pasture land has been graded and readied for seeding. Although the project has not yet been completed, this improved parcel has already yielded new habitat for important species of birds and other wildlife, as well as new recreational opportunities for the townspeople. At Oak Hill, the board began planning a new parking area on Harvard Road for this heavily used reserve. In May, the Commission proudly co-sponsored a Freedom's Way National Heritage event at Oak Hill with the Historical Commission, Historical Society, and the Conservation Trust. This well attended event showcased the history, geology, creatures, and other special features of the property. The Commission's Mill Hill Property was for a second year, the site of an important beetle survey performed by the USDA. The community gardens at the Yapp and Newtown Hill properties continued to be well utilized by the townspeople. And, at Long Lake Park and other conservation properties, the Conservation Trust's bird box/habitat program orchestrated by resident Dustin Nield once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows. We look forward to the continued successes of these and other programs.

The Commission was also involved in the Town's acquisition efforts of the Joyce Williams and Massachusetts Department of Transportation land on Boxborough Road. The Town currently has an opportunity to purchase a 35.11 acre piece of Mrs. Williams' property (located at 31 Boxborough Road), with an added trail easement. And, this year, the Commission bought approximately 5.3 acres of surplus land across the street from the Williams land from the Massachusetts DOT for \$205,000. If purchased, the Williams land would add a substantial amount of open space to the Newtown Hill Conservation Area, and with the DOT parcel, greatly extend a nearby trail network for public use. This year, the Commission submitted a LAND grant application to the state for \$400,000 in funding for the Williams land, and the Community Preservation Committee and Town meeting authorized the funding of the remaining cost for this property, and the full price of the DOT land. Unfortunately, the CPC funding of the Williams land was contingent on the Town receiving the LAND grant, which it was not awarded. As of the writing of this report, negotiations for a purchase are ongoing.

The Commission would like to recognize and thank the LCT/Commission Land Stewards, its Senior Work Crew, and all volunteers for their efforts throughout the year. A special thanks also goes out to all of the town departments that have aided the Commission in performing its mission throughout the year, especially the Highway Department and its superintendent, James Clyde. 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.

In 2016, the following individuals served as Conservation Land Stewards: Rick Findlay, Rick Roth, Richard Buckles, Bill Brown, Julliana Miller, Russ Mullen, Charles Specht, Harrison Specht, Andrew Halloran, Art Lazarus, Scott Newbold, Andrea Curran, Ray O'Neil, Carl Rivenburg, Karen O'Neil, Jim O'Neil, Andrew Sammarco, John Zimmer, Kevin Spurr, and Dick Anderson.

The following individuals served on the Commission's Senior Work Crew:

Don Waite, Don Maciver, John Bailey, Paul Olofson, Richard Buckles, Samuel Bell, and William Schmidt.

This year, the Commission welcomed Chase Gerbig as its newest member and Rebecca Waugh as its new associate. It also said goodbye to Thomas Mann, who retired from the board after having served for a number of years. We thank him for his service to the Town!

**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,

Chase Gerbig, Anna Mayor, Carl Melberg James Pickard, Andrew Sammarco, Sarah Seaward

HISTORICAL COMMISSION

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, 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 2016 proved to be another busy year for the Board, as it carried out its mission through a number of important works and events.

This year, the Commission reviewed two applications for demolition from the owners of historic homes located at 417 King Street (also known as the Daniel Burnham House) and 32 King Street (also known as the Jesse Kimball House). In both cases, the Commission deemed both structures as historically significant, and imposed a six month demolition delay. Unfortunately, it proved unfeasible to repair and/or relocate the home located at 417 King Street, and so the demolition delay on this site was lifted early. The delay placed on 32 King Street expired in December with no resolution to save this historically significant building. The Commission is currently reviewing the Town's demolition delay bylaw to improve its effectiveness when considering future demolition requests.

Throughout 2016, the Commission explored various ideas to help re-build and preserve the historic Long Store building. The building, which was taken apart, inventoried, and moved to make way for "The Point", is currently being stored in a trailer owned by the Commission. Board members and others continue to find and explore alternatives to re-build this important structure.

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

On May 14th, the Commission was proud to co-sponsor a Freedom's Way National Heritage event with the Conservation Commission, Historical Society, and the Littleton Conservation Trust at Oak Hill. This event, which attracted numerous visitors from Town and other places, showcased the impressive history, creatures, and natural wonders of this large and popular conservation preserve.

At the May Town meeting, the Commission was pleased to be awarded community preservation funds for two special projects, one to conduct conservation work at the Town's Old Burial Ground, and the other to update the Town's survey of historic resources. Fannin and Lehner of Concord, a firm that has previously done work at the Old Burial Ground, was selected to begin conservation efforts at this site sometime in the early spring of 2017.

In July, the Commission said goodbye to member Diane Decker, who resigned from the Board. We thank her for her time and service to help preserve our Town's history!

In the fall, it came to the Commission's attention that the historical Quarantine Station marker on Harwood Avenue that had been destroyed during a car accident two years prior, had not yet been repaired or replaced. As of the writing of this report, the Commission is actively seeking to replace this monument. We are also focusing our attention to other markers and signs that may have fallen into disrepair throughout the Town.

Also during the fall months, the Commission learned that the historic Porter Road bridge in Town will soon be in need of structural repair. The planning for this project has been ongoing, and may include a request to the Community Preservation Committee for funding.

Towards the end of the year, Commissioner Donna White began investigating the possibility of getting local Revolutionary War veteran Dr. Enoch Dole posthumously awarded the Purple Heart. Dr. Dole was tragically killed at the battle of Dorchester Heights, but never officially recognized for his sacrifice to our nation. In 2016, members of the Commission actively participated in the Town's Master Plan steering process. Commissioners attended public forums and met with Master Plan Consultants to ensure that preserving the Town's history and rural character is a top priority of this future guiding document.

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

Looking to the year 2017, the Commission hopes to increase its efforts towards fulfilling our mission to the townspeople in a number of ways. Many Projects are actively being planned by the Commission, and we look forward to working with you to see that our Town's history is protected and preserved for future generations.

Respectfully Submitted by the Littleton Historical Commission,

John Leger, Jonathan Liebowitz, Andrew Sammarco, Linda Stein, Andrew Watt, Donna White

PLANNING BOARD

Highlights: Highlights of the Planning Board's work in 2016 include significant progress on the Master Plan, and reviewing commercial re-development and residential development proposals. The Planning Board is looking forward to continuing the Master Plan update process through May 2017 Town Meeting, and following up with implementing the Master Plan starting immediately to put the Town's wishes in action. The Board has made progress not only in timely review of project applications, but in conducting planning work necessary to help determine what the residents want the town to look like in the next ten to fifteen years.

The Planning Board held sixteen regular meetings during 2016, hoping to continue the efficient schedule of meeting once a month. The Planning Board re-energized the effort to provide housing that is more affordable for seniors, working with our consultants, Judi Barrett and Amanda Berman of RKG, and listening to seniors regarding their housing needs. Planning Board agendas in 2016 were dominated by a number of commercial redevelopment proposals as well as residential subdivisions "Durkee Farm Estates", "Wellington Drive" and "Couper Farm Estates".

Two Zoning Bylaw amendments were considered and passed in 2016; at the May 2016 Annual Town Meeting, both zoning amendment regarding Stormwater, necessitated by the new EPA Stormwater Permit and regulations, and which provide for closer Town oversight of discharges to surface waters, providing for clean runoff to our lakes and ponds.

Master Plan: The Planning Board members have been working closely with the Master Plan consultants and the Master Plan Update Steering Committee (MPUSC). Staff time dedicated to the Master Plan process has been beneficial, allowing the Planning Board to expand the duties of the Board beyond reviewing project applications to implement steps to reach goals the Town residents have set. Please refer to the MPUSC Annual Report for details on the Master Plan process.

Residential Development: Residential Development continues on a quick pace, with applications for **Definitive Open Space Subdivision** developments for the Durkee Farm Estates (30 lots), Wellington Drive (6 lots), and Couper Farm Estates (25 lots plus 24 age-restricted units). Open Space subdivision layouts cluster residential development, and preserve land area as open space, providing opportunity for passive recreation, wildlife corridors, trails, agricultural use, and potential recreation sites. Construction at several prior residential subdivision sites continues, with McIntosh Lane, Chestnut Lane, Bennett Orchard, and Durkee Farm Estates all currently under construction. The Planning Board is pleased with the construction oversight services provided by Green International Affiliates, Inc. for all new subdivision roadways.

A total of eight residential **ANR** (Approval Not Required) plans were endorsed by the Planning Board in 2016, creating eight new residential lots. **Scenic Road** Approvals, reviewed jointly with the Tree Warden, were issued for Nagog Hill Road reconstruction, for Durkee Farm Estates, and for single driveways off Newtown Road and Oak Hill Road. There were no **Shared Residential Driveway** Special Permit applications in 2016.

Commercial Development: The Planning Board reviewed numerous applications for new commercial development and re-development of existing commercial sites in 2016. Construction continues at "The Point", a commercial development including retail, restaurant, office, hotel, and theater space. Development of this site, at the intersection of Route 495 and 119, also known as Constitution Avenue, is slated to be completed over the next few years. Grand openings for numerous new stores and restaurants occurred in 2016 and are scheduled to continue in 2017. Industrial development continues along Ayer Road, with FIBA Technologies' continued redevelopment, with the hydrogen depot and an iron powder manufacturing facility at 53 Ayer Road, new storage and railroad siding at 80 Ayer Road, and Town fuel facility and LELWD storage at 39 Ayer Road. The Planning Board reviewed and approved the Site Plan and Special Permits for the new/reconstructed Fire Station at 20 Foster Street. There were no new or requested renewals for Wireless Telecommunications Special Permits.

The Planning Board encourages developers to meet with the Planning Board early in the commercial or residential development process to allow for communication of the Town's goal to foster economic development that is consistent with community character.

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 staff availability.

Planning Board meetings are held on Thursday evenings as posted, usually the first Thursday of the month. The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meeting agendas are posted in Town Hall, and also for information, on the town Web site, www.littletonma.org. The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year. Please feel free to call the Planning Board Office at 978/540-2425 or email Maren Toohill, the Planning Administrator/Permit Coordinator/Single Point of Contact for Expedited Permitting at: MToohill@littletonma.org with any questions.

Respectfully Submitted,

Peter Scott, Chairman
 Ed Mullen, Vice Chairman
 Jamie Cruz, Clerk
 Richard Crowley, Member
 Mark Montanari, Member

MASTER PLAN UPDATE STEERING COMMITTEE

The Littleton Master Plan Update Steering Committee (MPUSC) was established jointly by the Board of Selectmen and Planning Board in 2014 to lead the Planning Board's mandate to update the Town's Master Plan. As of this writing work on the Master Plan is nearing completion! The MPUSC is comprised of twelve members: Planning Board members Richard Crowley and Peter Scott; Selectmen Melissa Hebert and Paul Glavey (also Finance Committee appointee), and BoS appointee Paul Avella; Mike Fontanella (School Committee); Gary Lacroix (Sustainability Committee); Bartlett Harvey (Housing Authority and Community Preservation Committee) and Community-at-Large members Michael Zeldin, John Bielefeld, Renato Nakagomi, and Anna Hueston. MPUSC members were duly appointed by both the Board of Selectmen and Planning Board, and sworn in by Town Clerk Diane Crory; a big thank-you to former members Ed Coykendall and Joseph Ficociello for their service on the Committee. Staff coverage for the MPUSC and subcommittees is provided by Planning Administrator Maren Toohill.

Great strides were made in 2016 to create a dynamic, enduring and lasting Master Plan for Littleton, one that will help guide financial and regulatory policies for the next ten to fifteen years. The committee spent a significant amount of time and effort listening to what Town residents want Littleton to look and feel like in the future and to outline the steps necessary to help shape that future. The MPUSC and Planning Board finalized a consulting contract with RKG in January 2016. This action, kicked off a full and exciting Master Plan process. Led by Judi Barrett and Eric Halvorsen of RKG Associates, our Master Plan Consultants also include: Jahangir Akbar, and Amanda Berman of RKG; Peter Flinker, Nate Burgess, and Dan Shaw of Dodson & Flinker; Daphne Politis of Community Circle; and Patricia Kelleher of Community Opportunities Group, Inc. The consultants offered significant contributions to the effort through informed and thoughtful guidance, a highly collaborative process, and hard work. This resulted in an improved course of action enabling the committee and Town residents to better understand how to listen, distill, and respond to myriad inputs from various sources, most prominent among them, Town residents themselves.

Throughout the year, the MPUSC and RKG utilized a wide range of person-to-person/face-to-face methods to gather a significant amount of input from residents on a shared vision for Littleton's future. Maren Toohill conducted a "Town Tour" on Wednesday, March 2, 2016 to introduce many areas of Town to the consultants. The MPUSC and RKG held 10 regular meetings in 2016, two full days of Initial Interviews, eight Core Assessment meetings, staffed a booth at the June 16, July 21, and August 18 Third Thursday events, held a T-Shirt Toss at a LHS football home game, and staffed a booth at the Sept. 10 Littleton Country Fair.

In order to attract as wide a range of Town residents, the committee hosted two large Public Forums: the first on June 13, and the second on December 7. Attendance at the June session was higher than anticipated, resulting in the largest Master Plan gathering consultants had ever experienced on a per capita basis. Attendance at the December Public Forum did not rise to the level of the first forum, leading the RKG to suggest an "Open House" format for the Final Public Forum on January 25, 2017. This format proved highly successful in further eliciting Town residents' thoughts and aspirations, and meaningful suggestions as how to best arrive at goal attainment.

Littleton's Master Plan, the Plan for 2030 is designed to be **Relevant, Resilient and Implementable**: The Plan will be relevant not only for today, but also moving forward out to the year 2030. The Plan will also be resilient and adapt to changing demographics, economics, and environmental conditions. The Plan will be implementable so that goals enumerated in the Plan come to fruition.

The Plan for 2030 will be **Innovative and Creative**: Shaping the future of Littleton will require creative thinking and incorporating innovative ideas. The Plan will include forward-thinking ideas that will help Littleton stand out as a model among peer communities. The Plan for 2030 will be **Well Informed**: The process will include a robust public engagement program that includes a mix of large public forums and small focused topic area discussions. In the end, the Plan should reflect the viewpoints and values of the whole community.

The Plan for 2030 will be **Sustainable**: Themes and strategies reflecting environmental, social, and financial sustainability are weaved throughout the document.

Importantly, the MPUSC has seen the Master Plan, not as one of any one committee, rather, it is the province of the people of Littleton and as such responsive to the people.

The committee realized from the very beginning that for the Plan to be the people's plan a massive outreach program was essential to success. Greatly assisting the MPUSC achieve wide-spread out reach were the committed men and women of LCTV. They provided Town residents with coverage of the MPUSC meetings, enabling the wider audience to see the process and to see how they could participate in it.

The committee's work is not yet done. Outreach opportunities will continue through the early part of 2017, to facilitate the goal of presenting the Plan to the Planning Board at a Public Hearing on April 6, 2017 for their vote to adopt the Master Plan.

As the Town continues to moves forward through the Master Plan update process, the MPUSC will strive to continue gathering meaningful input from all Town residents.

In closing, the Master Plan update progress to date is due wholly to those committed Town residents who spent considerable time working with the committee and RKG this past year in the many planning forums. The committee respects their time and thanks them for sharing such a precious resource with the committee members.

Respectfully Submitted,

Paul Avella, Chairman; Rich Crowley, Vice Chairman; Paul Glavey, Clerk

And Peter Scott, Melissa Hebert, Mike Fontanella, Gary Lacroix, Mike Zeldin, John Bielefeld, Renato Nakagomi, Bartlett Harvey, and Anna Hueston, Members

ZONING BOARD OF APPEALS

The Littleton Board of Appeals conducted hearings on 16 new and continued applications during 2016. Applications fell into the following distribution:

Three Special Permit requests:

- 2 were to change, modify or expand a pre-existing, residential non-conforming structure under Section 173-10 B(1);
- 1 application was for an accessory dwelling(in-law apartment) under Section 173-58

All three were granted.

Twelve applications were received for variances:

- 1 application requested relief from dimensional setback requirements under Section 173-31 - Withdrawn;
- 1 application requested a variance to allow the reconstruction of two houses on one lot, both lessening the preexisting nonconformities. – Granted. This was subsequently amended after the applicant divided the Planning Board's approval to subdivide the property into two lots, requiring additional variances to the lot line dividing the two lots. – Granted.
- 8 applications requested alteration of existing nonconforming structures which resulted in the creation of new dimensional nonconformities under Section 173-10B2(2); - All were granted.
- 2 application were received for sign variances, one in the industrial zone requesting relief from size restrictions, but replacing an existing sign, under Section 173-35, and one for a sign in a residential district – Granted.

One application was an appeal of the Building Inspector's denial of a building permit. The decision of the Building Inspector was overturned.

The Board presented a bylaw revision to town meeting to comport with case law. Section 173-10B was amended to provide that any applications creating a new non-conformity would require a variance, rather than a special

permit, a higher standard requiring an applicant to show hardship owing to soil, shape or topography. (STM 2015).

The Board also entertained three discussions to modify existing 40B Comprehensive Permits at 15 Great Road and Kimball Farm Village on the Common off Great Road. The Kimball Farm Village on the Common Comprehensive Permit was extended to December 31, 2017.

The Board lost a devoted alternate member, resident and friend, Patrick Joyce. The Board held elections for the ensuing year. The Board currently has 3 vacancies for alternate members. Anyone interested should inquire at Town Hall.

Application fees collected by the board in 2015 were \$3500.00; expenses for the year were \$ 4979.15.

Respectfully submitted,

SHERRILL R. GOULD, CHAIRPERSON

The Board consists of members:

Sherrill R. Gould, Chairperson

Jeffrey Yates, Vice-chair

Alan Bell, Clerk

Cheryl Cowley Hollinger

Rod Stewart

Alternate members:

Marc Saucier

CEMETERY COMMISSION

The Cemetery Department manages Westlawn Cemetery and the Old Burying Ground. There are two employees responsible for care and maintenance of the properties.

In 2016 David Badger retired from his extended tenure as Chairman of the Commission promoting Mary Gosby to Chairperson. Janet Sullivan serves as Treasurer, and Andrew Sammarco was appointed Secretary to fill the vacant position.

Westlawn Cemetery had 25 full burials and 15 cremation burials in 2016.

Craig Sullivan retired as Superintendent in August and his replacement; Thomas Bailey was hired in December.

The Eagle Scouts continue to volunteer projects that enhance Westlawn. Troop 1 installed flag holders for deceased Veterans, and Troop 20 constructed a fire box to facilitate flag retirement.

A new John Deere backhoe 310L was purchased to replace the 21 year old 310D model.

Respectfully submitted,

Mary E. Gosby Chair

COMMUNITY PRESERVATION COMMITTEE

The Littleton Community Preservation Committee (CPC) had another busy and productive year in 2016. The Committee reviewed and recommended eight projects for Town Meeting approval in 2016. Seven of the projects were approved at Town Meetings and awarded CPC funding; the eighth project was approved but later deferred by the Town as described below.

CPC Project Recommendations for May Town Meeting

Prior to the May 2, 2016 Town Meeting, the CPC reviewed the following project proposals requesting CPC funding and recommended them for approval at the town meeting.

Community Housing

Annual Fund to Preserve Housing. The CPC recommended approval of \$20,000 for an annual fund to be used for ordinary repairs during the course of the year by the Littleton Housing Authority, which provides affordable rental housing to households with low income.

Roof Replacement. For Building 19J at Pine Tree Park, the CPC recommended roof replacement at a cost of \$20,000 under the state “689 Program,” which is a special needs housing programs designed to provide housing with specialized services for persons with mental illness, mental retardation or physical disabilities, including onsite services so tenants can maintain a maximum level of independence.

Elderly Housing Heating System Replacement. The CPC also recommended that CPC funding to the Littleton Housing Authority be provided for five elderly housing heating units that need replacement, at \$41,000.

Regional Housing Services. The CPC supported expending \$5,000 of CPC funds for the Town to continue participation in the MAGIC Regional Housing Services program to preserve, monitor, and support Littleton’s subsidized housing inventory.

Historic Resources

Old Burying Ground. The CPC recommended \$9,500 for funding restoration of the monuments and gravestones in the Old Burying Ground. The project falls under the auspices of the Littleton Historical Commission.

Update of Survey of Cultural Resources. The Committee also recommended the Historical Commission request for \$20,000 to extend Littleton’s Survey of Cultural Resources. The survey is needed to facilitate the acquisition, preservation, and restoration of the town’s historic resources.

CPC Project Recommendations for November Special Town Meeting

Prior to the November 16, 2016 Special Town Meeting, the CPC reviewed the following project proposals requesting CPC funding and recommended them for approval at the town meeting.

Open Space

5.3-acres, Boxborough Road. The CPC recommended the purchase by the Town of 5.3 acres of land with \$205,000 of CPC funds for land conservation purposes. This land was owned by the Mass DOT and listed as surplus property.

Joyce Williams Conservation Land. The CPC recommended that the Town purchase 32.25 acres of land on Boxborough Road for open space purposes with \$873,758 of CPC funds. This purchase was contingent on the Town being awarded a \$400,000 grant from the state LAND grant program. Ultimately, the Town was not awarded this grant and this project was halted.

Finances

For the fiscal year 2016, the Littleton CPC fund received \$267,349 in matching funds from the state. In addition, for fiscal year 2016, the CPC fund received \$484,434 in Blended Funds from the cell tower lease at Newtown Hill, Fifteen Great Road Mitigation Reserve, and the Reed Meadow Mitigation Reserve to meet the maximum allowed CPA revenue. The committee recommended the following allocation, that was approved by Town Meeting: Community Housing \$72,665 (15%); Historic Resources \$72,665 (15%); Recreation \$72,665 (15%); Open Space \$266,439 (55%).

Administrative

The CPC finalized in 2016 a Policy on Saving and Spending to complement existing CPA guidelines.

Also in 2016, the CPC said a sad goodbye to Patrick Joyce, who was a member of the CPC since 2011 and passed away in June 2016.

The CPC welcomed new member Sam Bell in 2016.

New Projects

The CPC welcomes new proposals for open space, historic resources, community housing, and recreation projects from town committees, organizations, and individuals. Proposals should be submitted by the January CPC meeting for May Annual Town Meeting or two months before a Special Town Meeting.

Members (as of December 2016):

Mit Wanzer, CPC Chair (BOS);
 Andrew Sammarco, Vice Chair (ConsCom);
 Carolyn Mueller, Clerk (BOS);
 Sam Bell (BOS);
 Jamie Cruz (PB);
 Fred Faulkner (FinCom);
 Bartlett Harvey (HA);
 Kevin Hunt (PRCE);
 Linda Stein (HC)

POLICE DEPARTMENT

2016 was an eventful year for Littleton and for the men and women of the police Department. There were significant staffing changes within the Department. I would like to welcome to our community Patrolman Jesse Bowen, and 911 Emergency Call Taker Kelly Young. The Department is about to fill two other positions for Patrolman and for 911 Call Taker in the very near future. These two open positions, once filled will bring the department up to full-strength in Patrol and 911 Dispatch. Sergeant Dave Leslie will hit a 25 year milestone with the department in 2017. I would like to personally thank all the hard working men and women of the Police Department and 911 Control Center for their efforts in making Littleton a Great Place to Live and Work!

The Town continues to grow in measured and responsible ways as designed by the many Boards and of course you the citizens of Littleton. With this continued growth in the community the department must also continue to grow and move forward. The Littleton Board of Selectmen approved the hiring of an additional officer in 2016 to augment the department in keeping our community safe. Patrolman Marc Scola joined the force in September and has been assigned to the evening shift. Additional staff is needed to keep up with not only the growth in our community but also to keep ahead of the transient influx into our community on a daily basis.

The Town, along with the Commonwealth and the Nation have taken strides to curb the Opiate scourge that has plagued too many of our families, friends, and neighbors. We have partnered with the Littleton Fire Department and all First Responders now have immediate access to NARCAN the opiate reversing drug. The department continue to target those who would sell this poison in our community.

Traffic continues to be a number one concern for many of our citizens. The department is stepping up enforcement and is also looking at new and innovative ways to slow traffic down. You will see LCD traffic speed warning signs and other devices to help keep the roads safe.

Targeting our Senior Citizens continues to be an issue, there are many individuals that attempt to prey on the seniors. We have partnered with the COA and have run several seminars for the seniors on how to avoid becoming a victim. In partnership with Director Pam Campbell Littleton Human and Elder Services, Middlesex District Attorney Marian Ryan and Littleton P.D. a presentation was made to our Senior Citizens on "Keeping Seniors Safe". This program was well attended and covered many topics that gave the attendees the information that they needed to make decisions to keep them from becoming victimized.

The Department continues to move forward with Police Accreditation. In September of 2016 the Department was awarded the first step of "Certification". We are moving forward to attaining full Accreditation this spring. I would like to recognize Deputy Chief Jeff Patterson and Sergeant Matthew Pinard for their work on this extremely important project.

I would like to thank the Townspeople of Littleton for their support, and all of the other Town Departments. I must single out our partnerships with the Fire Department, Highway Department and Light and Water Departments who have always been committed to making Littleton a Great place to live and work. My thanks to the Littleton Board of Selectmen and all of the other Boards and Committees that have assisted me personally and the Department throughout 2016. While I have met many of you throughout the years please feel free to stop in at 500 Great Road to say hello. We will continue to strive to make Littleton a great place to live, work and visit. Thank you and have a great 2017.

Respectfully,

Matthew J. King
 Chief of Police

Incident Type (<i>Partial List</i>)	2013	2014	2015	2016	Difference	% Change (<i>From previous</i>)
Sex Crimes	5	3	6	11	5	83.33%
Assault and Battery	51	57	40	36	-4	-10.00%
Larceny	115	116	97	87	-10	-10.31%
Motor Vehicle Theft	4	5	2	5	-3	-150.00%
Vandalism	62	55	50	41	-9	-18.00%
Disturbances (Gnrl)	95	107	124	127	3	2.42%
Family Disturbances	65	75	39	50	11	28.21%
Noise Complaint	69	71	69	54	-15	-21.74%
Suspicious Activity	518	527	327	361	34	10.40%
Assist Fire Department	New	Call	Category	825	0	0.00%
Burglar Alarms	453	436	486	448	-38	-7.82%
MVA Personal Injury	53	52	35	48	13	37.14%
MVA Property Damage	253	251	273	247	-26	-9.52%
Calls for Service			14592	15744	1152	
Total Traffic Citations	2051	1215	1239	1412	173	13.96%

LITTLETON POLICE DEPARTMENT ROSTER

Matthew J. King	Chief of Police	3-Sep-2014
Jeffrey M. Patterson	Deputy Police Chief	15-Dec-2014
Nicole Magliozi	Executive Assistant	22-Feb-2016
David P. Leslie	Sergeant	7-Sep-1992
Matthew J. Pinard	Sergeant	22-Jul-2002
Edmond D. Bussiere	Sergeant	2-Oct-2006
Pablo S. Fernandez	Sergeant	8-Dec-2014
John M. Janakos	Patrolman	1-Sep-1999
Patrick L. O'Donoghue	Patrolman	16-Apr-2007
Brian M. Casey	Patrolman	1-Jul-2008
Michael L. Crory	Detective	1-April-2016
Douglas W. Landry	Patrolman	30-May-2013
Daniel M. Devine	Patrolman	29-Sep-2014
Derrick Camelio	Patrolman	27-Aug-2015
Megan Wodzinski	Patrolman	12-Jan-2016
Jesse Bowen	Patrolman	30-Jan-2017
Bryan Kiley	Patrolman	27-Feb-2017

Communications Center

John M. Murphy	Communications Officer	22-Feb-2000
William E. Harrold	Communications Officer	27-Mar-2013
Nichole J. DeVlaminck	Communications Officer	11-Aug-2014
Kelly A. Young	Communications Officer	3-Jan-2017
Kyla J. Mahoney	Communications Officer	20-March-2017

Part Time Cruiser Reserve Officer(s)

Thomas J. Budka
John G. Dristilaris
Ashley M. Pinard

Part Time Police Officer(s)

Paul G. Corcoran	Gordon N. Clark	Richard E.
Heather C.	Robert F. Sabourin	Landers
Rhodes		John M. Murphy

Part Time Communications Officer(s)

Sean Coffey

Terence M. Gardner

Andrew S. Perry

FIRE DEPARTMENT

2016 was a very active year for the Littleton Fire Department with our emergency response volume increasing by 7% over 2015. On several occasions, we exceeded our resources and had to request mutual aid for assistance, primarily for medical emergencies and motor vehicle accidents. During the summer months we responded to a series of serious crashes and fatalities on Interstate 495 and Route 2 that taxed the services of the fire department. Mutual aid was requested along with Medflight on several occasions to assist with auto extrication and the transport of multiple victims.

LFD also took delivery of the new Engine 2, a rescue pumper. Engine 2 was designed to carry with a large amount of rescue and fire suppression equipment. This vehicle replaced a 1998 fire engine and a 2002 rescue truck to create a more efficient firefighting rescue pump. A government surplus 2002 Stewart Stevenson repurposed military vehicle was placed into service in 2016. This truck is being converted into an all-terrain heavy duty brush truck by the members of the department. This will be used for brush fires around town allowing us better mobility to the more challenging areas in town.

During the year, LFD recruited 3 new call firefighters to our ranks. These 3 individuals attended a five- month call/volunteer recruit training program at the Massachusetts Fire Academy in Stow. The time requirement for the program consist of two nights per week and every Saturday. They graduated with a certification level of Firefighter I/II. Additionally we added an EMT to our call staff that will assist in covering the ambulance.

Department Overview

The Littleton Fire Department is a combination career/call department. We know this to be an extremely cost effective means to provide fire and emergency services to the Town. 9 career firefighter/EMT's work alternating 24 hour shifts while the Chief, the Deputy Chief and the Fire Prevention Officer are available during weekdays. This schedule ensures that 2 firefighter/EMT's are on-duty every day, 24 hours a day. The call department consists of 25 dedicated firefighters and EMT's that augment the full time staff when needed. They respond to emergency incidents when paged from their homes to the fire station and then to an emergency scene with the appropriate apparatus.

Although a combination department is extremely cost effective, there are disadvantages. The time needed to travel from home and assemble a crew can take 8 or more minutes. Include a 1 to 5 minute travel time to the emergency from the station and the result can be a delayed response in some instances. The national standard for emergency apparatus to arrive on scene is within ten minutes of the 911 call for help, eighty percent of the time. The only way to meet the standard is to have the fire station staffed at all times. With the development of The Point, 15 Great Road and other areas of town, the calls for emergency service will continue to grow. Clearly with budgets as they are, we will continue to assess creative and cost effective ways to achieve additional coverage.

Student S.A.F.E.

This 2016 year was another great year for the S.A.F.E. program here at Littleton Fire Department. A strong foundation has been established with the schools. The programs were expanded in 2016 and the reach into the schools was increased and refined. The schools have been very receptive to having the fire department in the classrooms teaching. The program was continued with the same reach covering the younger generation completely. Our commitment to creating a "heart smart" program in the high school continued this year. The program certifies the entire 10th and 12th grade in CPR and is required for seniors to graduate.

Senior S.A.F.E.

The Senior S.A.F.E. program continued to place smoke and CO detectors in the homes of our senior citizens. We were able to meet our goal of visiting the COA Diner for lunch on Thursdays. During these weekly visits, members promote the program, provide blood pressure checks, and distribute File of Life cards and other safety information. The seniors of the Littleton community latch on to our weekly visits and we enjoy the partnership we have created with COA.

The Veterans breakfast has been another source of reach this year for our program. On the last Wednesday morning of each month, we partner with the police department and provide breakfast for all of the veterans of the community. The veterans are another untapped source of reach for our Senior S.A.F.E. program.

Fire Station Project

Another important milestone was reached by the department this year. The May Town Meeting voted to fund design and bid documents for the fire station renovation and addition. With a bid in hand, the Fall Town Meeting

appropriated \$8.9 million to fund the project. In December, the department relocated to 80 Ayer Rd. at the Middlesex Corporation where we will be until the end of 2017 when construction is anticipated to be completed.

Training

Fire department personnel train 3 times each month on the first, third and last Monday evening. Training is an essential part of the fire service and our firefighters and EMT's must be familiar with the safe and efficient handling of many incident types. Knowledgeable and highly skilled personnel are more likely to perform in an emergency situation and are less likely to be injured while doing so. Members must attend trainings to maintain their status on the department.

In April of 2016 we had the opportunity to hold a live fire training exercise at a home that was scheduled to be demolished. This was an all-day training consisting of multiple fire evolutions conducted in the various rooms of the home. The department gained valuable experience because of this training opportunity, especially the newer members.

Explorer Post 1

The Littleton Fire Explorer Post 1 continues to be a valuable resource in augmenting the department. This group of teenage men and women assist the department during training exercises and major incidents when called upon. The Post meets every Tuesday for training. Membership is open to young men and women ages 12-21 that have an interest in learning about the fire service and helping the community.

Emergency Responses

Our emergency responses include:

- Fires
- Medical emergencies
- Motor Vehicle Crashes
- Hazardous materials incidents (e.g. spills, leaks and releases)
- Rescues (e.g. vehicle entrapment, confined space incidents, structural collapse and water rescue)
- Hazardous conditions (e.g. electrical wires down, and carbon monoxide inside homes)
- Alarm calls (e.g. fire alarms, carbon monoxide, and medical alert)
- Service calls (e.g. water leaks, and house lockouts)
- Severe weather emergencies and related incidents

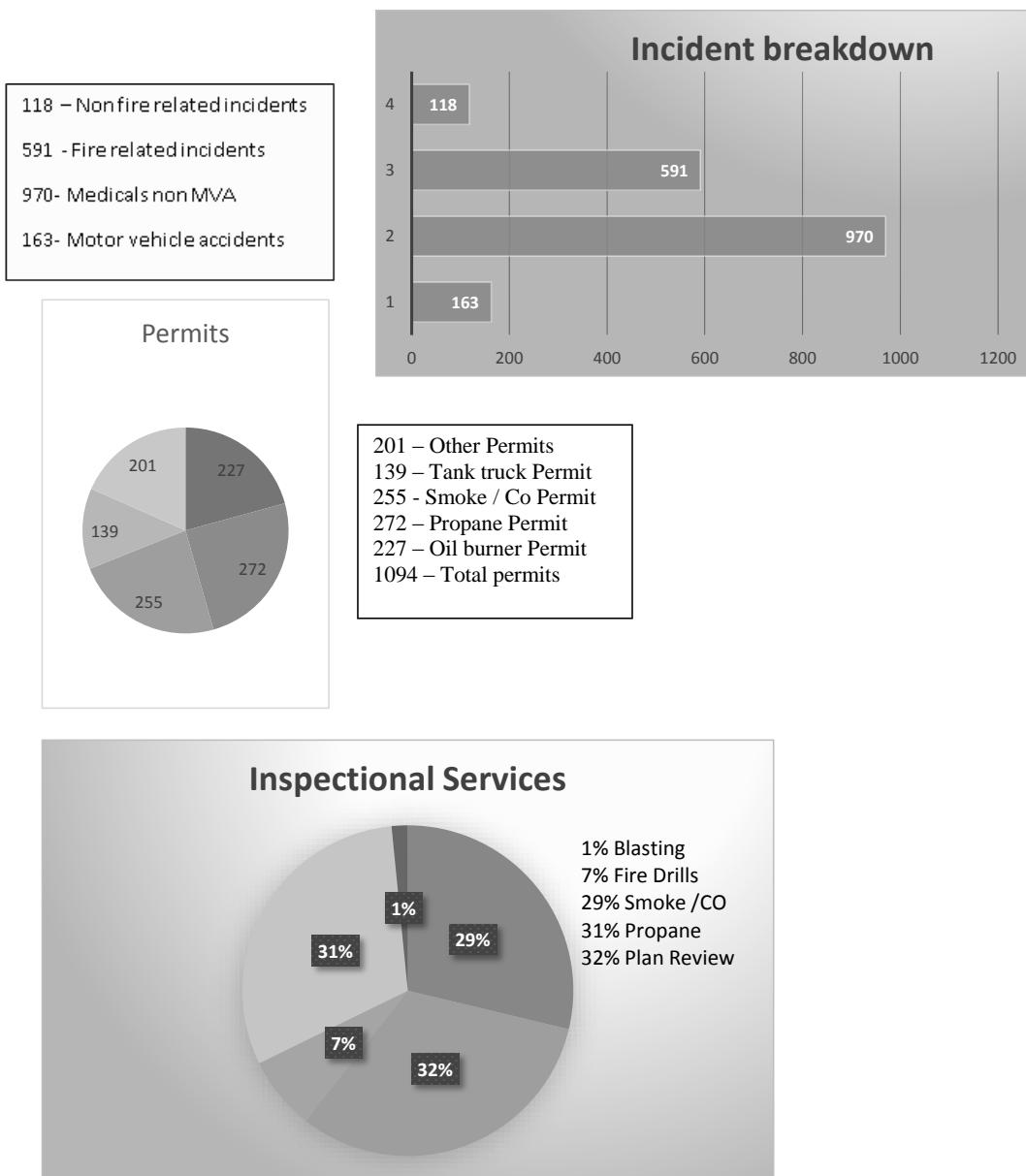
In 2016, the Littleton Fire Department responded to 1842 emergency calls. This was a 6.91% increase in calls over 2015.

