

# TOWN OF LITTLETON, MASSACHUSETTS



# 2015

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2015*

The Annual Town Report is compiled by the

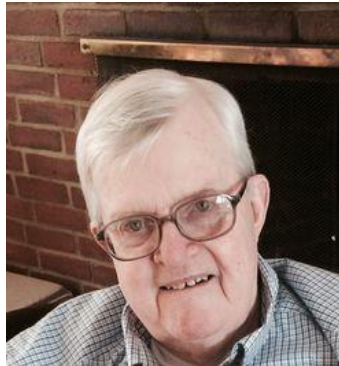
Office of the Board of Selectmen/Town Administrator  
Town of Littleton  
Littleton Town Offices  
37 Shattuck Street  
Littleton, MA 01460

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

# Town Report Dedication

*The 2015 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.*

## **PETER WILSON TIERNEY 1935 - 2015**



Peter Wilson Tierney, 80, of Littleton, MA, passed away on December 24, 2015. He was born in Salem, MA on April 28, 1935. Son of the late Francis Peter Tierney and Pauline Wilson Tierney, he grew up in Salem and went on to attend UMASS Amherst earning a degree in Science with a major in Geology, and later earned a Master in Education. He was an active member of Phi Sig Alpha with which he has been active for the past sixty years. He was married to the late Nancy (Green) Tierney for 56 years. They lived in North Hampton, MA until 1961 when they settled in Littleton, MA and raised their family while Pete worked as a beloved science teacher at Littleton High School. He enjoyed a long career as an esteemed educator and will long be remembered for his passion for earth science, his dry sense of humor, and his dedication to his profession. Pete was active in the community, including many years as a CCD teacher and a Boy Scout leader, keeping the boys active camping, but making sure their homework was also done. Hardly a day has gone by in the past 60 years when he has not called a child or friend to inform them of a dynamic science program on television, an upcoming celestial event, a geological wonder, or his opinion on the politics of the times. He will also be remembered for his love of reading, history, and the French language, spending much time at the Littleton Library. Pete loved his work with the Littleton Conservation Commission and there is a town trail named after him. He kept working part time at Hewlett Packard until just a couple of years ago. He believed whole heartedly in enjoying retirement and loved to travel.

His survivors include his siblings David Tierney of Newburyport, MA, his sister Pollyanne Tierney of Salem, MA, and Mark Tierney of Lakewood Ranch, FL. He also leaves his children, Peter W. Tierney Jr. of Littleton and his wife, Julie; Susan Tierney Parisi of Rockport and her husband, Frank; Sean F. Tierney of Exeter, NH and his wife, Janis; and Elizabeth Meade Tierney of Phoenix, AZ. Also, his grandchildren Jennifer (Tierney) Smith of Rocky Mount, NC, James Tierney of Littleton, MA, Benjamin Parisi of Fitchburg, MA, Bethany Parisi of Carmel, NY, Kelsey Tierney Cyr of Columbus, OH, Sarah Tierney of Wolfeboro, NH, Elizabeth Clark of Exeter, NH, and Benjamin Bailey of Stratham, NH. And, two great grandchildren Samantha Mae Clark of Exeter, NH, and Adalyn Kate Bailey of Stratham NH, plus numerous nieces and nephews.

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# ELECTED TOWN OFFICIALS

## MODERATOR

|                   |    |             |
|-------------------|----|-------------|
| Timothy D Goddard | 16 | 62 Edsel Rd |
|-------------------|----|-------------|

## TOWN CLERK

|             |    |            |
|-------------|----|------------|
| Diane Crory | 16 | 74 King St |
|-------------|----|------------|

## BOARD OF ASSESSORS

|                       |    |                  |
|-----------------------|----|------------------|
| Pamela Campbell       | 18 | 51 Boxboro Rd    |
| Evelyn Masson         | 18 | 175 Whitcomb Ave |
| Donald Armstrong      | 16 | 15 Moore Ln      |
| James Stephen Winroth | 16 | 50 Bruce St      |
| Frederick J Freund    | 17 | 45 Birch Rd      |

## BOARD OF SELECTMEN

|                   |    |                  |
|-------------------|----|------------------|
| Charles J DeCoste | 18 | 4 Matthew Dr     |
| Joseph Knox       | 16 | 10 Brandy Hollow |
| Paul J Avella     | 16 | 94 Grist Mill 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       |
| Joseph McCumber | 16 | 29 Gray Farm Rd  |
| Ivan Pagacik    | 16 | 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   |
| Charles DeCoste    | 16 | 4 Matthew Dr      |
| Daryl Baker        | 17 | 71 Grist Mill     |
| Alexander Pratt    | 17 | 36 Birch Rd.      |

## PLANNING BOARD 6 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 |
| Gerald Portante           | 16 | 68 New Estate Rd |

## TRUSTEES OF THE REUBEN HOAR LIBRARY

|                |    |                   |
|----------------|----|-------------------|
| David Sill     | 18 | 53 Washington Dr  |
| Demetra Taylor | 18 | 115 Taylor St     |
| Mark Rambacher | 16 | 205 Hartwell Ave  |
| Laura Beltrami | 16 | 30 White Pine Dr. |
| Peter Church   | 17 | 9 Elmwood Rd      |

|                     |    |                |
|---------------------|----|----------------|
| Lynn C Protasowicki | 17 | 6 Crestview Rd |
|---------------------|----|----------------|

**PARK AND RECREATION COMMISSIONERS**

|                    |    |                   |
|--------------------|----|-------------------|
| Frederick J Freund | 18 | 45 Birch Road     |
| Kevin S Hunt       | 18 | 42 Nashoba Trl    |
| Gary E Austin      | 16 | 162 Whitcomb Ave  |
| Michael L Crory    | 16 | 160 New Estate Rd |
| Ivan Pagacik       | 17 | 123 Whitcomb Ave  |

**CEMETERY COMMISSIONERS**

|                |    |                 |
|----------------|----|-----------------|
| Mary Gosby     | 18 | 11 Gray Farm Rd |
| David Badger   | 16 | 230 Harwood     |
| Janet Sullivan | 17 | 7 Robinwood Rd  |

**BOARD OF HEALTH**

|                    |    |                 |
|--------------------|----|-----------------|
| William Cole       | 16 | 573 King St     |
| John W Davis II    | 18 | 13 Gray Farm Rd |
| Ann Loree          | 16 | 39 Dahlia Dr    |
| Bradley C Mitchell | 17 | 41 Harwood Ave  |
| Gino Frattallone   | 17 | 26 Harwood Ave  |

**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        | 15 | 146 Mill Rd      |
| Barbara J McRae         | 20 | 14 Coughlin Rd   |
| Gino Frattallone        | 16 | 26 Harwood Ave   |
| *Commonwealth Appointee |    |                  |

## **APPOINTED TOWN OFFICIALS**

**TOWN ADMINISTRATOR**

Keith A. Bergman (2016)  
*Metropolitan Area Planning Council Representative*  
*MAPC MAGIC sub-region representative*  
*MART advisory board representative*

**ASSISTANT TOWN ADMINISTRATOR**

**FOR FINANCE & BUDGET**

Bonnie-mae Holston (2016)  
*Town Accountant*  
*Chief Procurement Officer*

**CHIEF OF POLICE**

Matthew King (2017)

**TOWN COUNSEL**

Miyares & Harrington

**LABOR COUNSEL**

John F. Dolan, Esq.  
Lighthouse Legal Counsel, LLC

**TOWN TREASURER**

Steven Venuti

**BUILDING COMMISSIONER**

Roland Bernier

TAX COLLECTOR  
Deborah Richards

CHIEF ASSESSOR  
Katherine Miller

DEPUTY CHIEF OF POLICE  
Jeffrey Patterson (2016)

FIRE CHIEF  
Scott T. Wodzinski (2016)

DEPUTY FIRE CHIEF  
Thomas Clancy (2016)

ELECTION WARDEN  
Sandra Clyde

MAINTENANCE SUPERVISOR  
William Cole

INFORMATION SYSTEMS MANAGER  
Nancy Glencross

DIRECTOR OF ELDER & HUMAN SERVICES  
Pamela Campbell  
VETERANS AGENT  
John F. Boroski

HIGHWAY OPERATIONS MANAGER  
James Clyde

BUILDING INSPECTOR  
Gabriel Vellante

INSPECTOR OF WIRES  
Bill Morehouse

ASSISTANT WIRING INSPECTOR  
Joe Gervais

PLUMBING INSPECTOR  
Ed Sullivan

DEPUTY PLUMBING INSPECTOR  
Joseph Cormier Jr.

GAS INSPECTOR  
Ed Sullivan

DEPUTY GAS INSPECTOR  
Joseph Cormier Jr.

SPECIAL PLUMBING/GAS INSP.  
Thomas Wielinski

SEALER OF WEIGHTS & MEASURES  
Northern Middlesex Council of Governments

GRAVES REGISTRATION OFFICER  
David Badger

NASHOBA VALLEY TECH HS  
Charles Ellis, District Representative  
Carl Melberg, District Alternate Member

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

# TOWN BOARD & COMMITTEES

## Commission on Disabilities

### ***Members***

Randall Benoit  
Barttlet Harvey  
Keith Bergman, ADA Coordinator

## Conservation Commission

### ***Members***

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

### ***Term***

### ***Expires:***

2018  
2016  
2018  
2017  
2017  
2016  
2018

## Permanent Municipal Building

### Committee

### ***Members***

Joe Collentro, Chair  
Richard Crowley  
Robert Romily  
Stephen Moore  
Carl Bryant  
Bill Cole  
Michael Mizzoni

### ***Term Expires***

2017  
2017  
2017  
2019  
2018  
2019  
2018

## Finance Committee

### ***Members***

Allen McRae  
Paul Glavey  
Gregg Champney  
Steve Moore  
Betsy Bohling, Chair  
Fred Faulkner  
Thomas Porell

### ***Term Expires***

2017  
2017  
2018  
2017  
2018  
2016  
2018

## Registrars of Voters

### ***Members***

Diane Crory, Town Clerk  
Sandra Clyde  
Ellen Banks

## Cultural Council

### ***Members***

Michael Kearney  
Ed Horniak  
Kathleen Horniak  
Christine Faulkner  
Arpita Pathak

### ***Term***

### ***Expires***

2016  
2016  
2016  
2018  
2017

## Agricultural Commission

### ***Members***

Jamie Cruz (farmer)  
Paula Robinson (farmer)  
Peter Yapp (farmer)  
Brad Mitchell  
William Pickard, Chair  
Andrew Sammarco  
Scott Matheson

### ***Term Expires***

2016  
2016  
2018  
2018  
2017  
2016  
2016

## Board of Appeals

### ***Members***

Sherrill Gould, Chair  
Alan Bell  
Cheryl Hollinger  
Rod Stewart  
Jeffrey Yates  
*Alternate Members*  
Patrick Joyce  
Marc Saucier  
Rosanne Rico-Bales

### ***Term Expires***

2016  
2016  
2018  
2017  
2017  
2017  
2016  
2016  
2018

### Personnel Board

| <b><i>Members</i></b> | <b><i>Term Expires</i></b> |
|-----------------------|----------------------------|
| Allen McRae           | 2017                       |
| Michelle Cobleigh     | 2016                       |
| Anita Harding         | 2017                       |
| Steve Venuti          | 2018                       |
| Anita Harding         | 2017                       |
| Bill Schmidt          | 2018                       |

### Community Preservation Committee

| <b><i>Members</i></b>        | <b><i>Term Expires</i></b> |
|------------------------------|----------------------------|
| Andrew Sammarco<br>(ConsCom) |                            |
| Linda Stein (Historical)     |                            |
| Kevin Hunt (Park & Rec)      |                            |
| Ed Mullen (Planning)         |                            |
| Bartlett Harvey<br>(Housing) | 2017                       |
| Fred Falkner (Fincom)        | 2016                       |
| Patrick Joyce (BoS)          | 2017                       |
| Mit Wanzer, Chair (BoS)      |                            |
| Carolyn Mueller              |                            |

### Council on Aging

| <b><i>Members</i></b>    | <b><i>Term Expires</i></b> |
|--------------------------|----------------------------|
| Mary Hunt                | 2016                       |
| Mary Catalanotto         | 2016                       |
| Robert Stetson           | 2017                       |
| Janet Johnson            | 2017                       |
| Barbara Kamb             | 2017                       |
| Susan Dunn               | 2017                       |
| Marjorie C. Payne, Chair | 2018                       |
| Rosanne Rico-Bales       | 2018                       |
| Mary Pickard             | 2018                       |

### Historical Commission

| <b><i>Members</i></b>        | <b><i>Term Expires</i></b> |
|------------------------------|----------------------------|
| Diane Decker                 | 2018                       |
| Andrew Watt                  | 2018                       |
| Andrew Sammarco              | 2018                       |
| Linda Stein                  | 2017                       |
| John Leger                   | 2016                       |
| Donna White                  | 2016                       |
| Jonathan Liebowitz,<br>Chair | 2017                       |

### LCTV Advisory Committee

| <b><i>Members</i></b> | <b><i>Terms Expires</i></b> |
|-----------------------|-----------------------------|
| William Vales         | 2016                        |
| Barbara McRae         | 2016                        |
| Nancy L. Hilsinger    | 2016                        |
| Millie McGovern       | 2018                        |
| Leslie Glorioso       | 2018                        |
| Allen McRae           | 2017                        |
| David Sill            | 2017                        |

### Clean Lakes Committee

| <b><i>Members</i></b>                                    |
|--|
| Leon Weaver, <i>Spectacle Pond (2018)</i>                |
| David Richard, <i>Spectacle Pond Alternate (2018)</i>    |
| Steve Sussman, <i>Mill Pond Member (2016)</i>            |
| Timothy Wanzer, <i>Mill Pond Alternate (2018)</i>        |
| John Folsom, <i>Long Lake Member (2018)</i>              |
| Frank Vigna, <i>Long Lake Alternate (2016)</i>           |
| Charles Bush, <i>Lake Matawanakee Member (2018)</i>      |
| Scott C. Lewis, <i>Lake Matawanakee Alternate (2017)</i> |
| Gerald James, <i>Citizen at Large (2016)</i>             |
| Sheryl James, <i>Citizen at Large (2018)</i>             |
| Jim Barisano, <i>Citizen at Large (2018)</i>             |



### Open Space and Recreation Plan Implementation Committee

#### ***Members:***

Peter Church  
Vera Cohen  
Andrew Sammarco  
Samuel Bell  
Gary Austin  
Jeanne Bracken

### Bicycle & Pedestrian Advisory Committee

#### ***Members***

Jonathan Isaac, Chair  
Nikolaus Bates-Haus  
Ann Grace  
Paulo Loureiro  
Dulcey Lacroix  
Gerry Cavallo  
Vanessa Strong

### Economic Development Committee

#### ***Members***

Cornelius O'Leary, Jr., Chair  
Ian Emery  
Lisa Flannagan  
Paul Glavey  
Ivan Pagacik  
Carolyn Armstrong

### Littleton Common Committee

#### ***Members***

Jennifer Cameron  
Katie Carruth  
Joseph Ficociella  
Brandon Foye  
Lynda Giannetta  
Ronald Goddard  
Nathan Whitney  
Joe Azzolino

### Study Committee To Increase Voter Participation

#### ***Members:***

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

### Sustainability Committee

#### ***Members***

Erin Healy, Chair  
Jack Apfelbaum  
Brian Balukonis  
Katie Carruth,  
Tracy Cutter  
Rick Findlay  
Donald MacIver  
Sarah Rambacher  
Gary Lacroix

### Tercentennial Committee

#### ***Members***

John Holmer  
Ann Himmelberger  
Mildred McGovern  
Robin Sewell  
Kathy Knox  
Mary Dugan  
Michael Crory  
Joe Knox  
Diane Crory, Town Clerk

### Housing Committee

#### ***Members***

David Campbell, Chair  
Bartlett Harvey  
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  
Patrick Joyce  
Eva Apfelbaum

### Master Plan Update Steering Committee

#### ***Members***

Paul Avella  
Richard Crowley  
Peter Scott  
Melissa Hebert  
Gary Lacroix  
Mike Fontenella  
Paul Glavey  
Ed Coykendall  
Michael Zeldin  
Joseph Ficociello  
John Bielefeld

### Open Space & Recreation Plan Committee

#### ***Members:***

Peter Church  
Vera Cohen  
Andrew Sammarco  
Samuel Bell  
Gary Austin  
Megan Mulhearn Rank

### Special Weighers & Sealers

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

Steve Baronoski  
Ed Nowers

#### **FLAME**

Tom Wood  
Michele Roche  
Ronald Pollock  
Brian Pollock  
Jesse Wetteland

#### **KRAFT FOODS**

Gail Dandy  
Calvin Brown  
Domenic Carhnidi  
Ronald Farnsworth  
Larry Hess  
Thomas Hess  
Larry Hetu  
Ron Abramson

#### **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 Littleton Board of Selectmen adopted the following goals for Fiscal Year 2016 at a public hearing held on August 10, 2015:

- 1. Master Plan Update** - Create the conditions for a successful revision to the Town's Master Plan. Build public support for the Town's Master Plan, coordinating with the Planning Board. Implement Housing Production Plan strategies to remain above 10%. Open Space & Recreation Plan to be submitted to State's Division of Conservation Services by Fall 2015. Green Communities application to be submitted to DOER October 2015
- 2. Economic Development / Marketing Plan.** Foster economic development that contributes to Littleton's fiscal resources while simultaneously retaining Littleton's bucolic small town character. Support the Economic Development Committee to explore and seek out opportunities in support of the goal. Includes Littleton Common, The Point; Crossroads, Foster St, Porter Rd, Taylor St, Depot, Ayer Rd., plus Littleton's cultural economy. Ensure EDC coordinates closely with the master plan steering committee. Develop a Town marketing plan by April 2016.
- 3. Transportation / Commuter Rail** ó Plan for shuttle, service improvements when Fitchburg line upgrade is completed by January 2016; support CrossTown Connect transportation management association Community Compact application to Baker / Polito Administration to address first mile / last mile, reverse commute, expand parking for Littleton MBTA commuter rail station.
- 4. Roadway Improvement Plan / Complete Streets** ó review/update ten-year roadway improvement plan. Submit Complete Streets certification, funding application to MassDOT by Fall 2015.
- 5. Elder & Human Services Needs** ó review results of elder and human services needs assessment due September 2015; develop implementation plan.
- 6. Public Safety Strategic Plans** ó develop five-year strategic plans for Police and Fire/EMS departments, including staffing and facility requirements, for Selectmen's review by January 2016.
- 7. Organizational Review** ó review goal-setting process to increase public input; self evaluation / report card process for Board of Selectmen; plan for improving communication, including better use of technology; develop and review plan for making Selectmen's meetings paperless; identify opportunities to collaborate with Littleton Public Schools.
- 8. Review By-laws & Regulations** ó review Town By-laws and regulations to identify those requiring updating or further attention.
- 9. Long Range Fiscal Plan** ó review the Finance team's long-range fiscal plan; revise, update financial policies with Finance Committee; mindful of the Town's AAA bond rating. Develop Blended Community Preservation Act Long-range Plan with CPC, FinCom per CPA Appendix.

Respectfully submitted,  
*Board of Selectmen*  
James F. Karr, Chair  
Melissa Hebert, Vice Chair  
Paul Avella, Clerk  
Joseph Knox, Member  
Charles DeCoste, Member

# TOWN ADMINISTRATOR

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

In 2015, the Town of Littleton entered into a Community Compact with the Baker / Polito Administration; was recognized by the International City/County Management Association with a Local Government Excellence Award for Community Partnership; was certified as a Green Community by the Massachusetts Department of Energy Resources.

## **Community Compact with Baker / Polito Administration**

On September 3, 2015, Lt. Governor Karyn Polito signed the first regional Community Compact with Acton, Boxborough, Littleton, Maynard, and Westford for the CrossTown Connect Transportation Management Association as a "best practice" to expand transportation opportunities which promote economic development. MassDOT is providing CrossTown Connect with \$50,000 per year in federal CMAQ funding, and is providing a leadership role in working with the five towns and our two regional transit agencies, based in Fitchburg and Lowell. The State is considering the need for additional parking for the Littleton MBTA commuter rail station, adding 24 spaces to the 200 this winter.

The Community Compact committed the State to changing the train schedule to make the current train arrive earlier in the morning and adding a second early morning train that will make it more viable to travel by transit to work. Up until a couple of years ago, the earliest reverse-commute-of-the-day from Boston arrived in Littleton Station at 9:40 AM. By August 2014, it was 8:37 AM. As of December 2015, it was 7:33 AM. So Littleton has been gaining about an hour a year. As of May 23, 2016, it will be 7:09 AM. We are grateful for the support of the Baker / Polito Administration, the Lieutenant Governor, Transportation Secretary Stephanie Pollack, MBTA Rail and Transit Administrator Astrid Glynn and their staff for their efforts on our behalf.

Littleton's Community Compact with the Baker/Polito Administration provided funding for the Economic Development Self-Assessment Tool (EDSAT) developed by Northeastern University's Dukakis Center. This addresses the Board of Selectmen's FY 2016 goal for an economic development marketing plan. Community Compact funds were also provided to undertake a public safety strategic plan for the police and fire departments. These projects will be completed in 2016.

**ICMA 2015 Local Government Excellence Award.** The International City/County Management Association (ICMA) has recognized the CrossTown Connect initiative with a Local Government Excellence Award for Community Partnership, presented at ICMA's 2015 annual conference in Seattle, WA. The award is shared by Steve Ledoux, town manager, Acton; Selina Shaw, town administrator, Boxborough; Keith Bergman, town administrator, Littleton; Kevin Sweet, town administrator, Maynard; and Jodi Ross, town manager, Westford. These five towns, working together and with private sector partners including IBM, Red Hat, Juniper Networks, the Guterrez Co., and Saracen Properties (Mill and Main), established CrossTown Connect to expand transportation opportunities which promote economic development in the Route 2 / I-495 technology corridor. CTC's goal is to better link where employees live with where they work.

**Green Community Certification.** On December 22, 2015, the Baker / Polito Administration announced that the Town of Littleton had been designated as a Green Community by the Department of Energy Resources (DOER), with an initial grant award of \$140,870 for energy related projects. In so doing Littleton met these five program criteria: (1) Provide as-of-right siting in designated locations for renewable/alternative energy generation, research & development, or manufacturing facilities; (2) Adopt an expedited application and permit process for as-of-right energy facilities; (3) Establish an energy use

baseline and develop a plan to reduce energy use by 20 percent within five years; (4) Purchase only fuel-efficient vehicles for municipal use; and (5) Require new construction to reduce lifecycle energy costs (i.e., adoption of an energy-saving building "stretch code"). Our thanks to the Sustainability Committee and the Littleton Electric Light and Water Departments for their leadership, to the MAPC Clean Energy Division for their technical assistance, and to all of the participating Town departments for their efforts.

**Blended Community Preservation Act Matching Funds.** In 2015, Littleton received \$267,349, or 39.1%, in Community Preservation Act (CPA) state matching funds, thanks to the Town's adoption and full implementation of the so-called Blended CPA. Because Littleton reached the full 3% level in FY 2015 by adding 2% in blended CPA funds (\$454,968) to our 1% CPA surcharge (\$227,484), we qualified for Round 2 and 3 distributions. Had we not reached the full 3% level, our matching rate would only have been the 29.7% in Round 1 (\$203,003). In 2014, Littleton only received \$68,814 in state matching funds.

Representing the Town of Littleton, in 2015 I was re-elected as Vice President of the Metropolitan Area Planning Council (MAPC), and chaired the MAGIC (Minuteman Advisory Group on Interlocal Coordination) sub-region of MAPC for a fifth year. I also serve on the Montachusett Regional Transit Authority Advisory Board and chair MART's Finance Committee.

Let me express my appreciation to the Board of Selectmen for their support in renewing my contract with the Town of Littleton for another three years. 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



On September 3, 2015, Lieutenant Governor Karyn Polito signed Community Compacts with officials from the Towns of Acton, Boxborough, Littleton, Maynard, and Westford. The Town of Littleton was represented by Selectmen Vice Chair Melissa Hebert and Town Administrator Keith Bergman

# DEPARTMENT OF FINANCE AND BUDGET

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2015.

## 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 utility 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 \$44 million general fund budget, \$6 million in special revenue, \$22.8 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.

## PERSONNEL CHANGES

Tax Collector Rebecca Quinn announced her intent to retire effective the end of calendar 2014. Becky's longstanding service to the Town began in 1986, when she was hired as Assistant Collector/Assistant Town Clerk. From 1999 to 2008, Becky was the Town's elected Tax Collector. The May 2007 Annual Town Election made the position an appointed one, and Becky has served as the Town's appointed Tax Collector since May 10, 2008. We wish her well in her retirement.

Deborah Richards was appointed to the position in December 2014, and with her previous experience within the Littleton School Department has quickly become familiar with her duties and we are happy to have her as part of the team.

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 ó Treasurer, Ann Essman ó Assistant Treasurer/HR Coordinator, Michelle Reynolds ó Assistant Accountant as well as all the staff throughout the Finance Department.

## FY2015 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 2015 the Town's state aid was again essentially flat over the FY2014 actual amounts received for both Town and School State Aid Accounts. State Aid represented approximately 12.2% 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 4.49% (2.5% plus new growth) for FY2015 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 70.52% of the total available revenue.

Despite continued budgetary pressures, 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. This increase was driven primarily by larger than anticipated Excise receipts and Building permit fees, as well as approximately 3% of the operating budget expenses turned back as unexpended. The Town also continued to work towards funding its OPEB obligations, with a total of \$781,700 transferred to the Trust for Post Employment Benefits.

There was continued support from the taxpayers for investments in town equipment, facilities and infrastructure. The FY2015 capital plan expenditures totaled \$1,720,657 funded under the levy limit; and by recommendation of the Board of Selectmen and Finance Committee included the funding of the Capital Stabilization Fund with an additional appropriation of \$14,095 to be utilized as determined for future projects. Also highlighted are upgrades and repairs to Public Facilities, such as the Fuel Facility reconstruction, High School and Shattuck Street Roof repairs and paving done at Shaker Lane School. Roadway improvements also continue, with the construction start of New Estate Road and the design of Nagog Hill Road.

While snow and ice removal expenditures were at an unprecedented level for FY2015 at almost \$685,000, the Town did plan adequately for the expenditures within its operating budget and using the entire budget as planned for and requiring a \$40,000 supplemental appropriation in May of 2014 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 - Budget to Actual

| <i>Department</i>                         | <i>FY2015<br/>Budget</i> | <i>FY2015<br/>Actual</i> |
|---|--------------------------|--------------------------|
| <b>114 MODERATOR</b>                      |                          |                          |
| Personal Services                         | \$ 0                     | \$ 0                     |
| Expenses                                  | <u>100</u>               | <u>0</u>                 |
| <b>Total 114</b>                          | 100                      | 0                        |
| <b>122 SELECTMEN / TOWN ADMINISTRATOR</b> |                          |                          |
| Personal Services                         | 172,420                  | 172,393                  |
| Expenses                                  | 11,870                   | 11,869                   |
| MAGIC/MAPC Assessments                    | <u>11,625</u>            | <u>11,625</u>            |

| <i>Department</i>                        |                  | <i>FY2015<br/>Budget</i> | <i>FY2015<br/>Actual</i> |
|--|------------------|--------------------------|--------------------------|
|  | <b>Total 122</b> | 195,915                  | 195,887                  |
| <b>131 FINANCE COMMITTEE</b>             |                  |                          |                          |
| Personal Services                        |                  | 700                      | 786                      |
| Expenses                                 |                  | <u>500</u>               | <u>176</u>               |
|  | <b>Total 131</b> | 1,200                    | 962                      |
| <b>132 RESERVE FUND</b>                  |                  |                          |                          |
| Expenses                                 |                  | <u>150,000</u>           | <u>69,847</u>            |
|  | <b>Total 132</b> | 150,000                  | 69,847                   |
| <b>135 FINANCE AND BUDGET</b>            |                  |                          |                          |
| Personal Services                        |                  | 580,115                  | 572,422                  |
| Expenses                                 |                  | 36,655                   | 38,651                   |
| Audit                                    |                  | <u>40,000</u>            | <u>40,000</u>            |
|  | <b>Total 135</b> | 656,770                  | 651,073                  |
| <b>151 LEGAL</b>                         |                  |                          |                          |
| Expenses                                 |                  | <u>238,000</u>           | <u>215,408</u>           |
|  | <b>Total 151</b> | 238,000                  | 215,408                  |
| <b>155 INFORMATION SYSTEMS</b>           |                  |                          |                          |
| Personal Services                        |                  | 90,080                   | 90,076                   |
| Expenses                                 |                  | <u>198,402</u>           | <u>198,341</u>           |
|  | <b>Total 155</b> | 288,482                  | 288,417                  |
| <b>161 TOWN CLERK</b>                    |                  |                          |                          |
| Elected Salaries                         |                  | 56,236                   | 56,235                   |
| Personal Services                        |                  | 18,220                   | 17,516                   |
| Expenses                                 |                  | 1,500                    | 1,400                    |
| Transfer In - Dog Tax Fund               |                  | <u>(2,200)</u>           | <u>(2,200)</u>           |
|  | <b>Total 161</b> | 73,756                   | 72,951                   |
| <b>162 ELECTIONS &amp; REGISTRATIONS</b> |                  |                          |                          |
| Personal Services                        |                  | 0                        | 0                        |
| Expenses                                 |                  | <u>8,700</u>             | <u>8,700</u>             |
|  | <b>Total 162</b> | 8,700                    | 8,700                    |
| <b>171 CONSERVATION COMMISSION</b>       |                  |                          |                          |
| Personal Services                        |                  | 24,315                   | 18,910                   |
| Expenses                                 |                  | 1,000                    | 958                      |
| Transfer In - Wetland Fund               |                  | <u>(5,280)</u>           | <u>(5,280)</u>           |
|  | <b>Total 171</b> | 20,035                   | 14,588                   |
| <b>175 PLANNING BOARD</b>                |                  |                          |                          |
| Personal Services                        |                  | 62,360                   | 62,321                   |
| Expenses                                 |                  | <u>1,175</u>             | <u>1,175</u>             |
|  | <b>Total 175</b> | 63,535                   | 63,496                   |
| <b>176 APPEALS BOARD</b>                 |                  |                          |                          |
| Personal Services                        |                  | 4,385                    | 4,385                    |



| <i>Department</i> |   | <i>FY2015<br/>Budget</i> | <i>FY2015<br/>Actual</i> |
|-------------------|---|--------------------------|--------------------------|
|                   | Expenses                                      | <u>1,000</u>             | <u>710</u>               |
|                   | <b>Total 176</b>                              | 5,385                    | 5,095                    |
| <b>191</b>        | <b>BUILDING MAINTENANCE</b>                   |                          |                          |
|                   | Personal Services                             | 57,160                   | 56,042                   |
|                   | Expenses                                      | <u>377,000</u>           | <u>376,964</u>           |
|                   | <b>Total 191</b>                              | 434,160                  | 433,006                  |
| <b>193</b>        | <b>GENERAL INSURANCE</b>                      |                          |                          |
|                   | Expenses                                      | <u>318,000</u>           | <u>317,254</u>           |
|                   | <b>Total 193</b>                              | 318,000                  | 317,254                  |
| <b>194</b>        | <b>EMPLOYEE/RETIREE BENEFITS</b>              |                          |                          |
|                   | Expenses                                      | 5,676,579                | 5,132,561                |
|                   | Other Post Employment Benefits Liability Fund | 665,500                  | 781,700                  |
|                   | Transfer In - Cable Studio Benefits           | (22,885)                 | (22,885)                 |
|                   | Transfer In - Recreation Revolving            | <u>0</u>                 | <u>0</u>                 |
|                   | <b>Total 194</b>                              | 6,319,194                | 5,891,376                |
| <b>196</b>        | <b>TOWN REPORT / TOWN MEETING</b>             |                          |                          |
|                   | Expenses                                      | <u>5,000</u>             | <u>4,946</u>             |
|                   | <b>Total 196</b>                              | 5,000                    | 4,946                    |
| <b>197</b>        | <b>CABLE STUDIO</b>                           |                          |                          |
|                   | Personal Services                             | 85,650                   | 85,650                   |
|                   | Expenses                                      | 20,250                   | 18,718                   |
|                   | Transfer In - Cable Access Fees               | <u>(105,900)</u>         | <u>(104,368)</u>         |
|                   | <b>Total 197</b>                              | 0                        | 0                        |
| <b>210</b>        | <b>POLICE / DISPATCH</b>                      |                          |                          |
|                   | Personal Services                             | 1,628,463                | 1,607,788                |
|                   | Expenses                                      | <u>100,571</u>           | <u>121,722</u>           |
|                   | <b>Total 210</b>                              | 1,729,034                | 1,729,510                |
| <b>220</b>        | <b>FIRE / EMS DEPARTMENT</b>                  |                          |                          |
|                   | Personal Services                             | 952,199                  | 924,404                  |
|                   | Expenses                                      | 119,588                  | 114,017                  |
|                   | Transfer In -Ambulance Fees                   | <u>(287,000)</u>         | <u>(287,000)</u>         |
|                   | <b>Total 220</b>                              | 784,787                  | 751,421                  |
| <b>241</b>        | <b>BUILDING DEPARTMENT</b>                    |                          |                          |
|                   | Personal Services                             | 106,760                  | 106,759                  |
|                   | Expenses                                      | 5,060                    | 5,060                    |
|                   | Transfer In - Inspectional Revolving          | <u>(3,000)</u>           | <u>(3,000)</u>           |
|                   | <b>Total 241</b>                              | 108,820                  | 108,819                  |
| <b>300</b>        | <b>SCHOOL DEPARTMENT</b>                      |                          |                          |
|                   | Budget  | 16,700,000               | 16,700,000               |
|                   | Transfer In - LH Zappy Trust                  | (200)                    | (200)                    |
|                   | Transfer In - Hildreth Trust                  | (6,000)                  | (6,000)                  |

| <i>Department</i>                        | <i>FY2015<br/>Budget</i> | <i>FY2015<br/>Actual</i> |
|--|--------------------------|--------------------------|
| Transfer In - Goldsmith Trust            | (500)                    | (500)                    |
| Transfer In - Johnson Trust              | <u>(750)</u>             | <u>(750)</u>             |
| <b>Total 300</b>                         | 16,692,550               | 16,692,550               |
| <b>301 TECHNICAL SCHOOL EXPENDITURES</b> |                          |                          |
| Expenses                                 | <u>554,493</u>           | <u>552,960</u>           |
| <b>Total 301</b>                         | 554,493                  | 552,960                  |
| <b>420 HIGHWAY DEPARTMENT</b>            |                          |                          |
| Personal Services                        | 763,033                  | 692,957                  |
| Expenses                                 | 396,927                  | 345,158                  |
| Streetlights                             | 31,750                   | 31,750                   |
| Park Maintenance                         | 9,450                    | 9,450                    |
| Wastewater/Stormwater                    | 80,800                   | 70,800                   |
| B&M Crossing                             | 2,807                    | 2,807                    |
| Gasoline                                 | <u>125,000</u>           | <u>111,470</u>           |
| <b>Total 420</b>                         | 1,409,767                | 1,264,392                |
| <b>422 ROADWAY REPAIRS</b>               |                          |                          |
| Expenses                                 | <u>688,509</u>           | <u>688,509</u>           |
| <b>Total 422</b>                         | 688,509                  | 688,509                  |
| <b>423 SNOW &amp; ICE</b>                |                          |                          |
| Personal Services                        | 68,000                   | 132,314                  |
| Expenses                                 | <u>132,000</u>           | <u>552,409</u>           |
| <b>Total 423</b>                         | 200,000                  | 684,723                  |
| <b>491 CEMETERY DEPARTMENT</b>           |                          |                          |
| Personal Services                        | 96,385                   | 94,229                   |
| Expenses                                 | 17,800                   | 17,989                   |
| Transfer In - Cemetery Trust             | (13,000)                 | (13,000)                 |
| Transfer In - Sale of Cemetery Lots      | (12,000)                 | (12,000)                 |
| Transfer In - Graves                     | <u>(18,897)</u>          | <u>(18,897)</u>          |
| <b>Total 491</b>                         | 70,288                   | 68,321                   |
| <b>510 HEALTH DEPARTMENT</b>             |                          |                          |
| Personal Services                        | 19,732                   | 20,269                   |
| Expenses                                 | 3,235                    | 1,104                    |
| Assessment - Nashoba BOH                 | 22,250                   | 19,436                   |
| Assessment - Nashoba Nursing             | 8,700                    | 8,700                    |
| Assessment - Eliot Clinic                | 3,780                    | 3,780                    |
| Assessment - SANS Program                | 12,000                   | 12,000                   |
| Animal Inspector                         | 2,400                    | 2,400                    |
| Transfer In - B. Sampson Animal Fund     | <u>(2,500)</u>           | <u>(2,500)</u>           |
| <b>Total 510</b>                         | 69,597                   | 65,189                   |
| <b>541 ELDER AND HUMAN SERVICES</b>      |                          |                          |

| <i>Department</i>                         | <i>FY2015<br/>Budget</i> | <i>FY2015<br/>Actual</i> |
|---|--------------------------|--------------------------|
| Personal Services                         | 105,083                  | 101,399                  |
| Expenses                                  | <u>13,416</u>            | <u>13,590</u>            |
| <b>Total 541</b>                          | 118,499                  | 114,989                  |
| <b>543 VETERANS SERVICES</b>              |                          |                          |
| Personal Services                         | 5,000                    | 5,000                    |
| Expenses                                  | 750                      | 1,257                    |
| Veteran Benefits                          | <u>70,000</u>            | <u>120,791</u>           |
| <b>Total 543</b>                          | 75,750                   | 127,048                  |
| <b>610 REUBEN HOAR LIBRARY</b>            |                          |                          |
| Personal Services                         | 417,159                  | 392,309                  |
| Expenses                                  | 75,539                   | 75,286                   |
| Merrimack Valley Assessment               | 32,242                   | 32,242                   |
| Transfer In - Library Trust Fund          | <u>(11,500)</u>          | <u>(11,500)</u>          |
| <b>Total 610</b>                          | 513,440                  | 488,337                  |
| <b>630 PARK AND RECREATION DEPARTMENT</b> |                          |                          |
| Recreation Enterprise subsidy             | <u>144,000</u>           | <u>144,000</u>           |
| <b>Total 630</b>                          | 144,000                  | 144,000                  |
| <b>690 OTHER CULTURE &amp; RECREATION</b> |                          |                          |
| Historical                                | 700                      | 526                      |
| Memorial Day                              | 500                      | 725                      |
| Patriot's Day                             | <u>50</u>                | <u>50</u>                |
| <b>Total 690</b>                          | 1,250                    | 1,301                    |
| <b>700 DEBT</b>                           |                          |                          |
| <b>710 LONG TERM DEBT</b>                 | 3,671,993                | 3,461,993                |
| <b>720 SHORT TERM DEBT</b>                | 749,180                  | 691,063                  |
| Transfer In - Self Help Grant             | (17,000)                 | (17,000)                 |
| Transfer In - Wastewater Settlement       | (17,274)                 | (17,274)                 |
| Transfer In - Oak Hill Cell Tower         | (35,269)                 | (35,269)                 |
| Transfer In - Newtown Hill Cell Tower     | (41,048)                 | (41,048)                 |
| Transfer In - Clean Lakes                 | 0                        | 0                        |
| Transfer In - Bond Premium                | (58,120)                 | (58,120)                 |
| Transfer In - Community Preservation      | (127,315)                | (127,315)                |
| Transfer In - Light Department            | <u>(161,957)</u>         | <u>(161,957)</u>         |
| <b>Total 700</b>                          | 3,963,190                | 3,695,073                |
| <b>FUNDING SUMMARY</b>                    |                          |                          |
| Net Budgets                               | 36,917,483               | 36,358,211               |
| Transfers In                              | <u>(949,595)</u>         | <u>(948,063)</u>         |
| Total Appropriated Budgets                | 35,967,888               | 35,410,148               |

# **Balance Sheet 07/01/2014-06/30/2015**

|  | General Fund         | Special Revenue Funds | Capital Project Funds | Enterprise           | Trust Fund           | Agency Funds      | Long Term Debt       | TOTALS               |
|--|----------------------|-----------------------|-----------------------|----------------------|----------------------|-------------------|----------------------|----------------------|
| <b>ASSETS</b>                                |                      |                       |                       |                      |                      |                   |                      |                      |
| Cash   | 12,928,224.19        | 5,788,490.83          | 262,733.63            | 17,470,036.34        | 12,794,574.04        | 554,567.14        | 0.00                 | 49,798,626.17        |
| Receivables                                  | 0.00                 | 98,426.04             | 0.00                  | -14,721.23           | 0.00                 | 0.00              | 0.00                 | 83,704.81            |
| Property Taxes                               | 734,658.86           | 3,573.53              | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 738,232.39           |
| Allowance for Abate & Exempt                 | -1,202,058.60        | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | -1,202,058.60        |
| Tax Liens                                    | 462,263.92           | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 462,263.92           |
| Motor Vehicle Excise                         | 143,507.87           | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 143,507.87           |
| Amts Prov for Pay of Bonds                   | 0.00                 | 0.00                  | 0.00                  | 5,386,000.00         | 0.00                 | 0.00              | 22,560,593.82        | 27,946,593.82        |
| <b>TOTAL ASSETS</b>                          | <b>13,066,596.24</b> | <b>5,890,490.40</b>   | <b>262,733.63</b>     | <b>22,841,315.11</b> | <b>12,794,574.04</b> | <b>554,567.14</b> | <b>22,560,593.82</b> | <b>77,970,870.38</b> |
| <b>LIABILITIES</b>                           |                      |                       |                       |                      |                      |                   |                      |                      |
| Liabilities                                  | 689,239.64           | 34,415.95             | 0.00                  | -12,948.65           | 0.00                 | 554,567.14        | 0.00                 | 1,265,274.08         |
| Tailings                                     | 12,068.24            | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 12,068.24            |
| Def Rev Prop Tax                             | -467,399.74          | 3,573.53              | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | -463,826.21          |
| Def Rev Tax Liens                            | 462,263.92           | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 462,263.92           |
| Def Rev MV Excise                            | 143,507.87           | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 143,507.87           |
| L - User Charges / Liens                     | 0.00                 | 64,010.09             | 0.00                  | -1,772.58            | 0.00                 | 0.00              | 0.00                 | 62,237.51            |
| Bonds Payable                                | 0.00                 | 0.00                  | 0.00                  | 5,916,400.00         | 0.00                 | 0.00              | 22,560,593.82        | 28,476,993.82        |
| BANS DUE                                     | 0.00                 | 203,500.00            | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 203,500.00           |
| <b>TOTAL LIABILITIES</b>                     | <b>839,679.93</b>    | <b>305,499.57</b>     | <b>0.00</b>           | <b>5,901,678.77</b>  | <b>0.00</b>          | <b>554,567.14</b> | <b>22,560,593.82</b> | <b>30,162,019.23</b> |
| <b>FUND BALANCES</b>                         |                      |                       |                       |                      |                      |                   |                      |                      |
| FUND EQUITY                                  | 0.00                 | 5,584,990.83          | 262,733.63            | 16,287,310.78        | 12,794,574.04        | 0.00              | 0.00                 | 34,929,609.28        |
| Reserved for Encumbrances                    | 2,171,546.83         | 0.00                  | 0.00                  | 2,500.00             | 0.00                 | 0.00              | 0.00                 | 2,174,046.83         |
| Reserved for Expenditures                    | 957,976.00           | 0.00                  | 0.00                  | 100,000.00           | 0.00                 | 0.00              | 0.00                 | 1,057,976.00         |
| Reserved for Deficits                        | -444,723.19          | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | -444,723.19          |
| Designated                                   | 352,062.06           | 0.00                  | 0.00                  | 0.00                 | 0.00                 | 0.00              | 0.00                 | 352,062.06           |
| Undesignated                                 | 9,190,054.61         | 0.00                  | 0.00                  | 549,825.56           | 0.00                 | 0.00              | 0.00                 | 9,739,880.17         |
| <b>TOTAL FUND BALANCES</b>                   | <b>12,226,916.31</b> | <b>5,584,990.83</b>   | <b>262,733.63</b>     | <b>16,939,636.34</b> | <b>12,794,574.04</b> | <b>0.00</b>       | <b>0.00</b>          | <b>47,808,851.15</b> |
| <b>TOTAL LIABILITIES &amp; FUND BALANCES</b> | <b>13,066,596.24</b> | <b>5,890,490.40</b>   | <b>262,733.63</b>     | <b>22,841,315.11</b> | <b>12,794,574.04</b> | <b>554,567.14</b> | <b>22,560,593.82</b> | <b>77,970,870.38</b> |

# TOWN TREASURER

## OUTSTANDING BOND DEBT

AS OF JUNE 30, 2015

| <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           | 530,400.00             | 9/15/2018            |
| <u>Sub Total - Light Department Debt</u> |                                     | <u>1,248,000.00</u>    | <u>530,400.00</u>      |                      |
| <u>Water Department</u>                  |                                     |                        |                        |                      |
| 12/15/2007                               | Ultrafiltration #2 - refunding      | 414,225.00             | 90,000.00              | 9/15/2016            |
| 2/1/2010                                 | Ozone Generator                     | 86,609.00              | 20,000.00              | 2/1/2018             |
| 12/7/2012                                | Water Tank - refunding              | 1,332,000.00           | 500,000.00             | 1/15/2023            |
| 5/15/2005                                | Nashoba Rd                          | 350,000.00             | 150,000.00             | 5/15/2023            |
| 8/1/2014                                 | Capital Improvements Well #2        | 118,300.00             | 118,300.00             | 8/15/2026            |
| 2/1/2010                                 | Water Capital Improvements          | 191,088.00             | 140,000.00             | 2/1/2029             |
| 8/1/2014                                 | Cobbs Well                          | 178,800.00             | 178,800.00             | 8/15/2031            |
| 8/1/2014                                 | Well #2 Design                      | 194,700.00             | 194,700.00             | 8/15/2033            |
| 8/1/2014                                 | Water Capital Improvements          | 274,200.00             | 274,200.00             | 8/15/2034            |
| 8/1/2014                                 | Well #2 Redevelopment               | 3,720,000.00           | 3,720,000.00           | 8/15/2034            |
| <u>Sub Total - Water Department Debt</u> |                                     | <u>6,859,922.00</u>    | <u>5,386,000.00</u>    |                      |
| <u>Town Debt - Inside Prop 2 1/2</u>     |                                     |                        |                        |                      |
| 12/15/2007                               | Town Offices renovation - refunding | 256,550.00             | 30,000.00              | 9/15/2015            |
| 12/15/2007                               | Fire House renovations - refunding  | 77,050.00              | 10,000.00              | 9/15/2016            |
| 4/29/1999                                | Septic Loan Program #1              | 199,806.72             | 22,200.80              | 2/1/2017             |
| 12/15/2007                               | Shaker Lane - Refunding             | 2,352,000.00           | 999,600.00             | 9/15/2018            |
| 2/15/1999                                | Matawanakee Betterment              | 450,000.00             | 80,000.00              | 12/1/2018            |
| 11/15/2002                               | Septic Loan Program #2              | 189,473.68             | 64,186.02              | 8/1/2020             |
| 12/7/2012                                | Police Land - refunding             | 525,000.00             | 170,000.00             | 1/15/2022            |
| 12/7/2012                                | High School - refunding             | 23,795,000.00          | 2,640,000.00           | 1/15/2023            |

**OUTSTANDING BOND DEBT  
AS OF JUNE 30, 2015**

| <u>Date of Issue</u><br><u>Light Department</u>                  | <u>Issue</u>                               | <u>Original Amount</u>      | <u>Current<br/>Balance</u>  | <u>Maturity Date</u> |
|--|--|-----------------------------|-----------------------------|----------------------|
| 5/15/2005  | Land Acquisition - Hartwell                | 575,000.00                  | 240,000.00                  | 5/15/2023            |
| 5/15/2005  | Land Acquisition - Prouty                  | 500,000.00                  | 225,000.00                  | 5/15/2024            |
| 2/1/2010   | Land Acquisition - Lucy's Land             | 150,000.00                  | 100,000.00                  | 2/1/2029             |
| 2/1/2010   | Building Renovation-Houghton<br>Roof       | 195,000.00                  | 140,000.00                  | 2/1/2029             |
| 4/15/2011  | Cobbs Land                                 | 323,955.00                  | 240,000.00                  | 4/15/2031            |
| 4/15/2011  | Goldsmith Street                           | 1,094,400.00                | 870,000.00                  | 4/15/2031            |
| <i>Sub Total - Town Debt - Inside Prop 2 1/2</i>                 |  | <i>30,683,235.40</i>        | <i>5,830,986.82</i>         |                      |
| <u><i>Town Debt - Outside Prop 2 1/2</i></u>                     |  |                             |                             |                      |
| 12/15/2007   | Land Acq - Frost Whit<br>refunding         | 322,175.00                  | 70,000.00                   | 9/15/2016            |
| 12/7/2012  | Land Acquisition - Morrison -<br>refunding | 1,768,000.00                | 490,000.00                  | 1/15/2020            |
| 5/15/2005  | Waste Water Treatment Facility             | 1,760,000.00                | 860,000.00                  | 5/15/2025            |
| 1/15/2008  | Middle School                              | 7,554,000.00                | 4,695,000.00                | 3/15/2027            |
| 2/1/2010   | Police Station Design                      | 300,000.00                  | 200,000.00                  | 2/1/2028             |
| 1/23/2008  | Middle School - Low Interest<br>Loan       | 2,142,297.00                | 1,499,607.90                | 11/1/2028            |
| 2/1/2010   | Police Station Construction                | 6,023,303.00                | 4,420,000.00                | 2/1/2029             |
| 4/15/2011  | Russell St School - Design                 | 232,800.00                  | 170,000.00                  | 4/15/2031            |
| 4/15/2011  | Russell St School -<br>Construction        | 5,428,845.00                | 4,325,000.00                | 4/15/2031            |
| <i>Sub Total - Town Debt - Outside Prop 2 1/2</i>                |  | <i>25,531,420.00</i>        | <i>16,729,607.90</i>        |                      |
| <u><i>Total - Town<br/>Debt</i></u>                              |  | <u><i>56,214,655.40</i></u> | <u><i>22,560,594.72</i></u> |                      |
| <i>Total - All Debt</i>  |  | <i>64,322,577.40</i>        | <i>28,476,994.72</i>        |                      |
| <i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i> |  |                             |                             |                      |
| <u><i>Source</i></u>   |  |                             |                             |                      |
| <i>State</i>   | Shaker Lane                                |                             | 1,039,315.00                |                      |
| <i>CPA Funds</i>   | Houghton Roof                              |                             | 140,000.00                  |                      |
| <i>CPA Funds</i>   | Land Acquisition - Lucy's Land             |                             | 100,000.00                  |                      |
| <i>CPA Funds</i>   | Cobbs Land                                 |                             | 240,000.00                  |                      |
| <i>Cell Tower</i>  | Land Acquisition - Hartwell                |                             |                             |                      |

**OUTSTANDING BOND DEBT  
AS OF JUNE 30, 2015**

| <u>Date of Issue</u>   | <u>Issue</u>   | <u>Original Amount</u> | <u>Current Balance</u>    | <u>Maturity Date</u> |
|--|--|------------------------|---------------------------|----------------------|
| <u>Light Department</u>  |  |                        |                           |                      |
| Funds  |  |                        | 170,000.00                |                      |
| Cell Tower   |  |                        |                           |                      |
| Funds  | Land Acquisition - Prouty                                  |                        | 2,640,000.00              |                      |
| <u>Total - Town Debt Reimbursements</u>                                  |  | -                      | <u>4,329,315.00</u>       |                      |
| <u>Net Town Debt remaining (Inside Prop 2 1/2)</u>                       |  |                        | <u>1,501,671.82</u>       |                      |
| <b><i>Funds under care of the Town Treasurer as of June 30, 2015</i></b> |  |                        |                           |                      |
|  | General Fund, Revolving Funds, Grants, Bonds & Other Funds |                        | \$ 19,463,025.46          |                      |
|  | OPEB Trust Fund - Town, Light & Water Departments          |                        | 4,397,820.37              |                      |
|  | Stabilization & Capital                                    |                        |                           |                      |
|  | Stabilization  |                        | 1,934,915.48              |                      |
|  | Water Enterprise Fund                                      |                        | 480,539.64                |                      |
|  | Light Department Operating                                 |                        |                           |                      |
|  | Funds  |                        | 2,503,775.54              |                      |
|  | Light Department Depreciation                              |                        |                           |                      |
|  | Fund   |                        | 2,911,206.86              |                      |
|  | Light Department Rate Stabilization Fund                   |                        | 6,882,542.89              |                      |
|  | Light Department Retirement Trust Fund                     |                        | 944,337.56                |                      |
|  | Trust Funds managed by the Trust Fund Commissioners        |                        | <u>5,245,193.61</u>       |                      |
|  |  |                        | <u>\$ 44,763,357.41</u>   |                      |
|  | Cash Balance June 30, 2014                                 |                        | \$ 45,478,434.61          |                      |
|  | Cash Receipts  |                        | \$ 85,095,305.83          |                      |
|  | Cash Disbursements   |                        | <u>\$ (85,810,383.03)</u> |                      |
|  | Ending Cash June 30, 2015                                  |                        | <u>\$ 44,763,357.41</u>   |                      |

The above report reflects the cash and bond balances of the Town as of June 30, 2015.

