



# TOWN OF LITTLETON MASSACHUSETTS



## 2023 Annual Report

# TOWN OF LITTLETON, MASSACHUSETTS



# 2023

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2023*

The Annual Town Report is compiled by the

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

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

TOWN OF LITTLETON

ANNUAL REPORT

## TOWN SEAL OF LITTLETON

The history of Littleton is commemorated on the town seal. The supporters of the escutcheon are the Rev. John Eliot, on the left; apostle to the Indians in coat and short clothes, uncovered, his right hand reverently pointing upward, his left extending in a open Bible; and, on the right, an Indian in leggings and breech cloth with arrows in a quiver and bow in left hand, extending his right to receive the Bible. The escutcheon is emblematic of the principal industries of the town— agriculture and horticulture.

While the crest, being that of the State Seal, not only indicates that the town is in Massachusetts; but by its drawn sword it further commemorates the ready and patriotic response with which this town has met every call to arms.

## ANNUAL REPORT COVER

This year's cover features events that took place in Littleton throughout 2023.

## THANK YOU

Thank you to all of the Departments, Boards, Committees and Commissions for their contributions to this report. We are especially grateful to Diane Crory, Dianne Dickerson, Nancy Glen-cross, Lisa Montgomery, and Dorothy Mulone for their assistance.

## TOWN REPORT DEDICATION

The Annual Town Report is dedicated to the memory of Littleton residents whose volunteerism and ongoing service contributed to maintaining the Littleton Community. Their exemplary service was critical in retaining our small town character and spirit. This year's report is dedicated to Mary Ann Catalanotto, Paul Joseph Fitzpatrick, Mary Ellen Gosby, Hazel Plummer, Leo M. Foley, Matthew James King, James R. McKenna and Richard D. Montminy



DEDICATION



May Ann Catalanotto

Mary and her family moved to Littleton in 1965 and stayed until her passing in 2023.

As a graduate from Middlesex Community College with a degree in Social Work later in life (at the age of 51), she was a perfect fit for the Council on Aging Board. Mary was never one to miss a meeting and she never let her opinion not be heard. She was passionate about the Seniors and their needs. Dedication to the Town and the seniors Mary served on the Council on Aging Board from 1980 – 2018. That is true dedication to the fullest.

Mary served the community in other capacities. She would be seen at the holiday bazaar each year to promote community events and promoting fundraising for all. She was known for working on her Christmas tree farm loving to see the eyes of those purchasing the trees light up with each tree.

Though Mary could not be stopped when she had a cause in mind, as can be seen in what was one of the longest standing members of the COA Board, she will most likely be remembered as a thoughtful, selfless and giving person. Faith and giving to Littleton Seniors was her passion.

MARY ANN CATALANOTTO

DEDICATION



## DEDICATION



Paul Joseph Fitzpatrick

Longtime resident and lover of Littleton, Paul frequented the Long Lake area in his younger years. That is where he met his wife and raised their children, giving the true meaning to becoming involved in the Town.

As a dedicated dad he wanted what was best for his children and the youth in the Town. Knowing so many kids skated at Long Lake, why not get a program started to bring their Hockey to the forefront. That is what made him decide to assist in developing and organizing the Littleton Youth Hockey Program. Paul was instrumental in getting the program off its feet and remained involved for many years to come. Helping to teach the youth to skate and then become team members at a higher level.

"Mr. Fitz" as many knew him, would always take a vested interest in what was happening to keep kids safe. One such event was hosting a graduation pancake breakfast for the entire class of '75 knowing he was keeping an eye on them without them realizing what he was doing.

Paul volunteered for Meals on Wheels through the Minuteman Senior Services to be sure that our "older youth" were being cared for as well. Dedicating over seventeen years to this service from 2001 to 2018 one can count on one hand the times he may have been unable to assist.

In the last several years he would bring special treats to the Clerk's Office for all to share during the Halloween season. He loved Littleton and being involved, that is what gave him joy, knowing he was bringing joy to others. Love and respect is what he brought to the young and older alike and they returned the same to him.

DEDICATION



Mary Ellen Gosby

Though Mary didn’t grow up in Littleton her desire to help in any way she could was ap-  
parent from the beginning. She enjoyed everything there was about the Town. Its  
quaintness and welcoming attitude from the residents made her feel part of the Town as  
soon as she was settled in.

She loved volunteering and there were two groups that were all the better for her being  
with them. Littleton Council on Aging benefited from her volunteering, no matter what  
she was asked to do she would gladly do it. She never considered herself “older” just wis-  
er. Her sense of humor was not always understood, but it was what gave her an edge  
with the seniors.

The Littleton Cemetery Commission was the other board that she put her heart and soul  
into staying for 9 years. She may not have always been the most popular voice on the  
board, she never was afraid to speak her mind. Having lived in the city she felt that her  
spirit would come out when it came to making unpopular decisions. The Cemetery was a  
place where people could find solitude and she wanted to keep it that way.

She had a beautiful voice but sadly it has been silenced.

MARY ELLEN GOSBY

DEDICATION

## DEDICATION



Hazel Plummer

Hazel lived a long and happy life. Until just a few short years (2018) ago Hazel came to the Council on Aging every single day. She was deeply saddened when she could not get to Townhall. Her life was full and loved. Everyone that came in contact with Hazel had a greater respect for life.

Hazel was just 114 years old when she passed. A full life that she attributed to eating ginger. In 2019 when Hazel was 111 and she was celebrating, it was found that she was the 39<sup>th</sup> oldest person in the United States. In 2023 when she passed, she was the oldest living validated person in Littleton, the oldest person in Massachusetts and the second-oldest living validated person in the United States and the sixth-oldest validated person in the world.

Her contribution to Littleton was her full life and desire to make the most of her life. Littleton is the better for having such a fun-loving person in their midst. Her sense of humor was key and her presence light up the room. She has truly earned her rest.



DEDICATION



Leo M. Foley

Leo Foley left a mark on the Town by his dedication as a Music teacher at the Littleton High School His love for music started early on in his life and never stopped. He played in the US Army Band, where he sat in with the Glen Miller Band and accompanied the great Etta James.

In 1974 after graduating from Lowell Teachers College he became a Music Educator for over 35 years and Littleton was better for him. Imagine the lives that he touched in those 35 years. Making music lovers of many. If you think about how many students he taught, it is in the thousands whose lives he impacted. You could find him at High School football games playing along with the band as well as conducting. Music can only bring people together and that he did.

Leo’s inspirational music and unique sense of humor has made Littleton a gifted town and left indelible memories for us all to talk about for years to come.

LEO M. FOLEY

DEDICATION

## DEDICATION



Matthew James King

Matt King, former Chief of Police for the Town of Littleton dedicated his life to family and law enforcement.

Though Matt started his career in York, ME it would not be long before he would come to Littleton. Matt worked his way up the ranks from the start of his Littleton Career in 1981 as a police officer. When others were coming and going and moving on with their careers to other locations Matt dedicated the majority of his, here in Littleton.

From police officer to Sergeant. In October 2002 he was promoted from Sergeant becoming Lieutenant and held that position for nine years. In July 2011 Matt was then promoted to Deputy Chief, the first Police Officer to hold this position, and he held it until 2014. In 2014, he received his final promotion, that of Chief of Police until his retirement in 2018.

He had received many accolades and awards along his career and found that he had the respect and trust of not only the men and women on the force, but also in the community.

Though his retirement was short-lived his life left a legacy to the Town of Littleton and Littleton Police Department.

DEDICATION



James R. McKenna

James McKenna, a family person, veteran, and educator lost his life in 2023. Jim McKenna excelled in everything he ever did and expected that from everyone he met. He believed that setting the bar too low was bad for everyone and that you could achieve anything if you set your mind to it and put the challenging work behind it.

He had a fighting spirit, and that attitude is what he carried throughout his life. As a veteran of the US Army, he worked hard and made his way into the Intelligence Division and that enabled him to show his worth.

His individual experiences and education helped him to excel in his teaching and coaching career. He made sure that he not only graduated from college, but he also attended graduate school and received his master’s degree in health and physical education because he wanted to provide the best for those students that came before him. Though he did not start his teaching and coaching career here in Littleton he finished here after 24 years, retiring in 1988. Again, not just teaching and coaching, but also as the Athletic Director. Upon retirement, he was not done, he went on to work with troubled youth at Alpha Omega here in Littleton.

Mr. McKenna was best known for his intensity and desire to start a football program here in Littleton and soon after the start of his career in '64 he established Littleton’s first football team. Accolades for his hard work paid off when he was inducted into the Massachusetts Coaches Hall of Fame. Most football players he had will not soon forget the famous “foliage run” of which Jim has taken his last.

A famous quote he kept on his desk: “Yes, though I walk through the valley of the shadow of death I shall fear no evil because I am the meanest son-of-a b---- in the valley.” George S Patton & James McKenna. James McKenna’s legacy has impacted many and will soon not be forgotten.



## DEDICATION



Richard D. Montminy

“Dick” as his friends would call him, was an active member of this community starting in 1970. He contributed much to this community from the start. Soon after moving into Littleton, he became a member of the Lions Club and Concord Minute Men re-enactment militia. He was even a part of Jimmy Carter’s Inauguration Parade.

Locally, Dick was active in many boards and committees. He was proud to have overseen the design and construction of the “new” Littleton High School, located on King Street. As he was a man about Town he would congregate at “L’il Peach Convenience Store with community members. He often said that this was where decisions were made. His famous quote was “I was out getting the dirt!” This was how he found out the opinions, concerns and the like of all who attended about the Town and where it was headed.

Dick was a member in good standing on what was then called the “Board of Selectmen” and he served when it was a three member board and during the years it changed to a five member board. He served from 1983 – 1995. He wasn’t done there, he had more to give. In 1999 he was appointed to the Finance Committee as the Moderator Appointee and held the position until 2012 stepping down because his family was moving to NH.

A voice one won’t soon forget, “Dick’s voice was silenced in May of 2023.



# TOWN OF LITTLETON

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OFFICE OF THE  
SELECT BOARD  
37 SHATTUCK STREET  
P.O. BOX 1305  
LITTLETON  
MASSACHUSETTS 01460

SELECT BOARD

2023 presented Littleton with continued growth as our municipality continued to recover from the fiscal reverberations of the Pandemic. The Select Board also continued its search for a Town Administrator and Interim Fire Chief. Both of these highly impactful positions were filled and are expected to help lead Littleton into the future.

Although COVID has largely subsided, half of our surrounding communities continue to face budget shortfalls and overrides to balance existing budgets. Littleton is facing many the same economic challenges but sound financial planning and forecasting by our Finance Committee, and the Finance Department in Town Hall, has put us in an excellent position to continue to serve our residents while avoiding budget overrides.

Sewer construction throughout our common and business district began in 2023 and is well underway with the addition of the affluent and discharge site construction. The construction of our town sewer allows for the development of 550 King Street, which will likely take 7-10 years to fully complete, which includes residential buildings close to 495, and commercial buildings. The Select Board's continued expectation is that the combination of 550 King St., other properties in the common district, and the sewer has the potential to transform our Common area into a pleasant walkable and attractive combination of retail, commercial, and open space.

With the purchase of the old Indian Hill property on King Street next to the High School, the town expects to renovate the building and have Parks and Recreation as well as the School Administration offices occupy the building. The property allows expanded room for parking, tennis courts, pickle ball courts, and future expansion opportunities.

The Nagog Hill Orchard Working group continues to work towards finding a new lessee or buyer who would maintain the orchard and use it to its full potential. A combination of conservation land and functional agricultural property will provide a beautiful, expansive space for generations to come.

The new Center at Shattuck Street broke ground in early 2024 and is expected to be completed by the summer of 2025. This facility will house our Senior Center, Elder and Human Services Department, and Veteran's Services office. The space will allow our seniors an updated, safe space to exercise, socialize, dine, as well as provide more space for meetings and events.

As always, we would like to thank the town employees who continue to work hard to serve and support the Select Board, other boards and committees, and the citizens of our town. It is truly an honor to represent the town we live in.

Respectfully,

Gary Wilson, Chuck DeCoste, Mark Rambacher, Matthew Nordhaus, Karen Morisson  
Littleton Select Board.

GENERAL GOVERNMENT

SELECT BOARD



The Town Administrator, appointed by the Select Board for a three-year term, is the Chief Administrative Officer of the Town, responsible for the administration of all Town affairs placed under their authority. The Town Administrator provides executive leadership for the Town in areas of policy formulation, fiscal affairs, economic development, labor relations, and organizational development. The Town Administrator supervises all Town Departments under the purview of the Select Board, and those requested by other Boards and approved by the Select Board. Per the Town bylaw, the Town Administrator appoints (subject to the Select Board's approval) the Assistant Town Administrator, Building Commissioner, Director of Public Works, Information Technology Director, Littleton Community Television Executive Director, Building Maintenance Supervisor, Director of Elder and Human Services and Executive Assistant to the Town Administrator.

The Town Administrator is responsible for overseeing all budgetary, financial, personnel administration, economic development, and labor relations activities of the Town. This includes oversight of the annual budget, formulating and implementing personnel policies, and negotiating contracts for all the Town's unions.

Indicator	Unit of Measure	FY2020	FY2021	FY2022	FY2023	Projected FY2024
Select Board's Meetings	Count	42	42	42	46	42
Town Meetings	Count	2	2	2	3	2

### DEPARTMENTAL SERVICES

The Department, through the Select Board, acts as the licensing authority for a wide variety of licenses (Alcoholic Beverages, Class I and II Auto Sales, Common Victuallers, Automatic Amusement Devices, Entertainment, Lodging House, and Second Hand Items), and adopts policies, rules, and regulations to guide the administration. The Town Administrator is responsible for the day-to-day operations of the Town, including providing executive leadership for the Town in areas of policy formulation, fiscal affairs, economic development, labor relations, and organizational development to departments under the Select Board and/or Town Administrator, and also to those departments who are guided by a separately elected Board/Commissions.

### MAJOR ACCOMPLISHMENTS

- The Select Board appointed James Duggan as the new Littleton Town Administrator at their December 14, 2023 meeting. Mr. Duggan previously served as the Commonwealth of Massachusetts Deputy Undersecretary for the Office of Consumer Affairs and Business Regulation, Town Manager in the Town of Dracut, Chief Administrative Officer in the City of Gloucester, Director of Community Development Authority in the City of Marlborough, Assistant Director of Community Development in the City of Methuen, and Housing Program Manager and Assistant Planning Director in the City of Lowell. Mr. Duggan has a Master's Degree in Public Administration from Suffolk University and a Bachelor of Arts in Political Science from Westfield State University.
- The new Senior Center Building broke ground in spring 2024, adjacent to the Reuben Hoar Library on the Littleton Town Hall campus. The Town Administrator's Office worked closely with the Owner's Project Manager (OPM) and the Department of Elder and Human Services (EHS) on finalizing the construction contracts in preparation for the March 2024 groundbreaking.
- Oversaw the successful vote at the February 15, 2023, Special Town Meeting to purchase the former Indian Hill Music School. The Town is seeking to renovate the building for use by School Administration and the Parks, Recreation, and Community Education (PRCE) Department. The Town Administrator's Office is working in partnership with the Permanent Municipal Building Committee (PMBC) to hire an Owners Project Manager (OPM) and designer services firm to develop construction bidding documents and to have bids in hand for consideration at the May 7, 2023, Annual Town Meeting.
- Massachusetts State Law Chapter 40, section 49 requires towns to prepare and publish an annual town report prior to the annual town meeting. The Town came in 1<sup>st</sup> place in Category 2 (population 5,000 – 12,499) for the Massachusetts Municipal Association's (MMA) 2023 Annual Town Report Contest recognizing outstanding reports based on criteria that include visual appeal, material arrangement, presentation of statistics and data, summary of the year's achievements, evidence of local planning for the future and the reports practical utility. Winners are recognized and given a plaque during an awards ceremony at the MMA Annual Meeting and Trade Show.



- Successfully managed the February 15, 2023, Special Town Meeting, May 1, 2023, Annual Town Meeting, and November 1, 2023 Special Town Meeting processes.

#### DEPARTMENTAL GOALS

**Staff/Departments** – Work with the Human Resources Department to establish an employee rewards and tuition reimbursement program.

#### Capital Projects –

- Develop a plan for the reuse of the former Indian Hill property and expansion of tennis courts at the high school/ Indian Hill School site.
- Facilitate and monitor the construction of the new Senior Center Building.
- Participate and guide the ongoing Massachusetts School Building Authority (MSBA) Shaker Lane Elementary School project.
- Support the ongoing Town Center sewer construction project.
- Coordinate municipal-related needs associated with the prospective redevelopment efforts at 550 and 410 Great Road.

#### BUDGET NARRATIVE

**Personal Services** – FY2025 staffing budget is increasing by \$43,789 or 10.6%, compared to the FY 2024 budget. The increase is primarily attributable to the new Town Administrator’s contract and the reclassification of the Assistant Town Administrator position to a revised title and responsibilities as Assistant Town Administrator/ Finance Director. This budget includes 3.5 FTEs.

**Expenses** - The FY2025 expense line is decreasing by a net amount of \$1,900, or 9.3%, which is primarily the reflection of a \$2,200 decrease in the Conferences and Meetings line item reflecting actual expenses over recent fiscal years. Expenses include funding to support the Town Administrator’s Office including conferences/meetings, travel, matching grant funds, and dues and subscriptions. The total Town Administrator’s Office budget is increasing by \$41,889, or 9.6%.

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 2023 judicial and administrative appeals:

1. 168 AYER ROAD, LLC v. LITTLETON PLANNING BOARD, et al. Middlesex Superior Court No. 2181-CV-00176 L1. This case is closed.
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 is closed.
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 is closed.
5. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 1781CV02814. The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act, for a homeowner to install a new septic system and well, upgrade an existing driveway, and possibly expand an existing cottage (subject to further approval by the Commission). In this case, abutters to the property appealed the Commission's decision under the local bylaw. In November 2022, the Superior Court issued an Order and Judgment affirming the Conservation Commission permits. An appeal has been filed by the abutters which remains pending.
6. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 2081CV02098. This case is an abutters' appeal of amendments to the Conservation Commission permits addressed in Middlesex Superior Court No. 1781CV02814 described above. In November 2022, the Superior Court issued an Order and Judgment affirming the Conservation Commission permits and this case is now closed.
7. KENNETH and JODI MACDONALD v. LITTLETON BOARD OF HEALTH, Middlesex Superior Court No. 1881CV03391/Appeals Court No. 2022-P-0656. In September 2018, the Board of Health held a public meeting and subsequently approved a variance to allow fill within 10 feet of a property line, in connection with siting a septic system and retaining wall. An abutting property owner is seeking judicial review of that decision in an action against both the Board of Health and the variance applicant. The Middlesex Superior Court entered a judgment in the Board of Health's favor, which the abutting property owner appealed. The Appeals Court entered a decision in the Board of Health's favor in November 2023 and the case is now closed.
8. HOMELIT REALTY TRUST v. LITTLETON PLANNING BOARD, Middlesex Superior Court No. 2081CV01860. The parties reported to the Superior Court in December 2023 that this case had settled, and the parties are due to file a stipulation of dismissal with the Court by May 2024.

*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.*

*Harrington Heep LLP, Littleton Town Counsel*

## HUMAN RESOURCES

### **ADMINISTRATION AND STAFF**

Michelle A. Vibert, Human Resources Director

Brianna Wojtas, HR Generalist/Benefits Administrator

### WEBSITE

<https://www.littletonma.org/239/Human-Resources>

The Human Resources Department is located in the Town Offices Building at 37 Shattuck Street, Room 307. We can be reached by calling 978-540-2455 or through email at [hr@littletonma.org](mailto:hr@littletonma.org).

### **Purpose**

The human resources function plays an important role for all Town and School employees by working in partnership across all departments. The Human Resources Department is responsible for administering employee and retiree benefits, managing compensation and classification plans, recruitment/retention, training, employee/labor relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees. The Human Resources Department serves as an employee advocate and a management partner. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity. The Human Resources Department is typically the first point of contact for all potential candidates and new employees to Littleton. All of our position openings are posted on our website, <https://ma-littleton.civicplus.com/Jobs.aspx>. We strive to reach the most appropriate candidate pool and therefore will also post on the Massachusetts Municipal Association, Indeed, and LinkedIn. The Human Resources Department will occasionally partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni.

### **Fiscal Year 2024 Accomplishments**

With the support of the Select Board, Finance Committee, and Town Administrator, the Human Resources Department continues to thrive as a successful department comprised of a Human Resources Director and an HR Generalist/Benefits Administrator. The department has developed into a high-functioning, full-service office for all employees, retirees, former employees, and prospective employees engaged in benefits, retirement, payroll, labor relations, personnel matters, and all other human resources related functions. In collaboration with the Treasurer's Office, human resources and payroll related functions were successfully delineated creating better efficiencies. We have completed the classification and compensation study that began in 2019 for non-union employees on Schedule A of the Town's Compensation Plan. With the support of administration, we have established a Staff Engagement Committee to create a better working environment for staff by keeping them engaged and motivated. The Human Resources Department also implemented new voluntary benefit plans for short and long term disability insurance.

### **Fiscal Year 2025 Goals**

The Human Resources Department is focusing on implementing and training staff on processes and procedures related to human resources and payroll. We are working on developing and implementing policies for tuition reimbursement and an employee rewards program. The Human Resources Department will assist all town-wide departments with providing funding and resources for professional development. With the creation of the Staff Engagement Committee, we will continue to develop employee engagement events and review suggestions for policy changes, events, and other matters brought forth by staff.

## DEPARTMENT DESCRIPTION

The Mission of the Finance Department is to protect the Town's financial interests and ensure that Town resources are expended and received in accordance with Town Bylaws, Massachusetts General Laws, and Federal Laws. The Finance department also develops and follows strict financial policies to ensure the safety of financial investments and strong internal controls. It is comprised of three divisions: Accounting, Assessing, and Treasury/Collector.

The Finance Department services include, but are not limited to, preparation of the ten-year Capital Improvement Plan and annual Operating Budget, financial reporting, cash management, debt management, property valuation assessments, citizen assistance programs, property tax management, billing and collection activities, risk management, and audit and internal financial controls. The Department is responsible for complying with municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars.

Much of the activity of the Accounting Department involves the day to day management of the Town's finances including for FY23; \$50.6M expended from the general fund budget and \$6.1M from enterprise funds (water, sewer, and recreation). The Department also monitors and reviews all operating and capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a bi-weekly basis the Department processes the warrant with hundreds of invoices for payment to vendors for services and supplies procured. (Note: M = Million)

## FY2023 HIGHLIGHTS

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

The rating reflects their view of the town's strong management, budgetary performance, very budgetary flexibility, liquidity, adequate debit and contingent liability profile, and strong institutional framework. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating."

## OPERATING BUDGET—FY23

The FY23 Budget totaled \$56.3M with \$55.8M from raise and appropriate, and \$580,000 from Free Cash. The budget was changed to add accountability, transparency, and be reflective of true town service costs. In FY23 Cherry Sheet State Aid totaled \$6M or 7% higher than FY22 and Cherry Sheet Assessments totaled \$1.4M or 9% higher than FY22.

Consistent new growth revenues have helped mitigate some of the impact of the reduced state aid revenues. The tax levy increase of 3.5% (2.5% plus new growth) for FY23 was comparable to FY22. The tax levy is the major source of funding for the Town Operations, representing 68 % of the total available recurring revenue. The Town's Finance Committee Reserve Fund was raised in FY21 and remains at \$295,000 for FY23 due to the uncertainty around potential unexpected expenditures.

The Town's reserves were augmented by transfers from the Undesignated Fund balance of \$2.5M going to our stabilization , capital and OPEB funds, increasing our reserves per the Financial Policy.

## EXCLUDED DEBT SERVICE

By previous design, the Town has funded the Debt Exclusion (DE) Stabilization account in a manner for use as an offset to raising the full amount of revenue allowed – directly reducing the tax rate in order to effect savings to the residents. For FY23 our funding strategy reduced the debt down by using \$300,000 to pay down the debt, avoiding additional taxation outside of the levy limit.

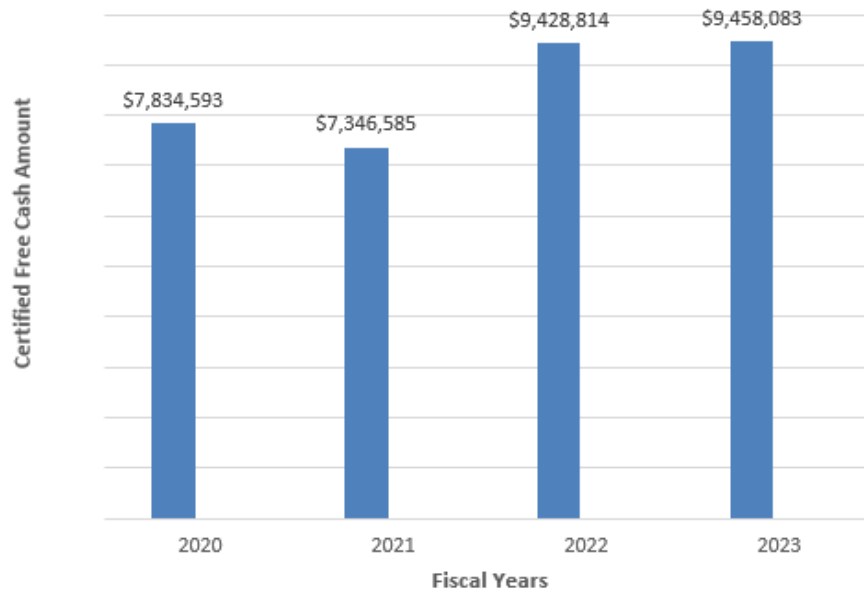
## THANK YOU

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

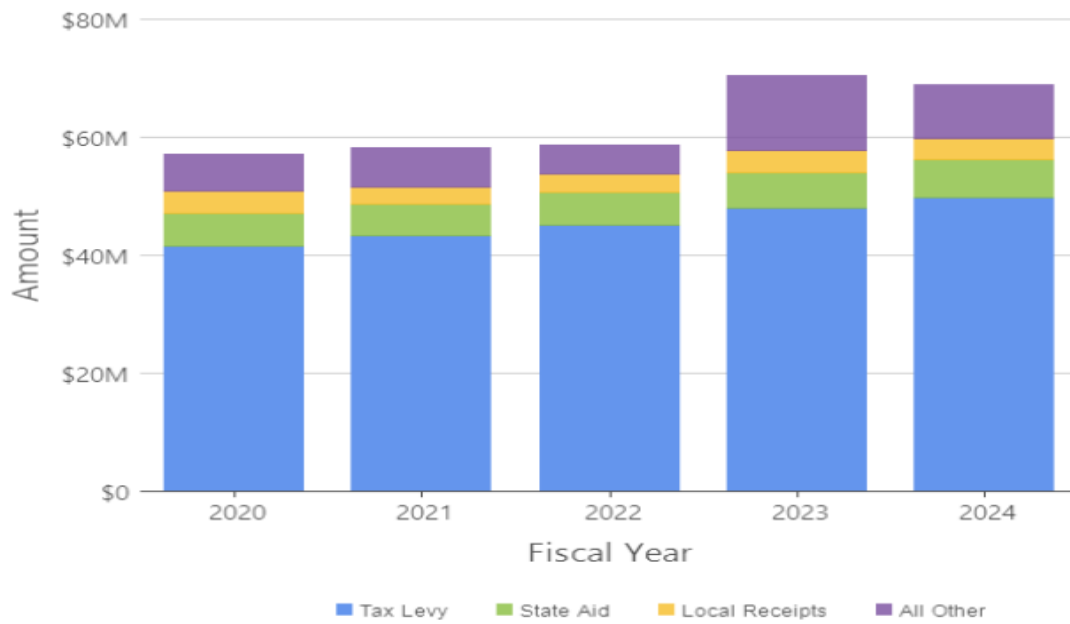
Michelle Reynolds, Town Accountant



### Town of Littleton Free Cash Certifications



### Town of Littleton



Revenue Source	2020	2021	2022	2023	2024
Tax Levy	41,490,620	43,301,920	45,161,561	47,997,794	49,780,498
State Aid	5,689,343	5,416,256	5,607,857	6,036,069	6,536,508
Local Receipts	3,744,116	2,886,102	3,001,500	3,726,227	3,504,121
All Other	6,111,091	6,692,065	4,981,201	12,740,204	8,990,521
Total Receipts	57,035,171	58,296,344	58,752,119	70,500,294	68,811,649

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

<i>Functional Area</i> <i>Department</i>	<i>FY2023</i> <i>Actual</i>	<i>FY2024</i> <i>Budget</i>
<b><u>GENERAL GOVERNMENT</u></b>		
<b>TOWN REPORT / TOWN MEETING</b>		
Expenses	<u>30,866</u>	<u>31,800</u>
<b>Total TOWN REPORT / TOWN MEETING</b>	30,866	31,800
<b>MODERATOR</b>		
Expenses	<u>100</u>	<u>100</u>
<b>Total MODERATOR</b>	100	100
<b>SELECTMEN</b>		
Salaries & Wages	14,000	14,000
Expenses	30,800	12,800
MAGIC/MAPC Assessments & Grant Mat	<u>0</u>	<u>0</u>
<b>Total SELECTMEN</b>	44,800	26,800
<b>TOWN ADMINISTRATOR</b>		
Salaries & Wages	395,047	414,877
Expenses	<u>20,500</u>	<u>20,500</u>
<b>Total TOWN ADMINISTRATOR</b>	415,547	435,377
<b>FINANCE COMMITTEE</b>		
Salaries & Wages	800	800
Expenses	<u>500</u>	<u>500</u>
<b>Total FINANCE COMMITTEE</b>	1,300	1,300
<b>RESERVE FUND</b>		
Expenses	<u>295,000</u>	<u>295,000</u>
<b>Total RESERVE FUND</b>	295,000	295,000
<b>TOWN ACCOUNTANT</b>		
Salaries & Wages	293,254	306,891
Expenses	<u>70,250</u>	<u>88,250</u>
<b>Total TOWN ACCOUNTANT</b>	363,504	395,141
<b>AUDIT</b>		
Expenses	<u>0</u>	<u>0</u>

TOWN ACCOUNTANT

## TOWN ACCOUNTANT

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b>Total AUDIT</b>	0	0
<b>ASSESSOR</b>		
Salaries & Wages	225,875	241,261
Expenses	<u>46,125</u>	<u>64,875</u>
<b>Total ASSESSOR</b>	272,000	306,136
<b>TREASURER</b>		
Salaries & Wages	260,147	323,539
Expenses	<u>23,575</u>	<u>24,600</u>
<b>Total TREASURER</b>	283,722	348,139
<b>TAX COLLECTOR</b>		
Salaries & Wages	85,176	89,102
Expenses	<u>37,050</u>	<u>37,050</u>
<b>Total TAX COLLECTOR</b>	122,226	126,152
<b>TOWN COUNSEL</b>		
Expenses	<u>260,000</u>	<u>260,000</u>
<b>Total TOWN COUNSEL</b>	260,000	260,000
<b>HUMAN RESOURCES</b>		
Salaries & Wages	205,880	185,462
Expenses	<u>180,600</u>	<u>171,600</u>
<b>Total HUMAN RESOURCES</b>	386,480	357,062
<b>INFORMATION SYSTEMS</b>		
Salaries & Wages	184,642	197,272
Expenses	<u>468,000</u>	<u>500,000</u>
<b>Total INFORMATION SYSTEMS</b>	652,642	697,272
<b>TAX TITLE</b>		
Expenses	<u>16,000</u>	<u>16,000</u>
<b>Total TAX TITLE</b>	16,000	16,000
<b>TOWN CLERK</b>		
Elected Salaries	95,631	101,101
Salaries & Wages	60,344	63,330

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
Expenses	<u>8,050</u>	<u>8,350</u>
<b>Total TOWN CLERK</b>	164,025	172,781
<b>ELECTIONS &amp; REGISTRATIONS</b>		
Salaries & Wages	4,000	4,000
Expenses	<u>34,688</u>	<u>38,350</u>
<b>Total ELECTIONS &amp; REGISTRATIONS</b>	38,688	42,350
<b>CONSERVATION COMMISSION</b>		
Salaries & Wages	92,974	82,321
Expenses	<u>17,150</u>	<u>19,450</u>
<b>Total CONSERVATION COMMISSION</b>	110,124	101,771
<b>PLANNING BOARD</b>		
Salaries & Wages	0	185,142
Expenses	<u>4,370</u>	<u>2,575</u>
<b>Total PLANNING BOARD</b>	4,370	187,717
<b>APPEALS BOARD</b>		
Salaries & Wages	0	0
Expenses	<u>1,400</u>	<u>300</u>
<b>Total APPEALS BOARD</b>	1,400	300
<b>Land Use</b>		
Salaries & Wages	316,238	204,203
Expenses	<u>2,080</u>	<u>24,000</u>
<b>Total Land Use</b>	318,318	228,203
<b>VOTED TOTAL GENERAL GOVERNMENT</b>		
Salaries & Wages	2,234,008	2,413,301
Expenses	<u>1,547,104</u>	<u>1,616,100</u>
<b>VOTED TOTAL GENERAL GOVERNMENT</b>	<b>3,781,112</b>	<b>4,029,401</b>