Incident Type	2012		2013		2014		2015		2016	
Structure Fires	11	0.84%	9	0.63%	7	.50%	11	0.63%	13	0.71%
Chimney Fires	5	0.38%	2	0.14%	0	0	7	0.40%	3	0.16%
Car Fires	11	0.84%	14	0.98%	6	.40%	6	0.34%	6	0.33%
Fire Alarm Investigations	149	11.40%	136	9.53%	177	11.70%	188	10.91%	204	11.70%
Carbon Monoxide Investigations	38	2.91%	33	2.31%	25	1.6%	19	1.10%	33	1.79%
Oil Burner Malfunctions	3	0.23%	5	0.35%	5	.30%	3	0.17%	1	0.10%
Motor Vehicle Accidents (MVA)	119	9.10%	127	8.90%	152	9.90%	173	10.04%	158	8.58%
MVAs with Entrapment	3	0.23%	3	0.21%	0	0	3	0.17%	5	0.27%
Medicals (Non-MVA)	679	51.95%	769	53.89%	826	54%	941	54.61%	970	52.66%
Brush Fires	18	1.38%	26	1.82%	13	.90%	25	1.45%	14	0.80%
Flammable Liquid Spills	12	0.92%	8	0.56%	8	.60%	5	.29%	5	0.30%
Flammable Gas Release	18	1.38%	45	3.15%	28	1.80%	37	2.14%	31	1.70%
Electrical Hazards	25	1.91%	19	1.33%	17	1.2%	21	1.21%	16	0.90%
Smoke Scares	23	1.76%	27	1.89%				1.39%		1.50%

				20	1.30%	24		26		
Lock Outs	35	2.68%	28	1.96%	40	2.60%	37	2.14%	33	1.80%
Service Calls	32	2.45%	58	4.06%	12	.80%	52	3.01%	83	2.60%
Illegal Burning	21	1.61%	10	0.70%	9	.40%	19	1.10%	10	0.50%
Cover Assignments	16	1.22%	15	1.05%	14	.90%	27	1.56%	21	1.14%
Citizen Complaints	5	0.38%	2	0.14%	2	.10%	2	.11%	2	0.11%
Other Fire Incidents	84	6.43%	91	6.38%	159	10%	123	7.13%	208	11.29%
Total	1307	-14.84%	1427	9.18%	1537	7.71%	1723	12.10%	1842	6.91%

Statistical Summary

Incident Type	2009	2010	2011	2012	2013	2014	2015	2016
Structure Fires	6	13	11	11	9	7	11	13
Chimney Fires	4	0	6	5	2	0	7	3
Car Fires	6	9	12	11	14	6	6	6
Fire Alarm Investigations	109	125	162	149	136	177	188	204
Carbon Monoxide Investigations	17	38	45	38	33	25	19	33
Oil Burner Malfunctions	9	9	3	3	5	5	3	1
Motor Vehicle Accidents (MVA)	137	111	137	119	127	152	173	158
MVAs with Entrapment	3	2	5	3	3	0	3	5
Medicals (Non-MVA)	758	749	720	679	769	826	941	970
Brush Fires	12	23	6	18	26	13	25	14
Flammable Liquid Spills	25	16	18	12	8	8	5	5
Flammable Gas Release	38	50	36	18	45	28	37	31
Electrical Hazards	23	33	79	25	19	17	21	16
Smoke Scares	26	34	44	23	27	20	24	26
Lock Outs	26	27	22	35	28	40	37	33
Service Calls	40	77	85	32	58	12	52	83
Illegal Burning	20	12	10	21	10	9	19	10
Cover Assignments	8	12	12	16	15	14	27	21
Citizen Complaints	9	12	5	5	2	2	2	2
Other Fire Incidents	41	96	83	84	91	159	123	208
Total	1317	1448	1501	1307	1427	1537	1723	1842



Fire Prevention

The Fire Prevention Officer (FPO) remained extremely busy in 2016. In total, the Littleton Fire Department issued 900 permits, 392 of which required an onsite inspection. The FPO conducted 290 plan reviews of commercial and residential buildings. These plan reviews assist with the placement of smoke detectors and carbon monoxide detectors which are required by Massachusetts General Law Chapter 148 § 26F.

As the town continues to grow, the fire prevention office will have an increasing demand for permits and inspections. Each new commercial building or multiple family dwelling under construction requires between 5 and 8 hours of work from the FPO to ensure the safety of the future occupants. The Fire Prevention Officer is also part of the daily staffing to ensure that EMS and rescue services are met. Emergency calls, at times, can delay inspection of projects requiring multiple trips to complete the inspection.

Pre-Incident Planning

Pre-incident planning is the process of gathering and recording information that could be critical for public safety personnel making life-saving decisions at an incident, such as a fire or natural disaster.

In 2007, the Littleton Fire Department started an aggressive pre-incident planning effort to identify properties with specialized needs in the event of an emergency. The result has been the ability to provide responding personnel with critical site information before they arrive on scene. Pre-planning is a team effort between

department personnel and the citizens of the Town. This effort allows the Littleton Fire Department to provide improved and more comprehensive services in the event of an emergency.

Department Roster

Fire Chief

Scott Wodzinski

Deputy Chief

Thomas Clancy

Administrative Assistant

Kim Fleck

Deputy Chief

James Ray

Company 1

Captain - Joe Rock

Lieutenant - Dave McGloughlin

FF Justin Aubert

FF/EMT Don Beltrami

FF Lindsay Byrne

EMT Jake Carboneau

FF Brian Chabot

FF Derek Dirubbo

EMT Suzanne Klein

EMT Ryan Johanson

EMT Denise Moniz

FF Steve Mulone

EMT Nicole Patterson

Company 2

Captain - Jim Cahill

Lieutenant - Mike Denehy

EMT Brenda Alcott

FF/EMT Richard Duong

FF/EMT Mike Gassiraro

FF/EMT Dan Kane

FF Sean Parlon

FF/EMT Dan Perry

EMT Tony Polk

FF/EMT Theresa Rock

FF Ryan Valcourt

Career Staff

FF/EMT Keith Dunn

FF/EMT Scott Holt

FF/EMT Tyson David

FF/EMT Mike Deblasio

FF/EMT Sean Coffey

FF/EMT Terence Gardner

FF/EMT Brian St. Gelais

FF/EMT Tim Powers

FF/EMT Matt Maciel

FPO Stephen Wright

Per Diem

FF/EMT Eric Byam

FF/EMT Mike Doherty

FF/EMT Dave Lefebvre

Specialist

Photographer John McNamara

Senior volunteer

Toni Anderson

I would like to thank all of the members of the Littleton Fire Department and their families for the dedicated service that they provide to you, the citizens of Littleton. I would also like to thank the members of the Board of Selectmen, all of the Town Department heads and Town Boards and Committees for their continued cooperation, assistance and support.

Respectfully submitted,

Scott Wodzinski

Fire Chief



ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2015.

The department continues to advance its tradition as a progressive public utility committed to quality, value and service. As your local electric company, we consistently strive to retain our status as the region's low cost provider for residential customers, while offering superior customer service and outstanding value to the community.

LELWD introduced a new program for residential rate payers in 2015 called Green Rewards. The Green Rewards Program offers exclusive rebates and incentives to LELWD customers to save both natural resources and money. From discounts on high-efficiency products to rebates on earth-friendly home improvements, we designed this program to reduce environmental impact and lower electric and water bills.

A review of residential rates charged by municipal and investor owned utility companies show that LEED's rates are consistently and significantly lower than our peers. In fact LEED's electric rate was the lowest in the state for 2015. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$82.03 (6.97% lower than 2014). The same usage in Ayer, served by National Grid, would cost \$156.19; while in Acton, served by NSTAR, that usage would cost \$162.50. LEED was able to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Operation crews replaced the direct buried underground distribution electric line on Guggins Road with cable-in-conduit. This will significantly improve the reliability in the Guggins Road neighborhood, which has been a weak spot in our system over the years. Crews also worked in the Long Lake area upgrading the overhead electrical distribution system. The streets where these upgrades took place are: Edsel Road, George Street, Rita Lane, Laura Street, Brant Lane, Florence Street, Andrea Street, Jennifer Street, Lochslea Street, Paula Beth Street, Christina Street, Loe Ann Street, Elizabeth Street and Baldwin Hill Road. These infrastructure upgrades will improve system reliability to residences throughout the Long Lake area, due to the fact that the new tree wire upgrade will reduce the amount of system faults that LEED experiences because tree wire has a protective outer layer.

LEED's net metering program was once again highly successful in 2015, as we have now interconnected approximately over 706 kW of customer owned photovoltaic generation. There are now 24 residences in Boxborough that are taking advantage of LEED's net metering program. There was also a large commercial interconnection in 2015 that took place at the Cisco Corporation on Beaver Brook Road, where a 685 kW system was installed. LEED's net metering program has been so successful, that the newly redesigned cap is already 40% subscribed.

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

This year, we provided annual financial and in-kind contributions in excess of \$840,000 to the town and continued to support many programs and initiatives, including arts, athletic and science grants to the high school, environmental and planning assistance, cell tower proceeds for the preservation and acquisition of open space, the annual holiday tree lighting on the Common, the senior citizen luncheon and elementary school field trips. Also, as part of this contribution, LEED was instrumental in the acceptance of the town of Littleton becoming a Green Community.

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

Respectfully submitted,

BOARD OF ELECTRIC LIGHT COMMISSIONERS

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

Littleton Electric Light Department - December 31, 2015

<u>Assets</u>		<u>Liabilities and Surplus</u>	
<u>Utility Plant</u>		<u>Surplus</u>	
Total Electric Steam Production	\$0	Unappropriated Surplus	\$36,599,769
Total Transmission Plant	\$0	Direct Charge to Surplus	\$792,409
Total Electric Distribution Plant	\$21,167,915	Restricted for OPEB	-\$1,176,735
Total Electric General Plant	\$13,892,423	Capital Gains and Losses	-\$62,657
TOTAL UTILITY PLANT	\$35,060,338	Current Surplus	-\$1,703,250
		TOTAL SURPLUS	\$38,750,002
Accum. Depreciation Steam Plant	0		
Accum. Depreciation Transmission Plant	\$0		
Accum. Depreciation Distribution Plant	-\$9,228,586	<u>Long Term Liabilities</u>	
		Bonds Payable	-\$395,200

Littleton Electric Light Department - December 31, 2015

<u>Assets</u>		<u>Liabilities and Surplus</u>	
Accum. Depreciation General Plant	-\$6,051,559	Post-Employment Benefits Payable	-\$503,056
TOTAL DEPRECIATION	-\$15,280,145	TOTAL LONG TERM LIABILITIES	-\$898,256
NET ELECTRIC PLANT	\$19,780,193	<u>Current and Accrued Liabilities</u>	
Construction in Process	\$0	Accounts Payable	-\$83,593
		Miscellaneous Accrued Liabilities	-\$2,613,517
		Customer Deposits	-\$54,074
Fund Accounts		TOTAL CURRENT/ACCRUED LIABILITIES	-\$2,751,184
Depreciation	\$3,529,898		
Construction	\$2,989,687		
Rate Stabilization	\$7,086,046	RESERVED FOR UNCOLLECTIBLE ACCOUNTS	-\$30,209
Operating Cash	\$1,869,097		
Pension Fund	\$971,271	TOTAL LIABILITIES	-\$3,679,649
OPEB Fund	\$1,426,735		
Operations Fund	\$1,000	TOTAL LIABILITIES/SURPLUS	\$42,429,651
TOTAL FUND ACCOUNTS	\$17,873,735		
<u>Current and Accrued Assets</u>			
Accounts Receivable Rates	\$2,313,890		
Accounts Receivable Jobbings	-\$195		
Accounts Receivable Other	\$0		
Inventories	\$860,861		
Prepayments	\$1,601,167		
TOTAL CURRENT/ACCRUED ASSETS	\$4,775,723		
TOTAL ASSETS	\$42,429,651		



The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2016.

This was a significant year in terms of investment into our future water capacity, as the water department began investing into the Cobb's Well Site. The Water Department installed two new bedrock wells on town-owned land in the vicinity of Cobb's Pond this past year. An existing test well at the site, originally installed in 2001 to determine the site's suitability as a source of public water supply, was also bored out for use as a production well. These three bedrock wells range in depth from 300-450 feet and initial testing indicates good water quality and a minimum flow rate of 300 gallons per minute. The state permitting process to bring these wells online is currently underway and it is expected that full buildup of the site could be completed as early as 2020. The addition of this new well site to Littleton's municipal water system would diversify the town's sources of water supply, providing enhanced water quality and ensuring an adequate supply to meet anticipated growth for decades to come.

As part of a town's grant through the Green Communities designation, the department installed two Variable Frequency Drives (VFD) at the Spectacle Pond Treatment Facility. Previously, the transfer pumps were throttled to meet the needs of the systems. With the installation of the VFDs, LWD is equipped to operate more efficiently, and realize savings through energy reduction of \$10,000 annually for the plant.

The Water Department received another grant from the Massachusetts Department of Environmental Protection (DEP) in 2016 to conduct a Water System Assessment. LWD is working with Tighe and Bond on this grant with the purpose of better managing our water infrastructure needs. This project will help LWD develop a proactive/risk based capital prioritization plan, plan for economic growth in Littleton, continue public outreach and provide high level of service to our customers, and have a better understanding of and commitment to asset management.

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

The Department also continues to collaborate with the Clean Lakes Committee on several important initiatives, including invasive plant management at Spectacle Pond and Long Pond, outdoor water conservation, and low impact development.

Our operations staff continues to perform a number of important functions, including the installation of new water services, the repair of emergency water main breaks and the monitoring of water quality. Our certified drinking water operators keep the treatment plant running efficiently through regular maintenance and equipment upgrades. Both our operators and utility specialists are on call 24 hours a day, 7 days a week to respond to emergencies.

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

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

Respectfully submitted,

Board of Water Commissioners

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

Littleton Water Department **June 30, 2016**

<u>Assets</u>		<u>Liabilities and Surplus</u>	
<u>Current and Accrued Assets</u>		<u>Current Liabilities</u>	
Cash and Cash Investments	\$1,556,608	Bond Anticipation Notes Payable	\$870,000
Accounts Receivable	\$247,376	Accrued Interest Payable	\$52,220
Accrued Unbilled Revenues	\$292,625	Compensated Absences Payable	\$17,534
Merchandising and Jobbings	\$27,474	Lease Payable	\$15,776
Materials and Supplies	\$64,921	Bonds Payable	\$396,052
<u>Total Current and Accrued Assets</u>	<u>\$2,189,004</u>	<u>Total Current Liabilities</u>	<u>\$1,351,582</u>
<u>Noncurrent Assets</u>		<u>Noncurrent Liabilities</u>	
Prepaid Bond Costs	\$0	Compensated Absences Payable	\$40,913
Total Plant, at cost	\$20,217,529	Lease Payable	\$1,284
Less: Accumulated Depreciation	\$7,391,647	Other Post-Employment Benefits	
		Payable	\$278,771
<u>Net Plant in Service</u>	<u>\$12,825,882</u>	Net Pension Liability	\$1,031,350
<u>Construction in Progress</u>	<u>\$0</u>	Bonds Payable	\$4,708,941
<u>Total Noncurrent Assets</u>	<u>\$12,825,882</u>	<u>Total Noncurrent Liabilities</u>	<u>\$6,061,259</u>
<u>Deferred Outflows of Resources</u>		<u>Total Liabilities</u>	<u>\$7,412,841</u>
Pensions	\$91,658	<u>Net Assets</u>	
		Net Investment in Capital Assets	\$7,124,501
		Restricted for OPEB Trust	\$261,487
		Unrestricted Net Assets	\$307,715
		<u>Total Net Assets</u>	<u>\$7,693,703</u>
<u>Total Assets and Deferred Outflows</u>	<u>\$15,106,544</u>	<u>Total Liabilities and Surplus</u>	<u>\$15,106,544</u>

HIGHWAY DEPARTMENT

Highway Department Report Year Ending 2016

The Highway Department provides maintenance and improvements to 62 miles of Town roadways, operates the Transfer Station, administers contracts for the disposal of solid wastes and recyclables, maintains 62.5 acres of municipal recreation facilities and building grounds facilities (including school grounds), performs public shade tree removals, performs snow and ice removal operations and maintains the Department's equipment to accomplish these tasks.

Employees:

The Highway Department consists of the following employees: James Clyde, Operations Manager; Katie Tocci, Business Manager; Daniel Tebbetts, General Foreman (Retired in April); James DeVogel, Highway Working Foreman (promoted to General Foreman in August); Shawn Bernard, Parks Working Foreman, Derek Kelson (Promoted to Working Foreman in October), Philip Peloquin, Craig Saladini, Steven Whitten, Bruce McKelvie (started in July), Ryan Violette (started in August) Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator and Phyllis Ashley, Assistant Transfer Station Operator. Four summer seasonal employees were hired to supplement the full time work crews; Ryan Pichel (fourth season), Joshua Whitcomb (second season), David Tornell and Michael Wing.

Dan Tebbetts retired from the Highway Department after 30 years of employment. Dan started off as a Highway laborer in 1986 and advanced his career through all the Highway positions working his last 15 years as the Highway General Foreman. I would like to thank Dan for his dedicated and thoughtful service to the town throughout those years. Dan took a lot of pride in his job with the Town and we wish him a long, healthy and happy retirement. Thank you Dan!

Road Maintenance:

Annual maintenance of the Town's streets includes; street and sidewalk sweeping; cleaning out over 1200 catch basins; drainage structure repairs; pavement repairs; roadside mowing; tree trimming and tree planting; installation of street name signs and traffic control devices; painting street lines, parking lot lines, crosswalks, snow and ice removal on roadways, parking lots and various sidewalks.

Park Maintenance:

The Park division of the Highway Department is in charge of all grounds maintenance throughout the Town facilities (including school grounds). This consists of mowing and weed trimming of all grounds and the lining of all athletic fields. The Park division is responsible for the removal of trash from a limited amount of public facilities throughout Town.

Transfer Station:

The Town's "bulky waste" and construction & demolition waste is disposed of at Devens Recycling facility in Devens, MA. Our municipal solid waste is disposed of at Covanta Energy, Inc of Haverhill, MA. Last year we disposed of 1089 tons of municipal solid waste. In addition we recycled 701tons of materials with several different vendors. Operating the Transfer Station under the Pay As You Throw system, is still very successful at reducing municipal solid waste disposal and increasing recycling. Starting in October the Transfer Station added Wednesdays to the operation as another day to accept solid waste and recycling.

Devens Regional Household Hazardous Products Collection Center:

The facility is open up to twenty (20) days per year to dispose of unwanted hazardous products for residents and businesses that are considered small quantity generators. The facility is open 10 months per year starting in March through December on the first Wednesday and Saturday of each month. The facility is located at 9 Cook Street Devens, MA 01434 and the phone number is (978) 501-3943 or www.info@DevensHHW.com. This is a great resource for the town residents and I suggest you take full advantage of the facility to dispose of your hazardous materials in a safe and responsible manner for a reasonable disposal fee.

Road Reconstruction:

New Estate Road (5,750 feet): This roadway project is a full depth road reconstruction project that includes all new drainage and a sidewalk for the entire length of roadway. This project was started in September 2015 and was completed in the fall of 2016. The contractor is Onyx Corporation of Acton, MA.

Road Design Engineering: Green International Affiliates, Inc. of Westford MA is the road reconstruction design engineer for; Nagog Hill Road for its entire length from Newtown Road to the Acton town line approximately 6,950 feet.

Equipment Replacement/Refurbishment:

Town meeting approved the purchase of Skid Steer tractor (\$60,000), sidewalk plow tractor (\$158,175) and refurbish of the 1996 equipment trailer (\$6,500).

Snow & Ice:

The town plows approximately 62 miles of public roads, 4 public schools, Police Station, Town Hall, 300 King Street (Castle in the Trees playground), Stevens Street municipal parking lot, Fire Station (at times), Highway Department and the Transfer Station. The town also plows approximately 14 miles of sidewalks. We supplement the nine town plow trucks with snow plowing sub-contractors.

Private ways (Snow & ice removal):

Eighteen petitions for snow& ice removal services on private ways were received by the Highway Department and were later approved for services by the Board of Selectmen at a scheduled meeting in October.

Complete Streets Grant/s:

The town applied for and received a \$43,222.94 complete streets priority funding grant for roadway improvements, sidewalks and other infrastructure improvement items. The grant was meant to prioritize a list of roadway improvements that meet the Complete Streets criteria. The Town worked with Green International Affiliates, Inc. of Westford, MA to submit the grant application.

The Complete Streets Prioritization Plan Grant funding allowed us to submit the prioritization plan to MassDOT for another grant funding round to pay for the improvements. MassDOT awarded a Complete Streets construction grant in the amount of \$394,970 for the construction of approximately 2,200 feet of new sidewalk on Russell Street from Delaney Drive to Great Road, reconstruct sidewalk on Russell Street from Delaney Drive to the Russell Street School Driveway, approximately 1,400 feet, install several speed feedback signs, add a pedestrian crosswalk to Shattuck Street and add several bicycle racks throughout town. The Town worked with Green International Affiliates, Inc. of Westford, MA on this grant submission.

Chapter 90 Grant Funding

The Town was awarded Chapter 90 local transportation aid funding of \$391,238 for FY17. This funding has been applied to the New Estate Road full depth road reconstruction project.

Respectfully Submitted

James E. Clyde
Operations Manager
Town of Littleton

HOUSING AUTHORITY

The Littleton Housing Authority (LHA) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage sixty (60) units of State-subsidized rental housing for the elderly, disabled and families, two (2) units of rental housing for clients of the Department of Mental Health (DMH), thirteen (13) project based Massachusetts Rental Vouchers (MRVP) at Pondside Apartments and five (5) mobile MRVP vouchers. Our housing programs are subsidized and regulated by the Commonwealth of Massachusetts and require no financial contribution from the Town.

The Board of Commissioners of the LHA is made up of four (4) Commissioners who are elected by town residents to five-year terms and one who is appointed by the Governor. At this time members hold the following positions: Mildred McGovern, Chairman; Michael Morey, Vice-Chairman; Gino Frattalone, Treasurer; Bartlett Harvey, Assistant Treasurer and Barbara McRae, Secretary. The Board meets on the first Wednesday of each month, excluding July, at 19 Shattuck Street, at 5:45 PM.

Board member Bartlett Harvey represents the LHA on the Community Preservation Committee. Board Member Gino Frattalone is the Governor's appointee on the LHA Board.

Lisa Larrabee serves as the LHA's Executive Director. Mandi Dinsmore is the LHA's Administrative Assistant. Steve Acquaviva is the LHA's maintenance supervisor. Regular office hours are Monday and Wednesday, 9:00 AM to 4:00 PM, Tuesday and Thursday, 1:00 PM to 4:00 PM and Friday, 9:00 AM to 2:00 PM. The LHA can be reached by email at littletonhousingauthority@verizon.net or by calling 978-486-8833.

At the 2016 spring town meeting, the LHA was approved to receive the following Community Preservation Act Funds: 1. \$20,000.00 to replace the roof on our 19J Building. 2. \$20,000.00 to have on hand for emergency capital repairs. 3. \$41,000.00 to convert some of our radiant heating units to baseboard heat. The Littleton Housing Authority deeply appreciates the support of the Community Preservation Committee and the residents of the Town of Littleton for approving these expenses.

The Department of Housing and Community Development (DHCD) has approved the LHA under the Capital Planning System to proceed with the following projects: 1. Upgrade of the fire alarm panel system. (This project has been completed.) 2. Replacement of roofs on all of our family units. (This project has been completed.) 3. Replacement of the chimney at our 143/145 King Street units. (This project has been completed.) 4. Replacement of broken or damaged fencing along the property line. (This project has been started with the hiring of a local landscape architect.) 5. The replacement/addition of storage sheds at our family units. (This project will be completed in 2017.)

The LHA has also taken on monitoring business for the initial sale of first time homebuyer units. Work for 2016 has been done on a project in Chelmsford, MA and one in Tyngsboro, MA. The monies earned on these types of projects is used to supplement our operating budget.

The LHA works cooperatively with the Town on various affordable housing issues. The LHA also works with Littleton Elder & Human Services on various programs for the most needy and vulnerable residents of the town.

The Littleton Housing Authority thanks the residents of the town, along with all town employees, departments and boards for their help and support over the past year.

Respectfully Submitted;

Mildred McGovern, Chairman
 Michael Morey, Vice-Chairman
 Gino Frattallone, Treasurer
 Bartlett Harvey, Assistant Treasurer
 Barbara McRae, Secretary
 Lisa Larrabee, Executive Director

PERMANENT MUNICIPAL BUILDING COMMITTEE

1. **Track Replacement** – Carl Bryant and Joe Collentro – a section of the track began breaking up. After several meetings and discussions with the contractor, it was determined that the track was defective and needed replacement. After several months of negotiation with the track contractor and the manufacturer, we were successful; an agreement was reached; a new track was installed at no cost to the town. The track will be available for use this spring.
2. **COA Kitchen** – Carl Bryant, Steve Moore, Bob Romilly and Bill Cole – COA kitchen replacement was completed in the Fall of 2016; included were a new stove with grille, a 3-bay sink, hand wash sink, new industrial grade dishwasher, fire suppression system over the stove and a new refrigerator. Also added were a new wall TV, some additional chairs and tables and additional lighting in kitchen area.
3. **Paving** - Shaker Lane School and Russell St. School – Jim Clyde and Joe Collentro
 - 1.) Paving was completed at the Shaker Lane School, including resurfacing the street from Shaker Lane to past the front entrance of the school. Additionally, a new sidewalk with curb cuts for handicap use was installed.
 - 2.) At the Russell St. School, paving was removed and replacement included the curb. Also, two curb cuts were made for handicap accessibility. Restriping of auto parking spots was completed.
4. **Fuel Station** – Joe Collentro and Rich Crowley – Working with Jim Clyde we developed a new specification for replacement of the Fuel Station located in back of the Highway Department. Once the bid came in, the contract was awarded to TMC Environmental. Requirements included removing the three (3) tanks in the ground and installing two (2) new above ground tanks, including a new canopy, new pumps, etc. With the exception of some minor items which will be complete in the Spring; the system is up and running.
5. **High School roof** – Repair of the water leak was complete; some additional work is still required which may require additional funding. At some time in the future, we will need to address replacement of the complete roof.

6. **Roof Top Units (HVAC) At Shattuck Street** – Bill Cole - Four more RTUs will be replaced before the end of April - two at the Town Offices and two at the Library. The engineering was done by BLW Engineers of Littleton and Ambient Temperature Corporation of Newburyport.
7. **Second Floor Library Roof Replacement** – Bill Cole - The engineering and design for the second floor Library roof replacement is currently being done by Gale Associates Inc. of Weymouth. Hopefully the invitation to bid will go out by June.
8. **Reuben Hoar Library** – Steve Moore – PMBC acted as advisor during the site selection and design development process. We continue to act in advisory capacity until it is determined if the project is going to obtain funding and if the town meeting, subsequently, acts on approval of the project.
9. **Alumni Field** – Carl Bryant – the Special Town meeting voted approval of the project under the direction of the PMBC. We have completed and signed an agreement with the architect. Currently Carl is working with the architect to schedule meetings and approval of the various Town Boards required, prior to issuing a Request for Bids.
10. **Castle in the Trees** – Bob Romilly and Bill Cole – This project involved the demolition of the existing playground and the construction of the new playground. It was completed on schedule by an entirely volunteer force under the leadership of Kristi Bates and Sarah Donavan of the Littleton Children's Fund. The funding was a combination of private contributions, State funding of \$100,000.00, and Town funding of \$100,000.00. The tax dollar amount spent was \$42.08 under budget.
11. **Fire Station** – Prior to approval by the Special Town meeting, Chief Wodzinski, Deputy Chief Tom Clancy, Bob Romilly and Joe Collentro spent 6 months developing the requirements and rough specifications for the bidding process. Once approved by the Special Town meeting and following state laws regarding the selection for bidding, specifications for an OPM (Owner's Property Manager) and architect were issued. A review and recommendation committee made up of Chief Wodzinski, Deputy Chief Clancy, Joe Collentro, Bob Romilly and Steve Moore was formed. Their task required review the submittals, check the references interview via telephone and interview final 3 in person. After meeting the above process, we selected the following:
 - OPM – Vertex, Weymouth, MA
 - Architect – The Carrell Group, Hopkinton, MA
 - Contractor – *Castagna Construction, Newburyport, MA
 - Ground breaking took place on December 17, 2016.

*Castagna Construction was contractor for the Middle School
12. **New Reporting system** – Daryl Baker – A new reporting system to monitor and track all projects which will include funding, payments, balances etc. It is our intent to have in on our Town Website so that citizens can view the projects and costs.

The committee does not have any full-time support, however, we have two people assigned to help us as needed. We wish to thank Marilyn Fedele, our recording secretary, who takes minutes at our meetings, and Sue Raymond handles all our administrative work.

We would be remiss if we did not acknowledge the assistance and support we receive from Bonnie Holston, Jim Clyde, Michele Reynolds, Clancy Main and Diane Crory.

Respectfully,

Joe Collentro, Chairman
Bob Romilly, Vice Chairman
Carl Bryant, Clerk
Bill Cole
Steve Moore
Daryl Baker (School Committee Representative)
Rich Crowley

ELDER AND HUMAN SERVICES



Address: 33 Shattuck St, Town Hall, Second Floor

Hours: 8:30 – 4:30 Monday – Friday

Telephone: 978-540-2470

Email: pcampbell@littletonma.org

Monthly newsletter available at www.littletonma.org under Elder and Human Services

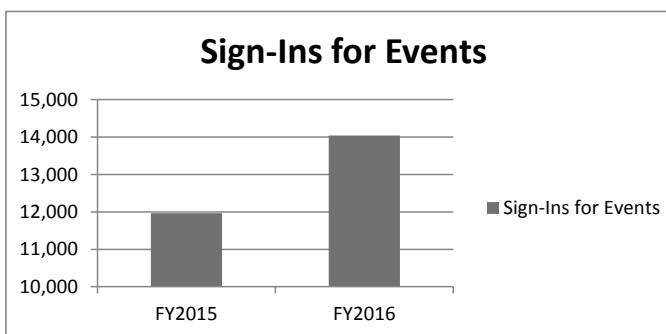
Mission Statement and Services:

The Department of Elder and Human Services (EHS) provides programs and services for Littleton residents over 60 and their families. In addition, we provide referrals and services for physically, mentally and financially challenged individuals and families of all ages. EHS incorporates the Council on Aging.

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 Department of Elder and Human Services/ Council on Aging is located in the Shattuck Street TownHouse, Second floor, Room 231. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The EHS/COA website is found at www.littletonma.org under Departments. Visit this site for the latest information on activities and services. Our monthly newsletter, the Broadcaster is available on the site as a .pdf and can also be received by email.

FY2016 was a very busy year, with increases in all areas of service. Most challenging has been the increase in the raw number of individual seniors served, from 473 to 677, an increase of 43%. We attribute this increase to the success of our efforts to reach out to town residents and raise awareness of the services we offer. We have also seen a huge increase in the number of visits to our offices and programs, from 11,516 to 14,041 in FY2016, an increase of 17%.



There are 1864 Littleton residents over the age of 60 (2010 census). EHS/COA provides a wide range of services. Among the most popular and important are:

- Van transportation services for elders and people with disabilities to medical appointments, pharmacies, grocery stores, and treatment programs
- Information, referral and support for seniors, their families, and other persons in need of services
- Volunteer services to support elders in the community
- Outreach in which we play an advocacy role for seniors and other town residents at the local, state, and federal level
- Nutrition offerings include daily hot meals and meals-on-wheels delivery to homes
- Fitness and health classes and various activities and diversions to promote socialization
- Assistance with obtaining fuel oil subsidies (SMOC), food stamps (SNAP), protective services (elder abuse),
- Blood pressure, vision, hearing and blood sugar screenings and health and wellness education
- Support to multiple town departments through the Senior Tax Worker program

During FY2016, Elder and Human Services operated with 3.5 full-time equivalent staff. The staff is supported by the 9 member Council on Aging Board. The COA Board asked the Board of Selectmen to reduce their board size from 11 to 9 in FY2016 to streamline the activities of the board, reduce meeting times, and facilitate a regular meeting schedule by needing fewer members for a quorum. This reduction was achieved through attrition.

Using the Comprehensive Needs Assessment:

In FY2015 a comprehensive Needs Assessment on those over the age of 50 in Littleton was completed. This initiative followed from the Board of Selectmen's goal to improve the services offered to town seniors by Elder and Human Services. Complete results from the Assessment, which was conducted by the UMass Boston Gerontology Institute, can be found on the Town website, www.littletonma.org.

One of the most important aspects of the results concerned demographics: Littleton's older population has grown, as a percentage, in the last decade, increasing by 37% between 2000 and 2010. According to the Donahue Institute, whose figures are used by the state of Massachusetts for planning purposes, that percentage is expected to grow steadily until 2030.

With that growing population in mind, the report, which contains a wealth of information on what issues and problems confront mature residents in Littleton, provided seven Key Findings and Recommendations. Throughout FY2016 the Department of Elder and Human Services and the Council on Aging used these Key Findings and recommendations to inform programming decisions.

Although the number of residents served by us continues to grow, it is difficult to envision providing more services without additional staff. Limits are also imposed on programming by crowding and a lack of space.

Usage statistics, programs and service offerings:

Statistical Summary

Services		FY2015	FY2016	% increase
Transportation rides		5357	6126	14%
Transportation riders		74	78	1%
Average Daily Attendance		NA	33	
Unduplicated Seniors Served		473	677	43%
Event attendance		11,516	14,041	17%

Programming:

Attendance at events continues to climb. During FY2016, 677 uniquely identified individuals came to the Center a total of 14,041 times. Our Average Daily Attendance was 33 visitors. This level of service really challenges our physical plant – further increases will likely result in waiting lists for the most popular programs.

We offer a wide range of fitness and exercise activities and events to promote healthy aging and wellness. We also offer support groups for a variety of situations. A full listing of regular and special events, our educational offerings, and our services can be found by looking at our newsletter, The Broadcaster, which is available online at the town website, www.littletonma.org under the Department of Elder and Human Services. The Massachusetts and Littleton Cultural Councils generously supported grants for classes and arts performances this year, as in the past. The Friends of the COA held our annual Veterans luncheon and our Volunteer Recognition event last year, and they hosted several other parties in celebration of holidays. We are grateful for their support of offerings like our monthly Mens and Ladies Breakfast, craft, and movie groups.

Caregiver Support:

Our 2015 Needs Assessment revealed that support for those caring for an adult at home has become increasingly important. We continue to address this need with our group for those with cognitive decline and social isolation, the Littleton Social Club (LSC). Staffed with a contracted social worker, this group has been expanded to meet three days a week. Attendance at the group includes transportation to and from the Center, activities and games, a hot lunch each day, and a healthy snack. Only those without medical issues can be accommodated. Involvement with this group provides a respite for caregivers and encourages activity and independence by participants. Family members are very involved and are in regular contact with us regarding changes in status and needs. Anyone who is caring for an adult in the home with cognitive issues is encouraged to contact the Director to discuss the criteria for inclusion with the group.

A monthly Caregiver Support Group provides a forum for caregivers to exchange concerns and obtain information from EHS staff on strategies for care and services that are available in the community.

Nutrition:

Our Nutrition Program centers around our Senior Diner, located on the lower level of the TownHouse building. We were thrilled to move back into our renovated kitchen with new sinks, a new range, fire suppression hood, sanitizing dishwasher and grease trap. Our Diner is a center for informal socialization, as well as a hub of activity to support our hot lunch program, special lunches, birthday lunches, breakfast programs, and our busy Meals-On-Wheels program. We thank the Permanent Municipal Building Committee; especially chair Joe Collentro, Carl Bryant, and Bob Romilly for their efforts in shepherding the project to completion. And we offer our thanks to Town Meeting for voting the funding.

A hot lunch is served Monday through Friday, special meals are also served, and Meals on Wheels are packaged for daily deliveries. Over 3,000 hot meals were served during FY2016, supervised by Nutrition Site Manager for Minuteman Senior Services, Gayle Dalton. In response to senior requests for more ‘home style’ meals a weekly homemade soup-and-sandwich lunch, prepared by volunteers, is provided on Thursdays. Our Meals on Wheels (MOW) program delivered 4,430 meals in FY2016, packaged by Senior Tax Workers and volunteers and delivered by the same group of dedicated people. For some isolated seniors, this is the high point of a day alone.

Outreach For All:

Tina Maeder, Licensed Social Worker, is our Outreach Coordinator. Tina conducts needs assessments and screens for referral to appropriate services. While the focus is on older residents, with the expansion of the department to Elder and Human Services and the increase in Tina’s hours, she is able to provide assistance to all eligible families and gives supportive counseling regardless of client’s age. Tina is a strong resource for out-of-the-area family members as well. Her devotion to our clients, her empathy, and her strong relationships with area caregivers bring depth to the services we offer.

Among the services Outreach provides are help with the fuel assistance application process (SMOC), assistance in completing food stamp applications (SNAP), and referrals to food programs such as Loaves and Fishes food pantry. Tina runs our monthly Living Alone and Living Well Support Group, and the semi-monthly Social Anxiety Group. She provides services in our office and she conducts home visits when necessary.