Respectfully Submitted,  
Steven Venuti, Treasurer

***Employee Total Earnings - January-December 2015***

| <u>Dept</u>       | <u>Employee</u>     | <u>Title</u>                                    | <u>2015 Earnings *</u> |
|-------------------|---------------------|---|------------------------|
| <u>ACCOUNTANT</u> |                     |   |                        |
|                   | HOLSTON, BONNIE-MAE | ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET | \$ 91,479.76           |
|                   | REYNOLDS, MICHELLE  | Assistant Accountant                            | 39,994.62              |
|                   | RAYMOND, SUSAN      | ON-CALL DEPARTMENT CLERK                        | 12,666.00              |
|                   | MANCHUSO, JANICE    | FINANCE TECHNICIAN                              | 9,378.32               |
| <u>ASSESSORS</u>  |                     |   |                        |
|                   | MILLER, KATHERINE   | CHIEF ASSESSOR                                  | 72,371.76              |
|                   | FREITAS, LORRAINE   | ASSISTANT ASSESSOR                              | 47,510.39              |
|                   | JORNET, CELIA       | ASSISTANT ASSESSOR                              | 36,694.50              |
| <u>BUILDING</u>   |                     |   |                        |
|                   | BERNIER, ROLAND     | BUILDING COMMISSIONER                           | 83,918.08              |

| <i>Dept</i>                           | <i>Employee</i>     | <i>Title</i>                           | <i>2015 Earnings *</i> |
|---------------------------------------|---------------------|--|------------------------|
|                                       | COBLEIGH, MICHELLE  | ZONING ASST/PERMIT TECH/BUSINEES ADMIN | 48,645.76              |
|                                       | MOREHOUSE, WILLIAM  | INSPECTOR OF WIRES                     | 44,276.09              |
|                                       | SULLIVAN, EDWARD    | PLUMBING AND GAS INSPECTOR             | 34,555.77              |
|                                       | GERVAIS, JOSEPH     | ALTERNATE INSPECTOR OF WIRES           | 4,620.85               |
|                                       | CORMIER, JOSEPH     | ALTERNATE PLUMBING AND GAS             | 541.60                 |
| <u><i>CEMETERY</i></u>                |                     |  |                        |
|                                       | SULLIVAN, CRAIG     | CEMETERY SUPERINTENDENT                | 57,439.92              |
|                                       | TAYLOR, LAURIE      | CEMETERY GROUNDSKEEPER                 | 45,023.59              |
| <u><i>COLLECTOR</i></u>               |                     |  |                        |
|                                       | RICHARDS, DEBORAH   | TAX COLLECTOR                          | 66,547.26              |
|                                       | LORD, LINDA         | ADMIN CLERK- COLLECTOR/CLERK           | 36,729.88              |
|                                       | QUINN, REBECCA      | TAX COLLECTOR                          | 6,220.64               |
| <u><i>CONSERVATION COMMISSION</i></u> |                     |  |                        |
|                                       | GREEN, AMY          | CONSERVATION COORDINATOR               | 19,075.34              |
| <u><i>CONTROL CTR DISPATCH</i></u>    |                     |  |                        |
|                                       | MURPHY, JOHN        | DISPATCHER                             | 76,797.01              |
|                                       | COLWELL, BRYAN      | COMMUNICATIONS OFFICER                 | 60,971.68              |
|                                       | PERRY, NELSON       | COMMUNICATIONS OFFICER                 | 49,787.21              |
|                                       | HARROLD, WILLIAM    | COMMUNICATIONS SUPERVISOR              | 48,313.11              |
|                                       | DEVLAMINCK, NICHOLE | COMMUNICATIONS OFFICER                 | 44,469.85              |
|                                       | PERRY, ANDREW       | ON-CALL COMMUNICATIONS OFFICER         | 1,690.80               |
|                                       | HAWTHORNE, PATRICK  | P/T COMMUNICATIONS OFFICER             | 144.40                 |
| <u><i>COUNCIL ON AGING</i></u>        |                     |  |                        |
|                                       | CAMPBELL, PAMELA    | EHS DIRECTOR                           | 65,714.88              |
|                                       | MAEDER, CONSTANTINA | OUTREACH COORDINATOR/ RESPITE CARE     | 54,076.16              |
|                                       | OGILVIE, GEORGE     | COA VAN DRIVER                         | 18,369.78              |
|                                       | MONAHAN, CORRINE    | ON-CALL EHS VAN DRIVER                 | 14,989.03              |
|                                       | HARDING, ANITA      | SENIOR WORK PROGRAM                    | 13,568.89              |
|                                       | KENT, RICHARD       | PT MART DRIVER                         | 13,280.85              |
|                                       | CAMPBELL, NEIL      | COA VAN DRIVER                         | 10,247.40              |
|                                       | SMITH, BETTY        | SENIOR WORK PROGRAM                    | 9,541.48               |
|                                       | TOKMAKIAN, PAUL     | COA VAN DRIVER                         | 4,520.29               |
|                                       | BAILEY, HELEN       | ON-CALL EHS VAN DRIVER                 | 4,166.34               |
|                                       | MONAHAN, WILLIAM    | ON-CALL MART VAN DRIVER                | 1,961.12               |
|                                       | JESENSKY, ANTHONY   | SENIOR WORK PROGRAM                    | 1,071.00               |
|                                       | SCHWERIN, FREDERICK | SENIOR WORK PROGRAM                    | 1,003.50               |
|                                       | ARTHUR, HAROLD      | SENIOR WORK PROGRAM                    | 945.00                 |
|                                       | BOWERS, JOHN        | SENIOR WORK PROGRAM                    | 945.00                 |
|                                       | SMITH, DON          | SENIOR WORK PROGRAM                    | 909.00                 |
|                                       | FISHER, LAWRENCE    | SENIOR WORK PROGRAM                    | 841.50                 |
|                                       | RUSSELL, BRUCE      | SENIOR WORK PROGRAM                    | 837.00                 |
|                                       | FREDETTE, ANDRE     | SENIOR WORK PROGRAM                    | 810.00                 |
|                                       | MCPHERSON, BILL     | SENIOR WORK PROGRAM                    | 684.00                 |
|                                       | MORRISON, BRUCE     | SENIOR WORK PROGRAM                    | 657.00                 |
|                                       | ALO, SHIRLEY        | SENIOR WORK PROGRAM                    | 585.00                 |
|                                       | ANDERSON, ANTONIA   | SENIOR WORK PROGRAM                    | 585.00                 |
|                                       | ARAUJO, ELLEN       | SENIOR WORK PROGRAM                    | 585.00                 |
|                                       | BERTOLINO, ANGELA   | SENIOR WORK PROGRAM                    | 585.00                 |



| <i>Dept</i> | <i>Employee</i>         | <i>Title</i>        | <i>2015 Earnings *</i> |
|-------------|-------------------------|---------------------|------------------------|
|             | BOWLES, CATHERINE       | SENIOR WORK PROGRAM | 585.00                 |
|             | BRADLEY, SHIRLEY        | SENIOR WORK PROGRAM | 585.00                 |
|             | BUCKLES, RICHARD        | SENIOR WORK PROGRAM | 585.00                 |
|             | CHASE, DOROTHEA         | SENIOR WORK PROGRAM | 585.00                 |
|             | CHERNOSKY,<br>ANNEMARIE | SENIOR WORK PROGRAM | 585.00                 |
|             | CHILDS, MARTHA          | SENIOR WORK PROGRAM | 585.00                 |
|             | CHRISFIELD, JANE        | SENIOR WORK PROGRAM | 585.00                 |
|             | CORBIN, SHARON          | SENIOR WORK PROGRAM | 585.00                 |
|             | CURLEY, LOUISE          | SENIOR WORK PROGRAM | 585.00                 |
|             | CURTIN, MILDRED         | SENIOR WORK PROGRAM | 585.00                 |
|             | CYR, BEVERLY            | SENIOR WORK PROGRAM | 585.00                 |
|             | DENUCCE, THOMAS         | SENIOR WORK PROGRAM | 585.00                 |
|             | DIGIACOMO, JAMES        | SENIOR WORK PROGRAM | 585.00                 |
|             | DONNELLY, JAMES         | SENIOR WORK PROGRAM | 585.00                 |
|             | DOUGLAS, DIANE          | SENIOR WORK PROGRAM | 585.00                 |
|             | GIRARD, PAULETTE        | SENIOR WORK PROGRAM | 585.00                 |
|             | GROSS, PATRICIA         | SENIOR WORK PROGRAM | 585.00                 |
|             | HALLORAN, JOYCE         | SENIOR WORK PROGRAM | 585.00                 |
|             | HARDING, DAVID          | SENIOR WORK PROGRAM | 585.00                 |
|             | HARLOW, CAROLYN         | SENIOR WORK PROGRAM | 585.00                 |
|             | HILSINGER, NANCY        | SENIOR WORK PROGRAM | 585.00                 |
|             | HOLT, MARY              | SENIOR WORK PROGRAM | 585.00                 |
|             | INGHAM, JOAN            | SENIOR WORK PROGRAM | 585.00                 |
|             | JASINS, ELAINE          | SENIOR WORK PROGRAM | 585.00                 |
|             | JOYCE JR, PATRICK       | SENIOR WORK PROGRAM | 585.00                 |
|             | KAMB, BARBARA           | SENIOR WORK PROGRAM | 585.00                 |
|             | LARSEN, MARGARET        | SENIOR WORK PROGRAM | 585.00                 |
|             | LYNN, JUDITH            | SENIOR WORK PROGRAM | 585.00                 |
|             | LYONS, JANE             | SENIOR WORK PROGRAM | 585.00                 |
|             | MACIVER, DONALD         | SENIOR WORK PROGRAM | 585.00                 |
|             | MCGRATH, PHYLLIS        | SENIOR WORK PROGRAM | 585.00                 |
|             | MCLAUGHLIN,<br>MARGARET | SENIOR WORK PROGRAM | 585.00                 |
|             | MCPHERSON, MARY         | SENIOR WORK PROGRAM | 585.00                 |
|             | MITRANO, GAIL           | SENIOR WORK PROGRAM | 585.00                 |
|             | MONGELLI, NANCY         | SENIOR TAX WORKER   | 585.00                 |
|             | NEWMAN, JOYCE           | SENIOR WORK PROGRAM | 585.00                 |
|             | PARSONS, NANCY          | SENIOR WORK PROGRAM | 585.00                 |
|             | PROTASOWICKI, DELIA     | SENIOR WORK PROGRAM | 585.00                 |
|             | QUINN, FRANCIS          | SENIOR WORK PROGRAM | 585.00                 |
|             | RIGOLI, BEVERLY         | SENIOR WORK PROGRAM | 585.00                 |
|             | RILEY, MARGARET         | SENIOR WORK PROGRAM | 585.00                 |
|             | RUSSELL, MARSHA         | SENIOR WORK PROGRAM | 585.00                 |
|             | SAMMARCO, JEANINE       | SENIOR WORK PROGRAM | 585.00                 |
|             | SCHMIDT, ELIZABETH      | SENIOR WORK PROGRAM | 585.00                 |
|             | SOULE, LOIS             | SENIOR WORK PROGRAM | 585.00                 |
|             | STREETER, RAYMOND       | SENIOR WORK PROGRAM | 585.00                 |
|             | SULLIVAN, JANET         | SENIOR WORK PROGRAM | 585.00                 |
|             | SWEATT, ANNE            | SENIOR WORK PROGRAM | 585.00                 |
|             | TREPANIER, LOIS         | SENIOR WORK PROGRAM | 585.00                 |

| <i>Dept</i> | <i>Employee</i>    | <i>Title</i>                   | <i>2015 Earnings *</i> |
|-------------|--------------------|--------------------------------|------------------------|
|             | VALES, WILLIAM     | SENIOR WORK PROGRAM            | 585.00                 |
|             | WAITE, DONALD      | SENIOR WORK PROGRAM            | 585.00                 |
|             | WEBB, CYNTHIA      | SENIOR WORK PROGRAM            | 585.00                 |
|             | WHITCOMB, DAVID    | SENIOR WORK PROGRAM            | 585.00                 |
|             | WIELINSKI, SUSAN   | SENIOR WORK PROGRAM            | 585.00                 |
|             | WILLIS, JUDITH     | SENIOR WORK PROGRAM            | 585.00                 |
|             | WOODBINE, RICHARD  | SENIOR WORK PROGRAM            | 585.00                 |
|             | ZOTO, MARGARET     | SENIOR WORK PROGRAM            | 585.00                 |
|             | PAYSON, ANN LOUISE | SENIOR WORK PROGRAM            | 576.00                 |
|             | BANKS, ELLEN       | SENIOR WORK PROGRAM            | 559.00                 |
|             | FEDELE, RICHARD    | SENIOR WORK PROGRAM            | 423.00                 |
|             | PAYSON, DARRELL    | SENIOR WORK PROGRAM            | 423.00                 |
|             | HUNT, JAMES        | SENIOR WORK PROGRAM            | 387.00                 |
|             | FOUGSTEDT, SUSAN   | SENIOR WORK PROGRAM            | 328.50                 |
|             | SCHMIDT, WILLIAM   | SENIOR WORK PROGRAM            | 319.50                 |
|             | WYNEKEN, BONNIE    | SENIOR WORK PROGRAM            | 306.00                 |
|             | GREGORY, ALBERT    | SENIOR WORK PROGRAM            | 297.00                 |
|             | MEIER, ROBERT      | SENIOR WORK PROGRAM            | 297.00                 |
|             | ROMILLY, DONNA     | SENIOR WORK PROGRAM            | 297.00                 |
|             | STETSON, ELEANOR   | SENIOR WORK PROGRAM            | 297.00                 |
|             | GREGORY, BERNICE   | SENIOR WORK PROGRAM            | 288.00                 |
|             | MEIER, LOIS        | SENIOR WORK PROGRAM            | 288.00                 |
|             | ROMILLY, ROBERT    | SENIOR WORK PROGRAM            | 288.00                 |
|             | STETSON, ROBERT    | SENIOR WORK PROGRAM            | 288.00                 |
|             | CONTOS, GREGORY    | SENIOR WORK PROGRAM            | 279.00                 |
|             | CONTOS, JOSEPHINE  | SENIOR WORK PROGRAM            | 211.50                 |
|             | GLEASON, RICHARD C | SENIOR WORK PROGRAM            | 189.00                 |
|             | DOYLE, JACK        | SENIOR WORK PROGRAM            | 175.50                 |
|             | HOLIAN, MARK       | SENIOR WORK PROGRAM            | 135.00                 |
|             | RUSSO, CLAIRE      | SENIOR WORK PROGRAM            | 135.00                 |
|             | BANKS, EARL        | SENIOR WORK PROGRAM            | 126.00                 |
|             | FISHER, LYNDIA     | SENIOR WORK PROGRAM            | 117.00                 |
|             | HRONIK, MARY       | SENIOR WORK PROGRAM            | 103.50                 |
| <u>FIRE</u> |                    |                                |                        |
|             | WODZINSKI, SCOTT   | FIRE CHIEF                     | 99,825.28              |
|             | COFFEY, SEAN       | FIREFIGHTER/EMT                | 93,672.64              |
|             | GARDNER, TERENCE   | FIREFIGHTER/EMT                | 92,731.40              |
|             | HOLT, SCOTT        | FIREFIGHTER/EMT                | 85,241.93              |
|             | CLANCY, GEORGE     | DEPUTY CHIEF                   | 76,071.76              |
|             | DAVID, TYSON       | FIREFIGHTER/EMS COORDINATOR    | 75,386.91              |
|             | DUNN, KEITH        | FIREFIGHTER PREVENTION OFFICER | 60,656.19              |
|             | SUNDQUIST, ALAN    | FIREFIGHTER                    | 58,231.74              |
|             | DEBLASIO, MICHAEL  | FF/EMT ADVANCED                | 55,646.49              |
|             | ST GELAIS, BRIAN   | FIREFIGHTER/EMT                | 54,161.51              |
|             | DUQUETTE, PAUL     | FIREFIGHTER/EMT                | 45,071.84              |
|             | WRIGHT, STEPHEN    | FIREFIGHTER/EMT                | 44,799.40              |
|             | TRIOLI, THERESA    | ADMIN ASSISTANT - FIRE         | 42,117.34              |
|             | BYRNE, LINDSAY     | ON CALL FIRE FIGHTER/EMT       | 18,388.48              |
|             | MONIZ, MATTHEW     | FIREFIGHTER/EMT                | 12,260.32              |
|             | CAHILL, JAMES      | ON CALL CAPTAIN                | 11,500.04              |

| <i>Dept</i> | <i>Employee</i>      | <i>Title</i>                     | <i>2015 Earnings *</i> |
|-------------|----------------------|----------------------------------|------------------------|
|             | KNEELAND JR., THOMAS | ON CALL FIRE LIEUTENANT          | 7,807.98               |
|             | RAY, JAMES           | ON CALL DEPUTY CHIEF             | 7,336.36               |
|             | PARLON, SEAN         | ON CALL FIREFIGHTER              | 7,294.77               |
|             | ROCK, JOSEPH         | ON CALL CAPTAIN                  | 6,707.71               |
|             | DENEHY JR, MICHAEL   | ON CALL LIEUTENANT               | 6,523.81               |
|             | VALCOURT, RYAN       | ON-CALL PROB FIREFIGHTER         | 4,463.10               |
|             | MULONE, STEVEN       | PROBATIONARY FIREFIGHTER         | 4,392.36               |
|             | MONIZ, DENISE        | ON CALL EMT/ATHLETIC OFFICIAL    | 4,313.13               |
|             | SURPRENANT, REMY     | PROB ON CALL FIREFIGHTER         | 4,041.14               |
|             | AUBERT, JUSTIN       | FIRE FIGHTER                     | 3,789.32               |
|             | ROCK, TERESA         | ON CALL FF/EMT ADVANCED          | 3,151.00               |
|             | JOHANSON, RYAN       | PROBATIONARY EMT                 | 2,342.01               |
|             | ALCOTT, BRENDA       | ON CALL EMT                      | 2,182.59               |
|             | BELTRAMI, DONALD     | ON CALL FIREFIGHTER/EMT          | 2,084.69               |
|             | WARD, SADIE          | ON CALL FF/EMT                   | 2,059.40               |
|             | PERRY, DANIEL        | PROB ON CALL FIRE FIGHTER        | 1,605.06               |
|             | GASSIRARO, MICHAEL   | ON CALL FF/EMT ADVANCED          | 1,581.31               |
|             | BYAM, ERIK           | ON CALL FF/EMT ADVANCED          | 1,486.66               |
|             | SURPRENANT, JEFFREY  | ON CALL FIREFIGHTER/EMT          | 1,393.48               |
|             | ROGERS, MARK         | ON-CALL PROB FIREFIGHTER         | 1,320.00               |
|             | MACIEL, MATTHEW      | FIRE FIGHTER/EMT                 | 1,079.73               |
|             | DOHERTY, JR, MICHAEL | ON CALL FIRE FIGHTER/EMT         | 978.51                 |
|             | KLEIN, SUZANNE       | ON CALL EMT                      | 920.59                 |
|             | POWERS, TIMOTHY      | FIRE FIGHTER/EMT                 | 742.32                 |
|             | HICKOX, MARK         | ON CALL FIREFIGHTER              | 713.37                 |
|             | PARKS II, DAVID      | PROBATIONARY FIREFIGHTER         | 668.30                 |
|             | LEFEBVRE II, DAVID   | PER DIEM FF/EMT ADVANCED         | 573.76                 |
|             | DUONG, RICHARD       | PROBATIONARY FF/EMT              | 418.20                 |
|             | BROOKS, CODY         | ON-CALL PROBATIONARY FIREFIGHTER | 174.72                 |
|             | PATTERSON, NICOLE    | PROBATIONARY EMT                 | 142.80                 |
|             | BURG, EDWARD         | ON CALL FF/EMT ADVANCED          | 51.63                  |
|             | KISH, LOWELL         | PROBATIONARY FIREFIGHTER         | 43.68                  |
|             | BYRNE, NICOLE        | PROB. ON -CALL FIRE FIGHTER      | 14.56                  |

#### HIGHWAY

|  |                       |                                     |           |
|--|-----------------------|-------------------------------------|-----------|
|  |                       | HWY OPERATIONS                      |           |
|  | CLYDE, JAMES          | MANAGER/SUPERINTENDENT              | 92,186.72 |
|  | TEBBETTS, DANIEL      | GENERAL FOREMAN                     | 84,880.03 |
|  | BERNARD, SHAWN        | WORKING PARKS FOREMAN               | 73,581.38 |
|  | DEVOGEL, JAMES        | HIGHWAY WORKING FOREMAN             | 73,197.06 |
|  | MACFADGEN, WILLIAM    | HIGHWAY MECHANIC                    | 69,349.07 |
|  | KELSON, DEREK         | EQUIPMENT OPERATOR/LABORER          | 60,998.58 |
|  | SALADINI, CRAIG       | EQUIPMENT OPERATOR II/LABORER       | 56,334.74 |
|  | WHITTEN, STEVEN       | EQUIPMENT OPERATOR/LABORER II       | 55,715.24 |
|  | KELLEY, TIMOTHY       | EQUIPMENT OPERATOR/LABORER          | 53,932.19 |
|  | TOCCI, CATHERINE      | BUSINESS ADMIN - HIGHWAY            | 50,153.90 |
|  | UPPERMAN, CHRISTOPHER | Transfer Station Operator           | 45,689.31 |
|  | ASHLEY, PHYLLIS       | Assistant Transfer Station Operator | 35,767.99 |
|  | FRANZEK, JOHN         | EQUIPMENT OPERATOR/LABORER 1        | 30,016.55 |
|  | FITZGERALD, THOMAS    | EQUIPMENT OPERATOR/ LABORER II      | 28,825.34 |

| <i>Dept</i>                    | <i>Employee</i>            | <i>Title</i>  | <i>2015 Earnings *</i> |
|--------------------------------|----------------------------|---|------------------------|
|                                | PELOQUIN, PHILIP           | EQUIPMENT OPERATOR 1                                  | 10,138.54              |
|                                | PICHEL, RYAN               | SEASONAL HIGHWAY LABORER                              | 8,259.93               |
|                                | WHITCOMB, JOSHUA           | SUMMER SEASONAL LABORER                               | 3,511.35               |
|                                | NAPOLI, CHARLES            | SEASONAL HIGHWAY LABORER                              | 1,087.37               |
| <u><i>LIBRARY</i></u>          |                            |   |                        |
|                                | ALVAREZ JR, SAMUEL         | LIBRARY DIRECTOR                                      | 72,371.76              |
|                                | OUELLETTE HADUCH,<br>DIANN | CHILDREN SERVICES/SENIOR LIBRARIAN                    | 44,074.01              |
|                                | SILL, JEANNE               | SENIOR LIBRARY TECHNICIAN                             | 41,582.82              |
|                                | GRAHAM, HELEN              | ASSISTANT LIBRARY DIRECTOR                            | 40,927.43              |
|                                | PALMER, SUSAN              | LIBRARY OFFICE COORDINATOR                            | 39,308.24              |
|                                |                            | HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR<br>LIBRARIA | 38,131.43              |
|                                | CURRAN, ANDREA             | LIBRARY TECHNICIAN                                    | 22,500.24              |
|                                | TABER, JAMES               | SR. LIBRARY TECHNICIAN                                | 22,312.40              |
|                                | CANTINO, JENNA             | SENIOR LIBRARIAN                                      | 19,168.36              |
|                                | SCHREIBER, LINDA           | LIBRARY TECHNICIAN                                    | 17,443.72              |
|                                | GEANISIS, MARGARET         | LIBRARY TECHNICIAN                                    | 14,929.45              |
|                                | HARDY-FARACI, CHERYL       | LIBRARY TECHNICIAN                                    | 11,404.61              |
|                                | BERNARDI, JULIE            | LIBRARY ASSISTANT                                     | 6,447.79               |
|                                | FREDERICKSEN, JULIE        | LIBRARY ASSISTANT                                     | 4,808.34               |
|                                | SEBASTIAN, CATHERINE       | LIBRARY TECHNICIAN                                    | 2,848.76               |
|                                | PENDLETON, SALLY           | LIBRARY PROCESSING CLERK                              | 1,468.12               |
|                                | YAMASHITA, ATSUKO          |   |                        |
| <u><i>LIGHT DEPARTMENT</i></u> |                            |   |                        |
|                                | EDWARDS, SCOTT             | GENERAL MANAGER                                       | 181,368.05             |
|                                | LAWLER, NICHOLAS           | SYSTEM ENGINEER                                       | 148,989.80             |
|                                | HUNT, ROBERT               | LEAD LINEMAN  | 127,781.90             |
|                                | BURNHAM, TODD              | LINEMAN 1ST CLASS                                     | 124,138.93             |
|                                | LIZOTTE, DAVID             | WORKING FOREMAN                                       | 119,464.68             |
|                                | BROWN, ALAN                | COMP SYST.MGR   | 119,195.04             |
|                                | LARSEN, SCOTT              | GENERAL LINE FOREMAN                                  | 118,296.00             |
|                                | SNYER, TREVER              | LINEMAN 1ST CLASS                                     | 116,635.51             |
|                                | LANCIANI, JOHN             | LELD SENIOR ENGINEERING TECHNICIAN                    | 114,060.56             |
|                                | MC FARLAND, MATTHEW        | LEAD LINEMAN  | 113,418.20             |
|                                | ROOKS, ERICA               | BUSINESS MANAGER                                      | 101,721.31             |
|                                | PATTERSON, DANIEL          | MECHANIC-FLEET/FACILITIES                             | 98,054.64              |
|                                | GOODY, MICHAEL             | ENGINEERING SUPPORT TECHNICIAN                        | 95,510.16              |
|                                | TADRY, MATTHEW             | LINEMAN 1st CLASS I                                   | 94,344.60              |
|                                | MOSCARIELLO, GERALD        | LIGHT DEPT MAINT.                                     | 81,161.60              |
|                                | BOURASSA, RICHARD          | METER TECHNICIAN                                      | 72,148.09              |
|                                | GIOUMBAKIS,<br>EVANGELOS   | LEAD LINEMAN  | 72,107.07              |
|                                | MARTIN, DANIEL             | LINEMAN 3rd CLASS                                     | 65,975.49              |
|                                | MAHANEY, JOHN              | THIRD CLASS LINEMAN                                   | 65,839.72              |
|                                | GOUVEIA, MICHAEL           | IT SYSTEMS ANALYST                                    | 65,370.77              |
|                                | LYONNAIS, MELISSA          | BUSINESS OFFICE SUPERVISOR                            | 62,438.80              |
|                                | THOMPSON, MARION           | ASSOC. ACCOUNTANT                                     | 54,621.64              |
|                                | WIRZBICKI, DAVID           | PROCUREMENT COORDINATOR                               | 53,694.25              |
|                                | SCZYLVIAN, ELAINE          | BUSINESS SERVICES                                     | 50,946.09              |
|                                | BAILEY, EILEEN             | BUSINESS SERVICES                                     | 50,222.40              |

| <i>Dept</i>          | <i>Employee</i>             | <i>Title</i>                          | <i>2015 Earnings *</i> |
|----------------------|-----------------------------|---------------------------------------|------------------------|
|                      |                             | EXECUTIVE ASSISTANT/HR, GREEN REWARDS |                        |
|                      | SILVERIA, JONI              | COORD                                 | 49,033.22              |
|                      | ADLEY, CHRISTOPHER          | BUSINESS SERVICES                     | 45,473.81              |
|                      | KETCHEN, DAVID              | ELECTRICAL ENGINEER                   | 30,000.00              |
|                      | HUNT, JUDITH                | BUSINESS SERVICES                     | 26,235.01              |
|                      | STEWART, WILLIAM            | PART TIME UTILITY MAN                 | 24,590.40              |
|                      | WOODWARD, LAURA             | STAFF ACCOUNTANT                      | 18,742.08              |
|                      | GILMORE, SUSAN              | BUSINESS SERVICES                     | 11,610.24              |
|                      | EDWARDS, BRIDGET            | GIS ASSISTANT                         | 5,390.50               |
|                      | LARSEN, KEVIN               | GIS ASSISTANT                         | 4,635.00               |
| <u>PARKS AND REC</u> |                             |                                       |                        |
|                      | MARTEL, SHARON              | PRCE ASSISTANT DIRECTOR               | 63,999.76              |
|                      | CAHILL, ERIN                | PROGRAM SPECIALIST II                 | 50,308.56              |
|                      | LEE, KEVIN                  | SPECIAL PROGRAMS INSTRUCTOR           | 42,558.76              |
|                      | DAY, ALICIA                 | DIRECTOR OF PRCE                      | 24,612.00              |
|                      | HODGES, KATE                | PRCE DIRECTOR                         | 16,051.54              |
|                      | JONES, JOHN                 | DRIVER'S ED PROGRAM COORDINATOR       | 12,903.54              |
|                      | WARNOCK, ZACHARY            | PROGRAM AIDE II                       | 6,849.38               |
|                      | SHOULTS, DANA               | AFTERCARE COORDINATOR                 | 4,463.06               |
|                      | GODDARD, JOSEPH             | PROGRAM AIDE I                        | 4,239.58               |
|                      | ADLEY, HANNAH               | CAMP LEAD COUNSELOR                   | 4,199.53               |
|                      | NARDI-WILLIAMS,<br>JONATHAN | DRIVER'S ED INSTRUCTOR I              | 3,765.97               |
|                      | FREUND, BRENDAN             | CAMP SPECIALIST                       | 3,765.83               |
|                      | MURRAY, JUSTIN              | SPECIAL COURSE COORDINATOR            | 3,592.21               |
|                      | MCGINNESS, AUBREY           | SPECIAL COURSE COORDINATOR            | 3,590.40               |
|                      | ADLEY, BREANNE              | CAMP SENIOR COUNSELOR                 | 3,561.99               |
|                      | MILLER, RACHEL              | HEAD LIFEGUARD                        | 3,360.18               |
|                      | SHAFFERY, JOHN              | HEAD LIFEGUARD                        | 3,331.14               |
|                      | WEBSTER, EMILY              | CAMP LEAD COUNSELOR                   | 3,279.84               |
|                      | COCHIS, NICOLE              | INTERN                                | 3,223.63               |
|                      | FRATKIN, LAURA              | CAMP ART SPECIALIST                   | 3,211.12               |
|                      | SIMPSON, RACHAEL            | CAMP LEAD COUNSELOR                   | 3,183.53               |
|                      | MCKEE, BRAEDAN              | SAILING COORDINATOR                   | 3,048.06               |
|                      | BENULLO, NICHOLAS           | SPORTS SPECIALIST                     | 3,006.47               |
|                      | HUNTINGTON, MARISSA         | CAMP SENIOR COUNSELOR                 | 2,911.87               |
|                      | ARONIAN, MICHAEL            | CAMP SPECIALIST                       | 2,861.10               |
|                      | JUDGE, KAITLIN              | CAMP LEAD COUNSELOR                   | 2,774.74               |
|                      | ARMSTRONG, COLE             | JUNIOR CAMP COUNSELOR                 | 2,569.21               |
|                      | RUSCAK, JUNE                | LIFEGUARD II                          | 2,504.26               |
|                      | GIGER, DAVID                | LIFEGUARD II                          | 2,486.02               |
|                      | KRYSTOFIK, ALLISON          | CAMP JUNIOR COUNSELOR                 | 2,474.40               |
|                      | TETO, KYLE                  | CAMP JUNIOR COUNSELOR                 | 2,389.50               |
|                      | FRENCH, AMY                 | DRIVER'S ED INSTRUCTOR II             | 2,219.52               |
|                      | PUTNAM, KATHERINE           | CAMP SENIOR COUNSELOR                 | 2,158.88               |
|                      | WHITE, RICHARD              | CAMP SENIOR COUNSELOR                 | 2,096.21               |
|                      | CHURCH, BENJAMIN            | LIFEGUARD I                           | 2,049.60               |
|                      | COTNAM, ASHLEY              | LIFEGUARD II                          | 2,044.00               |
|                      | STRICKLAND, CAMILLE         | CAMP LEAD I                           | 1,987.79               |
|                      | REIERSON, HALEY             | LIFEGUARD                             | 1,876.36               |

| <i>Dept</i>           | <i>Employee</i>     | <i>Title</i>                      | <i>2015 Earnings *</i> |
|-----------------------|---------------------|-----------------------------------|------------------------|
|                       | PUTNAM, CAROLINE    | CAMP SENIOR COUNSELOR             | 1,783.63               |
|                       | OSLIN, DAVID        | CAMP SPECIALISTS                  | 1,744.94               |
|                       | NEWMAN, NATHANIEL   | LIFEGUARD I                       | 1,738.51               |
|                       | COLLARI, JARED      | SNACK SHACK ATTENDEE              | 1,737.00               |
|                       | KATKOWSKI, HAYLEY   | CAMP SENIOR COUNSELOR             | 1,507.92               |
|                       | JENSEN, CHRISTOPHER | LIFEGUARD II                      | 1,507.46               |
|                       | NELSON, PAUL        | JUNIOR SAILING INSTRUCTOR         | 1,365.64               |
|                       | MILLER, SARAH       | LIFEGUARD I                       | 1,202.92               |
|                       | PUFF, RYAN          | LIFEGUARD I                       | 1,166.14               |
|                       | DEWALT, DARIENNE    | JUNIOR SAILING INSTRUCTOR         | 1,068.76               |
|                       | WHITE, BRITTANY     | SENIOR CAMP COUNSELOR             | 1,046.43               |
|                       | MILLER, ZACHARY     | JUNIOR CAMP COUNSELOR             | 848.25                 |
|                       | SLATTERY, NATALIA   | HEAD LIFEGUARD                    | 643.54                 |
|                       | EMERSON, DOUGLAS    | CAMP LEAD II                      | 592.11                 |
|                       | DUTTON, ADAM        | JUNIOR CAMP COUNSELOR             | 522.00                 |
|                       | MUELLER, NOAH       | PROGRAM AIDE I                    | 486.00                 |
|                       | ANTONELLI, ROBERT   | DRIVER'S ED INSTRUCTOR II         | 458.00                 |
|                       | VAILLETTE, ZACHARY  | INTERN                            | 412.93                 |
|                       | CHURCH, CALEB       | LIFEGUARD I                       | 298.31                 |
|                       | ELLIOTT, SARAH      | LIFEGUARD I                       | 224.13                 |
| <u>PLANNING BOARD</u> |                     |                                   |                        |
|                       | TOOHILL, MAREN      | PLANNING ADMIN/PERMIT COORDINATOR | 71,100.25              |
| <u>POLICE</u>         |                     |                                   |                        |
|                       | KING, MATTHEW       | POLICE CHIEF                      | 120,170.29             |
|                       | PINARD, MATTHEW     | POLICE SERGEANT                   | 105,812.28             |
|                       | RAFFAELLO, ROBERT   | POLICE SERGEANT                   | 105,588.21             |
|                       | FERNANDEZ, PABLO    | POLICE SERGEANT                   | 103,073.22             |
|                       | BUSSIÈRE, EDMOND    | PATROL SERGEANT                   | 96,567.61              |
|                       | JONES, BRIAN        | PROBATIONARY POLICE OFFICER       | 95,379.20              |
|                       | LANDRY, DOUGLAS     | POLICE OFFICER                    | 94,114.25              |
|                       | LESLIE, DAVID       | POLICE SERGEANT                   | 93,879.67              |
|                       | CRORY, MICHAEL      | DETECTIVE                         | 90,035.17              |
|                       | CASEY, BRIAN        | POLICE OFFICER                    | 86,527.77              |
|                       | PATTERSON, JEFFREY  | DEPUTY POLICE CHIEF               | 85,650.84              |
|                       | JANAKOS, JOHN       | POLICE OFFICER                    | 76,470.59              |
|                       | O'DONOGHUE, PATRICK | POLICE OFFICER                    | 69,993.06              |
|                       | DEVINE, DANIEL      | POLICE OFFICER                    | 68,539.73              |
|                       | BUDKA, THOMAS       | POLICE OFFICER                    | 57,066.77              |
|                       | BROOKS, ASHLEY      | RESERVE POLICE OFFICER            | 51,869.99              |
|                       | DRISTILARIS, JOHN   | RESERVE POLICE OFFICER            | 47,165.38              |
|                       | CVITKOVICH, PAMELA  | EXEC. ASSIST TO POLICE CHIEF      | 45,784.04              |
|                       | CORCORAN, PAUL      | RESERVE OFFICER                   | 34,231.84              |
|                       | FEEHAN, THOMAS      | POLICE OFFICER                    | 32,897.59              |
|                       | CAMELO, DERRICK     | POLICE OFFICER- Probationary      | 28,469.04              |
|                       | O'SULLIVAN, MATTHEW | RESERVE POLICE OFFICER            | 24,358.97              |
|                       | RHODES, HEATHER     | RESERVE POLICE OFFICER            | 17,854.61              |
|                       | CLARK, GORDON       | RESERVE POLICE OFFICER            | 12,639.91              |
|                       | KILEY, BRYAN        | RESERVE POLICE OFFICER            | 10,104.64              |
|                       | SABOURIN, ROBERT    | RESERVE OFFICER                   | 6,762.90               |

| <i>Dept</i>           | <i>Employee</i>      | <i>Title</i>                   | <i>2015 Earnings *</i> |
|-----------------------|----------------------|--------------------------------|------------------------|
|                       | BOWEN, JESSE         | RESERVE POLICE OFFICER         | 6,653.05               |
|                       | LANDERS, RICHARD     | RESERVE OFFICER                | 1,808.14               |
|                       | BURNS, PAUL          | RESERVE POLICE OFFICERR        | 206.80                 |
|                       | SEPE, ANDREW         | RESERVE POLICE OFFICER         | 82.72                  |
|                       | WODZINSKI, MEAGAN    | PROBATIONARY POLICE OFFICER    | 82.72                  |
| <u><i>SCHOOLS</i></u> |                      |                                |                        |
|                       | CLENCHY, KELLY       | SUPERINTENDENT OF SCHOOLS      | 154,786.63             |
|                       | HARRINGTON, JOHN     | PRINCIPAL HIGH SCHOOL          | 121,639.28             |
|                       | FAHERTY, RICHARD     | PRINCIPAL SHAKER LANE          | 119,125.72             |
|                       | DETWEILER, RITA      | Director of Pupil Personnel    | 110,753.81             |
|                       | AJEMIAN, GERI LYN    | CURRICULM DIRECTOR             | 103,225.65             |
|                       | BAZYDLO, SCOTT       | PRINCIPAL                      | 103,013.03             |
|                       | BRANCO, MARK         | PRINCIPAL MIDDLE SCHOOL        | 102,624.74             |
|                       | FINNERTY, VALERIE    | SCIENCE TEACHER                | 98,771.71              |
|                       | GILLEN, MARGARET     | FOREIGN LANGUAGE TEACHER       | 97,534.20              |
|                       | MARK, STEVEN         | BUSINESS MANAGER               | 97,209.35              |
|                       | SCLAR, DANYA         | PSYCHOLOGIST                   | 94,873.50              |
|                       | OGDEN, KELLY         | MATH TEACHER                   | 93,769.57              |
|                       | HOGAN, DANIEL        | SCIENCE TEACHER                | 93,327.71              |
|                       | LYNN, MICHAEL        | PE TEACHER/ATHLETIC DIRECTOR   | 91,149.21              |
|                       | ELMORE, JULIE        | MATH TEACHER                   | 90,420.20              |
|                       | MORGAN, ELIZABETH    | SOCIAL STUDIES TEACHER         | 90,005.62              |
|                       | MARRESE, NANCY       | GRADE 1 TEACHER                | 89,955.20              |
|                       | DONAHUE, PAULA       | KINDERGARTEN TEACHER           | 89,160.31              |
|                       | PISTORINO, MARILYN   | MATH TEACHER                   | 89,018.70              |
|                       | KENNEY, PERRY        | GRADE 1 TEACHER                | 89,015.20              |
|                       | LOVE, HEATHER        | GRADE 4 TEACHER                | 88,853.20              |
|                       | MATHURIN, JUSTINE    | GUIDANCE COUNSELOR             | 88,795.20              |
|                       | WEINBERG, RANDI      | TEACHER-SPEECH                 | 88,655.20              |
|                       | ZWOLINSKI, CATHERINE | READING TEACHER                | 88,604.20              |
|                       | MAWN, REBECCA        | GRADE 2 TEACHER                | 88,247.20              |
|                       | TURNER, TRACY        | SPECIAL EDUCATION TEACHER      | 88,032.71              |
|                       | PASCUCCI, DAVID      | ENGLISH TEACHER                | 87,584.71              |
|                       | DOKUS, JUDITH        | GRADE 5 TEACHER                | 87,490.96              |
|                       | BALLARD, HOLLY       | SPEECH TEACHER                 | 87,385.57              |
|                       | STEPHENSON, BETH     | SCIENCE TEACHER                | 87,305.02              |
|                       | BULLOCK, ALLYSON     | GRADE 1 TEACHER                | 87,062.62              |
|                       | HILL, SANDRA         | GRADE 1 TEACHER                | 86,704.36              |
|                       | GIABBAI, TODD        | GRADE 7 SOCIAL STUDIES TEACHER | 85,848.62              |
|                       | ANDERSON, KAREN      | GRADE 1 TEACHER                | 85,348.62              |
|                       | TETREAULT, AMY       | SPANISH TEACHER                | 85,285.07              |
|                       | RAPOSA, LAURA        | GRADE 5 TEACHER                | 84,205.94              |
|                       | DONLON, KIMBERLY     | GRADE 3 TEACHER                | 83,816.94              |
|                       | BERLINGER, SARAH     |                                |                        |
|                       | PARROTT              | SCIENCE TEACHER                | 83,638.18              |
|                       | DANIELLO, SARAH      | GUIDANCE COUNSELOR             | 83,532.99              |
|                       | KELLEY, ELIZABETH    | FOREIGN LANGUAGE TEACHER       | 83,498.99              |
|                       | PACKER, MARJORIE     | GRADE 2 TEACHER                | 83,478.94              |
|                       | HOGAN, SARA          | SPECIAL EDUCATION TEACHER      | 82,914.72              |
|                       | TRACANNA, DIANE      | ELA GRADE 6                    | 82,673.29              |

| <i>Dept</i> | <i>Employee</i>        | <i>Title</i>                           | <i>2015 Earnings *</i> |
|-------------|------------------------|--|------------------------|
|             | CHRISTY, CHRISTOPHER   | GUIDANCE COUNSELOR                     | 82,099.14              |
|             | BERGMAN, STEVEN        | MUSIC TEACHER                          | 81,365.10              |
|             | TOMBENO, RICHARD       | ENGLISH TEACHER                        | 81,102.37              |
|             | COCHIS, ROSARIA        | SPECIAL EDUCATION TEACHER              | 81,011.47              |
|             | RUSSO, KATHLEEN        | OUT OF DIST. COORDINATOR               | 80,270.47              |
|             | HICKS-DESJARDINS, TORI | GRADE 6 LATIN TEACHER                  | 79,818.35              |
|             | PRATT, CHERYL          | GRADE 2 TEACHER                        | 79,818.35              |
|             | DICKMAN, BARBARA       | SPECIAL EDUCATION TEACHER              | 79,566.21              |
|             | BRIDGE, HILARY         | MUSIC TEACHER                          | 79,530.10              |
|             | WORDEN, KIMBERLY       | GRADE 3 TEACHER                        | 79,134.46              |
|             | BELL, BETH             | KINDERGARTEN TEACHER                   | 78,691.72              |
|             | JOHNSON, KAREN         | PRE-SCHOOL TEACHER                     | 78,625.71              |
|             | SCHOFFEL, JESSICA      | GRADE 3 TEACHER                        | 78,135.33              |
|             |                        | K-5 MATH/SCIENCE INSTRUCTIONAL SUPPORT |                        |
|             | DALLAIRE, PETER        | SPECIALIST                             | 78,121.21              |
|             | BUONACORE, TRICIA      | HEALTH/PE TEACHER                      | 77,960.21              |
|             | HARVEY, SUSAN          | SOCIAL STUDIES TEACHER                 | 77,881.60              |
|             | SMITH, MICHELE         | GRADE 3 TEACHER                        | 77,762.21              |
|             | PETTENGILL, SUE        | DISTRICT WIDE ELE TEACHER              | 77,356.67              |
|             | LEIGHTON, RACHEL       | GUIDANCE COUNSELOR                     | 76,611.72              |
|             | STONE, BARBARA         | GRADE 3 TEACHER                        | 76,207.92              |
|             | PERRY, MEREDITH        | PE TEACHER                             | 75,609.27              |
|             | ROMANO, ANDREA         | ART TEACHER                            | 74,312.02              |
|             | TSUJI, YUKIE           | SPECIAL EDUCATION TEACHER              | 73,543.51              |
|             | BREUER, KATHI          | GRADE 5 TEACHER                        | 73,270.93              |
|             | BURNDRETT, CHRISTINA   | SPED GRADE 4 TEACHER                   | 72,944.46              |
|             | BACKMAN, NELINA        | ENGLISH TEACHER                        | 72,914.88              |
|             | HIRTLE, ZACHARY        | SPECIAL EDUCATION TEACHER              | 72,755.60              |
|             | STANTON, JESSICA       | READING SPECIALIST                     | 72,215.28              |
|             | STEELE, ELIZABETH      | FOREIGN LANGAUGE TEACHER               | 70,810.66              |
|             | HUTCHINS, CRYSTAL      | SPEECH THERAPIST                       | 70,486.20              |
|             | SHOEMAKER, TODD        | TECHNOLOGY TEACHER                     | 70,309.84              |
|             | RYAN, KATHLEEN         | SPEICAL EDUCATION TEACHER              | 70,275.59              |
|             | HARRINGTON, CHERYL     | SCIENCE TEACHER                        | 70,258.69              |
|             | BARTH, MICHELLE        | KINDERGARTEN TEACHER                   | 69,879.14              |
|             | HOSSFELD, EMILY        | ART TEACHER                            | 69,827.19              |
|             | BARRY, ELIZABETH       | ENGLISH TEACHER                        | 69,354.98              |
|             | BUMSTEAD, KIMBERLY     | GRADE 2 TEACHER                        | 68,729.60              |
|             | MCEACHERN, MICHAEL     | TECHNOLOGY COORDINATOR                 | 68,554.48              |
|             | PANISH, PAMELA         | SPECIAL EDUCATION TEACHER              | 67,989.18              |
|             | PALANGE, MAUREEN       | SPECIAL EDUCATION TEACHER              | 67,791.14              |
|             | REPAAL, STEVEN         | SPECIAL EDUCATION TEACHER              | 67,791.14              |
|             | PINZINO, ELIZABETH     | BCBA                                   | 67,784.24              |
|             | HOLM, VANESSA          | GRADE 2 TEACHER                        | 67,739.18              |
|             | MEAGHER JR., WILLIAM   | SCHOOL MAINTENANCE                     | 66,914.78              |
|             | NOLAN, JANET           | GUIDANCE COUNSELOR                     | 65,588.54              |
|             | JANOCH, JEANNE         | .8 PRE-SCHOOL TEACHER                  | 65,490.48              |
|             | MACGREGOR, HEIDI       | GRADE 4 TEACHER                        | 65,414.20              |
|             | MANHEIMER, AMY         | 8TH GRADE MATH TEACHER                 | 64,502.34              |
|             | JOHNSTON, DANICA       | MATH TEACHER                           | 64,283.92              |
|             | MISKINIS, WILLIAM      | SOCIAL STUDIES TEACHER                 | 64,207.85              |