**PUBLIC SAFETY****POLICE**



<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
Salaries & Wages	2,367,104	2,447,378
Expenses	<u>187,000</u>	<u>241,186</u>
<b>Total POLICE</b>	2,554,104	2,688,564
<b>FIRE / EMS DEPARTMENT</b>		
Salaries & Wages	1,901,160	2,191,641
Expenses	<u>272,815</u>	<u>267,775</u>
<b>Total FIRE / EMS DEPARTMENT</b>	2,173,975	2,459,416
<b>DISPATCH</b>		
Salaries & Wages	681,965	688,625
Expenses	<u>1,500</u>	<u>1,500</u>
<b>Total DISPATCH</b>	683,465	690,125
<b>BUILDING DEPARTMENT</b>		
Salaries & Wages	177,641	211,194
Expenses	<u>11,330</u>	<u>6,650</u>
<b>Total BUILDING DEPARTMENT</b>	188,971	217,844
<b>EMERGENCY MANAGEMENT</b>		
Expenses	<u>6,575</u>	<u>5,075</u>
<b>Total EMERGENCY MANAGEMENT</b>	6,575	5,075
<b>CROSSING GUARDS</b>		
Salaries & Wages	<u>5,000</u>	<u>0</u>
<b>Total CROSSING GUARDS</b>	5,000	0
<b>CANINE CONTROL</b>		
Expenses	<u>36,000</u>	<u>36,500</u>
<b>Total CANINE CONTROL</b>	36,000	36,500
<b>VOTED TOTAL PUBLIC SAFETY</b>		
Salaries & Wages	5,132,870	5,538,838
Expenses	<u>515,220</u>	<u>558,686</u>
<b>VOTED TOTAL PUBLIC SAFETY</b>	<b>5,648,090</b>	<b>6,097,524</b>
<b><u>PUBLIC WORKS</u></b>		

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b>DPW</b>		
Salaries & Wages	875,073	877,801
Expenses	<u>237,760</u>	<u>103,600</u>
<b>Total DPW</b>	<b>1,112,833</b>	<b>981,401</b>
 <b>ROADWAY REPAIRS</b>		
Expenses	<u>826,800</u>	<u>1,014,000</u>
<b>Total ROADWAY REPAIRS</b>	<b>826,800</b>	<b>1,014,000</b>
 <b>PARKS</b>		
Salaries & Wages	180,710	188,727
Expenses	<u>77,000</u>	<u>87,000</u>
<b>Total PARKS</b>	<b>257,710</b>	<b>275,727</b>
 <b>SNOW &amp; ICE</b>		
Salaries & Wages	68,000	68,000
Expenses	<u>132,000</u>	<u>132,000</u>
<b>Total SNOW &amp; ICE</b>	<b>200,000</b>	<b>200,000</b>
 <b>TRANSFER STATION</b>		
Salaries & Wages	151,240	154,068
Expenses	<u>298,500</u>	<u>304,500</u>
<b>Total TRANSFER STATION</b>	<b>449,740</b>	<b>458,568</b>
 <b>STREET LIGHTING</b>		
Expenses	<u>18,200</u>	<u>18,200</u>
<b>Total STREET LIGHTING</b>	<b>18,200</b>	<b>18,200</b>
 <b>SUSTAINABILITY COMMITTEE</b>		
Expenses	<u>0</u>	<u>2,000</u>
<b>Total SUSTAINABILITY COMMITTEE</b>	<b>0</b>	<b>2,000</b>
 <b>DPW - Wastewater/Stormwater Management</b>		
Expenses	<u>361,861</u>	<u>590,153</u>
<b>Total Wastewater/Stromwater Mgmt</b>	<b>361,861</b>	<b>590,153</b>

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b>B&amp;M CROSSING</b>		
Expenses	<u>3,000</u>	<u>3,000</u>
<b>Total B&amp;M CROSSING</b>	3,000	3,000
<b>LANDFILL CLOSURE</b>		
Expenses	<u>0</u>	<u>130,000</u>
<b>Total LANDFILL CLOSURE</b>	0	130,000
<b>CEMETERY DEPARTMENT</b>		
Salaries & Wages	197,410	214,275
Expenses	<u>15,750</u>	<u>19,065</u>
<b>Total CEMETERY DEPARTMENT</b>	213,160	233,340
<b>VOTED TOTAL PUBLIC WORKS</b>		
Salaries & Wages	1,472,433	1,502,871
Expenses	<u>1,970,871</u>	<u>2,403,518</u>
<b>VOTED TOTAL PUBLIC WORKS</b>	<b>3,443,304</b>	<b>3,906,389</b>
<b><u>HEALTH &amp; HUMAN SERVICES</u></b>		
<b>HEALTH DEPARTMENT</b>		
Salaries & Wages	83,588	120,000
Expenses	<u>10,800</u>	<u>0</u>
<b>Total HEALTH DEPARTMENT</b>	94,388	120,000
<b>NASHOBA ASSOCIATED BOARD OF HEALTH</b>		
Expenses	<u>0</u>	<u>35,000</u>
<b>Total NASHOBA ASSOCIATED BOARD OF HEAL</b>	0	35,000
<b>ANIMAL INSPECTOR</b>		
Salaries & Wages	<u>0</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>	0	0

<i>Functional Area Department</i>	<i>FY2023 Actual</i>	<i>FY2024 Budget</i>
<b>NURSING SERVICES</b>		
Expenses	<u>10,000</u>	<u>15,000</u>
<b><i>Total NURSING SERVICES</i></b>	<b>10,000</b>	<b>15,000</b>
<b>MENTAL HEALTH SERVICES</b>		
Expenses	<u>0</u>	<u>0</u>
<b><i>Total MENTAL HEALTH SERVICES</i></b>	<b>0</b>	<b>0</b>
<b>ELDER AND HUMAN SERVICES</b>		
Salaries & Wages	329,389	351,390
Expenses	<u>52,885</u>	<u>55,516</u>
<b><i>Total ELDER AND HUMAN SERVICES</i></b>	<b>382,274</b>	<b>406,906</b>
<b>VETERANS AGENT</b>		
Salaries & Wages	8,209	8,209
Expenses	<u>11,910</u>	<u>11,910</u>
<b><i>Total VETERANS AGENT</i></b>	<b>20,119</b>	<b>20,119</b>
<b>VETERAN BENEFITS</b>		
Expenses	<u>175,000</u>	<u>175,000</u>
<b><i>Total VETERAN BENEFITS</i></b>	<b>175,000</b>	<b>175,000</b>
<b>DISABILITY COMMISSION</b>		
Expenses	<u>1,200</u>	<u>1,200</u>
<b><i>Total DISABILITY COMMISSION</i></b>	<b>1,200</b>	<b>1,200</b>
<b><i>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</i></b>		
<i>Salaries &amp; Wages</i>	<i>421,186</i>	<i>479,599</i>
<i>Expenses</i>	<u><i>261,795</i></u>	<u><i>293,626</i></u>
<b><i>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</i></b>	<b><i>682,981</i></b>	<b><i>773,225</i></b>

**CULTURE AND RECREATION**



<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b>REUBEN HOAR LIBRARY</b>		
Salaries & Wages	617,309	653,481
Expenses	<u>177,250</u>	<u>193,100</u>
<b>Total REUBEN HOAR LIBRARY</b>	794,559	846,581
<b>PARKS AND RECREATION</b>		
Salaries & Wages	202,892	208,249
Expenses	<u>43,040</u>	<u>45,000</u>
<b>Total PARKS AND RECREATION</b>	245,932	253,249
<b>PATRIOTS DAY</b>		
Expenses	<u>0</u>	<u>0</u>
<b>Total PATRIOTS DAY</b>	0	0
<b>MEMORIAL DAY</b>		
Expenses	<u>750</u>	<u>1,250</u>
<b>Total MEMORIAL DAY</b>	750	1,250
<b>HISTORICAL COMMISSION</b>		
Expenses	<u>4,480</u>	<u>4,480</u>
<b>Total HISTORICAL COMMISSION</b>	4,480	4,480
<b>CULTURAL COUNCIL</b>		
Expenses	<u>4,100</u>	<u>5,600</u>
<b>Total CULTURAL COUNCIL</b>	4,100	5,600
<b>SHADE TREE COMMITTEE</b>		
Expenses	<u>5,000</u>	<u>5,000</u>
<b>Total SHADE TREE COMMITTEE</b>	5,000	5,000
<b>VOTED TOTAL CULTURE AND RECREATION</b>		
Salaries & Wages	820,201	861,730

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<i>Expenses</i>	<u>234,620</u>	<u>254,430</u>
<b><i>VOTED TOTAL CULTURE AND RECREATION</i></b>	<b><i>1,054,821</i></b>	<b><i>1,116,160</i></b>

**OTHER GENERAL GOVERNMENT**

<b>MUNICIPAL BUILDING COMMITTEE</b>		
Salaries & Wages	5,000	5,000
Expenses	<u>20,000</u>	<u>0</u>
<b><i>Total MUNICIPAL BUILDING COMMITTEE</i></b>	<b><i>20,000</i></b>	<b><i>5,000</i></b>

<b>PUBLIC BUILDINGS</b>		
Salaries & Wages	138,089	191,998
Expenses	<u>558,100</u>	<u>703,500</u>
<b><i>Total PUBLIC BUILDINGS</i></b>	<b><i>696,189</i></b>	<b><i>895,498</i></b>

<b>PROPERTY &amp; LIABILITY INSURANCE</b>		
Expenses	<u>500,000</u>	<u>530,000</u>
<b><i>Total PROPERTY &amp; LIABILITY INSURANCE</i></b>	<b><i>500,000</i></b>	<b><i>530,000</i></b>

<b>CENTRAL COMMUNICATIONS</b>		
Expenses	<u>115,000</u>	<u>115,000</u>
<b><i>Total CENTRAL COMMUNICATIONS</i></b>	<b><i>115,000</i></b>	<b><i>115,000</i></b>

<b>FUEL</b>		
Expenses	<u>155,000</u>	<u>170,000</u>
<b><i>Total FUEL</i></b>	<b><i>155,000</i></b>	<b><i>170,000</i></b>

<b><i>VOTED TOTAL OTHER GENERAL GOVERNMENT</i></b>		
<i>Salaries &amp; Wages</i>	<i>143,089</i>	<i>196,998</i>
<i>Expenses</i>	<u><i>1,348,100</i></u>	<u><i>1,518,500</i></u>
<b><i>VOTED TOTAL OTHER GENERAL GOVERNMENT</i></b>	<b><i>1,491,189</i></b>	<b><i>1,715,498</i></b>

**EDUCATION**

<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>

**LITTLETON SCHOOL DEPARTMENT**

Education Budget	<u>23,050,247</u>	<u>24,433,262</u>
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<b>Total LITTLETON SCHOOL DEPARTMENT</b>	<b>23,050,247</b>	<b>24,433,262</b>
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**TECHNICAL SCHOOL EXPENDITURES**

Education Budget	<u>738,406</u>	<u>781,592</u>
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<b>Total TECHNICAL SCHOOL EXPENDITURES</b>	<b>738,406</b>	<b>781,592</b>
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**VOTED TOTAL EDUCATION**

Education Budget	<u>23,788,653</u>	<u>25,214,854</u>
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<b>VOTED TOTAL EDUCATION</b>	<b>23,788,653</b>	<b>25,214,854</b>
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**EMPLOYEE BENEFITS****EMPLOYEE/RETIREE BENEFITS**

Unemployment	100,000	84,000
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Medicare	421,165	450,000
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Life Insurance	24,000	24,000
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Short/Long Term Disability	23,000	25,000
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Medical / Health Insurance	5,111,510	5,485,225
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County Retirement	2,757,015	3,073,432
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Longevity	0	0
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Other	22,000	25,000
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Tuition Reimbursement	0	0
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Workers Comp Insurance	<u>203,000</u>	<u>205,000</u>
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<b>Total EMPLOYEE/RETIREE BENEFITS</b>	<b>8,661,690</b>	<b>9,371,657</b>
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**VOTED TOTAL EMPLOYEE BENEFITS**

Expenses	<u>8,661,690</u>	<u>9,371,657</u>
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<b>VOTED TOTAL EMPLOYEE BENEFITS</b>	<b>8,661,690</b>	<b>9,371,657</b>
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**DEBT SERVICE**

<i>Functional Area Department</i>	<i>FY2023 Actual</i>	<i>FY2024 Budget</i>
710 LONG TERM DEBT	3,054,872	2,799,532
720 SHORT TERM DEBT	<u>500,000</u>	<u>595,000</u>
<b>Total DEBT SERVICE</b>	3,554,872	3,394,532
<b>VOTED TOTAL DEBT SERVICE</b>		
<i>Expenses</i>	<u>3,554,872</u>	<u>3,394,532</u>
<b>VOTED TOTAL DEBT SERVICE</b>	<b>3,554,872</b>	<b>3,394,532</b>

**TRANSFERS TO/FROM GENERAL FUND**

**TRANSFERS INTO GENERAL FUND**

Transfer In - From: Ambulance Revolving Fund		
To: Fire/EMS Department	-525,000	-525,000
Transfer In - From: Wastewater Settlement		
To: Debt Service	-17,274	-17,274
Transfer In - From: Library Grant		
To: Debt Service	0	0
Transfer In - From: Oak Hill Cell Tower		
To: Debt Service	0	0
Transfer In - From: Newtown Hill Cell Tower		
To: Debt Service	0	0
Transfer In - From: Bond Premium		
To: Debt Service	-15,321	-13,456
Transfer In - From: Debt Exclusion Stabilization		
To: Debt Service	-300,000	-396,409



<i>Functional Area</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
Transfer In - From: Community Preservation		
To: Debt Service	-73,775	-71,713
<b>Total TRANSFERS INTO GENERAL FUND</b>	<b>-931,370</b>	<b>-1,023,852</b>
<b>TRANSFERS OUT OF GENERAL FUND</b>		
Transfer Out - OPEB Trust Fund	2,575,985	1,870,000
Transfer Out - Recreation Enterprise	0	0
<b>Total TRANSFERS OUT OF GENERAL FUND</b>	<b>2,575,985</b>	<b>1,870,000</b>

<b>FUNDING SUMMARY</b>		
Salaries & Wages	10,223,787	10,993,337
Expenses (including transfers out of General Fund)	20,670,257	21,281,049
Education	23,788,653	25,214,854
<b>Total Operating Budget</b>	<b>54,682,697</b>	<b>57,489,240</b>
Transfers into General Fund	-931,370	-1,023,852
<b>Net Operating Budget</b>	<b>53,751,327</b>	<b>56,465,388</b>

## TOWN OF LITTLETON, MASSACHUSETTS

BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2023

	General Fund	ARPA Grant	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 25,979,470	\$ 3,004,092	\$ 7,592,128	\$ 13,386,486	\$ 49,962,176
Investments	4,769,658	-	-	3,332,917	8,102,575
Receivables, net of allowance for uncollectibles:					
Property taxes	486,904	-	-	6,396	493,300
Tax liens and delinquents	856,981	-	-	-	856,981
Departmental and other	389,825	-	-	447,282	837,107
Intergovernmental	-	-	-	290,315	290,315
<b>Total Assets</b>	<b>32,482,838</b>	<b>3,004,092</b>	<b>7,592,128</b>	<b>17,463,396</b>	<b>60,542,454</b>
<b>Deferred Outflows of Resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 32,482,838</b>	<b>\$ 3,004,092</b>	<b>\$ 7,592,128</b>	<b>\$ 17,463,396</b>	<b>\$ 60,542,454</b>
<b>Liabilities</b>					
Warrants and accounts payable	\$ 979,620	\$ -	\$ 745,820	\$ 80,158	\$ 1,805,598
Accrued payroll and withholdings	2,223,794	-	-	140,396	2,364,190
Unearned revenue	-	3,004,092	-	-	3,004,092
Other liabilities	342,526	-	-	24,454	366,980
Bond anticipation notes payable	-	-	3,500,000	-	3,500,000
<b>Total Liabilities</b>	<b>3,545,940</b>	<b>3,004,092</b>	<b>4,245,820</b>	<b>245,008</b>	<b>11,040,860</b>
<b>Deferred Inflows of Resources</b>					
Unavailable revenues - property taxes	1,343,885	-	-	6,396	1,350,281
Unavailable revenues - other	389,825	-	-	352,497	742,322
<b>Total Deferred Inflows of Resources</b>	<b>1,733,710</b>	<b>-</b>	<b>-</b>	<b>358,893</b>	<b>2,092,603</b>
<b>Fund Balances</b>					
Nonspendable	-	-	-	1,217,758	1,217,758
Restricted	55,167	-	6,846,308	15,641,737	22,543,212
Committed	4,011,645	-	-	-	4,011,645
Assigned	4,810,430	-	-	-	4,810,430
Unassigned	18,325,946	-	(3,500,000)	-	14,825,946
<b>Total Fund Balances</b>	<b>27,203,188</b>	<b>-</b>	<b>3,346,308</b>	<b>16,859,495</b>	<b>47,408,991</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 32,482,838</b>	<b>\$ 3,004,092</b>	<b>\$ 7,592,128</b>	<b>\$ 17,463,396</b>	<b>\$ 60,542,454</b>

TOWN ACCOUNTANT



**Outstanding Bond Debt  
as of June 30, 2023**

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
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<u>Light Department</u>	NONE			
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Sub Total - Light Department Debt

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Water Department

8/1/2014	Capital Improvements Well #2	118,300.00	40,000.00	8/15/2026
2/1/2010	Water Capital Improvements	191,088.00	53,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	90,000.00	8/15/2031
8/1/2014	Well #2 Design	194,700.00	110,000.00	8/15/2033
8/1/2014	Water Capital Improvements	274,200.00	155,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	2,220,000.00	8/15/2034
6/24/2022	Cedar Hill Water Tank	2,715,000.00	2,575,000.00	6/15/2042
5/11/2021	Water Capital - PFAS	899,328.00	608,316.00	1/15/2041
5/18/2018	Water Betterment	803,900.00	600,000.00	5/15/2038

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Sub Total - Water Department Debt

9,095,316.00 6,451,316.00

Sewer Department

6/24/2022	Land Acquisition - Sewer	1,435,000.00	1,360,000.00	6/15/2042
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Sub Total - Sewer Department Debt

1,435,000.00 1,360,000.00

Town Debt - Inside Prop 2 1/2

3/29/2018	Land Acquisition - Prouty-refunding	144,000.00	20,000.00	3/15/2024
5/22/2020	Land Acquisition - Lucy's Land-refunding	44,000.00	26,000.00	5/1/2029

TREASURER

FINANCE AND BUDGET

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
5/22/2020	Bldg Renovation-Houghton Roof-refunding	78,000.00	53,000.00	5/1/2029
11/18/2021	Cobbs Land-refunding	117,000.00	104,000.00	11/15/2030
11/18/2021	Goldsmith Street-refunding	419,000.00	372,000.00	11/15/2030
4/13/2017	Septic Loan Program #3	282,674.00	210,331.00	1/15/2037
3/29/2018	Land Acquisition - Boxborough Rd	300,000.00	150,000.00	3/15/2028
3/29/2018	Alumni Field	2,355,000.00	1,180,000.00	3/15/2028
5/18/2018	Fire Station Construction	5,650,100.00	4,225,000.00	5/15/2038
5/22/2020	Library Construction	4,595,000.00	3,890,000.00	5/1/2040
1/18/2021	Library Design	1,327,500.00	1,260,000.00	11/15/2041
1/18/2021	Library Construction #2	1,170,000.00	1,110,000.00	11/15/2041
<u>Sub Total - Town Debt - Inside Prop 2 1/2</u>		<u>16,482,274.00</u>	<u>12,600,331.00</u>	
<u>Town Debt - Outside Prop 2 1/2</u>				
3/29/2018	Waste Water Treatment Fac-refunding	566,000.00	160,000.00	3/15/2025
3/29/2018	Middle School - refunding	3,235,000.00	1,370,000.00	3/15/2027
5/22/2020	Police Station Design-refunding	105,000.00	66,000.00	5/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	642,687.15	11/1/2028
5/22/2020	Police Station Construction-refunding	2,445,000.00	1,631,999.99	5/1/2029
11/18/2021	Russell St School - Design-refunding	78,000.00	70,000.00	11/15/2030
11/18/2021	Russell St School - Constr-refunding	2,093,500.00	1,869,000.00	11/15/2030
<u>Sub Total - Town Debt - Outside Prop 2 1/2</u>		<u>10,664,797.00</u>	<u>5,809,687.14</u>	
<u>Total - Town Debt</u>		<u>27,147,071.00</u>	<u>18,410,018.14</u>	
<u>Total - All Debt</u>		<u>37,677,387.00</u>	<u>26,221,334.14</u>	

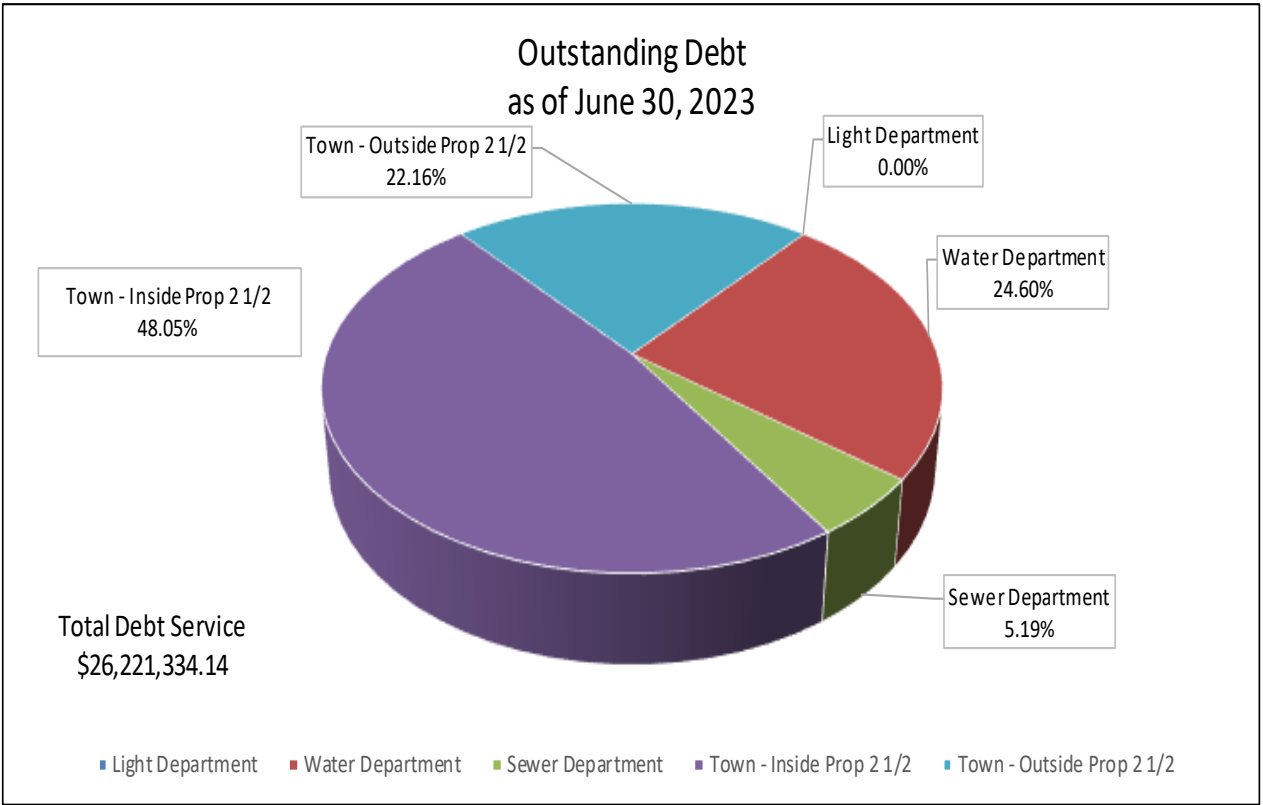


Remaining Reimbursements on Town Debt (inside Prop 2 1/2)

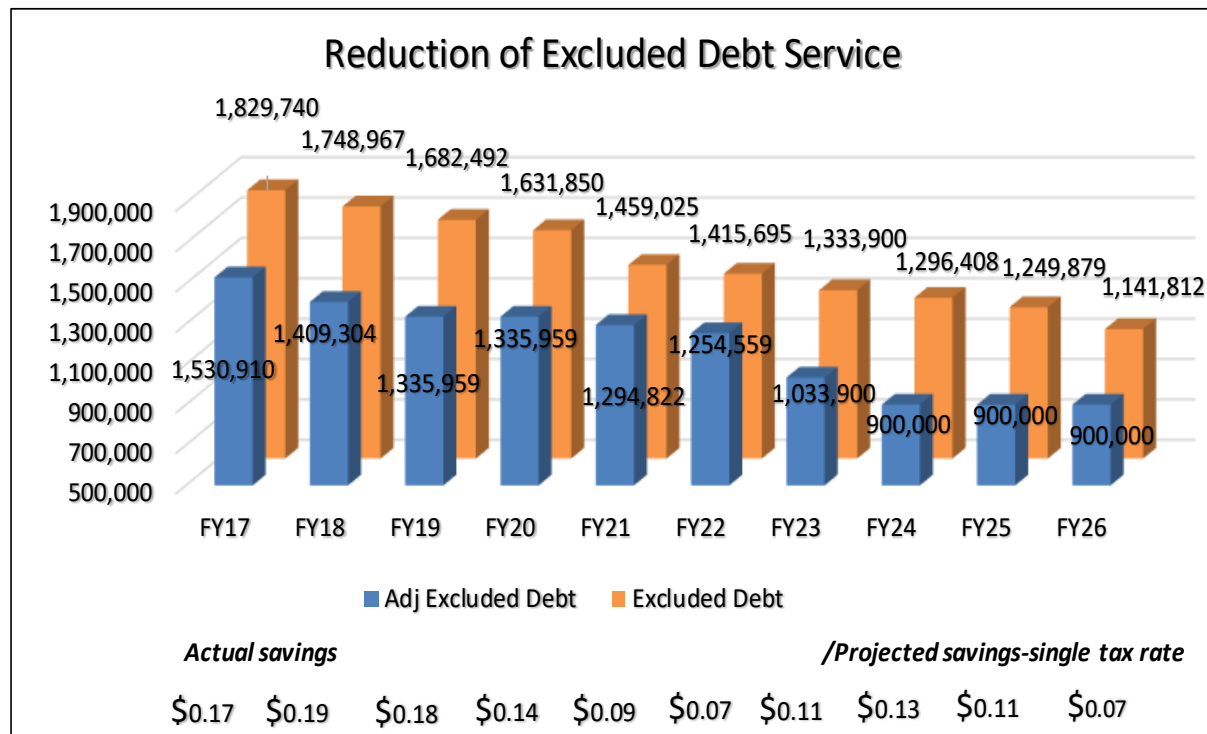
Source

CPA Funds	Houghton Roof	53,000.00
CPA Funds	Land Acquisition - Lucy's Land	26,000.00
CPA Funds	Cobbs Land	104,000.00
CPA Funds	Land Acquisition - Boxborough Rd	150,000.00
Total - Town Debt Reimbursements		- 333,000.00
Net Town Debt remaining (Inside Prop 2 1/2)		12,267,331.00

TREASURER



**Debt Exclusion Stabilization** - Town meeting has authorized the use of the Debt Exclusion Stabilization account to pay a portion of the debt service outside of Proposition 2 1/2 using funds from inside Proposition 2 1/2. This directly reduces the tax rate paid by residents and businesses. The reduction of excluded debt in FY23 from \$1,333,900 to \$1,033,900 saved Littleton taxpayers \$0.11 per \$1,000 of assessed value. The chart below shows the projected reductions in future years and the



**Funds under care of the Town Treasurer as of June 30, 2023**

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 49,845,735.57
OPEB Trust Fund - Town, Light & Water Departments	27,712,729.26
Stabilization, Debt Exclusion Stabilization, Sr Center & Capital Stabilizations	6,856,963.19
Water Enterprise Fund	5,952,183.30
Light Department Operating Funds	4,904,249.47
Light Department Depreciation Fund	2,575,027.20
Light Department Rate Stabilization Fund	5,104,406.24
Light Department Retirement Trust Fund	1,343,944.55
Trust Funds managed by the Trust Fund Commissioners	<u>5,867,289.95</u>
	<u>\$ 110,162,528.73</u>
Cash Balance June 30, 2022	\$ 101,686,708.21
Cash Receipts	\$ 144,716,738.44
Cash Disbursements	<u>\$(136,240,917.92)</u>
Ending Cash June 30, 2023	<u>\$ 110,162,528.73</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2023.