Increasingly, Tina is required to assist families dealing with long-term unemployment and in some instances, homelessness. She networks tirelessly with sources of assistance and funding from state and local agencies, churches and foundations.

Our **SHINE** (Serving the Health Insurance Needs of Everyone) Counselor Bob Selling assisted 145 Littleton seniors with questions on HMOs, Medicare, Medicare D and Medicaid, up from 134 the previous year. AARP-trained volunteers Tony Jesensky and Steve Sussman provided free tax assistance to 122 elderly and low-income taxpayers.

EHS also sponsors the **Bicycle and Pedestrian Advisory Committee**, which focuses on promoting alternative transportation in Littleton and sidewalk development. This group was originally formulated using grant funds from the Metropolitan Area Planning Council. BPAC supports the Complete Streets policy and was pleased to see the recent grant to the town that will bring bicycle racks to popular destinations like parks, the Common, 300 King Street and the Castle in the Trees playground.

Transportation:

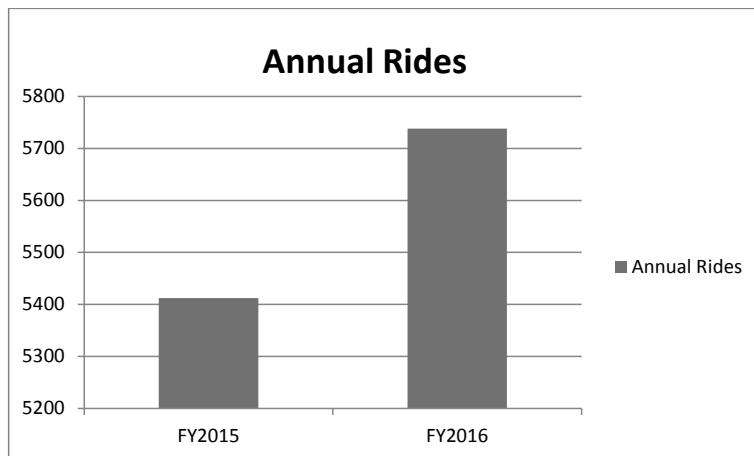
With no public transportation in Littleton our MART and COA vans provide much needed transport 5 days a week (with the exception of legal holidays) for medical appointments and errands such as picking up prescriptions at the pharmacy. Transportation is provided for seniors and the disabled at a nominal cost and to veterans with no charge. Rides to and from EHS/COA are free.



In FY2014 we became a member of Cross-Town Connect, a seven town consortium dedicated to providing more and better transportation services. As part of that transition we now offer full-time Dispatch services. Drivers use on-board tablets to receive up-to-the-minute information on changes in the daily schedules and have access to MapQuest and weather information.

Transportation plays a vital part in keeping seniors independent. Our ride volume requires two vans on the road every weekday, from morning until late afternoon. Due to the need, we transport all over the local area and also to medical appointments in Boston, Lowell, Burlington and Bedford.

In all, 6,126 rides were provided in FY2016. With ridership hovering around 500 riders per month, we have reached full capacity unless we add additional vehicles and drivers. The transportation program is supported in large part through funding from MART, the Montachusett Region Transport Authority, a Massachusetts state regional transit authority. We thank the staff and senior tax workers who drive the vans every day, providing a vital link between seniors in their homes and the services they need in the community. This graph shows the increase in rides given.



Senior Property Tax Work-off Program (SWOP): In FY2016 EHS/COA provided 120 SWOP workers to various town offices and departments at a cost of \$53,500 to the town. Workers were placed (among other departments) in the office of the Assessors, School Department, Office of the Treasurer, the Reuben Hoar Library, the Conservation Commission, the Senior Diner and Council on Aging, and the Cemetery department. Working at minimum wage, seniors perform needed services with earnings applied to a reduction in their real estate property tax. The maximum abatement in FY2016 was \$550. This program allows town departments to receive much needed help, relieving and supplementing town employees, while also giving seniors a reduction in property tax.

Access to our Offerings:

Programs and services are publicized through the monthly Littleton Senior Broadcaster. The Broadcaster is available on-line, by mail and at several drop-off locations in the community. Residents can also subscribe to receive the Broadcaster by email through the town website. Funding for mailings was provided in FY2016 through the generosity of an anonymous donor to the Friends of the COA.

Many thanks are due to all of the individuals and local businesses who donated to the Littleton Council on Aging. We are particularly grateful for contributions to our Energy Fund. Each year as heating costs rise, the amount available in aid from the state and private organizations has dropped. Many Littleton residents would be without heat or lights without the generous gifts from businesses, foundations, and individuals in Littleton. Thank you.

Minuteman Senior Services (MMSS):

We work closely with MMSS, a non-profit organization funded in part by the Massachusetts Executive Office of Elder Affairs and Title III funds through the Older Americans Act. MMSS supplies our part-time Mealsite Manager, Gayle Dalton, provides our daily hot lunches and the food for our MOW program, and offers special services such as Protective Services in response to complaints of elder abuse, self-neglect and financial exploitation. In FY2016 1,037 Littleton residents used MMSS services. Among the services:

- 145 residents received health insurance counseling under the SHINE program
- 51 residents were screened for elder abuse, self-neglect and financial exploitation
- 92 residents were given in-home care, including assessment and assistance with activities of daily living

Friends of the Council on Aging:

We offer our thanks to the Friends of the Littleton Council on Aging for their financial support and their volunteer efforts. They sponsor, staff, and host numerous social and recreational events. They also provide funding for equipment and supplies and give financial assistance to seniors who cannot pay for prescription medications. The Friends provide financial support for our Outreach staff, allowing us to extend our hours. We thank all the Friends and their President, Barbara McRae, for their endless energy, enthusiasm and support for our mission. The Friends Board members in FY2016 were Barbara McRae, Nancy Levine, Dottie, Ruiz, Carolyn Harlow, Ellen Araujo, Sharon Corbin, Tony Jesensky, and Carol Vales.

Volunteers:

And it would not be possible to provide the range and variety of services we offer without the help of a tireless group of dedicated volunteers. The activities of numerous volunteers who provide services to elders in the community are far in excess of what could be provided by paid staff alone. We are grateful for their help every day.

Elder and Human Services Staff

Director
Pamela Campbell

Outreach Coordinator
Tina Maeder

Drivers
Neil Campbell
Richard Kent
Corrine (Gina) Monahan
William Monahan
Helen Bailey
Paul Tokmakian
Hal Arthur
Sam Palmer

Senior Broadcaster Editor
Nancy Hilsinger

Council on Aging Board

Chairperson
Marjorie Payne

Vice Chairperson
Mary "Paddie" Hunt

Secretary
Robert Stetson

Members
Mary Catalanotto
Jean (Janet) Johnson
Barbara Kamb
Susan Dunn
Rosanne Rico-Bales
Mary Pickard

Respectfully submitted,

Pamela Campbell

Director 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 IMA - Boxborough has continued their Inter-Municipal Agreement (IMA) with LCTV to provide management oversight and operations of Boxborough's BXB-TV government channel. During 2016 LCTV consulted on and managed the upgrade of BXB-TV's video production equipment to high-definition robotic cameras, wireless microphones, and a state of the art video switcher. This new gear was commissioned and has been successfully used to cover their monthly Selectmen's meetings and last December's Special Town Meeting.

Boxborough is in the process of deploying electronic news gathering (ENG) camera kits with LCTV's assistance that are being used by residents to provide additional coverage of Boxborough town activities.

Growth of Education Channel Content - LCTV in coordination with student videographers has expanded coverage of Littleton Middle School academic school-wide events. This cooperative endeavor covered the yearly Spelling Bee, the Geography Bee, and an author's presentation of "A Long Walk to Water" to sixth grade students. One LHS student has started a local version of Ted Talks as Tiger Talks, covering a wide variety of topics from the theater to Bio-Engineering. Parents interested in covering an upcoming student event should contact LCTV for training.

Continuing Tiger News Network (TNN) & Littleton High School (LHS) programs - 2016 saw the graduation of the first LCTV LHS Television Production class. Many of those students have continued honing their production

skills at their new academic venues. One even as a color sports commentator; one student continues as a Video Production Contractor for LCTV.

Fall 2017 brought a new group of talented high school students and new co-hosts for the weekly Tiger News Network program. This year the students were very involved in covering the Presidential Elections and have created new and interesting segments on food and beverage tasting. LCTV has provided continuing coverage of the LHS Tiger Football program and are looking forward to using the new Alumni Field facilities for video productions.

New DSLR - LCTV was very fortunate to acquire a Canon 5D Mark III DSLR camera and several lenses and accessories from the estate of Frank V. Best Jr., that not only takes spectacular still photographs but also video clips. This camera was first used at the November Special Town Meeting. It was recently used to video the demolition of the old Littleton Police Station. It is also being used to cover special town events or provide additional footage for locally produced programs like Small Town and Littleton Common.

Future LCTV Growth - LCTV has been working closely with the Permanent Municipal Building Committee and the Littleton Fire Department (LFD) to spec, design and incorporate into the new Fire Station design a video production suite in the new large meeting room. This meeting room, when complete will provide another permanent LIVE broadcast location for Town Boards and Committees as well as the ability for LFD to record training seminars.

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

Respectfully Submitted,
CABLE ADVISORY COMMITTEE
Allen McRae, Chairman
Barbara McRae
David Sill
Nancy Hilsinger
Lesley Glorioso
Mildred McGovern
William Vales

Mark Crory, Executive Director LCTV
Kirby Dolak, Video Production Supervisor, LCTV & BXB-TV

VETERANS SERVICES

MISSION OF THE OFFICE

The Mission of the Veterans Services office is to honor and serve veterans and their families. By serving as their principal advocate, we are ensuring that they receive the care, support and recognition earned in service to their county.

The additional mission of the Veterans Services office is to help address the financial and medical needs of Littleton's veterans and their dependents. The Veterans Agent also provides information and support to family members of Service personnel currently in the Armed Forces.

DESCRIPTION OF SERVICES

The Veterans Service Officer advises veterans as to the availability of federal and state services and benefits to which they are entitled. The office also provides financial assistance to qualifying veterans, surviving spouses and their dependents.

Indigent (very low income and minimal other financial assets) veterans and dependents may qualify for necessary financial assistance for food, shelter, clothing, housing supplies and medical care in accordance with a formula which takes into account the number of dependents, if any, and income from all sources. Littleton DVS administers services and financial assistance under the provisions of MGL Chapter 115 and CMR 108.

This department also assists veterans applying for federal (VA) benefits, such as service-connected disability compensations, non-service connected disability pensions, medical benefits, educational benefits, death and burial benefits.

The VSO is usually able to assist veterans who are unable to locate their discharge papers. The Commonwealth of Massachusetts has an extensive archive of Massachusetts veterans from 1940 to present. These discharge

documents can many times be located quite quickly, usually same day. I also will work with the National Archives to obtain discharge papers that are not found in the Massachusetts collection.

This office is NOT affiliated with the US Department of Veterans Affairs or the Massachusetts Department of Veterans Services.

Summary: According to the records available to this department, Littleton has over 500 veterans residing within our community (as reported by the residents). There are many more surviving spouses of veterans who are often eligible for benefits.

STAFFING

Staff consists of one part-time Director of Veterans Services/Veteran's agent, approximately 7 - 9 hours per week.

PERFORMANCE/WORKLOAD INDICATORS

Indicator	Unit of Measure	FY15	FY16	Projected FY17
Veteran's receiving benefits	Count	15	15	15
Calls per year	Count	195	220	350
Office Visits- Inquiries	Count	150	175	200
VA Applications received	Count	10	10	10
VA Applications approved	Count	8	8	8

this calendar year, all requests for assistance have been processed or passed to other agencies for the needed help. All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed.

There were eight (8) burials for veterans at the Westlawn Cemetery in calendar year 2016.

Tax Rate 1993	\$13.82	Tax Rate 2005
Tax Rate 1994	\$15.05	Tax Rate 2006
Tax Rate 1995	\$15.65	Tax Rate 2007
Tax Rate 1996	\$16.20	Tax Rate 2008

Veterans and widows of veterans in need of assistance or information may contact John Boroski at 978-540-2485 or e-mail jbiloski@littletonma.org. You may always visit the office in Room 222 at the Town House between 8:45 am and Noon on Monday and Thursday's.

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our Memorial Day Parade and Veterans' Day Activities. Without the volunteer help of the American Legion Post 249, the Veterans of Foreign Wars Post 6556, Boy Scouts/Venture Crew members, Girl Scouts/Brownies, and Littleton Citizens these activities would not be possible.

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

JOHN BOROSKI

DIRECTOR OF VETERANS SERVICES/VETERANS AGENT

REUBEN HOAR LIBRARY

The Reuben Hoar Library has been very busy this year. We've offered a lot of great programs that have educated, entertained and hopefully inspired. Our programs included Girls Who Code. A program designed to teach young girls how to code computers in a fun and friendly environment. The program, meant to get young women interested in Science Technology Engineering and Math (STEM) was very popular and even led to a second more advanced level being added. We also had a very successful Summer Reading Program and Winter Reading

Program where we encouraged both children and adults to read with fun programs and reading contests. We challenged kids in Littleton to read 1 ton of books this summer, by the end they actually read almost 2 tons of books. A lot of other great programs were introduced this year like a Dungeons and Dragons Club, Minecraft Club, and kid and teen movie matinees to name a few.

For the adults we offered book clubs, movie nights, adult coloring night and great author talks. Of particular interest was our program on the history of famous photographer Ansel Adams, a musical history performance with a Jazz guitarist and programs on tiny houses and chocolate.

The world is constantly changing and public libraries need to evolve to keep up with that change. This year we made mobile Wi-Fi hotspots available to our patrons to check out. Patrons have taken it camping and to other locations where they wouldn't normally have Wi-Fi. We also purchased six new kindles and loaded them with the newest best sellers and some classics too.

At the end of this year we completed our Planning and Design grant and submitted a construction grant application to the state. The grant will cover up to 50% of the costs of a new library which we hope to build behind the current library on what we call the "slope" site. The new building would add more room to our already crowded children's area. It will create a new Young Adult space where teens can have a space that is truly theirs in the library. We will also be able to expand on the services we already offer like meeting spaces, more space for books and computers. The building will also be LEED certified, which means it will be a "green" building that is energy efficient and built with green materials. We intend for it to be a community space for all ages.

At the May town meeting we will ask the Town to approve our grant application and use of the slope site for a new building. There will not be a financial requirement until up to 6 months after we have been informed that we received the grant. The grant announcement could come at any point over the next few years. Until then the Library Trustees and our Fundraising Committee will be working to raise money to help off-set the final costs of the project. To learn more about the project please visit our website at www.littletonlibraryproject.org. We hope we can count on your support.

LIBRARY TRUSTEES & STAFF

Trustees

Mark Rambacher, Chair Jenna Brownson, Vice-Chair
 Peter Church, Treasurer Demetra Taylor, Secretary
 Lynn Protasowicki David Sill

Administration

Director – Samuel Alvarez
 Assistant Director – Helen Graham
 Office Coordinator – Susan Palmer

Librarians & Staff

Circulation & Interlibrary Loan Services Librarian – Andrea Curran
 Technical Services Librarian – Helen Graham
 Children's Services Librarian – Diann Oullette-Haduch
 Reference Librarian – Linda Schreiber
 Senior Library Technicians – Jeanne Sill, Jenna Cantino
 Library Technicians – Margaret Geanisis, Julie Bernardi, Cheryl Hardy-Faraci, James Taber
 Library Assistants – Julie Frederickson, Catherine Sebastian
 Library Processing Clerk – Atsuko Yamashita

Library Statistics

Total circulation of materials: 154,991
 Visitors to the Library: 55,457
 Registered borrowers: 8,546
 Volumes owned: 236,620 (including e-Books)
 Loans between libraries: 26,388 received from other libraries and 25,562 provided to other libraries
 Adult programs: 1,660 participants
 Children's programs: 6,020 participants
 Young-Adult programs: 501 participants
 Library Hours: 2,220
 Total Children's Programs held: 232
 Total Teen Programs held: 83
 Total Adult Programs held: 167

What We Do With Your Tax Dollars

Here are some of the ways we spend your money:

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

Library Volunteers:

Volunteers provide a great service to the Reuben Hoar Library. We are grateful to the many volunteers, adults and teens, who augment the work of the library across many functions. The Library Trustees also offer the Ray Grande Memorial Scholarship to a Littleton High School Senior every year in exchange for their work in the library. Volunteer tasks include processing books, shelving materials, assisting with cleaning/repair of damaged items, discarding items, making phone calls, and helping the summer reading program.

Friends of the Reuben Hoar Library

The Friends of the Reuben Hoar Library is a non-profit organization with over 500 members who support and volunteer to raise funds to augment the library's operating budget. Among their gifts are the annual purchase of museum passes, support for library programs, and the purchase of needed equipment for the library. The Friends of the Library board members in 2016 were Damien Falato, Cristina Miller Falato, Chuck Faraci, Judy Grande, Jane Lyons, Carolyn Stall, Mary Martin, Donald Gallant, Judy White, and Kathy Krystofik.

Reuben Hoar Library Fund

The Library Trustees are responsible for library oversight and strategic planning. 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 not too distant 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 have established *The Reuben Hoar Library Fund*. We thank you for your support, but it is vitally important that we continue to raise funds to reach our goal of expanding our library. To learn more about how you can help, please visit the library website at www.littletonlibrary.org or visit the library. Donations to this fund are tax-deductible to the extent allowed by law.

Trust Funds

ACCOUNT NUMBER	FUND NAME	BEGINNING PRINCIPAL	BEGINNING EARNINGS	ENDING MARKET VALUE
REUBEN HOAR - BOOK FUND				
101	HOUGHTON FOUNDATION	\$5,000.00	\$622.79	\$11,610.70
102	AUGUSTUS K. FLETCHER FUNDS	\$1,000.00	\$283.29	\$2,441.90
103	LAWS FUND GEORGE CHEYNE SHATTUCK	\$1,000.00	\$283.29	\$2,441.90
104	FUND	\$2,000.00	\$846.10	\$5,216.14
105	JOHN MURRAY SPRAGUE FUND	\$1,000.00	\$283.29	\$2,441.90
106	VICTORY FUND	\$1,000.00	\$283.29	\$2,441.90
107	BRADFORD SAMPSON FUND REUBEN S. & MARY ANN HOAR	\$30,520.37	\$14,867.04	\$98,930.67
108	MEMORIAL	\$15,990.00	\$1,459.32	\$24,390.19
109	REITA I. BEAN FUND	\$3,862.00	\$2,050.92	\$10,592.91
110	JOHN HILTON STARR	\$20,000.00	\$2,207.80	\$45,085.17
111	DAVID F. ROWSE MEMORIAL	\$15,100.00	\$3,545.71	\$35,725.92
112	EDWARD POTTER SANDERSON	\$20,000.00	\$2,238.27	\$45,117.11

	SUBTOTALS	\$116,472.37	\$28,971.11	\$286,436.41
<i>REUBEN HOAR - CHILDREN'S BOOK FUND</i>				
201	GEORGE W. SANDERSON FUND	\$1,000.00	\$280.86	\$2,422.50
202	CELIA M. HOUGHTON FUND	\$1,000.00	\$280.86	\$2,422.50
203	NATALIE R. CURRAN FUND	\$10,579.00	\$2,459.71	\$24,937.89
	SUBTOTALS	\$12,579.00	\$3,021.43	\$29,782.89
<i>REUBEN HOAR - GENERAL FUND w/ PRINCIPAL PRESERVATION</i>				
301	SUBSCRIPTION FUND	\$1,514.00	\$974.76	\$4,355.70
	LIBERTY FUND - JOEL EMERY			
302	FLETCHER	\$750.00	\$477.01	\$2,137.94
303	LIBERTY FUND - SPRAGUE FUND	\$250.00	\$163.94	\$729.14
304	NAHUM HARWOOD FUND	\$2,000.00	\$923.79	\$4,536.91
305	ELIZABETH G. HOUGHTON FUND	\$5,000.00	\$3,223.35	\$14,398.33
306	ANNIE C. SMITH FUND	\$1,520.00	\$2,483.66	\$9,405.76
307	ANNA H. BROWN BEQUEST	\$500.00	\$329.74	\$1,464.47
308	EDNA L. YOUNG FUND	\$1,000.00	\$640.89	\$2,867.05
	DOROTHY HEMMINGWAY			
309	MEMORIAL	\$631.00	\$404.82	\$1,810.48
	THEODORE FLETCHER COBB			
310	MEMORIAL	\$5,000.00	\$3,223.35	\$14,398.33
311	GEORGE & ROSE WOOD FUND	\$82,300.00	\$47,244.24	\$225,562.05
312	WALTER CLANCY FUND	\$16,040.00	\$8,819.58	\$41,103.74
313	EUNICE MORRISON FUND	\$30,000.00	\$12,910.30	\$65,823.71
	SECOND CENTURY - LIBRARIANS			
314	FUND	\$95,280.00	\$49,616.54	\$255,637.52
	SECOND CENTURY - DAVID			
315	GLUYAS WILLIAMS	\$10,238.00	\$6,321.35	\$28,549.70
	SECOND CENTURY - MARION			
316	BROWN AHERN	\$7,000.00	\$4,424.98	\$19,864.46
317	JOHN D. HOUGHTON FUND	\$2,500.00	\$1,374.67	\$6,406.63
	SUBTOTALS	\$261,523.00	\$143,556.97	\$699,051.92
<i>REUBEN HOAR - GENERAL FUND w/ NO PRINCIPAL PRESERVATION</i>				
	SECOND CENTURY -			
401	UNSPECIFIED	\$45,692.00	\$25,401.60	\$125,657.69
402	GERTRUDE HOUGHTON FUND	\$44,855.00	\$12,594.85	\$74,613.93
403	GENERAL CONTRIBUTIONS	\$187,073.25	\$7,103.18	\$185,889.92
404	BUILDING FUND	\$40,413.00	\$214.47	\$41,323.01
	SUBTOTALS	\$318,033.25	\$45,314.10	\$427,484.55
	GRAND TOTALS	\$708,607.62	\$220,863.61	\$1,442,755.77

PARKS & RECREATION COMMISSION

Location & Hours of Operation:

Physical Address: 33 Shattuck Street, Town Hall,
First Floor (through courtyard)

Mailing Address: P.O. Box 934, Littleton, MA 01460

Regular Hours: Monday -Thursday 9:00 AM – 4:00 PM
Fridays: 9:00 AM – 2:00 PM

Summer Hours: Monday-Friday 8:30 AM – 4:30 PM

Phone Number: (978) 540-2490

General Email: littletonrec@littletonma.org

Website: www.littletonrec.com

**Parks & Recreation Commission:**

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

The Commission is still concerned with meeting appropriate community-based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to participation and all efforts are made to make reasonable accommodations when needed. Commission meetings are open to the public and posted at Town Hall and on the Department's website—www.littletonrec.com. Meetings are generally held on the second Tuesday of every month in the Parks and Recreation Conference Room (Room 121) in Town Hall at 7:00pm.

Park and Recreation Commission members for 2016 concluded as: Fred Freund, Chairman; Gary Austin, Vice Chair; Ivan Pagacik, member; Kevin Hunt, member; and Michael Crory, member.

Major Departmental Operations:

FY 2016 has been a year full of big transitions, and staffing is most definitely a major change. In the start of the year the full-time departmental staffing consisted of an assistant director acting as interim director, a program specialist II, program specialist I, and a special program instructor. At the end of fiscal year 2016 there was four full-time staff members including a Director, Assistant Director, Special Events and Aquatics Coordinator, and Administrative Assistant. In July 2015 the Program Specialist I transferred to a different Town department and a new Department Director was hired. The special programs instructor left in January 2016 and

this allowed the Director to change the organizational chart by creating a Recreation Coordinator and an Administrative Assistant position. PRCE also employs over fifty seasonal/temporary non-benefit eligible employees during the course of a year.

The Department conducted a cost analysis for fiscal year 2016 to get a better picture of how the department is handling the transition to the enterprise fund, which is expected to run as a fully self-sustaining model for all programming, events, and payroll. The PRCE department receives minimal subsidy from the tax levy; the Town's contribution pays the Director's salary and benefits, cost of living increases, and \$50,000 towards physically maintaining the town's parks and facilities within them. The department is operating on a cost recovery rate of 77% even though it is expected to operate at 100%. The beach operations and special events are the biggest exhausters of reserve funds as they are not capable of being self-sustaining due to their nature. The Commission and the PRCE Director have work throughout the year to communicate with the town governance about the non-revenue generated offerings of the department, as well the rising costs of Field and Park Management to try to come to a solution.

Park Renovations:

Last year's improvements that include three resurfaced basketball courts, an asphalted walking path that surrounds the courts and a redesigned parking lot dramatically increased visitation to 300 King. In spring 2016 installation of fencing segments along the side the basketball courts and in between the parking lot occurred to increase safety of the facility. Also, signage to enforce the no overnight parking policy was installed. In September 2016 there will be a complete rebuild of Castle in the Trees thanks to the hard work of the Littleton Children's Fund and community volunteers.



The Middle School Field that youth Football and youth Lacrosse uses for games and practices was re-loamed and seeded at the end of June 2016 to fix the excessive damage that occurred due to years of over use. This field will be off-line until fall 2018 to allow the grass to deeply root to hopefully avoid this type of damage in the future.



May 2016: before re-loam and seed



November 2016: 5 months after field renovation

Program & Event Highlights:

In 2016, Over 4,740 individuals participated in recreational programming and 1,530 participated in community education programs totaling 6,270 patrons over the course of a calendar year. The most popular programs include Camp Tahattawan, Teen After School Klub (TASK), and Teen Recreation Adventure Crew (TRAC).

The nine special events that PRCE ran this year did extremely well. We had over 300 people at the Halloween Parade and the new Trunk or Treat event in October, 200 runners in the Turkey Trot 5K race in November, and over 350 people at the Touch-A-Truck event in May. The total attendance for all of the special events was over 2,200 participants. The events for 2016 included: *The Father-Daughter Valentine's Dance, Three Third Thursday Community Fairs held on the Common, Movie at the Beach, Touch-A-Truck Day, The Halloween Parade and Trunk or Treat, Turkey Trot 5k and the Holiday Helpers Gift Drive*. All of these events were well attended and allowed community members to enjoy spending time with family and friends.



Girl Scouts stretching before the Turkey Trot 5K

The Spring Egg Hunt & Bunny Breakfast, Mother-Son Event, and Halloween Costume Swap were special events that were eliminated this year due to lack of funds available and low attendance in past years. 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.



Gingerbread house decorating

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

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

Kids' Adventures, our popular summer enrichment program for children ages 4-16 added some new programs including stop action filmmaking, a full day hands on science program, and the ever popular Camp Invention staffed with some of our dedicated Littleton Public School teachers. We also brought back popular programs like American Girl Celebration, cupcake decorating (and eating), engineering programs and home cooking!

Highlights for youth sports included instruction in the areas of soccer, baseball and softball, basketball, tennis, archery, track, and field hockey. We have continue to collaborated with Littleton High School and varsity sports to successfully offer programs that serve as fundraising opportunities. This results in a positive outcome for all involved. The school sport is able to earn money for equipment or uniform upgrades, the participants work with great coaches and are able to interact with the "heroes" they see in the various sport venues and recreation is able to offer an expanding variety of sport offerings.

Summer Season:

Our 7 week 2016 Kids' Adventures enrichment program offered over 80 programs in a variety of disciplines including S.T.E.A.M. (Science, Technology, Engineering, Art and Math) classes like Minecraft, rockets, catapults and slingshots, hands-on science investigations and engineering with Legos. We also offered a wide variety of art classes ranging from cartooning to Turkish marble painting. to assemble a team of talented teachers and instructors that enjoy instilling a love of learning in our youth. In-service training and staff meetings were held on a weekly keep lifeguards up to date on their life skills and preparedness for an emergency happen at the waterfront. The lifeguards waterfront staff work as a great team and are excellent representatives for the Department and Town.



We strive
lifelong
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together

Long Lake Lifeguard running in service training - Summer 2016

Camp Tahattawan had another great summer season with over 800 participants enrolled. Overseen by Camp Director, Justin Murray, highlights to this year's camp season included trips to Canobie Lake, Co-Co Key Water Resort, and Southwick Zoo. Camp staff continued to incorporate learning components into camp including daily specialty sessions of: science and nature, music and drama, arts and crafts, and sports and games. During the season, Camp afternoons were filled with group-play, fun on the inflatable water-slide, and trips to the lake for boating and free swim.

The Counselor in Training Program (CIT), which began in 2009, had another successful summer coming close to filling maximum enrollment in all 7 weeks of camp; fifteen (15) participants each week. CIT's volunteer to work and 'shadow' older Camp Counselors to learn how to become effective community leaders in the hopes of securing paid positions when they become sixteen years of age or older. Thus far, we have hired several Junior Counselors from this program, and have found it to be a huge asset to the department and the community.

Back for another year was the Tahattawan Extended (TX) program which runs for two (2) weeks after Camp Tahattawan ends. This program is offered by registering for one week or both. This program is mirrored after our

TRAC program where the participants attend a different field trip Monday through Thursday, and Friday go to Long Lake for a day of relaxing, swimming and games.

One of the major successes of the year, again, was the middle school summer travel program entitled “TRAC” (Teen Recreation Adventure Crew) which began in 2012. TRAC is a full day program running from 8:30AM-3:30PM with extended day from 3:30-5:30 PM. Run by Special Programs Instructor, Kevin Lee; TRAC participants traveled to four fieldtrip destinations per week (M-Th) outside of the Littleton area and ended their weeks at Long Lake each Friday with a relaxing day at the beach. TRAC traveled in a coach bus to all fieldtrips which seemed to be the biggest draw to the pre-teen crowd; driving in air conditioned luxury definitely had its perks. TRAC offered a fun and safe environment for students in sixth to eights grades with a sense of structure and also the type of freedom that allowed them to fully enjoy their summer vacation in a structured environment free to television, video games and other more sedentary options. By summer’s end, the program had traveled to several popular destinations including: a Lowell Spinner’s Game, Wingaersheek Beach in Gloucester, Water Country in Portsmouth, Take Flight in Kittery, Pinz Bowling & Pizza, Canobie Lake Park and rock climbing at Metro Rock in Everett. The total participation was over one hundred and fifty (150) kids; this program continues to be a favorite of parents and teens alike.



Sailing Camp and Lessons continued their popularity again this year, filling to capacity every week offered. We had 90 children in the sailing program. Children ages 8 to 14 learned the essentials and skills to sail a sunfish sailboat. While not sailing, participants learned knot tying, team building activities and the parts of the boat. Sailing camp was split into age groups again to allow participants to be with friends of the same age and learn age appropriate skills. The Junior Guard program was offered again this year for 4 weeks during the month of July. This program allowed young adults to learn water safety and some lifeguarding rescues skills needed to be a successful lifeguard. Participants got to assist swim instructors with swim lessons, shadow lifeguards on stand, and learn techniques and skills that lifeguards use every

day while on the job.

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

SCHOOL DEPARTMENT

SUPERINTENDENT'S REPORT

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

As a school district, we remain committed to the analysis of student achievement data to inform curriculum as well as to support targeted individualized instruction within our classrooms. Our administrators and faculty have consistently focused on data analyses that monitor individual student as well as sub-group academic growth from year to year. We continue to move forward as a district in regard to MCAS achievement within all of our schools. Data from the 2016 Grade 10 MCAS clearly demonstrates how over time within the Littleton Public Schools nearly all of our students reach Proficiency. On the 2016 Grade 10 ELA MCAS, 96% of Littleton students achieved Proficiency with 65% scoring at the Advanced Performance Level. On the Grade 10 Math MCAS, 93% of Littleton students achieved Proficiency with 77% scoring at the Advanced Performance Level.

Our school district continues to embrace the importance of staff development at the district and school level. This year Littleton is involved in an exciting professional development opportunity with Teachers21 entitled Partners in Learning and Leading. This partnership reflects Littleton's ongoing efforts to strengthen a culture of continuous improvement by involving our district leadership team consisting of the Administrative Council and the Elementary and Secondary Curriculum Councils in a series of workshops held over the course of the academic

year. The Teachers21 trainings emphasized identifying what leaders can do to lower stress and anxiety in our students, applying growth mindset research to our work with educators, and embedding social and emotional learning into our day-to-day work.

The focus on Effective Learning Cultures and Social Emotional Learning continued on our district's November 8th full in-service day. During the morning sessions, staff could select from a series of workshops presented by Teachers21 consultants. The workshop series included presentations on Resiliency, Reducing Stress and Anxiety in Our Schools, Managing Difficult Conversations, and Optimizing Transitions in Our Schools. The afternoon sessions focused on Technology Integration in sessions facilitated by District Technology Specialists/ staff and Teacher Technology leaders. Workshops addressed topics such as integrating Social Media in the Classroom as well as using Google Drive and Google Classroom at the introductory, intermediate, and advanced levels.

Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practice as well as fostering an environment that is committed to excellence. This year, the Littleton Public Schools received DESE approval to provide Sheltered English Immersion (SEI) Endorsement courses to core academic teachers within our district. The SEI Endorsement course equips participants to support English Language Learners' access to content instruction through evidence-based reading, writing, and vocabulary interventions. Successful completion of the course qualifies participants to apply for the mandatory SEI endorsement for licensure. Over 35 Littleton faculty members participated in this high-quality within-district PD pathway to receive requisite training to deliver Sheltered English Immersion to our English Language Learner population.

Site-based faculty-led PD comprises half of the professional development offered to staff during the three-hour early release days. Each principal has a site-based team to review and approve all site-based PD activities, which are required to align with the activities and initiatives in each school's School Improvement Plan. Examples of approved activities that faculty members are pursuing include curriculum reviews, the development of new courses and updating of curriculum, the revision of reading assessments, development of Social Skills curricula and implementation of Second Step, and an array of technology trainings.

The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs to advance student achievement. At the elementary level, a Science Curriculum committee representing Grades K-5 worked on aligning curriculum maps and investigating programmatic resources to meet the requirements of the updated 2016 Massachusetts Frameworks in Science/ Technology and Engineering. Faculty at the Middle School have implemented a comprehensive English Language Arts program entitled Collections by Houghton Mifflin Harcourt. The program includes on-line connections for student and teacher materials, explicit writing components, and materials that meet the needs of struggling and advanced learners. Through an exciting new partnership with Middlesex Community College, Littleton High School students enrolling in the AP Statistics, Spanish IV Honors, and Latin V Honors courses could receive Dual Enrollment Credit. These courses were taught by Littleton High School faculty during the regular schedule at LHS and provided students with the opportunity to earn college credit transferable to all public colleges and universities in Massachusetts for successfully completing these courses during the 2016-2017 school year.

Our district continues to implement the Measures of Academic Progress (MAP) battery of assessments developed by Northwest Evaluation Association (NWEA) in grades two through eight. The MAP 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 assessments are utilized to target instruction to meet the needs of all students inclusive of struggling and advanced learners. Administrators and staff at Shaker Lane, Russell Street and Littleton Middle School have utilized the results of these assessments to inform classroom instruction and intervention programming as well as student placement.

District-wide upgrades in technology are a key factor in effectively implementing the MAP online assessments. Upgrades of the technology infrastructure at the Russell Street and Shaker Lane Schools in addition to increased availability of mobile technology for student use allowed the MAP tests to be administered simultaneously in multiple classroom venues and lab settings thereby creating a more efficient, timely testing schedule. With respect to computer based testing, the Technology department and Administrative Team have begun planning for the Next Generation MCAS to be administered in Spring 2017. This new test, informally called MCAS 2.0, is being designed to be taken on the computer and builds upon the best aspects of the MCAS and PARCC test items. As part of the transition to computer-based testing statewide, Littleton students in grade 4 and grade 8 will take the computer-based version of the Math and ELA MCAS tests for Spring 2017.

Strategic planning in technology resulted in the reconfiguration of district technology leadership positions. The responsibilities of the former Technology Coordinator position were restructured to create the Instructional Technology Coordinator and Technology Systems Coordinator positions. A major focus of ongoing strategic planning for technology integration has been planning for the launch of 1:1 Chromebook initiative for Littleton High School for the 2017-2018 academic year.

Our district continues to move forward in integrating technology into instructional practices supported by upgrades of key classroom environments as well as the instructional tools utilized by faculty and students. This year the first Maker Space was created in our district. The Russell Street School Think Tank opened in April 2016 with the generous support of a grant from LELWD. The KIVA at Littleton High School was upgraded with new projectors and sound equipment. To support the continued utilization of Google Apps for Education in classroom settings, the district has deployed additional chromebook and chromebook carts at all of the schools. Again, this year, participation in the national "Hour of Code" program was an important and exciting opportunity in technology for students at each of our schools. The program was designed by Code.org to introduce students to computer science and computer programming.

Our district increasingly has come to be recognized as a leader in the area of technology in multiple venues across the state and region. In our third year of utilizing the Aspen family / student portal as part of our district's web-based student information system, our technology team was selected to present a workshop at the Aspen Institute on how to configure and deploy Standards-Based Report Cards. The Aspen portal provides online access to progress and grade reports including standards-based report cards as well as homework, attendance records, and student schedules.