| <i>Dept</i> | <i>Employee</i>      | <i>Title</i>                     | <i>2015 Earnings *</i> |
|-------------|----------------------|----------------------------------|------------------------|
|             | SHEA, STEPHANIE      | DW PHYSICAL THERAPIST            | 63,065.07              |
|             | GILLETTE, GREGORY    | PE TEACHER                       | 62,942.84              |
|             | HULL, MARTHA         | TD DIRECTOR                      | 62,639.46              |
|             | CUNNINGHAM, DIANNA   | GRADE 4 TEACHER                  | 61,990.34              |
|             | JONES, JENNIFER      | GRADE 4 TEACHER                  | 61,957.74              |
|             | MCCOOK, KATHERINE    | ENGLISH TEACHER                  | 61,657.64              |
|             | REGO, ELIZABETH      | MATH TEACHER                     | 60,254.81              |
|             | FERNANDEZ, FERNANDO  | SCHOOL CUSTODIAN                 | 60,094.03              |
|             | ALLISON, JENENE      | FRENCH TEACHER                   | 59,337.06              |
|             | GILLEN, MICHAEL      | SCIENCE TEACHER                  | 59,268.65              |
|             | SAWOSIK, TERYL       | GRADE 1 TEACHER                  | 58,053.71              |
|             | SCHULTZ, EUGENE      | HISTORY/SOCIAL STUDIES TEACHER   | 57,948.68              |
|             | KOOB, SARAH          | READING TEACHER                  | 57,381.85              |
|             | MCCARTHY, KATHLEEN   | NURSE                            | 57,111.10              |
|             | JOHNSON, TRACEY      | .7 TEACHER SPED                  | 56,795.24              |
|             | SANFORD, WENDY       | CHEMISTRY/PHYSICS TEACHER        | 56,385.70              |
|             | REED, MEGAN          | SCHOOL PSYCHOLOGIST              | 56,052.21              |
|             | MCMAHON, MAUREEN     | SCHOOL PSYCHOLOGIST              | 56,028.41              |
|             | KERN, LAURA          | .8 MATH TEACHER                  | 55,914.20              |
|             | MAMOS, KRISTEN       | PRE-SCHOOL TEACHER               | 55,415.65              |
|             | INGEMIE, MARIE       | GRADE 7 FOREIGN LANGUAGE TEACHER | 55,099.02              |
|             | RIETH, JENNIFER      | OCCUPATIONAL THERAPIST           | 54,959.40              |
|             | STRICKLAND, SHERRILL | GRADE 3 TEACHER                  | 54,793.02              |
|             | TARDIVO, NICOLE      | ELA TEACHER                      | 54,613.04              |
|             | WALSH, RYAN          | SOCIAL STUDIES TEACHER           | 54,286.63              |
|             | HARTFORD, JANICE     | NURSE                            | 53,071.60              |
|             | MOSHER, MICHELE      | SCHOOL NURSE                     | 53,071.60              |
|             | PORELL, CHRISTINE    | NURSE                            | 53,071.60              |
|             | BOLAND, HELEN        | GRADE 6 SCIENCE TEACHER          | 52,939.70              |
|             | MCGRATH, AMY         | GRADE 2 TEACHER                  | 51,586.08              |
|             | MULONE, DOROTHY      | ADMIN ASST TO SUPT.              | 51,331.44              |
|             | OVERCASH JR, JOHN    | FOOD SERVICES DIRECTOR           | 50,899.89              |
|             | AVERSO, TINA         | ADMIN ASST TO SPED DIRECTOR      | 50,513.41              |
|             | STANKOWSKI, REBECCA  | 5th GRADE TEACHER                | 50,298.16              |
|             | HLYTEK, NANCY        | ABA ASSISTANT                    | 50,067.60              |
|             | HURLEY, MICHELLE     | KINDERGARTEN TEACHER             | 49,965.41              |
|             | TERPSTRA, KERRY      | 5th GRADE TEACHER                | 49,871.15              |
|             | HARTE, KELLI         | TRANSITIONAL TEACHER             | 49,404.97              |
|             | TEMPLE, CHERYL       | ASST PRINCIPAL HIGH SCHOOL       | 48,618.73              |
|             | DERY, JOANNE         | MATH TEACHER                     | 48,211.05              |
|             | ANDRADE, BELIA       | PRE-SHOOL TEACHER                | 47,663.57              |
|             | HARBISON, SUSAN      | PAYROLL/ASST. TO BUSINESS MGR    | 47,488.73              |
|             | DIONNE, DEBRA        | ADMIN ASST TO PRINCIPAL          | 47,118.80              |
|             | SHERMAN, BEVERLY     | FOREIGN LANGUAGE TEACHER         | 46,922.64              |
|             | CARLSON, ALEXA       | PHYSICAL EDUCATION TEACHER       | 46,841.74              |
|             | SUNDBERG, JENNIFER   | SPED TEACHER                     | 46,841.74              |
|             | ALLEN, JONATHAN      | HS GRAPHIC ARTS TEACHER          | 46,393.65              |
|             | BRANCH, NATALIE      | DATA SUPPORT SPECIALIST          | 46,252.73              |
|             | SANDERSON, PAMELA    | EARLY CHILDHOOD COORDINATOR      | 45,967.11              |
|             | ROBERTS, MARLEE      | MUSIC TEACHER                    | 44,755.64              |
|             | LIPOSKY, KATHARINE   | 4th GRADE TEACHER                | 44,642.55              |

| <i>Dept</i> | <i>Employee</i>             | <i>Title</i>  | <i>2015 Earnings *</i> |
|-------------|-----------------------------|---|------------------------|
|             | KEMPTON, JUNE               | ADMIN. ASSIST. TO PRINCIPAL<br>TECHNOLOGY & NETWORK SUPPORT | 44,246.60              |
|             | SULLIVAN, CHARLES           | SPECIALIST  | 43,830.23              |
|             | RYDER, NICOLE               | GRADE 4 TEACHER   | 43,514.41              |
|             | SHIRE-SUSSER, SHERRI        |   | 42,135.90              |
|             | HEALY, ROBIN                | FINANCIAL ASSIST.- A/P MANAGER                              | 41,165.27              |
|             | UPTEGROVE, ERIN             | ART TEACHER   | 39,875.34              |
|             | COMEAU, KEITH               | HS ASSISTANT PRINCIPAL                                      | 39,845.38              |
|             | SAYLOR, ANNETTE             | ADMIN ASST TO PRINCIPAL                                     | 39,794.40              |
|             | FARAGO, CONSTANCE           | ADMIN ASST TO PRINCIPAL                                     | 39,613.20              |
|             | DUMAS, GEORGE               | CUSTODIAN   | 39,498.27              |
|             | HADLEY, TAMARA              | CUSTODIAN   | 38,760.40              |
|             | FOUSTOUKOS, MICHAEL         | SPED TEACHER'S ASSISTANT                                    | 37,318.18              |
|             | MCKINLEY, RITA              | .6 READING INTERVENTIONIST TEACHER                          | 37,140.68              |
|             | MITCHELL, SUSAN             | .6 MATH INTERVENTIONIST                                     | 36,779.74              |
|             | GARVEY, JOAN M              | SCHOOL SECRETARY  | 36,485.76              |
|             | COHEN, SARAH                | ELA 6TH GRADE TEACHER                                       | 36,280.68              |
|             | DUARTE, RACHEL              | KINDERGARTEN TEACHER  | 35,980.05              |
|             | CORMIER, VIRGINIA           | GUIDANCE SECRETARY  | 35,491.20              |
|             | JARGER, FAITH               | SPED TEACHER ASSISTANT                                      | 35,077.54              |
|             | RECTOR, DALE                | CUSTODIAN   | 34,845.91              |
|             | CORROW, BETTINA             | ADMIN ASST TO DIR CURR.                                     | 34,797.84              |
|             | CABRAL, KEVIN               | ABA ASSISTANT   | 33,719.00              |
|             | GRESKO-CAULFIELD,<br>ANGELA | ABA ASSISTANT   | 33,715.62              |
|             | OKSANISH, SALLY             | .5 MATH INTERVENTIONIST                                     | 33,691.57              |
|             | ETHIER, MARY                | OCCUPATIONAL THERAPIST                                      | 33,363.21              |
|             | HAZZARD, MICHAEL            | CUSTODIAN   | 32,549.94              |
|             | PISANO, BARBARA             | .5 MATH LAB TEACHER   | 29,480.20              |
|             | UVELLO, CHRISTINE           | COTA  | 28,588.83              |
|             | BARRETT, JENNIFER           | GRADE 4 TEACHER   | 28,297.23              |
|             | BEHAN, MICHELE              | TEACHER ASSISTANT   | 27,571.13              |
|             | WEBSTER, GRETCHEN           | READING TUTOR   | 27,537.40              |
|             | RYAN, SHAWN                 | CUSTODIAN   | 26,983.50              |
|             | COTRAN, BRADLEY             | TECHNOLOGY SPECIALIST AIDE                                  | 26,808.24              |
|             | FEUDO, JENNIFER             | TEACHER ASSISTANT   | 26,468.05              |
|             | HALL, SACHIKO               | TEACHER ASSISTANT SPED                                      | 26,357.71              |
|             | STURTZ, RAINA               | ABA ASSISTANT<br>TEACHERS' ASSISTANT/SPED EVAL              | 26,338.47              |
|             | SANNELLA, MARY              | COORDINATOR   | 26,285.25              |
|             | NICHOLS, SUSAN              | TEACHER ASSISTANT   | 26,122.48              |
|             | YORK, AMY                   | OCCUPATIONAL THERAPIST                                      | 25,923.63              |
|             | ANSTISS, THERESA            | LIBRARY MEDIA /SPECIALIST TEACHER                           | 24,715.56              |
|             | OLDENQUIST, DONNA           | TEACHER ASSISTANT   | 24,710.57              |
|             | COLLINS, ERIN               | GRADE 5 TEACHER   | 24,588.08              |
|             | JEUDY, KORI                 | TD GROUP LEADER   | 24,351.77              |
|             | BOWEN, ALEV                 | GROUP LEADER  | 24,311.08              |
|             | PARE, JOAN                  | SCHOOL SECRETARY  | 24,267.41              |
|             | SAPIENZA, MICHELLE          | SPED TEACHER ASSISTANT                                      | 24,064.79              |
|             | DEVELLIS, MARYLOUISE        | CAFE MANAGER  | 23,846.65              |
|             | O'ROURKE, AMANDA            | SPECIAL EDUCATION TEACHER                                   | 23,200.50              |

| <i>Dept</i> | <i>Employee</i>       | <i>Title</i>                        | <i>2015 Earnings *</i> |
|-------------|-----------------------|-------------------------------------|------------------------|
|             | LORD, JULIE           | TECHNOLOGY SPECIALIST AIDE          | 23,151.32              |
|             | CHANDLER, TONI        | SUBSTITUTE                          | 22,988.96              |
|             | FRANCESCHI, MEREDITH  | SPED TEACHER ASSISTANT              | 22,723.75              |
|             | MANIACE, DANIEL       | TECHNOLOGY SPECIALIST AIDE          | 22,582.30              |
|             | KRAMPF, JODI          | TEACHER ASSISTANT                   | 22,369.47              |
|             | HALL-HEINZ, SUSAN     | LIBRARY /MEDIA SPECIALIST           | 22,358.79              |
|             | RAMIREZ, CONNIE       | TEACHER ASSISTANT                   | 22,349.86              |
|             | MOORE, SARAH          | SPED TEACHER ASSISTANT              | 22,313.05              |
|             | CIARFELLA, KATHLEEN   | SPED TEACHERS ASSISTANT             | 22,253.18              |
|             | CHILTON, DEBORAH      | TEACHER ASSISTANT                   | 22,206.45              |
|             | PERRON, HILLARY       | SPED TEACHER ASSISTANT              | 21,881.11              |
|             | GRAHAM, CHRISTINE     | SPED TEACHER'S ASSISTANT            | 21,708.86              |
|             | STURTZ, LEE-ELLEN     | TEACHER'S ASSISTANT                 | 21,698.24              |
|             | TULLEY-LEONE, MARTHA  | TEACHER ASSISTANT                   | 21,647.21              |
|             | WODZINSKI, CLAIRE     | TEACHER ASSISTANT                   | 21,557.15              |
|             | PFANNEBECKER, LILLIAN | GRADE 6 TEACHER                     | 21,530.07              |
|             | MAYLOTT, CAROLINE     | TEACHER ASSISTANT                   | 21,490.89              |
|             | THIBEAULT, SUSAN      | TEACHER ASSISTANT                   | 21,370.85              |
|             | CARREIRO, ROSALINA    | TEACHER ASSISTANT                   | 21,277.59              |
|             | SCARINGELLA, JOANN    | SPED TEACHER ASSISTANT              | 21,269.08              |
|             | HEIM, VALERIE         | SPED TEACHER ASSISTANT              | 21,186.15              |
|             | RILEY, DAVID          | ENERGY EDUCATION MANAGER            | 21,152.90              |
|             | DONARUMA, DARLENE     | TEACHER ASSISTANT                   | 20,998.06              |
|             | LUNA-WHITE, JESSICA   | SPEECH AND LANGUAGE ASSISTANT       | 20,721.57              |
|             | MEREDITH, DEBRA       | TEACHER ASSISTANT                   | 20,636.77              |
|             | RICHTER, KAREN        | TEACHER ASSISTANT                   | 20,608.46              |
|             | TERELLA, KAREN        | TEACHER ASSISTANT                   | 20,590.52              |
|             | AUSTIN, JANET         | TEACHER ASSISTANT                   | 20,590.14              |
|             | MCINNIS, TRICIA       | TEACHER ASSISTANT                   | 20,533.90              |
|             | DOLAK, PATRICIA       | TEACHER ASSISTANT                   | 20,532.99              |
|             | AUTIO, CATHY          | TEACHER ASSISTANT                   | 20,467.31              |
|             | GERMAIN, ZOE          | SPED TA                             | 20,439.56              |
|             | SPELIOTIS, MARY       | TEACHER ASSISTANT                   | 20,439.56              |
|             | CAPPUCCI, CATHERINE   | TEACHER ASSISTANT                   | 20,392.40              |
|             | ANGELOS, ZACHARY      | TEACHER'S ASSISTANT                 | 20,366.31              |
|             | ABRUZZESE, JULIA      | LIBRARY TUTOR                       | 20,356.64              |
|             | LASHUA, YVETTE        | SPED TEACHER ASSISTANT              | 19,993.57              |
|             | ABBOTT, JENNIFER      | 8TH GRADE ELA                       | 19,872.72              |
|             | SHIMMEL, ALICE        | CAFE MANAGER                        | 19,720.32              |
|             | STORMWIND, JOANNIE    | SPED TEACHER ASSISTANT              | 19,534.79              |
|             | PARSONS, RICHARD      | TEACHER ASSISTANT                   | 19,323.56              |
|             | MCMAHAN, RICHELLE     | SPECIAL EDUCATION TEACHER ASSISTANT | 18,876.92              |
|             | CEGALIS, SARAH        | SPED TEACHER ASSISTANT              | 18,761.03              |
|             | GOULDRUP, CYNTHIA     | SPECIAL EDUCATION TEACHER           | 18,450.99              |
|             | MCKENNA, DANIEL       | SPED TEACHERS ASSISTANT             | 18,293.16              |
|             | SKODA, MARY           | KINDERGARTEN TEACHERS' ASSISTANT    | 18,242.30              |
|             | LUCIANO, ABIGAIL      | TEACHERS ASSISTANT                  | 18,240.63              |
|             | COOK, YVONNE          | SCIENCE TEACHER                     | 18,225.36              |
|             | HEVENOR, KRISTINA     | KINDERGARTEN TEACHERS' ASSISTANT    | 17,560.89              |
|             | GENTILE, KIMBERLY     | TEACHER ASSISTANT                   | 17,445.14              |
|             | JONES, REBECCA        | FRENCH TEACHER                      | 17,386.92              |

| <i>Dept</i> | <i>Employee</i>       | <i>Title</i>                     | <i>2015 Earnings *</i> |
|-------------|-----------------------|----------------------------------|------------------------|
|             | CLARK, SANDRA         | TEACHER ASSISTANT                | 17,297.69              |
|             | RIMBACH, WENDY        | TEACHER ASSISTANT                | 16,843.38              |
|             | DUNN, GORDON          | ABA ASSISTANT                    | 16,773.00              |
|             | GRIFFIN, JEAN         | CAFE MANAGER                     | 16,764.19              |
|             | GANSENBERG, TIMOTHY   | MUSIC TEACHER                    | 16,558.65              |
|             | OUELLETTE, HOLLY      | PHYSICAL EDUCATION TEACHER       | 16,094.29              |
|             | COURT, CATHY          | TEACHER ASSISTANT                | 16,058.00              |
|             | WINTERS, NICOLE       | ART TEACHER                      | 15,729.93              |
|             | GILMORE, LIAM         | SPECIAL EDUCATION TEACHER        | 15,609.78              |
|             | BYRNE, JAMI           | TEACHER ASSISTANT                | 15,042.72              |
|             | FUMIA, LISA           | CAFE MANAGER                     | 14,862.80              |
|             | MALERBI, CAROLYN      | TEACHER ASSISTANT                | 14,619.82              |
|             | KNOWLES, CAROL        | SUBSTITUTE                       | 14,529.43              |
|             | PRICE SIMMONS, ANDREA | TEACHERS' ASSISTANT              | 14,103.31              |
|             | TECCE, TRACY          | 4th GRADE TEACHER                | 13,921.29              |
|             | MAGNER, HOLLY         | LIBRARY TUTOR                    | 13,009.14              |
|             | PETERSON, KRISTIN     | CAFE WORKER                      | 12,923.28              |
|             | MAYNARD, CHERYL       | TD GROUP LEADER                  | 12,344.91              |
|             | ROANE, ELLEN          | SPED TEACHER ASSISTANT           | 12,293.25              |
|             | WILSON, ANN           | TEACHER ASSISTANT                | 12,099.00              |
|             | DISPENSA, KAREN       | TD SUBSTITUTE GROUP LEADER       | 12,048.50              |
|             | LONG, EMILY           | SPED TEACHER ASSISTANT           | 11,506.14              |
|             | HARRINGTON, SUSANNE   | SUBSTITUTE                       | 11,391.18              |
|             | MCGOVERN, MILDRED     | CROSSING GUARD                   | 11,260.00              |
|             | SAUCIER, MARC         | COACH                            | 11,208.00              |
|             | HARVEY, JOAN          | VAN MONITOR                      | 11,173.31              |
|             | ERSLAND, CYNTHIA      | SUBSTITUTE GROUP LEADER          | 11,045.01              |
|             | LORDAN, MELINDA       | SPED TEACHER ASSISTANT           | 10,924.16              |
|             | BECKER, KELLEY        | SPED TEACHER ASSISTANT           | 10,785.82              |
|             | COLEMAN, MICHELLE     | SPED TEACHER ASSISTANT           | 10,642.32              |
|             | NELSON, CELESTE       | CAFE WORKER                      | 10,351.91              |
|             | HARVEY, BARTLETT      | SUBSTITUTE                       | 10,278.00              |
|             |                       | TIGER'S DEN INTERIM KINDERGARTEN |                        |
|             | HERBST, ANTONINA      | SUPERVISOR                       | 10,036.33              |
|             | MICKLE, LEEANN        | CAFE WORKER                      | 10,025.06              |
|             | GRAVLIN, ERRIKA       | TEACHER ASSISTANT                | 9,999.25               |
|             | FRANCESCHI, LAUREN    | T-2 COORDINATOR                  | 9,934.75               |
|             | ZIZZI, ANTHONY        | TA/ABA ASSISTANT                 | 9,747.37               |
|             | INGEMIE, SAMUEL       | SPED TEACHER ASSISTANT           | 9,633.75               |
|             | GAGNON, DIANA         | CAFE WORKER                      | 8,692.34               |
|             | RODRIGUEZ, DEBRA      | CAFE WORKER                      | 8,583.26               |
|             | EMANOUIL, KAREN       | SPED TEACHER ASSISTANT           | 8,563.07               |
|             | OLIVER, HANNAH        | SPED TA                          | 8,348.10               |
|             | PERKINS, REBECCA      | TIGERSS' DEN GROUP LEADER        | 8,127.75               |
|             | MARINO, LAURA         | TEACHER ASSISTANT                | 7,953.72               |
|             | LYNCH, KATHIANNE      | CAFE WORKER                      | 7,947.07               |
|             | DENEHY, STEPHANIE     | SUBSTITUTE                       | 7,875.27               |
|             | CAVALLO, DIANE L      | SUBSTITUTE                       | 7,650.03               |
|             | ROSENTHAL, KATHERINE  | TA/ABA ASSISTANT                 | 7,354.90               |
|             | TAYLOR, CASEY         | SPED TA                          | 7,321.60               |
|             | COBURN, BARBARA       | SUBSTITUTES                      | 7,025.44               |

| <i>Dept</i> | <i>Employee</i>      | <i>Title</i>                        | <i>2015 Earnings *</i> |
|-------------|----------------------|-------------------------------------|------------------------|
|             | SCHMIDTBERG, AMANDA  | TEACHER ASSISTANT                   | 7,013.76               |
|             | DEMARCO, DONALD      | ON- CALL CUSTODIAN                  | 6,944.08               |
|             | HULINGS, SHIRLEY     | CAFE WORKER                         | 6,478.47               |
|             | BARR, JACOB          | PT GROUP LEADER                     | 5,915.25               |
|             | DOWNING, MARY GAIL   | TEACHER-RETIRED/SUB                 | 5,907.91               |
|             | MARSH, ELLEN         | TEACHER RETIRED/SUB DAY TO DAY      | 5,653.12               |
|             | CLARK, JAMES         | SUBSTITUTE                          | 5,652.90               |
|             | RAY JR, JAMES        | SUBSTITUTE                          | 5,551.83               |
|             | MCGREGOR, PAMELA     | CAFETERIA WORKER                    | 5,481.82               |
|             | HAZEN, STARLA        | LIBRARY TUTOR                       | 5,481.36               |
|             | BAKER, MONICA        | ABA ASSISTANT                       | 5,167.60               |
|             | MORENO, LINDA        | SUBSTITUTE                          | 5,141.85               |
|             |                      | FINANCIAL ASSSTANT/ACCOUNTS PAYABLE |                        |
|             | CHAMBERLAIN, DEBRA   | MANAGER                             | 5,123.54               |
|             | HASTINGS, RICHARD    | COACH                               | 4,950.00               |
|             | LOMBARD, MICHAEL     | COACH                               | 4,950.00               |
|             | SCHNEIDER, HOWARD    | COACH                               | 4,950.00               |
|             | FIORENTINO, KATARINA | TD HIGH SCHOOL ASSISTANT            | 4,919.50               |
|             | RODENHIZER, JUDITH   | SUBSTITUTE/TD SUB GROUP LEADER      | 4,901.51               |
|             | GILMORE, CHRISTINE   | SCHOOL SECRETARY                    | 4,885.92               |
|             | DOIRON, CHRISTOPHER  | CUSTODIA;L SUBSTITUTE               | 4,757.50               |
|             | GRACEFFA, MICHAEL    | SUBSTITUTE/COACH                    | 4,749.79               |
|             | GARLINGTON, RACHEL   | TEACHER ASSISTANT                   | 4,652.75               |
|             | RUNGO, LISA          | VAN MONITOR                         | 4,562.82               |
|             | MARTINEC, SENA       | SUBSTITUTE                          | 4,548.55               |
|             | CAHILL, MINNIE       | VAN MONITOR                         | 4,512.12               |
|             | DEVELLIS, JOSEPH     | SUMMER STUDENT CUSTODIAN            | 4,488.00               |
|             | PENNEY, NANCY        | TEACHER ASSISTANT                   | 4,461.85               |
|             | ROFFEE, MARGIE       | TEACHER ASSISTANT                   | 4,440.00               |
|             | SZYDLO, FAITH        | TD SUBSTITTUE GROUP LEADER          | 4,259.50               |
|             | ABRUZZESE, JOHN      | COACH                               | 3,842.00               |
|             | BLANCHARD, MICHAEL   | COACH                               | 3,842.00               |
|             | SMITH, MICHAEL       | COACH                               | 3,842.00               |
|             | FERRANTE, CARLO      | COACH                               | 3,788.00               |
|             | WHITCOMB, TIMOTHY    | COACH                               | 3,788.00               |
|             | WEBBER, KATHERINE    | TD ASSISTANT                        | 3,720.60               |
|             | LEWIS, MARCUS        | COACH                               | 3,524.00               |
|             | STEARNS, PATRICK     | COACH                               | 3,524.00               |
|             | LELIEVRE, KRISTEN    | PRESCHOOL TEACHER ASSISTANT         | 3,458.28               |
|             | THURSTON, KELLY      | COACH                               | 3,259.50               |
|             | AUSTIN, GARY         | COACH                               | 3,210.00               |
|             | SULLIVAN, SEAN       | COACH                               | 3,210.00               |
|             | ALO-MENDOSA, SHANNON | COACH                               | 3,118.00               |
|             | FEEHAN, PATRICK      | COACH                               | 3,118.00               |
|             | MOREHOUSE, JOEL      | BASKETBALL COACH JR VARISITY        | 3,118.00               |
|             | MUELLER, DANIEL      | SUMMER CUSTODIAN                    | 3,036.00               |
|             | WHITCOMB, CHRISTINE  | COACH                               | 2,802.00               |
|             | ESSMAN, GARRETT      | SUBSTITUTES                         | 2,783.84               |
|             | PUTNAM, KARA         | SUBSTITUTE                          | 2,720.21               |
|             | LEVY, KAREN          | SUMMER SPEECH AND LANGUAGE          | 2,669.00               |

| <i>Dept</i> | <i>Employee</i>    | <i>Title</i>                        | <i>2015 Earnings *</i> |
|-------------|--------------------|-------------------------------------|------------------------|
|             |                    | PATHOLOGIST                         |                        |
|             | HICKS, KARI        | SPED TA                             | 2,632.37               |
|             | RODRIGUEZ, DEZERA  | TD HIGH SCHOOL ASSISTANT            | 2,555.25               |
|             | MONTEPELUSO, JACOB | TD HIGH SCHOOL ASSISTANT            | 2,506.50               |
|             | POULTER, GAIL      | SUBSTITUTE                          | 2,422.73               |
|             | MALNATI, ROBERT    | SUBSTITUTE                          | 2,413.37               |
|             | DONOVAN, STEPHEN   | SUBSTITUTE                          | 2,380.26               |
|             | TEMPLE, TRICIA     | SUMMER STUDENT CUSTODIAN            | 2,240.00               |
|             | FERNANDEZ, RACHAEL | SUBSTITUTE                          | 2,230.75               |
|             | BOWMAN, NATHANIEL  | COACH                               | 2,173.00               |
|             | NAYLOR, WILLIAM    | COACH                               | 2,173.00               |
|             | BURKE, ROSALIND    | NURSE SUBSTITUTE                    | 2,125.00               |
|             | BABCOCK, MAUREEN   | SUBSTITUTE                          | 2,025.92               |
|             | DONOVAN, LAURA     | SUBSTITUTE                          | 1,920.64               |
|             | HANLON, THOMAS     | COACH                               | 1,894.00               |
|             | DECOSTE, ADAM      | STUDENT ATHLETIC ASSISTANT          | 1,839.00               |
|             | SUNDQUIST, ZACHARY | TD HIGH SCHOOL ASSISTANT            | 1,835.25               |
|             | BADGER, BARBARA    | TD GROUP LEADER                     | 1,812.45               |
|             | BRACE, CHARLOTTE   | TIGERS' DEN GROUP LEADER            | 1,654.25               |
|             | FRIDAY, NANCY      | CAFE SUBSTITUTE                     | 1,516.50               |
|             | NEVINS, JOELLYN M  | RETIREE/SUB                         | 1,402.56               |
|             | LEGATO, LISA       | SUBSTITUTE NURSE                    | 1,375.00               |
|             | MILLER, THOMAS     | SUBSTITUTE                          | 1,342.70               |
|             | MCGRATH, FRANCINE  | SENIOR WORK PROGRAM/CAFE SUBSTITUTE | 1,327.50               |
|             | HOLLAND, MICHELE   | SUBSTITUTE                          | 1,291.11               |
|             | GIBBONS, SARA      | HIGH SCHOOL ASSISTANT               | 1,289.53               |
|             | PORT, FREMAN       | SENIOR WORK PROGRAM/SUBSTITUTE      | 1,222.50               |
|             | ROLLA, JO-ANNE     | SUBSTITUTE                          | 1,182.18               |
|             | HEIGHES, CANDACE   | SUBSTITUTE                          | 1,171.16               |
|             | SEWELL, ROBIN      | SUBSTITUTE                          | 1,117.06               |
|             | FERRO, JAMES       | COACH                               | 1,086.50               |
|             | SCHOFIELD, MAURA   | SUBSTITUTE                          | 1,062.55               |
|             | DEVOGEL, MICHELLE  | CAFETERIA SUBSTITUTE                | 1,053.00               |
|             | CRORY, SUZANNE     | SUBSTITUTE                          | 1,031.25               |
|             | LEBLANC, JORDAN    | TIGERS' DEN HS ASSISTANT            | 985.50                 |
|             | SHEARER, TREVOR    | TD ASSIST. GROUP LEADER             | 964.60                 |
|             | STEVENS, ERIN      | SUBSTITUTE                          | 904.53                 |
|             | ERSLAND, KRISTEN   | TD SUBSTITTUE                       | 853.90                 |
|             | FROEHLICH, EILEEN  | SUBSTITUTES                         | 765.00                 |
|             | OGILVIE, NATALIE   | ATHELTIC OFFICIAL                   | 760.00                 |
|             | GALE, CINDY        | SUBSTITUTE                          | 729.00                 |
|             | MORRISON, NANCY    | GAME TICKET SALES                   | 703.00                 |
|             | BURK, KIMBERLY     | SUBSTITUTE                          | 619.25                 |
|             | GIRARDIN, KEVIN    | HIGH SCHOOL ASSISTANT               | 618.75                 |
|             | DRINKWATER, SARAH  | TD STUDENT                          | 596.25                 |
|             | BERA, AUDREY       | CAFETERIA SUBSTITUTE                | 585.00                 |
|             | PLETCHER, JENNIFER | SUBSTITUTE NURSE                    | 531.25                 |
|             | MODICA, ARLYN      | CAFETERIA SUBSTITUTE                | 522.00                 |
|             | ARENA, PAMELA      | SUBSTITUTE                          | 450.45                 |
|             | GENTILE, STEPHANIE | SUBSTITUTE                          | 401.38                 |
|             | JOHNSTON, NANCY    | SUBSTITUTE                          | 390.04                 |

| <i>Dept</i>                 | <i>Employee</i>    | <i>Title</i>                     | <i>2015 Earnings *</i> |
|-----------------------------|--------------------|----------------------------------|------------------------|
|                             | PELRINE, NICHOLAS  | TIGERS' DEN HS ASSISTANT         | 378.00                 |
|                             | OFSTHUN, CHRISTINE | SUBSTITUTE                       | 344.39                 |
|                             | WING, MICHAEL      | STUDENT ATHLETIC ASSISTANT       | 300.00                 |
|                             | PATTERSON, NICOLE  | SUBSTITITE                       | 278.28                 |
|                             | KNOWLES, PETER     | SUBSTITUTE                       | 256.50                 |
|                             | STRONG, VANESSA    | CAFE SUBSTITUE                   | 225.00                 |
|                             | MULONE, ALYSSA     | SUBSTITUTE                       | 200.00                 |
|                             | CRORY, COURTNEY    | SUBSTITUTE                       | 195.25                 |
|                             | STEWART, JANET     | TD SUBSTITUTE GROUP LEADER       | 175.50                 |
|                             | SUNDQUIST, ADAM    | TD HS ASSISTANT                  | 162.00                 |
|                             | LARSEN, KAYLA      | SUBSTITTUE                       | 109.25                 |
|                             | NORTON, KATHARINE  | HS STUDENT ASSISTANT             | 108.00                 |
|                             | BEGANSKI, MONIQUE  | TICKET TAKER                     | 105.00                 |
|                             | MARCINKUS, JUSTIN  | SUBSTITUTE                       | 105.00                 |
|                             | PRAKASH, ANU       | NURSE SUBSTITUTE                 | 31.25                  |
|                             | NELSON, ABIGAIL    | CAFE SUBSTITUTE                  | 18.00                  |
|                             | PARE, DEBORAH      | SUBSTITUTE                       | 0.00                   |
| <br><u>SELECTMEN</u>        |                    |                                  |                        |
|                             | BERGMAN, KEITH     | TOWN ADMINISTRATOR               | 122,931.36             |
|                             | GLENCROSS, NANCY   | IT MANAGER                       | 91,277.44              |
|                             | CRORY, MARK        | CABLE TV EXECUTIVE DIRECTOR      | 69,171.60              |
|                             | GIBBONS, JENNIFER  | EXEC ASST TO THE TA              | 59,878.10              |
|                             | COLE, WILLIAM      | MAINTENANCE SUPERVISOR           | 56,017.71              |
|                             | DOLAK, KIRBY       | LCTV PROGRAM SUPERVISOR          | 39,897.67              |
|                             | BOROSKI, JOHN      | VETERAN'S AGENT                  | 5,000.00               |
|                             | FEDELE, MARILYN    | ON CALL MEETING CLERK            | 2,420.04               |
| <br><u>TOWN CLERK</u>       |                    |                                  |                        |
|                             | CRORY, DIANE       | TOWN CLERK                       | 61,542.52              |
|                             | CLYDE, SANDRA      | ELECTIONS WARDEN                 | 548.11                 |
| <br><u>TREASURER</u>        |                    |                                  |                        |
|                             | VENUTI, STEVEN     | TREASURER                        | 78,233.28              |
|                             | ESSMAN, ANN        | ASSISTANT TREASURER/PAYROLL      | 66,414.88              |
|                             | FILIFE, CYNTHIA    | FINANCE & PAYROLL COORDINATOR    | 40,554.01              |
|                             | HANLON, CAROL      | ADMIN ASST FINANCE DEPT          | 15,062.65              |
| <br><u>WATER DEPARTMENT</u> |                    |                                  |                        |
|                             | HUNT, KEVIN        | WATER SYSTEM MANAGER             | 104,213.88             |
|                             | DENARO, PAUL       | WATER PRODUCTION SPECIALIST      | 97,952.17              |
|                             | MCGLOUGHLIN, DAVID | UTILITY SPECIALIST STEP II       | 96,625.84              |
|                             | VEASIE, JAY        | WATER DEPT. FOREMAN              | 86,620.17              |
|                             | PERRON, MARK       | UTILITY SPECIALIST STEP III      | 84,344.88              |
|                             | MORSE, MICHAEL     | UTILITY SPECIALIST III           | 78,792.81              |
|                             | TAYLOR, THOMAS     | UTILITY SPECIALIST STEP III      | 77,739.32              |
|                             | GODFREY, COREY     | ENVIROMENTAL ANALYST             | 70,581.00              |
|                             | NELSON, STEVEN     | WATER TREATMENT SYSTEMS OPERATOR | 67,214.54              |
|                             | FRASER, MARGARET   | OPERATIONS ASSISTANT             | 54,760.15              |
|                             | FENNELL, REGINALD  | WATER PRODUCTION STEP II         | 35,137.07              |

\* 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, 2015

### REAL ESTATE

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b>       | <b>Refunded</b>    | <b>Balance</b>      |
|--------------------|--|--------------------------------------|---------------------|--------------------|---------------------|
| 2015               | \$29,563,819.94                                      | \$29,078,437.22                      | \$134,153.06        | \$34,652.31        | \$385,881.97        |
| 2014               | \$329,015.21   | \$329,015.21                         | \$31,749.90         | \$31,749.90        | \$0.00              |
| <b>TOTAL</b>       | <b>\$29,892,835.15</b>                               | <b>\$29,407,452.43</b>               | <b>\$165,902.96</b> | <b>\$66,402.21</b> | <b>\$385,881.97</b> |

### PERSONAL PROPERTY

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b>       | <b>Refunded</b>     | <b>Balance</b>     |
|--------------------|--|--------------------------------------|---------------------|---------------------|--------------------|
| 2015               | \$1,075,047.97                                       | \$1,070,299.50                       | \$2,657.22          | \$8,917.19          | \$11,008.44        |
| 2014               | \$2,522.08   | \$138.17                             | \$42,854.06         | \$42,854.06         | \$2,383.91         |
| 2013               | \$24,169.91  | \$10,964.75                          | \$37,612.80         | \$37,612.80         | \$13,205.16        |
| 2012               | \$3,413.16   | \$3,103.00                           | \$27,036.78         | \$27,036.78         | \$310.16           |
| 2011               | \$6,031.68   |                                      | \$8,535.12          | \$2,503.44          | \$0.00             |
| 2010               |  |                                      | \$2,283.27          | \$2,283.27          | \$0.00             |
| 2009               |  |                                      | \$1,959.64          | \$1,959.64          | \$0.00             |
| 2008               |  |                                      | \$1,585.95          | \$1,585.95          | \$0.00             |
| 2007               |  |                                      | \$894.90            | \$894.90            | \$0.00             |
| 2006               |  |                                      | \$941.49            | \$941.49            | \$0.00             |
| <b>TOTAL</b>       | <b>\$1,111,184.80</b>                                | <b>\$1,084,505.42</b>                | <b>\$126,361.23</b> | <b>\$126,589.52</b> | <b>\$26,907.67</b> |

### MOTOR VEHICLE EXCISE

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$1,238,226.91                                       | \$1,126,298.13                       | \$14,768.93   | \$5,446.42      | \$102,606.27   |
| 2014               | \$235,165.16   | \$203,961.86                         | \$17,110.33   | \$11,353.89     | \$25,446.86    |
| 2013               | \$11,859.70  | \$6,680.32                           | \$931.98      | \$409.58        | \$4,656.98     |
| 2012               | \$3,545.23   | \$1,047.71                           | \$291.25      | \$62.50         | \$2,268.77     |
| 2011               | \$3,851.56   | \$574.58                             | \$212.50      |                 | \$3,064.48     |



**Town of Littleton**  
**Schedule of Taxes Receivable-Year Ended June 30, 2015**

|       |                |                |             |             |              |
|-------|----------------|----------------|-------------|-------------|--------------|
| 2010  | \$4,953.47     | \$608.45       | \$1,782.92  |             | \$2,562.10   |
| 2009  | \$4,197.75     | \$117.50       | \$1,443.56  |             | \$2,636.69   |
| 2008  | \$829.27       | \$23.75        |             |             | \$805.52     |
| TOTAL | \$1,502,629.05 | \$1,339,312.30 | \$36,541.47 | \$17,272.39 | \$144,047.67 |

**COMMUNITY PRESERVATION ACT SURCHARGE**

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$231,173.72   | \$226,181.54                         | \$1,617.80    | \$199.15        | \$3,573.53     |
| 2014               | \$2,887.09   | \$2,887.09                           | \$317.49      | \$317.49        | \$0.00         |
| TOTAL              | \$234,060.81   | \$229,068.63                         | \$1,935.29    | \$516.64        | \$3,573.53     |

**SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$8,749.76   | \$8,749.76                           | \$0.00        | \$0.00          | \$0.00         |
| 2014               | \$0.00   | \$0.00                               | \$0.00        | \$0.00          | \$0.00         |
| TOTAL              | \$8,749.76   | \$8,749.76                           | \$0.00        | \$0.00          | \$0.00         |

**STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$6,121.95   | \$4,527.51                           | \$0.00        | \$0.00          | \$1,594.44     |
| 2014               | \$528.83   | \$528.83                             | \$0.00        | \$0.00          | \$0.00         |
| TOTAL              | \$6,650.78   | \$5,056.34                           | \$0.00        | \$0.00          | \$1,594.44     |

**WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$4,640.90   | \$4,640.90                           | \$0.00        | \$0.00          | \$0.00         |
| 2014               | \$350.96   | \$350.96                             | \$0.00        | \$0.00          | \$0.00         |
| TOTAL              | \$4,991.86   | \$4,991.86                           | \$0.00        | \$0.00          | \$0.00         |

**ELECTRIC LIEN (INCLUDES INTEREST)**

| <b>Fiscal Year</b> | <b>Outstanding July 1, 2014 &amp; Committed FY15</b> | <b>Collected/Liened to Treasurer</b> | <b>Abated</b> | <b>Refunded</b> | <b>Balance</b> |
|--------------------|--|--------------------------------------|---------------|-----------------|----------------|
| 2015               | \$1,986.44   | \$1,986.44                           | \$0.00        | \$0.00          | \$0.00         |
| 2014               | \$96.79  | \$96.79                              | \$0.00        | \$0.00          | \$0.00         |

**Town of Littleton**  
**Schedule of Taxes Receivable-Year Ended June 30, 2015**

|       |            |            |        |        |        |
|-------|------------|------------|--------|--------|--------|
| TOTAL | \$2,083.23 | \$2,083.23 | \$0.00 | \$0.00 | \$0.00 |
|-------|------------|------------|--------|--------|--------|

**WATER LIEN (INCLUDES INTEREST)**

| Fiscal<br>Year | Outstanding July 1,<br>2014 & Committed FY15 | Collected/Liened<br>to Treasurer | Abated | Refunded | Balance |
|----------------|--|----------------------------------|--------|----------|---------|
| 2015           | \$0.00                                       | \$0.00                           | \$0.00 | \$0.00   | \$0.00  |
| 2014           | \$686.85                                     | \$686.85                         | \$0.00 | \$0.00   | \$0.00  |
| <b>TOTAL</b>   | \$686.85                                     | \$686.85                         | \$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.

2015 was a revaluation year, required by the state to be completed every three years. Values, based on the period 1/1/2014 through 12/31/2014 were reviewed and approved by the Department of Revenue. 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 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.

2015 marked the retirement of long-time Assistant Assessor Anita Harding. The Board was fortunate to hire as her replacement Celia Journet who had previously worked in the assessor's offices in Ayer and Harvard. Celia's extensive experience allowed her to provide for a seamless transition during the busy revaluation year.

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

## COMMISSIONERS OF TRUST FUNDS

### Market Overview

The S&P 500 Index finished the year at 2043.94, a decrease of 0.70%, basically unchanged for the calendar year while U.S. bond indexes were down by 1.70%. Interest rates remained low while the U.S. economy continued to show steady growth and inflation stayed in check.

### Fund Performance

The Littleton Trust Funds began the year with a balance of \$5,160,666 and finished the year with a balance of \$4,990,187. During 2015 there were capital contributions of \$6,300 to the Cemetery Perpetual Care Fund, and total disbursements of \$146,189. The Funds' investment income in 2015 was \$285,537. Income is made up primarily of stock dividends, interest and capital gains distributions from mutual fund holdings and was up over 10% from 2014. During 2015 the Funds' portfolio holdings, netting income, interest, fees, and realized and unrealized gains and losses were down 0.70%.

### Commissioner Comments

In 2015 the Funds' asset values outperformed our custom benchmark performance targets established based on the investment policy by 1.35%. Overall fund performance was adversely affected by weak performance in the international and alternatives equities sectors of the market while being buoyed by the increase in investment income that exceeded both historical and projected income expectations for the funds. As was also the case in 2014, these income levels, driven in part by the extended stock market recovery that followed the 2008 to 2009 bear market, cannot be relied upon as recurring income. The Commissioners will continue to manage disbursements accordingly in those cases where we have the latitude to do so.

The Commissioners, as administrators of the Frank M. Kimball Second Fund and the John C. & Eunice B. Morrison Charitable Foundation Scholarship Fund, were pleased to award scholarships totaling \$47,000 to 13 citizens in 2015. We wish to thank the 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.