Respectfully submitted

Robin Healy  
Treasurer

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
ACCOUNTANT					
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	87,854.40	-	87,854.40
	NUNLEY BENJAMIN, ALEESHA	DIR FINANCE BUDGET	24,963.20	11,708.87	36,672.07
	NEENAN, CAID	ADMIN STAFF ON CALL	28,529.88	5,711.96	34,241.84
	MOORE, PATRICIA	DIR FINANCE BUDGET	25,728.00	3,213.11	28,941.11
ACCOUNTANT DEPARTMENT TOTAL			167,075.48	20,633.94	187,709.42
ASSESSORS					
	MILLER, KATHERINE	CHIEF ASSESSOR	107,174.82	-	107,174.82
	IANNACONE, APRIL	ASSISTANT ASSESSOR	69,262.45	-	69,262.45
	AXON, HANNA	ASSESS CLRK/LISTER	57,798.72	-	57,798.72
ASSESSORS DEPARTMENT TOTAL			234,235.99	0.00	234,235.99
BUILDING					
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	87,751.72	8,216.43	95,968.15
	PELLETIER, BRENDA	ADMIN ASST-BUILDING	63,637.81	-	63,637.81
	KENNEY, MEGHAN	ADMIN STAFF ON CALL	-	13,538.27	13,538.27
BUILDING DEPARTMENT TOTAL			151,389.53	21,754.70	173,144.23
CEMETERY					
	BAILEY, THOMAS	CEMETERY SUPT	73,575.05	3,597.53	77,172.58
	HEFFERNAN, IAN	ASSIST CEMETERY SUP	67,688.44	2,226.66	69,915.10
	TAYLOR, LAURIE	CEMETERY GROUNDSKR	32,769.60	4,969.88	37,739.48
CEMETERY DEPARTMENT TOTAL			174,033.09	10,794.07	184,827.16
CONTROL CTR / DISPATCH					
	BUCK, BRIAN	COM OFFICER	68,394.80	19,668.41	88,063.21
	CARROLL, JOSEPH	COM OFFICER	65,226.32	15,099.98	80,326.30
	HARROLD, WILLIAM	COMM SUPERVISOR	73,244.52	6,054.90	79,299.42
	ZAHERACOPOULOS, ADAM	COM OFFICER-PT	38,999.77	37,094.88	76,094.65
	RACETTE, KYLA	COM OFFICER	64,510.07	11,502.08	76,012.15
	MURNANE, SAMANTHA	COM OFFICER	59,264.96	11,437.32	70,702.28
	DEVLAMINCK, NICHOLE	COM OFFICER	65,980.80	276.75	66,257.55
	GRAHAM, NOAH	COM OFFICER	47,603.13	8,100.79	55,703.92
	WILSON, KAITLYN	COM OFFICER-PT	29,777.38	9,240.64	39,018.02
	YOUNG, KELLY	COM OFFICER	30,909.05	5,082.26	35,991.31
	DIPERRI, JOCELYN	COM OFFICER-PT	-	9,062.24	9,062.24
	PEREIRA, IAN	COM OFFICER-PT	-	7,749.72	7,749.72
	CARROLL, JAMESON	COM OFFICER-PT	-	6,923.51	6,923.51
	MELANSON, KRISTEN	COM OFFICER-PT	-	3,825.44	3,825.44
CONTROL CTR / DISPATCH DEPARTMENT TOTAL			543,910.80	151,118.92	695,029.72
ELDER AND HUMAN SERVICES					
	TRETIK, ELIZABETH	DIR EHS	97,432.00	-	97,432.00
	SARVELA, NICOLE	ASSIST DIRECTOR EHS	71,764.63	-	71,764.63
	DEMICHELE, AMY	ASSIST DIRECTOR EHS	71,039.21	-	71,039.21
	REGO, ALICIA	EHS OUTREACH COORD	69,230.80	-	69,230.80
	RAYMOND, SUSAN	ADMIN ASST-COA	-	32,795.00	32,795.00
	KENT, RICHARD	EHS VAN DRIVER	-	16,338.40	16,338.40
	PALMER, SAMUEL	EHS VAN DRIVER	-	14,013.46	14,013.46
	COLE, COLLEEN	EHS SENIOR TAX PROGRAM	-	12,388.85	12,388.85
	CAMPBELL, NEIL	EHS VAN DRIVER	-	10,470.54	10,470.54
	MARTINEC, ROBERT	EHS SENIOR TAX PROGRAM	-	4,025.29	4,025.29
	BENNETT, THOMAS	EHS VAN DRIVER	-	3,687.62	3,687.62
	ONEIL, RAYMOND	EHS SENIOR TAX PROGRAM	-	2,720.00	2,720.00
	COLE, WILLIAM	EHS SENIOR TAX PROGRAM	-	2,392.50	2,392.50
	DICENZO, PAUL	EHS SENIOR TAX PROGRAM	-	2,362.50	2,362.50
	OGILVIE, BEVERLY	EHS SENIOR TAX PROGRAM	-	2,290.88	2,290.88
	MAGNUSSEN, ANTOINETTE	EHS SENIOR TAX PROGRAM	-	2,190.00	2,190.00
	DOUGLAS, DIANE	EHS SENIOR TAX PROGRAM	-	1,755.00	1,755.00
	CHILDS, MARTHA	EHS SENIOR TAX PROGRAM	-	1,650.00	1,650.00
	SHETHAR, ALAN	EHS SENIOR TAX PROGRAM	-	1,560.00	1,560.00
	FREDETTE, ANDRE	EHS SENIOR TAX PROGRAM	-	1,515.00	1,515.00
	BUCKLES, RICHARD	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	CUMMINGS, MARGARET	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	DESTEFANO, BARBARA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	DESTEFANO, CHARLES	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	HOLIAN, MARK	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2023 Earnings *
	STEWART, JEAN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	CURTIN, MILDRED	EHS SENIOR TAX PROGRAM	-	1,485.00	1,485.00
	SWEATT, ANNE	EHS SENIOR TAX PROGRAM	-	1,455.00	1,455.00
	DONNELLY, DEBORAH	EHS SENIOR TAX PROGRAM	-	1,432.50	1,432.50
	OLDEN, ELAINE	EHS SENIOR TAX PROGRAM	-	1,402.50	1,402.50
	ROMILLY, DONNA	EHS SENIOR TAX PROGRAM	-	1,372.50	1,372.50
	MILLER, GEORGE	EHS SENIOR TAX PROGRAM	-	1,312.50	1,312.50
	SANDERS, GEORGE	EHS SENIOR TAX PROGRAM	-	1,308.75	1,308.75
	COOK, PAUL	EHS SENIOR TAX PROGRAM	-	1,275.00	1,275.00
	INGHAM, JOAN	EHS SENIOR TAX PROGRAM	-	1,245.00	1,245.00
	MCPHERSON, MARY	EHS SENIOR TAX PROGRAM	-	1,230.00	1,230.00
	ZOTO, MARGARET	EHS SENIOR TAX PROGRAM	-	1,218.75	1,218.75
	RICE, ABIGAIL	EHS SENIOR TAX PROGRAM	-	1,215.00	1,215.00
	QIAN, NAN-XIN	EHS SENIOR TAX PROGRAM	-	1,200.00	1,200.00
	JESENSKY, ANTHONY	EHS SENIOR TAX PROGRAM	-	1,200.00	1,200.00
	WENZ, MICHELE	EHS SENIOR TAX PROGRAM	-	1,177.50	1,177.50
	BERTOLINO, ANGELA	EHS SENIOR TAX PROGRAM	-	1,170.00	1,170.00
	CYR, BEVERLY	EHS SENIOR TAX PROGRAM	-	1,151.25	1,151.25
	LORD, LINDA	EHS SENIOR TAX PROGRAM	-	1,117.50	1,117.50
	DONNELLY TAVOULARIS, ANN	EHS SENIOR TAX PROGRAM	-	1,110.00	1,110.00
	KINSELLA, ANNE	EHS SENIOR TAX PROGRAM	-	1,102.50	1,102.50
	DONNELLY, MAUREEN	EHS SENIOR TAX PROGRAM	-	1,072.50	1,072.50
	HAMM, HELEN	EHS SENIOR TAX PROGRAM	-	1,072.50	1,072.50
	MCCUMBER, CHRISTINA	EHS SENIOR TAX PROGRAM	-	1,072.50	1,072.50
	HORLOR, KARYN	EHS SENIOR TAX PROGRAM	-	1,020.00	1,020.00
	CORBIN, SHARON	EHS SENIOR TAX PROGRAM	-	975.00	975.00
	MACIVER, DONALD	EHS SENIOR TAX PROGRAM	-	975.00	975.00
	RUSSELL, MARSHA	EHS SENIOR TAX PROGRAM	-	967.50	967.50
	FOUGSTEDT, SUSAN	EHS SENIOR TAX PROGRAM	-	963.75	963.75
	MCGRATH, PHYLLIS	EHS SENIOR TAX PROGRAM	-	930.00	930.00
	COSTIN, DIANE	EHS SENIOR TAX PROGRAM	-	907.50	907.50
	LYONS, JANE	EHS SENIOR TAX PROGRAM	-	870.00	870.00
	STETSON, ELEANOR	EHS SENIOR TAX PROGRAM	-	870.00	870.00
	AUSTERMANN, DEBORAH	EHS SENIOR TAX PROGRAM	-	857.63	857.63
	CLYDE, SANDRA	EHS SENIOR TAX PROGRAM	-	825.00	825.00
	MORRISON, BRUCE	EHS SENIOR TAX PROGRAM	-	795.00	795.00
	WENZ, LAURANCE	EHS SENIOR TAX PROGRAM	-	787.50	787.50
	STREETER, RAYMOND	EHS SENIOR TAX PROGRAM	-	777.00	777.00
	LINDMARK, SUSAN	EHS SENIOR TAX PROGRAM	-	727.50	727.50
	DEPETRINI, ERNESTO	EHS SENIOR TAX PROGRAM	-	727.50	727.50
	GARCIA, DENIS	EHS SENIOR TAX PROGRAM	-	705.00	705.00
	SMITH, BETTY	EHS SENIOR TAX PROGRAM	-	705.00	705.00
	BOWLES, CATHERINE	EHS SENIOR TAX PROGRAM	-	697.50	697.50
	CONVERSE, MARILYN	EHS SENIOR TAX PROGRAM	-	697.50	697.50
	FRANZEK, CYNTHIA	EHS SENIOR TAX PROGRAM	-	697.50	697.50
	UNKEL, BETSY	EHS SENIOR TAX PROGRAM	-	686.25	686.25
	GREENWOOD, MARY ANN	EHS SENIOR TAX PROGRAM	-	645.00	645.00
	LARSEN, MARGARET	EHS SENIOR TAX PROGRAM	-	645.00	645.00
	IRWIN, CYNTHIA	EHS SENIOR TAX PROGRAM	-	570.00	570.00
	LEVINE, PENELOPE	EHS SENIOR TAX PROGRAM	-	540.00	540.00
	REGAN, JOHN	EHS SENIOR TAX PROGRAM	-	480.00	480.00
	RILEY, MARGARET	EHS SENIOR TAX PROGRAM	-	375.00	375.00
	LEONARD, VIRGINIA	EHS SENIOR TAX PROGRAM	-	315.00	315.00
	DISPENSA, KAREN	EHS SENIOR TAX PROGRAM	-	270.00	270.00
	TRUNDY, PAULA	EHS SENIOR TAX PROGRAM	-	262.50	262.50
	HAMMAR, CHERYL	EHS SENIOR TAX PROGRAM	-	217.50	217.50
	IRWIN, DAVID	EHS SENIOR TAX PROGRAM	-	217.50	217.50
	ROMILLY, ROBERT	EHS SENIOR TAX PROGRAM	-	127.50	127.50
	CASALE, SANDRA	EHS SENIOR TAX PROGRAM	-	120.00	120.00
	MCLAUGHLIN, ROBERT	EHS SENIOR TAX PROGRAM	-	120.00	120.00
	MCGOWAN, PETER	EHS VAN DRIVER	-	112.50	112.50
	BRADLEY, SHIRLEY	EHS SENIOR TAX PROGRAM	-	90.00	90.00
	DONNELLY, JAMES	EHS SENIOR TAX PROGRAM	-	75.00	75.00
	FILL, CHERYL	EHS SENIOR TAX PROGRAM	-	60.00	60.00
	BELL, SAMUEL	EHS SENIOR TAX PROGRAM	-	45.00	45.00
ELDER AND HUMAN SERVICES DEPARTMENT TOTAL			309,466.64	173,005.92	482,472.56

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
<u>FIRE</u>					
	CLANCY, GEORGE	FIRE CHIEF	151,782.70	232.00	152,014.70
	COFFEY, SEAN	FIRE LIEUTENANT	99,305.26	40,886.13	140,191.39
	FOSTER, SHAWN	FIREFIGHTER/EMT	75,340.84	57,619.32	132,960.16
	DEBLASIO, MICHAEL	FIREFIGHTER/EMT	81,565.61	48,331.37	129,896.98
	CONNOR, ROBERT	FIRE CHIEF	38,093.63	90,912.66	129,006.29
	MACIEL, MATTHEW	FIREFIGHTER/EMT	76,525.81	45,479.77	122,005.58
	DAVID, TYSON	FIREFIGHTER/EMT	84,008.57	37,092.57	121,101.14
	REGER, JOSEPH	FIREFIGHTER/EMT	81,423.77	37,589.22	119,012.99
	SAWICKI, DANIEL	FIREFIGHTER/EMT	76,040.84	42,442.32	118,483.16
	POWERS, TIMOTHY	FIRE LIEUTENANT	88,841.34	26,522.63	115,363.97
	ROSS, MATTHEW	FIREFIGHTER/EMT	74,229.94	40,074.91	114,304.85
	DUNN, KEITH	FIRE LIEUTENANT	90,715.53	23,564.98	114,280.51
	GARDNER, TERENCE	FIRE LIEUTENANT	58,308.01	54,261.63	112,569.64
	ST GELAIS, BRIAN	FIREFIGHTER/EMT	79,443.19	26,134.44	105,577.63
	CLANCY, ZACHARY	FIREFIGHTER/EMT	67,967.26	33,246.75	101,214.01
	STUMP, GREGORY	FIREFIGHTER/EMT	71,050.30	18,587.25	89,637.55
	CARLIN, SHAWN	FIRE PREVENT OFFICER	85,531.00	4,040.58	89,571.58
	PELTIER, CANDACE	FIREFIGHTER/EMT	29,883.90	10,900.76	40,784.66
	LLOYD, RYAN	FIREFIGHTER/EMT	21,758.68	8,921.87	30,680.55
	RINN, MICHAEL	EXEC ASST FIRE	28,602.80	-	28,602.80
	DONDERO, STEPHANIE	EXEC ASST FIRE	-	26,969.72	26,969.72
	RAY, JAMES	FIRE DEPUTY CHIEF	-	25,039.02	25,039.02
	SCARSDALE, GRAYLEN	FIREFIGHTER/EMT	19,139.44	3,859.30	22,998.74
	KILGALLEN, MICHAEL	FIREFIGHTER/EMT	19,232.64	3,387.64	22,620.28
	ROOT, DANIEL	FIREFIGHTER/EMT	14,840.34	6,329.35	21,169.69
	ROCK, TERESA	ON CALL FF/EMT ADV	-	16,926.06	16,926.06
	ROCK, JOSEPH	ON CALL FIRE CAPTAIN	-	16,128.52	16,128.52
	LOWE, CHARLES	ON CALL FF/EMT	-	13,501.95	13,501.95
	ROCK, MACKENZIE	ON CALL FF/PARA	-	11,272.84	11,272.84
	RAMBACHER, CALVIN	ON CALL EMT-PROBTN	-	2,537.85	2,537.85
	KNEELAND, THOMAS	ON CALL FIRE LT	-	2,434.92	2,434.92
	KANE, DANIEL	ON CALL FF/EMT ADV	-	1,709.51	1,709.51
	CHABOT, BRIAN	ON CALL FF/EMT	-	1,297.30	1,297.30
	PARLON, SEAN	ON CALL FF/EMT	-	388.21	388.21
	FOWLE, BRANDON	ON CALL FIREFIGHTER	-	54.03	54.03
FIRE DEPARTMENT TOTAL			1,513,631.40	778,677.38	2,292,308.78
<u>HIGHWAY</u>					
	JAHNLE, STEPHEN	DIR PUBLIC WORKS	119,667.20	-	119,667.20
	WHITTEN, STEVEN	HIGHWAY SUPT	104,030.40	2,216.83	106,247.23
	SAMMARCO, CHRISTOPHER	EQUIP OP/LABORER III	79,140.05	19,647.77	98,787.82
	KELSON, DEREK	HIGHWAY WRK FOREMAN	79,082.58	14,064.99	93,147.57
	FOX, BRYAN	HIGHWAY MECHANIC	67,687.77	15,147.39	82,835.16
	MCKELVIE, BRUCE	GENERAL FOREMAN	69,812.48	12,757.06	82,569.54
	ARNOTT, ANTHONY	EQUIP OP/LABORER III	62,286.59	19,480.83	81,767.42
	ANDERSON, BENJAMIN	EQUIP OP/LABORER III	66,863.48	10,626.21	77,489.69
	UPPERMAN, CHRISTOPHER	TRANS STN OP	67,058.50	2,065.92	69,124.42
	OBER, JARRETT	EQUIP OP/LABORER II	49,462.25	13,294.84	62,757.09
	ASHLEY, PHYLLIS	TRANS STN ASST OP	58,687.67	1,916.32	60,603.99
	LEONARDI, JAMES	DPW LABORER	38,378.89	2,721.11	41,100.00
	STEELE, RAYMOND	EQUIP OP/LABORER III	32,621.58	8,400.64	41,022.22
	SALADINI, CRAIG	EQUIP OP/LABORER III	26,759.08	10,907.57	37,666.65
	ROCHON, NICHOLAS	EQUIP OP/LABORER III	22,876.54	10,633.32	33,509.86
	RACCA, MICHAEL	DPW LABORER	21,729.63	2,631.05	24,360.68
	PEDERSON, DONALD	DPW TRUCK DRIVER	20,212.00	2,518.82	22,730.82
	DAVIDSON, OWEN	DPW LABORER	14,150.48	1,319.06	15,469.54
	DELORENZO, ALEXANDER	HIGHWAY SEAS LABORER	-	7,308.40	7,308.40
	DEVOGEL, JAMES	GENERAL FOREMAN	1,764.96	2,085.11	3,850.07
HIGHWAY DEPARTMENT TOTAL			1,002,272.13	159,743.24	1,162,015.37
<u>Human Resources</u>					
	VIBERT, MICHELLE	HR DIRECTOR	112,927.20	-	112,927.20
	WOJTAS, BRIANNA	HR GENERALIST/BENEFI	65,078.88	-	65,078.88
Human Resources DEPARTMENT TOTAL			178,006.08	0.00	178,006.08
<u>Information Systems</u>					



## Employee Total Earnings - January-December 2023

			Non-		
Dept	Employee	Title	Pensionable Earnings	Pensionable Earnings	2023 Earnings *
	GLENCROSS, NANCY	INFORMATION SYS MGR	117,112.83	-	117,112.83
	MCLAUGHLIN, THOMAS	INFORMATION SYS TECH	74,637.60	-	74,637.60
Information Systems DEPARTMENT TOTAL			191,750.43	0.00	191,750.43
Land Use					
	TOOHILL, MAREN	ASST DIR LU/BDS/TPL	99,244.81	-	99,244.81
	KENNEY, MICHAEL	LOCAL BLDG INSPECTOR	77,418.48	4,595.10	82,013.58
	GREEN, AMY	CONSERVATION COORD	50,943.38	-	50,943.38
	MULLEN, EDWARD	DIR LANDUSE/BUILDING	32,923.20	14,877.53	47,800.73
	SULLIVAN, EDWARD	PLUMBING GAS INSP	41,988.76	-	41,988.76
	PEARSON, TIMOTHY	ASST CONSER AGENT	-	32,097.36	32,097.36
	RHEAUME-PACITTI, LUCIA	DEPT CLERK-PLANNING	-	30,836.01	30,836.01
	MATHEWS, COOPER	ASSISTANT TOWN PLANNER	7,279.28	-	7,279.28
	CORMIER, JOSEPH	ALT PLUMBING AND GAS	-	1,819.06	1,819.06
	GERVAIS, JOSEPH	ALT INSPECTOR WIRES	-	1,717.82	1,717.82
Land Use DEPARTMENT TOTAL			309,797.91	85,942.88	395,740.79
Littleton Community Television					
	CRORY, MARK	LCTV EXEC DIRECTOR	99,144.80	-	99,144.80
	DOLAK, KIRBY	LCTV PROGRAM SUPV	78,427.60	-	78,427.60
	REID, JUDITH	LCTV VID PROD COORD	53,545.20	-	53,545.20
Littleton Community Television DEPARTMENT TOTAL			231,117.60	0.00	231,117.60
LIBRARY					
	ALVAREZ, SAMUEL	LIB DIRECTOR	108,574.80	-	108,574.80
	CONBOY, MICHAEL	LIB ASST DIR	73,215.60	-	73,215.60
	OUELLETTE-HADUCH, DIANN	LIB SR LIBR CHILDREN	64,885.09	48.77	64,933.86
	PALMER, SUSAN	LIB OFFICE COORD	59,820.26	-	59,820.26
	SILL, JEANNE	LIB SENIOR TECH	56,762.21	187.50	56,949.71
	BERNARDI, JULIE	LIB TECHNICIAN	47,705.43	-	47,705.43
	CELONA, MEGAN	LIB SR LIBR CIRC	45,467.57	70.58	45,538.15
	DELGADO, TRACY	LIBRARY TECH - BENEF	38,874.00	680.40	39,554.40
	HENRY, JEFFREY	LIB TECHNICIAN	-	26,070.46	26,070.46
	HAMILTON, JENNIFER	LIB ASSISTANT	-	23,510.83	23,510.83
	TABER, JAMES	LIB ASSISTANT	-	16,863.40	16,863.40
	YAMASHITA, ATSUKO	LIB PROCESS CLRK	-	15,967.69	15,967.69
	FREDERICKSEN, JULIE	LIB TECHNICIAN	14,038.80	-	14,038.80
	TOTTEN, AMY	LIB ASSISTANT	-	13,147.48	13,147.48
	ZIZZA, MIRIAM	LIB ASSISTANT	-	5,596.56	5,596.56
	SEBASTIAN, CATHERINE	LIB SR LIBR CIRC	4,255.99	-	4,255.99
	LEDoux, SETH	LIB ASSISTANT	-	4,091.22	4,091.22
	TRAINOR, ERIN	LIB ASSISTANT	-	3,122.58	3,122.58
	GEANISIS, MARGARET	LIB TECHNICIAN	-	303.75	303.75
LIBRARY DEPARTMENT TOTAL			513,599.75	109,661.22	623,260.97
LIGHT					
	LAWLER, NICHOLAS	LELD GENERAL MGR	238,992.19	39,725.26	278,717.45
	KETCHEN, DAVID	LELD ASST GEN MGR	172,382.14	4,648.30	177,030.44
	HUNT, ROBERT	LELD WORKING FOREMAN	142,288.57	33,542.42	175,830.99
	SNYER, TREVER	LELD LEAD LINEMAN	134,669.90	37,418.70	172,088.60
	ROOKS, ROBERT	LELD LEAD LINEMAN	133,491.12	35,290.28	168,781.40
	LIZOTTE, DAVID	LELD DISTRB SUPV	162,354.53	4,202.94	166,557.47
	GUILLLOT, THOMAS	LELD LINEMAN 1ST	127,936.82	36,290.69	164,227.51
	ROOKS, ERICA	LELD BUSINESS MGR	157,141.11	2,220.82	159,361.93
	LAVERTY, PATRICK	LELD ENG AND OPS MANAGER	152,001.64	6,230.81	158,232.45
	DUTCHER, MICHAEL	LELD LINEMAN 1ST	120,043.82	24,773.43	144,817.25
	LANCIANI, JOHN	LELD SR ENG TECHN	137,917.55	4,447.04	142,364.59
	MCFARLAND, MATTHEW	LELD DISTRB SUPV	130,610.78	-	130,610.78
	FIORELLO, JOSEPH	LELD LINEMAN 2ND CLASS	92,742.79	31,388.14	124,130.93
	DETERRA, JOSHUA	LELD ELECTRICAL ENG	117,910.36	-	117,910.36
	LYONNAIS, MELISSA	LELD BUS OFFICE SUPV	102,814.12	1,711.89	104,526.01
	ADLEY, CHRISTOPHER	LELD ENGINEERING TEC	95,014.40	582.42	95,596.82
	BONILLA, LUIS	LELD LINEMAN 3RD	78,639.31	15,683.91	94,323.22
	LUTHER, ALEXANDER	LELD MECH FLEET SUPV	85,478.00	4,288.85	89,766.85
	AUSTERMANN, CHRISTOPHER	LELD MAINT COORD	78,692.00	9,545.17	88,237.17
	DAME, RYAN	GROUNDMAN/ APPRENTICE	72,635.89	12,288.43	84,924.32
	REARDON, CONNOR	LELD ENRGY EFFIC ENG	82,326.61	1,234.69	83,561.30

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	WIRZBICKI, DAVID	LELD PROCMNT COORD	80,638.00	1,506.40	82,144.40
	DUHAMEL, GAVIN	GROUNDMAN/ APPRENTICE	67,656.33	10,821.59	78,477.92
	COKONIS, DEREK	GROUNDMAN/ APPRENTICE	66,609.79	7,510.79	74,120.58
	GRIMES, BRIAN	LELD LINECLEARANCE 2	70,720.00	1,428.00	72,148.00
	FITZGERALD, SANDRA	LELD BUSINESS SERV	70,056.80	1,330.16	71,386.96
	KILEY, SARA	LELD BUS OFFICE SUPV	64,616.40	4,422.55	69,038.95
	DUFOUR, HALEIGH	LELD BUSINESS SERV	62,104.00	493.53	62,597.53
	PELOQUIN, PHILIP	LELD LINECLEARANCE 1	57,200.00	1,464.38	58,664.38
	WOODWARD, LAURA	LELD STAFF ACCT	52,400.48	855.04	53,255.52
	NICHOLS, ALICIA	LELD BUSINESS SERV	49,233.36	20.79	49,254.15
	DEMAURO, DEBORAH	LELD DAY PORTER	27,024.09	2,587.96	29,612.05
	STEWART, WILLIAM	LELD UTILITY WORKER	-	28,624.48	28,624.48
	DECOSTE, BRADY	LELD UTILITY WORKER	-	14,189.00	14,189.00
	KOCHOL, OLIVIA	LELD SUMMER GIS ASST	-	9,198.00	9,198.00
	SMITH, DYLAN	LELD SUMMER GIS ASST	-	7,020.00	7,020.00
LIGHT DEPARTMENT TOTAL			3,284,342.90	396,986.86	3,681,329.76
PARKS AND RECREATION					
	DAY, ALICIA	PRCE DIRECTOR	92,486.80	-	92,486.80
	MICHALSKI, TIMOTHY	PRCE ASST DIR	84,670.47	-	84,670.47
	KAZANJIAN, JON	PRCE PROGRAM COOR	71,343.79	990.27	72,334.06
	DEBRAGA, BRENT	PRCE PROGRAM COOR	60,742.37	3,983.87	64,726.24
	GENETTI, KELSEY	PRCE OFFICE COORD	46,135.20	2,980.15	49,115.35
	KRILLA, KENNETH	PRCE PROGRAM COOR	39,214.88	1,698.82	40,913.70
	WARNOCK, ABIGAIL	PRCE CAMP SPECIALIST	20,392.29	5,529.76	25,922.05
	BLAINE, LINNEA	SPEC CRS COORD	-	15,054.04	15,054.04
	BROWNSON, GRETA	PRCE LIFEGUARD II	-	11,703.99	11,703.99
	BELL, MEGAN	PRCE CAMP SPECIALIST	-	10,032.37	10,032.37
	HOENSHELL, CATHRYN	PRCE CAMP LEAD I	-	9,145.16	9,145.16
	INFERRERA, NICHOLAS	SPEC CRS COORD	-	8,955.68	8,955.68
	MURPHY, CORINNE	PRCE CAMP JR COUNSLR	-	7,641.24	7,641.24
	MONTGOMERY, EVAN	PRCE SEAS PROG COORD	-	7,621.08	7,621.08
	PRADEEP, PRATHIK	PRCE CAMP JR COUNSLR	-	7,474.50	7,474.50
	MERCIER, ZACHARY	PRCE SAILING COORD	-	7,353.36	7,353.36
	CHRISTMAS, DANIEL	PRCE CAMP SR COUNSLR	-	7,270.63	7,270.63
	BABERS, SIDNEY	PRCE CAMP LEAD I	-	7,056.85	7,056.85
	ARORA, ARAV	PRCE CAMP LEAD I	-	6,792.86	6,792.86
	CARTER, ROGER	PRCE PROGRAM AIDE I	-	6,635.89	6,635.89
	KAZANJIAN, THOMAS	PRCE LIFEGUARD II	-	6,567.32	6,567.32
	WOODWARD, JOHN	CE INSTRUCTOR I	-	6,551.08	6,551.08
	SIMS, FRANK	SPEC CRS COORD	-	5,752.32	5,752.32
	MURPHY, BENJAMIN	PRCE PROGRAM AIDE I	-	5,588.08	5,588.08
	LEVENSAILOR, HANNAH	PRCE CAMP ASSIST DIR	-	5,517.36	5,517.36
	GALVIN, DOROTHY	PRCE LIFEGUARD I	-	5,426.61	5,426.61
	FREUND, HALEY	PRCE PROGRAM AIDE I	-	5,413.22	5,413.22
	AUSTIN, STELLA	PRCE PROGRAM AIDE I	-	5,379.28	5,379.28
	MASTORAKOS, OLIVIA	SPEC CRS COORD	-	5,312.06	5,312.06
	MURPHY, WILLIAM	PRCE CAMP JR COUNSLR	-	5,300.55	5,300.55
	SIMPSON, KATHRYN	PRCE CAMP SR COUNSLR	-	5,097.10	5,097.10
	BUTTS, KATHRYN	PRCE LIFEGUARD I	-	4,834.88	4,834.88
	HEGARTY, JAMESON	CE INSTRUCTOR I	-	4,825.51	4,825.51
	CORROW, CHLOE	PRCE CAMP SR COUNSLR	-	4,541.74	4,541.74
	CASTILLO, TYLER	PRCE CAMP LEAD I	-	4,458.08	4,458.08
	TRAWICK, AVA	PRCE CAMP SR COUNSLR	-	4,437.61	4,437.61
	MASTORAKOS, MARIA	PRCE LIFEGUARD II	-	4,391.98	4,391.98
	MILNER, ANDREW	CE INSTRUCTOR I	-	4,290.98	4,290.98
	FRISOLI, MARK	PRCE CAMP LEAD I	-	4,290.88	4,290.88
	DACCHILLE, LINNEA	SPEC CRS COORD	-	4,216.75	4,216.75
	CARTER, LILLIAN	PRCE CAMP SR COUNSLR	-	4,213.57	4,213.57
	MACNEILL, CALLUM	RECREATION ATTENDANT	-	4,180.26	4,180.26
	FRISOLI, JILLIAN	PRCE LIFEGUARD I	-	4,129.38	4,129.38
	BARRY, BROOKE	PRCE CAMP SR COUNSLR	-	4,100.17	4,100.17
	NICHOLS-BREWER, ABIGAIL	PRCE SAILING INSTRUCTOR	-	4,077.53	4,077.53
	GLEASON, CONOR	RECREATION ATTENDANT	-	3,994.95	3,994.95
	LACOMBE, CURTIS	PRCE CAMP SR COUNSLR	-	3,987.31	3,987.31
	DRESSEL, AMBER	PRCE CAMP SR COUNSLR	-	3,957.20	3,957.20
	SCHIERING, LANDYN	PRCE PROGRAM AIDE I	-	3,854.11	3,854.11

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	KINNEY, THOMAS	PRCE PROGRAM AIDE I	-	3,844.05	3,844.05
	MIZZONI, EMILY	PRCE CAMP SR COUNSLR	-	3,772.03	3,772.03
	NUGENT, ALESSANDRA	PRCE SAILING INSTRUCTOR	-	3,767.78	3,767.78
	DE SCHEPPER, CHARLOTTE	PRCE PROGRAM AIDE I	-	3,408.90	3,408.90
	CURRIE, SAMUEL	PRCE CAMP JR COUNSLR	-	3,401.48	3,401.48
	SLAVINSKY, ZACHARY	PRCE CAMP JR COUNSLR	-	3,307.16	3,307.16
	CROWLEY, MARGARET	RECREATION ATTENDANT	-	3,277.80	3,277.80
	AUGUSTE, STEFON	PRCE CAMP JR COUNSLR	-	3,262.35	3,262.35
	BADAL, BIGYA	PRCE LIFEGUARD I	-	3,259.69	3,259.69
	NUGENT, BEN	PRCE PROGRAM AIDE I	-	3,171.00	3,171.00
	PANDA, AREEN	PRCE CAMP JR COUNSLR	-	3,139.05	3,139.05
	DUNN, IAN	PRCE SAILING INSTRUCTOR	-	3,115.22	3,115.22
	LAFRANCE, AMAYA	PRCE CAMP JR COUNSLR	-	3,114.15	3,114.15
	PALAIA, WILLIAM	PRCE CAMP SR COUNSLR	-	3,104.35	3,104.35
	GIBBONS, LIAM	RECREATION ATTENDANT	-	3,084.59	3,084.59
	KOSIBA, FAITH	PRCE CAMP SR COUNSLR	-	3,054.99	3,054.99
	PARKINSON, LIAM	RECREATION ATTENDANT	-	2,937.15	2,937.15
	RATTA, SHELBY	PRCE CAMP SR COUNSLR	-	2,920.56	2,920.56
	PETIT, GRACIE	PRCE CAMP SR COUNSLR	-	2,845.76	2,845.76
	SCHOCKLIN, EVAN	PRCE LIFEGUARD I	-	2,834.65	2,834.65
	SINHA, RANIT	PRCE CAMP JR COUNSLR	-	2,760.37	2,760.37
	BADAL, BINAMRA	PRCE LIFEGUARD I	-	2,717.22	2,717.22
	BEST, RORY	PRCE PROGRAM AIDE I	-	2,578.65	2,578.65
	COPP, NIAL	PRCE LIFEGUARD I	-	2,343.82	2,343.82
	MCGRATH, HAVEN	PRCE CAMP LEAD I	-	2,276.09	2,276.09
	KAZANJIAN, CHRISTOPHER	PRCE PROGRAM AIDE I	-	2,212.65	2,212.65
	TAYLOR, AMELIA	RECREATION ATTENDANT	-	2,186.10	2,186.10
	KAPLAN, DYLAN	RECREATION ATTENDANT	-	1,999.68	1,999.68
	PROULX, AMY	RECREATION ATTENDANT	-	1,992.70	1,992.70
	RAY, JAMES	PRCE CAMP ASSIST DIR	-	1,939.29	1,939.29
	CORBEIL, SAMANTHA	RECREATION ATTENDANT	-	1,885.80	1,885.80
	SCHUSTER, JULIA	PRCE LIFEGUARD I	-	1,402.36	1,402.36
	KIVLIN, KARRINGTON	PRCE CAMP LEAD I	-	1,121.54	1,121.54
	PROULX, TYLER	PRCE CAMP SR COUNSLR	-	893.67	893.67
	MILNER, ZACHARY	PRCE SEAS PROG COORD	-	624.46	624.46
	CROWLEY, MARY	PRCE CAMP SR COUNSLR	-	588.65	588.65
	POLITI, ANDREW	PRCE CAMP SR COUNSLR	-	205.35	205.35
	RENWICK, KELLY	PRCE PRESCH INSTRUCT	-	101.23	101.23
	MARCOPUL, JENNA	PRCE CAMP LEAD I	-	56.97	56.97
PARKS AND RECREATION DEPARTMENT TOTAL			414,985.80	361,117.70	776,103.50