Littleton's technology team and a number of faculty members were selected to present on multiple technology topics at the Spring 2016 New England League of Middle School (NELMS) conference. In August 2016, a regional Google Summit was held at Littleton High School with representation from a variety of districts. Through their participation in summit workshops, Littleton's entire technology team reached Google Certified Administrator, Level 2 status and a number of Littleton faculty members completed trainings to become Google Certified Educators. Then in October 2016, over thirty Littleton staff and administrators attended the two-day MassCue (Massachusetts Computer Using Educators) conference this fall. At this conference, our district's Instructional Technology Coordinator and Russell Street Teacher Technology Leader received recognition as MassCue Featured Educators for their presentation on creating a Maker Space.

Creating safe and respectful learning environments for our students and staff is a key strategic goal. The September 1, 2016 Opening Day Meeting for faculty and administration included a two-hour presentation/ Keynote speech by consultant Nadja Reilly entitled, "Integrating Social Emotional Learning into Classroom Practice and School Climate." Dr. Reilly is a clinical psychologist and the Associate Director of the Freedman Center for Child and Family Development at William James College. The focus for the January Early-Release sessions was a presentation by Jessica Minehan, a consultant to schools nationwide and board certified behavior analyst, entitled "Effective Strategies for Students with Anxiety-Related Behaviors."

Strategic Planning has been a primary focus for our teachers and administrators at both the school and district levels. Our district's strategic plan, entitled Vision 2020, encompasses the following five goal areas: 1. Curriculum/ Instruction/Assessment 2. Professional Development 3. Community/ Communication 4. Climate / Culture 5. Technology. Vision 2020 is our district's vision for excellence for the years 2013-2017. This document reflects input from faculty, staff and community members, and is a living document that guides all programmatic and budgetary decision making. Our schools continue to implement School Improvement Plans, which encompass the same five goal areas for the years 2015-2017. This year, our Administrative Team worked to develop a district schematic that illustrates "Meaningful Connections" between Academics and Social Emotional Learning that are encompassed within our Strategic Plan and School Improvement Plans. I would encourage you to visit our district website to view our strategic plan, the district schematic on "Meaningful Connections" as well as our School Improvement Plans. Our schools report the progress and successes of their respective School Improvement Plans throughout the year in alignment with Vision 2020. A reflective process is employed that evaluates, reaffirms and at times redirects the focus of various goals that are designed to enhance the educational success of our schools.

Budget considerations were a focus of conversation throughout the year. As a result of continued increases in costs as well as limited growth in revenue, the School Committee recommended a required services budget. Through the maintenance of staffing we were able to continue to provide quality programming for our students. This was a direct result of the hard work of our administration and staff. With the current forecast for our FY18 budget, a lack of increase in State Revenue will continue to create challenges in our ability to maintain a level services budget. I would like to thank our staffs, administrators and School Committee for their hard work and dedication in ensuring that our students continue to be well supported. I would also like to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Throughout the year our students have had many opportunities to take part in co-curricular and extracurricular offerings that have provided invaluable educational experiences. As we all know, our students will cherish many of these experiences as they continue their educational journeys. I would like to commend our staff, students, coaches and community for supporting these programs throughout the year.

Special thanks go to the many citizens who continue to volunteer within our schools and to the many town organizations and citizens who have given funds, goods and services to support and enhance programs for our

students. We are fortunate to have hundreds of volunteers who have donated their time, talent and resources to our schools.

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

Respectfully Submitted,
 Kelly R. Clenchy
 Superintendent of Schools

SHAKER LANE SCHOOL PRINCIPAL REPORT

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

Shaker Lane offers preschool programs for three to five year old children. Our programs, all of which are inclusive, offer a three day half-day program, a four day half-day program, and two five day full-day programs. All our preschool classrooms provide secure, inviting success oriented environments that meet the cognitive, emotional, social and physical needs of the whole child at his or her level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social and motor skills. Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Each child is provided open-ended curriculum activities where they can experience success as they learn and develop at their own rate. In kindergarten, we offer a full-day kindergarten program for those families that are interested. The longer school day allows more time to explore concepts and more time to practice and learn the outcomes. We once again offered several options for children in Kindergarten at Shaker Lane. All kindergarten students attend kindergarten in the morning for the entire school year. In addition, parents could choose to extend their child's kindergarten day to 3:15 on a fee basis. Besides choosing a half-day or full day program, parents could choose to have their child attend two, three or four full-days. In September of 2010, we extended our school day by thirty minutes for all kindergarten students. Children who do not stay for an afternoon are bused home, leaving at 12:00 p.m. A transitional program provides for children who may not be developmentally ready to enter grade one.

Social/Emotional Learning continues to be a major focus at Shaker Lane. An important part of the culture here at Shaker Lane is our HEART program. HEART stands for Honesty, Effort, Acceptance, Respect and Take Responsibility. These ideals are a clear representation of what we believe in as a school community. They represent our standards for high expectations for learning and behavior for both students and faculty. We also use the Second Step Program to instruct our students in empathy, listening skills, emotion management, and problem solving.

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

Educating children is more complex and demanding than in years past. Technology, advancements in understanding how students learn, critical health issues, and other societal demands have placed a growing responsibility on public schools. The Littleton School District mission to inspire and sustain learning and achievement, preparing each student for the challenges of life in the 21st century can only be accomplished with the help and support of parents and community. To that end, schools are more effective when we build strong relationships with all of our stakeholders. 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 newsletters, teacher blogs, newspaper articles, open houses, curriculum nights, parent/teacher conferences and other special events throughout the school year. We have a very strong base of volunteers at Shaker Lane, and we are very grateful to them for all that they do. Children enjoy having the involvement of

their parents in their day-to-day school life. Volunteer programs also provide a vehicle for strengthening the home school connection. Parents are encouraged to volunteer at Shaker Lane in a variety of different manners.

We are very fortunate to have a very dedicated group of parents working to support the students and staff of the Littleton School District. The annual Winterfest and Basket Raffle continues to be a big success, bringing together students, parents and staff for an evening of fun. The Parent Teacher Association (PTA) supports the students, staff, parents and administrators at Shaker Lane financially, as well as by offering enriching activities and events for all to enjoy. Money raised by the PTA activities is used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit our students.

In Mathematics, we continue to employ the newest edition of Everyday Math as the foundation of our instructional program. Everyday Mathematics 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.

In September 2015, along with the Russell Street School, we adopted the Journeys Language Arts Program. Journeys is a research based comprehensive English Language Arts Program.

Some of our Professional Development sessions this year included:

- Executive Functioning
- Social and emotional Development
- Second Step Social Skills Program
- Technology Integration
- Student Assessment
- Decreasing Stress and Anxiety in Schools
- Digital Portfolios
- iPad Projects using Creativity Apps incorporating ISTE standards

All students at Shaker Lane are continuing to use iPads and Chromebooks across the curriculum. The pairing of this technology has enhanced our instruction in all curriculum areas. Teachers can facilitate small groups of students at different levels, allowing for more opportunities for differentiation. iPads have been easily incorporated to the present "work station" format in our classrooms.

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. In the spring of 2016, parents and community members once again had a chance to see and hear many of the artistic endeavors of our students at our annual Art Show under direction of our Art Teachers, Andrea Romano and Sally Oksanish and at the Second Grade Spring Concert directed by our Music Teacher, TJ Gansenburg.

Finally, I have truly loved being the principal of Shaker Lane the past eighteen years. As I begin a new chapter of my life, I will always remember my time in Littleton fondly.

Thank you for sharing your town, yourselves and your children.

Respectfully Submitted,
Rich Faherty
Principal

RUSSELL STREET SCHOOL PRINCIPAL REPORT

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. Maintaining high levels of student engagement is also a primary focus. 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 390 students, we currently have six third grade, five fourth grade and six fifth grade classrooms with an average class size of approximately 23 students per classroom. The RSS team is comprised of a dedicated group of individuals, who include professional, support and service 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.

At the end of the 2016 school year, Lotus Tsuji moved to California and Rebecca Stankowski accepted a transfer to Shaker Lane School. Each of these educators made a tremendous impression on students and will be missed. Nicole Patterson and Melissa Maxner were hired as grade 5 classroom teachers. Additionally, Angie Gresco and

Carol Duval were hired as special educators. Finally, Tricia Singer and Kari Hicks joined the RSS team as a teaching assistants. These staff members have already made a positive impact on their colleagues and students.

The team at Russell Street School is committed to ongoing professional growth and providing a cutting-edge educational experience for each child. The 2016-2017 school year is the second part of a 2-year School Improvement Plan. The action items in this plan are varied in nature and designed to improve the educational experience for our students. The RSS School Improvement Plan aligns with Littleton Public Schools Strategic Plan standards listed below:

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

The RSS team has implemented many new initiatives this year. Staff members are in their second year using a new reading program and an updated math program. We have also continued our mathematics RTI program called the WIN (What I Need) block, and moved into our third year of using a new Standards-Based Report Card. It was a busy year, but the RSS community pulled together. We're proud of the way these initiatives are impacting student learning each day.

The team at RSS utilizes assessment data to inform instructional decision-making and practices whenever possible. To this end, student MCAS data can be an important educational tool. It is our goal to move every child towards proficient or advanced status in his/her core academic subjects. Standardized assessments are one tool to gauge our success in this endeavor. Russell Street School has been designated a Level II school by the state (with Level 1 being the highest designation). While our students still perform extremely well on state assessments, we are continuing to work on strategies to increase student achievement.

Children are celebrated at Russell Street School. We have high expectations of all members of our community as both academic learners and citizens. Standards for behavior and learning are set high, and students are provided the support necessary to find success and build confidence. We have a tremendous parent community who participate throughout our school in many ways and enrich the learning experiences of children. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop a positive self-image. Our focus on social development is fostered through our "Reach for the Stars" school wide program, which focuses on monthly themes that are taught at each grade level in all classrooms. The monthly themes provide teachers opportunities to use activities that instill the values that all children will need to become responsible citizens in their school and community. Russell Street School has also completely implemented the Responsive Classroom approach. In fact, some staff members have had two full weeks of training from Responsive Classroom. Monthly All-School Meetings provide an opportunity to celebrate students academically and socially. It is also a venue where children may showcase their many talents in front of the school community and take on leadership roles. We also offer social action projects for children at each grade level. It is our goal that children leave Russell Street School confident learners who understand the importance of playing an active role in their community.

We are extremely fortunate to have the support of an active Parent/Teacher Association at Russell Street School. This dedicated group of individuals works extremely hard to enrich the experience our students receive at school through funding a variety of projects and hosting spirit events. From Bingo Night to the Basket Raffle, the PTA is always hard at work planning a fun event for members of the RSS Community. They are also quick to financially support our educators with enrichment materials and fun/educational programming for students such as visits from the Boston Museum of Science or Potato Hill Poetry. We value a well-rounded educational experience for the children of Russell Street School, and the PTA plays a major role in helping us make this a reality.

We realize the importance of the role technology plays in providing students with the 21st century skills they will need to be successful in life and career. Russell Street School is fortunate to be equipped with interactive white boards and mounted LCD projectors in each classroom. Both wired and wireless networks provide Internet access throughout the entire school. This year we added additional Chromebooks and iPads. Additionally, we were fortunate to receive a grant from Littleton Electric, Light, and Water to create the Russell Street School Think Tank. This amazing Maker Space is a wonderful addition for our students.

As educators, we are extremely fortunate in Littleton. On behalf of the entire team at Russell Street School, I would like to extend our most sincere thanks to our parents, the greater community, our LPS colleagues, and our School Committee. We are ever cognizant that Russell Street is just one stop for a child on a much larger educational journey, and it is when we work effectively together we can provide the most powerful educational experiences for the children of Littleton.

Respectfully Submitted,
 Scott R. Bazydlo
 Principal

MIDDLE SCHOOL PRINCIPAL REPORT

The Littleton Middle School community is made up of approximately 352 students in grades six, seven and eight. LMS has 60 staff members, a hardworking PTA and dedicated School Council. We are fortunate to have very supportive parents and a community that is dedicated to providing our students with a quality public school education. LMS is a “teamed” middle school. Each grade level consists of one teacher in each of the following subject areas: English/Language Arts, Math, Science, Social Studies, World Language and Special Education. Our Unified Arts team is made up of teachers in the following subjects: Band, Chorus, General Music, Computers, Art, Physical Education and Health. As a result of this concept, teams are provided with common planning time, which is used in a variety of ways including designing interdisciplinary lessons, coordinating grade level activities, integrating technology purposefully and successfully in the classroom, and discussing the individual and collective needs of their students. Our students benefit greatly from this model as it provides each of them with a core group of adults that forms a small learning community within the larger school community.

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

At LMS we recognize the importance of educating the “whole child.” In addition to our core and unified arts curricula, we provide our students with a wide variety of extra-curricular, co-curricular and athletic programs that allow them to develop and apply new or developing knowledge and skills. We also provide a variety of opportunities for students to become active and supportive members of their school and local communities. Student organizations and middle school staff members are responsible for putting together numerous community service projects each year.

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 Community Service Club and Health Club.

Our middle school students continue to demonstrate academic strengths and growth in all of the major content areas. Our MCAS results remain strong and our students continue to demonstrate their knowledge and abilities in a variety of ways including: traditional assessments, project-based learning, interdisciplinary units and technology integration.

The LMS science team recently completed a curriculum review. After completing an assessment of our current program and practices, a review of high performing MA programs, and a research based review of best practices and programs, the department purchased Probeware packages for all three grades and completed a pilot of E-Science 3000. The team piloted and then adopted a science techbook from Discovery Education.

The LMS ELA team also completed a curriculum review. After completing an assessment of our current program and practices, a review of high performing MA programs, and a research based review of best practices and programs, the team developed/updated grade level syllabi using an agreed upon template, and developed/updated grade level reading lists and writing rubrics. The team adopted and is currently using a new anthology series from Houghton Mifflin entitled Collections.

The LMS History and Social Sciences department has recently embarked on the very initial stages of a curriculum review. This curriculum review will likely continue throughout the 2016-17 school year and into the 2017-18 school year.

In an effort to continuously improve our ability to meet our students’ needs, we are using Edgenuity’s MyPath. MyPath is designed to meet students at their learning level by placing them on Individual Learning Paths based on their MAP results. Teachers are using this program in a variety of ways to differentiate their instruction and support. MAP Assessments (Measures of Academic Progress) 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 and provide specific student progress data to teaching teams throughout the school year.

LMS is focused this year on social/emotional learning. All teachers have participated in professional development on strategies to incorporate and embed social/emotional learning into all aspects of a student’s school day. LMS has a weekly advisory period in which teachers present a variety of lessons and activities for

their students. We are also a “Bucket Filling” school. (How Full Is Your Bucket? For Kids by Tom Rath) Students and staff are recognized for their efforts in doing positive things that help to “fill someone’s bucket.” These programs are part of an ongoing effort to foster and maintain a school environment that is inclusive, supportive and enjoyable for all.

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

The LMS School Council, made up of staff and community members, continues to be instrumental in assisting with the development and implementation of the school improvement plan. This group guides and monitors the progress made in our school improvement goal areas, including updating our school handbook, and are charged with updating the School Improvement Plan for the 2017-18 school year. I appreciate the time and effort dedicated by all of the members of this group.

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

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

Respectfully Submitted,
Cheryl A. Temple
Principal

HIGH SCHOOL PRINCIPAL REPORT

As we reflect upon 2016, we see again that Littleton High School experienced an active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

Silver Medal award: We are thrilled to share that Littleton High School received special recognition and a Silver Medal distinction from US News & World Report as one of the best high schools in Massachusetts in May 2016.

CPR SMART School designation: Littleton High School collaborates with the Littleton Fire Department in providing CPR/AED training to sophomores and seniors annually. LHS received official recognition by the American Heart Association as a "CPR SMART" School in 2016.

Green Ribbon School recognition: Littleton Public Schools and Littleton High School achieved “Green Ribbon School” status through the U.S. Department of Education in April 2016.

LHS is thrilled to announce that we received a \$75,000. grant from the M.H. Kimball Fund in March to redesign our Library Media Center into a more innovative and collaborative learning center. Superintendent Kelly Clenchy and Ms. Kelly Ogden, Grade 6-12 Mathematics Coordinator, spearheaded this effort. We appreciate all the efforts of Superintendent Clenchy, Ms. Ogden, Library Media Specialist Mrs. Susan Heinz, and the entire team in making this possible. Special thanks, of course, goes to the M.H. Kimball Fund for the generous funding of this redesign and upgrade of the Library Media Center.

As part of the accreditation follow-up process, the Committee on Public Secondary Schools reviewed Littleton High School’s Two-Year Progress Report in January 2016 and continued the school’s accreditation. Among a number of commendations, the Committee praised the following aspects of the school:

- The development and implementation of a formal process to clearly identify in which curricular area each 21st century learning expectation will be emphasized, practiced, and achieved
- The increased use of formative assessments to inform instructional practices
- The implementation of a school-based technology plan that provides adequate and coordinated technology for student support services
- The creation of a technology office, new equipment, and the development and implementation of the school's technology plan based upon programmatic needs of the school's curricular, instructional, and assessment vision
- The provision of both appropriate technology and training to integrate technology into instructional practices
- The development and implementation of school-wide analytic rubrics addressing the social and civic expectations

The School Council began a revision of our School Improvement Plan with updated and new goals for 2017-2019. We have identified the following areas for focus and growth over the next few years:

- Developing Digital Portfolios for documenting student work and the accomplishment of academic, social, and civic expectations
- Ensuring the curriculum emphasizes depth of understanding through inquiry, Problem solving, and higher order thinking skills across all course levels and curricular areas
- Providing professional development about grading practices
- Creating a transitional services program for Special Education students
- Continuing to explore variations of the school's schedule to promote student engagement, in-depth exploration of topics, collaboration and cross-curricular learning

Please read below for some highlights related to our School Improvement Categories: Curriculum, Instruction, & Assessment; Professional Development; Community & Communication; Climate & Culture; and, Technology.

Curriculum/Instruction/Assessment

Littleton High School offers a wide variety of courses based on the Massachusetts Curriculum Frameworks, Common Core, and College Board standards. Instruction emphasizes student engagement, critical thinking, and collaboration. Assessments range from informal to formal diagnostic, formative, and summative assessments. The following lists some activities related to curriculum, instruction, and assessment at LHS in 2016:

- Launched new AP Computer Science course in partnership with Code.org
- Added new courses to Program of Studies: Foundations of Math, Literature, and English Language Arts. A language-based disability program is now operational
- Implemented a continuum of services for students with disabilities who need a Substantially separate program with specially designed instruction and significant modification of curriculum
- Partnered with Middlesex Community College in the creation of Dual Enrollment courses in Latin, Spanish, and Statistics
- Expanded the College Essays conference process in the English Department. Each teacher met with students individually throughout the day to offer personalized consulting and editorial feedback
- Adopted Littleton High School Pin of Biliteracy for graduating seniors who have successfully completed four years of Foreign Language study at the high school level
- Demonstrated strong performance on National Language Exams: Students at all levels in all three languages demonstrated outstanding knowledge on these exams; over 60% of LHS Latin and Spanish students earned national recognition
- Aligned Honors and CP chemistry curriculum
- Integrated cutting edge biotechnology techniques into the life sciences

National Merit Scholarship Program- Commended Students

LHS seniors James McDonagh and Sujith Naapa Ramesh were recently designated as 2017 National Merit Scholar Finalists. In addition, seniors Axel Anderson, Meghan Bussiere, Noah Gordon, Diana Kumykova, Benjamin Lacroix, Jenna Marcopul, Zachary Miller, Elizabeth Portante, Abigail Raymond were named Commended Students in the 2017 National Merit Scholarship Program.

Commended Students throughout the country are recognized for their outstanding performance on the 2015 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and their exceptional academic promise. Littleton High School's Commended Students placed among the top five percent of more than 1.6 million students who took the PSAT.

Professional Development

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

LPS also has a site-based professional development model that provides sessions for staff to collaborate and learn from each other on a routine basis. This model benefits both the individual development of teachers and school-wide improvement efforts by connecting meaningful, differentiated PD with school improvement goals.

Examples of recent professional development activities include:

- Curriculum Development – Foundations Math, Algebra 2, AP Calculus, CP Chemistry
- Interdisciplinary Project – ELA & History Curriculum Development based on The Warmth of Other Suns by Isabel Wilkerson (African American Migration to the North)
- DDM (District Determined Measures) Analysis – History & Social Science
- Technology Integration & Cohort Analysis – Flipped Biology Classroom
- Best Practices & Study Guides: Spanish I – AP Spanish
- Integrating Online Texts for Spanish & Latin
- Integrating Social Media into an Academic Setting
- Teacher Videos in the Classroom (grades 6-12)
- Strategies for Reducing Stress and Anxiety in our Students (grades 6-12)
- Getting Familiar with Socrative and Google Forms (grades 6-12)
- Aligning French I mid-year/ final exams with 7th & 8th grade French
- Google Apps for Education
- Epi-Pen training
- Individual and collaborative reviews of formative assessments, DDMs, MCAS results, and AP instructional planning reports
- ALICE (Safety & Security Protocols) refresher training
- CPR/AED Training
- Physical Restraint Training
- Executive Skills
- Chromebook 1:1 and Bring Your Own Device (BYOD) Faculty Forum

Community/Communication

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

- Continued collaboration with Littleton Fire Department in providing CPR/AED training to sophomores and seniors annually and staff bi-annually
- Received generous funding from the M.H. Kimball Fund for a significant upgrade of the Library Media Center into a more collaborative work space
- Expanded student internship and work study opportunities with local schools, businesses, and organization
- Formed a partnership with MCC (Middlesex Community College) for dual enrollment courses
- Renovated KIVA Seminar Room in Summer 2016
- Engaged community with active volunteers and PTA (Parent Teacher Association), LEF (Littleton Education Fund), LABA (Littleton Athletic Booster Association), SEPAC (Special Education Parent Advisory Council), and Music Boosters
- Maintained partnership with Littleton Cable TV to offer a TV Studio & Production course
- Continued partnership with the CASE (Concord Area Special Education) Collaborative with the assignment of a classroom for students with significant special needs

Climate and Culture

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

- Active National Honor Society, Student Council, and Best Buddies Program
- Accomplished Band and Drama Programs
- LHS Band performed at Disney World in 2016
- Variety of clubs available per student interest
- High participation rate in athletics. 301 out 449 students played at least one sport (67% actual participation rate) and we had 635 total participants in our programs (total participation tally)
- During 2015-2016, 6 League Championships and 2 District Championships. 18 of our 21 varsity teams qualified for the MIAA Tournament
- Annual events such as our Music Concerts, Drama Productions, Art Shows, Prom, Homecoming Dance, Winter Semi-Formal, and College Fair
- Hosted a Career Fair in Spring 2016
- Student Support Team met bi-weekly to monitor student progress and recommend interventions as needed
- During 2015-2016 LHS held special educational assemblies for extended advisories this year: Cyber Safety, YRBS, SOS, LGBT/Human Rights, Green Team, Driving Safety, Executive Skills. We continue to schedule community building events/assemblies for faculty and students
- Students participate in Community Service projects throughout the year
- We plan for more integration of Social-Emotional Skills and Executive Skills in our advisory program. Staff and students participate in daily advisories and scheduled activities to foster supportive connections

Technology

The Littleton High School Technology Integration Plan is intended to support the school-wide integration of technology to assist faculty, staff, students, and families in effective and efficient communication, teaching, and learning. The District Strategic Plan and LHS School Improvement Plan prominently feature sections and goals dedicated to the improvement of instructional technology.

During the last two years, LHS focused professional development on integrating instructional technology. Notable examples include the following activities:

- Google Summit in August 2016
- Faculty forum on 1:1 Chromebooks and technology in September 2016
- MASSCUE Conference in October 2016
- Google Apps & Technology Integration workshops in November 2016

As we continue to build upon our strengths, we also seek ways to innovate, refine, and improve our school culture and operation. You will see among the following seasonal highlights from 2016 that Littleton High School is an excellent school with engaged students and abundant student accomplishments to celebrate.

Winter 2016

Students enjoyed the fourth annual Winter Semi-Formal at Devens Common Center on January 22, 2016.

The Guidance Department hosted a College Planning Seminar on February 2, 2016. The presentation focused on the college admission process and timeline for juniors. An overview of the Naviance College Management System was also be presented.

The second annual Best Buddies Talent Show was held February 26th.

The Town-wide Band Concert was held on February 9th in the LHS Performing Arts Center.

The Guidance Department and PTA sponsored a Career Fair on February 10th.

The traditional LHS Spirit Week was held the week of March 14th.

Our spring SAT Bootcamp was held February 27 & 28.

The NHS led by their advisors, Mrs. Sarah Berlinger and Mrs. Danica Johnston, organized a successful Blood Drive on March 10th.

The annual Junior Class Silent Auction was held on March 16th.

The Winter sports season featured a number of notable events. The Boys' Basketball team, Girls' Basketball team, and Ice Hockey team all qualified for the MIAA tournament. The Boys' and Girls' Indoor Track teams completed their ninth seasons as varsity programs. The Boys' Indoor Track won their third straight League Championship and also won the first ever District Championship. The Girls' Basketball team won the District Championship and advanced to the state semi-final game at the DCU Center. The Ice Hockey team won its first ever Conference Championship.

Spring 2016

The high-stakes MCAS exams were administered between March and June. Ninety-six percent of the participating students scored proficient or advanced in English language arts. Ninety-seven percent of our participating students scored proficient or advanced in math. Ninety-four percent of our participating students scored proficient or advanced in science. The faculty continues to do an excellent job of examining student results and making any necessary instructional adjustments.

Parent Teacher Conferences took place on March 10, 2016 from 6:00 to 8:00 p.m.

LHS hosted its annual College Fair on March 22nd. Over sixty colleges participated.

The PTA sponsored an LHS Trivia Night on April 1st.

The Superintendent of Schools and LHS staff and students hosted a special luncheon for Littleton senior citizens and the Council on Aging on April 14th. The event featured music and songs performed by the LHS Band and Chorus.

This year's spring drama production ran April 4 through April 6 and featured the play, "Legally Blonde."

French classes participated in the 2016 Day of Francophone culture sponsored by the Consulate General of France in Boston. There were about 2,000 students of French gathered to hear speakers from the Embassy as well as a musical group from Quebec and one from Senegal.

LHS Latin students won 1st place trophies in both the Lower Level Certamen and Costume/Performance Contest at Classics Day at College of the Holy Cross, Worcester in April 2016.

The Junior/Senior Prom was held on May 6th at Tewksbury Country Club.

The band and chorus performed at the annual spring concert on May 5.

Student CPR training took place on April 15 and May 26.

Dr. Daniel Hogan, Physics/Engineering teacher, was named the 2016 LHS Teacher of Year at our May 19th Awards Night.

The Humanitarian Club sponsored the May Relay for Life on May 20th and raised thousands of dollars for cancer research. Ms. Susan Harvey, history teacher and club advisor, was once again instrumental in the planning and fundraising success.

Mr. Michael Gillen received the Littleton Public Schools Excellence in Teaching Award in June.

2016 marked the seventh year for the Girls' Varsity Lacrosse team and they qualified for the MIAA Tournament and finished 11-8. The Boys' Lacrosse team in its eighth year as a varsity program, won their league title, qualified for MIAA Tournament, and achieved a final record of 17-3. Several outdoor track athletes competed at the state level. The Boys' and Girls' Outdoor Track teams completed undefeated seasons for the second straight year and were crowned Mid-Wach D Champions. Boys' Tennis had another tremendous year repeating as league champs with a 13-1 record. The Baseball, Softball, and Girls' Tennis teams all completed meaningful seasons.

The Littleton High School graduation took place on Alumni Field on June 3rd. We are once again grateful to the Littleton Scholarship Trust for awarding generous college scholarships to graduating seniors and alumni.

Summer 2016

The summer brought our customary transitions with staff and students. We expressed best wishes to the outgoing faculty and education assistants, and offered a warm welcome to our new staff. Math/Computer Science teacher Mr. Joshua Gold, Spanish teacher Maria Maroto and Special Education teachers Mrs. Michele Hirth and Mrs. Jennifer Feudo joined the faculty. In addition, Mr. Michael Foustoukos rejoined our Social Science/History department after a year in different roles.

Ms. Natalie Branch and Ms. Julie Lord assumed new technology leadership roles upon Technology Coordinator Mike McEachern's departure for Clinton.

Our welcome breakfast and orientation for freshman and new students was held on August 24th. Peer Leaders and advisors did a great job organizing all the student volunteers and helping the students feel welcome and more comfortable with their new school. Littleton Rotary generously donated t-shirts for all the new students and volunteers.

Fall 2016

Building upon our accomplishments these past years, we set out in the fall to continue steady work on some important areas as a community:

- Integrating Social Emotional Learning into classroom practice and school climate
- Emphasizing Executive Skills development
- Partnering with Middlesex Community College in a Dual Enrollment program
- Improving instructional technology tools and strategies
- Enhancing behavioral and academic interventions
- Advancing our internship and work-study program with local businesses, organizations, and agencies
- Developing our transitional/vocational program for special education students
- Strengthening positive connections in advisories
- Expanding student activities with new archery and robotics teams
- Assessing our Academic Expectations for the Class of 2020 in Digital Portfolios
- Engaging students in the rights and responsibilities of citizenship

Veteran Special Education teacher Pamela Panish retired after thirty-two years of teaching and dedicated service on September 30, 2016.

Junior Hannah Lord wrote and published a book during National Novel Writing Month (NaNoWriMo). Her book entitled Rubber Soul will be part of a school-wide book club next spring.

The Law & Citizenship class led the school-wide mock election in November.

AP U.S. History students used the archives and worked with members of the community at the Littleton Historical Society for their local history projects.

U.S. II students took a field trip to the Edward M. Kennedy Institute to become senators for the day and vote on immigration reform.

The Facing History & Ourselves students went on a Monuments & Memorials tour in Boston.

We made another comprehensive presentation to the School Committee in the fall about the results of our Advanced Placement (AP) Program. Ninety-eight students took 212 AP (Advanced Placement) exams in May. Littleton High School had eighteen students named AP scholars based on receiving a grade of 3 or higher on three or more AP exams. Nine students received recognition as AP Scholars with Honor based on an average grade of at least 3.25 on all AP exams taken, and grades of 3 or higher on four or more of these exams. Sixteen students received recognition as an AP Scholar with Distinction because of an average grade of at least 3.5 on all AP exams taken, and grades of 3 or higher on five or more of these exams. One student received the very impressive recognition as a National AP Scholar because of an average of at least 4 on all AP exams taken and scores of 4 or higher on eight or more of these exams. LHS had a total of 43 AP Scholars in 2016.

Our Back to School Night was held on September 15th and Parent/Teacher Conferences were held on October 20th.

The Littleton Student Council hosted another fun Homecoming Dance with large and enthusiastic student participation on October 22nd.

A large number of students and parents continued the outstanding tradition of active participation in the Fundraising Drive for the Littleton Scholarship Trust on October 30th. We are grateful to the Trust and Community members for the generous college scholarships that benefit so many of our students.

Our Band hosted an enjoyable Sweets & Suites Music event on November 9th.

The National Honor Society inducted 31 members on November 7th.

Littleton High School Drama delivered an outstanding performance of "Midsummer Jersey," in the LMS Cafetorium November 18-20.

LHS participated in the "Hour of Code" computer science experience during the week of December 5th.

The LHS Band and Chorus showcased their talents once again at the annual Winter Concert on December 13th.

Littleton High School Fall Athletic teams completed another successful season.

The Golf team won their League Championship and finished with a 13-2 record. The Girls' Cross Country team won their first ever league championship. The Boys' and Girls' Soccer teams both qualified for the MIAA Tournament. Our Cross-Country teams continued to grow with increased participants and improved performances in their sixth season. The Girls Varsity Field Hockey team once again qualified for the MIAA Tournament. The Varsity Football team enjoyed another strong season by finishing with an 8-3 record advancing to the District Championship game.

The Littleton Fire Department provided CPR/AED training for staff on December 7th. Thanks again to LFD!

As part of the annual Accountability report, the Department of Elementary and Secondary Education again recognized Littleton High School as a Level 1 school.

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

SCHOOL COMMITTEE

School Committee

The Littleton School District continues to move forward in the 21st century with an emphasis on evolving curriculum and instructional practices, using technology to deliver those directly to the classrooms and using data-driven assessments to direct instruction on a building, classroom and individual student level. The School Committee remains focused on providing a budget that appropriately supports these efforts while at the same time working with rest of the Town Departments to maintain the overall service level for all facets of Town government and departments.

The teaching and administrative staff continue to make innovative use of professional development to train and implement new programs and practices. After a re-organization of the Technology Team, those staff members have been working diligently with classroom staff to increase and improve the delivery of curriculum materials

via technology and to help teachers use various platforms to communicate with students and parents all with an eye on increasing student achievement. The School administration continues to emphasize the use of technology as a means for supporting the educational mission of the District rather than as an end in itself. While the District has continued to make capital expenditures on technology and equipment and infrastructure, administrators are also ensuring that those are supported by professional development as well as continuous review of the value and impact of the various hardware and software packages used in the classrooms.

District administration and teaching staff also continue to develop and enhance programming on social and emotional learning throughout the District. The emerging emphasis on these aspects of childhood education are a direct response to the changing world our children are growing up in. Technology, social media and other aspects of 21st society have resulted in additional opportunities for learning and growth but have also created opportunities for additional stress and other problems. The Littleton schools have introduced various programs and used professional development time to train on those in an effort to ensure the safest, healthiest and supportive environment possible is available to all Littleton students and families. While these programs help to keep our children safe and happy, they also result in improved educational performance.

After offering a class at UMASS Lowell last year, the High School continued the trend of partnering with higher education by forming a dual-enrollment partnership with Middlesex Community College. LHS teachers can receive training and certification in teaching AP classes and students that choose to participate can have their credits transferred to any public college or university in Massachusetts.

In grades 2-8, the District continued their use of MAP assessments. MAP is a computer-based assessment taken by students at various times throughout the school year. The data from those assessments is used by teaching staff to inform and develop instruction during the year. The nature of the assessment changes the rigor of the questions based on how well a student is responding to previous questions. This allows the staff to acquire measures for all students, from struggling learners to high-achieving learners. The results then allow the teachers to shape the type and delivery of curriculum materials for those different learners.

The District saw two teachers retire, each with over 10 years of service to Littleton. Paula Donahue spent all 17 years of her education career as a Kindergarten teacher at Shaker Lane while Steven Repaal finished after 14 years as a Special Education teacher. Due to the multiple generations of students taught by both, the reception for them was attended by former students ranging from current Kindergarteners to LHS graduates. The Littleton School Committee would like to take this opportunity to thank our retirees for their dedicated service and commitment to our students and community.

Dr. Mark Branco also resigned as Principal of the Littleton Middle School to take a position as Assistant Superintendent of the Tyngsboro School District. The School Committee would like to commend Dr. Branco for his hard work and dedication to the Middle School and its students and faculty. We welcome back Cheryl Temple who was hired as the new principal. Ms. Temple was previously the Assistant Principal at Littleton High School before leaving for another position. We are excited to have her back in the District and look forward to her leadership in that building.

The Littleton School Committee approved an appropriated budget of \$18,050,000 for FY2017. This was a 4.6% increase over the previous year's appropriation. The increase was driven by contractually-negotiated raises for teaching staff, increases in Special Education expenses and the need to add some additional staff to our schools due to increasing enrollment. In addition to the appropriated budget, the District budgeted the spending of \$893,000 in Circuit Breaker funding for Special Education and \$482,000 in School Choice funds for general education expenses. Local Aid from the state was once again nearly level from the previous fiscal year while expenses for Town government and services continued to rise. The requirement for the Town to meet these increases with little or no help from the state budget continues to put pressure on all Town departments including the School Department. While the use of revolving funds was sufficient this year to help meet the funding goals of the schools, the continued reliance on those funds is something that needs to be monitored carefully by the Town's governing bodies and difficult decisions may become necessary in future budgets.

The School Committee recognizes the growth of housing construction in Littleton. Working with the Administration, we have begun to analyze our staffing and space capacities to determine if and when we will need to add to those resources in future years. During FY2017, this analysis will continue and be part of the overall planning for the School Committee as well as being communicated to other Boards and Committees.

The spring Town elections resulted in the election of Matt Hunt to a three-year term. Matt is a Littleton native with two children attending Littleton schools and he is a Special Education Teacher in Waltham. We look forward to his perspective as a parent and educator as we address School Committee business with him on the team.

Matt takes over for Mark Rambacher who had been appointed to serve on an open seat. Coming in on short notice, Mark, the father of an LHS valedictorian, quickly became a passionate advocate for change and improvement in the Littleton schools. The Town and School Committee appreciate him stepping forward to volunteer his time while also serving as a Trustee for the Reuben Hoar Library.

After the elections, the Committee re-organized with Mike Fontanella being elected Chairman, Daryl Baker as Vice-Chair and Alex Pratt as Secretary.

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

The Littleton School District continues to meet challenges regarding budget and resources as we face a growing and evolving community. Nonetheless, we continue to be a high-achieving District that effectively and efficiently serves the needs of all learners. Our staff and students continue to innovate, improve and achieve while setting a standard of excellence that the Town should be proud of. We continue to be recognized as a Town and District that families want to live and send their children to school in. This would not be possible without the continued effort, support and co-operation of all the Town Boards and Committees as well as community members including both those that do and do not have children attending our schools. With this support, the Littleton School Committee, while acknowledging the challenges facing the Town and District, remain optimistic we can keep the schools achieving at the high level we have all come to expect.