Respectfully Submitted,

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

### TRUST FUND BALANCES

| <b>FUND</b>                  | <b>Principal<br/>Account<br/>Balance as of<br/>12/31/15 *</b> | <b>Expendable<br/>Funds Account<br/>Balance as of<br/>12/31/15 **</b> | <b>Total Trust Fund<br/>Balance<br/>12/31/2015</b> | <b>2015<br/>Income</b> |
|------------------------------|---|---|--|------------------------|
| Cemetery Perpetual Care      | \$179,457.00  | \$232,613.11  | \$412,070.11                                       | \$23,232.98            |
| J. Goldsmith Common School   | 4,834.68  | 11,970.61   | 16,805.29  | 950.82                 |
| C. Hildreth                  | 62,319.29   | 149,942.22  | 212,261.51   | 12,010.97              |
| L. Johnson High School       | 8,267.36  | 20,025.34   | 28,292.70  | 1,601.21               |
| F. M. Kimball                | 89,719.07   | 149,761.92  | 239,480.99   | 13,597.83              |
| M. H. Kimball                | 178,340.73  | 291,551.29  | 469,892.02   | 26,555.51              |
| B. Sampson Education         | 190,276.02  | 315,276.60  | 505,552.62   | 28,705.42              |
| L. H. Zappy                  | 7,597.68  | 20,504.50   | 28,102.18  | 1,593.14               |
| B. Sampson Relief of Animals | 29,075.85   | 75,678.88   | 104,754.73   | 5,929.93               |
| A. Tuttle Lyceum             | 43,389.60   | 65,794.51   | 109,184.11   | 6,168.36               |
| Reuben Hoar Library          | 563,528.78  | 767,415.19  | 1,330,943.97                                       | 78,039.92              |
| F.M. Kimball II Fund         | 141,631.43  | 237,617.15  | 379,248.58   | 21,515.29              |
| Doris Warren Education Fund  | 128,814.22  | 216,108.91  | 344,923.13   | 19,583.96              |
| Clancy Lyceum                | 3,473.72  | 5,138.53  | 8,612.25   | 486.56                 |
| FB Morrison Charitable Fund  | 477,578.29  | 322,484.72  | 800,063.01   | 45,564.72              |
| Totals                       | \$2,108,303.72  | \$2,881,883.48  | \$4,990,187.20                                     | \$285,536.62           |

\* includes Unrealized Gains & Losses

\*\* includes Realized Gains & Losses

### **Additions & Disbursements from Funds - Yr ending December 31, 2015**

| <b><u>Fund</u></b>           | <b><u>Additions</u></b> | <b><u>Disbursements</u></b> | <b><u>Reason for Disbursement</u></b> |
|------------------------------|-------------------------|-----------------------------|---------------------------------------|
| Cemetery Perpetual Care      | \$6,300.00              | \$13,000.00                 | FY15 Cemetery Budget                  |
| J. Goldsmith Common School   | -                       | 500.00                      | FY15 Town Meeting Appropriation       |
| C. Hildreth                  | -                       | 6,000.00                    | FY15 Town Meeting Appropriation       |
| L. Johnson High School       | -                       | 750.00                      | FY15 Town Meeting Appropriation       |
| F. M. Kimball                | -                       | 9,500.00                    | Scholarship Awards                    |
| M. H. Kimball                | -                       | 20,000.00                   | FY15 Town Meeting Appropriation       |
| B. Sampson Education         | -                       | 20,000.00                   | Scholarship Awards                    |
| L. H. Zappy                  | -                       | 200.00                      | FY15 Town Meeting Appropriation       |
| B. Sampson Relief of Animals | -                       | 2,500.00                    | FY15 Town Meeting Appropriation       |
| A. Tuttle Lyceum             | -                       | 5,783.06                    | Disbursement to Littleton Lyceum      |
| Reuben Hoar Library          | -                       | 11,500.00                   | FY15 Town Meeting Appropriation       |

|                             |            |              |                                  |
|-----------------------------|------------|--------------|----------------------------------|
| F.M. Kimball II Fund        | -          | 15,500.00    | Scholarship Awards               |
| Doris Warren Education Fund | -          | 13,000.00    | Scholarship Awards               |
| Clancy Lyceum               | -          | 456.16       | Disbursement to Littleton Lyceum |
| FB Morrison Charitable Fund | -          | 27,500.00    | Scholarship Awards               |
| Totals                      | \$6,300.00 | \$146,189.22 |                                  |

*Note: Disbursements for FY16 Town Meeting appropriations to be made in January 2016*

#### TRUST FUND INVESTMENTS

| NUMBER<br>OF SHARES                   |                      | MARKET<br>VALUE<br>12/31/2015 | Dividend<br>Per Share | Estimated<br>Annual Income |
|---------------------------------------|----------------------|-------------------------------|-----------------------|----------------------------|
| <b>Preferred / Other Stocks</b>       |                      |                               |                       |                            |
| 1,900.000                             | Bank of America Corp | \$50,844.00                   | 1.66                  | \$3,146.88                 |
| 2,075.000                             | Barclays Bank        | \$53,701.00                   | 1.66                  | \$3,436.72                 |
| 1,975.000                             | ML Capital Trust     | \$51,231.50                   | 1.84                  | \$3,641.41                 |
| <b>Total Preferred / Other Stocks</b> |                      | \$155,776.50                  |                       | \$10,225.01                |

| <b>Mutual Funds</b>                                     |  |                       |      |                    |
|---|--|-----------------------|------|--------------------|
| 4,019.867   | Alger Spectra                                  | \$415,063.30          | 0.00 | \$0.00             |
| 2,111.539   | AllianxGI Ultra Micro Cap                      | \$45,313.63           | 0.00 | \$0.00             |
| 3,758.234   | American Century Mid Cap Value                 | \$346,870.22          | 0.20 | \$4,844.30         |
| 8,999.721   | Eaton Vance Atlanta Capital Small/Mid Cap Fund | \$233,272.77          | 0.15 | \$1,330.16         |
| 115,944.031   | Federated Strategic Value                      | \$653,924.33          | 0.20 | \$23,246.78        |
| 5,173.615   | Meridian Small Cap Growth                      | \$58,203.17           | 0.00 | \$0.00             |
| 13,363.121  | Principal Small-Mid Cap Dividend Income        | \$171,582.47          | 0.35 | \$4,612.95         |
| <b>Total Mutual Funds</b>                               |  | <b>\$1,924,229.89</b> |      | <b>\$34,034.19</b> |
| <b>International / Global Equity Mutual Funds</b>       |  |                       |      |                    |
| 8,017.585   | Artisan International Value Fund               | \$254,237.62          | 0.28 | \$2,212.05         |
| 52,481.859  | Grandeur Peak International Opportunities      | \$161,644.13          | 0.02 | \$914.76           |
| 36,492.603  | Henderson Global Equity Income                 | \$266,396.00          | 0.50 | \$18,179.26        |
| 1,231.737   | Matthews Asis Dividend                         | \$172,407.16          | 0.29 | \$3,269.90         |
| 791.610   | Thornburg International Growth                 | \$15,539.30           | 0.11 | \$90.56            |
| <b>Total International / Global Equity Mutual Funds</b> |  | <b>\$870,224.21</b>   |      | <b>\$24,666.53</b> |
| <b>Balanced Funds</b>                                   |  |                       |      |                    |
| 9,099.873   | Principal Global Diversified                   | \$248,107.35          | 0.68 | \$12,940.16        |
| <b>Total Balanced Mutual Funds</b>                      |  | <b>\$248,107.35</b>   |      | <b>\$12,940.16</b> |
| <b>Alternatives</b>                                     |  |                       |      |                    |
| 7,116.313   | Altergris Futures Evolution Strategy           | \$74,151.98           | 0.94 | \$6,707.84         |
| 1,974.753   | Baron Real Estate Fund                         | \$48,401.20           | 0.08 | \$167.46           |
| 2,648.208   | Catalyst Hedged Future Strategy                | \$138,118.43          | 0.00 | \$0.00             |
| 5,893.862   | Invesco Global Real Estate                     | \$50,687.21           | 0.32 | \$1,894.29         |
| 7,895.639   | Neuberger Berman Long Short                    | \$98,379.66           | 0.00 | \$14.21            |
| 0,260.031   | Legg Mason Bw Alternative Credit               | \$96,239.09           | 0.24 | \$2,480.70         |
| <b>Total Alternative Mutual Funds</b>                   |  | <b>\$505,977.57</b>   |      | <b>\$11,264.50</b> |
| <b>Domestic Bond Mutual Funds</b>                       |  |                       |      |                    |
| 3,802.938   | Guggenheim Total return Bond Fund              | \$360,118.65          | 1.20 | \$16,619.03        |
| 5,940.563   | Ivy High Income                                | \$110,627.51          | 0.60 | \$9,562.63         |
| 3,828.901   | Loomis Sayles Bond Fund                        | \$178,116.24          | 0.45 | \$6,274.17         |
| 2,744.676   | Prudential Short Term Corporate Bond Fund      | \$361,173.78          | 0.31 | \$10,232.06        |

|  |   |                       |      |                     |
|--|---|-----------------------|------|---------------------|
| <b>Total Domestic Bond Mutual Funds</b>      |   | <u>\$1,010,036.18</u> |      | <u>\$42,687.89</u>  |
| <b>International Bond Mutual Funds</b>       |   |                       |      |                     |
| 8,441.557                                    | Dreyfus Standish Mellon Global Fixed Income | \$177,779.19          | 0.48 | \$4,009.74          |
| 6,356.781                                    | Templeton Global Total Return               | \$73,039.41           | 0.50 | \$3,149.78          |
| <b>Total International Bond Mutual Funds</b> |   | <u>\$250,818.60</u>   |      | <u>\$7,159.52</u>   |
| <b>Money Market Mutual Funds</b>             |   |                       |      |                     |
| 3,734.780                                    | Fidelity Money Market Capital Reserves      | \$25,016.90           | 0.00 | \$0.00              |
| <b>Total Money Market Mutual Funds</b>       |   | <u>\$25,016.90</u>    |      | <u>\$0.00</u>       |
| <b>Total Accrued Interest</b>                |   | \$0.00                |      |                     |
| <b>Total Trust Funds</b>                     |   | <u>\$4,990,187.20</u> |      | <u>\$142,977.80</u> |

## 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 2015-2016 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 MICV2013-1837L 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.
- 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.

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

Miyares and Harrington LLP  
Littleton Town Counsel

## 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 is a member of the Nashoba Associated Boards of Health (NABOH). Technical assistance is provided by the Nashoba health agents. NABH licenses septic installers in accordance with Title 5, issues permits to drinking well contractors, issues food service permits and conducts inspections, investigates housing complaints in accordance with Chapter II of the State Sanitary Code and conducts weekly testing of Long Lake on behalf of the Board of Health. Nashoba nursing also offers blood pressure, wellness and flu clinics and investigates communicable diseases. Health agent James Garreffi, R.S. holds office hours in Littleton on Tuesdays from 12 to 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 NABOH website [www.nashoba.org](http://www.nashoba.org).

The Board's specific activity this year includes:

- Issued subsurface disposal system permits (28 new/increased flow, 28 upgrades, 21 single component repairs, 5 transfer/extensions)
- Issued tobacco permits
- Issued stable permits
- Monitored monthly and quarterly reports of private wastewater treatment facilities
- Review building permit applications for compliance with Title 5
- Coordinating flu clinics with NABH
- Oversee the activity of the Littleton volunteer Corps/Medical Reserve Corps
- Preparing emergency response plans for emergency sheltering and emergency dispensation sites with NABH



- Planning and coordinating exercise and drills for the above emergency plans with NABH

The Board welcomed new member John Davis who was elected to the Board in 2015. The five members of the Board of Health are elected for staggered three-year terms, the Board members are Chairman Brad Mitchell, Vice-chair William Cole, Ann Loree, Gino Frattallone and John Davis. The Board meets the second and fourth Tuesday of the month during the calendar year 2015 the Board held 23 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](http://www.littletonma.org). The Board of Health office is open Monday thru Friday 8 a.m. to 3:30 p.m.

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

#### BOARD OF HEALTH

Brad Mitchell, Chairman

William Cole

John W Davis II

Ann Loree

Gino Frattallone

#### LITTLETON ANIMAL INSPECTOR

##### Quarantines:

|   |   |
|---|---|
| 10 day quarantine dog bite to a person                      | 4 |
| 10 day quarantine dog bite to another dog                   | 4 |
| 10 day quarantine cat bite/scratch to a person              | 2 |
| 45 day quarantine vaccinated cat wound of unknown origin    | 9 |
| 6 month quarantine unvaccinated cat wound of unknown origin | 2 |
| Rabies testing:   |   |
| bat tested positive   | 1 |

##### 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

The Building Department is pleased to report that during the calendar year 2015, fees were collected from 532 building permits totaling \$637,348.25. 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       | 9   |
| Commercial Addition / Renovation  | 41  |
| Change of Use                     | 1   |
| New Residential Construction      | 53  |
| Residential Renovation / Addition | 95  |
| Accessory Structure               | 6   |
| Signs                             | 28  |
| Heating Appliance                 | 15  |
| Swimming Pools                    | 6   |
| Demolition                        | 17  |
| Miscellaneous                     | 230 |
| Certificate of Inspection         | 14  |
| Accessory Dwelling Renewal        | 3   |
| Trench                            | 14  |

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 2015 increased significantly for both residential and commercial construction and promises to continue throughout 2016.

New residential starts remained vigorous over last year as did existing home addition construction and remodeling. The 40B complex located at 15 Great Road is well under way representing the bulk of the residential growth to include 56 single family detached dwelling units for sale and three garden style four story buildings. New commercial construction is represented by the beginning phases of "The Point", a multi-use, multi-building complex located at the intersection of Russell Street and Great Road. FIBA continues to revitalize the Ayer Road San-Vel pre-stress building, expanding its operation into the once vacated sections of the structure. Distribution Way is nearing completion of its second large warehouse facility revitalizing the once 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 or the Fire Department for more information.

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 assistant services 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 during my absence.

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

|                            |                        |
|----------------------------|------------------------|
| Monday, Tuesday, Wednesday | 7:30 a.m. - 3:30 p.m.  |
| Thursday                   | 7:30 a.m. - 6:30 p.m.  |
| Friday                     | 7:30 a.m. - 12:30 p.m. |

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

#### **REPORT OF THE INSPECTOR OF WIRES**

Please consider the following annual report of the Inspector of Wires for the year January 1, 2015 to December 31, 2015, collecting a total of \$45220.70 in fees from 373 electrical permits.

|   |     |
|---|-----|
| New Homes                                   | 50  |
| Commercial Buildings                        | 53  |
| Residential additions more than ten outlets | 116 |
| Residential additions less than ten outlets | 98  |
| New Service                                 | 23  |
| Swimming Pools                              | 4   |
| Temporary / permanent meters                | 5   |
| Residential Security Systems                | 15  |

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.

**WILLIAM MOREHOUSE**

Inspector of Wires

### **REPORT OF THE GAS, PLUMBING , SHEET METAL INSPECTOR**

As the Littleton Gas Inspector, I am pleased to report that 225 permits were issued collecting a total of \$23,963 in gas permit fees.

|             |     |
|-------------|-----|
| Commercial  | 14  |
| Residential | 78  |
| Renovation  | 133 |
| Void        | 0   |

As the Littleton Plumbing Inspector, I am pleased to report that 226 permits were issued collecting a total of \$46,812 in plumbing permit fees.

|             |     |
|-------------|-----|
| Commercial  | 17  |
| Residential | 66  |
| Renovation  | 143 |
| Void        | 0   |

As the Littleton Sheet Metal Inspector, I am pleased to report that 63 permits were issued collecting a total of \$11,056 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.

**EDWARD SULLIVAN**

Plumbing, Gas, Sheet Metal Inspector

Telephone 978-540-2423

## **CLEAN LAKES COMMITTEE**

### **CLC Members:**

Jon Folsom, Long Lake, Chairman  
Leon Weaver, Spectacle Pond

Charlie Bush, Lake Matawanakee  
Scott Lewis, Friends of Forge Pond

David Richard, Spectacle Pond Alternate  
Steven Sussman, Mill Pond  
Sheryl James, member at large, Secretary  
Corey Godfrey, LWD ó Advisor

Frank Vigna, Long Lake Alternate  
Jim Barisano, member at large  
Jeff James, member at large

### **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/](http://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](mailto:cgodfrey@lelwd.com).

### **2015 Invasive Plant Management at Long Lake and Spectacle Pond**

As in past years, suppression of in-water invasive plants and nuisance vegetation continues to be a primary focus of the CLC. Variable Milfoil, Fanwort and Curly-leaf pondweed 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.

Curly-leaf Pondweed returned in sparse to moderate amounts this year, along the shoreline of the eastern third of Long Lake and throughout the northeastern two thirds of Spectacle Pond. No Fanwort or Milfoil was found. The Curly-leaf Pondweed develops earlier than Fanwort and Milfoil, and it seems to have dominated of late. Water Chestnut continued to plague Doleful Pond.

Aquatic Control Technology, Inc. (ACT) was successful in controlling the invasives in all three ponds. They also knocked back the poison ivy that has been proliferating around the two basins of Long Lake's Wetland Park/Frog Pond.

### **SWMI – Sustainable Water Management Initiative**

The Massachusetts Executive Office of Energy and Environmental Affairs has implemented a new set of standards to balance the amount of groundwater communities take for their use with the environmental impact of those actions. The rules aim to maintain sufficient stream flow beyond a withdrawal point to protect fish populations and aquatic life while assuring adequate water resources for present and future community development.

In June, CLC member Leon Weaver gave the committee a PowerPoint presentation that he had created on the impact of these new rules to Littleton. According to the new standards, the town already exceeds the maximum allowable withdrawals from the aquifer beneath Spectacle Pond. The state regulations require that we improve our rating or reduce our use of the aquifer by November 2018.

That could be accomplished in a number of ways ó even shifting our pumping to another aquifer. In 2016, the CLC will install water level and flow monitoring devices at Spectacle Pond that will measure seasonal outflows and help to assure compliance with SWMI standards.

Further actions to mitigate negative downstream impacts will be considered as we gather more data. Meanwhile, Mr. Weaver has been sharing his presentation with other organizations in neighboring towns to alert them of the coming reforms.

### **CLC Strategic Plan**

Since assuming the role of Advisor in May 2014, Corey Godfrey has encouraged us to organize the committee's various projects into a comprehensive whole. Despite the variety of concerns that confront the CLC, this year we managed to get everything on the same list. The process has helped prioritize the tasks ahead of us, and complete a number of long-standing projects. The following are active items on that list:

### **Littleton Town Beach Tight Tank**

In 2015, the CLC funded the replacement of the failed Bath House septic system at the Town Beach. The 4,000 gallon tight tank was selected due to the proximity of Long Lake and the short offset to groundwater. The project was completed in April.

### **Spectacle Pond Cell Tower Site Paving**

This project improved access to the cell towers, the source of our committee's funding. Lazaro Paving of Shirley completed this project in June.

### **Lake Matawanakee/Forge Pond Public Access**

Prior to 2013 when Westford opened their Town Beach to Littleton residents the CLC did not consider the lake publicly accessible, a primary criteria for funding improvement projects through the committee. Since that time the committee has been split about Matawanakee's status. This year, a search of possible sites for access to the lake from the Littleton side proved fruitless.

Member at large Jim Barisano made the case that access to Littleton residents at the Westford Town Beach and the State maintained boat launch on Beaver Brook Road provided sufficient access to the lake. From now on the committee considers Lake Matawanakee fully eligible for funded improvements through the CLC.

### **Municipal Beaver Management Plan**

In August, Mike Callahan, of Beaver Solutions, presented a talk about the benefits and problems that beavers bring to our region. Mr. Callahan also explained the variety of flow devices that he employs to overcome the beavers' inclination to block moving water wherever they find it.

Since beaver activity has impacted Littleton for years, the CLC hired Mr. Callahan to analyze 18 sites of current or past beaver activity town wide and to recommend devices that would help in each instance. With the new Municipal Beaver Management Plan the committee is able to target problem sites, and then install and monitor the performance of these control devices. Obstructed sites have been identified and will be first priority.

### **Long Lake Leveler Device**

One of the sites most affected by beaver activity is Long Lake. A decade old dam at the outlet has caused a 16" rise in the level of the water. Trees that were once on the shoreline are now within the lake. Some full grown trees have toppled over into the water, and more are at risk. The Town Beach, with its gentle pitch into the lake, has become noticeably smaller as 6" to 8" of sand has gone underwater.

The Leveler Pipe will pierce the dam, but not breach it. The height of the pipe at its outlet will set the height of the lake. The water level could be dropped as much as a foot with the current plan. Seasonal fluctuations will still impact the depth of the water – higher after ice melt in the spring, and lower late in the summer. Regardless, more than four feet of beach could be reclaimed and numerous trees can be saved.

The Pond Leveler Pipe installation is planned for fall 2016.

### **Water Quality Monitoring Program**

We feel that the CLC should not focus on our publicly accessible lakes and ponds at the expense of the network of streams that weave throughout Littleton. The health of our lakes is impacted directly by the brooks that serve them. The Water Quality Monitoring Program will comb the town's streams and waterbodies to identify chemical composition, depth, flow rate, obstructions and pollution. The data that is compiled through the monitoring program will help with the new SWMI standards and the EPA's Stormwater Regulations as well.

### **Mill Pond Restoration**

2015 was another year with little notable action on the dredging of Mill Pond. The problem of where to store truckloads of dredged material while it dewater frustrated any progress. Discussions with Aggregate Industries never developed.

A ray of hope came in a December 3, 2015 letter from Army Corps of Engineers Project Manager Adam Burnett. At a lake restoration project in Milford, MA they found that containment structures made from coconut coir logs could hold hydraulically dredged material on site or nearby, eliminating the need for trucking. The containment structures could be arranged to raise the height of the shoreline or change its profile. The dredged material would dewater in a year and coir logs would biodegrade in 2 to 5 years, leaving stable emergent wetland for cattails, blueberry and similar native species.

This could change the whole scope of the project. We look forward to learning more and moving ahead in 2016.

In closing, a note of thanks: I am grateful for the dedication of the members of the Clean Lakes Committee and the commitment of our advisor, Corey Godfrey. Their concern and passion make our undertakings worthwhile.

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 2015, the Commission reviewed 14 Notices of Intent to perform activities within one hundred feet of a wetland, and granted 13 Orders of Conditions (2 of which were granted for NOI's received in 2014), authorizing work to be completed. The Commission issued 10 Certificates of Compliance for projects satisfactorily completed, and reviewed 11 Requests for Determination of Applicability, as well as 1 ANRAD. A total of 2 enforcement orders were placed on landowners in violation of the WPA/local wetlands bylaw by the Commission. 2015 continued to be a busy large commercial building year with the construction 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 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 the spring of 2015, we partnered with Mark 9 K-9 Search and Rescue, allowing the use of our properties for this team of dedicated volunteers to train their impressive search dogs on. The Commission was pleased to assist Eagle Scout candidate Brendon Jones with the permitting of his bridge project at the Littleton school-department- held land, abutting the Yapp land and trails. Under the direction of Jim O'Neil and Rick Findlay, the Commission's Cloverdale property restoration project was fully permitted and will be going underway in the near future. The Commission's Mill Hill Property was 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, a new bird box/habitat program orchestrated by resident Dustin Nield 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 would like to recognize and thank the LCT 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.

In 2015, 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, John Bailey, Rob McLaughlin, Greg Contos, Richard Buckles, Samuel Bell, and William Schmidt.

In December, with great sadness, the Commission said goodbye to long-time member and friend Peter Tierney. After a distinguished career as an educator at Littleton High School, Peter continued serving his community as a member of the Conservation Commission. Over a period of nearly two decades, he was a dedicated Commissioner, deeply passionate when it came to conducting the business of the board in a fair and effective manner, and to the preservation of our Town's open space and historically rural character. His immense wisdom, wit and humor could always be counted on, whether it was attending a site walk for a Notice of Intent, sitting around the large wooden table during a public hearing, or just walking out of Town hall after a meeting that ran a little too late. His presence and guidance will be greatly missed. In honor of Peter, his trail at Bumblebee Park has been extended to encompass the entire new yellow trail at the park, and the Commission will be installing a granite bench at the top of this trail to further memorialize and recognize him. Peter's exemplary service and selfless dedication to the Town, his friendship, and memory will always remain with us as we continue to carry out the work of the Commission, a mission for which he cared about so deeply.

**\*\*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,

James Pickard, Sarah Seaward, Carl Melberg, Peter Tierney (In Memorial), Anna Mayor, Thomas Mann, and Andrew Sammarco

## HISTORICAL COMMISSION

The past year has been a busy one for the Historical Commission. Fulfilling our mandate to preserve and maintain Littleton's historic resources, we seek to protect sensitive historic sites from degradation, on the one hand, and also display and celebrate them.

The sub-committee on the 18<sup>th</sup>-century Long Store (first store in Littleton), led by Commission member Linda Stein, conducted a feasibility study for the store's rehabilitation and restoration. Using Community Preservation Act funds, we hired Red Hawk Studio architects and historians to evaluate the elements of the building that were preserved after its disassembly and determine how they could best be put back together to return this important historic resource to the town's use. The Commission is now considering various options for restoration..

Requests for demolition of several old buildings on King Street required the Commission, under the Town's Demolition Delay by-law, to decide whether the structures were historically significant and should be preferentially preserved. We determined that one of these buildings did not deserve historic designation. Others remain under consideration as of this writing.

The Commission was informed by Highway Superintendent Jim Clyde that a large stone cellar on Whitcomb Avenue, probably used over a century ago for dairy storage, was in danger of collapse. Under the leadership of Commission member Donna White, we arranged for a mason to repair the cellar.

As we do annually, the Commission conducted ceremonies on the occasion of Patriots Day. Selectman Paul Avella, the Town's veterans, members of the Historical Society—some in period dress-- and the Boxboro Minute Men helped make this celebration memorable. All Littletonians are invited to participate in this event at Liberty Square.

New this year was the "Hidden Treasures" event in which we joined with the Historical Society and Conservation Trust to celebrate nature and Native American culture at the Sarah Doublet Forest on May 15, 2015.

Two of our members, Ron Goddard and Maureen Adema, chose not to apply for reappointment in June. We thank them for their years of devoted service and welcomed their replacements, Diane Decker and Andrew Sammarco.

Respectfully Submitted,  
Littleton Historical Commission  
Jonathan Liebowitz, Chair  
John Leger  
Donna White

Linda Stein  
Andrew Sammarco  
Andrew Watt  
Diane Decker

## PLANNING BOARD

### **Highlights:**

Highlights of the Planning Board's work in 2015 include seating the Master Plan Update Steering Committee, approving funding to staff the Master Plan Update process, and Town Meeting support for funding of the Master Plan update process. The Planning Board is looking forward to continuing the Master Plan update process through May 2017 Town Meeting. The Planning Board held 12 meetings during 2015, continuing the efficient schedule of meeting once a month. An "Inclusionary Zoning Bylaw" subcommittee was seated and met twice in 2015, starting to outline a Town Zoning Bylaw to address construction of affordable housing. The Planning Board hopes to re-energize that effort in 2016. Planning Board agendas in 2015 were dominated by a significant number of commercial development and redevelopment proposals as well as one preliminary residential subdivision and two "mixed use" applications in the Littleton Common VC district. One Zoning Bylaw amendment was considered and passed in 2015. At the May 2015 Annual Town Meeting, a zoning amendment regarding "Nonconforming Structures" passed, aligning Littleton Zoning Bylaws better with recent case law.

### **Residential Development:**

One Preliminary Subdivision application was reviewed by the Planning Board in 2015; 30 lots, open space concept, off Foster Street at Grimes Lane was the preferred residential development layout for the former "Durkee Tree Farm" property. This layout would preserve several areas of open space, providing opportunity for passive recreation, wildlife corridors, and easements for walking trails. No Definitive Subdivision applications were filed with the Planning Board.

Construction at several prior residential subdivision sites continues, with McIntosh Lane under construction. The Planning Board is pleased with the construction oversight services provided by Green International Affiliates, Inc. for all new subdivision roadways, including McIntosh Lane, and Distribution Center Circle. A total of 8 residential ANR (Approval Not Required) plans were endorsed by the Planning Board in 2015, creating two new residential lots. A Scenic Road Approval was issued for reconstruction of New Estate Road. Shared Residential Driveway Special Permits were granted for Lots 37A and 37B Moore Lane and for 3 lots at 36 Tahattawan Road. Two "mixed use" developments were approved in the Village Common district, 448 King Street and 5-11 Goldsmith Street; however, construction of those projects was not able to proceed.

### **Commercial Development:**

The Planning Board reviewed numerous applications for new commercial development and re-development of existing commercial sites in 2015. 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. The 115-room Marriott Courtyard hotel began early in 2015; grand openings for numerous new stores and restaurants occurred in 2015 and are scheduled to continue in 2016. One commercial site on Russell Street was permitted in 2015, with approvals for 7,110 square feet of flexible retail/restaurant/office space. The timeframe to start construction under Planning Board Special Permits for 225 Taylor Street was extended by the Planning Board. Existing commercial sites that the Planning Board approved for modifications include: 60,000 square foot addition at 30 Porter Road for Romanow Packaging; a wellness center at 547 Great Road; parking lot update at the Montessori School at 2 Pickard Lane; additional parking at 330 King Street/Congregational Church; outdoor seating at 529 King Street; site improvements at 30 Taylor Street; and a site update for 2 Spectacle Pond Road. Wireless Telecommunications Special Permit renewals for equipment upgrades were granted for several locations including the 461 King Street (Baptist Church steeple); the Newtown Hill standpipe at 559A Newtown Road; and 519 Great Road. 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, Tuesdays, Thursdays and Fridays. Planning Board meetings are held on Thursday evenings as posted, usually the 2<sup>nd</sup> 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](http://www.littletonma.org). The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year. Please feel free to call the Planning Board Office at 978/540-2425 or email Maren Toohill, the Planning Administrator/Permit Coordinator/Single Point of Contact for Expedited Permitting at: [MToohill@littletonma.org](mailto:MToohill@littletonma.org) with any questions.

Respectfully Submitted,

#### **PLANNING BOARD**

Richard Crowley, Chairman

Peter Scott, Vice Chairman

Ed Mullen, Clerk

Gerald Portante, Member

Mark Montanari, Member

## **MASTER PLAN UPDATE COMMITTEE**

On September 11, 2014, the Board of Selectmen and Planning Board jointly met and voted to establish a Master Plan Update Steering Committee (MPUSC) to assist the Planning Board in updating the Town's Master Plan, including preparation of a review/critique of the 2002 Master Plan document and a proposed scope of services for the update. The MPUSC is comprised of twelve members, as follows: Planning Board members Richard Crowley and Peter Scott; Selectmen Paul

Avella and Melissa Hebert; Mike Fontanella (School Committee); Gary Lacroix (Sustainability Committee); Edward Coykendall (Economic Development Committee); Paul Glavey (Finance Committee) and community-at-large members Michael Zeldin, Joseph Ficociello, John Bielefeld, and Renato Nakagomi. Our members were duly appointed by both the Board of Selectmen and Planning Board, and sworn in by Town Clerk Diane Crory.

The MPUSC convened our first meeting on April 28, 2015, and held a total of 13 meetings in 2015, electing officers Paul Avella, Chairman; Rich Crowley, Vice Chairman; and Paul Glavey, Clerk. Two subcommittees were formed: the Master Plan RFP/RFQ Subcommittee (Rich Crowley, Paul Glavey, and Michael Zeldin) met three times; and the Consultant Selection Subcommittee (Paul Avella, Rich Crowley, Michael Zeldin, Gary Lacroix, Town Moderator Tim Goddard, Assistant Town Administrator for Finance and Budget Bonnie Holston, and Planning Administrator Maren Toohill) met four times. Staff coverage for the MPUSC and subcommittees is provided by Planning Administrator Maren Toohill. MPUSC meetings covered a wide range of topics geared towards learning as much as possible about best practices for undertaking a successful Master Planning update process for the Town of Littleton. MPUSC first elected officers, received information on the Master Plan consultant procurement process, discussed the Steering Committee's function and vision; outlined outreach goals; met with Mark Racicot of MAPC to understand the overall Master Plan process; with representatives of local Boards and Committees; and with representatives from the Towns of Harvard, Boxborough, and Groton to gain a better understanding of how to best proceed with Littleton's Master Plan. The decision was made to utilize the "Designer Selection" procurement process to find the best master plan consultant for the Town. The work of the RFP/RFQ Committee was to draft an RFP specific to Littleton's desires for a Master Plan consultant; the RFP was issued on October 14, 2015. The work of the Consultant Selection Subcommittee followed, evaluating the four detailed proposals submitted in response to the RFP. Three of the four respondents were interviewed on December 16, 2015; and the Consultant Selection Subcommittee recommended the top two respondents (RKG, followed by VHB) to the MPUSC. The Consultant selection and contracting process will continue in early 2016, with contract award to be completed by early February 2016.

Outreach opportunities will greatly increase as the Master Plan consultant is brought on board, with the first Master Plan Kickoff Meeting on Wednesday, March 2 at 7:00 p.m. Numerous public outreach opportunities will be scheduled throughout the Master Plan update process. As the Town moves forward through the Master Plan update process, the MPUSC strives to gather meaningful input from every sector of Town.

Respectfully Submitted,

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

And Peter Scott, Melissa Hebert, Mike Fontanella, Gary Lacroix, Ed Coykendall, Mike Zeldin, Joe Ficociello, John Bielefeld, and Renato Nakagomi, Members

# ZONING BOARD OF APPEALS

The Littleton Board of Appeals conducted hearings on 28 new and continued applications during 2015. Applications fell into the following distribution:

Ten applications for Special Permits were filed as follows:

3 were to change, modify or expand a pre-existing residential non-conforming structure under Section 173-10 B(1); all were granted, some with conditions.

3 were for a change of business use, two were granted with conditions, one was withdrawn.

2 applications were to convert a single family dwelling to a two family dwelling, under Section 173-68 which were granted.

2 applications were for a Special Permit for an accessory dwelling (in-law apartment) under Section 173-58, which were granted.

Eleven applications were received requesting Variances as follows:

7 applications were to alter existing nonconforming structures with the creation of a new dimensional nonconformity under Section 173-10B2(2); all were granted.

1 application was for a height variance for a cell antenna; granted with conditions

2 applications were for relief from dimensional setback requirements under Section 173-31; one was granted, one was withdrawn

1 application was for approval of a waiver from Town Code 152, (a pool fence setback ordinance), which was granted.

The Board also held seven discussions relating to modifications to existing 40B Comprehensive Permits at 15 Great Road, Kimball Farm Village on the Common off Great Road and Pondside at 147 King Street.

The Board received retirement notices from valued, long time members, John Cantino and William Farnsworth and welcomed two new members, appointed by the Selectmen to fill their vacancies: Alan Bell and Rod Stewart. The Board held elections for the ensuing year. The Board has 1 vacancy for an alternate member. Anyone interested should inquire at Town Hall.

Application fees collected by the board in 2015 were \$4750.00 expenses for the year were \$ 5204.46.

## 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

Patrick Joyce

Rosanne Bales

# COMMUNITY PRESERVATION COMMITTEE

In 2015 the Littleton CPC held meetings on: January 20, March 3, April 28, May 26, June 6, June 16, August 3, September 3, September 30, October 28, and November 18.

The committee approved a few projects in 2015, including:

1. Facilitation Assistance by Metropolitan Area Planning Council
2. UV Ray & Visible Light Window Protection
3. Housing Support to replace faulty heating systems

During 2014 the CPC began extensive discussions about spending and saving. The work on developing a policy was initiated and carries over into 2016.

**FY2015 Total Revenue(s):**

**\$751,980.84**

**FY2015 Total Expense(s):**

**(\$678,827.81)**

## **Members (as of December, 2015):**

Mit Wanzer, CPC Chair, (BOS);  
Andrew Sammarco, (CC);  
Linda Stein, (HC);  
Carolyn Mueller, (BOS);  
Bartlett Harvey (HA);  
Ed Mullen, (PB);  
Fred Faulkner, (FinCom);  
Patrick Joyce, (BOS);  
Kevin Hunt (PRCE).

# CEMETERY COMMISSION

Westlawn Cemetery had 32 full burials and 21 cremation burials in 2015.

Gravesites are being sold in the new expansion area.

A new high efficiency HVAC unit was installed, and the 22 year old roof was replaced with a high efficiency white roof.

The interior walls of the Administration building were painted and the ceiling replaced due to water damage.

Respectfully Submitted,

## POLICE DEPARTMENT

2015 continued to see change at the Littleton Police Department, with the appointment of Littleton's 2<sup>nd</sup> K-9 Officer "Vojack". Vojack and his handler Ptl. Brian Casey graduated patrol school in August and will receive drug detection certification training in April of 2016. They have been patrolling Littleton and have been present at several community events and have been a big hit at the schools. Patrolman Michael Crory was promoted to the Rank of Detective and has also been assigned as the School Resource Officer. Mr. Derrick Camelo and Ms. Megan Wodzinski were appointed in August as Patrolman and have already made their presence known in our community. While I have singled out several notable changes in our department I would be remiss if I did not personally thank all the men and women of the Police/Communications Departments for their dedication to duty and their continued efforts in keeping Littleton a great place to live and work.

We continue to take on the new challenges presented to the Town with the phased opening of the "Point" and the completion of the apartment complex located at 15 Great Road. With continued growth not only in Littleton but in our neighboring communities the need to increase staffing levels continues to be a priority for the department. We look forward to meeting these challenges as we always have, as a community and with the best interest of Littleton in mind. We intend to strengthen our great relationship with the schools, and to provide additional programs to our elders to ensure that they are not victimized.

One of the challenges that we are still confronting is opiate use at all age groups and demographics, this is a plague that we must fight together to stop the needless waste of life in our community. We will pursue any and all dealers that have brought this scourge into our community. We will also participate in any and all worthwhile programs that focus on treatment for this issue. Traffic issues continue to be a high priority for the department and the community. With four major exits off of I495 and State Route 2 as well as numerous other state routes that bisect our Common the transient traffic numbers continue to rise each year. We continue to focus on crimes directed at victimizing our elders through high pressure tactics by both phone and the internet. The department will continue to strengthen our partnership with the Council on Aging to educate and assist these valuable citizens of our community. Training is a priority for the department so that we can be prepared for those unthinkable situations that have arisen not only here in Littleton but also in our state and country. The department will not tolerate bullying or intimidation in the schools or throughout our community. We will work together with our partners to bring to justice any person or persons who participate in these activities.

The department itself is at a crossroads; we must grow and change along with our community. With the additional responsibilities coming to our town we as a department must grow to meet these needs. Not only with increased staffing, but also by facilitating programs that work and that will help to stop and control the issues affecting our community.



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. This year particularly, I would like to thank the staff at the Accounting, Payroll and Human Resources Departments for their assistance. 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 2016.

Respectfully,

Matthew J. King  
CHIEF OF POLICE

| <b>Incident Type<br/>(Partial List)</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> | <b>Difference</b> | <b>% Change<br/>(From previous)</b> |
|---|-------------|-------------|-------------|-------------|-------------------|-------------------------------------|
| Rape                                    | 3           | 5           | 3           | 6           | 3                 | 100.00%                             |
| Assault and Battery                     | 47          | 51          | 57          | 59          | 2                 | 3.51%                               |
| Break and Entry                         | 52          | 47          | 55          | 43          | -12               | -21.82%                             |
| Larceny                                 | 110         | 115         | 116         | 97          | -19               | -16.38%                             |
| Motor Vehicle Theft                     | 4           | 4           | 5           | 2           | -3                | -60.00%                             |
| Vandalism                               | 56          | 62          | 55          | 59          | 4                 | 7.27%                               |
| Weapons Violations                      | 8           | 7           | 9           | 13          | 4                 | 44.44%                              |
| Drug laws                               | 53          | 44          | 49          | 53          | 4                 | 8.16%                               |
| O.U.I Alcohol / Drugs                   | 61          | 37          | 69          | 51          | -18               | -26.09%                             |
| Disturbances (Gnrl)                     | 86          | 95          | 107         | 124         | 17                | 15.89%                              |
| Family Disturbances                     | 61          | 65          | 75          | 69          | -6                | -8.00%                              |
| Noise Complaint                         | 64          | 69          | 71          | 69          | -2                | -2.82%                              |
| Suspicious Activity                     | 521         | 518         | 527         | 327         | -200              | -37.95%                             |
| Community Policing                      | 306         | 298         | 308         | 336         | 28                | 9.09%                               |
| Medical Emergencies                     | 567         | 769         | 826         | 941         | 115               | 13.92%                              |
| Burglar Alarms                          | 427         | 453         | 436         | 486         | 50                | 11.47%                              |
| MVA Personal Injury                     | 35          | 53          | 52          | 35          | -17               | -32.69%                             |
| MVA Property<br>Damage                  | 196         | 253         | 251         | 274         | 23                | 9.16%                               |
| Calls for Service                       |             |             |             |             | <b>14,592</b>     |                                     |

| Incident Type<br>(Partial List) | 2012 | 2013 | 2014 | 2015 | Difference | % Change<br>(From previous) |
|---------------------------------|------|------|------|------|------------|-----------------------------|
| Total Traffic Citations         | 2555 | 2051 | 1215 | 1152 | 24         | 2.2%                        |

## **LITTLETON POLICE DEPARTMENT ROSTER**

|                       |                     |              |
|-----------------------|---------------------|--------------|
| Matthew J. King       | Chief of Police     | 3-Sep-2014   |
| Jeffrey M. Patterson  | Deputy Police Chief | 15-Dec-2014  |
| Nicole Magliozzi      | Executive Assistant | 22-Jan-2016  |
| David P. Leslie       | Sergeant            | 7-Sep-1992   |
| Robert A. Raffaelo    | Sergeant            | 1-Mar-1999   |
| 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 |
| Ashley M. Brooks      | Patrolman           | 31-May-2012  |
| Douglas W. Landry     | Patrolman           | 30-May-2013  |
| Daniel M. Devine      | Patrolman           | 29-Sep-2014  |
| Thomas J. Budka       | Patrolman           | 29-Sep-2014  |
| Derrick Camelo        | Patrolman           | 27-Aug-2015  |
| Megan Wodzinski       | Patrolman           | 12-Jan-2016  |

### **Communications Center**

|                       |                        |             |
|-----------------------|------------------------|-------------|
| John M. Murphy        | Communications Officer | 22-Feb-2000 |
| William E. Harrold    | Communications Officer | 27-Mar-2013 |
| Nelson W. Perry       | Communications Officer | 5-Dec-2013  |
| Nichole J. DeVlaminck | Communications Officer | 11-Aug-2014 |
| Bryan R. Colwell      | Communications Officer | 11-Aug-2014 |

### **Part Time Cruiser Reserve Officer(s)**

John M. Murphy

### **Part Time Police Officer(s)**

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|                   |                     |                    |
|-------------------|---------------------|--------------------|
| Brian Kiley       | Gordon N. Clark     | Andrew Sepe        |
| Paul G. Corcoran  | John G. Dristilaris | Richard E. Landers |
| Heather C. Rhodes | Robert F. Sabourin  | Jesse Bowen        |

### **Part Time Communications Officer(s)**

|             |                    |               |
|-------------|--------------------|---------------|
| Zach Taylor | Terence M. Gardner | Pat Hawthorne |
|             | Andrew S. Perry    |               |

# FIRE DEPARTMENT

2015 was a very active year for the Littleton Fire Department with our emergency response volume increasing by 12% over 2014. On several occasions, we exceeded our resources and had to request mutual aid for assistance, primarily for medical emergencies.

During the year, LFD recruited 2 new call firefighters to our ranks. These 2 individuals attended a five-month call/volunteer recruit training program at the Massachusetts Fire Academy in Stow. The time requirements for the program consisted of two nights per week and every Saturday. Upon completion, they graduated with a certification level of Firefighter I/II. Additionally we added an EMT to our On-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/EMTs work alternating 24 hour shifts with the Chief, the Deputy Chief and the Fire Prevention Officer. This enables the Department to provide basic emergency services coverage every day, 24 hours a day. The call department consists of 25 dedicated firefighters and EMTs 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.

## Senior SAFE

2015 LFD successfully applied for and was awarded a Senior SAFE grant from the Commonwealth in January. The grant is designed to enable fire departments to provide public education and services relating to fire and home safety to our elder population. Massachusetts has seen an amazing reduction (71%) of fire deaths in the youth population over the past 19 years. This has largely been attributed to the Student Awareness of Fire Education programs that fire departments run in schools to educate our youth about fire safety. The senior population now accounts for 40% of fire related deaths in the state. In most of those fires, the home did not have working smoke detectors. Also, anyone following the news the last few years has heard of many deaths due to carbon monoxide (CO) poisoning.

In partnership with the Littleton Council on Aging, LFD implemented a smoke/CO detector program. The grant funds were used to purchase battery operated combination smoke and carbon monoxide detectors. The program itself was advertised by flyers placed at multiple locations in town, an article in the COA's newsletter and a "meet and greet" style presentation by members of LFD about the program at the COA's public breakfast. Seniors could then request LFD to come by and inspect their homes and install the new detectors as needed free of charge. The program was a huge success. LFD spent its senior safe funds this

year on additional smoke and carbon monoxide detectors in addition to batteries to aid in keeping our seniors safe on a yearly basis.

Seniors make appointments by calling the Fire Department directly or leaving their contact information with the COA. To our surprise, almost all of the homes visited needed to have detectors installed either because there were no detectors in the home or the current ones were not in working order. Department personnel conducted voluntary home safety inspections in nearly 40 homes and installed more than 100 new, battery operated combination smoke and CO detectors.

These visits fostered an environment where the home owners felt comfortable talking about their concerns and allowing firefighters to answer questions and offer advice in everything from home escape plans to fire extinguisher use. We look forward to continuing and expanding this program with the help of the COA.

### **Fire Station Project**

2015 was a slow year for the progression of the new fire station. There were a few financial discussions throughout the year to determine when it best fits into place to have the least effect on the taxpayers of Littleton. All indications are that design will move forward in the spring of 2016. The Board of Selectmen did vote to raze the old police station when construction starts on the new station. In the meantime, the department will continue to use it for training purposes.

### **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 EMTs must be familiar with the safe and efficient handling of many incident types. Knowledgeable and highly skilled personnel are more likely to perform in a safe and efficient manner and are less likely to be injured while doing so. Members must attend trainings to maintain their status on the department.

### **Explorer Post 1**

The Littleton Fire Explorer Post 1 continues to be a valuable resource in augmenting the Fire 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

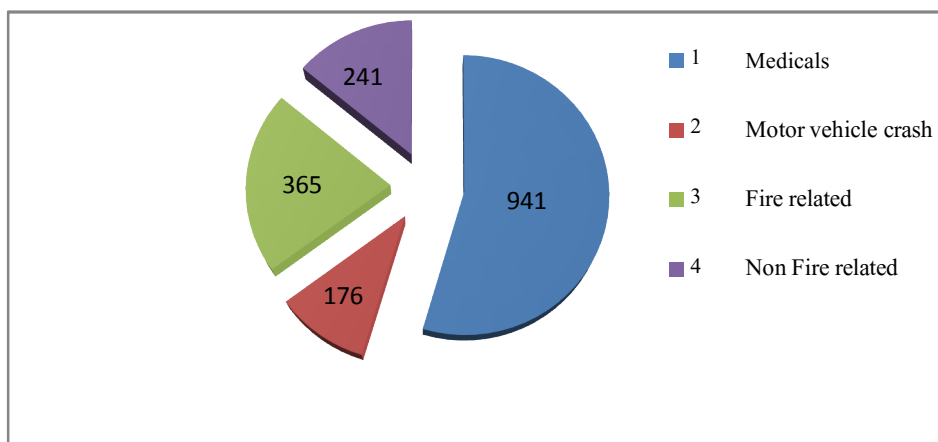
In 2015, the Littleton Fire Department responded to 1723 emergency calls. This was a 12% increase in calls over 2014.

| Incident Type                  | 2011        |           | 2012        |                | 2013        |              | 2014        |              | 2015        |                |
|--------------------------------|-------------|-----------|-------------|----------------|-------------|--------------|-------------|--------------|-------------|----------------|
| Structure Fires                | 11          | 0.73%     | 11          | 0.84%          | 9           | 0.63%        | 7           | .50%         | 11          | 0.63%          |
| Chimney Fires                  | 6           | 0.40%     | 5           | 0.38%          | 2           | 0.14%        | 0           | 0            | 7           | 0.40%          |
| Car Fires                      | 12          | 0.80%     | 11          | 0.84%          | 14          | 0.98%        | 6           | .40%         | 6           | 0.34%          |
| Fire Alarm Investigations      | 162         | 10.79%    | 149         | 11.40%         | 136         | 9.53%        | 177         | 11.70%       | 188         | 10.91%         |
| Carbon Monoxide Investigations | 45          | 3.00%     | 38          | 2.91%          | 33          | 2.31%        | 25          | 1.6%         | 19          | 1.10%          |
| Oil Burner Malfunctions        | 3           | 0.20%     | 3           | 0.23%          | 5           | 0.35%        | 5           | .30%         | 3           | 0.17%          |
| Motor Vehicle Accidents (MVA)  | 137         | 9.13%     | 119         | 9.10%          | 127         | 8.90%        | 152         | 9.90%        | 173         | 10.04%         |
| MVAs with Entrapment           | 5           | 0.33%     | 3           | 0.23%          | 3           | 0.21%        | 0           | 0            | 3           | 0.17%          |
| Medicals (Non-MVA)             | 720         | 47.97%    | 679         | 51.95%         | 769         | 53.89%       | 826         | 54%          | 941         | 54.61%         |
| Brush Fires                    | 6           | 0.40%     | 18          | 1.38%          | 26          | 1.82%        | 13          | .90%         | 25          | 1.45%          |
| Flammable Liquid Spills        | 18          | 1.20%     | 12          | 0.92%          | 8           | 0.56%        | 8           | .60%         | 5           | .29%           |
| Flammable Gas Release          | 36          | 2.40%     | 18          | 1.38%          | 45          | 3.15%        | 28          | 1.80%        | 37          | 2.14%          |
| Electrical Hazards             | 79          | 5.26%     | 25          | 1.91%          | 19          | 1.33%        | 17          | 1.2%         | 21          | 1.21%          |
| Smoke Scares                   | 44          | 2.93%     | 23          | 1.76%          | 27          | 1.89%        | 20          | 1.30%        | 24          | 1.39%          |
| Lock Outs                      | 22          | 1.47%     | 35          | 2.68%          | 28          | 1.96%        | 40          | 2.60%        | 37          | 2.14%          |
| Service Calls                  | 85          | 5.66%     | 32          | 2.45%          | 58          | 4.06%        | 12          | .80%         | 52          | 3.01%          |
| Illegal Burning                | 10          | 0.67%     | 21          | 1.61%          | 10          | 0.70%        | 9           | .40%         | 19          | 1.10%          |
| Cover Assignments              | 12          | 0.80%     | 16          | 1.22%          | 15          | 1.05%        | 14          | .90%         | 27          | 1.56%          |
| Citizen Complaints             | 5           | 0.33%     | 5           | 0.38%          | 2           | 0.14%        | 2           | .10%         | 2           | .11%           |
| Other Fire Incidents           | 83          | 5.53%     | 84          | 6.43%          | 91          | 6.38%        | 159         | 10%          | 123         | 7.13%          |
| <b>Total</b>                   | <b>1501</b> | <b>4%</b> | <b>1307</b> | <b>-14.84%</b> | <b>1427</b> | <b>8.41%</b> | <b>1537</b> | <b>7.16%</b> | <b>1723</b> | <b>-10.79%</b> |

## Statistical Summary

| Incident Type                  | 2008        | 2009        | 2010        | 2011        | 2012        | 2013        | 2014        | 2015        |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Structure Fires                | 16          | 6           | 13          | 11          | 11          | 9           | 7           | 11          |
| Chimney Fires                  | 5           | 4           | 0           | 6           | 5           | 2           | 0           | 7           |
| Car Fires                      | 8           | 6           | 9           | 12          | 11          | 14          | 6           | 6           |
| Fire Alarm Investigations      | 173         | 109         | 125         | 162         | 149         | 136         | 177         | 188         |
| Carbon Monoxide Investigations | 47          | 17          | 38          | 45          | 38          | 33          | 25          | 19          |
| Oil Burner Malfunctions        | 4           | 9           | 9           | 3           | 3           | 5           | 5           | 3           |
| Motor Vehicle Accidents (MVA)  | 139         | 137         | 111         | 137         | 119         | 127         | 152         | 173         |
| MVAs with Entrapment           | 5           | 3           | 2           | 5           | 3           | 3           | 0           | 3           |
| Medicals (Non-MVA)             | 682         | 758         | 749         | 720         | 679         | 769         | 826         | 941         |
| Brush Fires                    | 11          | 12          | 23          | 6           | 18          | 26          | 13          | 25          |
| Flammable Liquid Spills        | 9           | 25          | 16          | 18          | 12          | 8           | 8           | 5           |
| Flammable Gas Release          | 37          | 38          | 50          | 36          | 18          | 45          | 28          | 37          |
| Electrical Hazards             | 48          | 23          | 33          | 79          | 25          | 19          | 17          | 21          |
| Smoke Scares                   | 24          | 26          | 34          | 44          | 23          | 27          | 20          | 24          |
| Lock Outs                      | 33          | 26          | 27          | 22          | 35          | 28          | 40          | 37          |
| Service Calls                  | 42          | 40          | 77          | 85          | 32          | 58          | 12          | 52          |
| Illegal Burning                | 35          | 20          | 12          | 10          | 21          | 10          | 9           | 19          |
| Cover Assignments              | 13          | 8           | 12          | 12          | 16          | 15          | 14          | 27          |
| Citizen Complaints             | 7           | 9           | 12          | 5           | 5           | 2           | 2           | 2           |
| Other Fire Incidents           | 64          | 41          | 96          | 83          | 84          | 91          | 159         | 123         |
| <b>Total</b>                   | <b>1402</b> | <b>1317</b> | <b>1448</b> | <b>1501</b> | <b>1307</b> | <b>1427</b> | <b>1537</b> | <b>1723</b> |

## Inspections 2015



|               |           |            |           |            |             |              |                            |              |  |
|---------------|-----------|------------|-----------|------------|-------------|--------------|----------------------------|--------------|--|
|               | oil       | smoke/co   | propane   | other      | fire drills | plan reviews | burning permit activations |              |  |
|               | 18        | 175        | 30        | 243        | 38          | 340          | 481                        | <b>Total</b> |  |
| <b>totals</b> | <b>18</b> | <b>175</b> | <b>30</b> | <b>243</b> | <b>38</b>   | <b>340</b>   | <b>481</b>                 | <b>1325</b>  |  |

|                |           |            |           |            |           |          |           |           |            |              |
|----------------|-----------|------------|-----------|------------|-----------|----------|-----------|-----------|------------|--------------|
| <b>permits</b> | oil       | smoke/co   | Propane   | fire alarm | Sprinkler | transfer | other     | Blasting  | burning    | <b>Total</b> |
|                | 44        | 207        | 47        | 4          | 11        | 7        | 92        | 17        | 299        |              |
| <b>totals</b>  | <b>44</b> | <b>207</b> | <b>47</b> | <b>4</b>   | <b>11</b> | <b>7</b> | <b>92</b> | <b>17</b> | <b>299</b> | <b>728</b>   |

**Note:** sprinkler and fire alarm systems permits for new construction are handled by the Building Department

### Fire Prevention

The Fire Prevention Officer (FPO) remained extremely busy in 2015. In total the Littleton Fire Department issued 728 permits, 361 of which required an onsite inspection. The FPO conducted 340 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, there will be more demand for permits and inspections. Each new commercial building or multi-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.