### POLICE

PINARD, MATTHEW	POLICE CHIEF	191,929.80	585.20	192,515.00
RICHARD, RYAN	POLICE OFFICER	75,975.76	79,104.51	155,080.27
CASEY, BRIAN	POLICE OFFICER	80,216.24	71,130.79	151,347.03
KILEY, BRYAN	POLICE OFFICER	74,320.60	68,674.67	142,995.27
PATTERSON, JEFFREY	POLICE DEPUTY CHIEF	135,280.64	7,494.80	142,775.44
BUSSIERE, EDMOND	POLICE SERGEANT	89,728.07	48,176.11	137,904.18
LANDRY, DOUGLAS	POLICE SERGEANT	114,849.32	19,764.80	134,614.12
FERREIRA, JAMES	POLICE OFFICER	66,211.16	64,717.30	130,928.46
FERNANDEZ, PABLO	POLICE SERGEANT	103,116.60	27,353.87	130,470.47
CAMELO, DERRICK	POLICE SERGEANT	92,761.98	34,206.57	126,968.55
WODZINSKI, MEGAN	POLICE OFFICER	78,787.90	47,594.60	126,382.50
RICHARD, JARED	POLICE OFFICER	73,985.33	46,045.21	120,030.54
SCOLA, MARC	POLICE SERGEANT	92,909.96	23,106.22	116,016.18
MERCHANT, ZACHARY	POLICE OFFICER	69,870.24	45,360.60	115,230.84
ABU, ILYAS	POLICE OFF RESERVE	74,632.96	39,097.04	113,730.00
MORINE, JAMES	POLICE OFFICER	70,601.68	42,574.19	113,175.87
O'DONOGHUE, PATRICK	POLICE DETECTIVE	85,075.48	23,637.47	108,712.95
TOCCI, KIMBERLY	POLICE SERGEANT	88,804.80	15,412.63	104,217.43
MICHEL, ERIC	POLICE OFFICER	77,390.76	22,638.29	100,029.05
JONES, BRIAN	POLICE OFFICER	72,679.60	16,424.64	89,104.24
BOWEN, JESSE	POLICE OFFICER	70,812.72	15,092.16	85,904.88
SORENSEN, DEREK	POLICE OFFICER	12,084.11	48,837.58	60,921.69
KEEFE, BRIAN	POLICE OFF RESERVE	-	49,127.78	49,127.78
RENTSCHLER, FREDERICK	POLICE OFF RESERVE	-	42,213.34	42,213.34

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	PRITCHARD, HEATHER	EXEC ASST POLICE	38,963.38	80.01	39,043.39
	MURPHY, JOHN	POLICE OFF RESERVE	11,947.98	11,980.85	23,928.83
	MURPHY, KIMBERLY	EXEC ASST POLICE	22,384.80	186.54	22,571.34
	OBRIEN, WARREN	POLICE OFF RESERVE	-	22,518.00	22,518.00
	JANAKOS, JOHN	POLICE OFF RESERVE	-	19,503.39	19,503.39
	WELCH, DAVID	CIVILIAN TRAFFIC REGULATOR	-	4,800.00	4,800.00
	HAWTHORNE, PATRICK	CIVILIAN TRAFFIC REGULATOR	-	4,520.00	4,520.00
	LANDI, JAMES	CIVILIAN TRAFFIC REGULATOR	-	3,213.20	3,213.20
	KEATON, JAMES	CIVILIAN TRAFFIC REGULATOR	-	3,040.00	3,040.00
	NICOLO, DANIELLE	POLICE OFF RESERVE	-	704.00	704.00
	<b>POLICE DEPARTMENT TOTAL</b>		<b>1,965,321.87</b>	<b>968,916.36</b>	<b>2,934,238.23</b>
<b>SCHOOLS</b>					
	CLENCHY, KELLY	SUPERINTENDENT	198,342.97	3,200.00	201,542.97
	HARRINGTON, JOHN	PRINCIPAL	152,550.50	-	152,550.50
	SNOW, LYN	DIR PUPIL PERS SERVC	137,899.14	-	137,899.14
	STEELE, ELIZABETH	CURRICULUM DIRECTOR	133,224.12	-	133,224.12
	TEMPLE, CHERYL	PRINCIPAL	131,111.92	-	131,111.92
	KANE, MICHELLE	PRINCIPAL	128,520.08	-	128,520.08
	MARK, STEVEN	BUSINESS MANAGER	127,218.19	-	127,218.19
	EVERHART, JASON	ASST PRINCIPAL	124,024.35	-	124,024.35
	ARNOLD, ERIK	TEACHER SPEC ED	106,790.69	9,159.93	115,950.62
	HIRTLE, ZACHARY	TEACHER SPEC ED	107,442.97	8,153.83	115,596.80
	BREEN, JOHN	SUMMER SCHOOL NO PENSION	91,611.83	21,887.40	113,499.23
	COMEAU, KEITH	ASST PRINCIPAL	113,014.07	-	113,014.07
	FINNERTY, VALERIE	TEACHER SCIENCE	110,932.19	1,448.00	112,380.19
	TURNER, TRACY	TEACHER SPEC ED	108,595.85	1,948.00	110,543.85
	BENTLEY, ERIK	SCHOOL MAINTENANCE	63,336.00	46,626.98	109,962.98
	ELMORE, JULIE	TEACHER MATH	109,254.47	180.00	109,434.47
	KELLEY, ELIZABETH	TEACHER WLD LANG	107,542.97	600.00	108,142.97
	PASCUCCI, DAVID	TEACHER ENGLISH	100,725.63	6,978.15	107,703.78
	TRACANNA, DIANE	TEACHER ENGLISH	106,499.47	724.00	107,223.47
	ORZECZ, PAUL	LIBRARY /MEDIA SPEC	106,309.81	724.00	107,033.81
	DEACON, REBECCA	ASST PRINCIPAL	106,999.97	-	106,999.97
	PERRY, MEREDITH	TEACHER PHYSICAL ED	105,969.69	500.00	106,469.69
	JARVIS, MICHAEL	SPED TEAM CHAIR	89,077.77	17,293.20	106,370.97
	BACKMAN, NELINA	TEACHER ENGLISH	106,132.69	-	106,132.69
	GILLEN, MARGARET	TEACHER WLD LANG	104,942.47	724.00	105,666.47
	GILLEN, MICHAEL	TEACHER SCIENCE	103,964.97	1,474.00	105,438.97
	LYNN, MICHAEL	TEACHER PHYSICAL ED	105,265.83	140.00	105,405.83
	LEVANGIE, MATTHEW	ASST PRINCIPAL	105,060.02	-	105,060.02
	TETREAU, AMY	TEACHER SPANISH	104,859.47	-	104,859.47
	DANIELLO, SARAH	GUIDANCE COUNSELOR	103,674.33	724.00	104,398.33
	HOSSFELD, EMILY	TEACHER ART	103,574.06	724.00	104,298.06
	BEARDEN, DANIELLE	TEACHER MATH	104,244.47	-	104,244.47
	ROMANO, ANDREA	TEACHER ART	104,040.08	-	104,040.08
	DONLON, KIMBERLY	TEACHER GRADE 3	103,909.47	-	103,909.47
	BURGESS, JUDITH	TEACHER GRADE 5	103,909.47	-	103,909.47
	BRIDGE, HILARY	TEACHER MUSIC	103,467.63	160.00	103,627.63
	SCLAR, DANYA	SCHOOL PSYCHOLOGIST	103,051.47	230.00	103,281.47
	BALLARD, HOLLY	SPCH THERPST/PATHOL	102,917.47	150.00	103,067.47
	KENNEY, PERRY	TEACHER KINDGTN	103,051.47	-	103,051.47
	GILES, KAREN	TEACHER GRADE 1	102,917.47	-	102,917.47
	MAWN, REBECCA	TEACHER READING	102,917.47	-	102,917.47
	MORGAN, ELIZABETH	TEACHER SCL STUDIES	102,794.47	-	102,794.47
	LOVE, HEATHER	TEACHER GRADE 3	102,794.47	-	102,794.47
	TOMBENO, RICHARD	TEACHER ENGLISH	101,791.47	724.00	102,515.47
	BERLINGER, SARAH PARROTT	TEACHER SCIENCE	39,054.50	62,878.19	101,932.69
	COCHIS, ROSARIA	TEACHER SPEC ED	101,918.87	-	101,918.87
	MISKINIS, WILLIAM	TEACHER SCL STUDIES	101,791.47	-	101,791.47
	MAMOS, KRISTEN	TEACHER PRE-K	101,634.71	-	101,634.71
	MICHAUD, DENNIS	SUBSTITUTE TEACHER	101,549.91	-	101,549.91
	BELL, BETH	TEACHER KINDGTN	101,482.42	-	101,482.42
	SHOEMAKER, TODD	TEACHER TECHNOLOGY	99,830.13	724.00	100,554.13
	BARRY, ELIZABETH	TEACHER ENGLISH	99,603.13	844.00	100,447.13
	BULLOCK, ALLYSON	TEACHER GRADE 1	100,433.71	-	100,433.71

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	QUESNEL, JACLYN	SCHOOL PSYCHOLOGIST	98,449.71	1,694.33	100,144.04
	MCKINLEY, RITA	TEACHER READING	100,036.87	-	100,036.87
	ABATE, PAMELA	TEACHER MATH	98,449.71	1,500.00	99,949.71
	MCCOOK, KATHERINE	TEACHER ENGLISH	99,778.21	-	99,778.21
	KERN, LAURA	TEACHER MATH	99,676.21	-	99,676.21
	HICKS-DESIARDINS, TORI	TEACHER LATIN	99,575.71	-	99,575.71
	CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	98,323.21	1,179.06	99,502.27
	PETERSON, CYNTHIA	SPCH THERPST/PATHOL	99,452.71	-	99,452.71
	SCHOFFEL, JESSICA	TEACHER GRADE 3	99,341.71	-	99,341.71
	MACGREGOR, HEIDI	TEACHER STEM INTERG	98,551.71	-	98,551.71
	MITCHELL, SUSAN	TEACHER MATH	98,542.21	-	98,542.21
	HURLEY, MICHELLE	TEACHER KINDGTN	98,449.71	-	98,449.71
	BURNDRETT, CHRISTINA	TEACHER SPEC ED	98,248.00	-	98,248.00
	LEIGHTON, RACHEL	ADJUSTMENT COUNSELOR	98,212.21	-	98,212.21
	BARTH, MICHELLE	TEACHER KINDGTN	98,003.21	-	98,003.21
	HOGAN, SARA	TEACHER SPEC ED	96,297.04	-	96,297.04
	PRATT, CHERYL	TEACHER GRADE 2	96,264.21	-	96,264.21
	RAPOSA, LAURA	TEACHER GRADE 5	96,141.21	-	96,141.21
	REGO, ELIZABETH	TEACHER MATH	95,969.63	-	95,969.63
	MANHEIMER, AMY	TEACHER MATH	95,138.21	-	95,138.21
	GILMAN, ALLISON	SPED TEAM CHAIR	93,949.74	1,123.66	95,073.40
	SMITH, MICHELE	TEACHER GRADE 3	94,518.13	-	94,518.13
	PATTERSON, NICOLE	TEACHER GRADE 4	94,209.13	-	94,209.13
	KOOB, SARAH	TEACHER READING	94,052.76	-	94,052.76
	BUONACORE, TRICIA	TEACHER HEALTH	93,194.13	724.00	93,918.13
	MCMAHON, MAUREEN	SCHOOL PSYCHOLOGIST	93,665.40	-	93,665.40
	HOLM, VANESSA	TEACHER GRADE 2	93,331.53	-	93,331.53
	KAMPERSAL, SHARON	TEACHER ENGLISH	92,068.13	740.00	92,808.13
	JONES, JENNIFER	TEACHER GRADE 4	92,068.13	-	92,068.13
	HUTCHINS, CRYSTAL	SPCH THERPST/PATHOL	92,068.13	-	92,068.13
	HARTE, KELLI	TEACHER KINDGTN	91,507.31	-	91,507.31
	ABBOTT, JENNIFER	TEACHER ENGLISH	90,551.33	-	90,551.33
	GILLETTE, GREGORY	TEACHER PHYSICAL ED	57,939.91	32,011.42	89,951.33
	SOARES, ANNMARIE	TEACHER GRADE 3	89,373.42	-	89,373.42
	PAGINGTON, ANDREA	TEACHER SPEC ED	89,227.33	-	89,227.33
	CROTEAU, NATALIE	TECHN SYS COORD	86,439.55	1,750.00	88,189.55
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	63,356.90	23,923.57	87,280.47
	LORD, JULIE	INSTR TECHN COORD	86,439.53	750.00	87,189.53
	GILMORE, LIAM	TEACHER SPEC ED	86,750.47	-	86,750.47
	MADYDA, JENNIFER	TEACHER GRADE 2	6,409.16	79,356.12	85,765.28
	WALSH, RYAN	TEACHER HIST/SCL ST	85,618.32	-	85,618.32
	MOORE, BETH	TEACHER GRADE 1	84,541.72	-	84,541.72
	DUARTE, RACHEL	TEACHER KINDGTN	83,998.05	-	83,998.05
	ALLEN, JONATHAN	TEACHER GRAPHIC ART	83,343.90	-	83,343.90
	ROPER, REBECCA	TEACHER GRADE 1	81,603.62	800.00	82,403.62
	KRISTIE, KERRY	TEACHER GRADE 3	81,603.62	-	81,603.62
	MCCARTHY, KATHLEEN	SCHOOL NURSE	81,443.08	-	81,443.08
	STANTON, JESSICA	TEACHER READING	80,509.75	-	80,509.75
	FINN, CHRISTINE	TEACHER SCIENCE	80,270.22	-	80,270.22
	FIORI, TERESA	BRD CERT BEHV ANALYST	28,594.01	50,711.81	79,305.82
	PORELL, CHRISTINE	SCHOOL NURSE	78,783.38	-	78,783.38
	METCALFE, AMY	TEACHER GRADE 4	78,094.56	-	78,094.56
	HEMMIS, KRISTEN	TEACHER ART	77,725.39	75.00	77,800.39
	BRYANT, SAMANTHA	PAYROLL COORDINATOR	73,792.21	3,600.76	77,392.97
	GANSENBERG, TIMOTHY	TEACHER MUSIC	76,437.38	75.00	76,512.38
	SUNDBERG, JENNIFER	TEACHER SPEC ED	76,437.38	-	76,437.38
	DENNIS, JOSEPH	TEACHER SCL STUDIES	75,953.11	-	75,953.11
	FEUDO, JENNIFER	TEACHER SPEC ED	75,642.61	150.00	75,792.61
	FOWLER, KERRY	TEACHER SPEC ED	70,829.83	4,749.84	75,579.67
	STURTZ, RAINA	TEACHER PRE-K	72,791.51	2,422.58	75,214.09
	GRESKO-CAULFIELD, ANGELA	TEACHER ENGLISH	74,673.01	-	74,673.01
	SAPP, KATHRYN	SUMMER SCHOOL PENSIONABLE	74,602.55	-	74,602.55
	SHIRE-SUSSER, SHERRI	SPCH THERPST/PATHOL	73,878.78	-	73,878.78
	MAILHOT, BRIANNA	TEACHER SPEC ED	46,598.36	26,917.15	73,515.51
	MULONE, DOROTHY	EXECUTIVE ADMIN ASST	72,209.64	200.00	72,409.64
	BOTKO, LEAH	FOOD SERVICES DIR	70,500.18	1,500.00	72,000.18



## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2023 Earnings *
	BENSON, MELISSA	GUIDANCE COUNSELOR	70,048.71	1,554.84	71,603.55
	ELDREDGE, MATTHEW	TEACHER SCIENCE	71,115.51	-	71,115.51
	BRAZINSKI, ANN	TEACHER GRADE 1	70,819.12	-	70,819.12
	AVERSO, TINA	ADM ASST SPEC ED DIR	70,164.36	404.78	70,569.14
	GOFF, JENNIFER	TEACHER MATH	70,565.92	-	70,565.92
	BRIDEAU, DUSTIN	TEACHER SCL STUDIES	68,991.64	1,086.00	70,077.64
	WARD, CASEY	TEACHER GRADE 2	43,540.91	26,101.30	69,642.21
	HARVEY, SUSAN	TEACHER SCL STUDIES	69,052.15	120.00	69,172.15
	MASON, JESSICA	TEACHER GRADE 5	68,703.83	-	68,703.83
	PHILPOT, MARY	SCHOOL NURSE	68,653.81	-	68,653.81
	PETTENGILL, SUE	TEACHER ENG LAN LRN	67,803.51	740.00	68,543.51
	PELLEGRI, KATHRYN	TEACHER GRADE 5	68,241.91	-	68,241.91
	HEGARTY, TRACY	TEACHER GRADE 4	67,914.40	-	67,914.40
	SHELDON, ASHLEY	TEACHER MUSIC	66,562.64	724.00	67,286.64
	FURBUSH, BELIA	TEACHER KINDGTN	67,227.47	-	67,227.47
	GARLISI, SHAYNA	TEACHER GRADE 2	43,649.04	23,463.72	67,112.76
	DURKIN, AMY	TEACHER SCIENCE	66,204.97	724.00	66,928.97
	COOK, RACHEL	TEACHER GRADE 4	66,562.64	-	66,562.64
	ETHIER, MARY	OCCUP THERAPIST	51,493.34	14,745.70	66,239.04
	SLOAN, MELISSA	TEACHER PRE-K	65,238.64	863.20	66,101.84
	DYADKO, ANNA	ADJUSTMENT COUNSELOR	65,045.15	-	65,045.15
	STALFORD, SAMANTHA	TEACHER SPEC ED	59,977.05	4,063.13	64,040.18
	DUSSI, JESSICA	TEACHER GRADE 1	41,234.73	22,532.22	63,766.95
	CALEY, CASSANDRA	DW SCHOOL NURSE	53,646.90	9,299.01	62,945.91
	SMITHLIN, ZACHARY	TEACHER PHYSICAL ED	62,777.07	-	62,777.07
	ALLISON, JENENE	TEACHER FRENCH	61,666.22	1,000.00	62,666.22
	ANGELO, SARA	TEACHER GRADE 5	62,520.84	-	62,520.84
	KONZ, PETER	TEACHER SPEC ED	60,575.61	1,727.88	62,303.49
	DIONNE, CHRISTAL	TEACHER SCIENCE	60,613.82	1,448.00	62,061.82
	DECOSTE, ADAM	SUBSTITUTE LONG TERM	59,086.28	2,954.00	62,040.28
	SAWOSIK, TERYL	TEACHER GRADE 2	61,778.00	-	61,778.00
	FRANCESCHI, MEREDITH	TEACHER GRADE 5	59,647.49	-	59,647.49
	CORROW, BETTINA	ADM ASST CURRCLM DIR	56,464.33	2,743.18	59,207.51
	FOUSTOUKOS, MICHAEL	TEACHER HIST/SCL ST	58,196.43	750.00	58,946.43
	YORK, AMY	SUMMER SCHOOL NO PENSION	51,110.45	7,709.49	58,819.94
	LEONARD, MATTHEW	TEACHER ART	57,571.72	-	57,571.72
	DEE, PETER	SCHOOL CUSTODIAN	42,608.06	14,540.17	57,148.23
	ROY, RICHARD	SCHOOL CUSTODIAN	36,957.66	19,899.11	56,856.77
	GERMAIN, ZOE	TEACHER ASST SPEC ED	56,851.61	-	56,851.61
	HICKMAN, NOAH	TECH SPECIST AIDE	55,863.04	500.00	56,363.04
	LE, JENNIFER	GUIDANCE COUNSELOR	54,838.31	815.35	55,653.66
	KEMPTON, JUNE	ADMIN ASST PRINCIPAL	53,453.37	1,672.50	55,125.87
	SULLIVAN, CHARLES	TECH NETWRK SPT SPEC	54,610.25	500.00	55,110.25
	SULLIVAN, KATHLEEN	SCHOOL NURSE	54,211.30	-	54,211.30
	MOURA-CONLON, PAULA	PHYSICAL THERAPIST	47,029.93	7,067.70	54,097.63
	SOLOMONIDES, KAREN	SCHOOL CUSTODIAN	50,536.80	3,347.28	53,884.08
	FRONTAIN, CODY	SCHOOL CUSTODIAN	45,591.55	8,208.27	53,799.82
	MELBY, CHRISTOPHER	TEACHER FRENCH	50,819.72	745.72	51,565.44
	PARE, JOAN	SCHOOL SECRETARY	51,324.16	-	51,324.16
	ANDERSON, JILLIAN	SCHOOL SECRETARY	50,977.12	-	50,977.12
	TOMPKINS, ALLYSON	TEACHER ENGLISH	50,819.72	-	50,819.72
	PALMER, KAYLA	TEACHER GRADE 4	50,819.72	-	50,819.72
	BENULLO, NANCY	GUIDANCE SECRETARY	50,517.33	-	50,517.33
	GOULDRUP, CYNTHIA	TEACHER PRE-K	50,412.82	-	50,412.82
	GARVEY, JOAN	SCHOOL SECRETARY	48,786.72	-	48,786.72
	CEGALIS, SARAH	TEACHER SPEC ED	47,970.95	120.00	48,090.95
	WETHERBEE, MARNA	TD DIRECTOR	45,461.98	2,439.84	47,901.82
	GILMORE, CHRISTINE	SCHOOL SECRETARY	47,309.83	164.82	47,474.65
	FITZPATRICK, KERRYIN	SUMMER SCHOOL PENSIONABLE	39,888.72	7,009.20	46,897.92
	MOORE, SARAH	TEACHER HISTORY	46,583.18	-	46,583.18
	CABRAL, KEVIN	APPL BEHAVR ANL ASST	42,368.01	4,000.00	46,368.01
	HIRTH, MICHELE	TEACHER SPEC ED	45,788.40	250.00	46,038.40
	SHERWOOD, SAMUEL	SCHOOL CUSTODIAN	42,719.05	3,091.75	45,810.80
	DAVIS, MELISSA	TEACHER GRADE 5	45,356.68	-	45,356.68
	HENDLEY, SYDNEY	TEACHER ASST SPEC ED	44,498.72	75.00	44,573.72
	BLOM, MATTHEW	TEACHER SPEC ED	10,908.16	32,546.15	43,454.31

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	MUNNELLY, MARGARET	TEACHER GRADE 1	42,414.31	-	42,414.31
	MORRISSEY, HENRIETTA	TD ASST DIR	42,102.18	-	42,102.18
	MCNAUGHT, ERICA	TEACHER ASST	26,111.40	15,947.84	42,059.24
	SILVA, RACHEL	TEACHER MATH	41,442.56	-	41,442.56
	LINEHAN, KATIE	TEACHER ASST	38,820.53	2,602.38	41,422.91
	JOHNSON, TIMOTHY	SCHOOL CUSTODIAN	37,878.68	2,866.24	40,744.92
	DUFFY, JACQUELYN	TEACHER SPANISH	39,910.73	724.00	40,634.73
	GIANOTTI, KAITLIN	TEACHER SPEC ED	38,569.25	-	38,569.25
	RIETH, JENNIFER	OCCUP THERAPIST	37,106.40	1,019.40	38,125.80
	SHERIDAN, HANNAH	SUBSTITUTE TEACHER	36,660.20	1,212.45	37,872.65
	KELLY, MARYLOUISE	CAFETERIA MANAGER	31,739.39	5,470.25	37,209.64
	FREIRE, GLEYSSIMAR	SCHOOL CUSTODIAN	34,352.02	2,329.11	36,681.13
	DIONNE, DEBRA	ADMIN ASST PRINCIPAL	30,201.75	6,137.48	36,339.23
	UVELLO, CHRISTINE	OCCUP THERAPIST	35,938.32	-	35,938.32
	FRONTAIN, KATELYN	SCHOOL CUSTODIAN	31,761.89	3,504.84	35,266.73
	BEHAN, MICHELE	TEACHER ASST SPEC ED	34,683.30	416.78	35,100.08
	MCMANUS, KRISTIN	TEACHER SCL STUDIES	34,623.21	-	34,623.21
	BOWEN, KARYA	TD GROUP LEADER	34,388.79	-	34,388.79
	MCKEEMAN, ELISABETH	TEACHER ASST SPEC ED	15,728.76	18,493.21	34,221.97
	HADLEY, TAMARA	SCHOOL CUSTODIAN	28,657.36	5,443.73	34,101.09
	JOHNSON, CATHERINE	TEACHER SPEC ED	33,705.00	-	33,705.00
	DIRUSSO, MAUREEN	TEACHER FRENCH	33,360.21	-	33,360.21
	ONEILL, TIMOTHY	TEACHER ASST	30,883.93	2,346.40	33,230.33
	TURBIDE, LISELOT	TEACHER ASST SPEC ED	33,171.80	-	33,171.80
	LEBLANC, LAURIE	READING TUTOR	32,901.32	-	32,901.32
	BOWEN, ALEV	TD GROUP LEADER	32,625.15	-	32,625.15
	HEALY, GRACE	TEACHER ASST SPEC ED	26,524.65	5,884.96	32,409.61
	RESENDES, JACQUELYN	SUBSTITUTE LONG TERM	32,351.00	-	32,351.00
	GILIBERTO, ANGELA	TEACHER SPEC ED	32,351.00	-	32,351.00
	TOWER, SHANE	TEACHER PHYSICAL ED	31,524.03	-	31,524.03
	MACLEOD, LOLA	SCHOOL CUSTODIAN	30,500.06	335.72	30,835.78
	ROBUCCIO, NICO	TEACHER ASST SPEC ED	28,566.78	1,794.10	30,360.88
	JOHNSON, JACQUELYN	TD DIRECTOR	30,000.06	-	30,000.06
	BENTLEY, LISA	TEACHER ASST SPEC ED	28,602.84	859.00	29,461.84
	SHIMMEL, ALICE	CAFETERIA MANAGER	29,151.18	81.24	29,232.42
	SANNELLA, MARY	SCHOOL SECRETARY	28,812.86	-	28,812.86
	FUHS, BRANDIE	CAFETERIA WORKER	28,043.29	652.50	28,695.79
	CIARFELLA, KATHLEEN	TEACHER ASST SPEC ED	26,480.10	2,000.00	28,480.10
	LANDFORS, ALLISON	TEACHER ASST SPEC ED	26,522.88	1,810.20	28,333.08
	MAYO, MORGAN	TEACHER ASST	25,878.51	2,078.00	27,956.51
	OBRIEN, RHEA	BUILDING SUBSTITUTE	27,360.77	540.00	27,900.77
	OLDENQUIST, DONNA	TEACHER ASST SPEC ED	27,839.15	15.00	27,854.15
	WERLING, DIANE	CAFETERIA MANAGER	27,696.01	121.86	27,817.87
	DONOVAN, STEPHEN	BUILDING SUBSTITUTE	27,605.45	-	27,605.45
	LUCIANO, ABIGAIL	TEACHER ASST	27,148.04	240.00	27,388.04
	RILEY, DAVID	ENERGY EDUCATION MGR	-	27,296.10	27,296.10
	WEIR, JULIE	TEACHER ASST	26,868.66	300.00	27,168.66
	GRAHAM, CHRISTINE	TEACHER ASST SPEC ED	26,862.25	285.00	27,147.25
	DINOIA, JENNIFER	SUBSTITUTE TCH ASST	26,884.71	-	26,884.71
	OLIVER, HANNAH	SUBSTITUTE TEACHER	26,389.86	330.00	26,719.86
	DOLAK, PATRICIA	TEACHER ASST SPEC ED	26,527.79	75.00	26,602.79
	WEBSTER, ANDREW	TEACHER MATH	26,570.97	-	26,570.97
	RICHTER, KAREN	TEACHER ASST SPEC ED	26,361.66	195.00	26,556.66
	STULL, TARA	TEACHER ASST SPEC ED	26,375.46	165.00	26,540.46
	MCINNIS, TRICIA	TEACHER ASST SPEC ED	26,492.49	15.00	26,507.49
	SCARINGELLA, JOANN	TEACHER ASST SPEC ED	26,467.56	-	26,467.56
	HIRTLE, JENNIFER	SCHOOL CUSTODIAN	26,425.50	30.00	26,455.50
	AUTIO, CATHY	TEACHER ASST SPEC ED	22,031.52	4,415.07	26,446.59
	RAMIREZ, CONNIE	TEACHER ASST SPEC ED	26,423.52	-	26,423.52
	MONDAL, MOHUA	TEACHER ASST	26,387.78	15.00	26,402.78
	HAMWEY, DEBORAH	TEACHER ASST	25,559.11	480.00	26,039.11
	MADEIRA, MATTHEW	SCHOOL CUSTODIAN	20,977.03	5,005.19	25,982.22
	ENGEN, SHEALEE	TEACHER ASST SPEC ED	25,803.76	75.00	25,878.76
	MORENO, LINDA	SUBSTITUTE TEACHER	25,484.19	15.00	25,499.19
	CHO, PILYOUNG	TEACHER ASST SPEC ED	25,332.37	-	25,332.37
	SMITH, MADISON	SUBSTITUTE LONG TERM	18,610.92	6,527.75	25,138.67

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2023 Earnings *
	SRIRAM, SUMATHI	TEACHER ASST SPEC ED	23,185.19	1,851.84	25,037.03
	BLAIR, ELIZABETH	TEACHER ASST	24,744.31	150.00	24,894.31
	RITCHIE, PERRI	TEACHER ASST	24,516.67	-	24,516.67
	MESTRE-PRICE, MARY ANN	TEACHER SPANISH	24,492.42	-	24,492.42
	HOLMAN, KAITLIN	TEACHER MATH	24,492.42	-	24,492.42
	HOWRY, JULIANA	TEACHER GRADE 5	24,255.90	-	24,255.90
	LANG, KATHERINE	TEACHER SPEC ED	24,133.50	-	24,133.50
	PEARCE, JAMES	SCHOOL CUSTODIAN	18,091.37	5,737.75	23,829.12
	DIFIORE, ELIZABETH	TEACHER ASST SPEC ED	23,701.74	75.00	23,776.74
	CAPPETTA, JON	TEACHER ASST	23,564.76	30.00	23,594.76
	SIMMONS, ANDREA	TEACHER ASST SPEC ED	23,489.49	105.00	23,594.49
	HEVENOR, KRISTINA	LIBRARY TUTOR	22,704.19	-	22,704.19
	LOWNEY, HALEY	TEACHER SPEC ED	22,614.57	-	22,614.57
	ASGARY, NEEKA	TEACHER ASST SPEC ED	20,263.73	1,814.77	22,078.50
	MIRABELLA, AMY	CAFETERIA WORKER	20,543.25	1,174.50	21,717.75
	DONARUMA, DARLENE	TEACHER ASST SPEC ED	17,796.00	3,608.64	21,404.64
	DEVOGEL, MICHELLE	CAFETERIA WORKER	18,990.57	2,204.00	21,194.57
	VENDITTI, EMILY	CAFETERIA WORKER	20,825.17	66.88	20,892.05
	MCCARTHY, SHANNON	TD GROUP LEADER	20,689.94	-	20,689.94
	GRANEY, EMMA	SUBSTITUTE LONG TERM	-	20,407.89	20,407.89
	DODD, BRIANNA	TEACHER HISTORY	20,392.29	-	20,392.29
	SKODA, MARY	TEACHER ASST	16,021.28	3,671.28	19,692.56
	BARRY, EMILY	ADJUSTMENT COUNSELOR	19,355.58	-	19,355.58
	HUSSON, DIANNE	AP CLERK	-	19,273.16	19,273.16
	CEREZO, PATRICIA MONIQUE	TEACHER ASST SPEC ED	15,273.59	3,578.12	18,851.71
	JUNG, LISA	TEACHER MUSIC	18,610.92	-	18,610.92
	VASQUEZ, RUTH	TEACHER ASST SPEC ED	16,391.67	2,000.00	18,391.67
	CARAVOULIAS, SUZANNE	CAFETERIA WORKER	10,107.24	8,129.63	18,236.87
	CUSANO, MADELYN	STUDENT ASSISTANT	10,185.47	7,946.84	18,132.31
	LIPOMI, LOUIS	SCHOOL CUSTODIAN	17,752.34	254.67	18,007.01
	HAZEN, STARLA	LIBRARY TUTOR	17,963.01	-	17,963.01
	HILBERG, ALEIGHA	SUBSTITUTE TEACHER	-	17,662.73	17,662.73
	WILE, JESSICA	TEACHER SPEC ED	15,060.00	2,510.00	17,570.00
	TULLEY-LEONE, MARTHA	TEACHER ASST SPEC ED	16,784.58	770.00	17,554.58
	BENTLEY, ROBERT	TEACHER PHYSICAL ED	17,469.72	-	17,469.72
	STONE, DENIELLE	CAFETERIA WORKER	7,333.53	10,073.80	17,407.33
	CLARK, AMANDA	SUBSTITUTE TCH ASST	13,609.86	3,270.26	16,880.12
	NELSON, CELESTE	CAFETERIA WORKER	16,711.44	-	16,711.44
	CORRIVEAU, LINDA	CAFETERIA WORKER	14,270.95	1,961.08	16,232.03
	TEEL, KELLICIE	APPL BEHAVR ANL ASST	16,157.06	-	16,157.06
	DUBAY, ERIN	TEACHER ASST	15,918.69	-	15,918.69
	JOHNSON, DANETTE	SUBSTITUTE TEACHER	15,794.63	-	15,794.63
	POTENZA, JULIANNE	SUBSTITUTE TEACHER	10,891.83	4,821.33	15,713.16
	MULONE, ALYSSA	CE INSTRUCTOR I	15,573.78	60.00	15,633.78
	BECKER, KELLEY	TEACHER ASST SPEC ED	15,502.62	-	15,502.62
	STEELE, MADELEINE	TEACHER ASST	15,154.86	-	15,154.86
	LONG THACH, LONDON	TECH SPECIST AIDE	13,118.88	1,764.11	14,882.99
	YODER, NICOLA	SCHOOL SECRETARY	13,706.55	-	13,706.55
	KALDENBERG, CASEY	COACH	-	13,469.00	13,469.00
	MORTON, SARA	LIBRARY TUTOR	12,672.00	-	12,672.00
	BELL, EMILY	SUBSTITUTE TEACHER	-	12,270.31	12,270.31
	PAINTER, THEODORE	SUBSTITUTE LONG TERM	-	11,851.00	11,851.00
	BARNES, NATASHA	CAFETERIA WORKER	11,318.22	528.00	11,846.22
	CAVALLO, DIANE	SUBSTITUTE TEACHER	-	11,245.05	11,245.05
	BOUCHER, ASHLEIGH	SUBSTITUTE LONG TERM	-	10,893.11	10,893.11
	EMMONS, CAROLYN	TEACHER ASST SPEC ED	10,752.57	120.00	10,872.57
	MARSH, ELLEN	SUBSTITUTE TEACH RET	-	10,831.02	10,831.02
	SANFORD, ELDIS	SUBSTITUTE TEACHER	-	10,793.97	10,793.97
	NICHOLSON, TRICIA	COACH	-	9,009.00	9,009.00
	PARK, CHOONAH	TEACHER ASST	8,942.34	-	8,942.34
	GOULDRUP, HANNAH	SUBSTITUTE LONG TERM	-	8,714.50	8,714.50
	CLARKE, NATIA	CAFETERIA WORKER	-	8,685.58	8,685.58
	O'NEILL, TRACEY	DRAMA PRODUCTION DIR	-	8,505.88	8,505.88
	BLAKE, APRIL	CAFETERIA WORKER	4,601.69	3,809.71	8,411.40
	SAYLOR, ANNETTE	ADMIN ASST PRINCIPAL	-	8,338.63	8,338.63
	LILES, APRIL	COACH	-	8,250.00	8,250.00