Respectfully submitted by the Littleton School Committee:

Mike Fontanella, Chair -- 2018

Daryl Baker, Vice-Chair – 2017

Alex Pratt, Secretary – 2017

Mike Mizzoni – 2018

Matt Hunt -- 2019

Enrollment by Grades – October 1, 2016

Grade	Boys	Girls	Total
PreK	39	30	69
K	66	58	124
1	57	67	124
2	74	57	131
3	66	67	133
4	63	56	119
5	57	77	134
6	64	63	127
7	51	52	103
8	49	72	121
9	53	71	124
10	53	62	115
11	54	54	108
12	69	53	122
TOTALS	815	839	1654

Ten-Year History - Enrollment

Year	Total Enrollment October 1	Number Increase/ Decrease	Percent Increase/ Decrease
2007	1,610	+55	+3.5
2008	1,652	+42	+2.6
2009	1,607	-45	-2.7
2010	1,586	-21	-1.3
2011	1,610	+24	+1.5
2012	1,581	-29	-1.8
2013	1,587	+6	+0.3
2014	1,600	+13	+0.8
2015	1,635	+35	+2.1
2016	1,631	-4	-0.2

Number of School Choice (non-resident) students attending Littleton Public Schools: 90

Number of Littleton Students attending Nashoba Valley Technical School: 27
 Students from Littleton attending special classes in out of district schools: 34

Enrollment 2015-16		
	District	State
Total Count	1,623	953,429
Race/Ethnicity (%)		
African American or Black	1.0	8.8
Asian	6.2	6.5
Hispanic or Latino	2.2	18.6
Multi-race, Non-Hispanic	1.9	3.2
Native American	0.2	0.2
Native Hawaiian or Pacific Islander	0.4	0.1
White	88.1	62.7
Gender (%)		
Male	48.8	51.2
Female	51.2	48.8
Selected Populations (%)		
English Language Learner	1.6	9.0
Economically Disadvantaged	7.1	27.4
Students w/Disabilities	20.4	17.2
First Language Not English	3.6	19.0

Educator Data 2015-16		
	District	State
Total # of Teachers	113.2	72,384.1
Percentage of Teachers Licensed in Teaching Assignment	100.0	97.4
Total Number of Classes in Core Academic Areas	558	348,472
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	96.3
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	3.7
Student/Teacher Ratio	14.3 to 1	13.2 to 1
Percentage of Public Elementary and Secondary School Teachers Issued Waivers	0.0	0.9
	All Schools	High Poverty Schools
Percentage of Teachers Licensed in Teaching Assignment	100.0	-
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	-
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	-
	Low Poverty Schools	

Educator Quality Data for High Poverty and Low Poverty Littleton Public Schools			
School	Highly Qualified %	Not Highly Qualified %	Licensed %
Low Poverty			
Littleton High School	100.0	0.0	100.0
Littleton Middle School	100.0	0.0	100.0
Russell St Elementary	100.0	0.0	100.0
Shaker Lane Elementary	100.0	0.0	100.0

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 2016:

Number of Births: 100

Number of Marriage Intentions filed: 32

Number of Deaths: 110

Dogs Licensed in 2016: 647 (Unlicensed over 500)
 Population: 9300
 Registered Voters: 6800

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each set at zero and so recorded. The polls were closed at 8:00PM.

**THE COMMONWEALTH OF MASSACHUSETTS
 PRESIDENTIAL PRIMARY
 MARCH 6, 2016
 DEMOCRATIC RESULTS**

PRESIDENTIAL PREFERENCE

BERNIE SANDERS	1199
MARTIN O'MALLEY	4
HILLARY CLINTON	1017
ROQUE "ROCKY" DE LA FUENTE	2
NO PREFERENCE	8

STATE COMMITTEE MAN

ALEXANDER D. PRATT	1696
BLANKS	538

STATE COMMITTEE WOMAN

REBECCA V. DEANS-ROWE	1603
BLANKS	631

Total Democratic Ballots Cast 2234

**THE COMMONWEALTH OF MASSACHUSETTS
 PRESIDENTIAL PRIMARY
 March 6, 2016
 REPUBLICAN RESULTS**

PRESIDENTIAL PREFERENCE

JIM GILMORE	1
DONALD J. TRUMP	648
TED CRUZ	128
GEORGE PATAKI	2
BEN CARSON	36
MIKE HUCKABEE	0
RAND PAUL	9
CARLY FIORINA	3
RICK SANTORUM	1
CHRIS CHRISTIE	5

MARCO RUBIO	276
JEB BUSH	14
JOHN R KASICH	349
NO PREFERENCE	5
BLANKS	8

STATE COMMITTEE MAN

BRIAN P. BURKE	813
PAUL R. Ferro	318
BLANKS	354

STATE COMMITTEE WOMAN

JEANNE S. KANGAS	855
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Total Republican Ballots Cast 1485

ANN M. BARNDT	295
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THE COMMONWEALTH OF MASSACHUSETTS
PRESIDENTIAL PRIMARY
GREEN-RAINBOW RESULTS

PRESIDENTIAL PREFERENCE

SENINAM KINAMO CHRISTIN MOYOWASIFZA CURRY	0
JILL STEIN	3
WILLIAM P. KREML	0
KENT MESPLAY	1
DARRYL CHERNEY	0
NO PREFERENCE	0

STATE COMMITTEE MAN

DANIEL L. FACTOR	3
BLANKS	1

STATE COMMITTEE WOMAN

BLANKS	4
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Total Green-Rainbow Ballots Cast 4

Pursuant to the warrant and the Constable's return theeon, the polls were opened at 7:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each set at zero and so recorded. The polls were closed at 8:00PM.

**THE COMMONWEALTH OF MASSACHUSETTS
STATE ELECTION
TUESDAY, NOVEMBER 8, 2016**

ELECTORS OF PRESIDENT			
AND VICE PRESIDENT			
	<u>Vote for ONE</u>		QUESTION 1
CLINTON and KAIN	Democrat	3445	LAW PROPOSED BY INITIATIVE
JOHNSON and WELD	Libertarian	393	PETITION
STEIN and BARAKA	Green-Rainbow	56	YES 1990
TRUMP and PENCE	Republican	1876	NO 3826
Write Ins/Blanks		231	Blanks 185
REPRESENTATIVE IN CONGRESS			
THIRD DISTRICT	<u>Vote for ONE</u>		QUESTION 2
NICOLA S. TSONGAS	Democratic	3935	LAW PROPOSED BY INITIATIVE
240 Clark Rd Lowell	Candidate for Re-Election		PETITION
Ann Wofford	Republican	1818	YES 2341
18 Lexington Ave, Haverhill			NO 3560
Write Ins/Blanks		248	Blanks 100
COUNCILLOR			
THIRD DISTRICT	<u>Vote for ONE</u>		QUESTION 3
MARILYN M PETITTO DEVANEY	Democratic	4264	LAW PROPOSED BY INITIATIVE
Write Ins/Blanks		1737	PETITION
YES 4261	NO 1665		Blanks 75
SENATOR IN GENERAL COURT			
MIDDLESEX & WORCESTER DISTRICT	<u>Vote for ONE</u>		QUESTION 4
JAMES B ELDRIDGE	Democrat	3456	LAW PROPOSED BY INITIATIVE
267 Arlington St Acton	Candidate for Re-election		PETITION
TED BUSIEK	Republican	1856	YES 3233
2 Harwood Ave, Littleton			NO 2713
TERRA FRIEDRICH	Cooperative Green Economy	189	Blanks 55
2 Wright Ter, Acton			
Write Ins/Blanks		500	
REPRESENTATIVE IN GENERAL COURT			
SECOND MIDDLESEX DISTRICT	<u>Vote for ONE</u>		
JAMES ARCIERO	Democrat	4500	
29 East Prescott St Westford	Candidate for Re-Election		
Write Ins/Blanks		1501	
SHERIFF			
MIDDLESEX COUNTY	<u>Vote for ONE</u>		
PETER J KOUTOUJIAN	Democratic	4323	
33 Harris St Waltham	Candidate for Re-Election		
Write Ins/Blanks		1678	
Precinct One		2169	
Precinct Two		2034	
Precinct Three		1798	
Total Votes Cast		6001 *	

Total Registered
 Voters 6964
 Percentage Voting 86%

*This includes all overseas/military handcounted ballots

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each set at zero and so recorded. The polls were closed at 8:00PM.

**THE COMMONWEALTH OF MASSACHUSETTS
 STATE PRIMARY
 SEPTEMBER 8, 2016
 DEMOCRATIC RESULTS**

REPRESENTATIVE IN CONGRESS

NICOLA S TSONGAS	148
BLANK	22

COUNCILLOR

MARILYN M PETITTO DEVANEY	91
PETER GEORGIOU	38
WILLIAM BISHOP HUMPHREY	27
BLANK	14

SENATOR IN GENERAL COURT

JAMES B ELDRIDGE	152
BLANK	18

REPRESENTATIVE IN GENERAL COURT

JAMES ARCIERO	156
BLANK	14

SHERIFF

PETER J KOUTOUJIAN	121
BARRY S KELLEHER	30
BLANK	19

Total Democratic Ballots Cast 170

**THE COMMONWEALTH OF MASSACHUSETTS
 STATE PRIMARY
 SEPTEMBER 8, 2016
 REPUBLICAN RESULTS**

REPRESENTATIVE IN CONGRESS

ANN WOFFORD	51
BLANK	5

COUNCILLOR

BLANK	56
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SENATOR IN GENERAL COURT

TED BUSIEK	48
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BLANK	8
-------	---

REPRESENTATIVE IN GENERAL COURT

BLANK	56
-------	----

SHERIFF

ANGELO LACARITA	3
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BLANK	53
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Total Republican Ballots Cast 56

**THE COMMONWEALTH OF MASSACHUSETTS
STATE PRIMARY
SEPTEMBER 8, 2016
GREEN-RAINBOW RESULTS**

REPRESENTATIVE IN CONGRESS

BLANK	0
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COUNCILLOR

BLANK	0
-------	---

SENATOR IN GENERAL COURT

BLANK	0
-------	---

REPRESENTATIVE IN GENERAL COURT

BLANK	0
-------	---

SHERIFF

Total Green-Rainbow Ballots Cast 1

BLANK	0
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**THE COMMONWEALTH OF MASSACHUSETTS
STATE PRIMARY
SEPTEMBER 8, 2016
UNITED INDEPENDENT PARTY RESULTS**

REPRESENTATIVE IN CONGRESS

BLANK	2
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COUNCILLOR

BLANK	2
-------	---

SENATOR IN GENERAL COURT

BLANK	2
-------	---

REPRESENTATIVE IN GENERAL COURT

BLANK	2
-------	---

SHERIFF

BLANK

2

Total United Independent Party Ballots Cast 2

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each set at 0, and so recorded. The polls were closed at 8:00PM.

**ANNUAL TOWN ELECTION
LITTLETON, MASSACHUSETTS
MAY 7, 2016**

RESULTS			
MODERATOR		BOARD OF HEALTH	TRUST FUND
Timothy Goddard	1282	Peter Yapp 1092	COMMISSIONER
Blanks	261	Jennifer Ratta 1149	David Stevens 1132
		Blanks 845	Blanks 411
TOWN CLERK		HOUSING AUTHORITY	WATER COMMISSIONER
Diane Crory	1322	Gino Frattalone 1137	Ivan Pagacik 1030
Blanks	221	Blanks 406	James Karr 640
			Joshua LaPointe 369
			Neil Peterson 419
			Blanks 628
BOARD OF SELECTMEN		LIBRARY TRUSTEES	BOARD OF ASSESSORS
Joseph Knox	1083	Mark Rambacher 1173	Donald Armstrong 1142
Laura Beltrami	701	Jenna Brownson 974	Write In:
Paul Glavey	859	Blanks 939	Maureen Adema 160
Blanks	443		Write In:
			Mark Tervo 54
			Blanks 1730
PARK & RECREATION		CEMETERY	PLANNING BOARD
COMMISSIONERS		COMMISSIONER	
Michael Crory	1145	Andrew Sammarco 1201	Jamie Cruz 1163
Fredric Gibney	525	Blanks 342	Larry Frisoli 292
Michael Levasseur	653		Blanks 88
Blanks	763		
SCHOOL COMMITTEE		Electric Light Commissioners	REGISTERED VOTERS
Matthew Hunt	862	Ivan Pagacik 1047	6530
Mark Rambacher	594	James Karr 629	TOTAL BALLOTS CAST
Blanks	87	Joshua LaPointe 350	1543
		Neil Peterson 426	VOTER TURNOUT 24%
		Blanks 634	



MAY 2, 2016 SPECIAL TOWN MEETING

7:30 p.m. Charles Forbes Kaye Gymnasium Littleton Middle School

Town Moderator, Timothy Goddard, called the Special Town Meeting of May 2, 2016 to order at 7:30pm in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell Street Littleton.

ARTICLE 1 Bills of Prior Years

Ayes have it passes unanimously, satisfying the necessary 9/10th vote to transfer from Undesignated Fund Balance the sum of \$603.54 to pay a FY 2015 bill owed by the Fire Department to the Littleton Electric Light Department.

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

Moved and seconded by Board of Selectmen that the Town vote to transfer from Undesignated Fund Balance the sum of \$603.54 to pay a FY 2015 bill owed by the Fire Department to the Littleton Electric Light Department.

ARTICLE 2 FY 2016 Operating Budget Line Item Transfers

Ayes have it, passed by necessary majority, declared a vote to amend the FY 2016 Operating Budget, as adopted under Article 4 of the May 4, 2015 Annual Town Meeting and amended by Article 4 of the November 2, 2015 Special Town Meeting, by adjusting budget line items as follows:

Budget	Line Item	FY16 Budget	Adjustment	FY16 Adjusted
Public Buildings Expense	191	\$375,000	+\$12,500	\$387,500
General Insurance	193	350,000	+20,000	370,000
Employee/Retiree Benefits	194	5,982,032	-32,500	5,949,532
Total Budget Appropriated		\$36,599,050	0	\$36,599,050

To see if the Town will vote to amend the FY 2016 Operating Budget, as adopted under Article 4 of the May 4, 2015 Annual Town Meeting and amended by Article 4 of the November 2, 2015 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2016 Operating Budget, as adopted under Article 4 of the May 4, 2015 Annual Town Meeting and amended by Article 4 of the November 2, 2015 Special Town Meeting, by adjusting budget line items.

ARTICLE 3 Use of Insurance Proceeds Over \$20,000

Ayes have it, declared a vote, passed by necessary majority to transfer a sum of \$80,000 from the account "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of \$20,000" for the purpose of performing repairs and replacing equipment that was damaged as a result of a pipe burst at the High School.

Moved and seconded by the School Committee that the Town vote to transfer the sum of \$80,000 from the account "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of \$20,000" for the purposes set forth in Article 3.

ARTICLE 4 FY 2016 Capital Improvements Plan Adjustments

Article 4, Capital Projects A, B and C were taken together and Project D was moved until after STM Article 7.

The ayes have it that the Town vote to transfer \$567,952 for the capital projects and purchases itemized and described below:

- A. Facility Needs Assessment Study Recommendations - To amend the vote under May 4, 2015 Annual Town Meeting Article 7, FY 2016 Capital Items from Available Funds, Item V-A, Facility Needs Assessment Study Recommendation, by transferring \$12,952 as follows:
 - iii) Police Headquarters, reduce from \$18,847 to \$5,895
 - vi) Town Office & Library, increase from \$106,293 to \$119,245
- B. Zoning By-Law Consulting Services - \$25,000 to engage professional consultant services to assist the Town by preparation of proposed amendments to the Zoning By-law, including inclusionary zoning and over-55 housing developments; and review of the sign by-law.
- C. Fire Station Facility Expansion Design - \$530,000 to be expended by the Permanent Municipal Building Committee for the development of design documents and bid services for the Fire Station Expansion project at the 20 Foster Street facility.

Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$789,593 and transfer from the funds specified herein the sum of \$12,952 for a total of \$802,545 for capital and one time projects itemized and described in Article 4as printed in the warrant.

ARTICLE 5 **FY 2016 Appropriations into Blended Community Preservation Act Fund**

Ayes have it, passes unanimously, declared a vote, pursuant to MGL C.44B,§3b1/2, to appropriate/transfer to the Community Preservation Fund additional municipal revenues totaling \$484,434:

- (1) \$266,439 (55%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$78,606 is from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill and \$187,833 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (2) \$72,665 (15%) to the CPA Community Housing Reserve, of which \$23,800 is from the Reed Meadow Mitigation Reserve for Appropriation and \$48,865 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (3) \$72,665 (15%) to the CPA Historic Resources Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation; and
- (4) \$72,665 (15%) to the CPA Recreation Reserve of which \$15,942 is from overlay surplus and \$56,723 is from the Fifteen Great Road Mitigation Reserve for Appropriation.

Motion: Moved and seconded by the Board of Selectmen that the Town vote, pursuant to MGL C.44B,§3b½, to appropriate/transfer to the Community Preservation Fund the following additional municipal revenues totaling \$484,434:

- (1) \$266,439 (55%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$78,606 is from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill and \$187,833 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (2) \$72,665 (15%) to the CPA Community Housing Reserve, of which \$23,800 is from the Reed Meadow Mitigation Reserve for Appropriation and \$48,865 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (3) \$72,665 (15%) to the CPA Historic Resources Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation; and
- (4) \$72,665 (15%) to the CPA Recreation Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation.

ARTICLE 6 **Mill Pond Restoration Project Feasibility Study**

Ayes have it, passed by unanimous vote, so declared that the Town will transfer from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting the sum of \$67,500 to be expended under the direction of the Clean Lakes Committee for completion of a feasibility study for an aquatic ecosystem restoration project at Mill Pond, to be undertaken by the U.S. Army Corps of Engineers ("Corps") pursuant to a Feasibility Cost Share Agreement (FCSA) to be executed between the Corps and the Board of Selectmen.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 6 as printed in the warrant.

ARTICLE 7
Trust Fund Grants

Ayes have it, passed by unanimous vote that the Town will transfer \$79,000 in Trust Funds for the following purposes and costs related thereto.

(1) LHS Innovation Center - \$75,000 to the Littleton School Department for the furniture, fixtures, equipment, and construction costs related to the creation of the Littleton High School Innovation Center, from the following Trust Funds:

M.H. Kimball Fund	\$34,400
J. Goldsmith Fund	2,400
C. Hildreth Fund	29,500
L. Johnson Fund	3,900
L.H. Zappy Fund	<u>4,800</u>
	<i>Total \$75,000</i>

(2) DEHS Animal Assistance Care Program - \$4,000 to the Elder and Human Services Department for creation of an animal care assistance program from the Bradford Sampson Relief of Animals Fund.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 7 as printed in the warrant.

ARTICLE 4
FY 2016 Capital Improvements Plan Adjustments

Article 4, Capital Projects A, B and C were taken together in the regular order and Project D was moved until after STM Article 7. Here is the vote on Project D of Article 4.

D. The main motion of part D. was taken in a hand count, Total votes cast 545; Yes votes cast 380, No votes cast 165. Motion carries by the necessary majority. The Town voted to transfer from the Undesignated Fund Balance \$234,593 to be expended by the Permanent Municipal Building Committee for the development of design documents and bid services for renovations to Alumni Field. *An amendment on the floor was moved and seconded and approved: The design Committee shall consider both natural and synthetic turf options.*

MOTION TO DISSOLVE THE SPECIAL TOWN MEETING AND TO RECONVENE IN TOWN MEETING, SO MOVED AND SECONDED. TOWN MODERATOR TIM GODDARD SO DECLARED THE SPECIAL TOWN MEETING DISSOLVED AT 9:12PM.

Respectfully submitted,

True Attest:
Diane Crory, Town Clerk



MAY 2, 2016 ANNUAL TOWN MEETING

7:00 p.m. Charles Forbes Kaye Gymnasium, Littleton Middle School

ANNUAL TOWN MEETING
MONDAY, MAY 2, 2016

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:00PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton. We were led with the Pledge of Allegiance. The Town Moderator then did the reading of the Return of Warrant and stating that the Constable and Chief Matthew J King properly processed said warrant.

Before the business of the meeting was started recognition was given to the following persons for their many years of service to the Town of Littleton: George Sanders, Commission on Disabilities 2001 – 2016 and Council on Aging 2005 – 2016; Louise Curley Council on Aging 2005 – 2015; Joseph McCumber LELWD Commissioner 1997 – 2016; Craig Gruskowski LELWD Commissioner 1997–2016; John Cantino Zoning Board of Appeals 1997 – 2015; William Farnsworth Jr. PMBC 1999 – 2005, First Deputy Bldg. Inspector 1982 – 1985 and Zoning Board of Appeals 1998—2015; James Winroth Board of Assessors 2001 – 2015 and finally David Badger Cemetery Commission 1983 – 2016. All members were given a standing ovation for their dedication to the Town and their tireless and unselfish efforts to make this Town a better place to live.

Once again the Consent Calendar was used for all non-controversial Articles for Town Meeting. The Town Moderator explained the Consent Calendar and announced the Articles that had been chosen to be on the Consent Calendar: 1, 3, 13, 14, 23, 24 and 25. The Town Moderator then announced that anyone may place a hold on any of these Articles and they will be discussed and decided if it should remain on the Consent Calendar. The Town Moderator explained that all Consent Calendar Articles would be voted as a whole and would need unanimous votes to continue in such fashion. All Articles will remain in the order placed on the Warrant. The Consent Calendar discussion was moved and seconded and the articles unanimously voted as follows: Article 1. Town Officers; Article 3. FY 2017 Revolving Funds; Article 13. Senior Citizens & Veterans Tax Work-off Abatement Programs; Article 14. Use of Chapter 90 MassDOT Funds; Article 23. Borrowing Authorization; Article 24. Compensating Balance Agreement and Article 25. FY 2017 Personal Exemption Amounts.

ARTICLE 1 Town Officers

To choose all Town Officers and Committees necessary to be chosen at the Annual Town Meeting.

Unanimously voted by Consent Calendar to approve the following Officers for the year 2016: 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: Tom Wood, Ron Polack, Michelle Roche, Cindy McNiff and Peter Wormell.

Motion: Moved and seconded by the Board of Selectmen that the following Officers be chosen for the year 2016: 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: Tom Wood, Ron Polack, Michelle Roche, Cindy McNiff & Peter Wormell.

ARTICLE 2 Annual Report

To hear and act upon the reports of the Town Officers and Committees.

Voted unanimously by Consent Calendar to accept all printed reports of Town Officers and Committees as published in the 2015 Annual Town Report.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept all printed reports of Town Officers and Committees as published in the 2015 Annual Town Report.

ARTICLE 3 FY 2017 Revolving Funds

To see if the Town will vote to authorize the following Fiscal Year 2017 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws, each with the prior year's fund balance to be available for expenditure; or to take any other action in relation thereto.

Unanimously voted by Consent Calendar to authorize the following Fiscal Year 2017 Revolving Funds, in accordance with Chapter 44, section 53E1/2 of the General Laws, each with the prior year's fund balance to be available for expenditure as follows:

- (1) Wiring/Plumbing/Gas Inspections: to allow receipts from wiring and plumbing fees to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended to compensate the Wiring, Plumbing and Gas Inspectors, under the direction of the Building Commissioner;
- (2) Alarm Box Repairs: to allow receipts from alarm box fees to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for repairs to alarm boxes, under the direction of the Fire Department;
- (3) CPR Courses: to allow receipts from CPR course fees to be segregated into a special account; and with funds therefrom, up to a limit of \$2,000 annually, to be expended for CPR course costs, under the direction of the Fire Department;
- (4) Sealer of Weights and Measures: to allow receipts from sealer fees to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended to compensate the Sealer, under the direction of the Board of Selectmen;
- (5) Fire Safety Act Compliance: to allow receipts from Fire Safety Act fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended for associated administrative costs, under the direction of the Board of Selectmen;
- (6) MART bus fees: to allow receipts from reimbursement from the Montachusett Regional Transit Authority (MART) bus fees to be segregated into a special account; and with funds therefrom, up to a limit of \$68,000 annually, to be expended for wages and expenses for senior van operation, under the direction of the Director of Elder and Human Services;
- (7) Pet Cemetery: to allow receipts from pet cemetery fees to be segregated into a special account; and with funds therefrom, up to a limit of \$20,000 annually, to be expended for associated administrative costs, under the direction of the Cemetery Commission;
- 8) Spectacle Pond Cell Tower: to allow receipts from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting to be segregated into a special account; and with funds therefrom, up to a limit of \$46,000 annually, to be expended for expenses associated with the Clean Lakes program, under the direction of the Clean Lakes Committee;
- (9) Legal Advertisements: to allow receipts paid by applicants for advertising costs to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for legal advertising costs, under the direction of the Board of Appeals;
- (10) Cemetery Revolving: to allow a portion of receipts received from sales of lots to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for expenses associated with maintenance of such under the direction of the Cemetery Commissioners;
- (11) Permitting Software: to allow a portion of receipts received from land use permit fees to be segregated into a special account; and with funds therefrom, up to a limit of \$15,000 annually, to be expended for expenses associated with maintenance of permitting software under the direction of the Board of Selectmen;
- (12) Police Cruisers sale proceeds: to allow the proceeds resulting from the sale/disposal of retired police vehicles to be segregated into a special account; and with funds therefrom, up to a limit of \$25,000 annually, to be expended for expenses associated with purchasing Police replacement vehicles authorized under the Capital Plan under the direction of the Board of Selectmen;
- (13) Composting Bins: to allow the proceeds resulting from the disposal/sale of composting bins to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for expenses associated with the expenses of said program under the direction of the Highway Operations Manager;
- (14) LCTV Boxborough IMA: to allow the proceeds resulting from the provision of LCTV cable services to the Town of Boxborough through an intermunicipal agreement to be segregated into a special account; and with funds therefrom, up to a limit of \$65,000 annually, to be expended for expenses associated with the provision of said services under the direction of the LCTV Executive Director with the approval of the Board of Selectmen; and
- (15) School Department Transportation: to allow the proceeds resulting from user fees from providing school bus transportation to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended for expenses associated with providing student bus transportation under the direction of the School Committee.

Motion: Moved and seconded by the Board of Selectmen that the Town vote, in accordance with Chapter 44, section 53E½ of the General Laws, to authorize Fiscal Year 2017 Revolving Funds precisely as set forth in Article 3 as printed in the warrant.

During the regular order of the Annual Town Meeting it was decided to pass over Article 4 and go to Article 5 and to get as far as possible before having to adjourn and go to Special Town Meeting at 7:30pm.

The Annual Town Meeting was called back to order at 9:12pm, after dissolving STM, and then after discussion taking Article 18 of the ATM per motion and then returning to the normal sequence of articles at 10:00pm when Article 4 was thus discussed.

ARTICLE 4
FY 2017 Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2016, or to take any other action in relation thereto.

Town Moderator Tim Goddard only read the line item and total and only held items would be discussed. Non-held items would be voted together with no further discussion. Item 194 Employee/Retiree Benefits, Item 420, Highway and Item 543 Veterans Services were held. All non-held items were voted together ayes have it passed by unanimous vote. The three held items were discussed and voted ayes have it and passes by the necessary majority vote. The Town votes to raise and appropriate the sum of \$38,511,277 and transfer from the funds specified herein the sum of \$1,158,521, for a total of \$39,669,798 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, 2016

<i>Department</i>		FY2015 Actual	FY2016 Budget	FY2017 Recommended
114 MODERATOR				
Expenses		0	100	100
	Total 114	0	100	100
122 SELECTMEN / TOWN ADMINISTRATOR				
Personal Services		172,393	182,580	198,222
Expenses		11,869	11,870	11,870
MAGIC/MAPC Expense		11,625	11,625	12,000
	Total 122	195,887	206,075	222,092
131 FINANCE COMMITTEE				
Personal Services		786	700	800
Expenses		176	500	400
	Total 131	962	1,200	1,200
132 RESERVE FUND				
Expenses		69,847	150,000	150,000
	Total 132	69,847	150,000	150,000
135 FINANCE AND BUDGET				
Personal Services		572,422	607,073	629,216
Expenses		38,651	39,020	40,625
Audit		40,000	40,000	40,000
	Total 135	651,073	686,093	709,841
151 LEGAL				
Expenses		215,408	250,000	250,000
	Total 151	215,408	250,000	250,000
155 INFORMATION SYSTEMS				
Personal Services		90,076	92,224	93,713
Expenses		198,341	198,402	289,290
	Total 155	288,417	290,626	383,003
161 TOWN CLERK				
Elected Salaries		56,235	59,605	71,639
Personal Services		17,516	19,275	20,251
Expenses		1,400	1,500	1,500
Transfer In - Dog Tax Fund		(2,200)	(2,200)	0
	Total 161	72,951	78,180	93,390
162 ELECTIONS & REGISTRATIONS				
Expenses		8,700	8,700	12,200
	Total 162	8,700	8,700	12,200
171 CONSERVATION COMMISSION				
Personal Services		18,910	35,752	29,172

	Expenses	958	1,000	1,000
	Transfer In - Wetland Fund	(5,280)	(15,500)	(8,000)
		Total 171	14,588	21,252
175	PLANNING BOARD			22,172
	Personal Services	62,321	66,024	69,456
	Expenses	1,175	1,175	1,175
		Total 175	63,496	67,199
176	APPEALS BOARD			70,631
	Personal Services	4,385	4,557	5,427
	Expenses	710	1,000	1,000
		Total 176	5,095	5,557
191	BUILDING/FACILITY EXPENSE			6,427
	Personal Services	56,042	58,250	62,306
	Expenses	376,964	375,000	420,000
		Total 191	433,006	433,250
193	GENERAL INSURANCE			482,306
	Expenses	317,254	350,000	375,000
		Total 193	317,254	350,000
194	EMPLOYEE/RETIREE BENEFITS			375,000
	Expenses	5,132,561	5,982,032	6,150,011
	Other Post Employment Benefits Liability Fund	781,700	851,200	1,068,500
	Transfer In - Cable Studio Benefits	(22,885)	(24,029)	(25,200)
		Total 194	5,891,376	6,809,203
196	TOWN REPORT / TOWN MEETING			7,193,311
	Expenses	4,946	5,000	5,000
		Total 196	4,946	5,000
197	CABLE STUDIO			5,000
	Personal Services	85,650	131,068	136,315
	Expenses	18,718	26,850	34,225
	Transfer In - Cable Revolving	0	0	(65,000)
	Transfer In - Cable Access Fees	(104,368)	(157,918)	(105,540)
		Total 197	0	0
210	POLICE / DISPATCH			0
	Personal Services	1,607,788	1,662,626	1,771,112
	Expenses	121,722	116,421	150,421
		Total 210	1,729,510	1,779,047
220	FIRE / EMS DEPARTMENT			1,921,533
	Personal Services	924,404	1,016,928	1,041,606
	Expenses	114,017	114,588	114,588
	Transfer In - Ambulance Fees	(287,000)	(300,000)	(300,000)
		Total 220	751,421	831,516
241	BUILDING DEPARTMENT			856,194
	Personal Services	106,759	190,542	218,703
	Expenses	5,060	5,060	5,060
	Transfer In - Inspectional Revolving	(3,000)	(77,772)	(100,186)
		Total 241	108,819	117,830
300	SCHOOL DEPARTMENT			123,577
	Budget	16,700,000	17,250,000	17,950,000
	Transfer In - LH Zappy Trust	(200)	0	0
	Transfer In - Hildreth Trust	(6,000)	0	0
	Transfer In - Goldsmith Trust	(500)	0	0
	Transfer In - Johnson Trust	(750)	0	0
		Total 300	16,692,550	17,250,000
301	TECHNICAL SCHOOL EXPENSE			17,950,000
	Expenses - Nashoba Tech	534,493	474,448	507,219
	Expenses – Minuteman Tech	18,467	20,000	0
		Total 301	552,960	494,448
420	HIGHWAY DEPARTMENT			507,219

Personal Services	692,957	796,238	879,017	
Expenses	345,158	383,203	383,203	
Streetlights	31,750	32,000	33,000	
Park Maintenance	9,450	9,700	10,000	
Wastewater/Stormwater	70,800	91,800	100,000	
B&M Crossing	2,807	2,808	2,808	
Gasoline	<u>111,470</u>	<u>125,000</u>	<u>125,000</u>	
	Total 420	1,264,392	1,440,749	1,533,028
422 ROADWAY REPAIRS				
Expenses	<u>688,509</u>	<u>695,394</u>	<u>633,100</u>	
	Total 422	688,509	695,394	633,100
423 SNOW & ICE				
Personal Services	132,314	68,000	68,000	
Expenses	<u>552,409</u>	<u>132,000</u>	<u>132,000</u>	
	Total 423	684,723	200,000	200,000
491 CEMETERY DEPARTMENT				
Personal Services	94,229	98,701	103,819	
Expenses	17,989	17,800	17,800	
Transfer In - Cemetery Trust	(13,000)	(13,000)	(13,000)	
Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)	
Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>	<u>(18,897)</u>	
	Total 491	68,321	72,604	77,722
510 HEALTH DEPARTMENT				
Personal Services	20,269	20,506	24,424	
Expenses	1,104	2,587	2,587	
Assessment - Nashoba BOH	19,436	22,250	25,000	
Assessment - Nashoba Nursing	8,700	8,700	9,500	
Assessment - Eliot Clinic	3,780	3,780	4,000	
Assessment - SANS Program	12,000	12,000	12,000	
Animal Inspector	2,400	2,400	2,450	
Transfer In - B. Sampson Trust	<u>(2,500)</u>	<u>(2,500)</u>	<u>0</u>	
	Total 510	65,189	69,723	79,961
541 ELDER AND HUMAN SERVICES				
Personal Services	101,399	112,986	116,748	
Expenses	<u>13,590</u>	<u>13,921</u>	<u>13,921</u>	
	Total 541	114,989	126,907	130,669
543 VETERANS SERVICES				
Personal Services	5,000	5,000	7,500	
Expenses	1,257	1,515	1,515	
Veteran Benefits	<u>120,791</u>	<u>120,000</u>	<u>175,000</u>	
	Total 543	127,048	126,515	184,015
610 REUBEN HOAR LIBRARY				
Personal Services	392,309	431,694	448,820	
Expenses	75,286	81,193	91,798	
Merrimack Valley Assessment	32,242	33,854	34,596	
Transfer In - Library Trust Fund	<u>(11,500)</u>	<u>(11,500)</u>	<u>(13,000)</u>	
	Total 610	488,337	535,241	562,214
630 PARK AND RECREATION DEPARTMENT				
Recreation Enterprise Subsidy	<u>144,000</u>	<u>107,323</u>	<u>113,226</u>	
	Total 630	144,000	107,323	113,226
690 OTHER CULTURE & RECREATION				
Historical	526	700	700	
Memorial Day	725	500	750	
Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>	
	Total 690	1,301	1,250	1,500
700 DEBT				
710 LONG TERM DEBT	3,461,993	3,309,482	3,119,897	
720 SHORT TERM DEBT	691,063	635,270	1,038,447	

Transfer In - Self Help Grant	(17,000)	(17,000)	(17,000)
Transfer In - Wastewater			
Settlement	(17,274)	(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower	(35,269)	(34,269)	(33,269)
Transfer In - Newtown Hill Cell Tower	(41,048)	(39,848)	(38,648)
Transfer In - Bond Premium	(58,120)	(54,067)	(49,600)
Transfer In - Community Preservation	(127,315)	(119,608)	(194,823)
Transfer In - Light Department	(161,957)	(154,530)	(147,084)
Total 700	3,695,073	3,508,156	3,660,646

FUNDING SUMMARY

Net Budgets	36,358,211	37,791,050	39,669,798
Transfers In	(948,063)	(1,071,912)	(1,158,521)
Total Appropriated Budgets	35,410,148	36,719,138	38,511,277

ARTICLE 5**FY 2017 Water Enterprise Fund Operating Budget**

To see if the Town will vote to appropriate \$3,050,000 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, 2016 (detail below), or to take any other action in relation thereto.

Ayes have it declared a vote to appropriate \$3,050,000 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, 2016 (*detail below*),

I. Water Enterprise Revenues	FY 2016	FY 2017
User Charges	\$3,003,000	\$2,850,000
Enterprise Available Funds	100,000	200,000
Investment Income	0	0
Total Revenues	\$3,103,000	\$3,050,000
II. Costs Appropriated for the Enterprise		
Salaries and Wages	\$800,000	\$850,000
Expenses	1,200,000	1,200,000
Capital Outlay – Equipment	65,000	65,000
Capital Outlay – Improvements	387,524	301,751
Reserve Fund	100,000	100,000
Debt Principal and Interest	550,476	533,249
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$3,103,000	\$3,050,000
III. Costs Appropriated for General Fund to be Charged to the		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund.	0	0
Total Costs	\$3,103,000	\$3,050,000

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 5 as printed in the warrant.

ARTICLE 6**FY 2017 Park, Recreation & Community Education Enterprise Fund Operating Budget**

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 5 as printed in the warrant. To see if the Town will vote to appropriate \$984,828 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2016 (detail below), or to take any other action in relation thereto.

Ayes have it so declared a unanimous vote to appropriate \$984,828 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2016 (*detail below*).