Note: sprinkler and fire alarm systems permits for new construction are handled by the Building Department

### 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 our front line leaders with critical site information at these properties before we 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 better and more comprehensive services in the event of an emergency.

### **Dedicated Service**

In 2015, Don O. Smith, LFD Captain (retired) passed away after decades of service as a firefighter/ EMT and most recently as a senior volunteer at the Littleton Fire Department. Don will be sorely missed by all.

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

### **LITTLETON FIRE 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

FF Mark Hickox

EMT Suzanne Klein

EMT Ryan Johanson

EMT Denise Moniz

FF Steve Mulone

EMT Nicole Patterson

#### **Company 2**

**Captain** -Jim Cahill

**Lieutenant** -Mike Denehy

**Lieutenant** -Tom Kneeland

EMT Brenda Alcott

FF/EMT Bryan Colwell

FF/EMT Richard Duong

FF/EMT Mike Gassiraro

FF David Parks

FF Sean Parlon

FF/EMT Dan Perry

FF/EMT Theresa Rock

FF Ryan Valcourt

FF/EMT Sadie Ward

#### **Career Staff**

FPO Keith Dunn

FF/EMT Scott Holt

FF/EMT Tyson David

FF/EMT Terence Gardner

FF/ EMT Sean Coffey

FF/EMT Mike Deblasio

FF/EMT Brian St. Gelais

FF/EMT Steve Wright

FF/EMT Tim Powers

FF/EMT Matt Maciel

#### **Specialist**

Photographer John

McNamara

#### **Senior volunteer**

Toni Anderson

#### **Per Diem**

FF/EMT Eric Byam

FF/EMT Mike Doherty

FF/EMT Dave Lefebvre



## 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 LELD's rates are consistently and significantly lower than our peers. In fact LELD'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. LELD 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 LELD experiences because tree wire has a protective outer layer.

LELWD'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 LELD'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. LELD'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, LELD was instrumental in the acceptance of the town of Littleton becoming a Green Community.

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

### 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    |
|  |               | Current Surplus                        | -\$1,703,250 |
| TOTAL UTILITY PLANT                    | \$35,060,338  |  | -            |
|  |               |  | \$38,750,002 |
| Accum. Depreciation Steam Plant        | 0             | TOTAL SURPLUS                          |              |
| Accum. Depreciation Transmission Plant | \$0           |  |              |
| Accum. Depreciation Distribution Plant | -\$9,228,586  | <u>Long Term Liabilities</u>           |              |
| Accum. Depreciation General Plant      | -\$6,051,559  | Bonds Payable                          | -\$395,200   |
|  |               | 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    |
| <u>Fund Accounts</u>                   |               | TOTAL CURRENT/ACCRUED LIABILITIES      | -\$2,751,184 |
| Depreciation                           | \$3,529,898   |  |              |
| Construction                           | \$2,989,687   | RESERVED FOR UNCOLLECTIBLE ACCOUNTS    | -\$30,209    |
| Rate Stabilization                     | \$7,086,046   |  |              |
| Operating Cash                         | \$1,869,097   | TOTAL LIABILITIES                      | -\$3,679,649 |
| Pension Fund                           | \$971,271     |  |              |
| OPEB Fund                              | \$1,426,735   |  | -            |
|  |               |  | \$42,429,651 |
| Operations Fund                        | \$1,000       | TOTAL LIABILITIES/SURPLUS              |              |
| TOTAL FUND ACCOUNTS                    | \$17,873,735  |  |              |

## Littleton Electric Light Department - December 31, 2015

| <u>Assets</u>                     |              | <u>Liabilities and Surplus</u> |
|-----------------------------------|--------------|--------------------------------|
| <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 |                                |



## WATER DEPARTMENT

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

This was a significant year in terms of investment in our infrastructure, as we completed the installation of a new water main along Great Road from the I-495 North Bound Ramps across the I-495 Bridge, connecting to the existing water main located just to the west of the bridge (prior to the southbound exit ramp). This 1600ø extension will link our new Beaver Brook Treatment Plant located at 519 Great Road to Littleton Common, which previously only connected to the rest of the system via Russell Street. By making this link, LWD will be able to better meet the domestic and fire demands of our residential and commercial customers, while providing a more direct link to our system from our Beaver Brook Treatment Plant.

As part of our ongoing maintenance program, the department replaced one of the four banks of 50 filters at our Spectacle Pond Treatment Facility. This set of 50 KOCH ultrafiltration filters are the original filters installed during the construction of that facility in 1998. The filters are the last set to be replaced as part of the departments filter renewal process.

The Water Department received another grant from the Massachusetts Department of Environmental Protection (DEP) in 2015 to conduct a follow-up study that builds on the results of a 2014 project, also funded by DEP. The 2015 study included a leak detection survey of the Littleton water distribution system and a ÷water audit÷ to determine the quantity of water that is ÷lost÷ from the distribution system each year due to theft, meter inaccuracies, leakage, and other activities. In addition, a customer water use survey and analysis of water consumption data among different types of customers was conducted. Results from the 2014 and 2015 studies provide LWD with important information that is being used to develop water conservation strategies that are both financially sustainable and environmentally sound. These efforts are part of a larger statewide process that DEP is implementing through increasingly stringent permit requirements to minimize the impact of public water supply withdrawals on streamflow and the fisheries that depend on it.

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 Water Department reinitiated its groundwater monitoring program this past summer. Begun in 1981, the monitoring is part of a comprehensive aquifer and watershed protection program, but had been suspended since 2009 due to a lack of available staff. This past summer, 58 monitoring wells located on commercial and municipal properties were visited and sampled for general water quality parameters, heavy metals, and volatile organic compounds. The results of this sampling effort provide important information on the quality of Littleton's groundwater, allowing the Water Department to take proactive measures to prevent contamination of the drinking water supply. Groundwater monitoring will continue on an annual basis, occurring primarily during the summer months.

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. Working with the Clean Lakes Committee we were able to repave the original paved driveway at the Spectacle Pond Treatment Plant. Originally paved in 2000, LWD and the Clean Lakes Committee replaced the broken pavement which was installed at the plant 15 years ago. Lazaro Paving, from Shirley, MA, was hired to reclaim the existing paving, regrade the driveway and parking lot, and install 3.5" of new asphalt throughout the site. This was a much needed improvement to the site.

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 Water Department coordinated with the Highway Department, Parks, Recreation & Community Education Department, and the Clean Lakes Committee to replace the failing septic system at the Town Beach this past spring with a new tight tank. With its location so close to the lake, the old leach field was no longer providing adequate treatment, requiring monthly pumping of the tank. With the new tight tank, the risk of contamination has been removed and pumping will only be required once per year, resulting in a cost savings for the town.

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

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

Respectfully submitted,

**Board of Water Commissioners**

Ivan Pagacik, Chairman

Joseph McCumber, Vice-Chairman

Bruce Trumbull, Secretary/Clerk

Dick Taylor, Member

Tom Rauker, Member

**Littleton Water Department - June 30, 2015**

| <u>Assets</u>                             |              | <u>Liabilities and Surplus</u>         |              |
|---|--------------|--|--------------|
| <u>Current and Accrued Assets</u>         |              | <u>Current Liabilities</u>             |              |
| Cash and Cash Investments                 | \$851,873    | Accounts Payable                       | \$35,190     |
| Accounts Receivable                       | \$252,026    | Accrued Interest Payable               | \$56,312     |
| Accrued Unbilled Revenues                 | \$285,620    | Compensated Absences Payable           | \$16,737     |
| Merchandising and Jobbings                | \$27,252     | Lease Payable                          | \$15,776     |
| Intergovernmental                         | \$39,203     | Bonds Payable                          | \$401,239    |
| Materials and Supplies                    | \$69,091     |  |              |
|   |              | <u>Total Current Liabilities</u>       | \$525,254    |
| <u>Total Current and Accrued Assets</u>   | \$1,525,065  | <u>Noncurrent Liabilities</u>          |              |
| <u>Noncurrent Assets</u>                  |              | Compensated Absences Payable           | \$39,052     |
| Prepaid Bond Costs                        | \$0          | Lease Payable                          | \$17,689     |
|   |              | Other Post-Employment Benefits Payable | \$257,978    |
| Total Plant, at cost                      | \$19,332,049 | Net Pension Liability                  | \$913,744    |
| Less: Accumulated Depreciation            | \$6,864,087  | Bonds Payable                          | \$5,102,454  |
|   |              | <u>Total Noncurrent Liabilities</u>    | \$6,330,917  |
| <u>Net Plant in Service</u>               | \$12,467,962 | <u>Total Liabilities</u>               | \$6,856,171  |
| <u>Construction in Progress</u>           | \$0          | <u>Net Assets</u>                      |              |
| <u>Total Noncurrent Assets</u>            | \$12,467,962 | Net Investment in Capital Assets       | \$6,930,804  |
| <u>Deferred Outflows of Resources</u>     |              | Restricted for OPEB Trust              | \$205,586    |
| Pensions                                  | \$3,096      | Unrestricted Net Assets                | \$3,562      |
|   |              | <u>Total Net Assets</u>                | \$7,139,952  |
| <u>Total Assets and Deferred Outflows</u> | \$13,996,123 | <u>Total Liabilities and Surplus</u>   | \$13,996,123 |

## HIGHWAY DEPARTMENT

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; James DeVogel, Highway Working Foreman; Shawn

Bernard, Parks Working Foreman; Ryan Cormier (started in December), Derek Kelson, Thomas Fitzgerald (started in February), Tim Kelley (left in October), John Franzek (left in May), Philip Peloquin (started in September), Craig Saladini, and Steven Whitten, Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator and Phyllis Ashley, Assistant Transfer Station Operator. We hired two summer seasonal employees to supplement the full time work crews; Ryan Pichel, Joshua Whitcomb.

I would like to acknowledge the passing of a former 19-year Highway Department employee, Dane Ball. Dane started as a truck driver/laborer and moved up within the ranks to working foremen before moving on to other employment opportunities.

#### **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 1146 tons of municipal solid waste. In addition we recycled 522 tons 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](mailto: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:**

Nashoba Road (5,950 feet): The roadway project is a full depth road reconstruction project. The project was awarded to ET & L Construction of Stow, MA. They started the project in September of 2014 and completed the project by the summer of 2015. Green International & Affiliates provided onsite resident engineering services for construction oversight for the Nashoba Road reconstruction project.

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. National Grid replaced the existing gas main with a larger plastic gas main for the entire length of the roadway. This project was started in September 2015 and should be completed by the fall of 2016. The contractor is Onyx Corporation of Acton, MA.

Road Design Engineering: Green International & Affiliates 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 \$150,000 for the purchase of a 2015 John Deere 410L to replace a 1992 John Deere 710C. \$25,000 was approved to replace the cracked frame in a 1999 Mack 10 wheel dump truck. A 1992 Mack dump truck that was damaged this winter in an accident caused by another driver was repaired. A 2008 Camo-Plast sidewalk tractor sustained significant damage from an accident this past winter that was caused by another driver was also repaired.

#### **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), Center of town 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. This past record breaking winter snowfall brought many challenges to the Highway crew. This past winter we hauled more snow to snow dumps than any other year in my recent memory. Two separate vehicle accidents, caused by other drivers, damaged town owned vehicles (Sand/plow truck and sidewalk plow) putting them out of service for a time during the past winter. Both vehicles had sustained heavy damage and had temporary repairs made so they could be put back into service. Both vehicles had permanent repairs made during the summer months and are now back in proper operating condition. A special thanks to the Highway crew and our hired snow removal contractors for their solid work performance dealing with the historic winter snow events.

#### **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.

#### **WRRP GRANT AND CHAPTER 90 FUNDING:**

The Massachusetts Department of Transportation Highway Division awarded the Town a one-time contract amount of \$58,648.00 under the Winter Recovery Assistance Program (WRAP) for reimbursement of road repairs due to the harsh winter. These funds were utilized in a contract awarded to Superior Sealcoat of Wilmington, MA for cracksealing of various roads in the Town.

The Town was awarded Chapter 90 local transportation aid funding of \$391,238 for FY16. This funding will be applied to the New Estate Road full depth road reconstruction project.

Respectfully Submitted

James E. Clyde  
Operations Manager

## **PERMANENT MUNICIPAL BUILDING COMMITTEE**

#### **SHAKER LANE**

Redesigned the back area because each time it rained hard, the flow of the water wiped out the playground area. Redesigned and resurfaced it. The playground area no longer floods. At the



same time we redid the teachers' parking area in front of the building. The project was completed without interfering with the school and by working some weekends. The project came in approximately \$30,000.00 under budget.

#### **LONG STORE**

By working with the Historical Society, awarded a contract to Red Hawk Engineering Company of Concord, MA to evaluate and rebuild the Long Store. Red Hawk has completed the evaluation and the Historical Society will be issuing a report.

#### **CEMETERY BUILDING**

The roof replacement was completed. We also worked with the Cemetery Manager to replace the air conditioning unit.

#### **LIBRARY**

We assigned two members to the Library Committee to assist them as they go about examining whether to expand/renovate or build new.

#### **300 KING STREET**

We were asked by Park & Rec and the Board of Selectmen to take over the completion of the basketball courts and parking lot. The contractor was late in completion, and we negotiated a Memo of Understanding for the completion of the project. This included the contractor paying for a manager to oversee the balance of the project. The project was completed in July 2015.

#### **LIBRARY THIRD FLOOR ROOF REPLACEMENT**

The architectural design and specifications were done by Gale Associates of Weymouth, MA. MDM Engineering of Dudley, MA was the low bidder for the construction contract at \$68,000.00. Due to the late signing of the contract in November 2014, the contractor agreed to hold the bid price until spring of 2015 with a completion date no later than 4/30/15. Construction cost was \$250.00 under the bid price, and total cost with architectural fees was \$83,500.00, well under the estimated cost of \$100,000.00.

#### **HIGH SCHOOL ROOF**

During the heavy snowfall last year, a small area of the roof was damaged and leaked. Gale Associates was awarded a contract to design specifications for repairs. The contract was awarded to MDM Engineering, and the work has been completed at the present time. Completion of repairs came to less than the \$100,000.00 estimate.

#### **FUEL STATION**

The Board of Selectmen asked us to take over the project of replacing the fuel station in back of Littleton Electric Light and Water Department and the Highway Department. We had to rewrite the specifications and then send it out for bid. The contract has been awarded and construction is scheduled to start late March, weather permitting.

#### **POLICE DEPARTMENT CRACK SEALING – SEAL COATING & STRIPING**

This project only required soliciting bids from three qualified companies. The low bidder was Superior Seal Coating of Wilmington, MA at \$5,895.00. The estimated cost was \$18,847.00, leaving a balance of \$12,952.00.

#### **HIGH SCHOOL CRACK SEALING**

This project also only required soliciting bids from three qualified companies. Superior Seal Coating was again the low bidder with a bid of \$17,690.00. The estimated funding was \$30,542.00, leaving a balance of \$12,852.00.

#### **SHATTUCK STREET TENNIS COURTS REPAIR AND RESURFACING**

This project only required the solicitation of bids from three qualified companies. New England Seal Coating of Hingham, MA was the low bidder at \$13,980.00. Although this was \$500.00 over the estimated cost, the bid was accepted since the next lowest bid was \$18,173.00. The courts look great!

#### **REPLACEMENT OF FOUR ROOF TOP UNITS (RTU) AT TOWN OFFICES**

BLW Engineers, Inc. of Littleton, MA wrote the specifications and bid documents for this project. The bid opening was on November 4<sup>th</sup>, 2015. The low bid of \$37,950.00 was submitted by Royal Steam Heater Company of Gardner, MA. Because the contract was not signed until 11/13/15, it was agreed to extend the completion date from 1/15/2016 to 4/30/2016 with the bid price of \$37,950.00 to remain the same. The total cost including engineering was \$42,750.00.

#### **COUNCIL ON AGING MEAL SITE**

After the four initial bidding processes for construction did not result in a bid that was within the project budget, the project scope was reduced, and the bidding process was repeated with additional funds added by Town Meeting. In late September a contract was awarded to Kneeland Construction of Medford, MA for the kitchen renovation. Work is ongoing with project completion scheduled for the end of February 2016.

#### **NEW REPORTING SYSTEM**

We are developing a new reporting system to monitor and track all projects. This report will include funding, payments, balances, etc. When this is complete, it is our intent to have it on our Website so that citizens can look at the projects and costs.

#### **FIRE STATION**

The PMBC has been working with Chief Wodzinski regarding the renovation and addition to the Fire Station. The Chief presents an update to us periodically. We had two new members assigned to the Committee in 2015 ó Bob Romilly and Daryl Baker, a School Committee representative.

Two new members were assigned to the Committee in 2015 ó Bob Romilly and Daryl Baker, the School Committee representative.

The Committee does not have any full time paid support, however we have certain people assigned to work with us to help us. We wish to thank Marilyn Fedele, our recording secretary, who takes our minutes, makes corrections, etc. Our newest temporary is Sue Raymond who handles the filing and any administrative work that has to be done.

We would be remiss if we did not acknowledge the assistance and support we receive from Bonnie Holston, Jim Clyde, Jennifer Gibbons, Michele Cobleigh and Diane Crory our Town Clerk.

Respectfully,

Joe Collentro, Chairman,  
Richard Crowley, Vice Chairman

Carl Bryant, Clerk  
Bill Cole  
Steve Moore  
Bob Romilly óNew Member  
Daryl Baker óNew Member (School Committee)

## ELDER AND HUMAN SERVICES

FY2015 was a busy year for EHS with a 20% increase in rides through our Transportation program and 3.5% increase in the number of visits. We were able to increase the number of hours of our Outreach Coordinator, Tina Maeder, to 40 hours per week. And this year we received funding to begin the construction to bring our Senior Diner up to current building, fire, and food safety codes.

We were sorry see George Ogilvie leave us due to illness. George was a long-time driver of the COA bus. He is well known to many seniors in town and will be greatly missed.

### **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](http://www.littletonma.org) under Departments. Visit this site for the latest information on activities and services. Our monthly newsletter, the Senior Broadcaster is available on the site as a .pdf and can also be received by email.

There are 1864 Littleton residents over the age of 60 (2010 census). EHS/COA provides a wide range of services. Among the most 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, food stamps and services from other food-provision programs
- 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 FY2015, Elder and Human Services operated with 3.5 full-time equivalent staff. The staff is supported by the 11 member Council on Aging Board and by the efforts of the Friends of the COA, who directly sponsor activities as well as provide funds for many others. The Board wishes to acknowledge the work of George Sanders, Louise Curley, and Barry Curcio, departing Board members, and thank them for their service. New Board members welcomed this year include Rosanne Rico-Bales and Mary Pickard.

### **Comprehensive Needs Assessment:**

A big focus of energy in FY2015 was on conducting a comprehensive Needs Assessment on those over the age of 50 in Littleton. This initiative followed from the Board of Selectmen's goal to improve the services offered to town seniors by Elder and Human Services. The Gerontology Institute at the University of Massachusetts was hired to conduct the Assessment, which includes interviews with key informants, focus groups made up of knowledgeable care providers in town, and a survey which was distributed to all town residents over the age of 50.

Complete results from the Assessment can be found on the Town Website, [www.littletonma.org](http://www.littletonma.org). One of the most important aspects of the report centered on 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:

- The Town must Plan for substantial growth in the numbers of older residents
- Partnerships between the COA and other Town Offices should be nourished and strengthened
- Age-Friendly housing should be promoted
- Convenient, affordable, and reliable transportation options should be provided to those who cannot or choose not to drive
- Expand and promote Community-based long-term services and supports
- Increase knowledge of EHS programs and services
- Expand the capacity of the COA and Senior Center

Beginning in FY2016 the Department of Elder and Human Services and the Council on Aging will be working to implement initiatives to address all these areas.

## Usage statistics, programs and service offerings:

### Statistical Summary

| Services              |  | FY2014 | FY2015 | % increase |
|-----------------------|--|--------|--------|------------|
|                       |  |        |        |            |
| Transportation rides  |  | 4466   | 5357   | 20%        |
| Transportation riders |  | 63     | 74     | 17%        |
|                       |  |        |        |            |
| Event attendance      |  | 11,133 | 11,516 | 3.40%      |

### Programming:

Attendance at events continues to climb. During FY2015, 474 uniquely identified individuals came to the Center a total of 11,516 times, and increase of 3.4% over FY2014. Typical Fitness and Exercise activities are our Stretch and Flex and Fit-4-Life classes, TaiChi, Gentle Yoga, and line dancing. A kayaking group paddles during the summer months. Health events include our weekly blood pressure screening clinic, bi-monthly Podiatry clinic, semi-monthly Chair Massage, vision and hearing screenings, the autumn Wellness Fair, and our annual flu clinic. Nashoba Nursing and Hospice provides a monthly Bereavement Support Group. Social events include parties in celebration of holidays and birthdays, bingo, and movies. Recreational activities include Wii bowling, a very popular crafts group, art classes, knitting, Mahong and other games. The Massachusetts and Littleton Cultural Council generously supported grants for classes and arts performances this year, as in the past.

Community Education events address issues relevant to seniors including presentations on Alzheimer's, Heart Health, Downsizing, Emergency Preparedness, and our "Coffee with" series that has brought the Police and Fire Chiefs, and the Chief Assessor to meet directly with seniors and address their concerns and questions. A popular weekly Computer Class continues to meet.

Some of the special social events held during FY2015 included a barbecue sponsored by State Representative Arciero and State Senator Jamie Eldridge, a sit-down Veterans Luncheon, and a recognition luncheon for COA volunteers. The Friends of the COA generously hosted these events and other parties in celebration of holidays.

### Caregiver Support:

Our group for those with cognitive decline and social isolation, started last year, continues. Staffed with a contracted social worker, this group has been expanded to meet three days a week. Attendance at the group, called the Littleton Social Club, 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. A hot lunch is served Monday through Friday, special meals are also served, and food is assembled and packaged for the Meals on Wheels daily deliveries. Over 4,500 hot meals were served during FY2015, supervised by Nutrition Site Manager for Minuteman Senior Services, Gayle Dalton. In response to senior requests for more -home styleø meals a weekly homemade soup-and-sandwich lunch, prepared by volunteers, is provided on Thursdays. Our Meals on Wheels (MOW) program served over 5,000 meals in FY2015.

On June 1, 2015, the Senior Diner was closed for renovations designed to bring the facility up to current building, fire, and food safety codes. It is anticipated to re-open in mid-FY2016 with new sinks, a new range, fire suppression hood, sanitizing dishwasher and grease trap. While the Senior Diner was closed, congregate meals and Meals on Wheels continued, working out of the Common Room at 19 Shattuck Street, Pine Tree Park.

#### **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 Tinaø hours, she is able to provide assistance to all eligible families and gives supportive counseling regardless of clientø 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 provides staff support for 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.

#### **Transportation:**

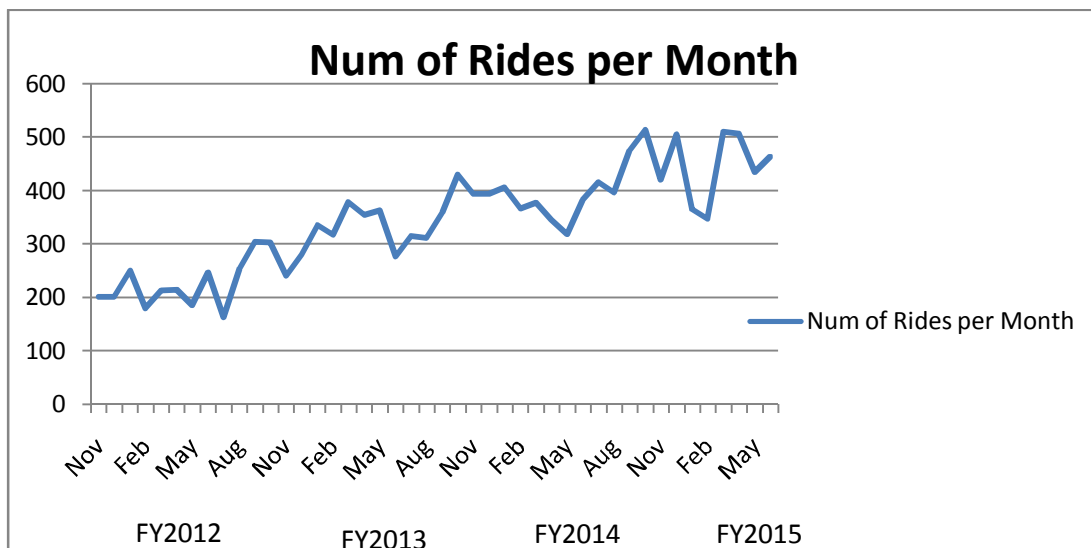
With no public transportation in Littleton our MART and COA vans provide much needed transport 5 days a week (with the exception of legal holidays) for medical appointments and errands such as picking up prescriptions at the pharmacy. Transportation is provided for seniors and the disabled at a nominal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

The table below shows the number of rides provided in FY2012, FY2013, FY2014 and FY2015 and shows the increase in ridership.

In all, 5,357 rides were provided for 74 residents in FY2015. With ridership hovering around 500 riders per month, we have reached full capacity. The transportation program is supported in large part by 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.



#### **Senior Property Tax Work-off Program:**

In FY2015 the EHS/COA provided 113 workers to various town offices and departments through the Senior Tax Work-Off Program at a cost of \$51,975 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 FY2015 was \$585. 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 FY2015 through the generosity of an anonymous donor to the Friends of the COA.

Many thanks 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.

**Friends of the Council on Aging:**

We offer our thanks to the Friends of the Littleton Council on Aging for their unstinting 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 also 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. We congratulate them upon their completion of 25 years of service to the seniors of Littleton. The Friends Board members in FY2015 were Barbara McRae, Nancy Levine, Dottie, Ruiz, Carolyn Harlow, Ellen Araujo, Dottie Chase, 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.

Respectfully submitted,

Pamela Campbell  
Director Elder and Human Services

**ELDER AND HUMAN SERVICES  
STAFF**

**Director**  
Pamela Campbell  
**Outreach Coordinator**  
Tina Maeder  
**Drivers**

**Council on Aging Board**  
Chairperson, Marjorie Payne  
Vice Chairperson, Mary òPaddieö Hunt  
Secretary, Robert Stetson  
Mary Catalanotto



Neil Campbell  
Richard Kent  
Corrine (Gina) Monahan  
George Ogilvie  
Paul Tokmakian  
Hal Arthur  
**Senior Broadcaster Editor**  
Nancy Hilsinger

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

## LITTLETON COMMUNITY TELEVISION

LCTV, although a town department, is fully funded through the franchise agreements between the town and 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, Educational, and Governmental. 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 Educational Channel.

In May of 2015, we entered into an inter-municipal agreement with the town of Boxborough to take over the operation of their access channels. In doing so, we moved our part-time Production Coordinator, Kirby Dolak, to full-time. Kirby was given a new title of Production Supervisor. Ten (10) of his forty (40) hours are dedicated to providing oversight of the Boxborough station.

In September of 2015, we began a co-operation with Littleton Public Schools to offer a credited class in Television Production. Each day 16 students from Littleton High School spend an hour working towards the weekly goal of producing a newscast that highlights events that are happening in the Littleton Public School District. The Tiger News Network, or TNN as we call it, had their first telecast on Friday, October 2, 2015. The students continue to strive to provide a high-quality production each week that is both informative and entertaining.

At the 2015 Fall Special Town Meeting, LCTV received approval for capital equipment requests that would move our station into a new era. In December we launched the brand new Education Channel. The Tiger News Network, as well as School Committee Meetings, programs that are educational in nature, LHS sporting events, and content from various schools within the district, are filling this brand new channel with exciting content.

In January 2016, we launched a new on-demand website. Visitors to this site can still watch all LCTV produced programs on-demand but the most impressive new feature is the ability to stream all LCTV channels live. In other words, you can watch any of our three channels, at anytime and anywhere, from your desktop, laptop, tablet, or smart phone. Our program schedules are also listed on the site so you know when to tune in on your television sets if you prefer the old fashioned way of watching your favorite programming.

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

Respectfully Submitted,

**CABLE ADVISORY COMMITTEE**

Allen McRae, Chairman

Barbara McRae

David Sill

Nancy Hilsinger

Lesley Glorioso

Mildred McGovern

William Vales

## 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.

### 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 Veteranø agent, approximately 6 hours per week.

## PERFORMANCE/WORKLOAD INDICATORS

| Indicator                   | Unit of Measure | FY15 | Projected FY16 |
|-----------------------------|-----------------|------|----------------|
| Veteranø receiving benefits | Count           | 15   | 15             |
| Calls per year              | Count           | 225  | 250            |
| VA Applications Received    | Count           | 8    | 6              |
| VA-Applications Pending     | Count           | 5    | 3              |
| VA Applications Approved    | Count           | 3    | 8              |

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

There were six (6) burials for veterans at the Westlawn Cemetery in calendar year 2015.

| <u>Name</u>             | <u>Branch of Service</u> | <u>Ira of Service</u> |
|-------------------------|--------------------------|-----------------------|
| Bove, Timothy J.        | Army                     | Iraq                  |
| Brigham, Welma (Leeman) | Navy                     | WWII                  |
| Gambale, Nicola J       | Army                     | Korea                 |
| Rood, Kenneth James     | Army                     | Vietnam               |
| Sheehan, Donald         | Army                     |                       |
| Smith, Don Owen         | Army                     |                       |

Veterans and widows of veterans in need of assistance or information may contact John Boroski at 978-540-2485 or e-mail [jboroski@littletonma.org](mailto:jboroski@littletonma.org). You may always visit the office in Room 222 at the Town House between 8:45 am and Noon on Monday and Thursdayø.

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 Veteranø Day

Activities. Without the volunteer help of the American Legion Post 249, the Veterans of Foreign Wars Post 6556, and the Boy Scouts/Venture Crew members these activities would not be possible.

Thank you to the Boy Scouts for their work at the Westlawn Cemetery. Several Eagle Scout projects were completed this past year.

- Raised and made visible the veteran markers on over 200 graves
- Designed, purchased and installed holders for the flags at 165 graves

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.

Respectfully Submitted,

John Boroski  
VETERANS AGENT

## REUBEN HOAR LIBRARY

A major highpoint of the year was the Littleton Reads Program. Patrons were invited to participate in a town-wide shared reading experience. The book chosen was *The Art Forger* by Barbara Shapiro. The novel tells the story of an artist whose reputation has been tarnished. She stumbles upon a piece of art that disappeared twenty-five years ago and agrees to forge it for a gallery owner, until she realizes the art she is forging may itself be a forgery. The library offered ten programs, including a field trip to the Isabella Stewart Gardner Museum, a guest speaker with intimate knowledge into the investigation of stolen artwork from the Isabella Stewart Gardner museum twenty five years ago and a Pop-Up Art Show.

Another great program this year was the Children's Summer Reading Program, based on the state-wide theme "Every Hero has a Story". With funding from the Friends of the Library, we were able to offer several great programs this year. Some examples of programming included Creature Teachers with Rick Roth, an informative family show with animals, Musical Story Time with Goo Newman, and fun movies, musical programs and even more story times for the entire family to enjoy.

The end of 2015 offered "Girls Who Code", a nation-wide program aimed at closing the gender gap in technology by offering young girls with skills and resources to pursue opportunities in computing fields. We offered many other programs, such as genealogy programs, book clubs, movies for all ages, and guest speakers to name a few. If you attended, we hope you enjoyed the programs we offered this year, if not, we hope to see you at one of the many programs we offer for kids, teens and adults this year.

### LIBRARY TRUSTEES & STAFF

#### Trustees

Mark Rambacher, Chair  
Peter Church, Treasurer  
Lynn Protasowicki

Laura Beltrami, Vice-Chair  
Demetra Taylor, Secretary  
David Sill

**Administration**

Director ó Samuel Alvarez

Assistant Director ó Helen Graham

Office Coordinator ó Susan Palmer

**Librarians& Staff**

Circulation & Interlibrary Loan Services Librarianó Andrea Curran

Technical Services Librarianó Helen Graham

Childrens Services Librarianó Diann Oullette-Haduch

Reference Librarian ó Linda Schreiber

Senior Library Technicians ó Jeanne Sill, Jenna Cantino

Library Technicians ó Margaret Geanisis, Julie Bernardi, Cheryl Hardy-Faraci, James Taber

Library Assistants ó Julie Fredericksen, Catherine Sebastian

Library Processing Clerk ó Atsuko Yamashita

**Library Statistics**

Total circulation of materials: 152,577

Registered borrowers: 8,095

Volumes owned: 234,678 (including e-Books)

Loans between libraries: 28,359 received from other libraries and 25,207 provided to other libraries

Adult programs: 1,587 participants

Childrens programs: 6,007 participants

Young-Adult programs: 481 participants

Library Hours: 2,220

**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](http://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. 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.

**Volunteers serving the library and community include:**

NancyCarl  
PhyllisCurcuru  
Rachel Green  
Rosemary Jackson  
JayneRossetti  
Linda Stone

**Teen Volunteers:**

Diane Kumynova

**Senior Tax Workers:**

Henry Christle  
Andy Fredette  
Martha Larrabee  
Janet Lawrence  
Bob Meier  
Lois Meier  
Clare Russo  
Roberta Wetherbee  
Atsuko Yamashita (early 2015)

**Scholarship Volunteers :**

Katherine Baker  
Ksenia Holmes  
Kerry Hubbard

**Friends of the Reuben Hoar Library**

The Friends of the Reuben Hoar Library is a non-profit organization with over 300 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 2015 were Damien Falato, Cristina Miller Falato, Chuck Faraci, Judy Grande, Tanya Lombard, Jane Lyons, Cathy Olson, Sarah Rambacher, Kathy Roemer, and Karen Smith.

**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](http://www.littletonlibrary.org) or visit the library. Donations to this fund are tax-deductible to the extent allowed by law.

## PARKS & RECREATION COMMISSION



**Location & Hours of Operation:**

|                       |  |
|-----------------------|--|
| <b>Address:</b>       | 33 Shattuck St., Town Hall, First Floor                                      |
| <b>Regular Hours:</b> | Mon., Tues., Thurs., Fri. 9:00 AM ó 4:00 PM<br>Wednesdays: 9:00 AM ó 2:00 PM |
| <b>Summer Hours:</b>  | Monday-Friday 8:30 AM ó 4:30 PM  |
| <b>Phone Number:</b>  | (978) 540-2490   |

**General Email:** [littletonrec@littletonma.org](mailto:littletonrec@littletonma.org)

**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](http://www.littletonrec.com). Meetings are held once a month in the Parks and Recreation Conference Room (Room 121) in Town Hall.

Park and Recreation Commission members for 2015 included: Fred Freund, Chairman; Gary Austin, Vice-Chairman; Ivan Pagacik, School and Sports Liaison; Kevin Hunt, member; and Michael Crory, member.

**Major Departmental Operations:**

The Department moved from a general fund to an enterprise fund starting July 1, 2014. The major impact from this change is that the Department must be fully self-sustaining in all programming, events, and payroll, as we are no longer receiving subsidy from the tax levy. For example all revenues from purchased beach stickers fully subsidize the payroll for lifeguards. Though the Department now must run more like a small business we continue to strive to provide the highest quality programming at the lowest cost possible to the tax payer.

The Commission worked through the summer and fall months to educate the members of the Finance Committee regarding the non-revenue generating offerings of the Department as well the rising costs of Field and Park Management. Discussions of the Town's vision for the Department continued into 2015 and currently, nearly 90% of the Department operations were funded from program revenues and user fees in 2015. The Department's total budget for operations remained level at approximately \$970,000 with the Town's contribution from the levy hovering around \$103,000. This contribution from the town goes towards physically maintaining the town's parks and facilities within them, as well as, the salary of the Department Director solely.

**Park Renovations:**

A large portion of the renovations at 300 King Street were completed in Spring 2015. These improvements include three resurfaced basketball courts, an asphalted walking path that surrounds the courts, and a redesigned parking lot. The future phases include installation of fencing at the basketball courts and a fit course that will extend the distance of the walking path. There will also be a complete rebuild of Castle in the Trees thanks to the hard work of the Littleton Children's Fund.



The installation of a new playground at Long Lake beach was also completed in Spring 2015. The intended use of this playground is for children age six to twelve. This improves the recreational options at the beach and will encourage visitors outside of the summer season.

Over 1,500 children participate in Recreation Sports and more than 5,000 school-aged children participate in Recreation and Community Education offerings over the course of a calendar year. The Department, in conjunction with the Commission, seeks to increase program offerings and open-play and green spaces.

**Program & Event Highlights:**

In 2015, the Community Education Division offered a diverse line up of classes, programs and clinics for adults, youth and preschool.

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 popular language classes in Conversational Spanish and French for Travelers, as well as improved their computer skills in Microsoft Word and Excel. Participants worked out to the sound of Latin music in Zumba classes and felt the burn in our very popular Boot Camp class. We also found that our students are interested in unusual classes like Introduction to the Dremel, Fencing, Button Collecting, Exploring Past Lives and Basics of Tea.

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 arts, music, foreign language, Karate, and tennis. The youth programs are always changing in an effort to give children and parents a variety of learning options.

Highlights for youth sports included instruction in the areas of lacrosse, soccer, baseball and softball, basketball, tennis, archery, track, field hockey and cheer. For several years we have collaborated with Littleton High School and varsity sports to successfully offer programs that serve as fundraising opportunities. This is an effective 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.

In addition, TASK (**T**een **A**fter **S**chool **K**lub) is now in its second year. This program takes place September through early June. The home base is located at the Middle School Library, Monday through Friday from school release until 6:00PM. The programs end time was extended a half hour from 5:30 pm to 6:00 pm to accommodate parents busy working schedules. Enrollment level was about the same as our first year and we hope to continue and grow this program more in the coming years.

Furthermore to the many program offerings, the Department ran ten special events and boasted attendance of over one thousand total participants Town-wide. Events for 2015 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 Spring Egg Hunt & Bunny Breakfast*, *A Mother-Son Event*, *The Halloween Parade*, *Halloween Costume Swap*, *Turkey Trot 5k* and the *Holiday Helpers Gift Drive*. All these events were well attended and community members enjoyed spending time with family and friends. The Department strives to provide special events for all ages and to the residents of the Town and its surrounding community. The Department hopes to continue offering its popular events throughout the years.

**Summer Season:**



*Program Specialist, Erin Cahill, with UPS driver, Brian King, at the Touch A Truck Event in May.*



Our 7 week 2015 Kidsø 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. We strive to assemble a team of talented teachers and instructors that enjoy instilling a love of lifelong learning in our youth.

*In-service training sessions and staff meetings were held on a weekly basis to keep lifeguards up to date on their life saving skills and preparedness for an emergency that may happen at the waterfront. The lifeguards and waterfront staff work as a great team together and are excellent representatives for the Department and Town.*



**The staff of Long Lake - Summer 2015**

*Camp Tahattawan had another great summer season with about 500 participants enrolled. Overseen by Program Specialist and Camp Director, Chris Adley, highlights to this year's camp season included trips to*

Breezy Picnic Grounds, Co-Co Key Water Resort, and a new trip to Water Country in Portsmouth, New Hampshire. 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. Back for another year were Camp's weekly performers for some additional entertainment. Campers got to see a yo-yo performer, dogs with tricks, and have a dance party!

The Counselor in Training Program (CIT), which began in 2009

, had another successful summer in 2014/2015 boasting maximum enrollment in all 7 weeks of camp; sixteen (16) participants each week, with waiting list filled to the maximum. 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 ðTRACö (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 Pawtucket Red Sox Game,



Wingaersheek Beach in Gloucester, Water Country in Portsmouth, Take Flight in Kittery, Pinz Bowling & Pizza, Canobie Lake Park, and even a special Saturday trip to Six Flags New England! The total participation was over one hundred and fifty (150) kids; nothing but positive feedback on the program has been received thus far from parents and teens like. Sailing Camp and Lessons were a huge success this year, filling to capacity every week offered. We had over 100 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 rescue 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 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 fifth 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. In comparison with State results, Littleton students, across all grade levels and subject areas, had higher percentages of students performing at the Advanced and Proficient levels when compared to State averages. Data from the 2015 Grade 10 MCAS clearly demonstrates how over time within the Littleton Public Schools nearly all of our students reach Proficiency. On the 2015 Grade 10 ELA MCAS, 98% of Littleton students achieved Proficiency with 66% scoring at the Advanced Performance Level. On the Grade 10 Math MCAS, 95% of Littleton students achieved Proficiency with 78% scoring at the Advanced Performance Level.

Our school district continues to embrace the importance of staff development at the district and school level. Elementary professional development offerings aligned with School Improvement Plans involved multiple trainings to support the implementation of the Journey's English Language Arts program in grades K-5. Additionally, Russell Street faculty participated in a training to implement the 4<sup>th</sup> edition of the Chicago Everyday Math program.

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 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 District Determined Measures (DDMs), interdisciplinary projects connecting ELA and Social Science, case studies on Executive Functioning, professional book clubs, and an array of technology trainings.

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. The "TigerTech Summit," our district's full in-service day on November 3<sup>rd</sup> focused on best and next practice for integrating technology within our classrooms and school environments. For this professional development day, staff could select from a series of workshop topics developed with administrative and faculty input. Workshops addressed topics such as using the MacBook Air and Google Drive at the introductory, intermediate and advanced levels. District Technology Specialists / staff and Teacher Technology Leaders appointed at each of our schools led a significant number of workshop sessions. Consultant-led workshops supported faculty use of web-based components of curricular adoptions, the Aspen Student/Parent Portal, and the TeachPoint software program for Educator Evaluation.

The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs to advance student achievement. In order to meet the rigorous expectations for Reading and Writing in the 2011 *Massachusetts Curriculum Frameworks*, Littleton will be implementing the Journeys program by Houghton Mifflin Harcourt for grades K-5. The Journey's program explicitly aligns with the *Frameworks* in providing more complex texts of both informational and fiction and in providing students with regular practice comparing texts and utilizing higher level, domain-specific vocabulary. Littleton Middle School is piloting the Collections program, a comprehensive English Language Arts Program by Houghton Mifflin Harcourt for grades 6-8. This follows a comprehensive review of curricular resources for alignment with the ELA *Frameworks* undertaken by regular and special education teachers. Both the elementary and middle level ELA programs include on-line connections for student and teacher materials, explicit writing components, and materials that meet the needs of struggling and advanced learners.

The Science department at the Middle School completed a successful pilot of Discovery Education's "Science Techbook." Implementation of this program will provide web-based materials that are differentiated for struggling and advanced learners. In Mathematics, Littleton High School implemented a new textbook series for Advanced Algebra in Grades 11-12. As a district, we are continuing the implementation of a system-wide web-based curriculum mapping process that allows easy access to our pre-K through 12 curricula. Our staffs have continued to refine instructional practices to provide small group instruction and differentiation to meet the needs of diverse learners and to bolster student engagement across the curriculum.

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 the broad spectrum of learners within our classrooms. 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. The availability of mobile technology for faculty and administration with the introduction of MacBook Airs allowed our elementary and middle school staff immediate and 24/7 access to the MAP reporting tools and data.

Strategic planning in technology resulted in the reallocation of technology staff in order to create a new K-5 Technology Integration Specialist position. 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 second year of utilizing the Aspen family / student portal as part of our district's web-based student information system, Littleton Public Schools won the prestigious "Aspen District of the Year" Award. Littleton received recognition for district leadership, proven excellence, and commitment to student success. 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 2015 New England League of Middle School (NELMS) conference. Then in October 2015, over thirty Littleton staff and administrators attended the two-day MassCue (Massachusetts Computer Using Educators) conference this fall. At this conference, our district's Technology Coordinator and Data Support Specialist presented on Integrating Technology Using BYOD (Bring Your Own Device) policy/ programs.

Creating safe and respectful learning environments for our students and staff is a key strategic goal. Littleton staff, including Curriculum Coordinators, participated in multiple Teachers21 trainings that focus on whole-school responses to reducing stress and anxiety in our schools. Teachers21 consultant Jeff Benson also presented a three-hour workshop within our district on developing school cultures that increase the capacity of leaders and educators to support social and emotional learning. During the January Early-Release sessions, principals at each school led their faculties in exploring connections between strategies and approaches presented in these workshops and current initiatives regarding school climate and social emotional learning.

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. I would encourage you to visit our district website to view our strategic plan 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 FY17 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 over 400 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 and social interactions.

At Shaker Lane we focus on creating a responsive and proactive environment for staff, students and families. At the core of our character education program is our H.E.A.R.T. philosophy. H.E.A.R.T. is an acronym for Honesty, Effort, Acceptance, Respect, and Take Responsibility, all character traits we promote in our students. As a school community, children and classrooms show H.E.A.R.T. by striving to display these values. The entire Shaker Lane community comes together at regular Community Meeting assemblies where staff and students engage in songs, skits and activities to promote the H.E.A.R.T. values. It is our goal to enable all children to be responsible and honest citizens.

Our pre-school programs, designed for three to five year olds, 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. Our program is based on fundamental principles of how young children learn. We believe that all children can be successful and learn best in a nurturing, predictable, and safe environment. We recognize that children learn best when all are included and are viewed individually with distinct abilities and needs.

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. This year we offered:

- Half-day three and four day multi-age programs for three and four years olds
- A half-day three day program specifically for three year olds along with a half-day four day program designed for four year olds
- Two multi-age full day programs

In kindergarten, we continued to 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 continue to offer several options for students. All kindergarten students attend kindergarten from 8:50 AM to 12:00 pm for the entire school year. In addition, parents can choose to extend their child's kindergarten day to 3:15 on a fee basis. Besides choosing a half-day or full day five days a week program, parents could choose to have their child attend two, three or four full-days. Children who do not stay for an afternoon are bused home, leaving at 12:00 p.m. Students in the full-day kindergarten program ride the regular Shaker Lane bus routes to and from school with the rest of the Shaker Lane students. The transitional program provides for children who may not be developmentally ready to enter grade one.

The foundation for a strong parent/school partnership is regular, open communication. We make every effort to keep parents and community informed about what's happening at school through our website, blogs, newsletters, news-paper articles, parent 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 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. The Shaker Lane School Council formulates the School Improvement Plan and reviews the school's budget. The School Council continues to focus on five district goals:

- 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

RTI (Response to Intervention) continues to be a cornerstone of our literacy program. This three-tiered intervention model was developed to ensure that each student received appropriate high quality instruction. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and **response to interventions**. All students in K-2 are assessed using the DIBELS (Dynamic Indicator of Early Literacy Skills) and placed in the appropriate intervention groups. Students are assessed three times yearly to determine if benchmarks have been met. All students K-2 receive instruction in our core program during the Tier I block. During a thirty-minute Tier II block, all students - those who are exceeding expectations, those who are meeting grade level benchmarks, and those who are struggling - receive instruction that is designed to meet their individual needs. Tier III is designed to provide services for students who require additional interventions. In September of 2015, along with the Russell Street School, we adopted a new Language Arts Program - *Journeys*, which is aligned to the Common Core.

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. All students in grades K-2 continued to participate weekly in our Math Lab. Students used Symphony Math, Matific, XtraMath and other programs to enhance their math skills.

Professional development sessions included:

- Daily Five
- Common Core Writing
- Second Step Social Skills Program
- Streamlining Social Behavior Language
- Meeting the Needs of English language Learners in the Classroom
- Google Drive Basics
- Project-based Technology Integration for the Classroom
- Apps for Presentations
- iPad Projects using Creativity Apps incorporating ISTE standards

On-going Technology Professional development was also held on Technology Integration, staff and student tool usage, and Applications during Professional Development on Technology Tuesdays (Tuesday professional development on Tuesdays before school). All K & 2 Classrooms are equipped with Apple TVs and Document Cameras. All of our classroom teachers use blogs to communicate with parents and the community. At the first Tiger Summit on Technology, which was held on our professional development day on November 3, we all picked up a lot of new ideas and practices on technology integration.

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.

Structurally, this past fall our parking lot and the playground was re-paved; we also opened a new structure in our rear playground.

In June of 2015, Marlee Roberts retired after teaching Music in Littleton for thirteen years. In September of 2015 we welcomed TJ Gansenburg as the new Music Teacher at Shaker Lane and Russell Street Schools. Amy Tetreault, Kindergarten teacher at Shaker Lane for fifteen years transferred to the Littleton

Middle School where she is teaching Spanish. Rachel Badger, a former student at Shaker Lane, is now teaching kindergarten.