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2023 Earnings *
	ELLIS, BETH ANN	CAFETERIA WORKER	-	7,527.94	7,527.94
	CALCAGNI, CYNTHIA	TD GROUP LEADER	-	7,503.74	7,503.74
	MARTINEC, SENA	SUBSTITUTE TEACHER	-	7,410.65	7,410.65
	EASTER, ASANTE	COACH	-	7,392.00	7,392.00
	LYONS, CONNOR	SUBSTITUTE LONG TERM	-	7,316.88	7,316.88
	SILVA, CARLEY	SCHOOL CUSTODIAN	7,289.18	-	7,289.18
	CLARK, TASHA	SUBSTITUTE TEACHER	-	7,267.19	7,267.19
	MILLER, CHRISTOPHER	TD SUBSTITUTE	6,107.35	1,006.05	7,113.40
	HORNBECK, PAYSON	TD ASSISTANT	-	6,623.82	6,623.82
	RAPOSA, DIANE	TD SUBSTITUTE	-	6,477.00	6,477.00
	LADOUCEUR, SAMANTHA	SUBSTITUTE LONG TERM	-	6,271.66	6,271.66
	O'KEEFE, PAIGE	SUBSTITUTE TCH ASST	-	6,259.05	6,259.05
	KINGSLEY, CASSONDRA	SUBSTITUTE TEACHER	-	6,013.28	6,013.28
	HASTINGS, RICHARD	COACH	-	5,797.00	5,797.00
	LIZOTTE, KEVIN	COACH	-	5,797.00	5,797.00
	MANDELLA, ZACHERY	TEACHER ASST	5,704.35	-	5,704.35
	SMITH, SHELBY	CAFETERIA WORKER	-	5,646.18	5,646.18
	YANEVA, TANIA	SUBSTITUTE TEACHER	-	5,625.00	5,625.00
	BOWEN, KALVIN	TD ASSISTANT	-	4,914.78	4,914.78
	HALLORAN, MAITI	TD ASSISTANT	-	4,854.84	4,854.84
	FELTON, CYNTHIA	CAFETERIA WORKER	-	4,781.39	4,781.39
	LEONARD, JUSTIN	COACH	-	4,521.00	4,521.00
	KONTOFF, JANE	COACH	-	4,460.00	4,460.00
	PARKINSON, MARK	COACH	-	4,460.00	4,460.00
	WINKELMANN, ALEXANDER	COACH	-	4,460.00	4,460.00
	DEBONVILLE, ANGELINA	COACH	-	4,207.00	4,207.00
	RYZI, RICHARD	COACH	-	4,125.00	4,125.00
	CHERUKURI, SWAPNA	TEACHER ASST	3,923.26	-	3,923.26
	BOCK, CARA	SUBSTITUTE TEACHER	-	3,865.14	3,865.14
	SULLIVAN, SAMANTHA	COACH	-	3,757.00	3,757.00
	STEARNS, PATRICK	COACH	-	3,724.00	3,724.00
	HARDY, ALLISON	COACH	-	3,651.00	3,651.00
	NAYLOR, WILLIAM	COACH	-	3,651.00	3,651.00
	WILSON, RYAN	COACH	-	3,651.00	3,651.00
	SULLIVAN, SEAN	COACH	-	3,651.00	3,651.00
	OLDENQUIST, JULIA	CAFETERIA WORKER	-	3,574.75	3,574.75
	BUSSIERE, MACEY	SUBSTITUTE TEACHER	-	3,482.51	3,482.51
	MAYNARD, ERIC	COACH	-	3,457.00	3,457.00
	BACHAND, LEAH	CAFE SUBSTITUTE	2,073.28	1,336.72	3,410.00
	YUEN, SYDNEY	CAFE SUBSTITUTE	-	3,330.75	3,330.75
	GETTINGS, RITA	CAFE SUBSTITUTE	-	3,083.63	3,083.63
	SALUNKHE, ARCHANA	SUBSTITUTE LONG TERM	-	3,050.40	3,050.40
	WOLF, CINDY	SUBSTITUTE TEACHER	-	3,048.91	3,048.91
	ST GELAIS, KAITLYN	STUDENT ASSISTANT	-	2,977.51	2,977.51
	REYNOLDS, BRETT	COACH	-	2,974.00	2,974.00
	FONTANELLA, NICHOLAS	COACH	-	2,916.00	2,916.00
	GENTILE, STEPHANIE	COACH	-	2,916.00	2,916.00
	TAYLOR, TROY	COACH	-	2,916.00	2,916.00
	MORRISON, NANCY	GAME TICKET SALES	-	2,855.06	2,855.06
	PEDUZZI, ANNIE	SUBSTITUTE LONG TERM	-	2,784.72	2,784.72
	LUKSHA, CHRISTINE	CAFETERIA WORKER	-	2,766.12	2,766.12
	HOFFMANN, MICHAEL	DRAMA SUPPORT	-	2,704.00	2,704.00
	PETTUS, LAUREN	TEACHER ASST SPEC ED	2,659.14	-	2,659.14
	TOPALOFF, LIUBOMIR	SUBSTITUTE TEACHER	-	2,571.88	2,571.88
	MEAGHER, WILLIAM	SCHOOL MAINTENANCE	1,194.40	1,283.98	2,478.38
	FRATICELLI, LEEANN	CAFETERIA WORKER	2,466.20	-	2,466.20
	LAVALLEE, KRISTINA	SUBSTITUTE TEACHER	-	2,281.25	2,281.25
	THAVASI, SUMATHI	SUBSTITUTE LONG TERM	-	2,242.95	2,242.95
	COTE, ALEXANDER	STUDENT ASSISTANT	-	2,238.37	2,238.37
	CAQUETTE, DAVID	COACH	-	2,230.50	2,230.50
	HORNBECK, PAUL	SCORE KEEPER	-	2,126.24	2,126.24
	DINOIA, JULIA	STUDENT ASSISTANT	-	1,941.08	1,941.08
	CIULLA, AMANDA	SUBSTITUTE TEACHER	-	1,761.26	1,761.26
	REID, JOHN	COACH	-	1,749.60	1,749.60
	BRADSHAW, ANDREW	COACH	-	1,749.60	1,749.60
	AMIDON, SARAH	TEACHER ASST	1,639.75	-	1,639.75

## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	SMITH, ELIZABETH	TEACHER ASST SPEC ED	1,594.89	-	1,594.89
	STALFORD, ALEXIS	SUMMER SCHOOL PENSIONABLE	-	1,547.91	1,547.91
	RIDGE, ERIN	TD ASSISTANT	-	1,544.51	1,544.51
	RUEL, MAYA	STUDENT ASSISTANT	-	1,529.62	1,529.62
	ROCK, ALEXIS	DRAMA SUPPORT	-	1,500.00	1,500.00
	SAGER, ANDREW	SUBSTITUTE TCH ASST	-	1,497.58	1,497.58
	OGILVIE, NATALIE	GAME TICKET SALES	-	1,327.50	1,327.50
	COHEN, NOREEN	SUBSTITUTE TEACH RET	-	1,106.88	1,106.88
	HUNT, JUDITH	SCORE KEEPER	-	1,052.31	1,052.31
	PLETCHER, JENNIFER	SUBSTITUTE NURSE	-	1,051.70	1,051.70
	WIGHT, RACHEL	CAFETERIA WORKER	-	957.00	957.00
	RUEL, ISABELLA	TD ASSISTANT	-	929.67	929.67
	SCANZILLO, JOANNA	TEACHER ASST SPEC ED	773.28	-	773.28
	NICHOLS, SUSAN	DRAMA SUPPORT	-	750.00	750.00
	PALMER, SAMUEL	COACH	-	743.50	743.50
	CLARK, JAMES	SUBSTITUTE TEACHER	-	693.13	693.13
	VICTOR, ZEANDRE	CAFETERIA WORKER	-	623.07	623.07
	LEE, AMY	SUBSTITUTE TEACHER	-	596.78	596.78
	MELCHIANO-GAY, LINDA	CAFETERIA WORKER	-	594.00	594.00
	WILSON, JENNIFER	SUBSTITUTE NURSE	-	586.95	586.95
	CORROW, TYLER	SUBSTITUTE TEACHER	-	579.38	579.38
	MYERS, THOMAS	SUBSTITUTE TEACHER	-	568.13	568.13
	RAINE, HANNAH	SUBSTITUTE TEACHER	-	562.50	562.50
	MARRESE, NANCY	GAME TICKET SALES	-	547.50	547.50
	DELORENZO, LYNN	GAME TICKET SALES	-	525.00	525.00
	GROSKIN, DEBRA	SUBSTITUTE TEACHER	-	513.75	513.75
	MINCHELLO, OLIVIA	DRAMA SUPPORT	-	500.00	500.00
	DOHERTY, CASSIDY	TD GROUP LEADER	-	481.25	481.25
	SMITH, MOLLY	CAFETERIA WORKER	-	346.94	346.94
	WILE, MARY	SUBSTITUTE TCH ASST	-	322.32	322.32
	BERA, AUDREY	CAFETERIA WORKER	-	240.00	240.00
	MCCARTHY, ALISON	SUBSTITUTE TEACHER	-	205.65	205.65
	TAGLIERI, BROOKE	TD ASSISTANT	-	157.50	157.50
	TETO, EMMA	SUBSTITUTE TEACHER	-	128.75	128.75
	MASSON, ERIN	SUBSTITUTE TEACHER	-	125.00	125.00
	MULLEN, RILEY	SUBSTITUTE TEACHER	-	125.00	125.00
	CAULFIELD, OLIVIA	STUDENT ASSISTANT	-	120.00	120.00
	<b>SCHOOLS DEPARTMENT TOTAL</b>		<b>17,771,875.06</b>	<b>1,312,760.29</b>	<b>19,084,635.35</b>
	<b><u>TOWN ADMINISTRATOR</u></b>				
	ANSALDI, ANTHONY	TOWN ADMINISTRATOR	37,116.40	230,768.83	267,885.23
	FERRARA, RYAN	ASST TOWN ADMIN	154,875.20	-	154,875.20
	DICKERSON, DIANNE	EXEC ASST TOWN ADM	81,020.36	412.50	81,432.86
	DUMAS, GEORGE	BUILDING MAINT. SUPERVISOR	73,255.55	1,071.80	74,327.35
	MONTGOMERY, LISA	EXEC ASST TOWN ADM	63,505.42	-	63,505.42
	HEBERT, KELLIE	ASST TOWN ADMIN	-	32,514.30	32,514.30
	DUGGAN, JAMES	TOWN ADMINISTRATOR	3,552.00	-	3,552.00
	FEDELE, MARILYN	MEETING CLERK	-	3,126.56	3,126.56
	<b>TOWN ADMINISTRATOR DEPARTMENT TOTAL</b>		<b>413,324.93</b>	<b>267,893.99</b>	<b>681,218.92</b>
	<b><u>TOWN CLERK</u></b>				
	CRORY, DIANE	TOWN CLERK	98,394.80	-	98,394.80
	PREHL, KIMBERLY	ASSISTANT TOWN CLERK	61,378.93	931.65	62,310.58
	<b>TOWN CLERK DEPARTMENT TOTAL</b>		<b>159,773.73</b>	<b>931.65</b>	<b>160,705.38</b>
	<b><u>TREASURER</u></b>				
	HEALY, ROBIN	TOWN TREASURER	89,577.37	3,766.60	93,343.97
	RICHARDS, DEBORAH	TAX COLLECTOR	86,775.79	-	86,775.79
	KOUVO, KIMBERLY	ASST TREASURER	86,402.95	-	86,402.95
	WHITE, CAITLIN	PR BENEFITS COORDI	68,650.87	-	68,650.87
	CAIN, REBECCA	FINANCE PAYR COORD	62,610.33	-	62,610.33
	VENUTI, STEVEN	TOWN TREASURER	-	36,454.38	36,454.38
	ESSMAN, ANN	ASST TREASURER	-	3,918.57	3,918.57
	<b>TREASURER DEPARTMENT TOTAL</b>		<b>394,017.31</b>	<b>44,139.55</b>	<b>438,156.86</b>
	<b><u>VETERANS</u></b>				
	BOROSKI, JOHN	VETERANS' AGENT	-	8,061.68	8,061.68
	WILSON, GARY	VETERAN TAX PROGRAM	-	1,500.00	1,500.00

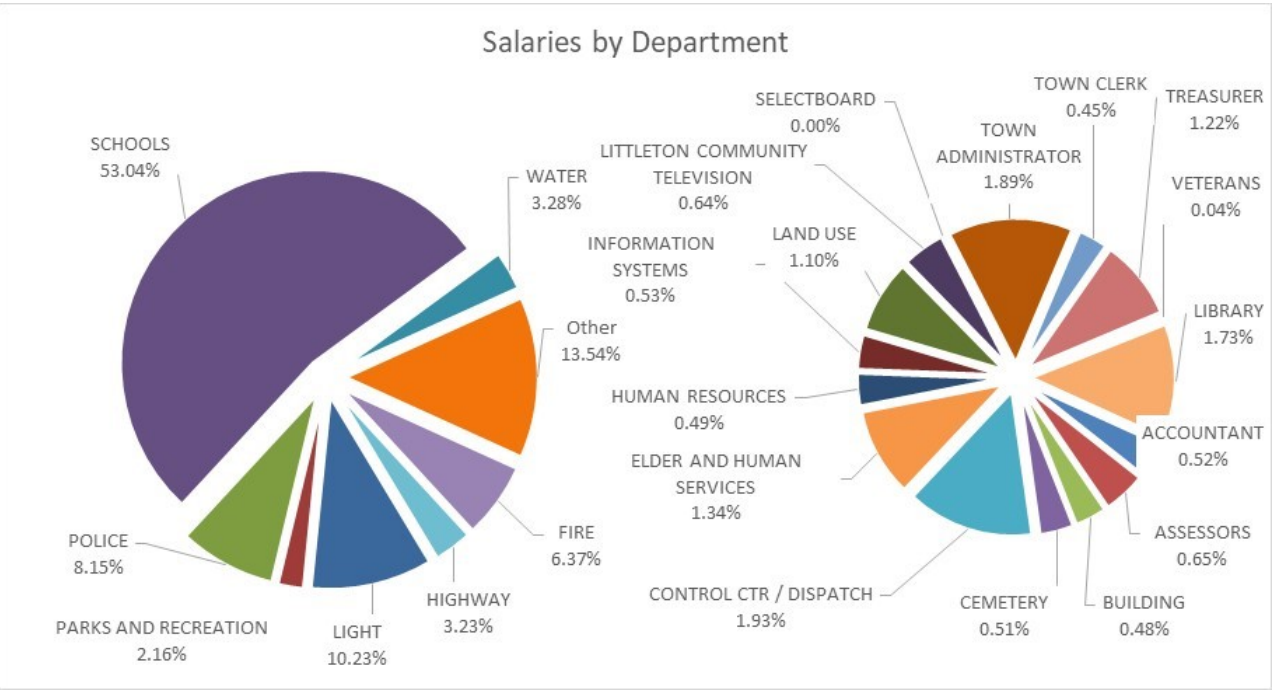


## Employee Total Earnings - January-December 2023

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
	SAYLOR, STEVEN	VETERAN TAX PROGRAM	-	1,167.75	1,167.75
	FEDELE, RICHARD	VETERAN TAX PROGRAM	-	997.50	997.50
	HUNT, JAMES	VETERAN TAX PROGRAM	-	975.00	975.00
	JOWERS, DAVID	VETERAN TAX PROGRAM	-	960.00	960.00
	PILLITTERI, DAVID	VETERAN TAX PROGRAM	-	931.50	931.50
VETERANS DEPARTMENT TOTAL			0.00	14,593.43	14,593.43
WATER					
	GODFREY, COREY	WATER DISTRIBUTION MANAGER	139,985.66	6,206.38	146,192.04
	DENARO, PAUL	LWD PROD SUPV ENG	127,807.50	11,448.22	139,255.72
	WOITOWICZ, ALLAN	LWD UTILITY SPEC	91,119.00	26,156.42	117,275.42
	PERRON, MARK	LWD UTILITY SPEC	92,221.91	20,049.58	112,271.49
	MORSE, MICHAEL	LWD FOREMAN	23,181.42	87,567.25	110,748.67
	AHEARN, MATTHEW	LWD PROD OPER	77,224.49	18,143.39	95,367.88
	GAVIN, JAMES	LWD WST WATR ENG TEC	91,665.01	-	91,665.01
	SILVERMAN, MATTHEW	LWD WATER QUALITY MANAGER	85,944.36	3,305.30	89,249.66
	LEGER, GREGORY	LWD FOREMAN	64,061.58	15,890.32	79,951.90
	NELSON, STEVEN	LWD PROD OPER	33,050.75	31,667.00	64,717.75
	VANCOTT, JUSTIN	LWD PROD OPER	54,430.16	-	54,430.16
	MARCOS, KYLE	LWD PROD OPER	30,421.60	5,591.55	36,013.15
	WALSH, JOSHUA	LWD ENVIROMENTAL ANALYST	32,923.10	-	32,923.10
	SANDERS, JESADA	LWD INTERN	-	4,620.00	4,620.00
	HEALY, ALEXANDER	LWD INTERN	-	3,965.43	3,965.43
	VEASIE, JAY	LWD FOREMAN	-	2,256.24	2,256.24
WATER DEPARTMENT TOTAL			944,036.54	236,867.08	1,180,903.62
Total Salaries - 2023			30,867,964.97	5,115,539.18	35,983,504.15
Employee count - 828					

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

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2023 Earnings *
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TREASURER





## Commissioners of Trust Funds

### 2023 Annual Report

#### Market Overview

The S&P 500 Index finished the year at 4769.83, a year over year increase of 24.23% for the 2023 calendar year. The S&P U.S. Aggregate Bond Index increase 5.5% on the year.

#### Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$5,539,004 and finished the year with a balance of \$6,133,638. The Funds' investment income in 2023 was \$174,177. During 2023 there were no capital contributions. Disbursements from The Fund for budgetary and scholarships totaled \$199,536. Among the disbursement were scholarships from the Frank M. Kimball Second Fund (Kimball II) and the John C. & Eunice B. Morrison Charitable Foundation Scholarship Fund (Morrison Fund). The Trust Fund Commissioners are the administrators for these funds, and we were pleased to award scholarships totaling \$60,000 from the Morrison Fund and Kimball II Fund in 2023. The Trust Funds are also a major contributor to the Littleton Scholarship Trust. In 2023 the Trust Funds contributed \$50,000 to the Scholarship Trust.

#### Commissioner Comments

In 2023 The Fund's portfolio performance reflected an increase of 13.74%, however the fund underperformed the three benchmark targets by 130 to 240 basis points. The income earned, which is a combination of income from the Fund's investments positions as well as capital gains distributed from the activity within the investments, was \$174,177 for 2023. Although this is slightly lower than 2022, it is consistent with the overall goals of the Fund.

We wish to thank the Scholarship Selection Committee members Aaron Morse, Fred Faulkner, Mary Herndon, Melinda Hobausz and Stephen Gentile who screened the many applicants and provided the Commissioners with excellent recommended candidates. We would also like to thank Larry Wenz for his 22 years of service on the Scholarship Committee.

The Commissioners work in partnership with the Town Treasurer's office and wish to thank Town Treasurer Robin Healy for helping with reporting and the processing of scholarships.

We would also like to thank Tyler Gray for his years of service as a commissioner, especially the years he served as the boards chair.

In memoriam, we would like to recognize Richard (Rick) Hoole for his dedicated service of 18 years as a Commissioner of Trust Funds.

Commissioners of Trust Funds

Betsy Bohling, Fred Faulkner and Steven Venuti

## TRUST FUND BALANCES

COMMISSIONER OF TRUST FUNDS

FUND	Principal Account Balance as of 12/31/23	Expendable Funds Account Balance as of 12/31/23*	Total Trust Fund Balance 12/31/2023	2023 Income
Cemetery Perpetual Care	\$310,528.12	366,699.33	\$677,227.45	\$19,740.09
J. Goldsmith Common School	5,383.13	16,221.97	21,605.10	611.55
C. Hildreth	69,288.84	207,990.07	277,278.91	7,845.00
L. Johnson High School	9,203.01	27,703.67	36,906.68	1,044.55
F. M. Kimball	97,259.22	167,034.68	264,293.90	7,503.21
M. H. Kimball	192,870.10	438,678.89	631,548.99	17,881.73
B. Sampson Education	206,200.63	382,867.82	589,068.45	16,765.80
L. H. Zappy	8,599.94	25,557.86	34,157.80	969.79
B. Sampson Relief of Animals	32,577.16	108,606.09	141,183.25	3,996.39
A. Tuttle Lyceum	46,521.37	72,829.38	119,350.75	3,454.17
Reuben Hoar Library	539,065.85	1,015,716.74	1,554,782.59	45,099.43
F.M. Kimball II Fund	151,437.06	289,244.97	440,682.03	12,563.33
Doris Warren Education Fund	139,762.60	253,820.65	393,583.25	11,197.67
Clancy Lyceum	3,720.76	5,693.51	9,414.27	272.48
FB Morrison Charitable Fund	500,000.00	394,796.68	894,796.68	25,231.44
Totals	\$2,312,417.79	\$3,773,462.31	\$6,085,880.10	\$174,176.63

\* includes Realized & Unrealized Gains & Losses

## TRUST FUND INVESTMENTS

COMMISSIONER OF TRUST FUNDS

NUMBER OF SHARES		MARKET VALUE 12/31/2023	Dividend Per Share	Estimated Annual Income
<b>Preferred / Other Stocks</b>				
5,704.667	Destra Flaherty & Crumrine Preferred and Income Fund	\$89,220.99	0.91	\$5,208.36
	<b>Total Preferred / Other Stocks</b>	<u>\$89,220.99</u>		<u>\$5,208.36</u>
<b>Exchange Traded Funds</b>				
12,864.047	Wisdomtree US Largecap	\$853,915.44	1.61	\$20,711.12
	<b>Total Exchange Traded Funds</b>	<u>\$853,915.44</u>		<u>\$20,711.12</u>
<b>Mutual Funds</b>				
4,800.857	iShares Russell Top 200 Growth EFT	\$841,206.16	0.41	\$1,968.35
21,049.133	American Century Mid Cap Value	\$327,735.00	0.30	\$6,272.64
15,423.974	American Century Small Cap Value	\$161,951.73	0.12	\$1,881.72
5,213.314	BlackRock Mid-Cap Growth Fund	\$200,764.72		\$0.00
2,433.838	Neuberger Berman Small Cap Growth Fund	\$96,866.75	0.00	\$0.00
	<b>Total Mutual Funds</b>	<u>\$1,628,524.36</u>		<u>\$10,122.71</u>
<b>International / Global Equity Mutual Funds</b>				
4,513.214	Brown International Small Company	\$103,803.92	0.00	\$15.80
8,026.334	Causeway International Small Cap	\$109,318.67	0.85	\$6,806.33
24,151.129	Cullen Emerging Market High Dividend	\$286,673.90	0.56	\$13,403.88
78,841.801	Janus Henderson Global Equity Income	\$481,723.40	0.50	\$39,499.74
13,280.782	John Hancock International Growth	\$327,504.08	0.66	\$8,725.47
	<b>Total International / Global Equity Mutual Funds</b>	<u>\$1,309,023.97</u>		<u>\$68,451.22</u>
<b>Alternatives</b>				
12,991.392	American Beacon Managed Futures Strategy Fund	\$127,965.21	0.10	\$1,256.27
13,436.100	Cboe Vest U.S. Large-Cap 10% Buffer Fund CI Y	\$235,669.19	0.00	\$0.00
	<b>Total Alternative Mutual Funds</b>	<u>\$363,634.40</u>		<u>\$1,256.27</u>
<b>Domestic Bond Mutual Funds</b>				
11,201.923	Artisan High Income	\$101,153.36	0.66	\$7,370.87
34,756.378	Fidelity Advisor Mortgage Securities Fund	\$344,088.14	0.33	\$11,400.09
15,618.121	Fidelity Long Term Treasury Bond Index Fund	\$158,211.57	0.32	\$5,029.03
8,032.592	Fidelity Intermediate Treasury Bond Index Fund	\$78,317.77	0.21	\$1,662.75
20,150.622	Guggenheim Total Return Bond Fund	\$479,987.82	1.06	\$21,299.21
17,140.553	Performance Trust Strategic Bond Fund	\$337,326.08	0.79	\$13,489.62
	<b>Total Domestic Bond Mutual Funds</b>	<u>\$1,499,084.74</u>		<u>\$60,251.57</u>
<b>International Bond Mutual Funds</b>				
41,680.449	Janus Henderson Developed World	\$326,357.92	0.20	\$8,211.05
	<b>Total International Bond Mutual Funds</b>	<u>\$326,357.92</u>		<u>\$8,211.05</u>
<b>Money Market Mutual Funds</b>				
3,034.250	Fidelity Government Money Market Premium	\$3,034.25	0.05	\$154.75
16,523.910	Fidelity Govt Money Market Capital Reserves	\$16,523.91	0.04	\$738.62
	<b>Total Money Market Mutual Funds</b>	<u>\$19,558.16</u>		<u>\$893.37</u>
	<b>Total Accrued Interest</b>	<u>\$0.00</u>		
	<b>Total Trust Funds</b>	<u>\$6,089,319.98</u>		<u>\$175,105.67</u>



## TRUST FUND INVESTMENTS

COMMISSIONER OF TRUST FUNDS

### Asset mix by category as of December 31, 2023

Asset Category



ASSET CATEGORY	VALUE (%)
Large-Cap Value	14.02
Large-Cap Growth	13.81
Intermediate Core-Plus Bond	13.42
Foreign Large-Cap Value	7.91
Intermediate Core Bond	5.65
Mid-Cap Value	5.38
Foreign Large-Cap Growth	5.38
Global Bond-USD Hedged	5.36
Emerging Markets	4.71
Options Trading	3.87
Mid-Cap Growth	3.30
Remaining	17.18
<b>Total:</b>	<b>100</b>

#### Additions & Disbursements from Funds - Yr ending December 31, 2023

12/31/2023			
Fund	Additions	Disbursements	Reason for Disbursement
Cemetery Perpetual Care	\$0.00	\$22,597.94	Security cameras, tree services, generator, misc grounds w
J. Goldsmith Common School	-	-	
C. Hildreth	-	(55.97)	
L. Johnson High School	-	(466.42)	Unused portion of donation to Littleton Public Schools
F. M. Kimball	-	13,406.72	Scholarship Awards
M. H. Kimball	-	-	
B. Sampson Education	-	23,320.90	Scholarship Awards
L. H. Zappy	-	-	
B. Sampson Relief of Animals	-	(93.28)	
A. Tuttle Lyceum	-	13,592.00	Disbursement to Littleton Lyceum
Reuben Hoar Library	-	72,161.68	FY23 Library Budget
F.M. Kimball II Fund	-	15,000.00	Scholarship Awards
Doris Warren Education Fund	-	14,000.00	Scholarship Awards
Clancy Lyceum	-	1,072.00	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	-	25,000.00	Scholarship Awards
Totals	\$0.00	\$199,535.57	

## SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2023

### REAL ESTATE

Fiscal	Outstanding July	Collected/Liened			
Year	1, 2022 & Com- mitted FY23	to Treasurer	Abated	Refunded	Balance
2023	\$46,442,364.00	\$45,698,213.00	\$425,234.00	\$5,826.00	\$324,743.00
2022	\$961,804.00	\$895,972.00	\$12,683.00	\$1,538.00	\$54,687.00
TOTAL	\$47,404,168.00	\$46,594,185.00	\$437,917.00	\$7,364.00	\$379,430.00

### PERSONAL PROPERTY

Fiscal	Outstanding July	Collected/Liened			
Year	1, 2022 & Com- mitted FY23	to Treasurer	Abated	Refunded	Balance
2023	\$1,794,557.00	\$1,659,498.00	\$81,620.00		\$53,439.00
2022	\$56,909.00	\$4,256.00	\$40,884.00		\$11,769.00
2021	\$82,692.00		\$78,288.00	\$5,380.00	\$9,784.00
2020	\$11,646.00				\$11,646.00
2019	\$17,336.00				\$17,336.00
2018	\$3,233.00				\$3,233.00
2017	\$2,981.00				\$2,981.00
TOTAL	\$1,969,354.00	\$1,663,754.00	\$200,792.00	\$5,380.00	\$110,188.00

### MOTOR VEHICLE EXCISE

Fiscal	Outstanding July	Collected/Liened			
Year	1, 2022 & Com- mitted FY23	to Treasurer	Abated	Refunded	Balance
2023	\$1,708,757.00	\$1,526,853.00	\$23,959.00	\$8,372.00	\$166,317.00
2022	\$416,747.00	\$269,553.00	\$15,440.00	\$8,992.00	\$140,746.00
2021	\$30,254.00	\$15,778.00	\$1,459.00	\$2,067.00	\$15,084.00
2020	\$7,085.00	\$1,249.00	\$397.00	\$397.00	\$5,836.00
2019	\$7,598.00	\$1,353.00			\$6,245.00
2018	\$3,890.00	\$459.00		\$62.00	\$3,493.00
2017	\$3,626.00	\$257.00			\$3,369.00
2016	\$5,824.00	\$117.00			\$5,707.00
2015	\$7,175.00	\$94.00			\$7,081.00
TOTAL	\$2,190,956.00	\$1,815,713.00	\$41,255.00	\$19,890.00	\$353,878.00

TAX COLLECTOR

FINANCE AND BUDGET

Fiscal Year	Outstanding July 1, 2022 & Committed FY23	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$401,567.00	\$396,150.00	\$2,135.00		\$3,282.00
2022	\$8,964.00	\$8,406.00	\$108.00		\$450.00
TOTAL	\$410,531.00	\$404,556.00	\$2,243.00	\$0.00	\$3,732.00

**SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2022 & Committed FY23	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$42,238.00	\$3,328.00			\$38,910.00
2022					\$0.00
TOTAL	\$42,238.00	\$3,328.00	\$0.00	\$0.00	\$38,910.00

**STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2022 & Committed FY23	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$10,629.00	\$1,329.00			\$9,300.00
2022					\$0.00
TOTAL	\$10,629.00	\$1,329.00	\$0.00	\$0.00	\$9,300.00

**WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2022 & Committed FY23	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$1,348.00	\$982.00			\$366.00
2022					\$0.00
TOTAL	\$1,348.00	\$982.00	\$0.00	\$0.00	\$366.00

**ELECTRIC LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2022 & Committed FY23	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$10,492.00	\$8,980.00	\$1,512.00		\$0.00
2022					\$0.00
TOTAL	\$10,492.00	\$8,980.00	\$1,512.00	\$0.00	\$0.00

**WATER LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2022 & Committed FY2023	Collected/Liened to Treasurer	Abated	Refunded	Balance
2023	\$10,062.00	\$10,062.00			\$0.00
2022					\$0.00
TOTAL	\$10,062.00	\$10,062.00	\$0.00	\$0.00	\$0.00



## Board of Assessors

The Assessing Department is responsible for accurately determining the fair market value of all Real Estate and Personal Property located within the Town of Littleton as of January 1st of the calendar year for the fiscal year that runs from July 1st to June 30th of the following year.