I. PRCE Enterprise Revenues	FY 2016	FY 2017
User Charges	\$775,394	\$871,102

Transfer In from Recreation Fund	0	0
Transfer In from General Fund	102,000	113,226
Enterprise Available Funds	0	0
Investment Income	500	500
Total Revenues	\$877,894	\$984,828
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$375,000	\$343,555
Expenses	452,894	508,094
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	50,000	50,000
Debt Principal and Interest	0	0
Budgeted Surplus	0	83,179
Total Costs Appropriated for Enterprise Fund	\$877,894	\$984,828
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund.	\$0	\$0
S Total Costs	\$877,894	\$984,828

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$38,561,277 and transfer from the funds specified herein the sum of \$1,158,521, for a total of \$39,719,798 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, 2016.

Moved and seconded to adjourn the Annual Town Meeting at 7:30PM & call to order the Special Town Meeting.

ARTICLE 7
FY 2017 Capital Items from Available Funds

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

Ayes have it motion passes my necessary majority, so declared passed to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

I. POLICE DEPARTMENT

- A. Police Interceptor Patrol vehicles as replacements - \$106,140 to be expended by the Police Department for police cruiser replacements.
- B. Police Public Safety Radio Maintenance - \$12,000 to be expended by the Police Department for a maintenance agreement to cover public safety and public works radio system infrastructure.
- C. Police Vehicle Maintenance -\$6,500 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.
- D. Plow Truck Replacement - \$37,690 to be expended by the Police Department to replace a 2000 Chevrolet w/plow used to keep facility clear in winter and to transport equipment.

II. FIRE DEPARTMENT

- A. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for major equipment repairs and upkeep.
- B. Protective Clothing Replacement - \$12,000 to be expended by the Fire Department for establishment of an annual replacement program for turnout gear.
- C. Engine 3 Replacement - \$35,000 to be expended by the Fire Department to replace a 1994 Brush Truck with surplus military vehicle that would be outfitted as necessary for Fire response.
- D. Self-Contained Breathing Apparatus (SCBA) - \$15,000 to be expended by the Fire Department as the local match grant requirement towards the replacement of 2004 self-contained breathing apparatus with new NFPA compliant equipment.
- E. Fire Station Expansion Project Community Room - \$14,000 transferred from the LCTV PEG Access and Cable Related Fund, to be expended by Littleton Community Television and the Permanent Municipal Building Committee for the first year of a four-year plan for a Fire Station Community Room with broadcast media equipment necessary to outfit the new fire facility for local government programming on LCTV.

III. HIGHWAY DEPARTMENT

- A. Highway Major Equipment Repair - \$18,000 to be expended by the Highway Department for major equipment repairs and upkeep.
- B. Sidewalk Plow - \$158,175 to be expended by the Highway Department to Replace a 2002 Trackless MT5 Sidewalk Plow #8.
- C. Bobcat Skid Steer Loader - \$60,000 to be expended by the Highway Department to Replace a 1999 Bobcat 763H #16.
- D. Trailer Refurbishment - \$6,500 to be expended by the Highway Department to refurbish a 1996 Trail King Equipment Trailer.
- E. Fork Lift (refurbished) - \$19,000 to be expended by the Highway Department to purchase the Addition (of used equipment) to fleet, to be used for deliveries, assisting with positioning plows and repairs to vehicles.

IV. SCHOOLS

- A. MacBook Air Laptops - \$35,000 to be expended by the School Committee for the third year payment on the lease/purchase agreement for MacBook Air laptops and accessory hardware and equipment.
- B. High School Card Access System - \$55,000 to be expended by the School Committee for a card access system at Littleton High School,
- C. Shaker Lane School Card Access System - \$30,000 to be expended by the School Committee for a card access system at the Shaker Lane School,
- D. High School Lockers - \$20,000 to be expended by the School Committee to install new lockers in boys' locker room at Littleton High School.
- E. MacBook Air Replacements - \$40,000 to be expended by the School Committee in MacBook Air replacements and additions.
- F. School Technology Equipment replacement - \$25,000 to be expended by the School Committee for replacements of miscellaneous technology equipment and Chromebooks.
- G. School Resource Materials - \$150,000 to be expended by the School Committee for School Resource Materials, textbooks and training.
- H. High School KIVA room - \$40,000 to be expended by the School Committee for KIVA room to increase capacity from 40 to 70.

V. CEMETERY

- A. Backhoe replacement - \$73,000 to be expended by the Cemetery Commission for the replacement of a 1996 John Deere Backhoe.

VI. LIBRARY

- A. Furnishings replacement - \$5,000 to be expended by the Library Trustees for the replacement of worn and damaged furnishings.

VII. PARK & RECREATION

- A. Computer Registration System - \$3,410 to be expended by the Park & Recreation Commission to update 2008 Computer Registration System for all participants to comply with banking requirements and training.
- B. Recreation Major Equipment and Repairs - \$50,000 to be expended by the Park & Recreation Commission for major equipment/facility repair and maintenance.
- C. Alumni Field Maintenance and Repairs - \$10,000 to be expended by the Recreation Commission for facility repair and maintenance specific to Alumni Field.

VIII. FACILITIES AND INFRASTRUCTURE

- A. Facility Needs Assessment Study Recommendations - \$511,048 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study, as follows:
 - i) Schools Non Street Paving, Curb & Sidewalk - \$230,000
 - ii) Town Hall Roof - 2nd Level at Library - \$130,000
 - iii) Town Hall RTU/HVAC Units - \$60,000
 - iv) Town Hall Parking Lot Crack Repair - \$12,048
 - v) Shaker Lane School Univents - \$68,000
 - vi) Russell Street School Pavers and Landscaping - \$11,000
- B. Stormwater MS4 Permit Needs - \$100,000 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting, to be expended by the Board of Selectmen to address Year One compliance issues with new MS4 Stormwater Permit.

C. Castle In The Trees Playground - \$100,000 to be expended by the Permanent Municipal Building Committee for removal and replacement of the Castle InThe Trees playground at 300 King Street.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$1,305,271, transfer \$114,000 from the funds named herein and transfer from the Undesignated Fund Balance the sum of \$343,192, for a total of \$1,762,463, for capital projects and purchases itemized and described in Article 7 as printed in the warrant.

ARTICLE 8
FY 2017 Community Preservation Budget

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget, to appropriate or reserve from FY 2017 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation; or to take any other action in relation thereto.

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve the appropriations and reserves itemized and described in Article 8 as printed in the warrant.

The Community Preservation Committee gave a report on the Fiscal Year 2017 Community Preservation Budget. The ayes have it, the motion carries so declared a vote to approve the appropriations and reserves, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

<u>Appropriations</u>	<u>TOTAL</u>	From				
		Open Space	Historic	Housing	Admin	Undesignated
Administration Expenses	\$5,000				\$5,000	
Debt Service for Open Space	179,798	24,221				155,577
Debt Service for Historic Resources	15,025		15,025			
Old Burying Grounds Monument						
Assessment	9,500		9,196			304
Update Survey of Cultural Resources – from 2017 surcharge	8,670					8,670
Update Survey of Cultural Resources – from Historic reserves	11,330		11,330			
Annual Fund to Preserve Housing	19,221			19,221		
Annual Fund to Preserve Housing – from Housing Reserves	779			779		
Elderly Heating Systems – from Housing Reserves	41,000			41,000		
689 Roof Replacement – from Housing Reserves	20,000			20,000		
Regional Housing Services	5,000			5,000		
Appropriations sub-total	315,323	24,221	35,551	86,000	5,000	164,551
Reserves						
Reserves sub-total	0	0	0	0	0	0
Summary						
Appropriations	315,323	24,221	35,551	86,000	5,000	164,551
Reserves	0	0	0	0	0	0
TOTAL	315,323	24,221	35,551	86,000	\$5,000	164,551

ARTICLE 9
Personnel By-law Amendments

To see if the Town will vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

Ayes have it, passes by unanimous vote, so declared to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

1. By amending Schedule A, Permanent Full and Part-time Employees, effective July 1, 2016, by applying a two percent (2%) salary schedule adjustment so that said schedule reads as follows:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<i>Employees</i>								
1 <i>hourly annual</i>	\$14.05 \$29,336.40	\$14.54 \$30,359.52	\$15.05 \$31,424.40	\$15.58 \$32,531.04	\$16.12 \$33,658.56	\$16.68 \$34,827.84	\$17.26 \$36,038.88	\$17.86 \$37,291.68

2	<i>hourly annual</i>	15.03 31,382.64	15.57 32,510.16	16.11 33,637.68	16.67 34,806.96	17.25 36,018.00	17.85 37,270.80	18.48 38,586.24	19.13 39,943.44
3	<i>hourly annual</i>	16.09 33,595.92	16.65 34,765.20	17.23 35,976.24	17.83 37,229.04	18.45 38,523.60	19.10 39,880.80	19.77 41,279.76	20.46 42,720.48
4	<i>hourly annual</i>	17.21 35,934.48	17.81 37,187.28	18.43 38,481.84	19.08 39,839.04	19.75 41,238.00	20.43 42,657.84	21.15 44,161.20	21.89 45,706.32
5	<i>hourly annual</i>	18.41 38,440.08	19.06 39,797.28	19.73 41,196.24	20.41 42,616.08	21.13 44,119.44	21.87 45,664.56	22.64 47,272.32	23.43 48,921.84
6	<i>hourly annual</i>	19.71 41,154.48	20.39 42,574.32	21.11 44,077.68	21.85 45,622.80	22.61 47,209.68	23.41 48,880.08	24.24 50,613.12	25.08 52,367.04
7	<i>hourly annual</i>	21.09 44,035.92	21.83 45,581.04	22.58 47,147.04	23.38 48,817.44	24.20 50,529.60	25.04 52,283.52	25.92 54,120.96	26.83 56,021.04
8	<i>hourly annual</i>	22.56 47,105.28	23.36 48,775.68	24.17 50,466.96	25.02 52,241.76	25.90 54,079.20	26.81 55,979.28	27.73 57,900.24	28.70 59,925.60
9	<i>hourly annual</i>	24.27 50,675.76	25.11 52,429.68	25.99 54,267.12	26.90 56,167.20	27.84 58,129.92	28.80 60,134.40	29.81 62,243.28	30.86 64,435.68
10	<i>hourly annual</i>	26.68 55,707.84	27.62 57,670.56	28.59 59,695.92	29.59 61,783.92	30.63 63,955.44	31.70 66,189.60	32.81 68,507.28	33.96 70,908.48
11	<i>hourly annual</i>	29.89 62,410.32	30.94 64,602.72	32.03 66,878.64	33.15 69,217.20	34.31 71,639.28	35.51 74,144.88	36.75 76,734.00	38.04 79,427.52
<i>Senior Management</i>									
12	<i>hourly annual</i>	35.27 73,643.76	36.51 76,232.88	37.79 78,905.52	39.11 81,661.68	40.48 84,522.24	41.90 87,487.20	43.36 90,535.68	44.88 93,709.44
13	<i>hourly annual</i>	41.62 86,902.56	43.07 89,930.16	44.58 93,083.04	46.14 96,340.32	47.76 99,722.88	49.43 103,209.84	51.15 106,801.20	52.95 110,559.60
14	<i>hourly annual</i>	46.61 97,321.68	48.25 100,746.00	49.93 104,253.84	51.67 107,886.96	53.49 111,687.12	55.36 115,591.68	57.29 119,621.52	59.30 123,818.40
15	<i>hourly annual</i>	52.20 108,993.60	54.04 112,835.52	55.94 116,802.72	57.89 120,874.32	59.91 125,092.08	62.02 129,497.76	64.19 134,028.72	66.44 138,726.72

GRADE 1*No positions assigned***GRADE 2**

Cemetery Laborer

GRADE 3

Library Assistant

Library Processing Clerk

GRADE 4

Building Maintenance Custodian

Department Clerk

Driver's Education Instructor I

Financial Technician

GRADE 5

Assessing Clerk

Cemetery Groundskeeper

Driver's Education Instructor II

Library Technician

P/T Communications Officer

LCTV – P/T Program Coordinator

GRADE 6

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Highway

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

Administrative Clerk – Collector / Clerk

Senior Library Technician

Special Programs Instructor

Program Specialist I

GRADE 7

Business Administrator – Highway

Payroll and Finance Coordinator

Reserve Police Officer

Library Office Coordinator

Wellness Coordinator

GRADE 8

Assistant Town Clerk

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Program Specialist II

Recreation Coordinator

GRADE 9

Assistant Assessor

Assistant Director-PRCE

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Driver's Education Program Coordinator

Elder and Human Services Outreach

Coordinator and Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior

Librarian

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/

Senior Librarian

Zoning Assistant / Permit Technician / Business

Administrator

GRADE 10

Assistant Library Director
Inspector of Wires
Plumbing & Gas Inspector

GRADE 11

Assistant Treasurer and HR Administration
Director of Elder and Human Services
Littleton Community Television Executive
Director
Parks, Recreation & Community Education
Director
Planning Administrator/Permit Coordinator
*Police Lieutenant**
Tax Collector
*Town Clerk***
Town Engineer

GRADE 12

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

GRADE 13

*Assistant Town Administrator for Finance &
Budget**
*Fire Chief**

GRADE 14

*Chief of Police**

GRADE 15

*Town Administrator**

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

2. By amending Schedules B, B-1, B-2, and D, effective July 1, 2016, by applying a two percent (2%) salary schedule adjustment so that said schedules read as follows:

Schedule B

On-Call Meeting Clerk, \$12.12; Election Warden, \$17.23

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$11.53	\$11.76	\$12.00	\$12.24	\$12.48
2 hourly	\$14.42	\$14.71	\$15.00	\$15.30	\$15.61

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$14.05	\$14.33	\$14.62	\$14.91
2 hourly	\$15.03	\$15.33	\$15.64	\$15.95
3 hourly	\$16.09	\$16.41	\$16.74	\$17.07
4 hourly	\$17.21	\$17.55	\$17.90	\$18.26

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$10.40					
2 hourly	\$14.57	\$14.86	\$15.16	\$15.46	\$15.77	\$16.09
3 hourly	\$15.15	\$15.45	\$15.76	\$16.08	\$16.40	\$16.73
4 hourly	\$15.75	\$16.07	\$16.39	\$16.72	\$17.05	\$17.39
5 hourly	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90
6 hourly	\$16.71	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44
7 hourly	\$17.21	\$17.55	\$17.90	\$18.26	\$18.63	\$19.00
8 hourly	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
9 hourly	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
10 hourly	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36

3. By amending Schedules C and C-1, as requested by the Park & Recreation Commission, to conform with the State Minimum Wage of \$10.00 per hour, to read as follows:

Schedule C Seasonal / Temporary / Fee-Based Positions [Hourly] effective January 1, 2016,

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40
2	\$10.15	\$10.25	\$10.35	\$10.45	\$10.55
3	\$10.30	\$10.40	\$10.50	\$10.61	\$10.72
4	\$10.45	\$10.55	\$10.66	\$10.77	\$10.88
5	\$10.61	\$10.80	\$10.99	\$11.18	\$11.38
6	\$10.88	\$11.15	\$11.43	\$11.72	\$12.01
7	\$11.26	\$11.57	\$11.89	\$12.22	\$12.56
8	\$11.77	\$12.09	\$12.42	\$12.76	\$13.11
9	\$12.30	\$12.64	\$12.99	\$13.35	\$13.72
10	\$12.92	\$13.28	\$13.65	\$14.03	\$14.42
11	\$13.57	\$13.94	\$14.32	\$14.71	\$15.11
12	\$14.18	\$14.57	\$14.97	\$15.38	\$15.80

GRADE 1Program Aide I
Camp Junior Counselor
Snack Hut Attendee**GRADE 2**Program Aide II
Lifeguard I
Junior Sailing Instructor
Maintenance Technician**GRADE 3**

Camp Senior Counselor

GRADE 4Intern
Junior Guard
Coordinator
Snack Hut Manager**GRADE 5**Aftercare Coordinator
Camp Lead II

Lifeguard II/WSI

Sailing Instructor

GRADE 6Camp Lead II
Program Coordinator**GRADE 7**Camp Specialists
Head Lifeguard
Camp Assistant Director

Sailing Coordinator

GRADE 8

Sailing Coordinator

GRADE 9Seasonal Programs
Instructor
GRADE 10
Special Course
Coordinator
GRADE 11
Preschool Instructor
GRADE 12
Camp Director**Schedule C-1, Community Education / Temporary / Fee-Based [Hourly] effective May 3, 2016.**

Grade	Step 1	Step 2	Step 3
1	\$10.00		
2	14.00	14.35	14.71
3	20.00	20.50	21.01
4	25.00	25.63	26.27
5	30.00	30.75	31.52
6	35.00	35.88	36.77

GRADE 1 Community Education Teacher's Aide
GRADE 2 Community Education Assistant
GRADE 3 Community Education Instructor 1

GRADE 4 Community Education Instructor 2
GRADE 5 Community Education Instructor 3
GRADE 6 Community Education Instructor 4

Motion: Moved and seconded by the Personnel Board that the Town vote to approve Article 9 as printed in the Town Meeting Report.

ARTICLE 10 Stabilization Fund

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

Ayes have it, passes unanimously, satisfying the 2/3rds requirement to transfer from Undesignated Fund Balance the sum of \$101,265 for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$101,265 for Article 10 as printed in the warrant.

ARTICLE 11 Capital Stabilization Fund

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

Ayes have it, passes unanimously, satisfying the 2/3rds requirement to transfer from Undesignated Fund Balance the sum of \$2,536,176 for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, as authorized by Chapter 40, Section 5B of the General Laws.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$2,536,176 for Article 11 as printed in the warrant.

ARTICLE 12 Establish and Fund Debt Exclusion Stabilization Fund

To see if the Town will vote, pursuant to Chapter 40, Section 5B of the General Laws to create a Debt Exclusion Stabilization Fund for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition two-and-one-half, so called; and further to vote to raise and appropriate or transfer from available funds a sum of money to be deposited in said fund; or to take any other action in relation thereto.

Ayes have it, passes unanimously, satisfying the 2/3rds requirement, pursuant to Chapter 40, Section 5B of the General Laws to create a Debt Exclusion Stabilization Fund for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition two-and-one-half, so called; and further to vote to raise and appropriate or transfer from available funds a sum of money to be deposited in said fund.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to create a Debt Exclusion Stabilization Fund for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition two-and-one-half, so called.

ARTICLE 13 **Senior Citizens and Veterans Tax Work-off Abatement Programs**

To see if the Town will vote to request the Board of Assessors to commit the following sums from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$55,000) and Veterans (\$7,000), or to take any other action in relation thereto.

Unanimously voted by Consent Calendar to request the Board of Assessors to commit the following sums from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$55,000) and Veterans (\$7,000).

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 13 as printed in the warrant.

ARTICLE 14 **Use of MassDOT Chapter 90 Funds**

To see if the Town will vote to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws, or to take any other action in relation thereto.

Unanimously voted by Consent Calendar to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$395,107 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

ARTICLE 15 **Cell Tower Leases**

NO AFFIRMATIVE ACTION TAKEN ON THIS ARTICLE.

ARTICLE 16 **Tax Title Abutter Lot Sales Program – List of Parcels**

To see if the Town will vote to add the following list of properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:

Map/Parcel	Lot Size (sq.ft.)	Address
U12-114	4,000	Narcissus Road
U12-113	2,000	Narcissus Road

or to take any other action in relation thereto.

Ayes have it, declared passed by the necessary 2/3rds vote to add the following list of properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:

Map/Parcel	Lot Size (sq.ft.)	Address
U12-114	4,000	Narcissus Road
U12-113	2,000	Narcissus Road

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 16 as printed in the warrant.

ARTICLE 17 **Nagog Hill Road Easements**

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain easements and/ or rights in portions of the following parcels of land for the purposes of making certain roadway improvements on Nagog Hill Road: Assessor’s Map R2, Parcels 14 and 15 for maintenance purposes; and Assessor’s Map R4, Parcel 12-B and Map R3, Parcel 6 for drainage purposes; or to take any other action in relation thereto.

Ayes have it, passed by unanimous vote, so declared, to authorize the Board of Selectmen to acquire easements and/ or rights in land on the following described parcels by purchase, gift or eminent domain, for the purposes of making certain roadway improvements on Nagog Hill Road, including drainage and maintenance, as shown as (1) “Proposed Permanent Easement for Drainage Purposes Area = 290 Sq. Ft”, and (2) “Proposed Permanent Easement for Maintenance Purposes Area = 190 Sq. Ft.”, and (3) “Proposed Permanent Easement for Maintenance Purposes Area = 536 Sq. Ft.” on a certain plan of land entitled “Permanent Easement – Nagog Hill Road – Littleton, Massachusetts”, prepared by Green International Affiliates, Inc., dated May 2, 2016

Motion: Moved and seconded by the Board of Selectmen that the Town vote to authorize the Board of Selectmen to acquire easements and/or rights in land on the following described parcels by purchase, gift or eminent domain, for the purposes of making certain roadway improvements on Nagog Hill Road, including drainage and maintenance, as shown as (1) “Proposed Permanent Easement for Drainage Purposes Area = 605 Sq. Ft.”, (2) “Proposed Permanent Easement for Maintenance Purposes Area = 190 Sq. Ft.”, and (3) “Proposed Permanent Easement for Maintenance Purposes Area = 536 Sq. Ft.” on a certain plan of land entitled “Permanent Easement – Nagog Hill

Road – Littleton, Massachusetts”, prepared by Green International Affiliates, Inc., dated March 22, 2016.

ARTICLE 18

Moratorium on the Installation of Synthetic Turf with Tire Crumb or Lead Component on Town-Owned Land

To see if the Town will vote to adopt a moratorium, for a three-year time period starting on May 2, 2016 and ending on May 1, 2019, that will prohibit the Town from constructing or installing on Town owned land any synthetic turf athletic field consisting of a monofilament carpet and crumb rubber infill, where the carpet contains components or colorants that contain lead and/or the crumb rubber infill contains scrap tires; this moratorium does not extend to synthetic turf athletic fields consisting of a monofilament carpet and another infill material, where the carpet contains no lead and the infill contains no scrap tires; or take any other action in relation thereto.

A hand count was taken Total votes cast were 461, Yes votes 275, No votes 186, the vote passes to adopt a moratorium, for a three-year time period starting on May 2, 2016 and ending on May 1, 2019, that will prohibit the Town from constructing or installing on Town owned land any synthetic turf athletic field consisting of a monofilament carpet and crumb rubber infill, where the carpet contains components or colorants that contain lead and/or the crumb rubber infill contains scrap tires; this moratorium does not extend to synthetic turf athletic fields consisting of a monofilament carpet and another infill material, where the carpet contains *less than or equal to 50 parts-per-million (the maximum allowable lead content for synthetic turf surfaces in the State of California)* and the infill contains no scrap tires.

An addendum on the floor was so voted in which the words “no lead” were removed and the italicized words were added. A vote on the addendum only was a unanimous vote to place the new verbiage in.

Motion: Moved and seconded by the petitioner that the Town vote to approve Article 18 as printed in the warrant.

ARTICLE 19 By-law

Town By-law Amendment: Swimming Pool Fence

To see if the Town will vote to amend the Town Code by deleting Chapter 152, Swimming Pools, §1521, Covers or enclosures required; and by deleting from §1-4, Noncriminal disposition of certain violations: B (1) (f) Swimming Pool Fence Bylaw (Chapter 152); since those requirements are now addressed in the state building code; or to take any other action in relation thereto.

Ayes have it, passed by unanimous vote, so declared to amend the Town Code by deleting Chapter 152, Swimming Pools, §152-1, Covers or enclosures required; and by deleting from §1-4, Noncriminal disposition of certain violations: B (1) (f) Swimming Pool Fence By-law (Chapter 152); since those requirements are now addressed in the state building code.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 19 as printed in the warrant.

ARTICLE 20

Town By-law Amendment: Stormwater:
I. Illicit Connections and Discharges to Storm Drain System

To see if the Town will vote to amend the Town Code as follows:

Ayes have it, passed by unanimous vote to amend the Town Code as follows:

(1) by adding a new Chapter 38, "Stormwater," Article I, "Illicit Connections and Discharges to Storm Drain System," in accordance with Section II.B.3(b) of the U.S. Environmental Protection Agency General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, which mandates that the Town adopt, implement and enforce a regulatory mechanism to protect Littleton's water resources and infrastructure by preventing non-storm water discharges into the storm drain system, to read as follows:

Chapter 38, STORMWATER

ARTICLE I, Illicit Connections and Discharges to Storm Drain System

§ 38-1. Purpose and Authority.

A. Non-stormwater discharges to a municipal storm drain system can harm water quality and create public health hazards. The purpose of this By-law is to provide for the health, safety, and general welfare of the citizens of the Town of Littleton through the regulation of non-stormwater discharges to the municipal storm drain system.

B. The objectives of this By-law are to:

1. Prevent pollutants from entering the storm drain system of the Town of Littleton;
2. Prohibit illicit connections and illicit discharges to the storm drain system;
3. Comply with the requirements of the Town of Littleton's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and
4. Establish legal authority to ensure compliance with the provisions of this By-law through inspection, monitoring and enforcement.

C. This By-law is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act.

§ 38-2. Definitions.

For the purposes of this By-law, the following shall mean:

A. Hazardous Material: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

B. Illicit Connection: Any drain or conveyance, whether on the surface or subsurface, that allows an illicit discharge to enter the storm drain system, including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection was previously allowed, permitted or approved before the effective date of this By-law.

- C. Illicit Discharge: Any direct or indirect non-stormwater discharge to the Town's storm drain system (including dumping), except as exempted in § 38-4 of this By-law.
- D. Municipal Storm Drain System (or Storm Drain System): Town of Littleton-owned facilities by which stormwater is collected and/or conveyed. The municipal storm drain system includes but is not limited to municipal roads, catch basins, manholes, gutters, curbs, sidewalks, inlets, piped storm drains, outfalls, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs and other drainage structures.
- E. Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government (to the extent permitted by law) and any officer, employee or agent of such person.
- F. Pollutant: Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural waste, and any other material that may cause or contribute to exceedance of water quality standards in the waters to which the Storm drain System discharges.
- G. Stormwater: Any surface flow, runoff or drainage resulting entirely from any form of natural precipitation.
- H. Town: The Town of Littleton, Massachusetts, including its employees and designees.

§ 38-3. Responsibility for Administration.

The Littleton Highway Department and the Littleton Board of Health shall administer, implement, and enforce the provisions of this By-law as set forth herein. Any powers granted to the Highway Department or the Board of Health, except the power to hear appeals, may be delegated in writing by (respectively) Highway Department management or the Board of Health to employees or agents of the Town.

§ 38-4. Prohibitions.

A. Prohibition of Illicit Discharges. No person shall commence, allow, conduct or continue any illicit discharge to the municipal storm drain system. The following non-stormwater discharges are not considered illicit discharges:

1. Water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual resident car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and residential building wash waters without detergents, and discharges or flow from firefighting, unless the Highway Department or the Board of Health determines that the discharge is a significant contributor of pollutants to the storm drain system;
2. Discharges associated with dye testing, provided that the discharger makes a verbal and written notification to the Highway Department before the test; and

3. Discharges permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the U.S. Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted by the Highway Department for any discharge to the storm drain system.

B. Prohibition of Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

C. Prohibition of Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Highway Department.

§ 38-5. Notification of Releases.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of materials at that facility or operation that are resulting or may result in illicit discharges to the municipal storm drain system, that person shall take all necessary steps to ensure the discovery, containment and cleanup of such release. In the event of such a release of hazardous material, that person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services and shall notify the Highway Department by phone or electronic mail within two hours. In the event of a release of non-hazardous material, that person shall notify the Highway Department in person or by phone, facsimile or electronic mail no later than the next business day. For all releases, the initial notification shall be confirmed by written notice addressed and mailed to the Highway Department within two (2) business days.

§ 38-6. Enforcement.

A. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this By-law. The Highway Department and the Board of Health, and their authorized agents, shall enforce this By-law and may pursue all civil and criminal remedies for violations.

B. Enforcement Orders.

1. If any person violates or fails to comply with any of the requirements of this By-law, the Highway Department or Board of Health may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator.

2. Said order may require, without limitation:

- a. Elimination of illicit connections or discharges to the storm drain system;
- b. Performance of monitoring, analyses and reporting;
- c. Remediation of contamination caused by the illicit connection or discharge; and
- d. The implementation of source control or treatment Best Management Practices.

3. Any person aggrieved by an enforcement order may appeal the order to the Board of Health. Appeals shall be made by submitting to the Board of Health, within 30 days of the order being appealed, a letter explaining why the order or decision was not justified. A copy of the letter shall be submitted simultaneously to the Highway Department. The decisions of the Board of Health regarding appeals shall be final. Any further appeal shall be to a court of competent jurisdiction.

C. Action by the Town to Remedy a Violation. If a violator fails to come into compliance by the deadline specified in an enforcement order, the Highway Department or Board of Health may do the work necessary to resolve the violation at the expense of the violator and/or property owner. For situations involving an immediate threat to public health, safety or natural resources, the Highway Department or Board of Health may remove the illicit connection immediately and take such other action as is necessary to protect public health, safety or natural resources; written notice of the removal shall be provided to the property owner by hand within 48 hours of the removal or by certified mail postmarked no later than the next business day following the removal.

D. Recovery of Costs. If the Highway Department or Board of Health undertakes work to correct or mitigate any violation of this By-law, the Department or Board shall (within thirty (30) days after completing the work) notify the violator and the owner(s) of the property (if different) in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner(s) shall be jointly and severally liable to pay the Town those costs within thirty (30) days of the receipt of that notice. The violator and/or the property owner(s) (if different) may file a written protest objecting to the amount or basis of costs with the Board of Health within thirty (30) days of receipt of the notice. If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within sixty (60) after the final decision of the Board of Health or (if appealed to court) a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall be a special assessment against the property and shall constitute a lien on the property pursuant to G.L. c. 40, § 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in G.L. c. 59, § 57.

E. Civil Relief. If a person violates the provisions of this By-law or an order issued thereunder, the Town may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to abate or remedy the violation. Any such civil action must be authorized by the Board of Selectmen.

F. Criminal Penalty. Any person who violates any provision of this By-law or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal complaint may be filed by the Highway Department or Board of Health, with the authorization of the Board of Selectmen.

G. Non-Criminal Disposition (Ticketing). As an alternative to criminal prosecution, the Highway Department or the Board of Health may elect to utilize the noncriminal disposition procedure set forth in G.L. c. 40, § 21D and the Town of Littleton By-law Providing for Non-Criminal Disposition of Violations of Town By-laws (§1-4.B of the Littleton Town Code), in which case the enforcing agents will be: employees of the Highway Department; agents of the Board of Health; and police officers. The penalty for the first violation shall be \$100.00. The penalty for each subsequent

violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

- H. Entry to Perform Duties Under this By-law.** To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of performing their duties under this By-law and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.
- I. Remedies Not Exclusive.** The remedies listed in this By-law are not exclusive of any other remedies available under any applicable federal, state or local law.

§ 38-7. Compatibility with Other Town Laws and Regulations.

The requirements of this By-law are in addition to the requirements of any other policy, rule, regulation or other provision of law. Where any provision of this By-law imposes restrictions different from those imposed by any other policy, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

§ 38-8. Severability.

The provisions of this By-law are severable. If any provision, clause, sentence or paragraph of this By-law or the application thereof to any person, establishment or circumstances is held to be invalid, such invalidity shall not affect any other provisions or application of this By-law; and

(2) by adding a new subsection 1-4.B(1)(s) to the section of the Town Code titled “Non-criminal disposition of certain violations,” to read as follows:

(s) Illicit Connections and Discharges to Storm Drain System By-law (Chapter 38, Art. I).

- [1] Fine allowed: \$300.
- [2] Enforcement agents: Highway Department employees, Board of Health agents, and police officers.
- [3] Fine schedule: First violation, \$100; subsequent violations, \$300.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 20 as printed in the warrant.

ARTICLE 21 Town By-law Amendment: Stormwater: II. Stormwater Management and Erosion Control
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To see if the Town will vote to amend the Town Code as follows:

Ayes have it, motion carries, so declared passed that the Town amend the Town Code as follows:

(1) by adding to Chapter 38, “Stormwater,” an Article II, “Stormwater Management and Erosion Control,” in accordance with Sections II.A.4 and II.A.5 of the U.S. Environmental Protection Agency General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, which mandates that the Town protect Littleton’s water resources and infrastructure by requiring the control of stormwater runoff from new development and redevelopment that disturbs one or more acre of land, to read as follows:

Chapter 38, STORMWATER

ARTICLE II, Stormwater Management and Erosion Control

§ 38-11. Purpose and Authority.

A. The harmful impacts of soil erosion and sedimentation include: impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and overloading or clogging of municipal catch basins and storm drainage systems. Stormwater runoff from developed land uses can have these harmful impacts; it can also increase flooding and decrease groundwater recharge.

The purpose of this By-law is to provide for the health, safety and general welfare of the citizens of the Town of Littleton through the regulation of stormwater runoff from land disturbance and developed and redeveloped land uses.

B. The objectives of this By-law are to:

1. Require practices that eliminate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land disturbance activities and developed land uses;
2. Promote infiltration and the recharge of groundwater;
3. Ensure that adequate soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
4. Require practices to control waste associated with construction activities, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary wastes;
5. Ensure adequate long-term operation and maintenance of stormwater management structures;
6. Comply with the requirements of the Town of Littleton's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and
7. Establish legal authority to ensure compliance with the provisions of this By-law through inspection, monitoring, and enforcement.

C. This By-law is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act.

§ 38-12. Definitions.

For the purposes of this By-law, the following shall mean:

- A. Applicant: Any person requesting a Stormwater Permit.
- B. Best Management Practice ("BMP"): An activity, procedure, restrain, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.
- C. Common Plan of Development (or Common Plan): Any announcement or documentation (including but not limited to a contract, public notice or hearing, advertisement, drawing, plan, or permit application) or physical demarcation (including but not limited to boundary signs, lot stakes, survey or marking) indicating imminent or future plans to disturb earth regardless of how long the plans will take to complete.
- D. Construction and Waste Materials: Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste, at a construction site that may adversely impact water quality.

- E. Development: The modification of land to accommodate a new use or expansion of use, usually involving construction.
- F. Erosion: The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.
- G. Grading: Changing the level or shape of the ground surface.
- H. Erosion and Sedimentation Control Plan: A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land-disturbing activities.
- I. Impervious Surface: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.
- J. Land-Disturbing Activity or Disturbance of Land: Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.
- K. Massachusetts Stormwater Management Standards: The Stormwater Management Standards issued by the Massachusetts Department of Environmental Protection (as amended), aimed at encouraging recharge and preventing stormwater discharges from causing or contributing to the pollution of the surface waters and groundwaters of the Commonwealth. These Standards were first adopted by the

Department in 1996 and are more fully set forth in the Massachusetts Stormwater Handbook.

- L. Municipal Storm Drain System or Storm Drain System: Town of Littleton-owned facilities by which stormwater is collected and/or conveyed. The municipal storm drain system includes but is not limited to municipal roads, catch basins, manholes, gutters, curbs, sidewalks, inlets, piped storm drains, outfalls, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs and other drainage structures.
- M. Operation and Maintenance Plan: A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.
- N. Owner: A person with a legal or equitable interest in property.
- O. Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government (to the extent permitted by law) and any officer, employee, or agent of such person.
- P. Pollutant: Pollutant means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.)), heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural waste, and any other

material that may cause or contribute to exceedance of water quality standards in the waters to which the storm drain system discharges.

Q. **Redevelopment:** Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.

R. **Runoff:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

S. **Sediment:** Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

T. **Sedimentation:** The process or act of deposition of sediment.

U. **Site:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

V. **Soil:** Any earth, sand, rock, gravel, or similar material.

W. **Stabilization:** The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

X. **Stormwater:** Any surface flow, runoff or drainage resulting entirely from any form of natural precipitation.

Y. **Stormwater Management Plan:** A plan containing sufficient information for the Board to evaluate the environmental impact, effectiveness and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater, including controlling stormwater runoff and promoting infiltration.

Z. **Town:** The Town of Littleton, Massachusetts, including its employees and designees. **§ 38-13. Responsibility for Administration.**

A. The Littleton Planning Board (“Board”) shall administer, implement and enforce this By-law, with assistance from the Littleton Building Commissioner as set forth herein. Any powers granted to or duties imposed upon the Board, except the power to hear appeals, may be delegated in writing by the Board to employees or agents of the Town.

B. Waiver. The Board may waive strict compliance with any requirement of this By-law or the rules and regulations promulgated hereunder, where such action:

1. Is allowed by federal, state and local statutes and/or regulations and the Town’s NPDES stormwater discharge permit;
2. Is in the public interest; and
3. Is not inconsistent with the purpose and intent of this By-law.

C. Rules and Regulations. The Board may adopt, and periodically amend, rules and regulations to effectuate the purposes of this By-law. Failure by the Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this By-law.

§ 38-14. Applicability.

This By-law shall apply to all activities that result in disturbance of one or more acres of land. Except as authorized by the Board in a Stormwater Permit or as provided below, no person shall perform any activity that results in disturbance of an acre or more of land or is part of a larger common plan of development or sale that will ultimately disturb one or more acres of land.