In the spring of 2015, 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.

The Shaker Lane staff and I continue to be very appreciative of the support that the Town of Littleton shows to Shaker Lane. We are very fortunate to work in a community where parents are involved in their child's education and are supportive of our efforts.

Respectfully submitted,

Richard M. 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 370 students, we currently have five third grade, six fourth grade and five fifth grade classrooms with an average class size of approximately 24 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 2015 school year, Sherrill Strickland and Marlee Roberts retired. Additionally, Nicole Ryder resigned to move with her family to another part of the country. Each of these educators made a tremendous impression on students and will be missed. TJ Gansenberg was hired as our new music teacher. Erin Collins, Jen Barrett and Tracy Tecce were hired as classroom teachers. Also joining the RSS team as teaching assistants were Amanda Schmidtberg, Laura Marino, Casey Taylor, Richard Parsons, and Kara Gardiner. Each of these individuals has been making a positive impact on students.

The team at Russell Street School is committed to ongoing professional growth and providing a cutting-edge educational experience for each child. The 2015-2016 school year is the first 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
- 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 have begun using a new reading program and an updated math program. We have also begun a mathematics RTI pilot called the WIN (What I Need) block, and moved into our second 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 I 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.

In our effort to continually improve instruction, our staff has been involved in implementing the Response to Intervention (RTI) model for reading for several years. A three-tiered intervention model was developed to ensure that each student receives targeted, high quality instruction in identified areas of weakness. In this model, all students receive ninety minutes of instruction in our core program during the Tier I block. During a thirty-minute Tier II block, students needing more time and instruction are identified through reading assessments and teacher recommendations for further instruction in areas of need. Tier III instruction is designed to provide services for students who require additional interventions. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and response to interventions. Data collection is monitored throughout the year, to determine whether interventions are working for our students who demonstrate areas of weakness in any component of reading performance.

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 enrichment 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 21<sup>st</sup> 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 redesign the RSS computer lab into a MakerSpace.

The Russell Street Team is grateful to be a part of such a wonderful school system and community. I would like to extend our most sincere thanks to our parents, the greater community, our LPS colleagues, and our School Committee for their support. We appreciate the role we play in a child's educational experience and are proud to be a member of the greater Littleton educational family.

Respectfully submitted,

Scott R. Bazydlo  
Principal

### **MIDDLE SCHOOL PRINCIPAL REPORT**

The Littleton Middle School community is made up of approximately 370 students in grades six, seven and eight, 70 staff members, a hardworking PTA and School Council, numerous volunteers, supportive parents and a community that is dedicated to providing our students with a quality public school education. LMS is recognized as a New England League of Middle Schools (NELMS) Spotlight School. We are proud of this recognition and maintain a strong commitment to continuous improvement. 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, Library, 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, 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.

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.

I am proud to tell you that in January 2016 we were notified that LMS was renewed as a New England League of Middle Schools (NELMS) Spotlight School. This designation has been given to only 34 middle schools throughout New England. Our renewal process started a year ago with a faculty survey and written summary report. In December of 2015, a NELMS Visitation Team came to LMS for a full day site visit. This visit included a tour of the school provided by students; interviews with administration, faculty, student support personnel, and students; observations of all classrooms; observations of Advisory meetings; and an end of day debrief. Our school was assessed using a rubric/rating scale connected to specific indicators put out by the Association for Middle Level Educators (AMLE). The report provided us with much appreciated positive feedback as well as suggestions for improvement in specific areas. We are proud of our affiliation with NELMS. Through the years countless staff members have benefitted from attending or presenting/providing professional development at various NELMS events. We have hosted many

NELMS PD sessions at our school and look forward to continuing to do so in the future. We are proud of who we are and believe that we have been a strong advocate for and representative of the New England League of Middle Schools.

Over all, our 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, technology integration, and authentic application.

The LMS science team continues to participate in a curriculum review process. 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 is currently piloting a science techbook from *Discovery Education* with the hope of adopting a new program at the end of the 2015-2016 school year.

The LMS ELA team continues to participate in a curriculum review process. 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 is currently piloting a new anthology series from Houghton Mifflin entitled *Collections*.

In an effort to continuously improve our ability to meet our students' needs, we have been using Edgenuity's MyPath in ELA, Math, Learning Centers, Math Lab, and Literacy Lab. MyPath is a web-based, student paced, supplemental program that offers data-driven differentiated instruction for mathematics and reading. MyPath is designed to meet students at their learning level by placing them on Individual Learning Paths based on their MAP results. Teachers will use this program in a variety of ways to differentiate their instruction and support. This work is the next step to last year's implementation of the MAP Assessments (Measures of Academic Progress) which are web-based assessments that students take to help us determine the child's instructional level and to measure academic growth throughout the school year.

The LMS staff worked collaboratively with our faculty led Advisory design team to develop lessons and activities for our current Advisory model, which meets every Monday. The lessons are designed by each grade level team and are connected to our district's core values. This program is part of our ongoing efforts to foster and maintain a school environment that is inclusive, supportive, and enjoyable for all.

We are extremely fortunate that the Littleton Public School district has been able to support the belief that we should provide students and staff with an educational environment that is reflective of the world they live in. To that end, we have invested a substantial amount of resources to support a strong technical infrastructure, an influx of technological devices and equipment, and professional development that is targeted to integrate technology purposefully and successfully in the classroom. We have a strong Technology Integration Plan that outlines where we are and where we are going technologically.

The Littleton Public School District is committed to providing and supporting our teachers in their efforts to be life-long learners who are at the top of their craft. In addition to district established PD days/sessions we also have a robust Site-Based Professional development model that is connected to our School Improvement Plan goals. The following goal is stated in our SIP: "Maintain a site-based professional development plan which benefits both the individual development of teachers and school-wide improvement efforts by connecting meaningful, differentiated PD with school improvement goals." We have district and school level Professional Development Councils that work collaboratively to design, approve, and support the structure of and offerings within our PD model. As a result, LMS teachers are able to implement the next and best practices that will best help them meet the needs of their students.

The LMS School Council has been instrumental in assisting me and the faculty with the development and implementation of our new school improvement plan. This group will continue to guide and monitor the progress made in our school improvement goal areas, will be charged with updating our school handbooks, and will provide valuable input as budgetary decisions are made throughout the year. I am very thankful to have such a dedicated group of people serving on this team.

The middle school benefits greatly from a community that values and supports the education of our up and coming community members. 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 also benefit greatly from various types of volunteers who provide math support, help out in the library, chaperone field trips, and work with after school clubs and teams. 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 and provide authentic examples of how adults can be active and supportive members of their community. We value our current relationships with various stakeholders within the local community and look forward to developing new relationships as well.

As I reflect on this past school year, I am proud of the efforts and accomplishments of our students and staff. It is my hope that we can continue to work together in the best interest of all of our students and provide them with the highest quality education possible that includes the development of a deep-rooted sense of belonging. Littleton Middle School is a special place in a wonderful community.

Respectfully submitted,

Mark W. Branco, Ed.D., Principal

## **HIGH SCHOOL PRINCIPAL REPORT**

As we reflect upon 2015, we see again that Littleton High School experienced another active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

We are thrilled to share that Littleton High School received special recognition and a Gold Medal distinction from *US News & World Report* as one of the best high schools in Massachusetts in May 2015. As part of the ongoing accreditation follow-up process, Littleton High School submitted a Two-Year progress update to the NEAS&C (New England Association of Schools & Colleges) on October 1, 2015. We completed a comprehensive response to a number of NEAS&C recommendations in the 2013 Evaluation Report. Our next update to NEAS&C will be the Five-Year progress report in 2018.

The following list shows some examples of recommendations we are working on over the next few years:

- Implementing further an LHS staff developed Advisory Model
- Developing Digital Portfolios for documenting student work and 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 on evaluation of grading practices and integration

- of the school's core values about learning into grading practice
- 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 2015:

- Adopted new Algebra 2 and AP European History textbook resources
- Launched new Computer Science Principles course in partnership with Code.org
- Added new courses to Program of Studies: AP Statistics, Latin V, Foundations of Biology, Topics in Wellness, Strength & Conditioning, and Fit for Life
- Continued development of mandated District Determined Measures
- Adopted a new Physical Education Alternative Credit for student-athletes

### **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 has a site-based professional development model that also provides sessions for staff to collaborate and learn from each other on a routine basis. Examples of recent professional development activities include:

- Aspen Pages (webpages for teachers)
- Aspen Student Information System
- öFlipped Classroomö model
- Youth Risk Behavior Survey data analysis
- District Curriculum Accommodation Plans
- Growth Mindset
- District Determined Measures
- Curriculum Development in Chemistry, Engineering, Music, Physical Education, ELA
- Program Development in the Learning Center
- Google Apps for Education
- 1<sup>st</sup> Annual Tiger Tech Summit (all day Professional Development focused on instructional technology) on November 3, 2015

### **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 accomplishments from the past year:

- Collaborated with Littleton Fire Department in providing CPR/AED training to sophomores and seniors annually. Moreover, the Littleton School Committee approved a new graduation requirement (CPR

Training) in November 2015 that starts with the Class of 2016. With the passage of this graduation requirement, LHS received official recognition by the American Heart Association as a "CPR SMART" School

- Hosted visiting students from Slovakia
- Partnered with UMASS-Lowell to establish a new nano-engineering course. Seven students completed the course in December 2015
- Partnered with Littleton Cable TV to offer a TV Studio & Production course in 2015-2016
- Continued partnership with the CASE (Concord Area Special Education) Collaborative with the assignment of a classroom for students with significant special needs
- Renovated a kitchen area adjacent to the cafeteria for teaching life skills to special education students
- Maintained weekly electronic newsletter and active twitter account
- Engaged community with active volunteers and PTA (Parent Teacher Association), LEF (Littleton Education Fund), LABA (Littleton Athletic Booster Association), SEPAC (Special Education Parent Advisory Council), and Music Boosters

### **Climate and Culture**

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

- Active National Honor Society, Student Council, Humanitarian & Best Buddies Clubs
- Variety of clubs available per student interest
- During 2014-2015, 6 League Championships and 2 District Championships.
- 19 of our 21 varsity teams qualified for the MIAA Tournament.
- Monthly advisory periods embedded into our schedule
- High participation rate in athletics. During 2014-2015 school year, 303 of our 447 students played at least one sport (68% actual participation rate) and we had 639 total participants in our programs (total participation tally)
- Annual events held include Music Concerts, Drama Productions, Art Shows, Prom,
- Homecoming Dance, Winter Semi-Formal, and College Fair
- Student Support Team met bi-weekly to monitor student progress and recommend interventions as needed
- Students participate in Community Service projects throughout the year

### **Technology**

Littleton High School has new Technology Plan and recently completed a thorough assessment of how ISTE (International Society for Technology in Education) standards are integrated into each curricular area. The Littleton High School Technology Plan is intended to support the school-wide integration of technology and assist faculty, staff, students, and families in effective and efficient communication, teaching, and learning.

The new District Strategic Plan and LHS School Improvement Plan prominently feature sections and goals dedicated to the improvement of instructional technology. Furthermore, the district established a Technology Office at LHS in 2015 that is staffed by three dedicated Technology professionals.

Littleton High School now has more technology tools for students and staff. We have greatly expanded our use of *Chromebooks* and flat panel displays in classrooms for research projects, instructional lessons, formal presentations, and collaborative activities. Almost all classrooms have received technology upgrades with technology i.e. projectors, apple T.V. units, document cameras, and/or flat screens.

*Chromebook* carts have been distributed throughout the building with a strong emphasis on equity as well as priority. Many students regularly bring their own devices (e.g. smart phones, tablets, laptops) to use as a Personal Learning Device (PLD). Littleton High School is now discussing the development of a more formal *Bring Your Own Device* (BYOD) program.

The district and high school have dedicated significant professional time throughout the school year and summer for instructional technology topics including Atlas, Aspen, Chromebooks, MacBook Air laptops, iPads, and Google Apps for Education.

LHS has a longstanding partnership with *Virtual High School* (VHS), which allows students to enroll in a wide variety of additional courses. Online learning opportunities are becoming more abundant and competitive, and we now find more options from other educational institutions, companies, and consortiums including *Coursera*, *Harvard edX*, *Keystone*, *Apex*, and *Edgenuity* are available to students.

We are also pleased to report that the Guidance Department continues to make great use of the Guidance Seminar Room where the ASCA (American School Counselors Association) Model Curriculum is delivered to all grade levels. A classroom set of *Chromebooks* is dedicated to the Seminar Room. LHS also funds online *Naviance* accounts for all students to conduct college research, take career surveys, and complete career profiles. All college applications and admissions documents may be managed and electronically processed/submitted via online tools.

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 2015 that Littleton High School is a strong school with engaged students and abundant student accomplishments to celebrate.

## **Winter 2015**

Littleton High School, Littleton Police Department, and the Middlesex District Attorney's Office collaborated in hosting a Cyber Safety Presentation for parents on January 14, 2015. This was an important presentation given the challenges with appropriate and safe use of the internet and social media.

Students enjoyed the fourth annual Winter Semi-Formal at Devens Common Center on January 23, 2015.

The Guidance Department hosted a College Planning Seminar on February 3, 2015. The presentation focused on the college admission process and timeline for juniors. An overview of the *Naviance* College Management System was also presented.

The first annual Best Buddies Talent Show was held February 6<sup>th</sup>.

The Town-wide Band Concert was held on February 10th in the LHS Performing Arts Center.

The traditional LHS Spirit Week was held the week of March 2nd.

Our spring SAT Bootcamp was held March 7 & 8.

Faculty participated in the new state mandated Suicide Prevention training on February 4, 2015. The training centered on the QPR (Question, Persuade, Refer) approach.

The NHS led by their advisors, Mrs. Sarah Berlinger and Mrs. Danica Johnston, organized a successful Blood Drive on March 12th.

The annual Junior Class Silent Auction was held on March 18th.

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 an eighth season as a varsity program and both teams went undefeated and won their League Championships for the second straight year.

## **Spring 2015**

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

The Class of 2015 hosted its second student-faculty basketball game in the Littleton High School gym on March 12, 2015.

Parent Teacher Conferences took place on March 19, 2015 from 6:00 to 8:00 p.m.

The Second Annual Mattress Sale Fundraiser to benefit the Band program was held on Saturday, March 21<sup>st</sup>.

LHS hosted its annual College Fair on March 24<sup>th</sup>. Over sixty colleges participated.

The LHS World Language Department hosted the World Language Festival on Thursday, March 26, 2015. This was part of our celebration of Foreign Language Week and featured 28 cultural cafes, musical



performances, and other entertainment. All proceeds from this event helped to fund the World Language Book Bag Scholarship. This scholarship is offered to graduating seniors who have excelled in foreign language at Littleton High School.

The PTA sponsored an LHS Trivia Night on April 16<sup>th</sup>.

The Superintendent of Schools and LHS staff and students hosted a special luncheon for Littleton senior citizens and the Council on Aging on April 9th. The event featured music and songs performed by the LHS Band and Chorus.

This year's spring drama production ran April 10 through April 12 and featured the play, "The Dining Room."

The Littleton Fire Department conducted nighttime Hazardous Material Drill on April 27th. We extend special thanks to our Fire Department for providing CPR instruction to staff members, seniors, and sophomores this year. We appreciate all the LFD does to keep our campus and community safe.

The Junior/Senior Prom was held on May 1st at The International Country Club in Bolton.

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

Mrs. Danica Johnston, Mathematics teacher, was named the 2015 LHS Teacher of Year at our May 14<sup>th</sup> Awards Night.

The Humanitarian Club sponsored the May *Relay for Life* on May 15<sup>th</sup> 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.

Traditional senior events and spring banquets dominated our evening calendar in May. The seniors took two trips together. They rode the *Codzilla* boats in Boston Harbor on May 29<sup>th</sup> and attended the Red Sox game on June 1<sup>st</sup>.

Mrs. Susan Harvey received the Littleton Excellence in Teaching Award in June.

2015 marked the sixth year for the Girls' Varsity Lacrosse team and they qualified for the MIAA Tournament and finished 15-4. The Boys' Lacrosse team in its seventh year as a varsity program qualified for MIAA Tournament, and achieved a record of 11-7. Several outdoor track athletes competed at the state level. The Boys' and Girls' Outdoor Track teams completed undefeated seasons and were crowned Mid-Wach D Champions. Finally, Boys' Tennis had a tremendous year finishing as league champs with a 13-1 record.

The Littleton High School graduation took place on Alumni Field on June 5th. We are once again grateful to the Littleton Scholarship Trust for awarding generous college scholarships to graduating seniors and alumni.

### **Summer 2015**

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. After five years of service, Assistant Principal Mrs. Cheryl Temple left to become Assistant Principal of the Florence Sawyer School in Bolton on July 1st. New Assistant Principal Mr. Keith Comeau joined us just a few days later. We wish Cheryl all the best in her new position and look forward to Keith's leadership at LHS. Mrs. Susan Heinz became our new Library Media Specialist replacing long-term substitute Mrs. Toni Chandler.

Physical education teacher Ms. Holly Ouellette, Social Studies/History teacher Mr. Ryan Walsh, educational assistant Mr. Anthony Zizzi, and part-time secretary Mrs. Chrissy Gilmore also joined the high school staff. Technology professionals Mike McEachern, Natalie Branch, and Brad Cotran relocated to the new Technology Office in the summer.

Our welcome breakfast and orientation for freshman and new students was held on August 26th. New Assistant Principal Keith Comeau did a great job organizing all the student volunteers and helping the students feel welcome and more comfortable with their new school. The day included a tour of the campus, a student panel presentation, and a forum led by counselors, administrators and the athletic director. Littleton Rotary generously donated t-shirts for all the new students and volunteers.

### **Fall 2015**

Building upon our accomplishments these past years, we set out in the fall to continue steady work on some important goals: implementing our new Technology Plan; adopting more environmentally conscious practices and pursuing Green Ribbon School designation; and, routinely using rubrics for our school-wide learning expectations. In addition, the following list includes some projects/initiatives for the 2015-2016 school year: the Alternative Credit Option for Physical Education; vocational skills kitchen/café renovation; the LHS bell schedule study group recommendations and follow-up plans; nano-engineering partnership with UMASS/Lowell; TV Studio partnership with Littleton Cable Television; and, the school roof repair.

The collection and analysis of data is embedded within the culture of LHS and expressed throughout individual teacher routine and collective departmental practice. Early Release time is now purposely set aside for professional staff to collect, disaggregate and analyze data. The September 30, 2015 Early Release Day was designated this year. Teachers had time for individual and collaborative reviews of formative assessments, DDMs, MCAS results, AP instructional planning reports, or PSAT/SAT plans.

We made another comprehensive presentation to the School Committee in the fall about the results of our Advanced Placement (AP) Program. Ninety-seven students took 182 AP (Advanced Placement) exams in May. Littleton High School had thirteen students named AP scholars based on receiving a grade of 3 or higher on three or more AP exams. Six 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. Eleven 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 30 AP Scholars in 2015.

The Littleton Student Council revived the Homecoming Dance with large and enthusiastic student participation on October 3rd.

Our Back to School Night was held on September 17th and Parent/Teacher Conferences were held 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. 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 5th.

The National Honor Society inducted 39 members on November 9th.

The LHS Band and Chorus showcased their talents once again at the annual Winter Concert on December 4th.

Littleton High School Drama delivered an outstanding performance of "The Madwoman of Chaillot," in the LMS Cafetorium November 14-15.

Pupil Personnel Director Rita Detweiler and LHS staff officially opened the new "LHS Bistro" adjacent to the Cafeteria on December 16. The "Bistro" is a setting where Littleton High School students with vocational goals and life skills on their Individualized Educational Plans can develop skills.

Littleton High School Fall Athletic teams completed another successful season. The Boys' and Girls' Soccer teams both qualified for MIAA Tournament. Our Cross-Country teams continued to grow with increased participants and improved performances in their fifth season. The Girls Varsity Field Hockey team finished 9-7-3 and once again qualified for the MIAA Tournament. The Varsity Football team enjoyed another strong season by finishing with an 10-1 record and winning their fourth straight league championship.

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

After several years of near constant negotiations, accreditation and introduction of new testing and evaluations for both students and staff, the past year in the Littleton schools was a bit more business as usual. There was continued focus on data-informed instruction and evaluation as well as the use of technology in the classroom, but these are now imbedded, rather than emerging, practices and their impact on teaching and learning can now start to be evaluated and improved on a more incremental basis. The School Committee continues to focus on budget pressures and constraints as well as policy, but the District continues to demonstrate sustained success and achievement by students and staff.

After successfully completing negotiations and signing a new three year contract with the Littleton Educators' Association (LEA) last year, both the School Committee and LEA were able to take a break from negotiations over the past year. As we enter the second year of the contract, both parties will start to

consider the process and timing for the next round of negotiations related to a new contract, but real work on that will not begin until the end of the second and beginning of the third year of the current contract.

The Littleton Public Schools have now used a new Educator Evaluation Model for two full years. The model is a statewide initiative for evaluating teaching staff and providing opportunities and guidance for continued improvement. With two years of data, the administration and teaching staff are now better able to use the information to determine how best to work towards improving instruction. The School Committee would like to thank the LEA for their steady participation and support of these efforts.

The High School was designated a Gold Medal school by US News and World Report as one of the best high schools in Massachusetts. The High School continued to broaden its course offerings, adding Computer Science Principles and AP Statistics as well as partnering with UMASS Lowell to offer a Nanotechnology course. Beyond academics, the school also saw 68% of the students participate in at least one sport, resulting in 6 league championships and 19 of 21 teams qualifying for post-season participation. There was also a broad range of art offerings including concerts, drama productions and art shows.

This year Littleton Middle School was renewed as a New England League of Middle Schools Spotlight School. This designation has been given to only 34 middle schools throughout New England. The ELA and Science teams have been involved in rigorous curriculum review processes. The ELA and Math teams continue to use MAP assessments in combination with My Path. These web-based assessments and student paced supplemental programs help teachers better meet the diverse needs of their students. Additionally, the Middle School continued to provide 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. Students were also provided with a variety of opportunities to become active and supportive members of their school and local communities.

Students and staff at Russell Street School were busy this year implementing both a new reading/writing program (Journeys) and an updated math program (Everyday Math). Last spring, families with children at RSS received the first newly revised Standards-Based report card to offer information on student progress in relation to state standards. Students also participated in a pilot of a new math Response To Intervention block designed to create more opportunities for differentiated instruction and support all levels of learners. The staff at RSS is grateful for a grant from LELWD that is allowing for the creating of a new Maker Space, allowing students to use tools and materials for creating their own designs and prototypes.

Shaker Lane also adopted the Journeys Language Arts program, which aligns with the Common Core standards. The school also applied for and received a \$3,500 grant for new books for the library. Shaker Lane staff continued to work on professional development efforts geared towards various areas including writing skills, social skills and behavior and integrating technology in elementary classrooms. Last year, the High School, Middle School and Russell Street School participated in a pilot of the Partnership for Assessment of Readiness for College and Careers (PARCC) test. This is a nationally sponsored assessment that is part of the Common Core program and was being considered by Massachusetts to replace the MCAS. After evaluating the administration of PARCC and discussing the possibility of switching from MCAS to the new test, the School Committee ultimately decided to continue using MCAS. Subsequently, the state Board of Elementary and Secondary Education voted to modify MCAS for the first time in 18 years and will use the new version of the test as the graduation requirement and primary assessment for Massachusetts schools rather than switching to PARCC. The School Committee is confident that the students and staff will be able to adapt to the new test and continue to demonstrate a high level of achievement on the assessment.

The Littleton schools had several retirements last year. Sherill Strickland spent 30 years in a variety of teaching roles in Littleton, primarily at the elementary level. Marlee Roberts taught elementary music in

Littleton for 14 years. Marie Ingemie spent 7 years teaching foreign languages in Littleton. Marking over 50 years of combined service, we would like to take this opportunity to thank our retirees for their dedicated service and commitment to our students and community and wish them the best as they embark upon a new life journey.

In March, the School Committee, with the support of the Board of Selectmen and Finance Committee, passed a budget with a 5.0% increase from FY2015. The budget was passed with an increase in the appropriation from the Town as well as the use of grants and revolving funds, primarily Circuit Breaker and School Choice. After many years of building up a reserve in these revolving funds, the past several years have seen an increased reliance on using them to fund operations due to the sustained stagnant growth in Local Aid and Chapter 70 funds from the State. While the School Committee has been able to maintain a relatively healthy balance in the revolving funds despite the constraints in funding from the State, it is no longer possible to grow the balance, which could make it more difficult for the Schools to meet unplanned expenses during the year, which is what the revolving funds were historically designated for. Despite these pressures, the School Committee continues to work diligently with the Board of Selectmen and Finance Committee to balance all the financial needs of the Town and fund them at an appropriate level.

The spring Town elections resulted in the re-election of Mike Fontanella to a fourth three-year term and the election of Mike Mizzoni, who was serving the remainder of a term for a previous member, to a full three-year term.

For the second year in a row, the School Committee saw a member leave for the Board of Selectmen as Chuck DeCoste won election to that Board. Chuck had served five years on the School Committee and during his tenure served on the Permanent Municipal Building Committee during the refurbishment of Russell Street elementary school as well as the building of the new track and was on the negotiating team during the most recent negotiation with the Littleton Educators' Association. As the parent of five Littleton school children, Chuck was a tireless advocate for the schools and a steady presence at many school events. We are confident he will continue his passionate advocacy for the schools and students while on the Board of Selectmen.

With that departure, the School Committee welcomed Mark Rambacher to the Committee who was jointly appointed by the School Committee and Board of Selectmen to fill the last year of Chuck's term. 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 takes 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 Public Schools continue to effectively and enthusiastically meet the emerging challenges and practices of primary and secondary education. Our staff works diligently to integrate new concepts and resources while ensuring that the District continues to meet the high level of achievement and success we have all come to expect. Despite sustained budget pressure and steadily increasing administrative requirements, our buildings and classrooms remain vibrant centers of learning and development. The past year saw the Littleton School District again be recognized as an outstanding provider of primary and secondary education. Our dedicated team of administrators and teachers, along with our families and legions of volunteers, continue to successfully deliver on the promise of teaching the whole child and preparing our graduates to be successful in a global society.

Respectfully submitted by the Littleton School Committee:

## Littleton Enrollment by Grades ó October 1, 2015

| Grade  | Boys | Girls | Total |
|--------|------|-------|-------|
| PreK   | 41   | 40    | 81    |
| K      | 55   | 58    | 113   |
| T      | 76   | 11    | 18    |
| 1      | 69   | 57    | 126   |
| 2      | 64   | 61    | 125   |
| 3      | 59   | 53    | 112   |
| 4      | 62   | 71    | 133   |
| 5      | 65   | 62    | 127   |
| 6      | 54   | 54    | 108   |
| 7      | 50   | 68    | 118   |
| 8      | 58   | 68    | 126   |
| 9      | 49   | 59    | 108   |
| 10     | 55   | 50    | 105   |
| 11     | 66   | 53    | 119   |
| 12     | 56   | 60    | 116   |
| TOTALS | 810  | 825   | 1635  |

## Ten-Year History ó Enrollment

| Year | Total Enrollment<br>October 1 | Number Increase/<br>Decrease | Percent Increase/<br>Decrease |
|------|-------------------------------|------------------------------|-------------------------------|
| 2006 | 1,555                         | -33                          | -2.1                          |
| 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                          |

Number of School Choice (non-resident) students attending Littleton Public Schools: 82

Number of Littleton Students attending Nashoba Valley Technical School: 28

Students from Littleton attending special classes in out of district schools: 28

| Enrollment 2014-2015                |          |         |
|-------------------------------------|----------|---------|
|                                     | District | State   |
| <b>Total Count</b>                  | 1,596    | 955,844 |
| <b>Race/Ethnicity (%)</b>           |          |         |
| African American or Black           | 2.4      | 8.7     |
| Asian                               | 4.8      | 6.3     |
| Hispanic or Latino                  | 2.6      | 17.9    |
| Multi-race, Non-Hispanic            | 1.6      | 3.1     |
| Native American                     | 0.3      | 0.2     |
| Native Hawaiian or Pacific Islander | 0.4      | 0.1     |
| White                               | 87.7     | 63.7    |
| <b>Gender (%)</b>                   |          |         |
| Male                                | 48.1     | 51.2    |
| Female                              | 51.9     | 48.8    |
| <b>Selected Populations (%)</b>     |          |         |
| English Language Learner            | 0.8      | 8.5     |
| Economically Disadvantaged          | 6.3      | 26.3    |
| Students w/Disabilities             | 21.6     | 17.1    |
| First Language Not English          | 2.6      | 18.5    |

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

| Educator Data 2014-2015   |           |           |
|---|-----------|-----------|
|   | District  | State     |
| Total # of Teachers   | 106.6     | 71,886.8  |
| Percentage of Teachers Licensed in Teaching Assignment                              | 98.9      | 97.4      |
| Total Number of Classes in Core Academic Areas                                      | 542       | 346,081   |
| Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified     | 100.0     | 95.4      |
| Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified | 0.0       | 4.6       |
| Student/Teacher Ratio   | 15.0 to 1 | 13.3 to 1 |
| Percentage of Public Elementary and Secondary School Teachers Issued Waivers        | 0.0       | 0.7       |

|   | All Schools | High Poverty Schools | Low Poverty Schools |
|---|-------------|----------------------|---------------------|
| Percentage of Teachers Licensed in Teaching Assignment                              | 98.9        | -                    | 98.9                |
| Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified     | 100.0       | -                    | 100.0               |
| Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified | 0.0         | -                    | 0.0                 |

| Educator Quality Data for High Poverty and Low Poverty Littleton Public Schools |                    |                        |            |
|---|--------------------|------------------------|------------|
| School  | Highly Qualified % | Not Highly Qualified % | Licensed % |
| <b>Low Poverty</b>  |                    |                        |            |
| Littleton High School   | 100.0              | 0.0                    | 99.3       |
| Littleton Middle School   | 100.0              | 0.0                    | 100.0      |
| Russell St Elementary   | 100.0              | 0.0                    | 95.5       |



|                        |       |     |       |
|------------------------|-------|-----|-------|
| 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:

Number of Births: 81  
Number of Marriage Intentions filed: 29  
Number of Deaths: 100  
Dogs Licensed in 2015: 777 (Unlicensed over 500)  
Population: 9203  
Registered Voters: 6422

The results of all elections and town meetings held in 2015 follow

The results of all elections and town meetings held in 2015 follow:

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, set at 0, set at 0, and set at 0, and so recorded. The polls closed at 8:00PM.

### Annual Town Election ó Saturday, May 9, 2015

| <b>MODERATOR</b>   | <b>ELECTRIC LIGHT COMMISSIONER</b>  | <b>PLANNING BOARD</b>  |
|--|---|--|
| One Year Term VOTE FOR ONE   | Three Year Term VOTE FOR TWO  | Five Year Term VOTE FOR ONE  |
| <b>TIMOTHY D GODDARD</b><br>62 Edsel Rd<br>Candidate for Re-Election <b>1007</b> | <b>BRUCE S TRUMBULL</b><br>29 Mill Rd<br>Candidate for Re-Election <b>868</b> | <b>DONALD MACIVER</b><br>43 Foster St<br>Candidate for Re-Election <b>404</b>        |
| (Write-in) <b>198</b>  | <b>DICK TAYLOR</b><br>109 Goldsmith St <b>843</b>                             | <b>EDWARD WILLIAM MULLEN III</b><br>10 Grist Mill Rd <b>725</b>                      |
| <b>BOARD OF SELECTMEN</b>  | (Write-in) <b>699</b>   | (Write-in) <b>76</b>   |
| Three Year Term VOTE FOR ONE   |   |  |
| <b>CHARLES J DECOSTE</b><br>4 Matthew Dr <b>955</b>                              |   | <b>SCHOOL COMMITTEE</b>  |
| (Write-in) <b>250</b>  |   | Three Year Term VOTE FOR TWO   |
| <b>BOARD OF ASSESSORS</b>  | <b>HOUSING AUTHORITY</b>  | <b>MICHAEL FONTANELLA</b><br>213 Harwood Ave<br>Candidate for Re-Election <b>642</b> |
| Three Year Term VOTE FOR TWO   | Five Year Term VOTE FOR ONE   | <b>JENNIFER LYNNE CAMERON</b><br>373 King St <b>378</b>                              |

|   |   |   |
|---|---|---|
| <b>PAMELA D CAMPBELL</b><br>51 Boxboro R Candidate for Re-Election<br><b>911</b>      | <b>BARBARA J MCRAE</b><br>14 Coughlin Rd Candidate for Re-Election<br><b>931</b>    | <b>CATHARINE M CARRUTH</b> 8<br>Goldsmith St<br><b>466</b>                        |
| <b>EVELYN W MASSON</b><br>175 Whitcomb Ave<br>Candidate for Re-Election<br><b>868</b> | (Write-In)<br><b>274</b>  | <b>MICHAEL R MIZZONI</b><br>2.5 Spartan Arrow<br><b>750</b>                       |
| (Write-In)<br><b>631</b>  | <b>LIBRARY TRUSTEE</b><br>Three Year Term VOTE FOR TWO                              | (Write-In)<br><b>174</b>  |
| <b>BOARD OF HEALTH</b><br>Three Year Term VOTE FOR ONE                                | <b>DAVID SILL</b><br>53 Washington Dr<br>Candidate for Re-Election<br><b>893</b>    | <b>TRUST FUND COMMISSIONER</b><br>Three Year Term VOTE FOR ONE                    |
| <b>JOHN W DAVIS II</b><br>13 Gray Farm Rd<br><b>570</b>                               | <b>DEMETRA TAYLOR</b><br>115 Taylor St<br><b>818</b>                                | <b>ANDREW J SAMMARCO</b> 20<br>Forest Rd. Candidate for Re-Election<br><b>914</b> |
| <b>ERIN A HEALY</b><br>12 Lincoln Dr<br><b>515</b>                                    | (Write-In)<br><b>699</b>  | (Write-In)<br><b>291</b>  |
| (Write-In)<br><b>120</b>  | <b>PARK &amp; RECREATION COMMISSIONER</b><br>Three Year Term VOTE FOR TWO           | <b>WATER COMMISSIONER</b><br>Three Year Term VOTE FOR TWO                         |
| <b>CEMETERY COMMISSIONER</b><br>Three Year Term VOTE FOR ONE                          | <b>FREDERICK J FREUND</b><br>45 Birch Rd<br>Candidate for Re-Election<br><b>671</b> | <b>BRUCE S TRUMBULL</b><br>29 Mill Rd Candidate for Re-Election<br><b>877</b>     |
| <b>MARY ELLEN GOSBY</b><br>11 Gray Farm Rd<br>Candidate for Re-Election<br><b>925</b> | <b>KEVIN S HUNT</b><br>42 Nashoba Trl<br><b>644</b>                                 | <b>DICK TAYLOR</b><br>109 Goldsmith St<br><b>855</b>                              |
| (Write-in)<br><b>280</b>  | <b>JENNIFER A STACH</b><br>40 Bulkeley Rd<br><b>585</b>                             | (Write-In)<br><b>678</b>  |
|   | (Write-in)<br><b>510</b>  |   |

**YOU HAVE COMPLETED VOTING!**

|                          |                          |
|--------------------------|--------------------------|
| <b>PRECINCT ONE</b>      | <b>BALLOTS CAST 430</b>  |
| <b>PRECINCT TWO</b>      | <b>BALLOTS CAST 388</b>  |
| <b>PRECINCT THREE</b>    | <b>BALLOTS CAST 387</b>  |
| <b>TOTAL PRECINCTS</b>   | <b>BALLOTS CAST 1205</b> |
| <b>REGISTERED VOTERS</b> | <b>6124</b>              |
| <b>VOTER TURNOUT</b>     | <b>20%</b>               |



## MAY 4, 2015 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 4, 2015 to order at 7:31pm in the Charles Forbes Kay Gymnasium at the Littleton Middles School 55 Russell Street Littleton.

### ARTICLEE 1

#### Bills of Prior Years

*[9/10ths vote required]*

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.

[Article 1 would pay any bills from prior fiscal years, which were not received before the books were closed, and for which prior year budget funds had not been encumbered.]

**Motion:** To be made at Town Meeting.

**NO AFFIRMATIVE ACTION TAKEN, NO BILLS FROM PRIOR FISCAL YEARS.**

### ARTICLE 2

#### FY 2015 Line Item Transfers

To see if the Town will vote to amend the FY 2015 Operating Budget, as adopted under Article 4 of the May 5, 2014 Annual Town Meeting and amended by Article 2 of the November 12, 2014 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 makes adjustments to the FY 2015 operating budget by moving money between line items. There is no net increase or decrease in the total budget as a result of these transfers. [Line 151 – Legal Expense needs to be increased to \$238,000 based on actual expenses incurred. Legal expenses totaled \$263,164 in FY 2014; \$283,515 in FY 2013; and \$208,246 in FY 2012. [Line 420 – Costs relating to the wastewater treatment facility for Town/School Buildings and DEP mandates for stormwater management have increased to \$80,000 in FY 2015, so \$10,000 more is need for this line item. FY 2014's total was \$77,000; FY 2013, \$70,800; FY 2012, \$66,938. [Line 510 – Assessment for SANS mental health resource and referral services is under-budgeted, and needs to be increased from \$5,000 to \$12,000, based on actual expenses incurred.

[Line 193 – General Liability Insurance Expenses incurred are \$10,000 below the budgeted allowance of \$340,000, and so a balance is available for transfer to other line items.

[Line 194 – Unemployment Expenses incurred are \$50,000 below the budgeted allowance of \$200,000, and so a balance is available for transfer to other line items.

[Line 301 – Minuteman Tech student enrollment expenses incurred are \$20,000 below the budgeted allowance of \$40,000, and so a balance is available for transfer to other line items.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2015 Operating Budget, as adopted under Article 4 of the May 5, 2014 Annual Town Meeting and amended by the Article 2 of the November 12, 2014 Special Town Meeting, by adjusting budget line items as follows:

| <b>Budget</b>               | <b>Line Item</b> | <b>FY15</b>  | <b>Adjustm</b> | <b>FY15</b>  |
|-----------------------------|------------------|--------------|----------------|--------------|
| Legal - Expenses            | 151              | \$175,000    | \$63,000       | \$238,00     |
| Wastewater/Stormwater       | 420              | 70,800       | 10,000         | 80,800       |
| <b>Budget</b>               | <b>Line</b>      | <b>FY15</b>  | <b>Adjustm</b> | <b>FY15</b>  |
| Assessment – SANS program   | 510              | 5,000        | 7,000          | 12,000       |
| General Insurance           | 193              | 340,000      | (10,000)       | 330,000      |
| Employee Retiree Benefits – | 194              | 5,726,47     | (50,000)       | 5,676,479    |
| Minuteman Tech              | 301              | 40,000       | (20,000)       | 20,000       |
| Total Budget Appropriated   |                  | \$35,902,200 | \$0            | \$35,902,200 |

**Finance Committee and Board of Selectmen support Article 2.**

**AYES HAVE IT, MOTION PASSES BY UNANIMOUS VOTE TO AMEND THE FY 2015 OPERATING BUDGET, AS ADOPTED UNDER ARTICLE 4 OF THE MAY 5, 2014 ANNUAL TOWN MEETING AND AMENDED BY THE ARTICLE 2 OF THE NOVEMBER 12, 2014 SPECIAL TOWN MEETING, BY ADJUSTING BUDGET LINE ITEMS**

### ARTICLE 3 Snow & Ice Supplemental Appropriation

To see what sum the Town will vote to transfer from Undesignated Fund Balance for snow and ice removal, or to take any other action in relation thereto.

[Article 3 makes a supplemental appropriation needed to cover snow and ice removal expenses for the record-breaking winter of 2014-2015, which exceeded the \$650,000 available in the Town's spending plan. \$200,000 is available in the FY 2015 operating budget, plus a \$450,000 deficit reserve to be raised on the FY 2016 tax levy. Another \$40,000 is needed.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to transfer from Undesignated Fund Balance the sum of \$40,000 for snow and ice removal. **Finance Committee and Board of Selectmen support Article 3.**

**AYES HAVE IT, DECLARED A VOTE, MOTION CARRIES BY A UNANIMOUS VOTE TO TRANSFER FROM UNDESIGNATED FUND BALANCE THE SUM OF \$40,000 FOR SNOW AND ICE REMOVAL.**

### ARTICLE 4 FY 2015 Capital Improvements Plan Adjustments

To see if the Town will vote to amend its vote under Article 7 of the May 5, 2014 Annual Town Meeting, FY 2015 Capital Items from Available Funds, by adjusting certain sums in Section V, *FACILITIES AND INFRASTRUCTURE, Item A*, Facility Needs Assessment Study Recommendation, to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study, as follows:

- ii) Littleton Middle School site, from \$1,680 to \$0;
- iii) Russell Street School and bus parking lot, from \$4,400 to \$0;
- iv) Shaker Lane School, from \$224,553 to 230,633;

or to take any other action in relation thereto.

[Article 4 makes \$6,080 in adjustments to certain facility projects, as requested by the Permanent Municipal Building Committee. The May 2014 Town Meeting approved seven facility projects totaling \$529,409; the other four projects are unchanged.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 4 as printed in the warrant.

**Finance Committee, Board of Selectmen, and Permanent Municipal Building Committee support Article 4.**

**AYES HAVE IT, DECLARED A VOTE, MOTION CARRIES UNANIMOUSLY AS PRINTED IN THE WARRANT (APPROVED II) III) IV) ABOVE).**

|  |
|--|
| <b>ARTICLE 5</b><br><b>FY 2015 Water Enterprise Fund Transfers</b> |
|--|

To see if the Town will vote to amend the FY 2015 Water Enterprise Fund Budget, as adopted under Article 5 of the May 5, 2014 Annual Town Meeting, by adjusting budget line items as follows, or to take any other action in relation thereto.

|                               | FY 2015 |                 | FY 2015   |
|-------------------------------|---------|-----------------|-----------|
| Budget Line Item              | Budget  | Adjustment      | Adjusted  |
| Capital Outlay - Improvements | \$0     | +\$100,000      | \$100,000 |
| Expenses                      | 954,500 | +60,688         | 1,015,188 |
| Budgeted Surplus              | 160,688 | <u>-160,688</u> | 0         |
| <b>TOTAL</b>                  |         | <b>\$0</b>      |           |

[Article 5 makes adjustments to the FY 2015 water enterprise fund budget by moving money between line items. There is no net increase or decrease in the total budget as a result of these transfers. The enterprise fund's budgeted surplus line is reduced by \$160,688 in order to fund (1) a \$100,000 capital outlay for water distribution improvements; and (2) \$60,688 for increased expenses in operating the new Beaver Brook Treatment Plant.]

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

**Finance Committee, Board of Water Commissioners, and Board of Selectmen support Article 5.**

**AYES HAVE IT MOTIONS PASSES UNANIMOUSLY, SO DECLARED A VOTE TO APPROVE ARTICLE 5 AS PRINTED IN THE WARRANT AND STATED ABOVE IN THE TABLE HIGHLIGHTED: BUDGET LINE ITEMS/FY 2015 BUDGET/ADJUSTMENT/FY2015 ADJUSTED.**

**ARTICLE 6**

**Borrowing: Cedar Hill Water Tank**

*[2/3rds vote required]*

To see if the Town will vote to appropriate the sum of \$700,000 for the purpose of funding capital improvements to Cedar Hill water tank of the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(5), of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues; or to take any other action in relation thereto.

[Article 6 has been withdrawn by the Board of Water Commissioners. No action will be taken at town meeting.]

**NO AFFIRMATIVE ACTION TAKEN, ARTICLE WITHDRAWN**

**ARTICLE 7**

**Roadway Improvement Plan / Supplemental Borrowing**

*[2/3rds vote required]*

To see if the Town will vote to appropriate the sum of \$1,000,000 for the purpose of undertaking roadway improvements, 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(6), of the General Laws, or pursuant to 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 continues the ten-year roadway improvement plan first adopted by the Board of Selectmen in 2008. Since its inception, some \$8,990,148 in roadway improvements have been completed with funding from a combination of annual budget appropriations, Chapter 90 state aid, and short-term borrowing within the Proposition 21/2 levy limit. Roads are addressed on a priority basis established by the Selectmen in consultation with the Highway Department. The next project to be undertaken is the reconstruction of New Estate Road, at an estimated cost of \$2.9-million. Design of Nagog Hill Road is also proceeding.]

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

**Finance Committee and Board of Selectmen support Article 7.**

**AYES HAVE IT, UNANIMOUS VOTE DECLARED. AS THIS IS A 2/3RDS REQUIRED VOTE A SPECIMEN YES BALLOT WAS CAST BY A REGISTERED VOTER AND REGISTERED BY THE TOWN CLERK AS HAVING BEEN SO CAST.**

## ARTICLE 8

### FY 2015 Appropriations into Blended Community Preservation Act Fund

To see if the Town will vote, pursuant to MGL C.44B,§3b1/2, to appropriate/transfer to the Community Preservation Fund the following additional municipal revenues totaling \$254,968, which also increases the base for CPA state matching funds:

(1) \$46,186 to the CPA Community Housing Reserve from the Reed Meadow Mitigation Reserve for Appropriation, said sum having been donated by the developer of the Village at Reed Meadow Over-55 Housing Development as an alternative arrangement with the Planning Board for promoting and providing for affordable housing;

(2) \$143,682 to the CPA Open Space Reserve from the Conservation Land Acquisition Funds established by Articles 37 and 45 of the May 5, 1997 Annual Town Meeting, Article 1 of the June 15, 2000 Special Town Meeting, Article 6 of May 6, 2002 Special Town Meeting, and Article 8 of the November 14, 2012 Special Town Meeting, for the proceeds of cell tower leases at the Water Department's standpipes at Oak Hill and Newtown Hill; and

(3) \$65,100 to the CPA Historic Resources Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation, said sum having been donated by the developer of the Village Green development at 15 Great Road;

or to take any other action in relation thereto.

[By the Town's adoption of the so-called Blended Community Preservation Act, Town Meeting can deposit additional municipal revenues into the CPA fund, which increases the base for CPA state matching funds. For Littleton in FY 2015, the 1% CPA surcharge will raise \$227,484, and the Town can deposit up to \$454,968 in additional municipal revenues. \$200,000 was added at the November 12, 2014 Special Town Meeting (for recreation reserve); so another \$254,968 can be added in this article—which proposes funding for housing, open space, and historic resources reserves.

[The deposit of \$46,186 for the Community Housing Reserve comes from two payments of \$23,093 each from the developer of Reed Meadow, as 7% of the final sales price of two of four duplex units at Apple Valley, per agreement with the Planning Board and Board of Selectmen. [The deposit of \$143,682 for the Open Space Reserve is from the current balance in unallocated Newtown Hill cell tower receipts available for open space acquisitions by town meeting. These funds would only be used for conservation and passive-- not active—recreation purposes. [The deposit of \$65,100 for the Historic Resources Reserve comes from 15 Great Road mitigation payments received pursuant to a host community agreement. Total mitigation payments under the HCA are estimated at \$814,125. \$380,663.75 has been received thus far and \$200,000 of that has already been deposited for recreation.

[If the state matching fund rate were again 31.5%, the Town could anticipate receiving an additional \$80,000 as the state match for the total deposited in this article. The would be in addition to \$63,000 in state matching funds from the \$200,000 deposit made by November's town meeting, as summarized below:

#### FY 2015 Appropriations into Blended CPA Fund

| <i>STM date</i> | <i>CPA Reserve</i>        | <i>Town Funds</i> | <i>State Match*</i> |
|-----------------|---------------------------|-------------------|---------------------|
| 11/12/14        | Recreation                | \$200,000         | \$63,000            |
| <b>05/04/15</b> | <b>Open Space</b>         | <b>143,682</b>    | <b>45,260</b>       |
| <b>05/04/15</b> | <b>Community Housing</b>  | <b>46,186</b>     | <b>14,549</b>       |
| <b>05/04/15</b> | <b>Historic Resources</b> | <b>65,100</b>     | <b>20,507</b>       |

|                            |           |           |
|----------------------------|-----------|-----------|
| Blended CPA Sub-total      | \$454,968 | \$143,315 |
| CPA Property Tax Surcharge | 227,484   | 71,657    |
| CPA TOTAL                  | \$682,452 | \$214,972 |

*\* if FY 2016 state match were again 31.5%, as in FY 2015*

[The Board of Selectmen, Finance Committee, and Community Preservation Committee are jointly developing a Blended CPA long-range spending plan, in order to better integrate the CPA into the Town's financial policies and procedures, including operating and capital budgeting, and short- and long-range fiscal planning processes.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote, pursuant to MGL C.44B,§3b1/2, to appropriate/transfer to the Community Preservation Fund the following additional municipal revenues totaling \$254,968:

- (1) \$46,186 to the CPA Community Housing Reserve for community housing purposes from the Reed Meadow Mitigation Reserve for Appropriation;
- (2) \$143,682 to the CPA Open Space Reserve for conservation and passive recreation purposes from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill; and
- (3) \$65,100 to the CPA Historic Resources Reserve for historic resources purposes from the Fifteen Great Road Mitigation Reserve for Appropriation.