The Massachusetts Department of Revenue (DOR) mandates that every city/town fully update its property assessments each fiscal year to reflect the fair market value. The updated property assessments are submitted to the DOR each fiscal year for their review and approval before Littleton's tax rate can be set by the town's Select Board .

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

- **Abatements**
  - Real Estate
  - Personal Property
  - Motor Vehicle
  - Excise
- **Chapter Land**
  - Applications
  - Liens
  - Maintenance
- **Personal exemptions**
  - Veteran
  - Senior
  - Surviving spouse
  - Blind
  - Hardship
- **Real Estate Tax Deferrals**
- **Personal Property Forms of List**
- **3ABC/Charitable Organizations**
- **Income and Expense Forms/Maintenance**
- **Abutter's Lists**
- **Various reporting information for real estate and personal property**

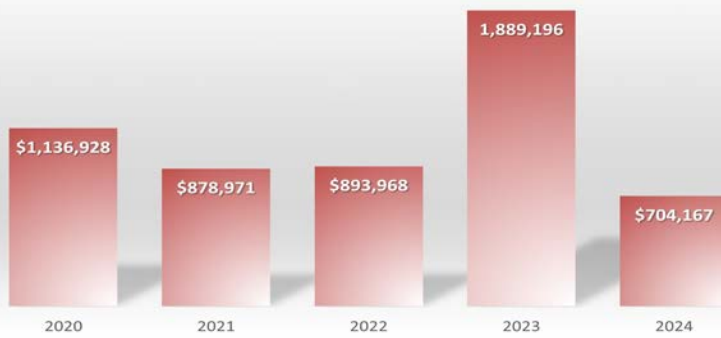


Fiscal Year 2024 was an interim year. The housing market in Littleton is still strong with limited market inventory. Home prices increased yet again with the average home assessment coming in at \$672,106. This is up 13.14% from the FY2023 average assessment of \$594,069. Assessments are based on MLS qualified sales from calendar year 2022. Commercial and retail properties are struggling with vacancy however, Industrial Real Estate continues to grow.

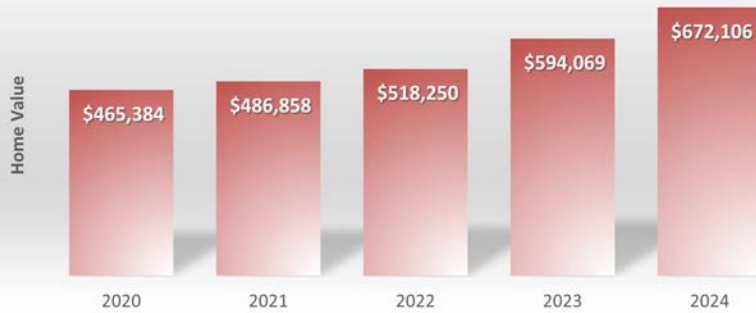
The Assessor's office is fully staffed. 2023 saw the office completing a reclassification of neighborhoods to better assist with sale ratio studies. We met with agricultural land owners to ensure chapter land properties were accurate and up to date. We are continuing to catch up on permit and cyclical inspection to ensure our information is accurate and up to date. If you have any questions regarding your valuation, or you need assistance with the abatement filing process, please call our office at 978-540-2410.



## New Growth Revenue



## Average Single Family Home Values



## Parcel Count for Major Classes

	Single Family	Single Family Values	Condo	Condo Values	Commercial/ Industrial	Com/Ind Values
2024	3108	2,088,905,600	187	90,410,900	181	535,092,900
2023	3102	1,842,800,600	187	77,047,100	180	491,308,449
2022	3,079	1,595,690,500	179	66,503,800	182	379,604,300
2021	3,050	1,484,916,400	174	57,361,600	182	401,456,200



## Exemptions for FY2023

Clause	Count	Value
17(Surviving Spouse)	5	\$1,420.98
22(Veterans)	37	\$32,458.66
22E(Veteran/Spouse)	13	\$21,715.36
37A(Blind)	4	\$3,616.74
41D(Elderly 70+)	7	\$5,201.13
CPA	9	\$540.85
Deferrals	2	\$18,136.32
<b>TOTALS</b>		<b>\$83,090.04</b>
Senior Work Off	98	\$112,179.92
Veterans Work Off	11	\$9,832.31
		<b>\$122,012.23</b>

## Historic Tax

Fiscal Year	Res	CIP
2024	14.84	23.11
2023	16.25	25.37
2022	17.71	28.05
2021	17.70	27.44

Respectfully Submitted,  
**Fred Freund, Chair**  
**Pamela Campbell, Vice Chair**  
**Anita Harding**  
**Debra Brine**  
**Peter Barbella**

# Historical Residential Shifts/CIP Factors

Fiscal Year	Residential % of Total Value	Residential % of Total Levy	Residential Shift	CIP Factor
2017	77.98%	69.38%	11.03%	1.390356
2018	77.73%	69.32%	10.83%	1.377917
2019	77.92%	69.48%	10.83%	1.381394
2020	77.96%	68.81%	11.73%	1.414987
2021	77.57%	69.05%	10.96%	1.378885
2022	79.57%	71.09%	10.66%	1.412586
2023	78.75%	70.36%	10.66%	1.394950
2024	78.61%	70.23%	10.66%	1.391570

BOARD OF ASSESSORS

## FY24 Assessments & Revenue by Major Property Class (with shift)

PROPERTY CLASS	LEVY PERCENT	VALUATION BY CLASS	TAX RATE	TAX LEVY
Residential	70.2337	2,356,087,015.00	14.84	\$34,962,684.92
Open Space	0.00	0.00	0.00	0.00
Commercial	8.3808	180,506,798.00	23.11	\$4,172,003.89
Industrial	17.9389	386,373,240.00	23.11	\$8,930,073.58
Personal Property	3.4466	74,234,910.00	23.11	\$1,715,734.61
<b>TOTALS</b>	<b>100.00%</b>	<b>2,997,201,963.00</b>		<b>\$49,780,497.00</b>

## FY24 Assessments & Revenue by Major Property Class (without shift)

PROPERTY CLASS	LEVY PERCENT	VALUATION BY CLASS	TAX RATE	TAX LEVY
Residential	78.6096	2,356,087,015.00	20.4	\$39,132,249.57
Open Space	0.00	0.00	0.00	0.00
Commercial	6.0225	180,506,798.00	20.4	\$2,998,030.43
Industrial	12.8911	386,373,240.00	20.4	\$6,417,253.65
Personal Property	2.4768	74,234,910.00	20.4	\$1,232,963.35
<b>TOTALS</b>	<b>100.00%</b>	<b>2,997,201,963.00</b>		<b>\$49,780,497.00</b>







**New Estate Road**

## **Land Use & Building Department**

### **Mission Statement**

The primary mission of the Land Use & Building Department is to provide quality service to the community that is knowledgeable, comprehensive and helpful to the public. The intention is to safeguard life, property and public welfare by regulating and controlling the construction, quality of materials, and use of all buildings and structures within the Town of Littleton. The department is responsible for the administration and enforcement of the uniform codes and related Federal, State, and Local adopted laws and ordinances.

### **2023 Annual Report**

The Building Department consists of:

Ed Mullen – Building Commissioner

Mike Kenney – Building Inspector

Bill Morehouse – Inspector of Wires

Edward Sullivan – Gas/Plumbing Inspector

Brenda Pelletier – Office Coordinator

### **2023 MAJOR ACCOMPLISHMENTS**

- Completed implementation of the Land Use and Buildings Department and the relocation of the office to the lower level of Town Hall.
- Maintained Land Use services while being short-staffed.
- Completed and implemented the online Annual Inspections, Application Process. Payments and Inspection scheduling for the Building Inspector and Fire Prevention officer.

- Designed the Annual Inspection Certificate for establishments
- Created a renewal process to alert establishments of the renewal due date 30 days prior to the due date.

### **2023 Goals include:**

- Continue software implementation to allow more efficient workflow of the Building Department permit process.
- Offer more fluid report generation and technical data to other departments.
- Offer public online application and payment
- Continue development of customized forms for tracking ongoing projects and annual renewal campaign
- Coordinate annual inspections with the Fire Department
- Continue scanning of all documents, to facilitate user access online
- Track complaints of Building Code violations



Respectfully submitted

**Ed Mullen, Building Commissioner**

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

**Michael Kenney, Sr. Building Inspector**

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

Building Department Phone # 978-540-2420





**2 Monarch Drive**



**242 King St.**



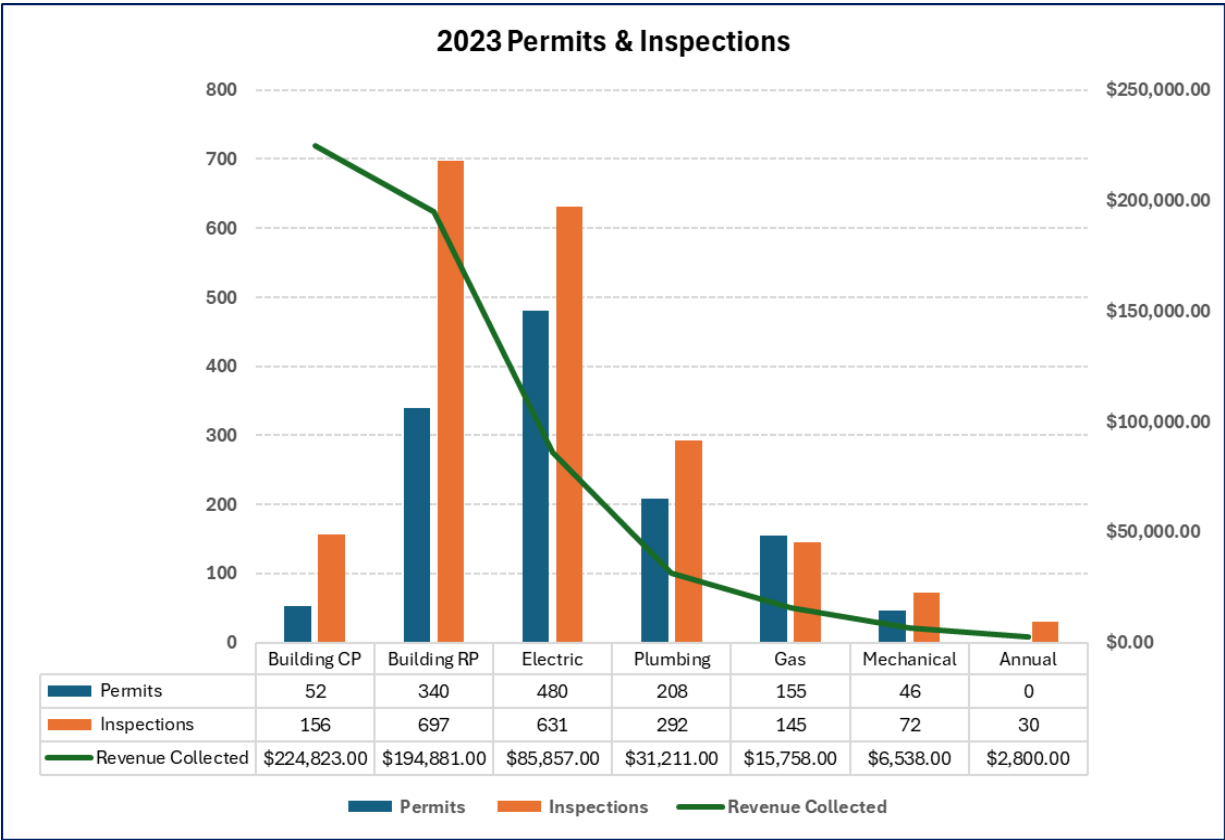
**220 Hartwell Ave.**



**Hager Homestead**

2023 Permits Issued and Inspections Performed

BUILDING, PLUMBING, WIRING & GAS



- **Permits Issued** (Building, Gas, Electrical, Plumbing, and Mechanical) – 1281
- **Inspections Conducted** – 2023
- **Revenues Collected** - \$561,868.00

## Nashoba Associated Boards of Health

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

### LITTLETON 2023

**Nashoba Associated Boards of Health** continues to serve the Town of Littleton and the Littleton Board of Health in meeting the challenges of environmental and public health needs in your community. The Nashoba Associated Boards of Health is a regional health district whose members, including the Town of Littleton and the Littleton Board of Health, are members. The health District is governed by the elected Board of Health members from member communities and meet quarterly to conduct the District business.

Our public health nursing staff returned to pre-pandemic activities while working with our Public Health Educator to provide public health education programs to our communities.

It is with great sadness that we needed to close the Nashoba Nursing Service and Hospice, our VNA, primarily due to the difficulty obtaining and retaining nursing staff; the service ended in June.

As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District. We have been able to bring on another Health Agent to improve our service to the communities.

We look forward to continuing our work with **Littleton's Board of Health** to meet the public health, environmental and nursing needs of your community.

### 2023 HIGHLIGHTS

#### Environmental Health Department

The Nashoba Sanitarian serving your community is always available at our Ayer office and has regular hours in the Littleton Town Hall to serve Littleton residents and work with Town Hall staff.

#### Food Service Licensing and Inspections 98

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations.

#### Recreational Permitting and Inspections 19

This office licenses, inspects and responds to complaints for recreational camps for children, bathing beaching and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis.

#### Housing & Nuisance Investigation 17

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

#### Title 5 related work – On-site Sewage Disposal

Application for soil testing (testing necessary for the design of a sewage disposal system) 31

Tests performed (perc tests and soil evaluation holed witnessed) 94

Applications for sewage disposal plans filed 36

Sewage disposal system plans reviewed 100

Sewage disposal system permits issued 41

New construction 12

Existing construction 29

Sewage disposal system inspections 144

Sewage disposal system consultations 5

#### Private Well related services:

Well permit issued

Water Quality/ Well Construction 3

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

#### Rabies Clinics:

Clinics were held in a handful of communities in cooperation with local veterinarians; clinics were open to the residents of all member communities.

#### Littleton Board of Health Accomplishments

- Implemented and completed the online Stable Permit Application Process
- Implemented the online Tobacco Permit Process.
- Designed the Stable Permit & Tobacco Certificates for Stable owners and establishments.
- Created the auto renewal process for Stable & Tobacco Permits, to send reminders 30 days prior to renewal dates.



Nashoba Nursing Service & Hospice

It was with great sadness that we closed the Nashoba Nursing Service and Hospice at the end of June 2023, what follows is a record of the activities in your community performed by the Nashoba Nursing Service and Hospice through the end of June.

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

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

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

<u>Nursing Visits:</u>	<b>334</b>
<u>Home Health Aide Visits:</u>	<b>7</b>
<u>Rehabilitative Therapy Visits:</u>	<b>165</b>

Community Health Nursing

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

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health’s (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

Working with MDPH and local boards of health to identify and manage clusters of disease/exposures in the District.

Working with school nurses and childcare providers in the District to provide information, offer advice and support.

Working with the Health Agents in our member communities to assist individuals in unsafe living situations, our goal is to improve their living conditions.

The Nashoba nursing staff provided monitoring and guidance to **167** travelers and residents throughout the District testing positive for TB infection (not contagious) this calendar year, and have also been managing **3** active TB cases in the District since Spring/ Summer 2023 (monitoring continues to date). The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

Communicable Disease Number of Cases:

Anaplasmosis.....	<b>4</b>
Babesiosis.....	<b>2</b>
Campylobacter.....	<b>1</b>
Cryptosporidiosis.....	<b>1</b>
Group streptococcus A.....	<b>1</b>
Hepatitis C.....	<b>1</b>
Influenza.....	<b>25</b>
Norovirus.....	<b>2</b>
Salmonella.....	<b>4</b>
SARS CoV-2 (COVID-19).....	<b>183</b>
Viral Meningitis.....	<b>1</b>

In addition to the mandated disease surveillance and reporting, our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, dog bites etc.) in a variety of ways including:

Monthly well adult clinics have been & continue to be offered throughout the District. Nashoba nursing staff conducted **134** total clinics this year, including **2** clinics in Littleton. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. District wide flu clinics are held in the fall.

Nashoba conducted seasonal flu clinics in eac community to make vaccinations available to everyone, including homebound residents. We administered **1564** flu shots to community members, including **187** Littleton residents.

Nashoba staff provided Grief Support groups after the closing of Nashoba Nursing Service and Hospice.

Nashoba staff attend and regularly participate in collaborative meetings, trainings, and conferences



The nurses are available for & have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources.

Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide future public health initiatives and outreach.

### **Community Health- Communications and Public Health Education Summary 2023**

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in Sept 2021 to best support the needs of the District and the work of the Nashoba Associated Boards of Health's (NABH) Public Health Nursing and Environmental Health departments. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, providing educational opportunities across the District with a social determinants of health (SDOH) lens, advocating for improved resource access and health equity in the region, and partnering with a variety of community-based organizations. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Public Health 101, Brain Health & Stroke Prevention, etc.
- Serving an overseeing administrative role during annual flu clinics.
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder, mental health.
- Providing public and written testimony to advocate for public health-related resources in the region.
- Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news, information and events such as flu and rabies clinics. Continuing to identify ways to diversify communication methods to reach as many community members as possible.

- Building and maintaining relationships with a broad range of stakeholders through meetings and attending community events to represent NABH.
- Serving as a resource for community members with public health related questions across a broad range of topics.
- Attending trainings with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
- Attended "Grantmakers" training and oriented to grant application process.
- Became certified in Mental Health First Aid for Adults.
- PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
- Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials.
- Maintaining and improving NABH website to keep info relevant and accessible. Maintaining and expanding upon a robust, in-depth Resources page on the website.
- Maintaining agency social media to reach people in district with current, relevant and seasonal public health information.
- Organizing events to facilitate the exchange of information such as networking events for Council on Aging and Outreach Workers and local Boards of Health and learning events including a district-wide Mental Health Learning Collaborative.



OUR MISSION IS THE  
PROTECTION OF LIFE AND  
PROPERTY THROUGH A  
COMBINATION OF  
EMERGENCY RESPONSE  
AND LOSS PREVENTION  
SERVICES.

2023  
**CALL  
VOLUME**

**2,300+**  
CALLS FOR  
EMERGENCY SERVICE

**20%**  
OF ALL CALLS WERE  
BACK TO BACK CALLS

## MESSAGE FROM THE CHIEF

It is my distinct pleasure to provide a review of the Littleton Fire Department's activities in 2023. Littleton FD responded to over 2,300 calls for emergency service. Our run volume was consistent with 2022, however the number of both serious medicals and motor vehicle accidents were higher. In 2023, we began to track not only how often we have simultaneous calls for service, but also how often we respond to three, four and five calls simultaneously. Back to back emergency responses account for 20% of our run volume and 58% of those are simultaneous medical dispatches that result in both of our two ambulances occupied at the hospital with the on-duty staff.

In February, Firefighter/Paramedic Shawn Carlin was appointed as the new Fire Prevention Officer. This position is responsible for inspections, permitting and plan review of new construction. The FPO works closely with the Building Department and also assists at emergency calls when needed. The FPO attends training to keep up to date with Fire Code changes. Due to budget restraints since 2018, I had been filling the role of Fire Prevention Officer along with my other duties. With the projected growth of the town, this important position will be very crucial moving forward, ensuring that all new construction complies with current Fire Code.



Paramedic/Firefighter, Zachary Clancy

Two of our firefighter/paramedics completed the Massachusetts Fire Academy Career Recruit Training. Recruits complete a 10-week program consisting of classroom time and hands on evolutions and they graduate with a nationally recognized Firefighter I/II certification. Greg Stump and Zachary Clancy both achieved this challenging certification. This is a requirement of all our career staff to be promoted from probationary status.

In July, a new firefighter/paramedic position was funded, bringing our career staff to 18 full-time members. Between July and September, Candace Peltier, Ryan Lloyd and Michael Kilgallen were all hired, bringing the department to full staffing. The additional hire funded created one shift of 5 firefighter/paramedics while the other three shifts had 4 members. With the growth of both the town and our responses, more staff is needed to prevent burn out and to ensure the safety of the members. Additional staffing is being requested in the FY25 budget to bring all four shifts to 5 members.



Paramedic/Firefighter, Ryan Lloyd

Michael Rinn was hired in July to become the new Executive Assistant. Michael brings a public safety and management background to the position. The Executive Assistant has many responsibilities including payroll and accounts payable, employee scheduling matters, numerous interactions with the public and understanding public procurement guidelines.

FIRE DEPARTMENT

PUBLIC SAFETY





In November, a new Deputy Fire Chief was sworn in. A process for the position was conducted involving an interview panel and an assessment center. Five internal/external candidates were interviewed and 3 moved on to the assessment center. The assessment center is a multi-hour event consisting of written and oral evaluations conducted by a panel of fire chiefs. The candidate with the highest score was Sean Coffey, a Lieutenant with the Littleton Fire Department.



Sean began his career in 2010 as an on-call firefighter and became a full-time firefighter in 2013. He was promoted to Lieutenant in 2018 and now Deputy Chief. He lives in town with his young family and I am very excited to follow his career to Chief of the department someday in the future.

2023 also had a higher than normal amount of serious motor vehicle accidents. We responded to over 150 accidents in 2023. Of note, a fatal accident on Route 2 in August that was caused by a wrong way driver and resulted in a lengthy extrication of one of the drivers. Another between Christmas and New Year's caused the death of a driver on 495 and resulted in the closure of the northbound lane for an extended period of time.

The men and women who serve the department can sometimes become the victim of a tragic event as well. We're ordinary people asked to perform extraordinary things. The fire service has always had resources to help firefighters cope when they respond to serious incidents such as a fatality. Critical Incident Stress Debriefing teams can be called in 24 hours a day to let members express their feelings in a confidential setting. Physical and mental wellbeing is essential for the members to perform their jobs.



A structure fire on Nashoba Road, which occurred on Christmas Eve, caused extensive damage to a residence. The fire originated in the garage and was determined to be the result of a malfunctioning battery charger on a work bench. The attached garage was destroyed and the home received smoke and fire damage but no one was hurt. Mutual aid from surrounding towns were called in to assist. It was the first structure fire with significant damage to a home since May of 2021.

In early September, a severe weather event occurred in town and caused downed wires and trees throughout the area. On duty companies responded to over 40 calls for service in a 24-hour period including numerous medical calls not related to the storm. Our mutual aid partners were not available to assist initially as they also had extensive damage from the storm. The on-duty crew plus off duty members who responded did an outstanding job mitigating the emergencies during a very stressful time.

A new ambulance was approved at Fall Town Meeting on November 1st. This unit is slated for delivery in August of 2024. It will replace a 2013 model that has high mileage and has also been costly to maintain. Apparatus pricing continues to climb in cost. We're fortunate to have purchased newer apparatus from 2011-2018, thus eliminating the need to add more financial burden to the capital plan. We will be asking for funds to refurbish these trucks, which will extend their useful service life.







In October we hosted a cookout for the Council on Aging. We had a spectacular day and the cookout was well attended. We do this annually with our public safety partners at the police station and including our dispatchers who are often overlooked members of the public safety team. "Nothing happens until someone answers the phone" is a mantra I often preach and the men and women at the dispatch center are the people who get us going to every emergency.



We also held our Open House in October to celebrate Fire Prevention Week. The weather forecast was ominous but we were able to pull it off before the rains came. It was a great day for the public to come to the station and go through our apparatus and meet the members of the department.



The Littleton Volunteer Corps is a group of civic minded citizens who supplement emergency services when called upon. In 2023, the LVC was activated twice this spring to set up a rehab station at a missing person operation on Ayer Road and at a brush fire on Powers Road. Rehab includes erecting tents and chairs and providing water for first responders to rest during long duration incidents or when working in extreme weather.

The LVC has also been instrumental in organizing vaccination clinics. This mission for the group began during COVID and continued into this year. The LVC helped to organize a number of flu and COVID vaccination clinics held in town during the fall. They are always looking for new volunteers who want to train and be prepared to help out when needed.





The men and women who work at the fire department provide exceptional service when called upon. They have to be prepared to go from “zero to sixty” at a moment’s notice. In a world where many people work from home or stay home due to inclement weather, the fire service is a 24 hour, seven day a week profession that is extremely gratifying and very humbling at times. I am proud to lead them.



I will be retiring at the end of March 2024. I have been a member of the fire department since January of 2000, starting as a volunteer firefighter and culminating my career as Chief of the Department. It has been an honor to serve the citizens of Littleton and to live here as well. The changes that the town and the department have experienced during my tenure have been unbelievable and I am proud to have had the good fortune to be a part of it.



Sincerely,

## DEPARTMENT ROSTER

### FIRE CHIEF

Tom Clancy

### DEPUTY CHIEF

Sean Coffey

### FIRE PREVENTION

Shawn Carlin

### EXECUTIVE ASSISTANT

Michael Rinn

### GROUP 1

Lt. Tim Powers  
Brian St. Gelias  
Joe Reger  
Ryan Lloyd

### ON CALL STAFF

Capt. James Cahill  
Capt. Joseph Rock  
Lt. Thomas Kneeland

### GROUP 2

Lt. Keith Dunn  
Mike Deblasio  
Greg Stump  
Candace Peltier  
Michael Kilgallen

### FIREFIGHTERS/EMT's/PER DIEMS

Teresa Rock  
Dan Kane  
Brian Chabot  
Sean Parlon  
Chuck Lowe  
Graylen Scarsdale  
Brandon Fowle  
Mackenzie Rock  
Calvin Rambacher

### GROUP 3

Lt. Terrence Gardner  
Tyson David  
Matt Ross  
Shawn Foster

### GROUP 4

Matt Maciel  
Dan Sawicki  
Zac Clancy



MESSAGE FROM THE CHIEF:

I am pleased to present you with the Littleton Police Department 2023 Annual Report.

For the past six years, it has been my honor to lead our department, which is committed to serving the residents of Littleton. Our mission is protect and serve the residents and business community of Littleton by delivering the highest quality police service with professionalism and integrity. We strive to maintain and enhance the qualities of life through effective community policing philosophy with a guardian mindset while at the same time enforcing the laws of the Commonwealth and upholding United State Constitution fairly and impartially.

As a department we strive to adhere to our core principles of service throughout our everyday contacts. I am happy to report that our Police Department continues to meet and exceed each of the six pillars of the 2014 President's Obama Task Force on 21st-Century Policing, which laid a new framework for how to police this new era. These recommendations are the following:

- Building Trust and Legitimacy.
- Policy and Oversight.
- Technology and Social Media.
- Community Policing and Crime Reduction
- Training and Education
- Officer Wellness and Safety

Currently, our police department has 22 sworn police officers, including Deputy Chief Patterson and myself. We have one Executive Assistant to assist the department with their needs. During 2023 the department promoted its first Lieutenant in 14 years, Lt. Doug Landry will be directly in charge of the day to day operations of the patrol division. There are currently 5 part-time Reserve Officers that work details for outside contractors. In 2023 we implemented a new program hiring 5 Civilian Traffic Regulators (CTRs) to augment our staff in handling all the requests for road details. Lastly, the Communications Center is comprised of 8 full-time communications Officers. These men and women are best at what they do, and I couldn't have asked for a better team of highly dedicated professionals. In order to continue to have positive relationships and trust within the community.





I also would like to highlight some of the significant community outreach events that our department was able to accomplish in 2023; such as, Autism Awareness, Pink Patch Campaign, Coffee with a Cop, Veteran's Breakfast, Student Police Academy, Shop with a Cop, Women Self Defense classes, our largest Toys for Tots collections ever, ALICE Active Shooter lectures, 2nd Annual Food Drive, and Littleton's Safe Return Home Program. A program that is designed to help people affected with Dementia and other cognitive impaired illnesses.



The department was also re-accredited for the second time by the Massachusetts Police Accreditation Commission (MPAC). Deputy Chief Patterson along with Sergeant Marc Scola worked tirelessly over the year to ensure the department was ready for the assessment team from MPAC. The assessment team spends three days onsite at our department going through our accreditation files and policies and procedure to ensure they meet the best practices in policing. This review process occurs every three years, but the work is ongoing throughout the years.



The year 2023 was an excellent year for the Littleton Police's mission and goals. We continued to build new partnerships. Above all, I want to thank everyone in the community for their support. We look forward to the wonderful things that lie ahead for 2024 and how we can best serve you all.

Chief Matthew J. Pinard

**In Memoriam of Ret. Chief Matthew King who passed away during 2023**



### Communications Center:

In 2023, the communications center logged approximately 22,000 calls for service. The center is staffed by 8 full time employees that answer the police and fire department business lines, 911, and manage radio communications 24 hours a day. The communication center saw the retirement of two of its more senior dispatchers in 2023. Dispatchers John Murphy and Kelly Young both retired after many years of service to the town and even longer careers in emergency communications. While Kelly Young remains with the department on a part-time basis, we wish them both many happy years of retirement! The department welcomed Noah Graham and Kaitlyn Wilson as new full-time dispatchers.



Technology-wise, the communications center received well-needed updates in several critical areas. Thanks to the efforts of the IT Department and Officer Jones of the LPD, the computer that runs the communication center's Computer Aided Dispatch (CAD) software known as IMC was replaced. IMC is a vital component of the communication center and provides information to officers on the road. The new computer resolved stability issues that arose over the course of 2023. In September the Communications center made the switch to digital radios and an improved radio interface. The new digital system solves coverage issues of the old radio system and allows the police and fire departments to communicate with dispatch in crystal clear audio. The new console interface in the center is cleaner, more user friendly, and allows dispatchers to monitor and communicate with nearby agencies more effectively. Many thanks to dispatcher Joseph Carroll for months of hard work with the vendor to complete this upgrade! Lastly, the communications center also received an upgrade to the camera system. The four televisions dispatchers use to monitor the station cameras were replaced with two new televisions that monitor the station's brand-new cameras. These cameras provide a cleaner picture that can be monitored and adjusted directly from the dispatch console alongside cameras from the school all in one place.

In 2024, the communications center will continue to bring growth and development to the table. We want the absolute best for the Town of Littleton and will continue to advocate for any software that could better our performance.

### Criminal Investigation Division:

2023 brought some great changes for the Detective's Bureau of the Littleton police department. What was known as the Criminal Investigations Division of Littleton police became the Special Services Division which now is comprised of investigation services, K-9 unit, school resource officer, and comfort dog. Littleton Police welcomed to the LPD family and more specifically Special Services, our newest K-9, "Milo", who is currently in rigorous training with his handler, Officer Brian Casey, to take the reins from soon retiring K-9, "Vojak". Also welcomed with open arms was, "Rhett", LPD's first ever comfort dog. Rhett hit the ground running, working alongside his handler, Detective Megan Wodzinski, with in our school community, out and about in town, and bringing smiles to our officers during roll calls and day to day operations. Littleton Police's K-9 unit was deployed approximately 41 times during 2023. These deployments were a wide range of reasons, from searching for dangerous persons, missing children, and article and narcotics searches.