A. The following activities are exempt from the requirements of this By-law:

1. Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (G.L. c. 131, § 40) and its implementing regulations (310 CMR 10.00);
2. Normal maintenance of lawns and landscaping; and
3. Activities that:

a. Are subject to jurisdiction under the Wetlands Protection Act (including the stormwater management requirements of the

Wetlands Protection Regulations);

b. Demonstrate compliance with the Massachusetts Stormwater Management Standards, as reflected in an Order of Conditions issued by the Littleton Conservation Commission or the Massachusetts Department of Environmental Protection; and

c. Are in compliance with that Order of Conditions.

§ 38-15. Permits and Procedure.

A. Application. A completed application for a Stormwater Permit shall be filed with the Board. A permit must be obtained prior to the commencement of land disturbing activity regulated by this By-law. The Stormwater Permit Application package shall include:

1. A completed Application Form with original signatures of all owners;
2. An Erosion and Sediment Control Plan as specified in this By-law;
3. A Stormwater Management Plan as specified in this By-law;
4. An Operation and Maintenance Plan as specified in this By-law; and
5. Payment of the application and review fees.

B. Entry. Filing an application for a permit grants the Board or its agent permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.

C. Public Hearing. The Board shall hold a public hearing on the application. The hearing may be combined with the hearing for any other permit or approval for the same project that is within the jurisdiction of the Board. The Board shall make the application available for inspection by the public during business hours at the Littleton Planning Department Office and shall accept comments from the public in writing and at the public hearing.

D. Information Requests. The applicant shall submit all additional information requested by the Board to issue a decision on the application.

E. Action by the Board. The Board may:

1. Approve the Stormwater Permit Application and issue a permit if it finds that the proposed plans will protect water resources and meet the objectives and requirements of this By-law;
2. Approve the Stormwater Permit Application and issue a permit with conditions, modifications or restrictions that the Board determines are required to ensure that the project will protect water resources and meet the objectives and requirements of this By-law; or
3. Disapprove the Stormwater Permit Application and deny the permit if it finds that the proposed plans will not protect water resources or fail to meet the objectives and requirements of this By-law.

F. Fee Structure. Each application must be accompanied by the appropriate application fee as established by the Board. Applicants shall pay the application fee before the review process commences. The Board is authorized to retain a Registered Professional Engineer or other

professional consultant to advise the Board on any or all aspects of the application. The Board may require the applicant to pay reasonable costs to be incurred by the Board for the employment of outside consultants pursuant to Planning Board rules as authorized by G.L. c. 44, § 53G.

G. Project Changes. The permittee, or the permittee's agent, must notify the Board in writing of any change or alteration of a land-disturbing activity authorized in a Stormwater Permit before any change or alteration occurs. If the Board

determines that the change or alteration is significant, the Board may require that an amended Stormwater Permit application be filed. **§ 38-16. Erosion and Sediment Control Plan.**

- A. The Erosion and Sediment Control Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed erosion and sedimentation controls and other pollution prevention measures. A Stormwater Pollution Prevention Plan that meets the requirements of the U.S. Environmental Protection Agency Construction General Permit and the design requirements set forth below shall be considered to meet this requirement.
- B. The erosion and sediment control and pollution prevention measures set forth in the Erosion and Sediment Control Plan shall be designed to meet Standard 8 of the Massachusetts Stormwater Standards, minimize the total area of disturbance, and properly manage construction and waste materials.
- C. Site Plan. The Erosion and Sediment Control Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts or a Certified Professional in Erosion and Sediment Control, containing the following information:
 1. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
 2. Title, date, north arrow, scale, legend, and locus map;
 3. Locations of watercourses and water bodies;
 4. Lines of existing abutting streets showing drainage (including catch basins), driveway locations and curb cuts;
 5. Property lines showing the size of the entire parcel, and a delineation and number of square feet of the land area to be disturbed;
 6. Drainage patterns and approximate slopes anticipated after major grading activities (construction phase grading plans);
 7. Location and details of erosion and sediment control measures, including both structural and non-structural measures, interim grading, and material stockpiling areas;
 8. Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures; and
 9. Such other information as is required by the Board. §

38-17. Stormwater Management Plan.

- A. The Stormwater Management Plan shall contain sufficient information for the Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater

post-construction. The Stormwater Management Plan shall fully describe the project in drawings and narrative. The Stormwater Management Plan may (but is not required to) follow the format and content of the “Stormwater Report” specified by the Massachusetts Department of Environmental Protection to document compliance with the Massachusetts Stormwater Standards.

B. The stormwater management measures described in the Stormwater Management Plan shall, at a minimum, be designed to meet Massachusetts Stormwater Management Standards 1-6 (for new development) or 7 (for redevelopment). To the extent that the Town’s NPDES stormwater discharge permit contains post-construction requirements that go beyond the Massachusetts Stormwater Management Standards, additional design requirements implanting the NPDES permit requirements may be adopted by the Planning Board in Rules and Regulations developed under **§ 38-13C**.

C. Site Plan. The Stormwater Management Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts, containing the following information:

1. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
2. Title, date, north arrow, scale, legend, and locus map;
3. The site’s existing and proposed topography with contours at 2 foot intervals;
4. The existing site hydrology, including any existing stormwater conveyances or impoundments;
5. Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
6. The existing and proposed vegetation and ground surfaces with runoff coefficient for each;
7. A drainage area map showing pre and post construction watershed boundaries, drainage area and stormwater flow paths;
8. Drawings of all components of the proposed drainage system; and
9. Such other information as is required by the Board. §

38-18. Operation and Maintenance Plan.

A. An Operation and Maintenance Plan (O&M Plan) is required at the time of application for all projects. The O&M Plan shall be designed to ensure that all aspects of the stormwater management system operate as designed throughout the life of the system. The Board shall make the final decision regarding what maintenance requirements are appropriate in a given situation. Each parcel must have its own O&M Plan. The O&M Plan shall remain on file with the Board and shall be an ongoing requirement, enforceable against the owner of the parcel to which it applies, pursuant to the provisions of this By-law.

B. The O&M Plan shall include:

1. The name(s) of the owner(s) of the parcel for which the O&M Plan is being submitted;
2. Maintenance specifications, including a schedule, for all drainage structures, including swales and ponds, and any other component of the stormwater system that requires maintenance; and

3. The signature(s) of the owner(s).

C. In the case of stormwater BMPs that are serving more than one lot, the applicant shall include a mechanism for implementing and enforcing the O&M Plan. The applicant shall identify the lots or units that will be serviced by the proposed stormwater BMPs. The applicant shall also provide a copy of the legal instrument (deed, declaration of trust, articles of incorporation, etc.) that establishes the terms of and legal responsibility for the operation and maintenance of stormwater BMPs. In the event that the stormwater BMPs will be operated and maintained by an entity or person other than the sole owner of the lot upon which the BMPs are placed, the applicant shall provide a plan and easement deed that provides a right of access for the entity or person to be able to perform said operation and maintenance functions.

D. The Board may require that notice of the O&M Plan be recorded with the Registry of Deeds.

E. The Board may require that the property owner submit an annual report documenting maintenance activities.

F. Changes to Operation and Maintenance Plans.

1. The owner(s) of the parcel to which an O&M Plan applies must notify the Board of any changes in ownership of the parcel.
2. In the case of a stormwater BMP that serves more than one lot, the owners of the parcels served by the BMP must notify the Board of any change to the entity or person operating or maintaining the BMP or the legal instrument that establishes terms and legal responsibility for the operation and maintenance of the BMP.
3. The O&M Plan may be amended to achieve the purposes of this By-law by mutual agreement of the Board and the parcel owner(s). Amendments must be in writing and signed by all owners and the Board.

§ 38-19. Inspections, As-Built Plan and Access.

A. Board Inspection. The Board or its designated agent may make inspections (before, during and/or after construction) to assess compliance with the Stormwater Permit. The Board may require the applicant to notify the Board before significant site milestones, such as installation of erosion and sediment control measures or completion of site clearing.

B. Permittee Inspections. The Board may require the permittee or his/her agent to periodically conduct and document inspections of all control measures (before, during and/or after construction) and submit reports to the Board.

C. As-Built Plan. After the stormwater management system has been constructed and before the surety has been released, the applicant must submit to the Board a record plan detailing the actual stormwater management system as installed.

D. Access Permission. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this By-law and may make or cause to be made such examinations, surveys or sampling as the Board deems reasonably necessary to determine compliance with the permit.

§ 38-20. Surety.

The Board may require the permittee to post, before the start of land disturbance activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by town counsel, and be in an amount deemed sufficient by the Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Board may release part of the bond as each phase is completed in compliance with the permit but the bond may not be fully released until the Board has received the final as-built plan.

§ 38-21. Enforcement.

J. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this By-law. The Board and its authorized agents shall enforce this By-law and may pursue all civil and criminal remedies for violations.

K. Enforcement Orders.

1. If any person violates or fails to comply with any of the requirements of this By-law, the Board may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator.

2. Said order may require, without limitation:

- a. A requirement to cease and desist from land-disturbing activity until compliance is achieved;
- b. Maintenance, installation or performance of additional erosion and sediment control measures;
- c. Repair, maintenance or replacement of the stormwater management system or portions thereof in accordance with the Stormwater Permit and/or the O&M Plan;
- d. Monitoring, analyses, and reporting; and
- e. Remediation of erosion, sedimentation, or any other adverse impact resulting directly or indirectly from failure to comply with the Erosion and Sediment Control Plan, the Stormwater Management Plan, the O&M Plan, or any other terms or conditions of a Stormwater Permit or this By-law.

3. Any person aggrieved by an enforcement order may appeal the order to the Board. Appeals shall be made by submitting to the Board, within 30 days of the order being appealed, a letter explaining why the order or decision was not justified. The decisions of the Board regarding appeals shall be final. Any further appeal shall be to a court of competent jurisdiction.

L. Action by the Town to Remedy a Violation. If a violator fails to come into compliance by the deadline specified in an enforcement order, the Board may do the work necessary to resolve the violation at the expense of the violator and/or property owner. For situations involving an immediate threat to public health, safety or natural resources, the Board may immediately take such action as is necessary to protect public health, safety or natural resources; written notice of the action shall be provided to the property owner within twenty-four (24) hours.

M. Recovery of Costs. If the Board undertakes work to correct or mitigate any violation of this By-law, the Department or Board shall (within thirty (30) days after completing the work) notify the violator and the owner(s) of the property (if different) in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner(s) shall be jointly and severally liable to pay the Town those costs within thirty (30) days of the receipt of that notice. The violator and/or the property owner(s) (if different) may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notice. If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within sixty (60) after the final decision of the Board or (if appealed to court) a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall be a special assessment against the property and shall constitute a lien on the property pursuant to G.L. c. 40, § 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in G.L. c. 59, § 57.

N. Civil Relief. If a person violates the provisions of this By-law or an order issued thereunder, the Town may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to abate or remedy the violation. Any such civil action must be authorized by the Board of Selectmen.

O. Criminal Penalty. Any person who violates any provision of this By-law or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal complaint may be filed by the Board, with the authorization of the Board of Selectmen.

P. Non-Criminal Disposition (Ticketing). As an alternative to criminal prosecution, the Board or its agents may elect to utilize the non-criminal disposition procedure set forth in G.L. c. 40, § 21D and the Town of Littleton By-law Providing for Non-Criminal Disposition of Violations of Town By-laws (§1-4.B of the Littleton Town Code), in which case the enforcing agents will be: employees of the Planning Department and the Building Commissioner. The penalty for the first violation shall be \$100.00. The penalty for each subsequent violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Q. Entry to Perform Duties Under this By-law. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of performing their duties under this By-law and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.

R. Remedies Not Exclusive. The remedies listed in this By-law are not exclusive of any other remedies available under any applicable federal, state or local law.

§ 38-22. Compatibility with Other Town Laws and Regulations.

The requirements of this By-law are in addition to the requirements of any other policy, rule, regulation or other provision of law. Where any provision of this By-law imposes restrictions different from those imposed by any other policy, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

§ 38-23. Severability.

If any provision, paragraph, sentence, or clause of this By-law shall be held invalid for any reason, all other provisions shall continue in full force and effect; and

(2) by adding a new subsection 1-4.B(1)(t) to the section of the Town Code titled “Non-criminal disposition of certain violations,” to read as follows:

(s) Stormwater Management and Erosion Control By-law (Chapter 38, Art. II).

[1] Fine allowed: \$300.

[2] Enforcement agents: Planning Department employees and the Building Commissioner.

[3] Fine schedule: First violation, \$100; subsequent violations, \$300.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 21 as printed in the warrant.

ARTICLE 22

Home Rule Petition – Additional Package Store All Alcohol Licenses

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action in relation thereto.

Ayes have it, motion carries, declared a vote to authorize the Board of Selectmen to petition the General Court for special legislation as set below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action in relation thereto. **AN ACT AUTHORIZING THE TOWN OF LITTLETON TO GRANT ADDITIONAL LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES**
SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Littleton may grant one additional license for the sale of all alcoholic beverages not to be drunk on the premises pursuant to Section 15 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except said section 17.

SECTION 2. The licensing authority of the Town of Littleton shall only grant such licenses to persons, corporations, organization and entities operating a business located within the district known as the Littleton Common, as more specifically shown on a plan on file with the Board of Selectmen of the Town of Littleton.

SECTION 3. The licensing authority of the Town of Littleton shall not approve the transfer of a license granted pursuant to this Act to person, corporation, organization or entity for a period of three (3) years from the date of issuance; provided, however, that after three (3) years, the licensing authority shall not approve a transfer of the license to a location outside of the Littleton Common.

SECTION 4. If a license granted pursuant to this Act is revoked, cancelled, forfeited or surrendered it shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the

licensing authority of the Town of Littleton. The licensing authority may then grant the license to a new applicant operating within the Littleton Common only.

SECTION 5. Any license issued pursuant to this act shall be clearly marked "Littleton Common Only" and contain as a condition to issuance, the restriction on transfers set forth in Section 3 of this Act. Any issuance or transfer of a such license must comply with Chapter 138 of the General Laws.

SECTION 6. Notwithstanding the foregoing, this Act shall not prohibit the licensing authority of the Town of Littleton from modifying, suspending, revoking, or cancelling a license issued pursuant to this Act as permitted in Chapter 138 of the General Laws.

SECTION 7. This act shall take effect upon its passage.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 22 as printed in the warrant.

ARTICLE 23 Borrowing Authorization

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2016, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action in relation thereto.

Unanimously voted on the Consent Calendar to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2016, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 23 as printed in the warrant.

ARTICLE 24 Compensating Balance Agreement

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2017, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

Unanimously voted on the Consent Calendar to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2017, pursuant to Chapter 44, Section 53F of the General Laws.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 24 as printed in the warrant.

ARTICLE 25 FY 2017 Personal Exemption Amounts

To see if the Town will vote to accept Chapter 73 of the Acts and Resolves of 1986, as amended by Chapter 126 of the Acts and Resolves of 1988, and under the provisions thereof to grant additional real estate tax exemptions for fiscal year 2017 to those persons who otherwise qualify for an exemption under Clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A or 41C of section 5 of Chapter 59 of the General Laws (elderly persons, disabled veterans, or blind persons), in an amount equal to fifty percent (50%) of said exemption, or to take any other action in relation thereto.

Unanimously voted on the Consent Calendar to accept Chapter 73 of the Acts and Resolves of 1986, as amended by Chapter 126 of the Acts and Resolves of 1988, and under the provisions thereof to grant additional real estate tax exemptions for fiscal year 2017 to those persons who otherwise qualify for an exemption under Clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A or 41C of section 5 of Chapter 59 of the General Laws (elderly persons, disabled veterans, or blind persons), in an amount equal to fifty percent (50%) of said exemption.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 25 as printed in the warrant.

MOTION TO DISSOLVE THE BUSINESS OF TOWN MEETING, SO MOVED AND SECONDED. TOWN MODERATOR TIM GODDARD SO DECLARED THE TOWN MEETING DISSOLVED AT 11:39PM.

RESPECTFULLY SUBMITTED: A True Copy, Attest: Diane Crory, Town Clerk



NOVEMBER 16, 2016 SPECIAL TOWN MEETING

7:00 p.m. Charles Forbes Kaye Gymnasium, Littleton Middle School

Town Moderator, Timothy Goddard, called the Special Town Meeting to order at 7:05PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton. Chairman Melissa Hebert led us with the Pledge of Allegiance. Next Town Moderator did the reading of Return of Warrant to begin the business of the evening.

ARTICLE 1 Bills of Prior Years

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from Overlay Surplus the sum of \$1,439.35 to pay the following unpaid bills from prior fiscal years:

<u>Vendor</u>	<u>Dept.</u>	<u>Amount</u>	<u>Fiscal Year</u>
K.J. Plumbing & Heating Co.	Public Buildings (Police)	\$668.74	FY 2013
Littleton Electric Co.	Public Buildings (Fire)	<u>770.61</u>	FY 2015
Total			\$1,439.35

Ayes have it, passed by unanimous vote, so declared passed that the Town will transfer from Overlay surplus the sum of \$1,439.35 to pay the unpaid bill from prior fiscal years as stated above.

ARTICLE 2 Amend Classification & Compensation Plan – State Minimum Wage

To see if the Town will vote to amend the Classification and Compensation Plan to implement the State Minimum Wage of \$11 per hour, effective January 1, 2017, by amending Schedules C, C-1, and D to read as follows, or to take any other action in relation thereto.

Schedule C, Park & Recreation Department

Seasonal / Temporary / Fee-based Positions (hourly) – *effective January 1, 2017*

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$11.00	\$11.08	\$11.16	\$11.24	\$11.32
2 hourly	11.11	11.19	11.27	11.35	11.44
3 hourly	11.22	11.30	11.38	11.47	11.56
4 hourly	11.33	11.41	11.50	11.59	11.68
5 hourly	11.44	11.53	11.62	11.71	11.80
6 hourly	11.55	11.72	11.90	12.08	12.26
7 hourly	11.72	11.90	12.08	12.26	12.44
8 hourly	12.01	12.19	12.37	12.56	12.75
9 hourly	12.52	12.86	13.21	13.57	13.94

[Schedule C current range is:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
10 hourly	13.05	13.41	13.78	14.16	14.55
11 hourly	13.64	14.02	14.41	14.81	15.22
12 hourly	14.25	14.64	15.04	15.45	15.87

Grade	Step 1	Step 5
1	\$10.00	\$10.40
2	10.15	10.55
3	10.30	10.72
4	10.45	10.88
5	10.61	11.38
6	10.88	12.01
7	11.26	12.56
8	11.77	13.11
9	12.30	13.72
10	12.92	14.42
11	13.57	15.11
12	14.18	15.80]

Schedule C-1, Community Education

Temporary / Fee-Based [Hourly] – effective January 1, 2017

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	\$11.00		
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

Schedule D, Fire Department On-Call - effective January 1, 2017

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$11.00					
2 hourly	14.57	14.86	15.16	15.46	15.77	16.09
3 hourly	15.15	15.45	15.76	16.08	16.40	16.73
4 hourly	15.75	16.07	16.39	16.72	17.05	17.39
5 hourly	16.22	16.54	16.87	17.21	17.55	17.90
6 hourly	16.71	17.04	17.38	17.73	18.08	18.44
7 hourly	17.21	17.55	17.90	18.26	18.63	19.00
8 hourly	17.73	18.08	18.44	18.81	19.19	19.57
9 hourly	18.26	18.63	19.00	19.38	19.77	20.17
10 hourly	18.44	18.81	19.19	19.57	19.96	20.36

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 2 as printed in the warrant.

Ayes have it, declared to be a unanimous vote that the Town amend the Classification and Compensation Plan to implement the State Minimum Wage of \$11 per hour, effective January 1, 2017, by amending Schedule C, C-1 and D as stated above.

ARTICLE 3 FY 2017 Budget Amendments

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$106,189 to amend the FY 2017 Operating Budget, as adopted pursuant to Article 4 of the May 2, 2016 Annual Town Meeting, by adjusting budget line items, as follows:

Budget Line Item	FY 2017		FY 2017
	Budget	Adjustment	Adjusted
122 Selectmen/Town Administrator – Personal Services	\$198,222	+\$45,410	\$243,632
300 School Department	18,000,000	+52,362	18,052,362
630 Park & Recreation Enterprise Subsidy	<u>113,226</u>	<u>+8,417</u>	<u>121,643</u>
TOTAL Appropriated Budgets	\$38,561,277	\$106,189	\$38,667,466

Unanimously voted to amend the FY 2017 Operating Budget, as adopted pursuant to Article 4 of the May 2, 2016 Annual Town Meeting by adjusting budget line items as stated above.

ARTICLE 4 **Debt Exclusion Stabilization Fund**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited in the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition two-and-one-half, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws; or to take any other action in relation thereto

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$440,316 and transfer from Overlay Surplus the sum of \$92,485, for a total of \$532,801 to be deposited in the Debt Exclusion Stabilization Fund.

Passes my unanimous vote to raise and appropriate the sum of \$440,316 and transfer from Overlay Surplus the sum of \$92,485, for a total of \$532,801 to be deposited in the Debt Exclusion Stabilization Fund.

A brief recess was taken due to the request of Town Clerk to adjust the overflow situation and a voter. In speaking with Town Counsel it was explained that we would need to appoint a Deputy Moderator to the overflow location (cafeteria) as there were many voters (approximately 150) and they were not able to have their opinion voiced without coming all the way back to the gymnasium. Chairman Melissa Hebert made a motion to appoint Paul Avella as the Deputy Moderator and he will count the votes and relay all information to the Town Clerk through a walkie/talkie that was provided by the School Department and that information would be relayed to the Moderator.

At the conclusion of the vote on Article 4 a motion to adjourn and move to Special Town Meeting #2 at 7:30PM was called. So moved and seconded, unanimously voted.

At 8:02PM Special Town Meeting #2 was dissolved and STM #1 was called back to order and the order of business was continued.

ARTICLE 5 **Supplemental FY 2017 Capital Items from Available Funds**

To see if the Town will vote to raise and appropriate or transfer from available funds the following sums of money to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

- A. Comprehensive needs assessment for recreation fields – a sum of money to be expended by the Park & Recreation Commission for a comprehensive needs assessment for recreation fields.
- B. Town government building space needs assessment – a sum of money to be expended by the Permanent Municipal Building Committee for a Town government building spaces needs assessment, including for seniors, park & recreation, and other Town offices.
- C. Littleton Common Sewer Strategic Plan – a sum of money to be expended by the Board of Selectmen to develop a Littleton Common Sewer strategic plan.

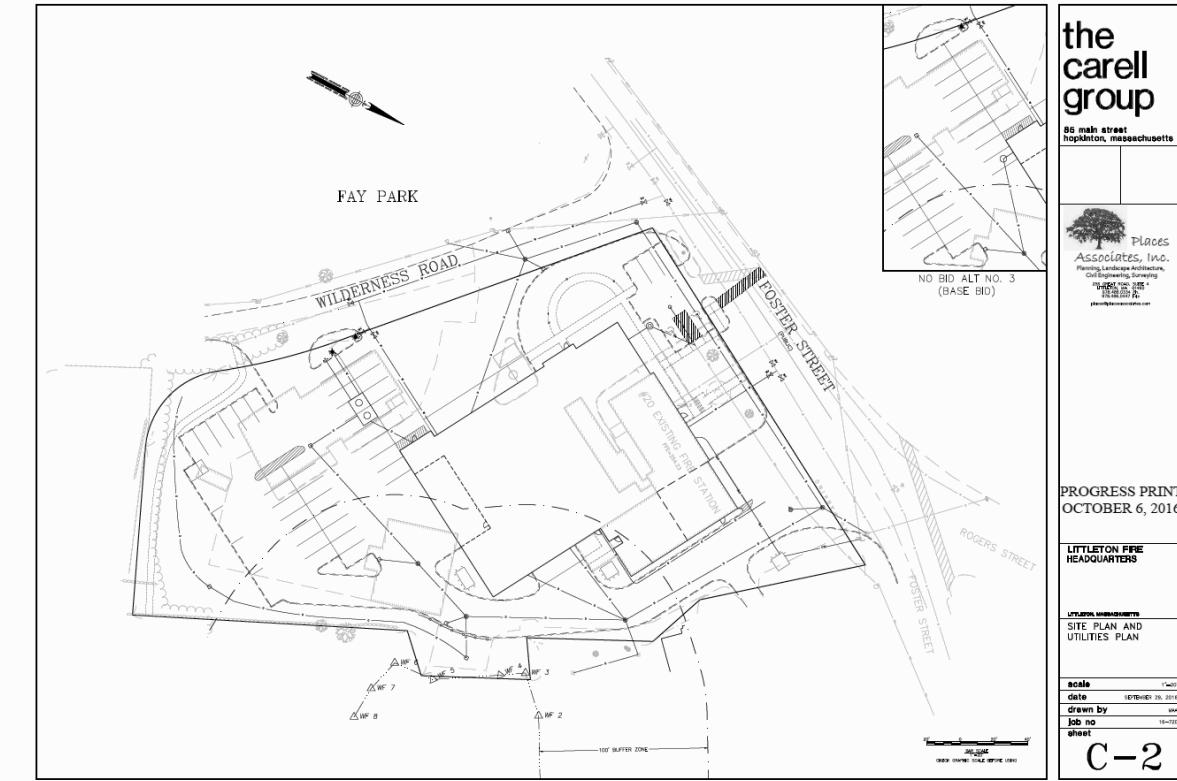
Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from Overlay Surplus the sum of \$320,000 for capital and one time projects itemized and described in Article 5, as follows: \$48,000 for Item A; \$20,000 for Item B; and \$252,000 for Item C.

Passed by the necessary majority vote to transfer from Overlay Surplus the sum of \$320,000 for capital and one time projects itemized and described in Article 5, as follows: \$48,000 for Item A; \$20,000 for Item B; and \$252,000 for Item C.

ARTICLE 6 **Fire Station Facility Expansion Construction and Lease of Temporary Fire Department Facilities**

To see if the Town will vote to borrow and/or transfer from available funds a sum or sums of money to be expended by the Permanent Municipal Building Committee for the Fire Station expansion construction project at the 20 Foster Street facility, other site improvements incidental or directly related thereto, and the lease of private property for use as a temporary fire station during the course of the project, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, to authorize the Board of Selectmen to enter into a lease of private property to be used as the site of a temporary fire station in connection with the Fire Station expansion construction project, said site to be selected pursuant to the procedures set forth in M.G.L. c.30B, on such terms and conditions as the Board of Selectmen determine to be in the best interests of the Town; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 6 as printed in the warrant, in the total amount of \$8,900,000 therefor, as follows: (1) by transferring from the Capital Stabilization Fund the sum of \$2,900,000; and (2) by appropriating and borrowing the sum of \$6,000,000, and authorizing the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority.

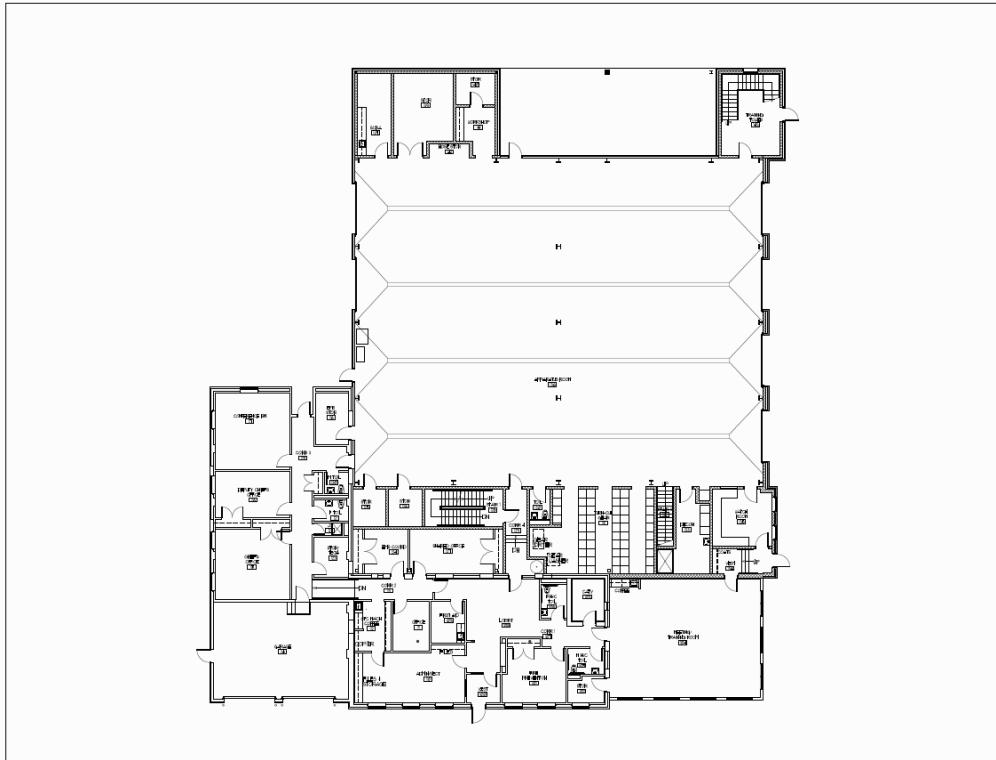


**the
carell
group**

86 main street
hopkinton, massachusetts



*Article 6. Fire
Station
Facility
Expansion
Construction
and Lease of
Temporary
Fire
Department
Facilities*



**the
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group**

85 main street
hopkinton, massachusetts

LITTLETON FIRE
HEADQUARTERS

LITTLETON FIRE
HEADQUARTERS

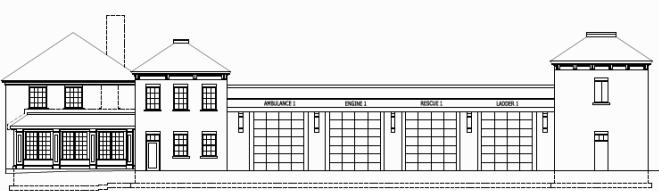
FIRST FLOOR
PLAN

scale 1/8" = 1'-0"
date September 26, 2016
drawn by vc
job no.
sheet

A1.2



NORTH ELEVATION - FRONT ELEVATION



WEST ELEVATION (FRONT ELEVATION)

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85 main street
hopkinton, massachusetts

LITTLETON FIRE
HEADQUARTERS

LITTLETON FIRE
HEADQUARTERS

EXTERIOR ELEVATIONS

scale 1/8" = 1'-0"
date September 26, 2016
drawn by vc
job no.
sheet

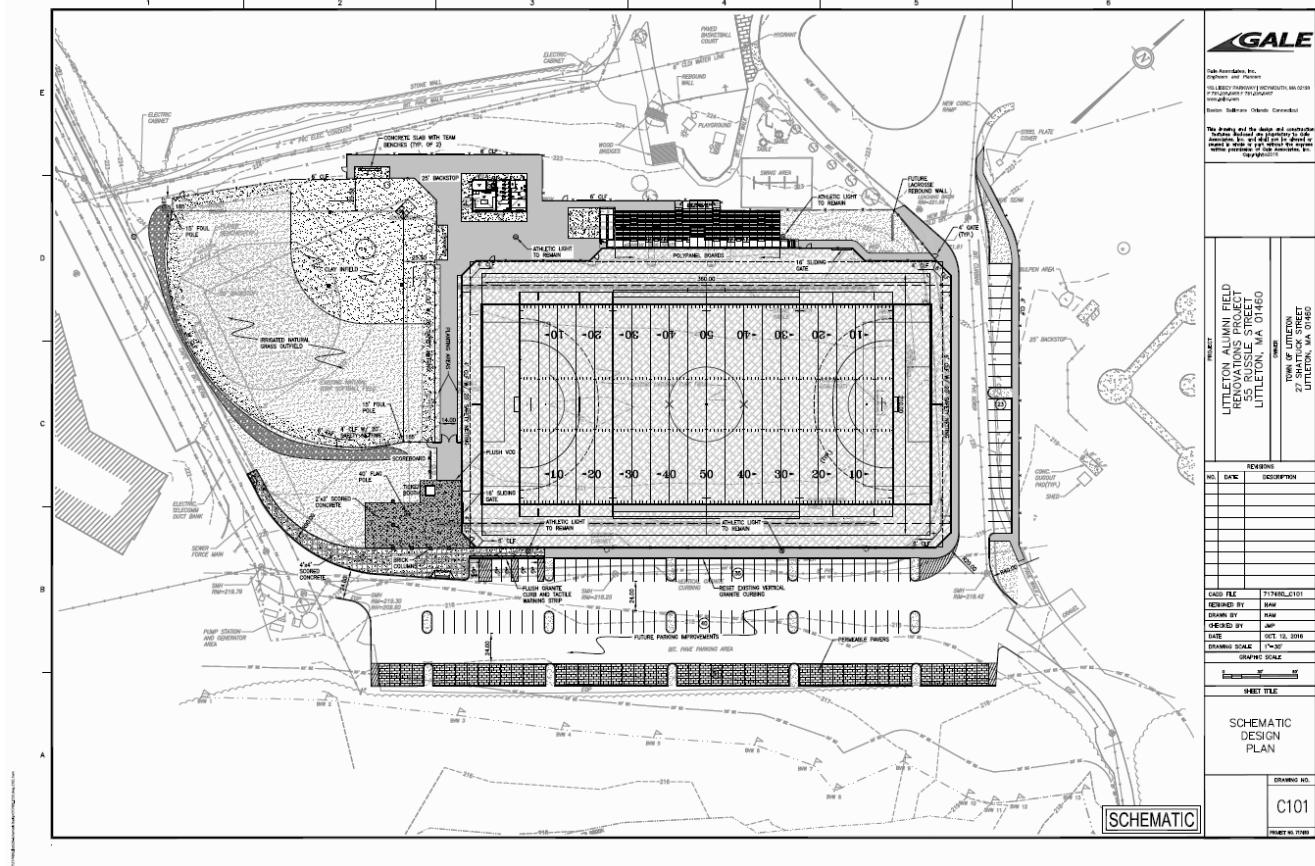
A4.1

Article 6. Fire Station Facility Expansion Construction and Lease of Temporary Fire Department Facilities

Voted by checklist and ballot and passed by the necessary 2/3rds. Total ballots cast 731, Yes votes 712; No votes 19; 486 necessary to pass. The Town voted \$8,900,000, therefor, as follows: (1) by transferring from the Capital Stabilization Fund the sum of \$2,900,000; and (2) by appropriating and borrowing the sum of \$6,000,000 to be expended by the Permanent Municipal Building Committee for the Fire Station expansion construction project at the 20 Foster Street facility, other site improvements incidental or directly related thereto, and the lease of private property for use as a temporary fire station during the course of the project, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, to authorize the Board of Selectmen to enter into a lease of private property to be used as the site of a temporary fire station in connection with the Fire Station expansion construction project, said site to be selected pursuant to the procedures set forth in M.G.L. c.30B, on such terms and conditions as the Board of Selectmen determine to be in the best interests of the Town.

ARTICLE 7
Alumni Field Renovation Construction

To see if the Town will vote to borrow and/or transfer from available funds a sum or sums of money to be expended by the Permanent Municipal Building Committee for the Alumni Field renovation construction project at 55 Russell Street and other site improvements incidental or directly related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor; or to take any other action in relation thereto.



Article 7. Alumni Field Renovation Construction

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 7 as printed in the warrant, in the total amount of \$4,000,000 therefor, as follows: (1) by transferring from May 2, 2016 Special Town Meeting Article 4-D, Alumni Field renovation design, the sum of \$164,000; and (2) by appropriating and borrowing the sum of \$3,836,000, and authorizing the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority.

Voted by checklist and ballot and passed by the necessary 2/3rds vote. Total ballots cast 753, Yes votes 596; No votes 157; 502 necessary to pass. The Town voted to approve the monies be expended by the Permanent Municipal Building Committee for the Alumni Field renovation construction project at 55 Russell Street and other site improvements incidental or directly related thereto; the total amount of \$4,000,000 therefor, as follows: (1) by transferring from May 2, 2016 Special Town Meeting Article 4-D, alumni field renovation design, the sum of \$164,000; and (2) by appropriating and borrowing the sum of \$3,836,000, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds and notes of the Town therefor.

ARTICLE 8 **Rescind Unused Borrowing Authorizations**

To see if the Town will vote to rescind the borrowing authorized for the following articles and following un-issued amounts, or to take any other action in relation thereto:

<i>Town Meeting Vote</i>	<i>Project</i>	<i>Authorization</i>	<i>Amount Issued</i>	<i>Total to be Rescinded</i>
5/6/2013 ATM Art. 15	Church Meadows	\$270,000.00	\$0	<u>\$270,000.00</u>
			Total	\$270,000.00

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 8 as printed in the warrant.

Passed unanimously to rescind the borrowing authority for Article 15 of the ATM 5/6/2013 as stated above.

ARTICLE 9 **Mill Pond Restoration Project Feasibility Study**

To see if the Town will vote to transfer from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting the sum of \$19,500, to be added the \$67,500 voted under Article 6 of the May 2, 2016 Special Town Meeting, for a total of \$87,000, to be expended under the direction of the Clean Lakes Committee for completion of a feasibility study for an aquatic ecosystem restoration project at Mill Pond, to be undertaken by the U.S. Army Corps of Engineers (“Corps”) pursuant to a Feasibility Cost Share Agreement (FCSA) to be executed between the Corps and the Board of Selectmen; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 9 as printed in the warrant.