**Community Preservation Committee, Finance Committee, and Board of Selectmen support Article 8.**

**AYES HAVE IT, MOTION PASSES UNANIMOUSLY, SO DECLARED PASSED TO VOTE, PURSUANT TO MGL C.44B,§3B½, TO APPROPRIATE/TRANSFER TO THE COMMUNITY PRESERVATION FUND THE FOLLOWING ADDITIONAL MUNICIPAL REVENUES TOTALING \$254,968:**

**(1) \$46,186 TO THE CPA COMMUNITY HOUSING RESERVE FOR COMMUNITY HOUSING PURPOSES FROM THE REED MEADOW MITIGATION RESERVE FOR APPROPRIATION; (2) \$143,682 TO THE CPA OPEN SPACE RESERVE FOR CONSERVATION AND PASSIVE RECREATION PURPOSES FROM THE CONSERVATION LAND ACQUISITION FUNDS ESTABLISHED BY ARTICLE 1 OF THE JUNE 15, 2000 SPECIAL TOWN MEETING FOR CELL TOWER LEASES AT NEWTOWN HILL; AND (3) \$65,100 TO THE CPA HISTORIC RESOURCES RESERVE FOR HISTORIC RESOURCES PURPOSES FROM THE FIFTEEN GREAT ROAD MITIGATION RESERVE FOR APPROPRIATION.**

**Motion to dissolve the Special Town Meeting of May 4, 2015 and return to the business of the Annual Town Meeting of May 4, 2015 at 7:54pm. Moved and seconded and unanimously voted to dissolve.**

*Respectfully submitted,*

*Diane Crory,*  
TOWN CLERK







# MAY 4, 2015 ANNUAL TOWN MEETING

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

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. Board of Selectman member Alex McCurdy lead with the Pledge of Allegiance. As this was Alex McCurdy's last year as Selectman, Chairman, Joseph Knox thanked him and presented him with a plaque on behalf of the board and the resident. Alex thanked the board and the residents for allowing him to serve. Moderator Goddard then proceeded with the reading of Return of Warrant.

Once again the Consent Calendar was used for all non-controversial Articles for Town Meeting. The Town Moderator explained the Consent Calendar and announced all Articles that had been chosen to be on the Consent Calendar: 1, 3, 11, 12, 13, 14, 15, 20, 21 and 22 with Articles 11 & 12 needing to be a 2/3rds vote. Town Moderator 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. 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. Articles placed on the Consent Calendar and voted unanimously to approve are as follows: **Article 1. Town Officers; Article 3. FY 2016 Revolving Funds; Article 11. Stabilization Fund (2/3rds vote); Article 12. Capital Stabilization Fund (2/3rds vote) ; Article 13. School Trust School Grant Funds; Article 14. Senior Citizens & Veterans Tax Work-Off Abatement Programs; Article 15. Use of Chapter 90 Mass DOT Funds; Article 20. Borrowing Authorization; Article 21. Compensating Balance Agreement and Article 22. FY 2016 Personal Exemption Amounts.** It was declared by the Moderator that the ayes have it, motion carries so declared an unanimous vote for all Consent Calendar Articles.

## ARTICLE 1

### Town Officers

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

**Motion:** Moved and seconded by the Board of Selectmen that the following Officers be chosen for the year 2015: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: *to be determined*.

**Board of Selectmen supports Article 1.**

**UNANIMOUSLY VOTED THROUGH THE CONSENT CALENDAR TO CHOOSE THE FOLLOWING OFFICERS FOR THE YEAR 2015: FENCE VIEWERS: TIMOTHY HARRISON WHITCOMB, JOSEPH KNOX; FIELD DRIVER: RAYMOND C. O'NEIL; SURVEYOR OF TIMBER & MEASURER OF WOOD BARK: HENRY PARLEE; MEASURERS AND WEAHERS OF GRAIN, HAY, COAL AND LIVESTOCK: TOM WOOD, RONALD POLACK, MICHELLE ROCHE AND CINDY MCNIFF.**

## ARTICLE 2

### Annual Report

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

**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 2014 Annual Town Report.

**Board of Selectmen supports Article 2.**

**AYES HAVE IT, MOTION CARRIED, DECLARED A VOTE TO ACCEPT ALL PRINTED REPORTS OF TOWN OFFICERS AND COMMITTEES AS PUBLISHED IN THE 2014 ANNUAL TOWN REPORT.**

### **ARTICLE 3**

#### **FY 2016 Revolving Funds**

To see if the Town will vote to authorize the following Fiscal Year 2016 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; or to take any other action in relation thereto.

(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) Dog By-law Enforcement: to allow receipts from dog license fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$12,000 annually, to be expended for costs associated with by-law enforcement, under the direction of the Chief of Police;

(3) 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;

(4) 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;

(5) 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;

(6) 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;

(7) 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;

(8) 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;

(9) Spectacle Pond Cell Tower: to allow receipts from the Spectacle Pond Cell Tower rent to be segregated into a special account; and with funds therefrom, up to a limit of \$40,000 annually, to be expended for debt service for the Clean Lakes program, under the direction of the Board of Selectmen;

(10) 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;

(11) 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;

(12) 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;

(13) 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; and

(14) 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.

[Article 3 is for annual approval of revolving funds, allowing the Town to raise revenues from a specific service and use those revenues without appropriation to support the service. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote, in accordance with Chapter 44, section 53E1/2 of the General Laws, to authorize Fiscal Year 2016 Revolving Funds precisely as set forth in Article 3 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 3.**

**UNANIMOUSLY VOTED THROUGH THE CONSENT CALENDAR**

#### ARTICLE 4 FY 2016 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, 2015, or to take any other action in relation thereto.

[Article 4 is the FY 2016 recommended budget and financing plan reached by the Finance Committee, Board of Selectmen, and School Committee. As shown in the table on page 43 below, the total spending plan for FY 2016 is in balance at \$43,219,729.

[On the Town side, the recommended operating budget represents an increase of \$163,165 or 2.21% over FY 2015, to fund Town departments at level staffing.

[The School's appropriation increases by \$550,000, or 3.29%. The School Committee plans to augment the \$17.25-million appropriated in this article with \$700,000 from so-called "circuit breaker" and \$373,797 in "school choice" reserve funds to meet its spending plan.

[Employee/retiree benefit costs for Town and Schools increases by \$441,253 or 6.90%, due primarily to increases in group health insurance rates and retirement assessments.]

**Motion:** Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$36,576,868 and transfer from the funds specified herein the sum of \$1,023,242, for a total of \$37,600,110 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, 2015

|            | <i>Department</i>                     | <i>FY2014<br/>Actual</i> | <i>FY2015<br/>Budget</i> | <i>FY2016<br/>Budget</i> |
|------------|---------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>114</b> | <b>MODERATOR</b>                      |                          |                          |                          |
|            | Expenses                              | <u>0</u>                 | <u>100</u>               | <u>100</u>               |
|            | <b>Total 114</b>                      | 0                        | 100                      | 100                      |
| <b>122</b> | <b>SELECTMEN / TOWN ADMINISTRATOR</b> |                          |                          |                          |
|            | Personal Services                     | 166,738                  | 172,420                  | 178,975                  |
|            | Expenses                              | 11,866                   | 11,870                   | 11,870                   |
|            | MAGIC/MAPC Assessments                | <u>11,600</u>            | <u>11,625</u>            | <u>11,625</u>            |
|            | <b>Total 122</b>                      | 190,204                  | 195,915                  | 202,470                  |
| <b>131</b> | <b>FINANCE COMMITTEE</b>              |                          |                          |                          |
|            | Personal Services                     | 368                      | 700                      | 700                      |
|            | Expenses                              | <u>235</u>               | <u>500</u>               | <u>500</u>               |
|            | <b>Total 131</b>                      | 603                      | 1,200                    | 1,200                    |
| <b>132</b> | <b>RESERVE FUND</b>                   |                          |                          |                          |
|            | Expenses                              | <u>118,721</u>           | <u>150,000</u>           | <u>150,000</u>           |
|            | <b>Total 132</b>                      | 118,721                  | 150,000                  | 150,000                  |
| <b>135</b> | <b>FINANCE AND BUDGET</b>             |                          |                          |                          |
|            | Personal Services                     | 554,349                  | 580,115                  | 595,224                  |
|            | Expenses                              | 33,989                   | 36,655                   | 39,020                   |
|            | Audit                                 | <u>33,690</u>            | <u>40,000</u>            | <u>40,000</u>            |
|            | <b>Total 135</b>                      | 622,028                  | 656,770                  | 674,244                  |
| <b>151</b> | <b>LEGAL</b>                          |                          |                          |                          |
|            | Expenses                              | <u>263,164</u>           | <u>175,000</u>           | <u>250,000</u>           |
|            | <b>Total 151</b>                      | 263,164                  | 175,000                  | 250,000                  |
| <b>155</b> | <b>INFORMATION SYSTEMS</b>            |                          |                          |                          |
|            | Personal Services                     | 87,028                   | 90,080                   | 90,422                   |
|            | Expenses                              | <u>174,402</u>           | <u>198,402</u>           | <u>198,402</u>           |
|            | <b>Total 155</b>                      | 261,430                  | 288,482                  | 288,824                  |
| <b>161</b> | <b>TOWN CLERK</b>                     |                          |                          |                          |
|            | Elected Salaries                      | 54,335                   | 56,236                   | 59,605                   |
|            | Personal Services                     | 17,088                   | 18,220                   | 18,906                   |
|            | Expenses                              | 1,498                    | 1,500                    | 1,500                    |
|            | Transfer In - Dog Tax Fund            | <u>(2,200)</u>           | <u>(2,200)</u>           | <u>(2,200)</u>           |
|            | <b>Total 161</b>                      | 70,721                   | 73,756                   | 77,811                   |
| <b>162</b> | <b>ELECTIONS &amp; REGISTRATIONS</b>  |                          |                          |                          |
|            | Expenses                              | <u>12,000</u>            | <u>8,700</u>             | <u>8,700</u>             |

|   |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|
|   | <b>Total 162</b> | 12,000           | 8,700            | 8,700            |
| <b>171 CONSERVATION COMMISSION</b>            |                  |                  |                  |                  |
| Personal Services                             |                  | 23,490           | 24,315           | 35,045           |
| Expenses                                      |                  | 1,000            | 1,000            | 1,000            |
| Transfer In - Wetland Fund                    |                  | <u>(5,280)</u>   | <u>(5,280)</u>   | <u>(15,500)</u>  |
|   | <b>Total 171</b> | 19,210           | 20,035           | 20,545           |
| <b>175 PLANNING BOARD</b>                     |                  |                  |                  |                  |
| Personal Services                             |                  | 60,287           | 62,360           | 64,777           |
| Expenses                                      |                  | <u>1,112</u>     | <u>1,175</u>     | <u>1,175</u>     |
|   | <b>Total 175</b> | 61,399           | 63,535           | 65,952           |
| <b>176 APPEALS BOARD</b>                      |                  |                  |                  |                  |
| Personal Services                             |                  | 4,237            | 4,385            | 4,557            |
| Expenses                                      |                  | <u>135</u>       | <u>1,000</u>     | <u>1,000</u>     |
|   | <b>Total 176</b> | 4,372            | 5,385            | 5,557            |
| <b>191 BUILDING MAINTENANCE</b>               |                  |                  |                  |                  |
| Personal Services                             |                  | 51,987           | 57,160           | 57,160           |
| Expenses                                      |                  | <u>364,998</u>   | <u>365,000</u>   | <u>375,000</u>   |
|   | <b>Total 191</b> | 416,985          | 422,160          | 432,160          |
| <b>193 GENERAL INSURANCE</b>                  |                  |                  |                  |                  |
| Expenses                                      |                  | <u>300,567</u>   | <u>340,000</u>   | <u>350,000</u>   |
|   | <b>Total 193</b> | 300,567          | 340,000          | 350,000          |
| <b>194 EMPLOYEE/RETIREE BENEFITS</b>          |                  |                  |                  |                  |
| Expenses                                      |                  | 4,892,444        | 5,726,579        | 6,098,232        |
| Other Post Employment Benefits Liability Fund |                  | 689,835          | 813,998          | 665,500          |
| Transfer In - Cable Studio Benefits           |                  | <u>(21,692)</u>  | <u>(22,885)</u>  | <u>(24,029)</u>  |
| Transfer In - Recreation Revolving            |                  | <u>0</u>         | <u>0</u>         | <u>0</u>         |
|   | <b>Total 194</b> | 5,684,750        | 6,369,194        | 6,809,203        |
| <b>196 TOWN REPORT / TOWN MEETING</b>         |                  |                  |                  |                  |
| Expenses                                      |                  | <u>4,899</u>     | <u>5,000</u>     | <u>5,000</u>     |
|   | <b>Total 196</b> | 4,899            | 5,000            | 5,000            |
| <b>197 CABLE STUDIO</b>                       |                  |                  |                  |                  |
| Personal Services                             |                  | 83,400           | 85,650           | 88,998           |
| Expenses                                      |                  | 20,250           | 20,250           | 20,250           |
| Transfer In - Cable Access Fees               |                  | <u>(103,650)</u> | <u>(105,900)</u> | <u>(109,248)</u> |
|   | <b>Total 197</b> | 0                | 0                | 0                |
| <b>210 POLICE / DISPATCH</b>                  |                  |                  |                  |                  |
| Personal Services                             |                  | 1,540,931        | 1,628,463        | 1,630,765        |
| Expenses                                      |                  | <u>102,687</u>   | <u>100,571</u>   | <u>107,421</u>   |
|   | <b>Total 210</b> | 1,643,618        | 1,729,034        | 1,738,186        |
| <b>220 FIRE / EMS DEPARTMENT</b>              |                  |                  |                  |                  |
| Personal Services                             |                  | 888,938          | 957,199          | 996,987          |
| Expenses                                      |                  | 108,845          | 114,588          | 114,588          |
| Transfer In -Ambulance Fees                   |                  | <u>(287,000)</u> | <u>(287,000)</u> | <u>(300,000)</u> |
|   | <b>Total 220</b> | 710,783          | 784,787          | 811,575          |
| <b>241 BUILDING DEPARTMENT</b>                |                  |                  |                  |                  |
| Personal Services                             |                  | 98,768           | 106,760          | 185,691          |

|            |                                      |                 |                 |                 |
|------------|--------------------------------------|-----------------|-----------------|-----------------|
|            | Expenses                             | 2,366           | 5,060           | 5,060           |
|            | Transfer In - Inspectional Revolving | <u>(3,000)</u>  | <u>(3,000)</u>  | <u>(77,772)</u> |
|            | <b>Total 241</b>                     | 98,134          | 108,820         | 112,979         |
| <b>300</b> | <b>SCHOOL DEPARTMENT</b>             |                 |                 |                 |
|            | <b>Budget</b>                        | 16,400,000      | 16,700,000      | 17,250,000      |
|            | <b>Transfer In - LH Zappy Trust</b>  | (200)           | (200)           | 0               |
|            | <b>Transfer In - Hildreth Trust</b>  | (6,000)         | (6,000)         | 0               |
|            | <b>Transfer In - Goldsmith Trust</b> | (500)           | (500)           | 0               |
|            | <b>Transfer In - Johnson Trust</b>   | (750)           | (750)           | 0               |
|            | <b>Total 300</b>                     | 16,392,550      | 16,692,550      | 17,250,000      |
| <b>301</b> | <b>TECHNICAL SCHOOL EXPENDITURES</b> |                 |                 |                 |
|            | Expenses – Nashoba Tech              | 689,712         | 534,493         | 474,448         |
|            | Expenses – Minuteman Tech            | <u>36,618</u>   | <u>40,000</u>   | <u>20,000</u>   |
|            | <b>Total 301</b>                     | 726,330         | 574,493         | 494,448         |
| <b>420</b> | <b>HIGHWAY DEPARTMENT</b>            |                 |                 |                 |
|            | Personal Services                    | 645,166         | 763,033         | 765,089         |
|            | Expenses                             | 346,815         | 396,927         | 376,867         |
|            | Streetlights                         | 29,351          | 31,750          | 32,000          |
|            | Park Maintenance                     | 9,250           | 9,450           | 9,700           |
|            | Wastewater                           | 77,000          | 70,800          | 87,000          |
|            | B&M Crossing                         | 2,806           | 2,807           | 2,808           |
|            | Gasoline                             | <u>124,685</u>  | <u>125,000</u>  | <u>125,000</u>  |
|            | <b>Total 420</b>                     | 1,235,073       | 1,399,767       | 1,398,464       |
| <b>422</b> | <b>ROADWAY REPAIRS</b>               |                 |                 |                 |
|            | Expenses                             | <u>483,674</u>  | <u>688,509</u>  | <u>695,394</u>  |
|            | <b>Total 422</b>                     | 483,674         | 688,509         | 695,394         |
| <b>423</b> | <b>SNOW &amp; ICE</b>                |                 |                 |                 |
|            | Personal Services                    | 98,334          | 68,000          | 68,000          |
|            | Expenses                             | <u>316,386</u>  | <u>132,000</u>  | <u>132,000</u>  |
|            | <b>Total 423</b>                     | 414,720         | 200,000         | 200,000         |
| <b>491</b> | <b>CEMETERY DEPARTMENT</b>           |                 |                 |                 |
|            | Personal Services                    | 90,083          | 96,385          | 96,752          |
|            | Expenses                             | 17,800          | 17,800          | 17,800          |
|            | Transfer In - Cemetery Trust         | (13,000)        | (13,000)        | (13,000)        |
|            | Transfer In - Sale of Cemetery Lots  | (12,000)        | (12,000)        | (12,000)        |
|            | Transfer In - Graves                 | <u>(18,897)</u> | <u>(18,897)</u> | <u>(18,897)</u> |
|            | <b>Total 491</b>                     | 63,986          | 70,288          | 70,655          |
| <b>510</b> | <b>HEALTH DEPARTMENT</b>             |                 |                 |                 |
|            | Personal Services                    | 19,064          | 19,732          | 20,506          |
|            | Expenses                             | 1,390           | 3,235           | 2,587           |
|            | Assessment - Nashoba BOH             | 22,250          | 22,250          | 22,250          |
|            | Assessment - Nashoba Nursing         | 8,326           | 8,700           | 8,700           |
|            | Assessment - Eliot Clinic            | 3,780           | 3,780           | 3,780           |
|            | Assessment – SANS Program            | 0               | 5,000           | 12,000          |
|            | Animal Inspector                     | 2,400           | 2,400           | 2,400           |
|            | Transfer In - B. Sampson Animal Fund | <u>(2,500)</u>  | <u>(2,500)</u>  | <u>(2,500)</u>  |

|   |                           |                    |                  |                    |
|---|---------------------------|--------------------|------------------|--------------------|
|   | <b>Total 510</b>          | 54,710             | 62,597           | 69,723             |
| <b>541 ELDER AND HUMAN SERVICES</b>       |                           |                    |                  |                    |
| Personal Services                         |                           | 69,365             | 105,083          | 110,513            |
| Expenses                                  |                           | <u>12,340</u>      | <u>13,416</u>    | <u>13,921</u>      |
|   | <b>Total 541</b>          | 81,705             | 118,499          | 124,434            |
| <b>543 VETERANS SERVICES</b>              |                           |                    |                  |                    |
| Personal Services                         |                           | 5,000              | 5,000            | 5,000              |
| Expenses                                  |                           | 750                | 750              | 1,515              |
| Veteran Benefits                          |                           | <u>73,316</u>      | <u>70,000</u>    | <u>120,000</u>     |
|   | <b>Total 543</b>          | 78,561             | 75,750           | 126,515            |
| <b>610 REUBEN HOAR LIBRARY</b>            |                           |                    |                  |                    |
| Personal Services                         |                           | 378,868            | 417,159          | 422,976            |
| Expenses                                  |                           | 71,022             | 75,539           | 81,193             |
| Merrimack Valley Assessment               |                           | 31,714             | 32,242           | 33,854             |
| Transfer In - Library Trust Fund          |                           | <u>(11,500)</u>    | <u>(11,500)</u>  | <u>(11,500)</u>    |
|   | <b>Total 610</b>          | 470,104            | 513,440          | 526,523            |
| <b>630 PARK AND RECREATION DEPARTMENT</b> |                           |                    |                  |                    |
| Personal Services                         |                           | 168,095            | 0                | 0                  |
| Transfer In - Revolving Wages             |                           | (128,095)          | 0                | 0                  |
| Transfer out - Enterprise Fund            |                           | <u>0</u>           | <u>144,000</u>   | <u>102,000</u>     |
|   | <b>Total 630</b>          | 40,000             | 144,000          | 102,000            |
| <b>690 OTHER CULTURE &amp; RECREATION</b> |                           |                    |                  |                    |
| Historical                                |                           | 4,200              | 700              | 700                |
| Memorial Day                              |                           | 500                | 500              | 500                |
| Patriot's Day                             |                           | <u>50</u>          | <u>50</u>        | <u>50</u>          |
|   | <b>Total 690</b>          | 4,750              | 1,250            | 1,250              |
| <b>710 LONG TERM DEBT</b>                 |                           | 3,612,121          | 3,461,993        | 3,309,482          |
| <b>720 SHORT TERM DEBT</b>                |                           | 322,511            | 959,180          | 640,070            |
| 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         |                           | (36,269)           | (35,269)         | (34,269)           |
| Transfer In - Newtown Hill Cell Tower     |                           | (43,373)           | (42,248)         | (41,048)           |
| Transfer In - Bond Premium                |                           | (62,268)           | (58,120)         | (54,067)           |
| Transfer In - Community Preservation      |                           | (62,038)           | (61,038)         | (127,315)          |
| Transfer In - Light Department            |                           | <u>(168,687)</u>   | <u>(161,957)</u> | <u>(154,530)</u>   |
|   | <b>Total Debt Service</b> | 4,669,258          | 3,529,848        | 3,963,190          |
| <b>FUNDING SUMMARY</b>                    |                           |                    |                  |                    |
| Net Budgets                               |                           | 35,080,647         | 36,851,801       | 37,600,110         |
| Transfers In                              |                           | <u>(1,021,048)</u> | <u>(949,595)</u> | <u>(1,023,242)</u> |
| Total Appropriated Budgets                |                           | 34,059,599         | 35,902,206       | 36,576,868         |

**Finance Committee, Board of Selectmen, and School Committee support Article 4.**



Betsy Bohling, Chairman of the FinCom presented the Financial report to the Town body present. Ayes have it, declared a unanimous vote, so declared a vote to raise and appropriate, the sum of \$36,576,868 and transfer from the funds specified herein the sum of \$1,023,242, for a total of 37,600,110 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, 2015.

**Motion was made and seconded and unanimously voted at 7:30pm that the Annual Town Meeting be adjourned and open the Special Town Meeting.**

**Motion was made and seconded and unanimously voted at 7:55pm to dissolve the Special Town Meeting and return to the business of the Annual Town Meeting.**

**ARTICLE 5**  
**Y 2016 Water Enterprise Fund Operating Budget**

To see if the Town will vote to appropriate \$3,103,000 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, 2015 (*detail below*), or to take any other action in relation thereto.

| <b>I. Water Enterprise Revenues</b>  | <b>FY 2015</b>     | <b>FY 2016</b>     |
|--|--------------------|--------------------|
| User Charges   | \$2,545,000        | \$3,003,000        |
| Enterprise Available Funds   | 100,000            | 100,000            |
| Investment Income  | 0                  | 0                  |
| <b>Total Revenues</b>  | <b>\$2,645,000</b> | <b>\$3,103,000</b> |
| <b>II. Costs Appropriated for the Enterprise Fund</b>                                |                    |                    |
| Salaries and Wages   | \$760,000          | \$800,000          |
| Expenses   | 954,500            | 1,200,000          |
| Capital Outlay ó Equipment   | 0                  | 65,000             |
| Capital Outlay ó Improvements  | 0                  | 387,524            |
| Reserve Fund   | 100,000            | 100,000            |
| Debt Principal and Interest  | 669,812            | 550,476            |
| Budgeted Surplus   | 160,688            | 0                  |
| <b>Total Costs Appropriated for Enterprise Fund</b>                                  | <b>\$2,645,000</b> | <b>\$3,103,000</b> |
| <b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b> |                    |                    |
| Indirect Costs   | \$0                | \$0                |
| Benefits   | 0                  | 0                  |
| Pension Costs  | 0                  | 0                  |
| <b>Total Costs Appropriated for the General Fund.</b>                                | <b>0</b>           | <b>0</b>           |
| <b>Total Costs</b>   | <b>\$2,645,000</b> | <b>\$3,103,000</b> |

[Article 5 funds the water enterprise fund for FY 2016. The Water Department's budget request is an increase of \$458,000, or 17.3%, from FY 2015, reflecting recent water rate increases adopted by the Board of Water Commissioners to be able to fund debt service on capital projects, including improvements to Beaver Brook Well #2 (\$3.75-million). There is no General Fund subsidy for the Water Enterprise Fund, which is fully funded by water revenues.]

***Motion:*** Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate \$3,103,000 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2015.

**Finance Committee, Board of Water Commissioners, and Board of Selectmen support Article 5.**

**AYES HAVE IT PASSES BY UNANIMOUS VOTE TO APPROPRIATE \$3,103,000 FROM THE WATER ENTERPRISE FUND TO FINANCE THE OPERATION OF THE WATER DEPARTMENT.**

## ARTICLE 6

### FY 2016 Park, Recreation & Community Education Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$877,894 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, 2015 (*detail below*), or to take any other action in relation thereto.

| <b>I. PRCE Enterprise Revenues</b>   | <b>FY 2015</b>     | <b>FY 2016</b>   |
|--|--------------------|------------------|
| User Charges   | \$745,000          | \$775,394        |
| Transfer In from Recreation Fund   | 297,776            | 0                |
| Transfer In from General Fund  | 144,000            | 102,000          |
| Enterprise Available Funds   | 0                  | 0                |
| Investment Income  | 500                | 500              |
| <b>Total Revenues</b>  | <b>\$1,187,276</b> | <b>\$877,894</b> |
| <b>II. Costs Appropriated for the Enterprise Fund</b>                                |                    |                  |
| Salaries and Wages   | \$465,000          | \$375,000        |
| Expenses   | 600,000            | 452,894          |
| Capital Outlay ó Equipment   | 22,000             | 0                |
| Capital Outlay ó Improvements  | 20,000             | 0                |
| Reserve Fund   | 50,000             | 50,000           |
| Debt Principal and Interest  | 0                  | 0                |
| Budgeted Surplus   | 0                  | 0                |
| <b>Total Costs Appropriated for Enterprise Fund</b>                                  | <b>\$1,157,000</b> | <b>\$877,894</b> |
| <b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b> |                    |                  |
| Indirect Costs   | \$30,276           | \$0              |
| Benefits   | 0                  | 0                |
| Pension Costs  | 0                  | 0                |
| <b>Total Costs Appropriated for the General Fund.</b>                                | <b>\$30,276</b>    | <b>\$0</b>       |
| <b>Total Costs</b>   | <b>\$1,187,276</b> | <b>\$877,894</b> |

[Article 6 funds the FY 2016 enterprise fund for the Park, Recreation & Community Education Department. Prior to FY 2015, PRCE had been funded both by an annual operating budget and by a series of separate revolving funds. All fees generated by PRCE are now retained by its enterprise fund, with the balance certified annually by the state's Department of Revenue. The general fund subsidy for PRCE is \$102,000 for FY 2016.]

**Motion:** Moved and seconded by the Park and Recreation Commission that the Town vote to appropriate \$877,894 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, 2015.

**Finance Committee, Park & Recreation Commission, and Board of Selectmen support Article 6.**

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS VOTE TO APPROPRIATE \$877,894 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, 2015**

**ARTICLE 7  
FY 2016 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.

**I. POLICE DEPARTMENT**

- A. Police Interceptor Patrol vehicles as replacements - \$102,923 to be expended by the Police Department for police cruiser replacements.

[This funds the purchase of two Ford Interceptor marked cruisers to replace a 2010 Dodge Charger and a Ford Crown Victoria both with over 100,000 miles. These cruisers are the front line response vehicles for the community.]

- B. Police Interceptor Unmarked vehicles as replacement - \$43,208 to be expended by the Police Department for unmarked cruiser replacement.

[This funds the purchase a Ford Police Interceptor unmarked vehicle that will be replacing a Toyota 4Runner with over 130,000 miles. These cruisers are utilized by police detectives and administration.]

- C. 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.

[This funds the contract for maintenance of all public safety radios and outlying infrastructure, equipment worth more than one million dollars.]

- D. Police Vehicle Maintenance -\$6,500 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

[This funds the purchase of some fifty pursuit-rated tires, for the Police Department fleet.].

**II. FIRE DEPARTMENT**

- A. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for major equipment repairs and upkeep.

[This funds preventative maintenance and repairs to keep the Fire Department fleet-- apparatus, ambulances, and service vehicles-- in good working order.]

- B. Protective Clothing Replacement - \$12,000 to be expended by the Fire Department for establishment of an annual replacement program for turnout gear.

[The funding of this article will allow for a replacement program for firefighters protective apparel. The current gear is reaching the end of its service life and must be replaced.]

- C. Engine 2 Combination Rescue/Pumper - \$550,000 to be expended by the Fire Department for the replacement of the 1998 Engine 2 and 2002 GMC Rescue truck with a combination rescue/pumper vehicle.

[This funds the replacement of two vehicles—Engine 2 and rescue truck—with a new combination rescue/pumper. The current Engine 2-- purchased in 1998 as a demonstration unit with a 10-year life expectancy—has significant body corrosion and is in need of a full pump replacement, which is cost prohibitive. The new Engine 2 will be designed to accommodate essential equipment from the Rescue and Engine 2, enabling us to operate one, multifunction rescue pumper. This fleet reduction will allow the department to operate more efficiently with decreased maintenance costs.]

### **III. HIGHWAY DEPARTMENT**

- A. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for major equipment repairs and upkeep.

[This funds such Highway Department expenses such as large truck/equipment transmission repairs or replacement, major engine repairs on trucks, loaders, backhoes, skid steer loaders, commercial field maintenance equipment, dump/sander trucks and dump/sander spring suspension repairs/replacement.]

- B. Highway Mack Truck repairs - \$25,000 to be expended by the Highway Department to make repairs to the frame rails on a 1999 Mack 10 Wheel Truck.

[This funds the replacement of the truck frame rails on a model year 2000 Mack RD690S 10 wheel hook lift truck. In November 2014 a crack was discovered on the driver's side frame rail of the vehicle. The frame rail was temporarily repaired until the new frame rail replacement could be funded and scheduled for permanent repairs.]

- C. Highway Backhoe ó \$150,000 to be expended by the Highway Department for replacement of a 1992 John Deere backhoe.

[This funds the replacement of the Highway Department's 1992 John Deere 710C backhoe with a new 2015/2016 model year backhoe.]

### **IV. SCHOOLS**

- A. MacBook Air Laptops - \$35,000 to be expended by the School Committee for the second year payment on the lease/purchase agreement for MacBook Air laptops and accessory hardware and equipment.

[This funds the second of three annual payments for the lease/purchase agreement for MacBook Air Laptops for teachers.]

- B. LHS Classroom Life Skills Retrofit - \$45,000 to be expended by the School Committee for Classroom Life Skills retrofit at Littleton High School.

[This funds the retrofit of an existing room at the High School into a Life Skills Teaching space for Littleton special education programs, including architectural design, construction, and equipment. The project includes installation of a washer/dryer, stove, storage and counter space for life skills educational programs.]

C. School Freezers ó \$6,000 be expended by the School Committee to replace school freezers evaporator motors and controllers.

[This funds replacement of refrigeration motors at four schools, with walk-in coolers with energy-efficient EC (electronically commutated) motors that run 80% more efficient than current freezers. Return on this investment is less than 2.5 years.]

D. Chrome Book Computer Systems and Equipment - \$45,000 be expended by the School Committee for Chrome Book computer systems and equipment.

[This funds additional student computers, Chromebooks, carts, and related equipment for educational programs and to be distributed to all four schools buildings.]

E. Misc. Technology Equipment replacement - \$25,000 to be expended by the School Committee for replacements of cameras, projectors, and televisions as needed.

[This funds replacement of broken technology equipment; purchase of additional televisions for classroom use, document cameras, and other technology in all schools.]

D. School Textbooks, Resource Materials, Training - \$70,000 to be expended by the School Committee for acquisition of school textbooks and other resource materials, and for engaging services for teacher training.

[This funds textbooks and resource materials for the schools, and for engaging services for teacher training.]

## **V. FACILITIES AND INFRASTRUCTURE**

A. Facility Needs Assessment Study Recommendations ó \$427,280 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study, as follows:

- i) High School Building, \$122,500
- ii) High School Site, \$30,542
- iii) Police Headquarters, \$18,847
- iv) Russell Street School Site, \$6,835
- v) School paving projects, \$142,263
- vi) Town Office & Library, \$106,293

[The Permanent Municipal Building Committee has brought forward a list of recommended facility projects to address life safety, code compliance, building envelope, building systems, IT/security building infrastructure, interior finishes, and building site/grounds issues. This year's list totals \$427,280. It addresses wall painting and dual water heater replacements at the High School Building; crack pavement at the High School Site; crack seal and seal coat pavement at Police Headquarters; replacing a four-foot-high chain link fence at Russell

Street School Site; various paving projects at the Middle, Russell Street and Shaker Lane Schools; and replacing condensers and roof top HVAC units at the Town Office & Library.]

- B. Fire Station Modular Building - \$6,000 to be expended by the Fire Department and the Permanent Municipal Building Committee to locate a modular building on site for sleeping quarters.

[This enables the Fire Department to properly house staff that is on shift around the clock. The fire existing facility does not have living quarters, so a modular building is required for 24-hour staffing.]

- C. Cemetery HVAC System - \$25,000 to be expended by the Cemetery Commissioners and Permanent Municipal Building Committee to make needed HVAC repairs at the Cemetery building facility.

[This funds the replacement of the Cemetery building's 20-year old heating, ventilation, and air conditioning system, which is failing.]

## **VI. OTHER**

- A. Cemetery Mower - \$4,900 to be expended by the Cemetery Commissioners for a replacement navigator mower.

[This is the net cost to the Town, with trade-in of a 2013 Walker mower, for a 2015 X Mark Navigator mower, which is a more versatile machine for daily mowing of the Westlawn Cemetery.]

- B. Park/Recreation Major Equipment & Repairs - \$50,000 to be expended by the Park & Recreation Commissioners for major equipment/facility repair and maintenance.

[This funds major equipment and facility repairs and maintenance for the Park, Recreation, and Community Education Department.]

- C. Master Plan Update - \$100,000 to be expended by the Planning Board to update the Town's Master Plan.

[The Planning Board is requesting another \$100,000, to add to the \$113,612 appropriated by town meetings in 2014, for updating the Town's Master Plan, which was last updated in 2002. A Master Plan Update Steering Committee is working with the Planning Board to develop a scope of services for this project, which is expected to take a year or more to complete, once begun.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$852,531 and transfer from the Undesignated Fund Balance the sum of \$918,280 for a total of \$1,770,811 for capital projects and purchases itemized and described in Article 7 as printed in the warrant.

**Finance Committee, Board of Selectmen, and School Committee support Article 7.**

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS VOTE TO RAISE AND APPROPRIATE \$852,531 AND TO TRANSFER FROM THE UNDESIGNATED FUND BALANCE**

**THE SUM OF \$918,280 FOR THE TOTAL OF \$1,770,811, FOR THE CAPITAL PROJECTS AND PURCHASES ITEMIZED AND DESCRIBED.**

**ARTICLE 8**  
**FY 2016 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 2016 Community Preservation Budget, to appropriate or reserve from FY 2016 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:

| <b>Appropriations</b>                            | <b>TOTAL</b>     | <i>From</i><br><i>Open Space</i> | <i>Historic</i> | <i>Housing</i>  | <i>Admin</i>   | <i>Undesignated</i> |
|--|------------------|----------------------------------|-----------------|-----------------|----------------|---------------------|
| Administration Expenses                          | \$5,000          |                                  |                 |                 | \$5,000        |                     |
| Debt Service for Open Space                      | 104,282          | 22,242                           |                 |                 |                | 82,040              |
| Debt Service for Historic Resources              | 15,325           |                                  | 15,325          |                 |                |                     |
| Houghton Building UV Radiation Window Protection | 8,000            |                                  | 6,917           | -               |                | 1,083               |
| Housing Authority Heating Systems                | 18,000           |                                  |                 | 18,000          |                |                     |
| <b>Appropriations sub-total</b>                  | <b>150,607</b>   | <b>22,242</b>                    | <b>22,242</b>   | <b>18,000</b>   | <b>5,000</b>   | <b>83,123</b>       |
| <b>Reserves</b>                                  |                  |                                  |                 |                 |                |                     |
| Community Housing                                | 4,242            |                                  |                 | 4,242           |                |                     |
| Undesignated                                     | 67,573           |                                  |                 |                 |                | 67,573              |
| <b>Reserves sub-total</b>                        | <b>71,815</b>    |                                  |                 | <b>4,242</b>    |                | <b>67,573</b>       |
| <b>Summary</b>                                   |                  |                                  |                 |                 |                |                     |
| Appropriations                                   | 150,607          | 22,242                           | 22,242          | 18,000          | 5,000          | 83,123              |
| Reserves   | 71,815           |                                  |                 | 4,242           |                | 67,573              |
| <b>TOTAL</b>                                     | <b>\$222,422</b> | <b>\$22,242</b>                  | <b>\$22,242</b> | <b>\$22,242</b> | <b>\$5,000</b> | <b>\$150,695</b>    |

[Article 8 contains the recommendations of the Community Preservation Committee to apportion Community Preservation Act funds for open space, historic preservation, and community housing, including debt service for previously approved projects. The CPC also recommends the following new projects: \$8,000 requested by the Littleton Historical Society for ultraviolet radiation window protection for the Houghton Memorial Building; and \$18,000 requested by the Housing Authority for new heating systems for two units at Pine Tree Park.]

**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.

**Community Preservation Committee, Finance Committee, and Board of Selectmen support Article 8.**

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS VOTE TO APPROVE THE REPORT OF THE COMMUNITY PRESERVATION COMMITTEE AND TO APPROVE THE APPROPRIATIONS AND RESERVES ITEMIZED**

**ARTICLE 9**



### **Fund Collective Bargaining Agreements**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions, or to take any other action in relation thereto.

[Article 9 funds the first year of collective bargaining agreements reached with the Town's unions for successor agreements to ones that will expire on June 30, 2015. Negotiations with the police, fire, dispatch, and highway unions are currently underway.]

**Motion:** To be made at Town Meeting.

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS VOTE TO RAISE AND APPROPRIATE THE FOLLOWING SUMS NECESSARY TO FUND THE COST ITEMS CONTAINED IN COLLECTIVE BARGAINING AGREEMENTS REACHED BETWEEN THE TOWN AND ITS EMPLOYEES UNIONS:**

### **ARTICLE 10**

#### **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, and further to raise and appropriate or transfer from available funds a sum or sums of money to fund salary adjustments for nonunion employees, or to take any other action in relation thereto.

[Article 10 amends the Personnel By-law relative to maternity and paternity leave, sick leave and short- and long-term disability leave, workers compensation, and awarding of step raises for employees who change jobs. This article also amends the compensation plan for non-union employees by applying a 2% adjustment to Schedule A, which has not been updated since FY 2013, and funds salary adjustments for non-union employees.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board, as printed in the motion on pages 26-30 of the Town Meeting Report, and further to raise and appropriate the sum of \$58,602 to fund salary adjustments for non-union employees. **Personnel Board, Board of Selectmen, and Finance Committee support Article 10.**

1. Amend §33-16. MOVEMENT AND RE-CLASSIFICATION OF EMPLOYEES relative to step raise eligibility for an employee who has changed jobs, by adding a new paragraph after paragraph C, to read as follows:

*D. Employees who change positions as outlined in items A through C above may receive annual step increases in accordance with §33-13, even though they have not completed a year of service in the new position, so long as they have completed a year of satisfactory service to the Town.*

and to renumber the paragraph which follows as "E."

2. Amend §33-25. SICK LEAVE POLICY relative to application of the Family and Medical Leave Act, by amending Section 1, paragraph C to read as follows:

C. Extended Absences - The Town may require employees absent from work due to illness or injury for 3 or more consecutive working days, to provide medical documentation concerning the nature, severity, and duration of the illness or injury. *All work related injuries that exceed three days will also be covered by the Family and Medical Leave Act.* The Town may require an employee who seeks to return to work after being absent, whether paid or unpaid, for five (5) consecutive work days or more, to be examined by a Town selected physician to determine the employee's fitness for work. If the Town requires a medical certificate from a Town selected physician, the Town will pay the cost of the physician's services in examining the employee.

3. Amend §33-25. SICK LEAVE POLICY relative to awarding of personal days for unused sick days for new employees, by amending Section 1, paragraph E to read as follows:

Sick leave may not be carried into the next fiscal year and no payment will be made for unused sick time upon termination of the employee for any reason. However at the end of the fiscal year, unused sick leave may be used to establish or replenish a Short Term

Disability leave bank. For the period from January 1, 2013 through June 30, 2013, any employee who uses two (2) or fewer sick leave days during this period shall be awarded, in exchange for one of the unused sick leave days, one additional Personal Day for use in the fiscal year beginning on July 1, 2013. In successive years, employees using four (4) or fewer sick leave days in the preceding fiscal year shall be awarded, in return for two (2) of the unused sick leave days, two (2) additional personal days as of July 1 of the new fiscal year, for use in that year. *Employees using four (4) or fewer sick leave days in the preceding fiscal year shall be awarded, in return for two (2) of the unused sick leave days, two (2) additional personal days as of July 1 of the new fiscal year, for use in that year. New employees hired within the first six months of the fiscal year (ending December 31st) and using four (4) or fewer sick leave days during that fiscal year, shall be awarded, in return for two (2) of the unused sick leave days, three (3) STD bank days to be added to the employee's STD bank as of July 1 of the new fiscal year. New employees hired after December 31st of the fiscal year will not be eligible for STD bank bonus days until the following fiscal year.*

4. Amend §33-25. SICK LEAVE POLICY relative to pro-rating of sick days for an employee on short term disability, so that the first paragraph of Section 2 reads as follows:

SHORT TERM DISABILITY - Short Term Disability benefits are available to eligible employees once they have completed six months of service or the end of their probationary period, whichever is greater one year of employment. *This section does not apply to those on approved Worker's Compensation leave.*

And further, so that paragraphs C, D, E, and F read as follows:

C. While on disability, an employee will be required to report to *the Department Head or* Human Resources at least once per week to provide a status update as to their condition and approximate date of return to work. During a period of disability, the *employee will not be awarded sick or personal time or continue to accrue vacation time* but will continue to participate in other *voluntary benefits such as health, life and dental insurances and*

*flexible spending plans on the same basis as active employees as long as they continue to meet the provider's eligibility requirements . When returning from short term disability that has crossed fiscal years, an employee will immediately earn sick and personal time on a pro-rated basis similar to new employees as described in §33-25, 1. A. The difference between the prorated sick time award and the normal amount that would have been awarded on July 1<sup>st</sup> will be added to the employee's short term disability leave bank.*

*D. Employees shall not hold any type of employment during short term disability. Disability benefits may be offset by payments from retirement, social security, worker's compensation, or other disability coverage (federal, state or county).*

*E. The STD bank may be established and replenished with unused sick time as stated in the sick leave policy, however at no time will the STD bank be allowed to exceed 40 days. No payment will be made for unused STD bank time upon termination of the employee for any reason.*

*F. The STD bank may be used during the 30 day waiting period to augment wages only when all current fiscal year accrued sick days, personal days and vacation days have been exhausted. The use of these STD days is only allowed in the event of a qualified STD leave.*

5. Amend §33-25. SICK LEAVE POLICY , Section 3, to read as follows:

LONG TERM DISABILITY - Benefit eligible employees are eligible for long term disability benefits after completing one year of employment. *This section does not apply to those on approved Worker's Compensation leave.*

A. Coverage Period - Employees who experience a personal illness or injury that causes a continuous and uninterrupted absence beyond 180 days will be considered for long term disability. This benefit can provide up to 60% of weekly base wage, not to exceed \$5,000 per month. While on disability, an employee will be required to report to their supervisor at least once per week to provide a status update as to their condition and approximate date of return to work. During a period of disability, the employee will not continue to *be awarded sick or personal time or continue to accrue vacation time* but will continue to participate in other *voluntary* benefits *such as health, life and dental insurances and flexible spending plans* on the same basis as active employees *as long as they continue to meet the provider's eligibility requirements and employment has not been terminated.*

*B. When returning from long term disability that has crossed fiscal years, an employee will immediately earn sick and personal time on a pro-rated basis similar to new employees as described in §33-25, 1. A. The difference between the pro-rated sick time award and the normal amount that would have been awarded on July 1<sup>st</sup> will be added to the employee's short term disability leave bank.*

*C. Wages will freeze at the current step while out on long term disability leave. Disability benefits may be offset by payments from retirement, social security, worker's compensation, or other disability coverage (federal, state or county).*

D. Qualifications - An employee will qualify for long-term disability benefits upon meeting the eligibility requirements of the LTD provider who will be solely responsible for any disability determination or decision. In the event the Town does not have a long-term disability insurance policy in force, the Board of Selectmen will establish any benefit requirements.

6. Add the following:

§33-26A Maternity Leave: Maternity Leave is available in accordance with the Family and Medical Leave Act and/or the Massachusetts Maternity Leave Act, as appropriate. When available, this leave is unpaid, unless the employee has accrued paid leave time available, to be used concurrently.

§33-26B Paternity Leave: See Maternity Leave above. The Town of Littleton will provide leave under the Family and Medical Leave Act and/or the Massachusetts Maternity Leave Act to all employees, regardless of gender, who otherwise meet the requirements for leave under one or both of these Acts.