In 2023 our school resource officer continued to carry out the ever important assignment of working within our schools and among our younger population. Detective Wodzinski brought a personal touch to any incidents or crimes that had occurred that involved our children, while also ensuring that our schools continued to be a safe space for all our children and adults within the schools. Detective Wodzinski also spent considerable time working with school officials to continue to ensure that our school buildings remain safe and secure by providing the best practices within policing to assist the school administration.

The Detectives for the Special Services Division continued to carry out the very important work of investigating crimes and incidents that occurred in and around the Littleton Community. Detectives were responsible to complete follow up investigations on cases that require more time than patrol officers can devote to a case or incident. In 2023, Special Services consisted of 3 detectives, one being a collateral assignment with other duties. Investigations require a great deal of time for interviewing, conducting surveillance, working with individuals to develop cooperation with investigators, developing and analyzing data. The in-depth reports for these types of investigations are often complex and at time requires the application of arrest and search warrants. Detectives assigned to the Special Services Division in Littleton have to be prepared to investigate a large variety of crimes. The Special Services Division detectives investigated many different crimes and facilitated the prosecution of a majority of those more serious cases.

Detectives investigated in Littleton and the surrounding communities crimes ranging from burglaries, robberies, violent assaults, wide spread fraud/scams, drug and firearms cases. In several investigations, Littleton detectives worked with ATF and DEA. As a result of these investigations, many illegally manufactured, distributed, and possessed firearms were seized. Also approximately 23 kilos of drugs were seized in 2023 from different investigations. Also in 2023, Detective Sergeant Pablo Fernandez received assignment to a DEA task force. They are tasked with investigating the illegal diversion of pharmaceutical drugs into our communities. This task force also focuses on the illegal manufacturing of, "Fake pills", which have found their way into our community.

The Special Services Division continues to strive to keep the Littleton Community a a safe a drug free community.

#### **FIREARMS LICENSING:**

Over the past year we have processed a total of 176 new/renewal firearm license applications. While processing each candidate's application we begin by manually entering each one into MIRCS. Then the new applicants are scheduled to come to the station for an in person interview where they are photographed, and fingerprinted. Afterward we conduct a thorough background investigation on each candidate to screen out any who would be statutorily disqualified or unsuitable. Each background investigation includes running the applicants fingerprint through AFIS (Automated Fingerprint Identification System), a check of the applications mental health history through the Department of Mental Health, a check of our department's in house records, and a check of their criminal history through Board of Probations Records and the use of the Interstate Identification Index. Along with processing new and renewal applications we continue to monitor our subsequent activity notifications daily.

In 2023 we processed a total of 72 new/renewal Dealer licenses. Each dealer typically has three separate licenses to process. Each dealer then submits to a standard background investigation. Once our dealers have received their license they are then inspected once a year as per law to ensure that they are in compliance with the condition of MGL 140-123. In 2023 we conducted a total of 67 dealer inspections. The overseeing of our licensing unit is certainly a group effort and could not have be completed without the assistance of Lieutenant Douglas Landry, Dispatcher William Harrold, Officer Brian Jones, Officer Eric Michel and Officer James Morine.

#### **IN CLOSING:**

As you read through some of the highlighted work completed by our department, our work is not done. We are looking forward to the great things that our department will do in 2024. Thank you for being involved, for your partnership, and for caring about our communities. It is only through working together that we will achieve our greatest success. I encourage you all to reach out and come to our station if you have questions about the work that we do. We have a saying in LPD, "IF YOU CAN'T STOP, WAVE".

To keep up to date with the Littleton Police Department, I encourage you to follow our Social Media Sites, **Facebook, Twitter, and Instagram at @LittletonMAPD** to learn the daily and weekly activities that our officers and department engages in.

**@LittletonMAPD**



## Department of Public Works

The Department of Public Works consists of many operational divisions including Administration/Engineering, Highway, Parks and Transfer Station.

Administration consists of a DPW Director, Highway Superintendent, and a Business Administrator.

Administration processes all budgets, billing, road permits and manages personnel. Administration works with multiple consultants on the pavement management system, several large scale infrastructure and roadway projects, landfill monitoring and NPDES Phase 2 stormwater compliance.

Administration has also assisted other departments and staff with monitoring of Town owned buildings and properties such as Indian Hill Music Center and the Nagog Hill Orchard.



### Capital Equipment:

The Department was able to replace the Director's SUV with a new Hybrid SUV via the Town's capital plan. The Department also received capital funding for irrigation well installation at Koerper Field and the Town Common. The Department also was able to purchase a new roadside flail mower from supplemental capital funding at Fall Town Meeting.

### Highway Department:

The Highway Department consists of 7 full time staff members and a full time mechanic.

The Highway Department received \$402,476 in Chapter 90 funds, as well as the annual share of local funding. This funding is used to maintain 66 miles of public roads in Littleton and consultant costs for larger roadway improvement projects. In 2023 we were able to complete pavement preservation projects and full reconstruction on approximately 5.5 miles of Town roads.

Resurfacing projects took place on the entire length of Tahattawan Road and a portion of Harwood Road. Pavement preservation was done on various streets in Town with the contract continuing in the spring of 2024. Over 4,000 gallons Crack Seal was done in various locations.

The Highway Department has also conducted numerous small patch repairs on the remaining roads in town, and placed over 150 tons of asphalt on various roads in town. Multiple drainage projects and repairs were completed in various locations. A replacement program for the street signs has also begun with a new design to meet current standards.



The Highway and Parks departments conducted mowing operations at the Nagog Hill Orchard during the summer and fall.

The Highway department conducts street and sidewalk sweeping twice a year, cleans and maintains over 1,400 catch basins, and conducts roadside mowing and brush clearing around town. Highway also assists other Town Departments and boards as needed.

### Winter Operations:

The Highway Department plows and treats 66 miles of public roads, 14 miles of sidewalks, 5 miles of private roads and all the municipal and public safety buildings, schools, and parks. Twelve pieces of town

equipment and 11 contracted pieces were used. There were multiple weather events the highway department had to respond to in 2023, during those weather events the Town used approximately 2,300 tons of salt.

- 49.04 Tons – Metal + Tin
- 53.87 Tons – Plastic
- 247.68 Tons - Paper/Cardboard
- 257 ea.—Mattresses

### Parks Department:

The Parks Department consists of 3 full time staff members and 2 summer seasonal employees that are responsible for maintaining 62.5 acres of municipally owned buildings, sports fields and various parks. Operations consist of irrigation and water use management, turf maintenance, fertilization program, mowing, weeding, field lining, town beach maintenance, tennis court and playground maintenance, and infrastructure repairs.

In 2023 the Parks Staff worked with a contractor to renovate Whitcomb Field for high school baseball. Parks staff also continues to use a Turf Tank to line athletic fields to allow manpower to complete other tasks. Staff also made multiple irrigation system repairs and adjustments.



### Transfer Station:

The Transfer Station consists of 2 full time staff. In 2023, over 1700 residential vehicle sticker permits were issued. Highway personnel made 241 trips hauling waste and recycling to the appropriate facilities. Staff worked with Highway to reconstruct the bottle return area by repurposing a shed and also a paving project.

The Town of Littleton is a member of the Devens Regional Household Hazardous Collection Center. Being a member entitles you to dispose of unwanted hazardous products from both residents and businesses. The facility is open 10 months per year

### 2023 Totals

#### Waste

- 750.38 Tons – Solid Waste
- 112.82 Tons – C+D Materials
- 61.85 Tons—bulk waste

#### Recyclables

- 76.86 Tons – Glass

**Respectfully Submitted,**

**Stephen E. Jahnle**

**Director of Public Works**



The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2023.

The department continues to advance its tradition as a progressive public utility committed to safety, reliability, sustainability, and quality service. As your local electric company, we consistently strive to provide our rate payers with some of the lowest rates in the region, while offering superior customer service and outstanding value to the community.



LELD was recognized by the American Public Power Association with a Safety Award.

LELD continued to be recognized as a Smart Energy Provider by the American Public Power Association (APPA) — a trade group in Washington, D.C., that represents more than 2,000 not-for-profit, community-owned electric utilities, such as LELD. LELD also continues to be recognized as a Reliable Public Power Provider, based on reliability, safety, workforce development, and system improvement.

2023 Capital Projects
Long Lake Area and Harwood Ave Tree Wire Installation
Newtown Road Fiber Installation
System Wide Pole Replacement
New AMI Outage Map Management System
System Wide Tree Trimming

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



### Littleton Electric Rates Third Lowest in State

Littleton Electric's residential rates ranked third lowest in the state at a 12-month average of \$105.73 for 750 kilowatt hours. Littleton was 39-cents out of second place, a position held by the West Boylston Municipal Light Plant. Hudson Light and Power's rates were the lowest at an average \$101.99 per 750 kWh.

#### Residential Rate Comparisons 12-Month Average Per 750 kWh

LELD*	\$105.73
Groton*	\$127.31
Concord*	\$164.68
Acton (Eversource)	\$278.82
Ayer (National Grid)	\$294.82
Unitil	\$309.95

\*Municipally owned utility. Source: Residential rate comparison for 750 kWh based on 12-month average rate, Oct. 2022-Sept. 2023, as provided by the Massachusetts Municipal Wholesale Electric Co.

While power outages in Littleton and Boxborough are infrequent, they do happen. LELWD customers can now visit the online Outage Center to see which neighborhoods are without power. Customers can also check the map to confirm LELWD is aware of an outage in their area. The new Outage Center map is made possible by a recent upgrade in meter technology that continuously monitors the system and immediately reports outages.

LELD spent 175% (\$218,646) more than the required spending per Residential Conservation Services Program Regulations on energy efficiency and sustainable programs in 2023. The Green Rewards Program spent \$72,585 in customer rebates, \$50,000 in solar rebates, over \$10,000 in electric vehicle incentives, planted 110 trees, and supports the option for customers to use 100% renewable energy.

In 2023, LELD provided annual financial and in-kind contributions to the town and continued to support many programs and initiatives. Grants were given to the Littleton Police Department, Parks and Recreation, and Littleton Fire Department.

Respectfully submitted,

#### Board of Electric Light Commissioners

Ivan Pagacik, Chairman  
Scott Larsen, Vice-Chairman  
Dick Taylor, Secretary/Clerk  
Joe Knox, Member  
Melissa Hebert, Member





The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2023.

The Whitcomb Avenue Water Treatment Plant is now fully online. The plant can deliver up to 1.8 million gallons per day of PFAS-free water. The plant also removes iron and manganese, two naturally occurring minerals that impact taste and color.

The new Cedar Hill water tank was completed in 2023. With about 500,000 gallons, the tank will play an important role in maintaining water pressure in the system. Cedar Hill tank is critical to the water department's ability to meet the daily demand of our customers, as well as maintain proper pressure in the Long Lake neighborhood.

System wide flushing began over the summer and was completed early December. Flushing had been put on hold for the last five years due to the limited availability of the Spectacle Pond wells.

LWD newly acquired water source on Taylor Street will increase water capacity for Littleton customers. This well will also allow LWD to expand water distribution to Boxborough. The expansion will support a small portion of Boxborough by providing safe and reliable drinking water to the residents. Expanding water sources and infrastructure is crucial for ensuring access to clean water for the community.



Whitcomb Ave Water Treatment Plant Ribbon Cutting Ceremony



Cedar Hill Tank, 2023

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.

Construction kicked off this past summer with crews starting to install sewer mains from the high school discharge site to King Street, in the Russell Street area, and across properties from the middle school up to the Town Hall on Shattuck Street.

Construction of the new water resource recovery facility is underway as well. After treatment, effluent will flow from the WRRF to the discharge site behind Littleton High School.

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

Respectfully submitted,

**Board of Water Commissioners**

Ivan Pagacik, Chairman

Scott Larsen, Vice-Chairman

Dick Taylor, Secretary/Clerk

Joe Knox, Member

Melissa Hebert, Member



## Elder and Human Services Department

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

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

**Telephone:** 978-540-2470

**Email:** Ltretiak@littletonma.org

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

### Department Mission Statement:

The mission of the Department of Elder and Human Services and the Council on Aging is to identify and serve the social, recreational, health, and educational needs of older adults (60+) in the community. We strive, to the greatest extent possible, to maintain dignity, independence, and support for their role as community members. To this end we provide opportunities for seniors to build physical, emotional, intellectual and social wellbeing. In addition, we provide human services for all residents of the town, especially assisting low-income and distressed individuals with securing needed services.

### Elder and Human Services Staff

Liz Tretiak, Director of Elder & Human Services

Nicole Sarvela, Asst Director of Elder & Human Services

Amy DeMichele, Outreach Coordinator

Alicia Rego, Outreach Coordinator

Sue Raymond, Administrative Assistant

Neil Campbell, Van Driver

Rich Kent, Van Driver

Sam Palmer, Van Driver

The Town of Littleton's Elder and Human Services Department / Council on Aging is charged with establishing priorities and offering opportunities for not only older residents, but residents of all ages. Programs and services are offered through the Senior Center, where we have a "no wrong door" policy for those looking for assistance. We support residents of all ages by promoting health and wellbeing.

As a town committed to the concept of an Age-Friendly Community, we are here to encourage and promote optimizing opportunities for health, participation, and security to all ages in order to enhance quality of life for all residents throughout the spectrum of their aging.

The Elder and Human Services Department offers programs, services, referrals, clinics, transportation, and

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

### The Council on Aging Board:

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

MARJORIE C PAYNE	CHAIR
ANITA HARDING	VICE CHAIR
SUSAN MELANDER	
DAVID SILL	
ANNE LEE ELLIS	
JOSEPH KNOX	
MARILYN FEDELE	
LORILEI RICHARDSON	SECRETARY
JEANNE SILL	



**The Senior Center:** The Senior Center is the focal point for aging services in our community and acts as a gateway for information and services that support and enable a multi-generational group to maintain health, independence, and the highest level of functioning in many aspects of life. Although the Senior Center is where the EHS Department is housed, the functions of the EHS/COA Department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places wherever needed throughout the town.

## Programs and Services

In calendar year 2023, the EHS Department recorded at least 10,795 program sign in's from at least 1,158 unique individuals. In addition to this, Outreach logged 8,884 points of contact with residents of all ages. Programs and services offered through Littleton's Elder and Human Service department included but were not limited to the following areas:

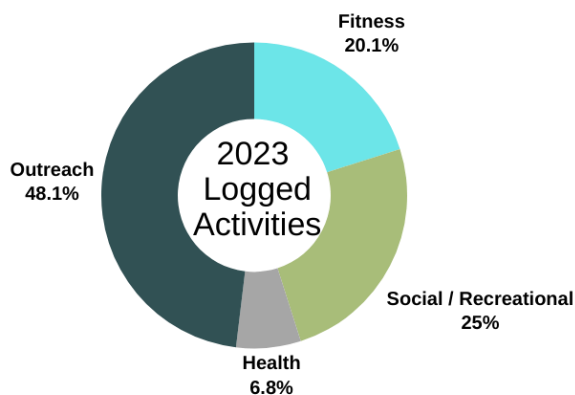
### Outreach Services:

Our Outreach Coordinators serve as an information resource for seniors, the disabled, and all other individuals and families in need of services regardless of their income or socioeconomic status. We provide help with obtaining heating subsidies, food stamps (SNAP), mental health referrals, facilitating support and conversation groups, assisting with housing applications and searches, and access to health insurance, to name a few of their many tasks. We play an advocacy role for seniors and other town residents at the local, state, and federal level. EHS logged 8,884 outreach contacts in 2023 for 774 unique unduplicated individuals of all ages.

In August of 2022 we added a second Outreach coordinator to our team, Alicia Rego, to join Outreach Coordinator Amy DeMichele. Since the addition, our Outreach staff have been able to increase their reach and regularly assist on average 180 unduplicated (unique) individuals per month, with our highest month reaching 216 individuals. Our most needed outreach services included General Information, Case Management and Advocacy, and Financial Assistance.

### Nutrition Programs:

The Senior Diner, in partnership with Minuteman Senior Services, serves lunch every weekday and assembles and packages Meals on Wheels for daily delivery. In 2023, 71 residents received home delivered meals in the community, and many others visited our meal program in the Senior Diner. A total of 6,275 home delivered meals were served to the community during FY23. In response to Senior requests for more home-style meals, a home-made soup & sandwich lunch, prepared by volunteers, is provided on Thursdays. Men's and Women's Breakfasts are offered once a month onsite, as well as a monthly Veterans breakfast prepared by the Littleton Police Dept. and Fire Depts. In 2023 we focused on ways to enhance our meal program and expand opportunities to engage in a meal. In addition to the Meals on Wheels and Congregate meals, residents had 140 additional opportunities to partake in a balanced meal with friends and neighbors.



## Department Highlights



1,456 Bags of food delivered



2,174 van rides



6,275 Meals on Wheels delivered FY23



15 Rental Assistance Program participants



90 S.H.I.N.E. Appointments



1,286 events & activities held FY23





## Current Services Provided to Residents

### Community Outreach

- Assistance with in-home services
- Case management
- Medicare / Health insurance
- Prescription Advantage
- Critical Home Repair
- Elder abuse/ neglect reports
- Fuel assistance
- Referrals to area agencies
- Property tax relief
- SHINE (Serving Health Insurance Needs of Everyone)
- AARP tax preparation
- Equipment Loan
- Sand for Seniors
- Volunteer coordination
- Senior Tax Work Off Program
- Regional Van Transportation Services
- Advocacy
- Elder Law Consults
- Veterinary Assistance
- Rental Assistance Program (LRAP)

### Social, Fitness, & Educational Programs

- Tai Chi
- Chair Yoga
- Yoga for Strength and Balance
- Line dancing
- Technology Assistance
- Trivia Group
- Art classes
- Restaurant Hoppers
- Bingo
- Craft classes
- Musical Presentations
- Historical Lectures
- MahhJong
- Men's and Women's Breakfasts
- Book & A Bite
- Loving Stitches Knitting Group
- Stretch and Flex
- Intergenerational Internships
- Strength training
- Hiking and Walking Groups
- ROMEO & JULIET Clubs

### Health & Wellness Programs

- Blood pressure clinics
- Hearing clinics
- Meals on Wheels
- Congregate Meals
- Balance & Gait Clinics
- Brains and Balance classes
- Caregiver Support Group
- Bereavement Group referrals
- Social Anxiety Group
- Living Alone & Living Well Group
- Glucose Checks
- Health Topic Presentations
- Chair Massage
- Spa days
- Flu Clinics
- Podiatry Clinic
- Covid Clinics
- Fall Prevention Classes
- Interface Program for Mental Health
- Medical Equipment Loan Program

### Transportation:

Our EHS/COA vans provide transportation at no cost, or nominal cost, for medical, social, and recreational reasons. We provided 2,174 rides in calendar year 2023, and 1,953 in FY23. Our drivers also safely transported residents to day trips such as Carlson Orchards, WEBS Yarn Store, Tower Hill Botanical Garden, Concord Art Museum, and various area restaurants for our popular social meal programs.

### Programming:

In 2023 we held many large events such as our Spring Fling in May 2023, Brunch at Il Forno Restaurant, our Annual Police and Fire Dept Cookout, our first senior self-defense class (RAD) and many popular lectures and seminars.

Our department also held 138 Community Education programs and Lunch and Learn programs, 25 Cultural Events, 390 opportunities to engage in fitness/wellness classes, 52 blood pressure clinics, and 277 Social / Recreational events. Our most popular activity by far is the fitness class Stretch and Flex with instructor Carol

Winge. Our other top activities include bingo, Yoga for Strength and Balance, Line Dancing, and Out of the Box Trivia.

### Spring Fling



EHS also collaborated with Nashoba Associated Boards of Health, the Littleton Volunteer Corps/ M.R.C./C.E.R.T, and Ayer Family Pharmacy to hold 3 clinics offering the Flu Vaccine and the Covid-19 Vaccine. We also hosted the Mass General Blood Mobile in a blood drive event. In total, residents had 1,036 opportunities to participate in a program in calendar year 2023.

### Senior Tax Relief:

In 2023, we implemented our first full year of the updated Senior Tax Work Off Program to better serve residents. EHS, the Assessors Office, Finance Team, Human Resources Team, and Tax Collector collaborated to create new administrative processes. The abatement



### Craft Class

amount was increased to \$1,500 per household as approved by the Select Board. Senior Tax Workers assist the town in nearly every department, and provide tremendous value back to the community.

## New Building Project

The Council On Aging Board spent the past several years advocating for a senior center building and raising awareness for the need at a variety of public events, such as high school football games, town meeting, and community fairs. Previously, during the June 2021 Town Meeting, residents approved funding the design services and feasibility study for a new Senior Center building, which would be the home of the EHS/COA Dept. In November 2021 the first conceptual designs by LLB Architects were presented jointly to the COA Board and the Select Board and received very positive reception. The location of the building moved to the “tennis court site” on Shattuck Street. The Center on Shattuck Street made progress with the positive Town Meeting vote in May 2022 and with the addition of Commodore Builders to our team in November of 2022 after a competitive RFQ and RFP process. The Guaranteed Maximum Price of the project was brought to the Permanent Municipal Building Committee (PMBC) in December 2023, and approved by the Select Board in January 2024. The team, including town administration, Vertex as our OPM, the PMBC, and Commodore Builders are looking forward to breaking ground in March of 2024.



View of front from Library (project South-West)



View of rear (Shattuck Street side) from drive (project South-East)

Littleton Senior Center

Exterior Color Study : Grout Siding, Whiteout Trim, Black Windows







Littleton Community Television (LCTV), although a town department, is fully funded through the franchise agreements between the town's two cable providers, Comcast and Verizon, and an Inter-Municipal Agreement (IMA) with the Town of Boxborough. LCTV operates three (3) cable channels, described by the FCC as PEG Channels. PEG is an acronym for Public, Education, and Government. We also operate a 4th cable channel per the IMA, BXB-TV Government.

#### Department wide Accomplishments for 2023:

Archival Project is well underway uploading hundreds of videos prior to 2018 onto LCTV's YouTube channel. Thank you to all who have already explored these.



In October 2023 we held an Open House & unveiled our new video on demand site and new photography services. Come see the studio.

Contact us at 978-540-2488 or [lctv@littletonma.org](mailto:lctv@littletonma.org)



#### LCTV Public Channel (Comcast 8, Verizon 38)

LCTV has a wide variety of programming on our Public Access Channel. Shows are produced "in-house" by Littleton residents with technical assistance from



LCTV staff including: Littleton Common, Straight Talk, EHS Highlights, PRCE Previews. In 2023 we also

covered events like EHS Presents: Lunch n Learns on Downsizing and another on Dehydration, Conservation Sponsored Amphibian Talk, Rotary Club Update, Adult Cornhole Championship, Senior Housing Round Table and Story Time with Santa. LCTV continued to help promote events like the Appleman Triathlon, LPD Food Drive, Loaves & Fishes Holiday Distribution, Arciero Toy Drive, Holiday Bazaar, and the Holiday Tree Lighting. We are also grateful for those that share their programs with us such as: CCOL Handbell Concert, NLTC: Midsummer's Night, Get Healthy with Holly and Blessed Trinity Services. Tremendous thank you to Brian O'Neill for providing and scheduling 50+ episodes of Blessed Trinity services this year.



LCTV attended the August Third Thursday event with



a booth designed and manned by the summer interns. We enjoyed interacting

with the community and educating people on the resources we have available to them.

We are always looking for new access producers. If you or someone you know wants to get involved with LCTV, **contact us 978-540-2488, [lctv@littletonma.org](mailto:lctv@littletonma.org)**



#### LCTV Education Channel (Comcast 99 22, Verizon 36)

Major news: Comcast moved LCTV's education channel from 99 to 22.

LCTV supports school events and their promotion



such as covering six (6) LPS Music Concerts, National Honor Society inductions, Senior week festivities including academic awards nights, senior parade, senior vs faculty basketball

and graduation for both LHS and NVTHS. Several sporting events: home football games, and several basketball, lacrosse, soccer games, dedication ceremony of Millie McGovern ticket booth, photo and video for Scholarship Awards Night as well as Pearl Harbor Remembrance Day.







LCTV is encouraged by interest young adults have shown in our industry. This year we had a NVTHS Intern April – June 2023; several LHS Summer Interns, and a NVTHS Co-op student for an Archival project August thru December 2023. Once again the relationship with NVTHS' TV/Media department, provided much content with the Vikings News Network, Cupid's Arrow Game Show amongst others.



We hosted multiple free video production workshops where both Boxborough & Littleton residents were trained as well as holding several individual sessions for local organizations.



LCTV in conjunction with LPD provided photo and video coverage of Littleton Police Department's week long Student Police Academy and covered their end of week graduation ceremony.

If you are or know of a student that would like to learn more about LCTV and possibly intern at the department, **please contact us at 978-540-2488, [lctv@littletonma.org](mailto:lctv@littletonma.org)**



## LCTV GOVERNMENT CHANNEL (Comcast 9, Verizon 37)

LCTV provides regular live coverage of the Select Board, School Committee, Planning Board, Finance Committee, Zoning Board of Appeals, Board of Health, Conservation Commission, Council on Aging, and the Park and Rec Commission.



For boards/committees that aren't usually

covered in televised conference rooms, they have been trained to use the OWL technology and send up their recorded meetings. We processed and uploaded recordings of seven (7) other boards and committees this year. In total for 2023, LCTV staff and vendors provided coverage for over 217 local government meetings, three (3) town meetings, and offered technical assistance to several others.

LCTV also covered or created three (3) STM/ATM Preview shows (Feb, April, and October), assisted in remediation of a meeting that was Zoom Bombed and subsequent discussions with IT & Town Clerk.



LCTV also assisted LELWD by creating several Watts & Drops episodes and LELWD Quick Takes, covered two (2) LELWD Hybrid Public Forums, coverage and planning of LELWD Water Treatment Plant Ribbon



Cutting Ceremony. We opened the studio to candidates for short statements and covered Rotary sponsored Candidate's Night. We were happily involved in the Senior Center planning.

Perhaps our most energized



Government Events were Memorial Day Parade and Veteran's Day. Our intern arranged use of a golf cart for the parade. For the Veteran's Day ceremony on Littleton Common, we were able to use some new remote power equipment.



Throughout the year we assisted several departments like PRCE, Police, Fire, LELWD by creating PSAs.

LCTV's new Photography Services – LCTV provided candid photos at several events in 2023: EHS Spring Fling, RHL Solar Panel Ribbon Cutting, Town Hall Staff Ice Cream Social, School Employee Retirement celebrations, Senior Cookout with Arciero & Eldridge, Fire Department Open House, Veteran's Day, Deputy Fire Chief Swearing –In Ceremony, Veteran's Day, Holiday Tree Lighting, LPD/Arciero toy & food drives.



We also produced new profile photos for the whole Littleton Police Department including K9 Officers Vojak, & Milo, and Comfort Dog Rhett.



A great way to stay in touch with what is happening around town is to be an LCTV video vendor.



If you are interested in learning to use the broadcast production gear and cover any of the televised meetings, **please contact us at [lctv@littletonma.org](mailto:lctv@littletonma.org)**



**Boxborough Community Access Station (BXB-TV)**  
(Boxborough's Comcast Channel 9 and Boxborough's Verizon Channel 39)



In 2023 Littleton and Boxborough signed a new three year IMA (2023-2026) for LCTV to operate BXB-TV Government channel providing coverage for broadcasting Boxborough's Select Board, Planning Board, and Finance Committees' regularly scheduled meetings as well as the Town of Boxborough's multi-night Annual/Special, and Fall Town meetings. Other events of note: Boxborough Citizen's academy, special Delayed/Live and streaming coverage of the Boxborough Fire Department Chief interviews, HLS simulcast streaming of ABRSD School Committee meetings, Boxborough relevant Littleton Electric Light and Water Department (LELWD) content on BXBTV as it related to the Water Expansion Project.



We can also be seen providing photography services at special events throughout town such as retirement celebrations, staff & volunteer luncheons, ribbon cutting ceremonies, Annual Christmas Tree Lighting and Santa visit.





### BXB-TV Future Goals and Objectives

We plan to continue to provide services as in 2023 while also providing more training for residents, staff, board or Committee members, help finish the Comcast franchise negotiations before 2024 May Town Meeting. BXB-TV (LCTV) will work with the Assistant Town Administrator to plan for video coverage of additional non-broadcast board and committee meetings using the OWL camera systems for video capture and the Castus TV Cloud Portal solution for storage and On-Demand viewing, Build outreach connections for additional Town departments, Boards and Committees to better utilize BXB-TV media services, Assist with additional video projects on Town government issues/ opportunities. Potential Fire Station video series similar to those produced for the new DPW facility, Provide input on the proposed Town Safety building to include a second video broadcasting suite to support Town Administrator's 10 year strategic planning



### LCTV website

<https://www.littletonma.org/323/Littleton-Community-Television>

### LCTV on YouTube (Please Like & Subscribe)

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

### LCTV on demand

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

### LCTV Photos can be found on

Town of Littleton MA's Flickr account

<https://www.flickr.com/photos/160614032@N07/albums/>

### LCTV Future Growth

Due to increased demand on the same evenings from boards/committees that aren't usually covered in televised conference rooms, we have added a second OWL to the Littleton repertoire.



Please feel free to reach out to be trained on this technology before your next meeting. The OWL has a 360 degree camera, a built in microphone and speaker as well as an extension microphone.



Archival project will continue into 2024. We hope to see all recordings that were on DVD uploaded to YouTube. You should see some locally produced shows as far back as 2007. Enjoy!

We encourage anyone who has an interest in becoming a producer, video vendor, intern, or just learning some new skills to **call the studio at 978-540-2488**. Come take a tour, and sign up for a workshop.



### Contributors:

**Mark Crory,**  
Executive Director  
**Kirby Dolak,**  
Production Supervisor  
**Judy Reid,**  
Production Coordinator





## PARKS, RECREATION, & COMMUNITY EDUCATION



*Sailing Summer 2023*

### **Parks & Recreation Commission:**

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

The Commission focuses on meeting appropriate community-based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to participation and all efforts are made to make reasonable accommodations when needed. Commission meetings are open to the public and posted at Town Hall and on the Department's website—[www.https://www.littletonma.org/158/Parks-Recreation-Community-Education](https://www.littletonma.org/158/Parks-Recreation-Community-Education)

Meetings are generally held on the second Tuesday of every month in the Community Room in the Littleton Police Department at 7:00pm. The meetings are in person but offer an online line for public accessibility. These meeting are also recorded and rebroadcasted by LCTV and available on LCTV in demand.

The Park and Recreation Commission members for 2023 concluded as: Kevin Mitrano, Chair; Solomon Marini, Vice-Chair; Scott Brown, member; Aaron Morse, member; and Kathryn Jacobsen, member.

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

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



## Major Departmental Operations:

In 2023 PRCE's organizational chart included: the PRCE Director, Assistant Director, three Program Coordinators and an Office Coordinator. Our seasonal employment increased in fiscal year 2023 due to increased registration in our overall programming.

The department successfully transitioned from an enterprise fund to a revolving and general fund blend over the course of the 2023 fiscal year. The PRCE enterprise fund was officially rescinded at the February 2023 Special Town meeting.

The PRCE department also took on the coordination of the 2023 Open Space and Recreation Plan and conducted a statistically valid recreation needs study with ETC Institute. Both of these documents will provide strategic guidance for the department over the next seven years of operation.

## Park and Facility Renovations:

In the 2023 calendar year there were no major renovations to the parks. The largest change was continuing the renovations in the old Reuben Hoar Library space at 41 Shattuck Street to house the PRCE department and the CLUB, our afterschool program.