Passed unanimously vote to transfer from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting the sum of \$19,500, to be added the \$67,500 voted under Article 6 of the May 2, 2016 Special Town Meeting, for a total of \$87,000, to be expended under the direction of the Clean Lakes Committee for completion of a feasibility study for an aquatic ecosystem restoration project at Mill Pond, to be undertaken by the U.S. Army Corps of Engineers (“Corps”) pursuant to a Feasibility Cost Share Agreement (FCSA) to be executed between the Corps and the Board of Selectmen.

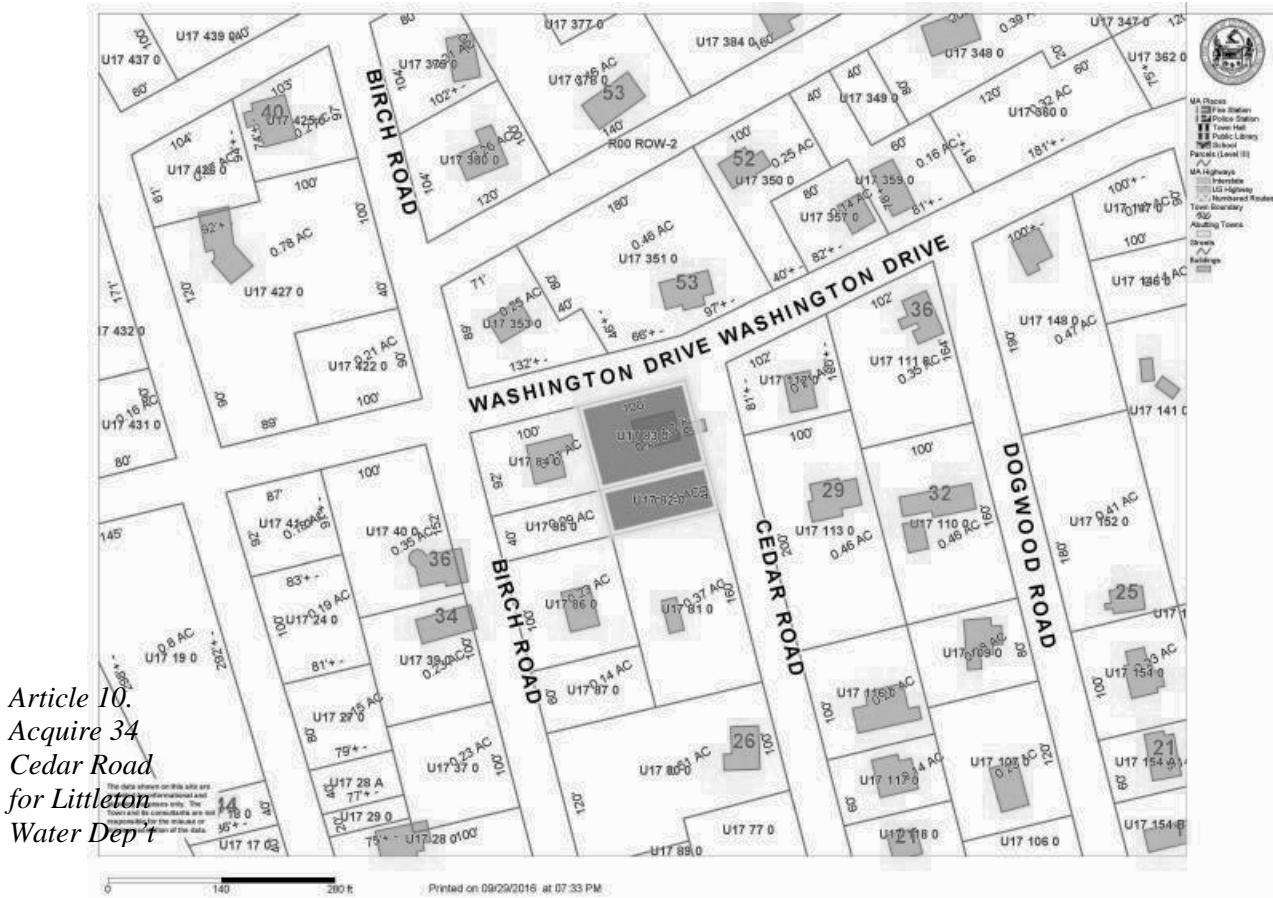
ARTICLE 10 **Acquire 34 Cedar Road for Littleton Water Department**

To see if the Town will (i) vote to authorize the Board of Water Commissioners to acquire by purchase, gift or eminent domain, for Water Department purposes, the fee interest in a certain parcel of real estate, with all buildings and improvements thereon, located at 34 Cedar Road, Littleton, MA and as further described in a deed dated April 19, 2016 and duly recorded at the Middlesex County Registry of Deeds, Book 67113, Page 95, containing 0.30 acres, more or less, shown as Assessors Map U17, Parcel 82 and 83, a copy of which maps are on file in the Office of the Town Clerk, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Board of Water

Commissioners may determine; (ii) to appropriate \$200,000 or some other amount to pay costs of purchasing the property described herein, including the payment of all costs incidental and related thereto, and to determine whether this amount should be raised by borrowing, transfer from available funds or otherwise; (iii) to authorize the Board of Water Commissioners to enter into all agreements and execute any and all instruments as may be necessary to effect said acquisition or purchase; or (iv) to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 10 as printed in the warrant and to appropriate and borrow the sum of \$200,000 therefor; and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority.

Ayes have it, unanimously voted by the Town to (i) authorize the Board of Water Commissioners to acquire by purchase, gift or eminent domain, for Water Department purposes, the fee interest in a certain parcel of real estate, with all buildings and improvements thereon, located at 34 Cedar Road, Littleton, MA and as further described in a deed dated April 19, 2016 and duly recorded at the Middlesex County Registry of Deeds, Book 67113, Page 95, containing 0.30 acres, more or less, shown as Assessors Map U17, Parcel 82 and 83, a copy of which maps are on file in the Office of the Town Clerk, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Board of Water Commissioners may determine; (ii) to appropriate \$200,000 or some other amount to pay costs of purchasing the property described herein, including the payment of all costs incidental and related thereto, and to determine whether this amount should be raised by borrowing, transfer from available funds or otherwise; (iii) to authorize the Board of Water Commissioners to enter into all agreements and execute any and all instruments as may be necessary to effect said acquisition or purchase.



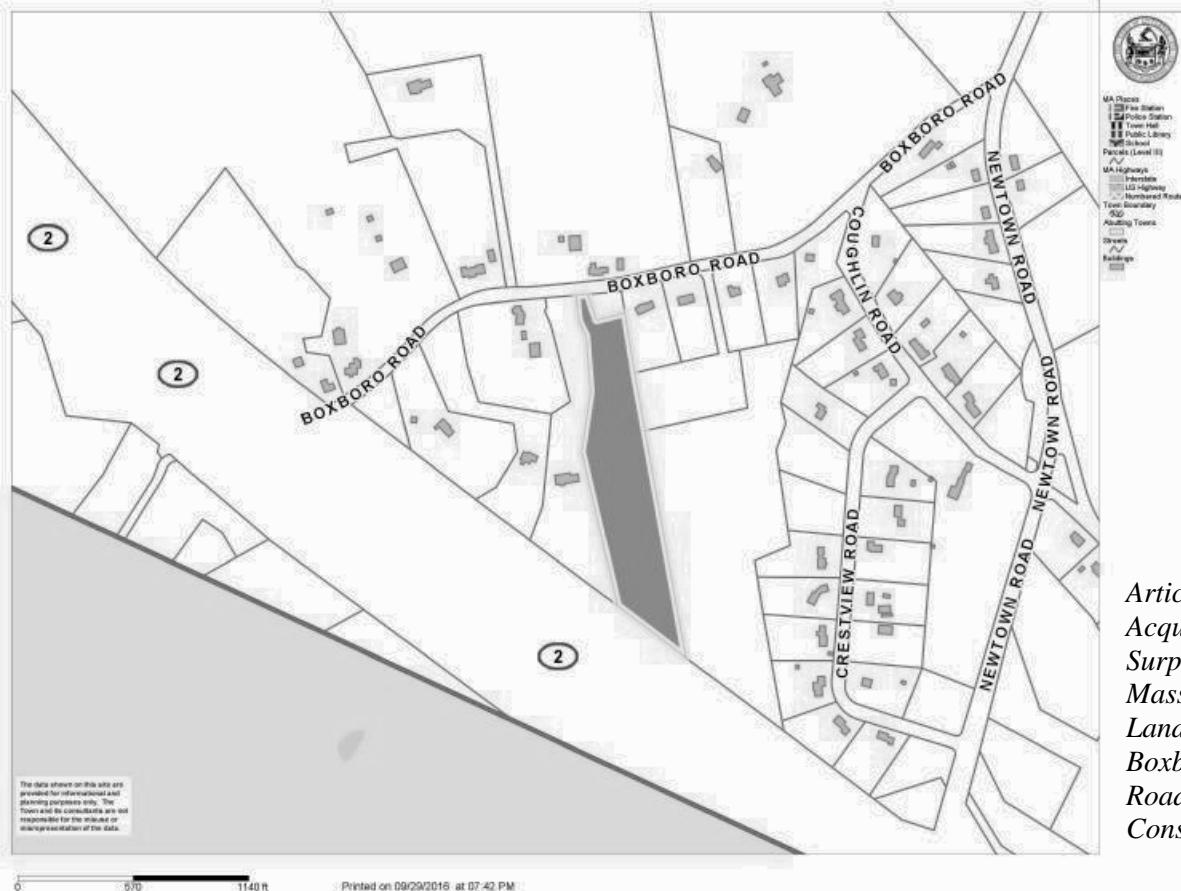
ARTICLE 11
Acquire Surplus MassDOT Land on Boxborough Road for Conservation
[2/3rds vote required]

To see if the Town will vote (i) to authorize the Board of Selectmen to acquire by purchase from the Commonwealth of Massachusetts for passive outdoor recreation and conservation purposes the fee interest in a certain parcel of land on Boxborough Road, containing 5.3 acres, more or less, shown as Assessors Map R05-14-3, and being a property described in a deed recorded in the Middlesex South Registry of Deeds in Book 7575, Page 167-168 dated September 7, 1950, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission; (ii) to appropriate \$205,000 or some other amount to pay the costs of purchasing the property described herein, including the payment of all costs incidental and related thereto, and to determine whether this amount should be raised by borrowing, use of Community Preservation Act funds, transfer from available funds, taxation or otherwise; (iii) to authorize the Board of Selectmen and 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 (iv) to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 11 as printed in the warrant and to transfer from the CPA Open Space Reserve the sum of \$205,000 therefor, as recommended by the Community Preservation Committee.

Ayes have it, unanimously voted by the Town to (i) authorize the Board of Selectmen to acquire by purchase from the Commonwealth of Massachusetts for passive outdoor recreation and conservation purposes the fee interest in a certain parcel of land on Boxborough Road, containing 5.3 acres, more or less, shown as Assessors Map R05-14-3, and being a property described in a deed recorded in the Middlesex South Registry of Deeds in Book 7575, Page 167-168 dated September 7, 1950, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission; (ii) to appropriate \$205,000 or some other amount to pay the costs of purchasing the property described herein, including the payment of all costs incidental and related thereto, and to determine whether this amount should be raised by borrowing, use of Community Preservation Act funds, transfer from available funds, taxation or otherwise; (iii) to authorize the Board of Selectmen and 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.



*Article 11.
Acquire
Surplus
MassDOT
Land on
Boxborough
Road for
Conservation*

ARTICLE 12

Acquire Land at 31 Boxborough Road for Conservation

Motion: Moved and seconded by the Board of Selectmen that the Town Vote

- (i) To authorize the Board of Selectmen to acquire by purchase, gift or eminent domain the fee interest in a two parcels of land located at 31 Boxborough Road: Parcel A, containing approximately 32.25 acres of land, and Parcel B containing approximately 2.86 acres of land, both as shown on a plan entitled "Plan of Land in Littleton, Mass. Owned by Joyce W. Williams," prepared by David E. Ross Associates, Inc. and dated July, 2016, which map is on file in the Office of the Town Clerk, and being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 14640, Page 109, together with and subject to all rights, restrictions and easements of record on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission;
- (ii) to appropriate the funds necessary to pay the costs of acquiring the property described

herein, including the payment of all costs incidental and related thereto, (a) by transferring from CPA Open Space Reserve the sum of \$260,000; (b) by transferring from CPA Undesignated Reserve the sum of \$210,000 ; and (c) by appropriating and borrowing the sum of \$403,758, and authorizing the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.C.L. Chapter 44B, or any other enabling authority; provided that such appropriations shall be contingent upon the award of a grant of \$400,000 under the Commonwealth's Local Acquisitions for Natural Diversity (LAND) Program; and provided Further that to the extent federal, state or other funds are or become available for the purposes outlined in this Article, the Board of Selectmen and any other applicable boards or commissions of the Town are authorized to apply for and accept such funds and that the amount authorized to be borrowed for this purpose shall be reduced to the extent of any grants or gifts received by the Town of account of this project; and

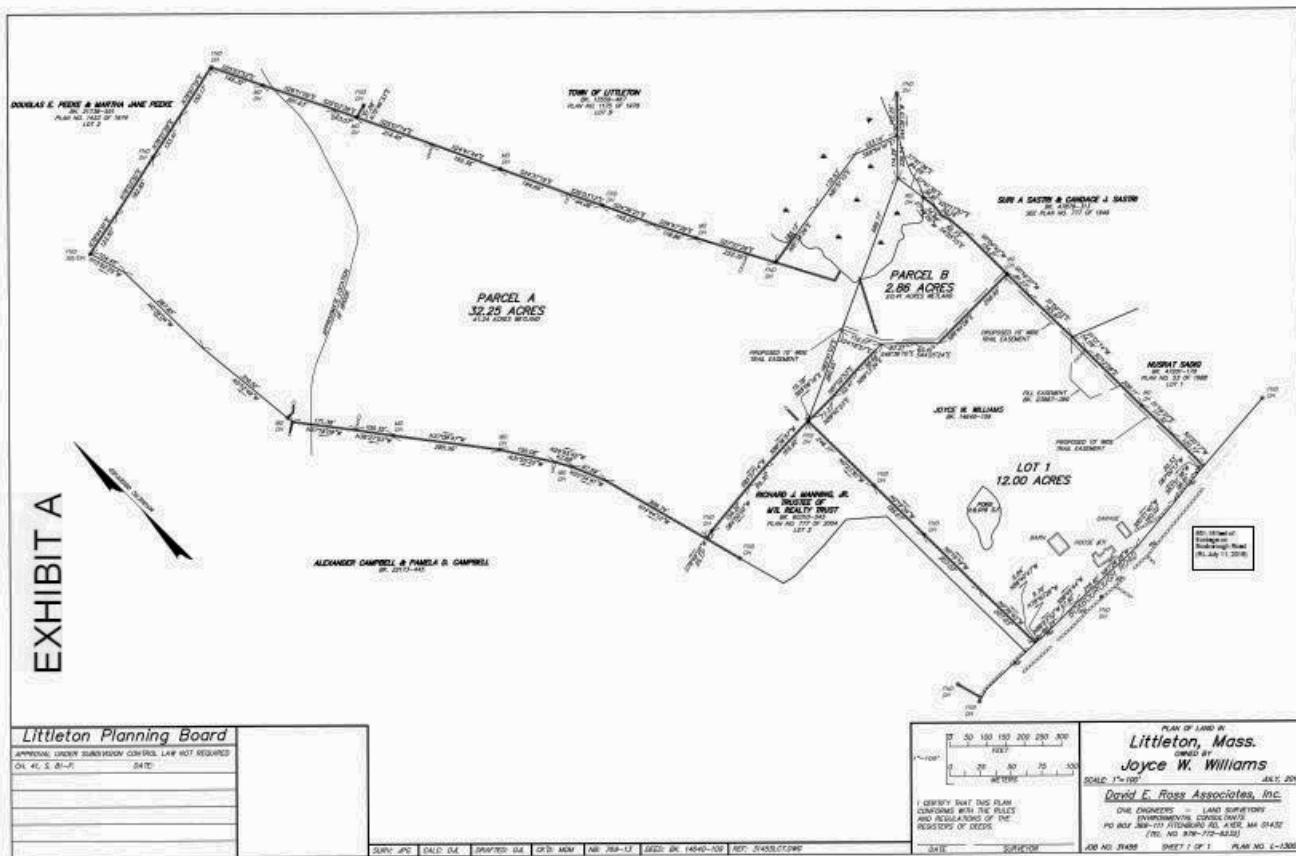
- (iii) to authorize the Board of Selectmen and the Conservation Commission to enter into all agreements and execute and an all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition of purchase of grants or
- (iv) to take any other action in relation thereto.

Ayes have it, unanimously voted satisfying the necessary 2/3rds vote by the Town to

- (i) To authorize the Board of Selectmen to acquire by purchase, gift or eminent domain the fee interest in a two parcels of land located at 31 Boxborough Road: Parcel A, containing approximately 32.25 acres of land, and Parcel B containing approximately 2.86 acres of land, both as shown on a plan entitled "Plan of Land in Littleton, Mass. Owned by Joyce W. Williams," prepared by David E. Ross Associates, Inc. and dated July, 2016, which map is on file in the Office of the Town Clerk, and being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 14640, Page 109, together with and subject to all rights, restrictions and easements of record on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission;
- (ii) to appropriate the funds necessary to pay the costs of acquiring the property described herein, including the payment of all costs incidental and related thereto, (a) by transferring from CPA Open Space Reserve the sum of \$260,000; (b) by transferring from CPA Undesignated Reserve the sum of \$210,000; and (c) by appropriating and borrowing the sum of \$403,758, and authorizing the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.C.L. Chapter 44B, or any other enabling authority; provided that such appropriations shall be contingent upon the award of a grant of \$400,000 under the Commonwealth's Local Acquisitions for Natural Diversity (LAND) Program; and provided

Further that to the extent federal, state or other funds are or become available for the purposes outlined in this Article, the Board of Selectmen and any other applicable boards or commissions of the Town are authorized to apply for and accept such funds and that the amount authorized to be borrowed for this purpose shall be reduced to the extent of any grants or gifts received by the Town of account of this project; and

(iii) to authorize the Board of Selectmen and the Conservation Commission to enter into all agreements and execute and an all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition of purchase of grants.



Article 12. Acquire Land at 31 Boxborough Road for Conservation

ARTICLE 13

To see if the Town will vote to transfer the care, custody, control and management of Assessors' Map U12, Parcels 111, 113, 114 and 115 to the Board of Selectmen to be held for the purpose of sale, and to authorize the Board of Selectmen to sell said Parcels, pursuant to the procedures set forth in M.G.L. c. 30B, subject to the condition that the Parcels will collectively comprise no more than one building lot,

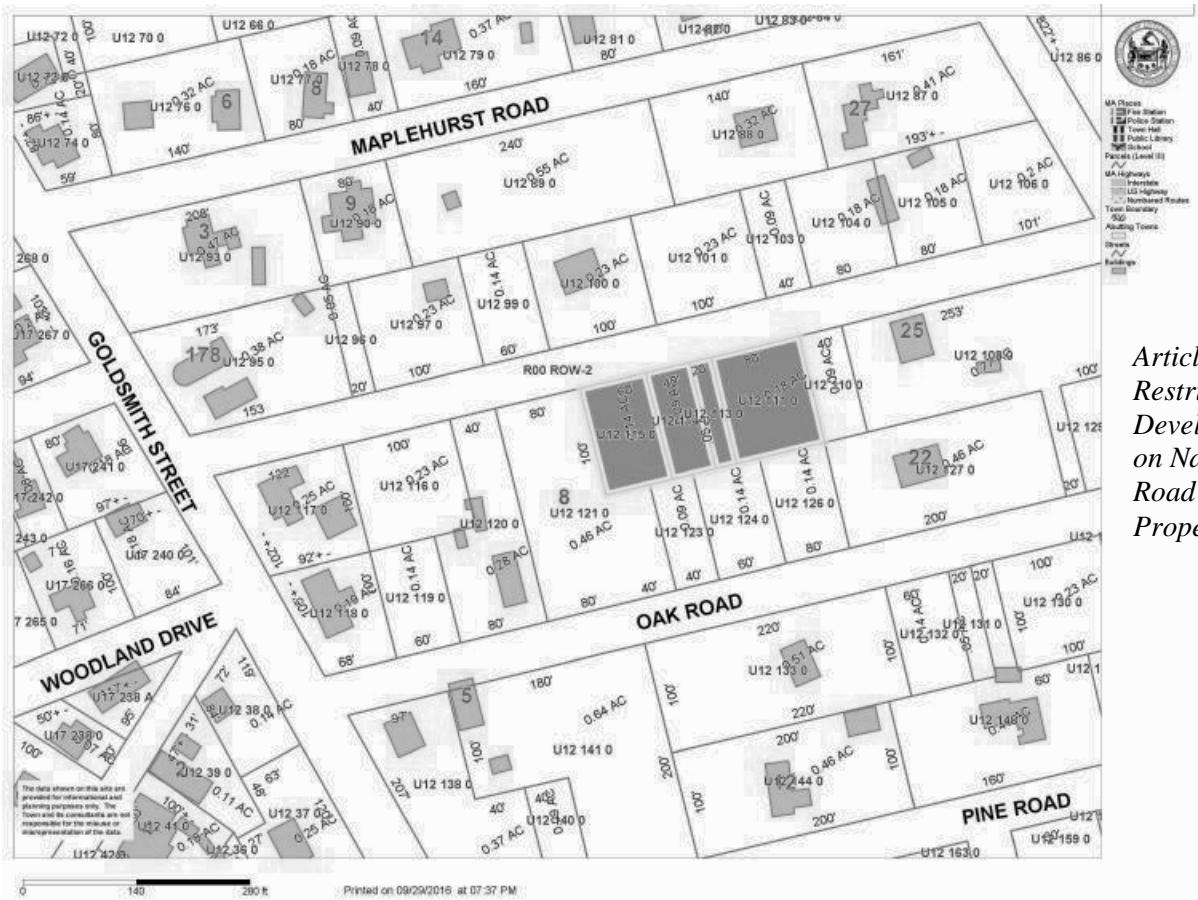
and subject to such other terms and conditions as the Board shall determine to be in the best interests of the Town; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer the care, custody, control and management of Assessors' Map U12, Parcels 111, 113, 114 and 115 to the Board of Selectmen to be held for the purpose of sale, and to authorize the Board of Selectmen to sell said Parcels, pursuant to the procedures set forth in M.G.L. c.30B, subject to a deed restriction that these Parcels shall be permanently combined with each other and with another abutting lot or lots to collectively form no more than one building lot for a single-family dwelling, and subject to such other terms and conditions as the Board shall determine to be in the best interests of the Town.

Amendment on the floor to add “for no less than the current assessed value of \$130,800”. Moved seconded and unanimously voted to add that verbiage into the article. It is so placed in the article.

Declared passed by a 2/3rds majority voted to transfer the care, custody, control and management of Assessors' Map U12, Parcels 111, 113, 114 and 115 to the Board of Selectmen to be held for the purpose of sale, for no less than the current assessed value of \$130,000 and to authorize the Board of Selectmen to sell said Parcels, pursuant to the procedures set forth in M.G.L. c.30B, subject to a deed restriction that these Parcels shall be permanently combined with each other and with another abutting lot or lots to collectively form no more than one building lot for a single-family dwelling, and subject to such other terms and conditions as the Board shall determine to be in the best interests of the Town.

NARCISSUS ROAD



Article 13. *Restrict Development on Narcissus Road Tax Title Properties*

ARTICLE 14

Town By-law Amendments: Town Administrator; Department of Finance & Budget

To see if the Town will vote to amend the Town Code as follows:

(1) by amending Chapter 3, ADMINISTRATOR, TOWN, so that Section 3 reads follows:

The Town Administrator shall directly supervise and conduct performance reviews for the following current and future department heads unless otherwise specified by statute: Assistant Town Administrator; *for Director of* Finance and Budget; Head of the Highway Department; Facilities Manager; Head of Information Technology; Building Commissioner; Human Resources; Director of Elder and Human Services; and Littleton Community Television (LCTV) Executive Director. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the Board of Selectmen. The appointment of the Director of Elder and Human Services shall also be subject to approval by the Council on Aging. Employees of the heads of said departments shall be appointed by the department head subject to approval of the Town Administrator. *The Executive Assistant to the Town Administrator shall be appointed by the Town Administrator.*

(2) by amending Chapter 17, FINANCE AND BUDGET, DEPARTMENT OF, so that all references to “Assistant Town Administrator for Finance and Budget” instead read “Director of Finance and Budget” and all references to “AAFB” instead read “DFB.”

or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 14 as printed in the Town Meeting Report.

Ayes have it, passed by necessary simple majority to amend the Town Code as printed above.

ARTICLE 15

Establish Other Post-Employment Benefits Liability Trust Fund

To see if the Town will vote to accept the provisions of M.G.L. c.32B, §20, as amended by Chapter 218, Section 15 of the Acts of 2016, to establish Other Post-Employment Benefits Liability Trust Fund; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept the provisions M.G.L. c.32B, §20, as amended by Section 15 of the Chapter 218 of the Acts of 2016, establishing an Other Post-Employment Benefits Liability Trust Fund; to authorize the Board of Selectmen and Treasurer to execute a declaration of trust creating an expendable trust for the purpose of holding monies appropriated to such fund; to designate the Treasurer as the trustee of such trust; to authorize the transfer of any and all monies currently held for the purpose of paying retiree health and life benefits to such trust; to authorize the trustee to invest and reinvest the monies in such fund in accordance with the prudent investor rule established in M.G.L. c.203C; to authorize the trustee to employ investment consultants to assist in determining appropriate investments and to pay for such services from the trust fund; and to authorize the participation of the Town of Littleton Electric Light Department in the trust fund in accordance with procedures and criteria established by the trustee.

Passed by the necessary majority that the Town accept the provisions M.G.L. c.32B, §20, as amended by Section 15 of the Chapter 218 of the Acts of 2016, establishing an Other Post-Employment Benefits Liability Trust Fund; to authorize the Board of Selectmen and Treasurer to execute a declaration of trust creating an expendable trust for the purpose of holding monies appropriated to such fund; to designate the Treasurer as the trustee of such trust; to authorize the transfer of any and all monies currently held for the purpose of paying retiree health and life benefits to such trust; to authorize the trustee to invest and reinvest the monies in such fund in accordance with the prudent investor rule established in M.G.L. c.203C; to authorize the trustee to employ investment consultants to assist in determining appropriate investments and to pay for such services from the trust fund; and to authorize the participation of the Town of Littleton Electric Light Department in the trust fund in accordance with procedures and criteria established by the trustee.

ARTICLE 16
Online Posting of Town Notices

To see if the Town will vote to: In addition to any current posting requirements, all public notices of the meetings of regulatory boards and appointed committees shall be posted online at the Town's website, in accordance with the same timeframes required for posting physical copies of said notices; or to take any other action in relation thereto.

Motion failed. Counted by hand count, total count 105, Yes votes 37 No voted 68.

ARTICLE 17
Voter Petition
Ballot and Checklist Vote Procedure for Expenditures in Excess of \$250,000

To see if the Town will vote to: As a matter of procedure relative to any expenditure in excess of \$250,000.00, ballot and checklist is allowed for any measure at any Town Meeting or any Special Town Meeting if six or more eligible voting members of the Town Meeting or the Special Town Meeting request a ballot and checklist vote. Then said vote shall not be preceded by either a voice vote or a hand count vote and will go directly to ballot and checklist vote; or to take any other action in relation thereto.

NO AFFIRMATIVE ACTION TAKEN. MOTION TO POSTPONE INDEFINITELY BY THE PETITIONER.

MOTION TO DISSOLVE THE BUSINESS OF TOWN MEETING, SO MOVED AND SECONDED. TOWN MODERATOR TIM GODDARD SO DECLARED THE TOWN MEETING DISSOLVED AT 1:17AM

RESPECTFULLY SUBMITTED: A True Copy, Attest: Diane Crory, Town Clerk



NOVEMBER 2, 2016 SPECIAL TOWN MEETING 2

7:00 p.m. Charles Forbes Kaye Gymnasium, Littleton Middle School

Town Moderator Timothy Goddard called the Special Town Meeting #2 to order at 7:32PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton.

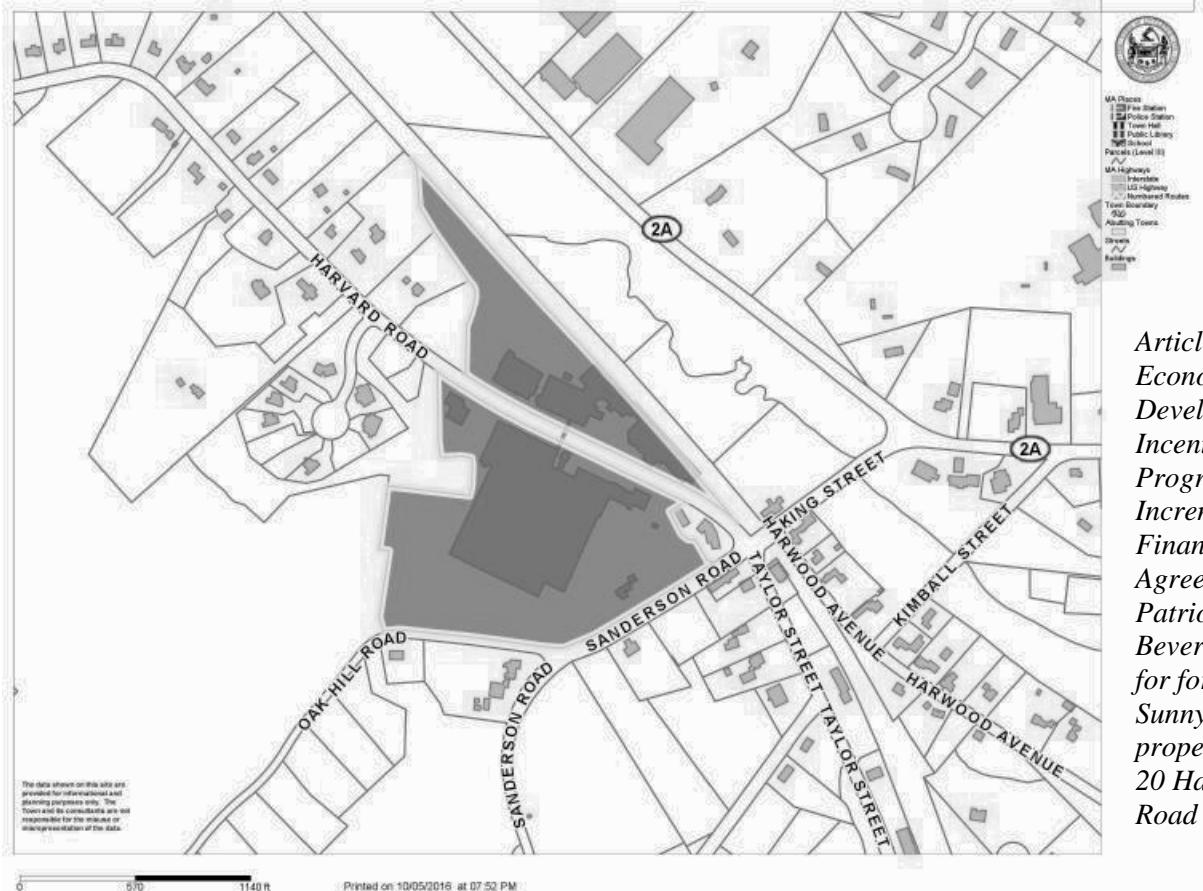
ARTICLE 1

Economic Development Incentive Program / Tax Increment Financing Agreement Patriot Beverage, LLC, for former Sunny Delight property, 3 & 20 Harvard Road

To see if the Town will vote, pursuant to M.G.L. c.40, §59, and M.G.L. c.23A, §3E and §3F, to authorize the Board of Selectmen to (a) approve a Tax Increment Financing (“TIF”) Agreement between the Town and Patriot Beverage, LLC, its successors and assigns, for property containing approximately 23.62 acres located at 3 and 20 Harvard Road, as shown on Assessors Map U44, Parcels 20-0 and 6-0, which TIF Agreement provides for real estate and personal property tax exemptions and approve a Certified Project application submission to the Massachusetts Economic Assistance Coordinating Council (EACC); and (b) execute the TIF Agreement, and approve submission to the EACC of the TIF Agreement and Certified Project application, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement and Certified Project application, and related submissions and to take such other actions as necessary or appropriate to implement those documents; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 1 as printed in the warrant.

Passed by majority, so declared that the Town pursuant to M.G.L. c.40, §59, and M.G.L. c.23A, §3E and §3F, to authorize the Board of Selectmen to (a) approve a Tax Increment Financing (“TIF”) Agreement between the Town and Patriot Beverage, LLC, its successors and assigns, for property containing approximately 23.62 acres located at 3 and 20 Harvard Road, as shown on Assessors Map U44, Parcels 20-0 and 6-0, which TIF Agreement provides for real estate and personal property tax exemptions and approve a Certified Project application submission to the Massachusetts Economic Assistance Coordinating Council (EACC); and (b) execute the TIF Agreement, and approve submission to the EACC of the TIF Agreement and Certified Project application, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement and Certified Project application, and related submissions and to take such other actions as necessary or appropriate to implement those documents.



*Article 1.
 Economic
 Development
 Incentive
 Program / Tax
 Increment
 Financing
 Agreement
 Patriot
 Beverage, LLC,
 for former
 Sunny Delight
 property, 3 &
 20 Harvard
 Road*

MOTION TO DISSOLVE THE BUSINESS OF SPECIAL TOWN MEETING #2 AND RETURN TO THE BUSINESS OF SPECIAL TOWN MEETING #1, SO MOVED AND SECONDED AND UNANIMOUSLY VOTED. TOWN MODERATOR TIMOTHY GODDARD SO DECLARED THE SPECIALTOWN MEETING #2 DISSOLVED AT 8:02PM.

Respectfully submitted, True Attest: Diane Crory, Town Clerk

STATE & FEDERAL ELECTED OFFICIALS

President of the United States

Barack H. Obama
1600 Pennsylvania Avenue
Washington, D.C.

Governor of the Commonwealth

Charles Duane Baker, Jr.
(617) 727-7200
State House.
Boston, MA 02133

Senators in Congress

Elizabeth Warren
2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
Phone: 617-565-3170

Edward Markey
617-565-02203
978 JFK Building
Boston, MA 02203

Representative in Congress

Nicola S. Tsongas
(978) 263-1951
5th Congressional District
492 Main St
Acton, MA 01720

Senator in General Court

State Senator Jamie Eldridge
617-722-1120
Middlesex-Worcester District
Room 413F, State House
Boston, MA 02133

Representative in General Court

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

TOWN MEETING & VOTER INFORMATION

Annual Town Meeting	First Monday in May
Annual Town Election	Saturday following May Annual Town Meeting
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	9233
Number of Registered Voters	6468
Dog Licenses	728
Size of Town	16 square miles

Residential Taxes per \$1000 valuation:

Tax Rate 1993	\$13.82	Tax Rate 2005	\$11.35
Tax Rate 1994	\$15.05	Tax Rate 2006	\$12.17
Tax Rate 1995	\$15.65	Tax Rate 2007	\$12.11
Tax Rate 1996	\$16.20	Tax Rate 2008	\$12.62
Tax Rate 1997	\$15.58	Tax Rate 2009	\$13.85
Tax Rate 1998	\$14.38	Tax Rate 2010	\$14.63
Tax Rate 1999	\$14.89	Tax Rate 2011	\$15.33
Tax Rate 2000	\$14.09	Tax Rate 2012	\$16.08
Tax Rate 2001	\$12.32	Tax Rate 2013	\$16.98
Tax Rate 2002	\$13.21	Tax Rate 2014	\$17.41
Tax Rate 2003	\$11.15	Tax Rate 2015	\$18.10
Tax Rate 2004	\$11.32	Tax Rate 2016	\$17.69

- To have an article on the Annual Town Meeting Warrant, a petition must be signed by 10 registered voters.
- To have an article on a Special Town Meeting Warrant, a petition must be signed by 100 registered voters.
- To call a Special Town Meeting, a petition signed by 200 registered voters must be presented to the Board of Selectmen.
- The Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

GENERAL INFORMATION – WHERE TO CALL

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2432
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
Fire & Ambulance		
Emergencies	Fire Department	9 1 1
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2432
Gas Permits	Gas Inspector	978-540-2420
Health and Sanitation	Board of Health	978-540-2432
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2432
Police & Ambulance		
Emergencies	Police Department	9 1 1
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2420
Recreation	Park & Recreation	978-540-2490
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
Nashoba Valley Technical High School	Middle School Russell St	978-486-8938
Selectmen	High School	978-952-2555
Tax Collections	Superintendent	978-486-8951
Transfer Station Stickers	Main Office	978-692-4711
Treasurer	Town Administrator	978-540-2460
Veterans Services	Tax Collector	978-540-2405
Vital Records	Transfer Station	978-540-2671
Water	Town Treasurer	978-540-2450
Wiring Permits	Veterans Agent	978-540-2485
Zoning	Town Clerk	978-540-2401
	Light and Water Department	978-540-2222
	Wiring Inspector	978-540-2420
	Building Commissioner	978-540-2420