7. Amend §33-41. WORKER'S COMPENSATION for consistency with short and long term disability provisions, by amending §33-41 to read as follows:

*WORK RELATED INJURIES – Employees injured while on duty will be covered by Worker's Compensation Benefits. All work related injuries that exceed three (3) days will also be covered by the Family Medical Leave Act.*

*A. Worker's Compensation wages will be governed by MGL Chapter 152. Employees may supplement any difference between Worker's Compensation wages and the regular straight time rate of pay by first using any accumulated sick time followed by any other accrued leave. During a period of Worker's Compensation leave, the employee will not be awarded sick or personal time or continue to accrue vacation time but will continue to participate in other voluntary benefits such as health, life and dental insurances and flexible spending plans on the same basis as active employees as long as they continue to meet the provider's eligibility requirements and employment has not been terminated.*

~~Employees incurring work related injuries may receive payments under the Town's Worker's Compensation Insurance policy. Payments are made in accordance with State and Federal workers Compensation laws and can be augmented to 100% of the employee's normal weekly wage with the use of sick leave, vacation, and STD leave bank days.~~

*Prior to returning to work, after a work related injury, employees will be required to present a fitness-for-duty certificate addressing their ability to perform the essential functions of the position. When returning from worker's compensation leave that has crossed fiscal years, an employee will immediately earn sick and personal time on a prorated basis similar to new employees as described in §33-25,1 A. The difference between the pro-rated sick time award and the normal amount that would have been awarded on July 1<sup>st</sup> will be added to the employee's short term disability leave bank.*

8. Amend Classification and Compensation Plan, SCHEDULE A, Permanent Full and Part-time Employees, by deleting "FY 2013" and inserting in place thereof "FY 2016", and 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      |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Employees</b>         |             |             |             |             |             |             |             |             |
| hourly                   | \$13.77     | \$14.25     | \$14.75     | \$15.27     | \$15.80     | \$16.35     | \$16.92     | \$17.51     |
| annual                   | \$28,751.76 | \$29,754.00 | \$30,798.00 | \$31,883.76 | \$32,990.40 | \$34,138.80 | \$35,328.96 | \$36,560.88 |
| hourly                   | 14.74       | 15.26       | 15.79       | 16.34       | 16.91       | 17.50       | 18.12       | 18.75       |
| annual                   | 30,777.12   | 31,862.88   | 32,969.52   | 34,117.92   | 35,308.08   | 36,540.00   | 37,834.56   | 39,150.00   |
| hourly                   | 15.77       | 16.32       | 16.89       | 17.48       | 18.09       | 18.73       | 19.38       | 20.06       |
| annual                   | 32,927.76   | 34,076.16   | 35,266.32   | 36,498.24   | 37,771.92   | 39,108.24   | 40,465.44   | 41,885.28   |
| hourly                   | 16.87       | 17.46       | 18.07       | 18.71       | 19.36       | 20.03       | 20.74       | 21.46       |
| annual                   | 35,224.56   | 36,456.48   | 37,730.16   | 39,066.48   | 40,423.68   | 41,822.64   | 43,305.12   | 44,808.48   |
| hourly                   | 18.05       | 18.69       | 19.34       | 20.01       | 20.72       | 21.44       | 22.20       | 22.97       |
| annual                   | 37,688.40   | 39,024.72   | 40,381.92   | 41,780.88   | 43,263.36   | 44,766.72   | 46,353.60   | 47,961.36   |
| hourly                   | 19.32       | 19.99       | 20.70       | 21.42       | 22.17       | 22.95       | 23.76       | 24.59       |
| annual                   | 40,340.16   | 41,739.12   | 43,221.60   | 44,724.96   | 46,290.96   | 47,919.60   | 49,610.88   | 51,343.92   |
| hourly                   | 20.68       | 21.40       | 22.14       | 22.92       | 23.73       | 24.55       | 25.41       | 26.30       |
| annual                   | 43,179.84   | 44,683.20   | 46,228.32   | 47,856.96   | 49,548.24   | 51,260.40   | 53,056.08   | 54,914.40   |
| hourly                   | 22.12       | 22.90       | 23.70       | 24.53       | 25.39       | 26.28       | 27.19       | 28.14       |
| annual                   | 46,186.56   | 47,815.20   | 49,485.60   | 51,218.64   | 53,014.32   | 54,872.64   | 56,772.72   | 58,756.32   |
| hourly                   | 23.79       | 24.62       | 25.48       | 26.37       | 27.29       | 28.24       | 29.23       | 30.25       |
| annual                   | 49,673.52   | 51,406.56   | 53,202.24   | 55,060.56   | 56,981.52   | 58,965.12   | 61,032.24   | 63,162.00   |
| hourly                   | 26.16       | 27.08       | 28.03       | 29.01       | 30.03       | 31.08       | 32.17       | 33.29       |
| annual                   | 54,622.08   | 56,543.04   | 58,526.64   | 60,572.88   | 62,702.64   | 64,895.04   | 67,170.96   | 69,509.52   |
| hourly                   | 29.30       | 30.33       | 31.40       | 32.50       | 33.64       | 34.81       | 36.03       | 37.29       |
| annual                   | 61,178.40   | 63,329.04   | 65,563.20   | 67,860.00   | 70,240.32   | 72,683.28   | 75,230.64   | 77,861.52   |
| <b>Senior Management</b> |             |             |             |             |             |             |             |             |
| hourly                   | 34.58       | 35.79       | 37.05       | 38.34       | 39.69       | 41.08       | 42.51       | 44.00       |
| annual                   | 72,203.04   | 74,729.52   | 77,360.40   | 80,053.92   | 82,872.72   | 85,775.04   | 88,760.88   | 91,872.00   |
| hourly                   | 40.80       | 42.23       | 43.71       | 45.24       | 46.82       | 48.46       | 50.15       | 51.91       |
| annual                   | 85,190.40   | 88,176.24   | 91,266.48   | 94,461.12   | 97,760.16   | 101,184.48  | 104,713.20  | 108,388.08  |
| hourly                   | 45.70       | 47.30       | 48.95       | 50.66       | 52.44       | 54.27       | 56.17       | 58.14       |
| annual                   | 95,421.60   | 98,762.40   | 102,207.60  | 105,778.08  | 109,494.72  | 113,315.76  | 117,282.96  | 121,396.32  |
| hourly                   | 51.18       | 52.98       | 54.84       | 56.75       | 58.74       | 60.80       | 62.93       | 65.14       |
| annual                   | 106,863.84  | 110,622.24  | 114,505.92  | 118,494.00  | 122,649.12  | 126,950.40  | 131,397.84  | 136,012.32  |

**GRADE 1**

*No positions assigned*

**GRADE 2**

Cemetery Laborer

**GRADE 3**

Library Assistant

**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 – Fire

Administrative Assistant – Highway

Administrative Assistant– Human Resources

Administrative Clerk – Collector / Clerk

Senior Library Technician

Special Programs Instructor

Program Specialist I

**GRADE 7**

Business Administrator – Highway

Executive Assistant to the Police Chief

Payroll and Finance Coordinator

Reserve Police Officer

Library Office Coordinator

Wellness Coordinator

**GRADE 8**

Assistant Town Clerk

Program Specialist II

**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\*\**

**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*

9. Add to the listing of positions under Schedule B: "Election Warden" at \$16.56 per hour.
10. Amend SCHEDULE C, as requested by the Park & Recreation Commission, to read as follows:

***Seasonal / Temporary / Fee-Based Positions [Hourly]***

| <i>Grade</i> | <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> | <i>Step 4</i> | <i>Step 5</i> |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1            | \$9.00        | \$9.25        | \$9.50        | \$9.76        | \$10.03       |
| 2            | 9.25          | 9.50          | 9.76          | 10.03         | 10.31         |
| 3            | 9.50          | 9.76          | 10.03         | 10.31         | 10.59         |
| 4            | 9.76          | 10.03         | 10.31         | 10.59         | 10.88         |
| 5            | 10.22         | 10.50         | 10.79         | 11.09         | 11.39         |
| 6            | 10.71         | 11.00         | 11.30         | 11.61         | 11.93         |
| 7            | 11.22         | 11.53         | 11.85         | 12.18         | 12.51         |
| 8            | 11.75         | 12.07         | 12.40         | 12.74         | 13.09         |
| 9            | 12.31         | 12.65         | 13.00         | 13.36         | 13.73         |
| 10           | 12.89         | 13.24         | 13.60         | 13.97         | 14.35         |
| 11           | 13.50         | 13.87         | 14.25         | 14.64         | 15.04         |
| 12           | 14.14         | 14.53         | 14.93         | 15.34         | 15.76         |

**GRADE 1**

Program Aide I

Camp Junior

Counselor

Snack Hut Attendee

**GRADE 2**

Program Aide II

Lifeguard I

Junior Sailing

Instructor

Maintenance

Technician

**GRADE 3**

Camp Senior

Counselor

**GRADE 4**

Intern

Junior Guard

Coordinator

Snack Hut Manager

**GRADE 5**

Aftercare

Coordinator

Camp Lead II

Lifeguard II/WSI

Sailing Instructor

**GRADE 6**

Camp Lead II

Program

Coordinator

**GRADE 7**

Camp Specialists

**GRADE 8**

Head Lifeguard

Camp Assistant

Director

Sailing Coordinator

**GRADE 9**

Seasonal Programs

Instructor

**GRADE 10**

Special Course

Coordinator

**GRADE 11**

Preschool Instructor

**GRADE 12**

Camp Director

11. Amend SCHEDULE C-1, as requested by the Park & Recreation Commission, to read as follows:

***Community Education / Temporary / Fee-Based [Hourly]***

| <i>Grade</i> | <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> |
|--------------|---------------|---------------|---------------|
| 1            | \$ 9.00       | \$ 9.23       | \$9.46        |
| 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

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS 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 PRINTED IN THE MOTION ON PAGES 26-30 OF THE TOWN MEETING REPORT, AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$58,602 TO FUND SALARY ADJUSTMENTS FOR NON-UNION EMPLOYEES.**

**ARTICLE 11**  
**Stabilization Fund**  
*[2/3rds vote required]*

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$39,696 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.

[The Town's adopted financial management policy requires that 5% of the operating budget be maintained in the Stabilization Fund. To do so, \$39,696 needs to be added to that fund, to bring its total to \$1,875,253. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as for adhering to its financial policies.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$39,696 for Article 11 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 11.**

**VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR AND THEREFORE DECLARED PASSED BY THE NECESSARY 2/3<sup>RD</sup> VOTE REQUIRED TO TRANSFER FROM UNDESIGNATED FUND BALANCE FUNDS THE SUM OF \$39,696 FOR THE STABILIZATION FUND IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 40, SECTION 5B OF THE GENERAL LAWS.**

**ARTICLE 12**  
**Capital Stabilization Fund**  
*[2/3rds vote required]*

To see if the Town will vote to raise and appropriate the sum of \$180,000 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.

[The Town's adopted financial management policy requires that an amount equal to at least 1% of the total General Fund capital plan (this year, \$17,708) be appropriated annually into the Capital Stabilization fund. This article adds \$180,000, which would increase the fund balance from \$211,668 to \$391,668. Withdrawals can be made for capital purchases which comply with the capital / facility maintenance section of the financial policy.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 12 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 12.**



VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR AND THEREFORE DECLARED PASSED BY THE NECESSARY 2/3<sup>RD</sup> VOTE REQUIRED TO RAISE AND APPROPRIATE THE SUM OF \$180,000 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.

|  |
|--|
| <p style="text-align: center;"><b>ARTICLE 13</b><br/><b>School Trust Fund Grants</b></p> |
|--|

To see if the Town will vote to transfer \$31,900 from the following Trust Funds:

|                       |              |
|-----------------------|--------------|
| M.H. Kimball Fund     | \$24,500     |
| J. Goldsmith Fund     | 400          |
| C. Hildreth Fund      | 5,000        |
| L. Johnson Fund       | 800          |
| L.H. Zappy Fund       | <u>1,200</u> |
| <i>Total \$31,900</i> |              |

to the Littleton School Department for the following purposes and costs related thereto: Implement K-5 English Language Arts Program \$21,900

|                                     |              |
|-------------------------------------|--------------|
| Purchase 6-9 Science Curricula      | 5,000        |
| Purchase Advanced Algebra Textbooks | <u>5,000</u> |
| <i>Total \$31,900</i>               |              |

or to take any other action in relation thereto.

[Article 13 is for the annual transfer of funds from the Town's trust funds, managed by the Trust Fund Commissioners, to the School Department. This year's transfer comes from five individual trusts, all designated to benefit the Littleton Public Schools, and will help fund the cost of implementing enhanced curricular offerings throughout the K to 12 system. Programs to include K-5 ELA program, Grades 6-8 Science materials, curriculum supplies and services, and Grades 11-12 mathematics textbooks, related equipment, supplies and services.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 13 as printed in the warrant.

**Finance Committee, Trust Fund Commissioners, School Committee, and Board of Selectmen support Article 13**

VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR AND THEREFORE DECLARED PASSED TO TRANSFER \$31,900 FROM THE FOLLOWING TRUST FUNDS:

|                       |              |
|-----------------------|--------------|
| M.H. Kimball Fund     | \$24,500     |
| J. Goldsmith Fund     | 400          |
| C. Hildreth Fund      | 5,000        |
| L. Johnson Fund       | 800          |
| L.H. Zappy Fund       | <u>1,200</u> |
| <i>Total \$31,900</i> |              |

TO THE LITTLETON SCHOOL DEPARTMENT FOR THE FOLLOWING PURPOSES AND COSTS RELATED THERETO:

Implement K-5 English Language Arts Program \$21,900

|                                     |              |
|-------------------------------------|--------------|
| Purchase 6-9 Science Curricula      | 5,000        |
| Purchase Advanced Algebra Textbooks | <u>5,000</u> |
| <i>Total \$31,900</i>               |              |

#### ARTICLE 14

##### 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.

[The Town has established programs under which local property owners over the age of 60, and qualifying veterans, provide services to the Town in exchange for a reduction on the amount paid on their property tax. This year, the senior citizens program has 101 participants; the veterans program, 18.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 14 as printed in the warrant.

**Finance Committee, Board of Selectmen, and Council on Aging support Article 14.**

**VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR AND THEREFORE DECLARED PASSED 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)**

#### ARTICLE 15

##### 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.

[Article 15 is an annual appropriation of state funds to reimburse for qualifying Town road improvements, which Littleton uses to help pay for the ten-year roadway improvement program. In FY 2015, Littleton received \$586,499 in Chapter 90 funds from a \$300-million statewide bond issue; for FY 2016, \$391,238 from \$200-million statewide.]

**VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR AND THEREFORE DECLARED TO APPROPRIATE FUNDS AVAILABLE IN THE AMOUNT OF \$391,238 FOR AUTHORIZED ROAD IMPROVEMENTS, AND OTHER PROJECTS PROVIDED FOR UNDER CHAPTER 90 OF THE GENERAL LAWS.**

#### ARTICLE 16

##### Rescind Unused Borrowing Authorizations

*[2/3rds vote required]*

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> |
|--------------------------|----------------|----------------------|----------------------|------------------------------|
| 11/5/2007 STM Art.16     | Cobbs Well     | \$200,000            | \$178,800            | \$21,200                     |

| <i>Town Meeting Vote</i> | <i>Project</i>                  | <i>Authorization</i> | <i>Amount<br/>Issued</i> | <i>Total to be<br/>Rescinded</i> |
|--------------------------|---------------------------------|----------------------|--------------------------|----------------------------------|
| 5/5/2008 STM Art.6       | Russell Street School design    | 500,000              | 232,800                  | 267,200                          |
| 5/4/2009 STM Art.4       | Russell St. School construction | 13,400,000           | 5,428,845                | 7,971,155                        |
| 5/4/2009 ATM Art.9       | Subsurface Disposal-Foster St   | 250,000              | -                        | 250,000                          |
| 11/9/2009 STM Art.6      | Water Capital Improvements      | 300,000              | 274,200                  | 25,800                           |
| 5/2/2011 STM Art.4       | Capital Improvements Well#2     | 125,000              | 118,300                  | 6,700                            |
| 5/7/2012 ATM Art.12      | Track Funding Project           | 435,000              | -                        | 435,000                          |
| 5/7/2012 STM Art.4       | Well #2 Design                  | 200,000              | 194,700                  | 5,300                            |
| 11/14/2012 STM Art.7     | Well #2 Redevelopment           | 3,750,000            | 3,720,000                | 30,000                           |
|                          |                                 |                      | Total                    | \$9,012,355                      |

[Article 16 rescinds the unused portion of borrowings previously authorized by town meeting for projects which have since been completed. Amounts rescinded for the Russell Street School project reflect a combination of reimbursements received from the Massachusetts School Building Authority (\$4,560,016), project costs savings (\$3,378,174) from the original approved budgets, and cash payments (\$300,165) made on the project and not borrowed. Other projects, including the track and the Foster Street septic system, were funded by bond anticipation notes, rather than by a permanent bond issue. Article 16 reduces the Town's total authorized and unissued debt on the books to \$4.4-million, including the \$1-million proposed in Special Town Meeting Article 7. As of June 30, 2014, the Town had a total of \$26.9-million in outstanding debt.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 16 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 16.**

**AYES HAVE IT, MOTION PASSES AND DECLARED A UNANIMOUS VOTE AND THUS DECLARED PASSED BY THE NECESSARY 2/3<sup>RD</sup>**

### **[ARTICLES REQUIRING SUPERMAJORITY VOTE]**

#### **ARTICLE 17** **Zoning By-law Amendment: Nonconforming Structures** *[2/3rds vote required]*

To see if the Town will vote to amend Section 173-10.B of the Zoning By-law of the Town of Littleton as follows:

1. Amend subsection (1) to read as follows:

Alteration of nonconforming structures with respect to an existing nonconformity. The Board of Appeals may, by special permit, allow the reconstruction, extension or structural change of a preexisting nonconforming structure that extends or increases an existing nonconformity, where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.

2. Insert a new subsection (2) to read as follows:

Alteration of nonconforming structures with respect to a new nonconformity. For any reconstruction, extension or structural change of a nonconforming structure that involves the creation of a new nonconformity, such new nonconformity shall require the issuance of a variance from the Board of Appeals.

3. Insert a new subsection (3) to read as follows:

Alteration of a nonconforming use. The Board of Appeals may, by special permit, allow the change, extension, or alteration of a preexisting nonconforming use where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming use to the neighborhood. Once changed to a conforming use, no structure or land shall be permitted to revert to a nonconforming use.

4. Renumber existing subsections (2) Restoration and (3) Abandonment as subsections (4) and (5), respectively, to account for the new subsections as provided for above. or take any other action in relation thereto.

[Article 17 as posted in the warrant memorializes the most recent treatment of nonconforming structures from the case law, in a way that should be clear and easy to work with. In the recent zoning case *Deadrick v. Zoning Board of Appeals of Chatham*, 85 Mass. App. Ct. 539 (2014), the Appeals Court made clear that a special permit authorizing the extension of a nonconforming structure (which is reviewed under the “not more detrimental to the neighborhood” standard) cannot be used to authorize a brand new nonconformity. Instead, any new nonconformity will require the issuance of a variance.

[At its public hearing on April 9, 2015, the Planning Board accepted further changes proposed by the Zoning Board of Appeals, as set forth in the recommended motion below. In Items 1 and 2, “alteration” is added and “structural” deleted to more closely adhere to the statute. In Item 3, the last sentence is deleted-- (“Once changed to a conforming use, no structure or land shall be permitted to revert to a nonconforming use.”)—which deletion would provide a two-year grace period for nonconforming uses to be reactivated.]

**Motion:** Moved and seconded by the Planning Board that the Town vote to amend Section 173-10.B of the Zoning By-law of the Town of Littleton as follows:

1. Amend subsection (1) to read as follows:

Alteration of nonconforming structures with respect to an existing nonconformity. The Board of Appeals may, by special permit, allow the reconstruction, extension, *alteration or change* of a preexisting nonconforming structure that extends or increases an existing nonconformity, where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.

2. Insert a new subsection (2) to read as follows:

Alteration of nonconforming structures with respect to a new nonconformity. For any reconstruction, extension, *alteration or change* of a nonconforming structure that involves the creation of a new nonconformity, such new nonconformity shall require the issuance of a variance from the Board of Appeals.

3. Insert a new subsection (3) to read as follows:

Alteration of a nonconforming use. The Board of Appeals may, by special permit, allow the change, extension, or alteration of a preexisting nonconforming use where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming use to the neighborhood.

4. Renumber existing subsections (2) Restoration and (3) Abandonment as subsections (4) and (5), respectively, to account for the new subsections as provided for above.

**Planning Board, Zoning Board of Appeals, and Board of Selectmen support Article 17 as moved.**

**AYES HAVE IT, MOTION PASSES SO DECLARED PASSED BY THE NECESSARY 2/3RDS VOTE TO AMEND  
SECTION 173-10.B OF THE ZONING BY-LAW OF THE TOWN OF LITTLETON**

**[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]**

**ARTICLE 18**  
**Board of Selectmen / Sustainability Committee**  
**Town By-law Amendment: Stretch Energy Code (Green Communities)**

To see if the Town will vote to amend the Town Code by adding Chapter 39, Stretch Energy Code for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**Chapter 39, Stretch Energy Code**

**§ 39-1 Definitions.**

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code (the "Base Energy Code") are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the 8th edition Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

**§39-2 Purpose.** The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the building code for both new construction and existing buildings.

**§39-3 Applicability.** The Stretch Energy Code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13, 34, 51, as applicable.

**§39-4 Stretch Code.** The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into Chapter 39 of the Town Code. The Stretch Code is enforceable by the Building Commissioner.

[Article 18 adopts the so-called stretch energy code, which is a prerequisite for certification under the Green Communities Program. The State's Department of Energy Resources conducted an informational forum in Littleton on the stretch energy code on Tuesday, April 7, 2015. The code has already been adopted by 147 communities, including Acton, Ayer, Bedford, Carlisle, Chelmsford, Concord, Harvard, Lexington, Lincoln, Maynard, Shirley, Sudbury, and Westford. Littleton would qualify for some \$140,000 in Green Communities Act funding upon certification; and could apply for additional funds on a competitive basis.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 18 as printed in the warrant.

**Board of Selectmen and Sustainability Committee support Article 18.**

**AYES HAVE IT MOTION DECLARED PASSED BY THE NECESSARY MAJORITY VOTE TO AMEND THE TOWN CODE BY ADDING CHAPTER 39, STRETCH ENERGY CODE FOR THE PURPOSE OF REGULATING**

THE DESIGN AND CONSTRUCTION OF BUILDINGS FOR THE EFFECTIVE USE OF ENERGY, PURSUANT TO APPENDIX 115.AA OF THE MASSACHUSETTS BUILDING CODE, 780 CMR, THE STRETCH ENERGY CODE, INCLUDING FUTURE EDITIONS, AMENDMENTS OR MODIFICATIONS THERETO, A COPY OF WHICH IS ON FILE WITH THE TOWN CLERK

## ARTICLE 19

### Complete Streets Program

To see if the Town will vote to accept Chapter 90I, Section 1 of the General Laws and authorize the Town of Littleton to participate in the Complete Streets certification program administered by Massachusetts Department of Transportation to encourage municipalities to regularly and routinely include complete streets design elements and infrastructure on locally-funded roads; and to apply for and receive funding from said program; or to take any other action in relation thereto.

[In December 2013, the Board of Selectmen and Planning Board adopted a Complete Streets Policy for Littleton. In April 2014, a state statute became effective which requires local adoption by a vote of town meeting in order for a Town to be able participate in the state's Complete Streets funding program.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 20 as printed in the warrant.

**Board of Selectmen and Planning Board support Article 19.**

**AYES HAVE IT, MOTION CARRIES, SO DECLARED PASSED BY UNANIMOUS VOTE TO ACCEPT CHAPTER 90I, SECTION 1 OF THE GENERAL LAWS AND AUTHORIZE THE TOWN OF LITTLETON TO PARTICIPATE IN THE COMPLETE STREETS CERTIFICATION PROGRAM ADMINISTERED BY MASSACHUSETTS DEPARTMENT OF TRANSPORTATION TO ENCOURAGE MUNICIPALITIES TO REGULARLY AND ROUTINELY INCLUDE COMPLETE STREETS DESIGN ELEMENTS AND INFRASTRUCTURE ON LOCALLY-FUNDED ROADS; AND TO APPLY FOR AND RECEIVE FUNDING FROM SAID PROGRAM.**

## ARTICLE 20

### 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, 2015, 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.

[Article 20 allows the Town to borrow in anticipation of revenues and/or to issue short-term notes to meet its cash flow needs.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 20 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 20.**

**VOTED UNANIMOUSLY THROUGH 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, 2015, IN**

**ACCORDANCE WITH THE PROVISIONS OF CHAPTER 44, SECTION 4 OF THE GENERAL LAWS, AND TO ISSUE A NOTE OR NOTES AS MAY BE GIVEN FOR A PERIOD OF LESS THAN ONE (1) YEAR, IN ACCORDANCE WITH CHAPTER 44, SECTION 17 OF THE GENERAL LAWS.**

**ARTICLE 21**  
**Compensating Balance Agreement**

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2016, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

[This article authorizes the Treasurer to enter into agreements between the depositor (Town) and a bank in which the depositor agrees to maintain a specified level of non-interest bearing deposits in return for which the bank agrees to perform certain services for the depositor.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 21 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 21.**

**VOTED UNANIMOUSLY THROUGH THE CONSENT CALENDAR TO AUTHORIZE THE TREASURER TO ENTER INTO A COMPENSATING BALANCE AGREEMENT(S) FOR FY 2016, PURSUANT TO CHAPTER 44, SECTION 53F OF THE GENERAL LAWS.**

**ARTICLE 22**  
**FY 2016 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 2016 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.

[Article 22 permits the Town to grant an additional 50% in property tax exemptions to qualifying elderly, disabled veterans, and blind persons. The Town first so voted in 2001, and annual votes of town meeting are required to continue the practice.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 22 as printed in the warrant.

**Finance Committee and Board of Selectmen support Article 22.**

**VOTED UNANIMOUSLY THROUGH 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 2016 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.**



A motion was made to dissolve the meeting. It was so moved and seconded and unanimously voted to dissolve the Annual Town Meeting of May 4, 2015 at 8:38pm. Town Moderator declared the Annual Town Meeting dissolved.

Respectfully submitted:

Diane Crory, Town Clerk



## NOVEMBER 2, 2015 SPECIAL TOWN MEETING

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

The Special Town Meeting was called to order by Town Moderator Timothy Goddard at 7:00pm. with the reading of the Return of Warrant.

### [FINANCIAL ARTICLES]

#### ARTICLE 1

##### Bills of Prior Years

*[9/10ths vote required]*

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

[Article 1 is to pay bills from prior fiscal years, if there are any to be paid.]

**Motion:** To be made at Town Meeting

**NO AFFIRMATIVE ACTION TAKEN, ARTICLE WITHDRAWN.**

#### ARTICLE 2

##### Establish LCTV PEG Access and Cable Related Fund

To see if the Town will vote to accept the provisions of MGL Chapter 44, §53F3/4 to establish a PEG Access and Cable Related Fund for the Littleton Community Television Department, into which fund shall be deposited funds received in connection with franchise agreements between a cable operator and the Town. Monies in the fund shall only be appropriated for cable-related purposes consistent with the franchise agreement, including, but not limited to: support of public, educational or governmental access cable television services; monitor compliance of the cable operator with the franchise agreement; or prepare for renewal of the franchise license; or to take any other action in relation thereto.

[Article 2 would accept the state statute to establish a PEG Access and Cable Related Fund, which would allow Littleton's current practice of reserving all PEG (public, educational, and governmental) funds for Littleton Community Television (LCTV) to continue. LCTV has been the exclusive recipient of so-called PEG funds, which the Town receives from its two cable franchise operators, Comcast and Verizon, totaling some \$200,000 per year. The Department of Revenue recently ruled that communities which had not formally established PEG access accounts authorized by special or general law—which Littleton has not—must do so by June 30, 2016, or the Bureau of Accounts will close those funds to the General Fund

unreserved fund balance. The current balance in PEG funds is \$384,603, and is expected to close at \$437,212 by fiscal year's end.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 2 as printed in the warrant.

**Finance Committee, Board of Selectmen and LCTV Advisory Committee support Article 2.**

**AYES HAVE IT, MOTIONS CARRIES, PASSED BY UNANIMOUS VOTE TO ACCEPT THE PROVISIONS OF MGL C44, S53 F3/4 TO ESTABLISH A PEG ACCESS AND CABLE RELATED FUND FOR THE LITTLETON COMMUNITY TELEVISION DEPARTMENT FOR CABLE USE AS STATED ABOVE.**

### **ARTICLE 3** **Amend FY 2016 Revolving Funds**

To see if the Town will vote to amend its vote under May 4, 2015 Annual Town Meeting Article 3, FY 2016 Revolving Funds, as follows:

Amend Item (2), Dog By-law Enforcement: to reads as follows: to allow receipts from dog license fees and fines to be segregated into a special account; and with funds therefrom, up to a limit \$12,000 of \$17,000 annually, to be expended for costs associated with by-law enforcement, under the direction of the Chief of Police;

Add Item (15) 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

Add Item (16) Conservation Community Gardens: to allow receipts from fees for community gardens on Conservation Commission properties to be segregated into a special account; and with funds therefrom, up to a limit of \$1,000 annually, to be expended for maintenance and improvements of said gardens under the direction of the Conservation Commission.

Or to take any other action in relation thereto.

[Article 3 would amend the revolving funds article passed at the 2015 Annual Town Meeting, as follows: (1) by increasing Dog By-law Enforcement from \$12,000 to \$17,000, to cover increased costs of the intermunicipal agreement with Boxborough for provision of animal control officer services to Littleton; (2) by adding a revolving fund for Littleton's provision of LCTV services to Boxborough, so funds received from Boxborough for services can be expended on LCTV expenses; and (3) by establishing a revolving fund requested by the Conservation Commission so that fees received for community garden lots on its properties can be expended to maintain and improve those gardens.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 3 as printed in the warrant.

**Finance Committee, Board of Selectmen, LCTV Advisory Committee and Conservation Commission support Article 3.**

**AYES HAVE IT, MOTION CARRIES SO DECLARED PASSED BY UNANIMOUS VOTE TO AMEND ITS VOTE UNDER MAY 4, 2015 ANNUAL TOWN MEETING ARTICLE 3**

**FY 2016 REVOLVING FUNDS. AMENDING ITEMS (2), (15) AND (16) AS AGREED ABOVE.**

## ARTICLE 4

### FY 2016 Budget Amendments

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

[Article 4 makes adjustments to the Fiscal Year 2016 budget for additional PEG access funds for LCTV salary and expense costs; adding hours to the transfer station (offset by increased local receipts); and continued participation in the Northern Middlesex Council on Governments (NMCOG) stormwater collaborative. The net budget increase of \$22,182– for additional transfer station hours— is offset by increased local receipts from the increase in sticker and bag fees. All other transfers are within budget, or an increase in a budget offset (LCTV).]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2016 Operating Budget, as adopted pursuant to Article 4 of the May 4, 2015 Annual Town Meeting, by adjusting budget line items, as follows:

| Budget       | Line Item                             | FY 2016<br>Budget   | Adjustment      | FY 2016<br>Adjusted |
|--------------|---------------------------------------|---------------------|-----------------|---------------------|
| 197          | LCTV Cable Studio – Personal Services | \$88,998            | +\$42,070       | \$131,068           |
|              | LCTV Cable Studio - Expenses          | 20,250              | +6,600          | 26,850              |
|              | Transfer in from PEG access funds     | -109,248            | -48,670         | -157,918            |
| 420          | Highway – Personal Services           | 765,089             | +15,846         | 780,935             |
|              | Highway - Expenses                    | 376,867             | +6,336          | 383,203             |
|              | Highway – Stormwater Expenses (new)   | 0                   | +4,800          | 4,800               |
| 720          | Short-term Debt - Expenses            | 640,070             | -4,800          | 635,270             |
| <b>Total</b> | <b>Budgets</b>                        | <b>37,600,110</b>   | <b>+70,852</b>  | <b>37,670,962</b>   |
|              | <b>Transfers In</b>                   | <b>-1,023,242</b>   | <b>-48,670</b>  | <b>-1,071,912</b>   |
| <b>TOTAL</b> | <b>Appropriated Budgets</b>           | <b>\$36,576,868</b> | <b>\$22,182</b> | <b>\$36,599,050</b> |

Finance Committee and Board of Selectmen support Article 4 as moved.

**AYES HAVE IT SO DECLARED PASSED BY NECESSARY MAJORITY VOTE TO AMEND THE FY 2016 OPERATING BUDGET AS ADOPTED PURSUANT TO ARTICLE 4 OF THE MAY 4, 2015 ANNUAL TOWN MEETING BY ADJUSTING BUDGET LINE ITEMS AS STATED ABOVE.**

## ARTICLE 5

### Fund Collective Bargaining Agreement

To see if the Town will vote to raise and appropriate the sum of \$30,462 for the purpose of funding a new collective bargaining agreement reached between the Town and the police employee union, Massachusetts Coalition of Police, Local 204, or to take any other action in relation thereto.

[Article 5 funds the first year of a collective bargaining agreement reached with the Town's police union for a successor agreement to one which expired on June 30, 2015. The new three-year contracts would be for the period July 1, 2015 through June 30, 2018, with salary schedule adjustments of 2% in Year One, 2% in Year Two, and 2% in Year Three. Funding for the cost items of the first year of the contract require town meeting approval. The salary schedules have not been updated since FY 2013. Similar contracts for the highway, fire, and dispatch unions were approved by the May 4, 2015 Annual Town Meeting.]

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

**Finance Committee and Board of Selectmen support Article 5.**

**AYES HAVE IT MOTION CARRIES, SO DECLARED PASSED BY THE NECESSARY MAJORITY TO RAISE AND APPROPRIATE THE SUM OF \$30,462 FOR THE PURPOSE OF FUNDING A NEW COLLECTIVE BARGAINING AGREEMENT.**

## ARTICLE 6

### 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, by amending Schedules B, B-1, B-2, and D, effective July 1, 2015, by applying a two percent (2%) salary schedule adjustment so that said schedules read as follows:

#### Schedule B

On-Call Meeting Clerk, \$11.88; Election Warden, \$16.89

#### Schedule B-1, Other Employees

| GRADE    | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
|----------|---------|---------|---------|---------|---------|
| 1 hourly | \$11.30 | \$11.53 | \$11.76 | \$12.00 | \$12.24 |
| 2 hourly | \$14.14 | \$14.42 | \$14.71 | \$15.00 | \$15.30 |

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

| GRADE    | STEP 1  | STEP 2  | STEP 3  | STEP 4  |
|----------|---------|---------|---------|---------|
| 1 hourly | \$13.77 | \$14.05 | \$14.33 | \$14.62 |
| 2 hourly | \$14.74 | \$15.03 | \$15.33 | \$15.64 |
| 3 hourly | \$15.77 | \$16.09 | \$16.41 | \$16.74 |
| 4 hourly | \$16.87 | \$17.21 | \$17.55 | \$17.90 |

#### Schedule D, Fire Department On-Call

| GRADE    | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | STEP 6  |
|----------|---------|---------|---------|---------|---------|---------|
| 1 hourly | \$10.20 |         |         |         |         |         |
| 2 hourly | \$14.28 | \$14.57 | \$14.86 | \$15.16 | \$15.46 | \$15.77 |
| 3 hourly | \$14.85 | \$15.15 | \$15.45 | \$15.76 | \$16.08 | \$16.40 |
| 4 hourly | \$15.44 | \$15.75 | \$16.07 | \$16.39 | \$16.72 | \$17.05 |
| 5 hourly | \$15.90 | \$16.22 | \$16.54 | \$16.87 | \$17.21 | \$17.55 |
| 6 hourly | \$16.38 | \$16.71 | \$17.04 | \$17.38 | \$17.73 | \$18.08 |
| 7 hourly | \$16.87 | \$17.21 | \$17.55 | \$17.90 | \$18.26 | \$18.63 |

|                  |         |         |         |         |         |         |
|------------------|---------|---------|---------|---------|---------|---------|
| <b>8 hourly</b>  | \$17.38 | \$17.73 | \$18.08 | \$18.44 | \$18.81 | \$19.19 |
| <b>9 hourly</b>  | \$17.90 | \$18.26 | \$18.63 | \$19.00 | \$19.38 | \$19.77 |
| <b>10 hourly</b> | \$18.44 | \$18.81 | \$19.19 | \$19.57 | \$19.96 | \$20.36 |

and further to raise and appropriate the sum of \$4,748 therefor, or to take any other action in relation thereto.

[Article 6 would apply a 2% increase to all salary schedules that have not yet been amended by town meeting this year. The May 4, 2015 Annual Town Meeting had approved a 2% adjustment to Schedule A, Permanent Full and Part-time Employees; and had made adjustments to the two Park & Recreation schedules, C (Seasonal / Temporary / Fee-Based Positions), and C-1 (Community Education / Temporary / Fee-Based). This article would amend Schedules B, B-1 (Other Employees), B-2 (Temporary/Seasonal Employees), and D (Fire Department On-Call employees).]

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

**Finance Committee, Board of Selectmen and Personnel Board support Article 6.**

**AYES HAVE IT, MOTION CARRIES SO DECLARED PASSED BY THE NECESSARY MAJORITY VOTE TO AMEND THE PERSONNEL BY-LAW AND CLASSIFICATION AND COMPENSATION PLAN, CHAPTER 33 OF THE TOWN CODE TO BECOME EFFECTIVE JULY 1, 2015.**

#### ARTICLE 7

##### Supplemental FY 2016 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.

1. Fuel Facility Replacement ó raise and appropriate the sum of \$111,000 to be expended by the Permanent Municipal Building Committee to replace the fuel facility at 39 Ayer Road.
2. Council on Aging Kitchen ó raise and appropriate the sum of \$38,425 to be expended by the Permanent Municipal Building Committee for needed code improvements to the COA kitchen adjacent to the diner and multi-purpose room in the Town Office Building.
3. LCTV Capital Equipment ó transfer from the PEG Access and Cable Related Fund the sum of \$59,871 to be expended by Littleton Community Television for capital equipment to support LCTV's launching of its Educational Channel.

[Article 7 funds three one-time expenses totaling \$209,296, as follows:

- Fuel Facility Replacement – supplemental appropriation of \$111,000 to replace the 30-year old fueling facility shared by the Town and LELWD at 39 Ayer Road. The November 12, 2014 Special Town Meeting appropriated \$248,388, to augment \$300,000 from the Electric Light Commissioners. That total of \$548,388 is not sufficient to undertake the project, so additional funds are needed for a total of \$659,388. The new facility will be outfitted with above ground steel double wall tanks, a canopy with fire suppression, computer controlled fuel access, electronic tank inventory monitoring and fuel accounting software. The fuel facility will also be on emergency power generation, so the town can maintain fuel access during extended emergency situations.

- Council on Aging Kitchen – supplemental appropriation of \$38,425 for needed code improvements to the COA kitchen adjacent to the diner and multi-purpose room in the

Town Office Building. The May 5, 2014 Annual Town Meeting appropriated \$114,372, adding to \$26,128 from an old article balance. That \$140,500 is not sufficient to undertake the project; so additional funds are needed.

- LCTV Capital Equipment - \$59,871 in PEG access funds are proposed to be used for capital equipment to support LCTV's launching of its Educational Channel. Current video playback provides for broadcast of two channels (PUB and GOV). EDUC channel broadcast requires an additional playback server or acquiring one new playback server that not only supports more channels but also eliminates separate gear for per-channel Bulletin boards.]

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

**Finance Committee, Board of Selectmen, Permanent Municipal Building Committee, Council on Aging, and LCTV Advisory Committee support Article 7.**

**AYES HAVE IT MOTION CARRIES, SO DECLARED A UNANIMOUS VOTE TO RAISE AND APPROPRIATE \$149,425 AND TO TRANSFER \$59,871 AND TO BE EXPENDED AS APPROVED IN ITEMS 1,2 AND THREE AS STATED ABOVE.**

**[ARTICLES REQUIRING SUPERMAJORITY VOTE]**

**ARTICLE 8**  
**Nagog Hill Orchard Leases**  
*[2/3rds vote required]*

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease or leases for agricultural purposes the Morrison/ Nagog Hill Orchard property shown on Littleton Assessor's Map as Parcels R02-9-1, R04-8-0, R02-3-0, R02-4-0, R04-5-0 and R02-10-0, comprised of 94.18 acres, more or less, more particularly described as the "PREMISES", below, upon such terms and conditions as the Board of Selectmen may determine, for a period of up to thirty (30) years, or to take any other action in relation thereto.

PREMISES: Lots 102-A, 103-A, 104, 105, 109, 110, and 111, as shown on a plan entitled "Plan of Land in Littleton, Mass. Prepared for the Town of Littleton ~ Morrison Property ~", by David E. Ross Associates, Inc. dated April, 2000, Plan No.1343 of Book 2002, Sheets 1-3; and Lot 107 as shown on plan entitled "Land in Littleton, Mass. surveyed for the Town of Littleton ~ Morrison Property ~" Plan No. 227 of 2000, Sheet 2 of 5; said lots contain the orchard, the upper barn, the two family dwelling, and the lower barn and cottage.

[Article 8 would authorize the Board of Selectmen to issue Requests for Proposals inviting a lease or leases of up to 30 years for agricultural purposes of a portion of the Morrison property acquired by Article 2 of the December 13, 1999 Special Town Meeting. Article 29 of the May 8, 2000 Annual Town Meeting authorized a ten-year lease for this purpose, and that lease has been extended since 2010, currently through July 1, 2016. Article 8 as posted proposes to authorize lease of the same premises as authorized by May 2000 ATM Art. 29, which add up to 94.18 acres, as shown in the table below and the map on page 13.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 8 as printed in the warrant.

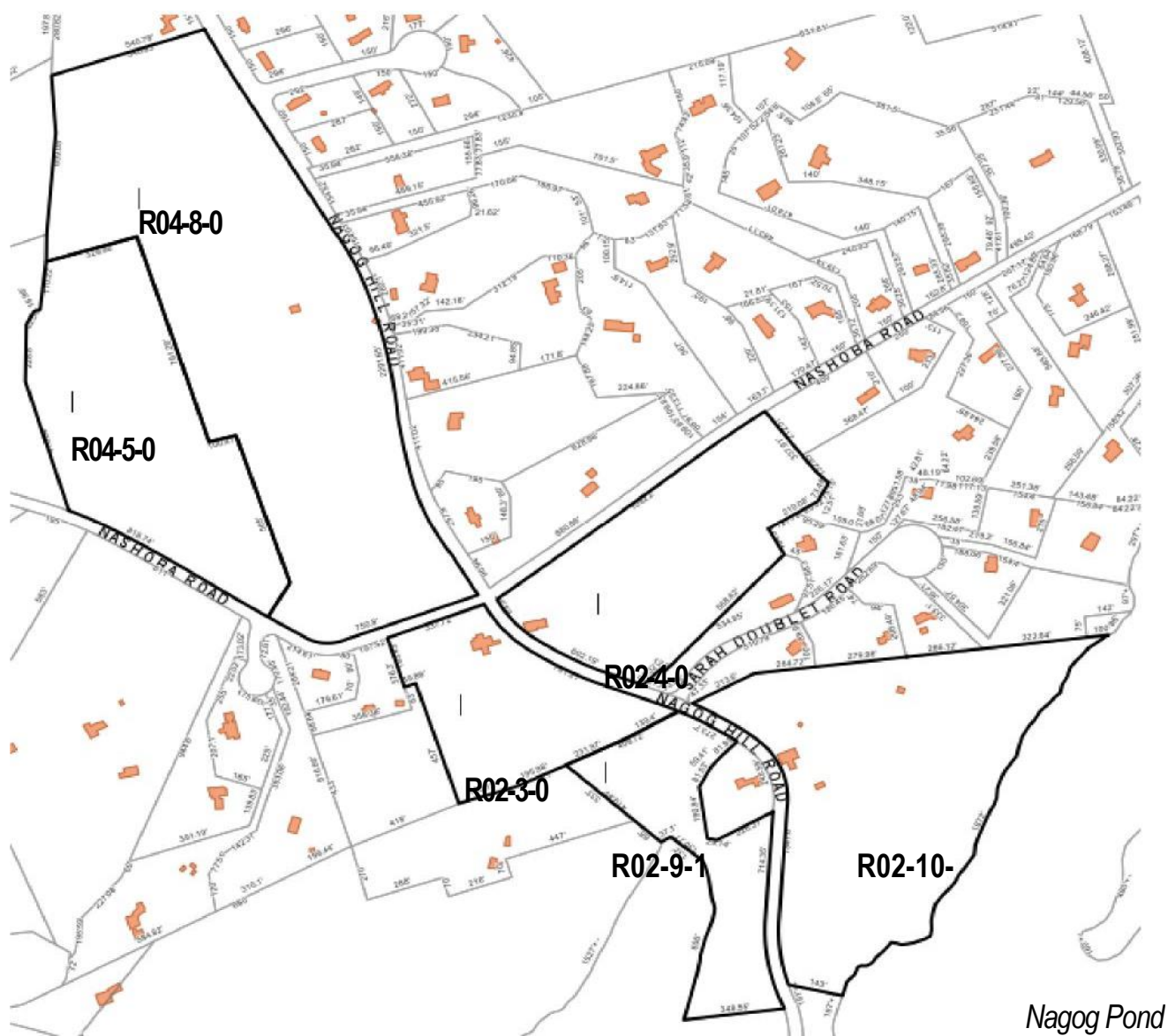
**Finance Committee and Board of Selectmen support Article 8. Agricultural Commission and Conservation Commission recommendations forthcoming.**

**AYES HAVE IT, SO DECLARED A UNANIMOUS VOTE AND THUS PASSES BY  
THE NECESSARY 2/3<sup>RDS</sup> VOTE.**

| <b>Morrison/Nagog Hill</b> |                  | <i>Acres</i> | <i>Registry of Deeds Plan Reference</i>                 | <i>Restrictions</i>  |
|----------------------------|------------------|--------------|---|--|
| R04-8-0                    | Nagog Hill Road  | 33.16        | Lot 102-A on Plan #1343 of 2002, Sheet 1                | Agricultural Preservation Restriction                              |
| R04-5-0                    | Nashoba Road     | 14.25        | Lot 103-A on Plan #1343, Sheet 1                        | Self-Help Parcel; conservation                                     |
| R02-4-0                    | 70-72 Nagog Hill | 12.25        | Lot 104 on Plan #1343 of 2002, Sheet 2                  | APR  |
| R02-3-0                    | 75 Nagog Hill Rd | 7.56         | Lot 105 on Plan #1343 of 2002, Sheet 2                  | APR  |
| R02-10-0                   | 94 Nagog Hill Rd | 20.07        | Lot 107 on Plan #227 of 2000, Sheet 2                   | General municipal purposes; no APR                                 |
| R02-9-1                    | Nagog Hill Road  | 6.89         | Lots 109, 110 and 111 on Plan #1343 of<br>2002, Sheet 3 | Lots 109 and 111: APR. Lot 110: Self-<br>Help Parcel; conservation |
| <i>Total acres</i>         |                  | 94.18        |   |  |



Article 8. Nagog Hill Orchard



**[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]**

**ARTICLE 9**

**Aid to Elderly and Disabled Taxation Fund**

To see if the Town will vote to accept the provisions of MGL Chapter 60, §3D to establish a Town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income; and further to establish a taxation aid committee to consist of the chairman of the board of assessors, the town treasurer and three residents of the town to be appointed by the board of selectmen, which board shall adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid; or to take any other action in relation thereto.

[Article 10 would accept the state statute to establish an Aid to Elderly and Disabled Taxation Fund, as requested by the Council on Aging, for the purpose of defraying the real estate taxes of elderly and disabled persons of low income. The statute also provides that a taxation aid committee be established, comprised of the chairman of the Board of Assessors, the Town Treasurer and three residents appointed by the Board of Selectmen. Similar programs have already been established in other towns, including Billerica, Carlisle, Concord, Harvard, and Westford.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 9 as printed in the warrant.

**Finance Committee, Board of Selectmen, and Council on Aging support Article 9.**

**AYES HAVE IT MOTION CARRIES SO DECLARED PASSED TO ACCEPT THE PROVISION OF MGL CHAPTER 60 S 3D TO ESTABLISH A TOWN AID TO THE ELDERLY AND DISABLED TAXATION FUND FOR THE PURPOSE OF DEFRAYING THE REAL ESTATE TAXES OF ELDERLY AND DISABLED PERSON OF LOW INCOME; AND FUTHER TO ESTABLISH A TAXATION COMMITTEE TO CONSIST OF THE CHAIRMAN OF THE BORD OF ASSESSORS, THE TOWN TREASURER AND THREE RESIDENTS OF THE TOWN TO BE APPOINTED BY THE BOARD OF SELECTMEN, WHICH BOARD SHALL ADOPT RULES AND REGULATIONS TO CARRY OUT THE PROVISIONS OF THIS SECTION AND IDENTIFY THE RECIPIENTS OF SUCH AID.**

**ARTICLE 10**

**Board of Selectmen / Council on Aging: Reduce Council on Aging Membership from 11 to 9**

To see if the Town will vote to amend the Town Code Chapter 15, Council on Aging so that Section § 15-1, Membership, terms, reads as follows:

There shall be a Council on Aging pursuant to MGL c. 40, §8B, which shall consist of eleven (11) *nine (9)* regular members appointed by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least two members shall expire each year.

or to take any other action in relation thereto.

[Article 11 would decrease the membership of the Council on Aging from eleven to nine, as unanimously requested by the COA, which currently has only seven positions filled. This would reduce the quorum requirement from six to five members, in order to conduct business as a best practice per the Department of Elder Affairs.]

**Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 10 as printed in the warrant.

**Council on Aging and Board of Selectmen support Article 10.**

**AYES HAVE IT, MOTION PASSES BY THE SIMPLE MAJORITY AS REQUIRED TO AMEND THE TOWN CODE CHAPTER 15, "COUNCIL ON AGING" AS STATED ABOVE.**

#### **ARTICLE 11**

##### **Town By-law Amendment: Discharges to Municipal Storm Drain System**

To see if the Town will vote to amend the Town Code by adding a new Chapter \_\_, "Discharges to the Municipal Storm Drain System," in accordance with Section III.B.3(b) of the General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, which mandates that the Town adopt a regulatory mechanism to prevent non-storm water discharges into the system and implement appropriate enforcement procedures and actions; or to take any other action in relation thereto.

[Article 11 would allow the Town to amend its by-laws to further comply with the term of the 2003 MS4 permit for stormwater management from the U.S. Environmental Protection Agency (EPA). In 2007, the Town adopted the Low Impact Design/Best Management Practices Manual, which is routinely required by the Planning Board in its approvals. Town Counsel has opined that, prior to July 1, 2016, the Town will need to have in place Town bylaws or Town board regulations for an illicit discharge, detection, and elimination program; for construction site stormwater runoff control; and for post-construction stormwater management. The Board of Selectmen is reviewing with Town Counsel, and will have a report for Town Meeting voters.]

**Motion:** *To be made at Town Meeting.*

**NO AFFIRMATIVE ACTION TAKEN, ARTICLE WITHDRAWN.**

**A motion was made to dissolve the meeting. It was so moved and seconded and unanimously voted to dissolve the Special Town Meeting of November 2, 2015 at 7:40pm. Town Moderator. Timothy Goddard declared the Special Town Meeting dissolved.**

*Respectfully submitted:  
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 1996 | \$16.20 | Tax Rate 2007 | \$12.11 |
| Tax Rate 1997 | \$15.58 | Tax Rate 2008 | \$12.62 |
| Tax Rate 1998 | \$14.37 | Tax Rate 2009 | \$13.85 |
| Tax Rate 1999 | \$14.89 | Tax Rate 2010 | \$15.33 |
| Tax Rate 2000 | \$14.09 | Tax Rate 2011 | \$16.08 |
| Tax Rate 2001 | \$12.81 | Tax Rate 2012 | \$16.98 |
| Tax Rate 2002 | \$13.21 | Tax Rate 2013 | \$17.41 |
| Tax Rate 2003 | \$11.15 | Tax Rate 2014 | \$18.10 |
| Tax Rate 2004 | \$11.32 | Tax Rate 2015 | \$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 |
| <b>Fire &amp; Ambulance</b>             |                                |              |
| <b>Emergencies</b>                      | <b>Fire Department</b>         | <b>9 1 1</b> |
| Fire Permits-General Calls              | Fire Department                | 978-540-2302 |
| Garbage and Refuse                      | Board of Health                | 978-540-2432 |
| 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 |
| <b>Police &amp; Ambulance</b>           |                                |              |
| <b>Emergencies</b>                      | <b>Police Department</b>       | <b>9 1 1</b> |
| Police General Calls & Info             | Police Department              | 978-540-2300 |
| Planning Board                          | Planning Board                 | 978-540-2425 |
| Plumbing Permits                        | Plumbing Inspector             | 978-540-2420 |
| Recreation                              | Park & Recreation              | 978-540-2490 |
| Schools                                 | Shaker Lane Elementary         | 978-486-3959 |
|   | Russell Street Elementary      | 978-486-3134 |
|   | Middle School Russell St       | 978-486-8938 |
|   | High School                    | 978-952-2555 |
|   | Superintendent                 | 978-486-8951 |
|   | Main Office                    | 978-692-4711 |
| Nashoba Valley Technical High School    | Town Administrator             | 978-540-2460 |
| Selectmen                               | Tax Collector                  | 978-540-2405 |
| Tax Collections                         | Transfer Station               | 978-540-2671 |
| Transfer Station Stickers               | Town Treasurer                 | 978-540-2450 |
| Treasurer                               | Veterans Agent                 | 978-540-2485 |
| Veterans Services                       | Town Clerk                     | 978-540-2401 |
| Vital Records                           | Light and Water Department     | 978-540-2222 |
| Water                                   | Wiring Inspector               | 978-540-2420 |
| Wiring Permits                          | Building Commissioner          | 978-540-2420 |
| Zoning                                  |                                |              |