The Shade Tree committee donated trees to Fay park

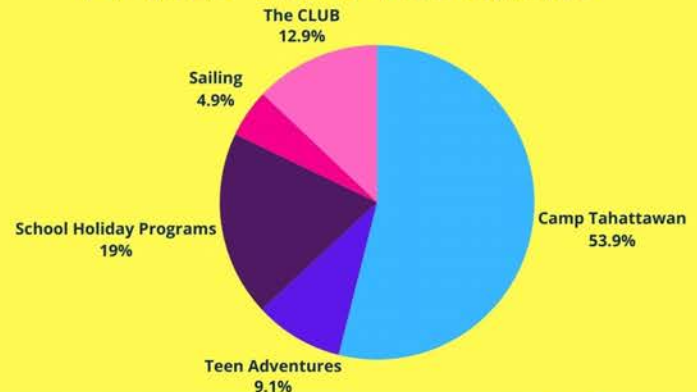
In July 2023 the department added a fully electric Ford lightning truck to its fleet. This



purchase was a combination of capital funds



## FY 2023 TOP 5 PROGRAMS



## FY 2023 ANNUAL PRCE NET



## HOLIDAY HELPERS 2023

- 49 kids enrolled
- 529 requested items fulfilled
- \$19,428 in donated wants and needs given away

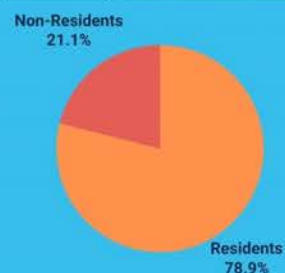
## YOUTH SCHOLARSHIP FUND 2023

### Programming funded:

- 13 weeks of Camp T
- 20 weeks of Teen Adventures
- 6 Camp T Field Trips
- 10 days of after care
- 22 days of Enrichment programming
- 2 Beach memberships
- **Total amount funded = \$10,743**

## FISCAL YEAR 23 STATISTICS

### 6,228 UNIQUE REGISTRATIONS



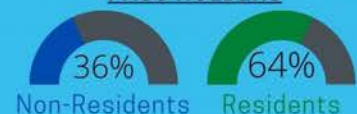
### MYREC TRANSACTIONS



IN 2023 WE SERVED **48%** OF THE LITTLETON POPULATION WITH OUR PROGRAMMING.\*

\*THIS DOES NOT INCLUDE SPECIAL EVENTS

### LONG LAKE SEASON PASS HOLDERS





## Program & Special Event Highlights:

This year we were able to introduce some new programs that brought a lot of joy to the community. Adult Recess was developed by PRCE program Coordinator Jon Kazanjian. We provide child care while the parents get to compete in a new games or sports every week. Many Recreation departments in Massachusetts have replicated this program with great success. Another new addition was Goat Yoga which was a collaboration with elder and human services. This is definitely a seasonal program that we continue to operate in the future.

### The programs and events for 2023 included:

#### January:

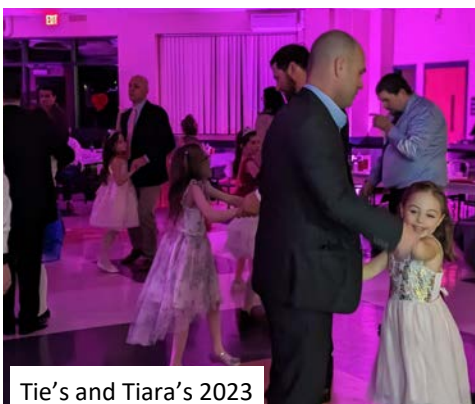
- Ski Club
  - Shaker Lane and RSE to Nashoba
  - Littleton Middle to Wachusett Mountain
- The CLUB
- Adult Cornhole League



Nashoba Ski Club 2023

#### February:

- Ski Club
  - Shaker Lane and RSE to Nashoba
  - Littleton Middle to Wachusett Mountain
- The CLUB
- Ties and Tiara's Dance
- February School Vacation Week
- Adult Cornhole League



Tie's and Tiara's 2023

#### March:

- The CLUB

#### April:

- Bunny Breakfast and Egg Hunt
- April School Vacation Week
- The CLUB
- Adult Cornhole League
- Pickleball League



EHS Volunteers stuffing eggs

#### May:

- The CLUB
- Soccer Tots
- Adult Cornhole League
- Pickleball League

#### June

- The CLUB
- 3rd Thursday
- Long Lake Beach
- Camp T
- Teen Adventures
- Community Sailing
- Kick off to Summer Party
- Goat Yoga & Beach Yoga
- Summer LEAP
- Sports Camps



Kick-Off to Summer Party

#### July:

- Long Lake Beach
- 3rd Thursday
- Appleman Triathlon
- Camp T
- Teen Adventures
- Community Sailing
- Goat Yoga & Beach Yoga

- Summer LEAP
- Sports Camps

## August:

- Long Lake Beach
- 3rd Thursday
- Camp T
- Teen Adventures
- Community Sailing
- Playground Program (K-3)
- Tahattawan Explorations (4-9)
- Goat Yoga & Beach Yoga
- Sports Camps



Goat Yoga

## September:

- The CLUB
- Youth Flag Football
- Adult Recess
- Adult Cornhole League

## October:

- The CLUB
- Youth Flag Football
- Adult Recess
- Adult Cornhole League
- Oktoberfest
- Trunk Or Treat



Oktoberfest 2023

## November:

- The CLUB
- Adult Cornhole League
- Youth Flag Football Championship



Youth Flag Football

## December:

- The CLUB
- Holiday Bazaar
- Holiday Helpers

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

## ***School Year Programs:***

During the school year, our Community Education Division offers a wide range of learning opportunities for all ages. Students from Littleton and surrounding towns registered for unique and trending classes. We also offer youth programs through our Littleton Enrichment Afterschool Programs (LEAP) that are geared toward science, technology, engineering, arts, and math.

The department offers an Afterschool program called the CLUB. The program currently resided in the renovation of the top floor of 41 Shattuck street. Middle school kids (grades 6-8) walk to the program everyday from the Middle School. Russell Street Elementary kids (grades 3-5) are picked up at the school by PRCE staff and walked over to the Clubhouse.

One area that we concentrate on providing programming through out the school year is on



early release and half days, and February and April School vacation weeks. There were 14 half days that occurred through out this calendar year. These are days when the kids are out of school by late morning, but parents need to be at work and need care for their children.

### Summer Season:

The summer version of our Littleton Enrichment Afterschool Programs (Summer LEAP) had enrichment programs like Camp Invention, Mandalorian Missions using Lego, Theater of Creativity, and Claymation Flix. The majority of the LEAP schedule was outdoor sports camps. This summer we offered archery, field hockey, soccer, basketball, football, lacrosse, track and field, volleyball, and multi-sports.

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

Our Teen Adventures program was based out of the CLUBhouse at 41 Shattuck Street this summer. The field trips were focused on outdoor experiences but included some new experiences like indoor skydiving, ninja wipeout course, inventor mentor; and some great classic trips like surfing, Canobie Lake, and Boda Borg.

Camp Tahattawan is the biggest program for the PRCE department and provides a week long day camp experience for children Kindergarten through 6th grade. The camp has specialized program blocks in the areas of art, music, science, technology, and sports. On Fridays the whole camp goes on a fieldtrip or experiences a special event. The second week in August we have to leave Shaker Lane Elementary so the school can prep for the start of the new school year. Because programming is still needed we offer a Playground Program which is an alternative to the field trip based TX program. This allowed families the option to let their children in grades K though 4th to have a safe and fun outdoor program experience without the travel of TX. The Playground Program was based out of 300 King (Castle in the Trees), Long Lake Beach, and the Clubhouse. We programmed out each day with structured activities and free play time. Tahattawan Explorations provides youth with a field trip experience every day of the week and serves children in grades 4 through 8. Both of these programs provide families with care up until the first day of school.

Overall the 2023 Calendar year was very successful for Littleton Parks, Recreation, and Community Education. One of our goals is to say that that every resident of Littleton has participated in at least one event or program offered by the PRCE department. This year we made it to 48% of the Littleton populations with just our programming alone.

As always we'd like to thank all of the support and donations that we have had for the Holiday Helpers Program and the Youth Scholarship Program throughout 2023. Most notably the Littleton Rotary, the Mighty Oak Foundation, and Main Street Bank.

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



2023 Summer Seasonal All-Staff Training



2023 Holiday Bazaar









## Reuben Hoar Library in 2023-24

We are delighted to present the annual report for the Reuben Hoar Library, summarizing our achievements, programs, and community impact over the past year. The Library continues to serve as a vibrant hub for learning, literacy, and community engagement. We extend our sincere gratitude to all who have contributed to our success and growth.

This year, the Reuben Hoar Library has placed a significant emphasis on enriching the lives of our patrons through diverse programming catering to all age groups. Our commitment to fostering lifelong learning and community connections has been reflected in our children's, teen, and adult programming.

**Children's Programming:** Our children's programs have continued to inspire and educate young minds. From interactive storytimes to creative craft sessions, we have provided engaging opportunities for children to develop literacy skills and foster a love for reading. Special events such as visits from Santa and arts and crafts programs have further enhanced the learning experience for our youngest patrons.



**Teen Programming:** Recognizing the importance of catering to the unique interests and needs of teenagers, we have expanded our teen programming this year. Our initiatives have included D&D Club, STEM workshops, and Teen Advisory Boards, providing teens with a supportive environment to explore their passions and build valuable skills for the future.

**Adult Programming:** For adults, the Reuben Hoar Library has offered a diverse range of programs designed to inform, entertain, and inspire. From author talks, musical performances, art classes, genealogy talks, and book clubs our adult programming has catered to a wide variety of interests and demographics within our community. These initiatives have fostered lifelong learning and facilitated meaningful connections among patrons.

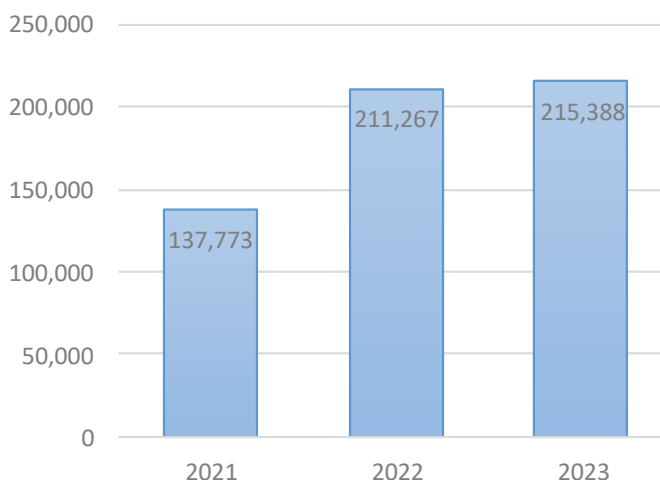


# RHL by the Numbers

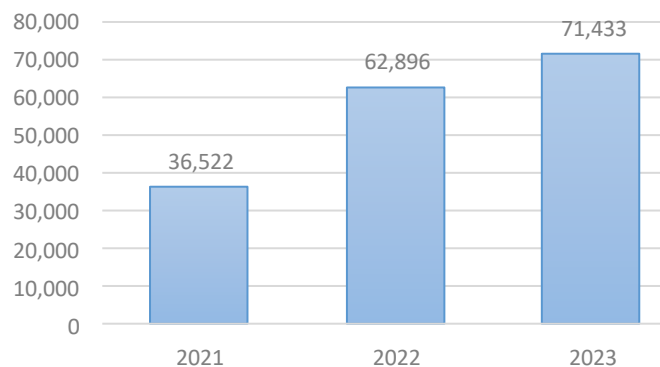
## Holdings

- ⇒ 72,118 Books
- ⇒ 6,000 Audiobooks
- ⇒ 7,200 DVDs/Blu-rays
- ⇒ 300,000 eBooks
- ⇒ Streaming Services
- ⇒ Educational databases in every subject
- ⇒ Newspaper subscriptions both in print and online
- ⇒ A Library of Things
- ⇒ 20+ museum passes
- ⇒ Technology for the hearing and visually impaired

## Circulation



## Visits



The Reuben Hoar Library remains a vital resource and gathering place for the community, as evidenced by the significant number of people who have passed through our doors this year. Beyond circulating materials and hosting programs, we have served as a hub for social interaction, intellectual engagement, and cultural enrichment. Our dedicated staff and volunteers have worked tirelessly to ensure that the library remains a welcoming and inclusive space for all.

As we look to the future, the Reuben Hoar Library remains committed to evolving and adapting to meet the changing needs of our community. We will continue to prioritize accessibility, innovation, and collaboration in our efforts to serve as a beacon of knowledge and inspiration for generations to come. We extend our heartfelt thanks to our patrons, supporters, and partners for their ongoing support and dedication.

In conclusion, we are immensely proud of the accomplishments and impact of the Reuben Hoar Library over the past year. Despite the challenges we have faced, our commitment to excellence and community service has remained unwavering. We look forward to continuing our journey together and building an even brighter future for the Reuben Hoar Library and the communities we serve.

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

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

### \$50,000+ Supporters

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

### \$25,000+ Supporters

Emily M. Squires    Rotary Club of Littleton

### \$10,000+ Supporters

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



## Friends of the Reuben Hoar Library

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

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

### The Friends of the Library Board Members in 2023:

Chair: Janice Consentino

Vice-Chair: Megan Rank

Treasurer: Sarah Rambacher

Corresponding Secretary: Kathy Krystofik

Membership: Jennifer Pletcher

Member-at-Large: Judy Grande

Member-at-Large: Wayne Bryant



## Library Staff

Library Director: Sam Alvarez

Assistant Director: Michael Conboy

Office Coordinator: Susan Palmer

Head of Circulation: Julie Bernardi

Children's Librarian: Diann Haduch

Senior Library Technician: Jeanne Sill

Library Technician: Jeff Henry

Library Technician: Jennifer Hamilton

Library Technician: Tracy Delgado

Library Technician: Julie Fredericksen

Library Assistant: Miriam Zizza

Library Assistant: James Taber

Library Assistant: Amy Totten

Library Assistant: Seth Ledoux

Processing Clerk: Atsuko Yamashita

## Library Trustees

Chair: Kimberly Harriman

Secretary: Kristine Asselin

Treasurer: Katrina Wilcox Hagberg

Member: Sarah Donovan

Member: Meera Gill

Member: Wendy Isaac





## VETERANS SERVICES OFFICE

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

### MISSION OF THE OFFICE

The Mission of the Veterans Affairs office is to identify the special needs of veterans and their dependents and expedite their entitlements and to coordinate veterans programs related to Federal and State agencies; to perform related duties as required. The Veterans Agent also provides information and support to family members of Service personnel currently in the Armed Forces

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

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

As your VSO, I am here to assist Veterans and their Widows/Widowers in receiving all the state, federal and local benefits allowed by law. The financial benefit to Littleton, according to VA records for 2023, is that 114 recipients in town receive an aggregate of over \$167,663.07 annually. Additionally, MGL Ch.115 has authorized Littleton to spend over \$103,229.69 on its Veterans with 75% of that being reimbursed from the state to the town. Not sure if you are eligible? Ask me. I will do my best to ensure you receive all the benefits that you are entitled to.

According to the 2022 Street Listing, Littleton has over 500 veterans who may be eligible for benefits along with surviving spouses of veterans. The largest group of veterans is Vietnam-era veterans with Korean-era veterans, Global War on Terror era right behind them in numbers. The area VA medical facilities have been ramped up to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford, and Manchester, NH. In addition there are community-based clinics scattered throughout New England. Our veterans are reporting excellent care from the VA.

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

<u>Name</u>	<u>Branch</u>	<u>zot</u>
Fitzpatrick Paul J	Navy	Peace Time
Gregory Albert R	Navy	Korea
McSorley, Luke A	Army	Peace Time
Palmer, Steven	Air Force	Vietnam
Riley, Robert A	Air Force	Peace Time
Rothwell, Paul L	Air Force	Vietnam
Russo, Richard H	Army	Korea
Saunders, Russell	Navy	Vietnam
Trainor, George	Army	Peace Time

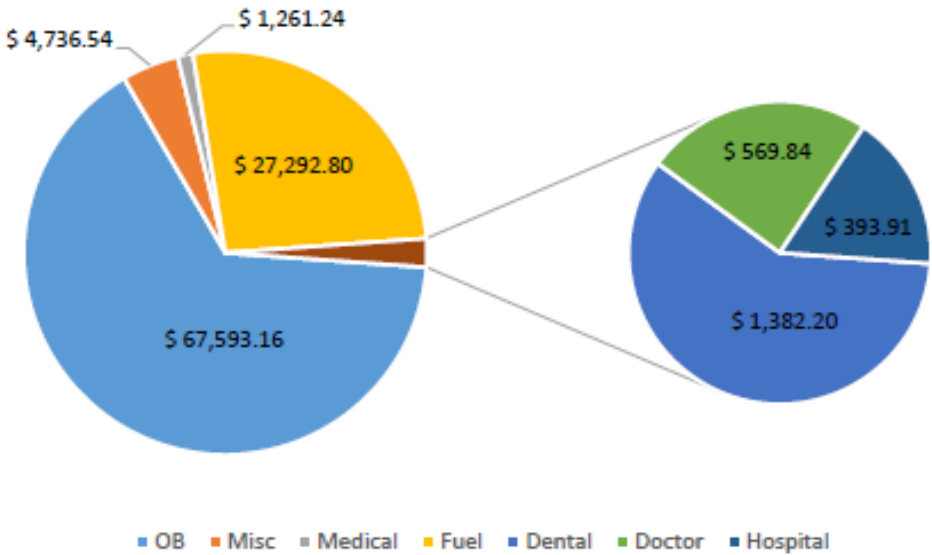
### REMEMBER THE VETERANS WHO HAVE PASSED THIS PAST YEAR.

All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed. Updated Veterans graves listing and maps. Identified graves that do not have any Veteran Marker or Medallion. In process of ordering and will install them when received. A huge thank you to the Scouts, the American Legion Post 249 members, the Veterans of Foreign Wars members, and the citizens who come out every year to help place flags on the over 745 graves in Littleton Cemeteries.

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

Respectfully submitted. John F. Boroski,  
VSO, Littleton Phone: 978-540-2485  
Email: jboroski@littlletonma.org

Summary of Veterans Benefits 2023





It has been another exciting and busy year for Littleton Public Schools. While we continue to reflect and evaluate our district and its needs, we have celebrated many successes throughout the year, including Littleton Middle School's recognition as one of the strongest-performing schools in the state. Boston magazine ranked Littleton High School as one of the top ten best High Schools in the greater Boston area. As a district, we continue to be excited about the educational opportunities we offer our students and look forward to a strong finish to the school year!

Our continued commitment to analyzing student achievement data to inform curriculum and support targeted individualized instruction within our classrooms remains a priority for our school district. From year to year, our administrators and educators consistently focus on data analysis to monitor individual student and sub-group academic growth. Spring of 2023 was the second year in a row since the pandemic that the Department of Elementary and Secondary Education administered full MCAS exams to grades 3 through 8, as well as full MCAS exams for Math, ELA, and Biology at the high school level.

The 2023 Grade 10 MCAS data demonstrates how, over time, nearly all of our students within the Littleton Public Schools can meet the standards set forth by the Department of Elementary and Secondary Education. On the 2023 Grade 10 ELA MCAS, 78% of Littleton students were Meeting or Exceeding Expectations, with 18% scoring at the Exceeding Expectations Level. On the Grade 10 Math MCAS, 73% of Littleton students were Meeting or Exceeding Expectations, with 17% scoring at the Exceeding Expectations Level. On the STE (science, technology, engineering) MCAS, 78% of Littleton students were Meeting or Exceeding Expectations, with 34% scoring at the Exceeding Expectations Level. Our administration and educators continue to be involved in detailed and extensive data analyses of the spring 2023 MCAS results and incorporate key findings when preparing students for the next MCAS administration.

In addition to MCAS, we rely on MAP Growth Assessments to identify individual skill acquisition and determine how to best support each student. The MAP Growth battery of assessments developed by the Northwest Evaluation Association (NWEA) continues to be used in grades two through eight to assess reading and math and again this year in grade nine for reading only. The MAP Growth assessments are computer-based adaptive tests utilized to determine a student's instructional level and measure academic achievement and growth in real time, allowing our educators to target instruction to meet the needs of all students. Administrators and staff use the results of these assessments to inform classroom instruction, provide intervention programming when needed, and utilize these assessments to help determine student placement.

In addition to our commitment to academic achievement, we emphasize student wellness through coordinated efforts across all buildings and at the district level by prioritizing social-emotional learning and providing increased mental health supports through a multi-tiered support system. Offerings continue to include school-wide initiatives, whole-class lessons, small-group instruction, and individualized support. The district also engages in a partnership with a mental health referral service to assist with the coordination of care for students, family members, and staff.

Our district continues to make great strides in enhancing our curricular programs and instructional practices to advance student achievement. We acknowledge that high-quality curricular materials are essential to support student learning. Our curriculum review process affords us the opportunity to review curricular materials every five to six years, ensuring that they remain current, culturally responsive, and are high-quality resources. We are continuing the implementation of our new math program called *Into Math* at the elementary level. We successfully updated curricular resources for grades 6 through 12 Science and grades K through 12 Art and Music after completing those curricula reviews last spring. This year, we are reviewing our elementary reading curriculum, grades 6-12 World Language curriculum, and grades 6-12 History curriculum. We look forward to completing these reviews and providing updated curricular materials tailored to meet all students' needs.

Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practices and fostering an environment that is committed to excellence. Our school district continues to embrace the importance



of staff development at the district, school, and individual levels. Over the past summer and fall, staff engaged in opportunities to educate themselves through individual coursework on a variety of topics, including Universal Design for Learning, Early Literacy, Sheltered English Immersion, Strategies related to Student Anxiety, Technology and AI Impact, Immigrant Families, Creating a Mindful Environment, Math Problem Solving, and much more.

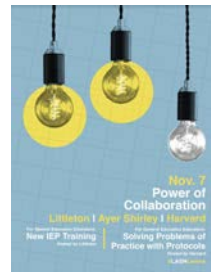
August 28, 2023, was our opening day for faculty and administration, during which all staff gathered in small group workshops that focused on Universal Design for Learning (UDL). Our administrators and curriculum leaders facilitated workshops emphasizing the value of UDL and how we can utilize the UDL framework to remove barriers and encourage 'expert learning.' Additionally, this past fall and winter, we welcomed back Tara Trainor from Novak Educational Consulting to work with faculty to deepen our implementation of the UDL framework. Our objective in continuing the work with Novak Educational Consulting was to provide a deeper exploration of how we can implement the UDL framework within our classrooms, schools, and district. Focusing on the UDL framework during the past couple of years and providing ongoing professional development for staff has positively impacted our students by allowing us to embrace and encourage new ways of teaching and learning.

This is the seventh year that Littleton Public Schools has joined with Harvard Public Schools and the Ayer-Shirley Regional School District to offer cross-district professional development. This year, our special education educators, service providers, and clinical staff gathered at Littleton High School to learn about the newly developed IEP. All other educators gathered at Hildreth Elementary School in Harvard to focus on the power of collaboration.



Image by Novak Educational Consulting

This year's in-service day offered an interactive keynote by Kevin Perks and Johanna Barmore in Harvard and a keynote by Dr. Margaret Reed in Littleton. Additionally, educators were able to deliver and attend professional development sessions provided by fellow educators. We are fortunate to have gifted educators and incredible capacity within our three districts- this day offers a wonderful opportunity to learn, collaborate, share, and connect with staff from the other districts.



District-wide upgrades in technology remained a key focus throughout the year, providing upgrades to technology and infrastructure tailored toward effective teaching and learning. We offer a 1:1 program for grades K through 12, and our technology team continues to work diligently to support device maintenance and provide professional development on device function, use, and programs. We are fortunate to have a technology team that is consistently working on improving our systems while supporting every individual and device within the district.

Budget considerations continued to be a focus throughout the year. We are in our last year of access to ESSER funding, which has helped to absorb costs related to post-pandemic needs. When preparing our FY25 budget request, we were mindful of the town's request to minimize cost increases. As a result, we submitted a level services budget that allows us to continue providing quality programming for our students. I would like to thank our staff, administrators, and School Committee for their hard work and dedication in ensuring our students continue to be well supported. I also want to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Thank you for your continued support of our schools and district. We are looking forward to a strong finish to the school year!

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





As we reflect upon 2023, we see again that Littleton High School experienced an active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

Littleton High School serves students in grades nine through twelve and is accredited by the New England Association of Schools & Colleges (NEAS&C). With ten school-based and over twenty-five available online AP Courses, Littleton High School had 39 AP Scholars (10 Scholars with Honor and 8 Scholars with distinction) in May 2023.

Special Olympics Massachusetts once again recognized Littleton High School as a Unified Champion School. They noted LHS's *commitment to fostering a socially inclusive school climate that emphasizes acceptance, respect and human dignity for all students.*

Boston Magazine ranked Littleton High School among the top high schools (#6) in Greater Boston in August 2023. While we remain cautious with rankings and comparisons among schools, it is nice to be recognized as such a high performing school. We appreciate the outside validation of the quality of our high school, and the dedicated efforts of so many to offer an outstanding educational experience.

As part of the preparation for re-accreditation with NEAS&C, Littleton High School commenced its Self-Reflection process in September 2023. This process involves reviewing LHS's alignment to NEAS&C Standards: *Learning Culture, Student Learning, Professional Practices, Learning Support, and Learning Resources*. This process culminates with a Collaborative Conference Visit in April 2024 and will inform our future school improvement planning.

The town-wide Music Concert featuring student musicians from grades 5-12 took place on February 7. This year's Spring Musical featured *Chicago*, which ran March 31- April 2. The LHS Band, Chorus, Jazz Band, Guitar Class, and Art Program hosted a wonderful Spring Concert and Art Show on May 2. LHS hosted 23 students and 2 teachers visiting from Spain October 18-November 1. The Band performed at its annual Suites and Sweets event on November 9. LHS Drama showcased Shakespeare's *Macbeth* from December 1 to 3. The LHS Band and Chorus showcased their talents once again at the annual Winter Concert on December 10.

As part of his annual Athletic Update, LPS Athletic Director Mike Lynn reported, "The 2022-2023 school year marked another successful year for the Littleton High School Athletics Program. In all, we won 7 League Championships, 3 District Championships, and 1 State Championship. We also saw our participation numbers hold steady with 293 of our 475 students playing at least one sport equating to a 62% actual participation rate and we had 569 total participants in our programs."

"The 2023-2024 school year is off to an excellent start as well. At the time of writing this entry, we've already won League Championships in Girls' Soccer and Boys' Indoor Track. Additionally, we've won a District Championship in Boys' Cross Country and a State Championship in Boys' Indoor Track. Lastly, our participation rate continues to hold steady and we're hoping to meet or exceed last year's mark."

The annual LHS College Fair on March 15th included an array of college admission representatives to appeal to the varied interests of LHS students. The Junior/Senior Prom was held at Sky Meadow Country Club in Nashua, NH on April 29th.

Traditional senior events and Spring Banquets filled our evening calendar in May. The seniors took their traditional final trip together and enjoyed a Boston Harbor cruise.

The Class of 2023 graduation took place amid cool, windy, and rainy conditions at Alumni Field on Saturday, June 3rd. Retiring history teacher Susan Harvey shared warm, humorous, and touching farewell remarks as guest speaker. We are especially grateful to the Littleton Scholarship Trust which awarded generous college scholarships to graduating seniors and alumni.

LHS extended best wishes to Mrs. Deb Dionne, Mrs. Susan Harvey, Ms. Jenene Allison, and Mrs. Michele Hirth upon their retirement in June 2023. We are so grateful for their years of dedicated service and teaching.

### Facilities Upgrades and Campus Projects

The Town Sewer Project that involved the installation of a sewer discharge site and substantial construction and landscaping on the campus and fields commenced in the spring and continued through the fall. A new 30 ton Daikin a/c unit was installed on the roof of the library. Classroom 107 received new sealed and level VCT tile flooring. Classrooms 215 & 217 received 2 new mini split a/c units. The roof project over the administration offices started June 2023 and has some remaining items on the punch list. Filtered bottle fill stations/drinking fountains were installed on the first and second floors.

U.S. Army Helicopters Visit, December 7, 2023  
We were excited to have two U.S. Army helicopters visit LHS for a special static display on December 7, 2023 (Pearl Harbor Remembrance Day). Littleton High School was part of the aviation display tour of high schools which the Army coordinated ahead of the Army-Navy game. Army Major Mark Cavallo, LHS Class of 2005, was one of the pilots. He was also a pilot for a helicopter flight over Gillette Stadium before the Army-Navy Game on December 9th.



Littleton High School is committed to student learning, a caring environment, and educational excellence. As part of an annual review, the LHS School Leadership Team and School Council will update and attend to our School Improvement Plan goals for 2023-2026. The following lists some areas to note:

- Adopt and implement Curriculum Review Cycle for all LHS Departments and courses with phased approach across years
- Further incorporate UDL practices and inclusive teaching practices
- Review and refine assessment and grading practices
- Continue to offer a social emotional learning (SEL) curriculum (*CharacterStrong*) in Advisories
- Continue to provide focused professional development for staff via workshops, courses, & sessions in district and affiliated with higher education institutions, other districts, and professional organizations
- Prepare for NEAS&C Collaborative Conference in April 2024 and re-accreditation visit in May 2026
- Promote, enhance, & highlight civic education and engagement
- Provide media literacy and financial literacy instructional units
- Continue strong support of student wellness
- Explore the integration of AI into content areas with an emphasis on academic integrity
- Strengthen Computer Science and Engineering course offerings and experiences at LHS

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

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



Littleton Middle School believes that success in school means more than high grades and test scores. In addition to a rigorous academic program, we work to address the whole child by providing opportunities for students to explore personal and academic interests, connect with peers and adults to foster meaningful relationships, as well as develop the scholastic and social skills necessary for success in high school and beyond. 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.

#### Who We Are:

- A learning community of approximately 385 students in grades 6-8.
- Each grade level team advances student growth in English Language Arts, mathematics, science, social studies, world language and special education. Additionally, our Unified Arts team teaches health, physical education, computer education, art, and music to students in all three grades.
- The entire student population is supported by educators working with each other to provide additional opportunities for growth in literacy, mathematics, organization, and special needs instruction: English Language Learning, speech/language therapy, occupational therapy, Literacy Lab, and Math Lab.
- We offer our students a wide variety of extra-curricular clubs and athletic programs that allow them to develop and apply new knowledge. We also provide a variety of opportunities for students to become active and supportive members of their school and local communities through programs such as student council, National Junior Honor Society, and Project 351.
- Students have opportunities to explore their musical, artistic, theatrical and technical talents through theater productions such as *The Little Mermaid Jr.*, regular band concerts, and other artistic demonstrations.



#### Overall Performance:

Our middle school students continued to demonstrate strengths and growth in all major content areas this year:

- Named one of Massachusetts' "Top 66 Performing Schools" by the Department of Elementary and Secondary Education (DESE).
- Achieved "School of Recognition" status by DESE for our strong academic growth.
- Recognized again by US News as one of Massachusetts' top middle schools.
- We maintained our status as a New England League of Middle Schools "Spotlight School," and one of only six schools in the state of Massachusetts to earn that distinction.
- Our educators cultivate a culture of success and belonging through their commitment to the implementation of Universal Design for Learning (UDL) in their lessons and assessments, our weekly advisory program, after school help, clubs and numerous other actions that help everyone at LMS to engage and invest in their personal and collective progress.

I continue to be amazed at the passion our staff and group members bring to Littleton Middle School every single day. There is no better place to work or a finer place to learn than LMS. Thank you for the trust and support you provide all of us at LMS and we will continue to work tirelessly to be deserving of such a wonderful community.

Respectfully Submitted,  
Jason D. Everhart  
Principal





The Russell Street School, serving students in grades three through five, is the second stage of the child's educational experience in Littleton. Providing a bridge between the primary school experience and middle school, RSS is committed to creating a rigorous academic environment while fostering the social and emotional growth of each child. Our standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the creativity within each child. With an enrollment of approximately 357 students, we currently have six third grade, six fourth grade and six fifth grade classrooms with an average class size of approximately 20 students per classroom. The RSS team is comprised of a dedicated group of individuals including professional and support personnel to meet the needs of all of our students. We work closely with the Concord Area Special Education Collaborative (CASE) and provide space for one classroom of students.

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

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

The RSS staff is focused on providing the best education possible to all of our learners. We are currently completing our professional development for the Into Math mathematics curriculum in all three grades and continue to focus on Universal Design for Learning (UDL) to assist all students in their educational experience.

We have high expectations for all members of our community as both academic learners and citizens. Standards for conduct and learning are set high, and students are provided the support necessary to find success and build confidence in their academics as well as art, music, physical education and technology. Additionally, we have a very active library at RSS. At RSS, students also focus on STRIPE. Our building focus is on Safety, Taking responsibility, Respect, Integrity, Perseverance and Empathy.



We continue to closely monitor the social and emotional well-being of our students, and we continue to focus on social-emotional learning at RSS using the Second Step curriculum. More than ever before it is important for us to maintain an environment that fosters the social and emotional learning of all children. We are committed to focusing on diversity, equity, inclusion and belonging (DEIB) in our school community. The full-time school psychologist at RSS in coordination with our school counselor are able to focus on the mental health and well-being of our students with specific attention to stress and anxiety.

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



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

We realize the importance of the role technology plays in providing students with the skills they will need to be successful in life and career. At Russell Street School, students learn the specific skills associated with using technology in an appropriate and respectful manner through our Digital Citizenship program. With a 1:1 Chromebook Program, students are able to practice skills in school and at home. Our STEM integration specialist has worked tirelessly with our technology department to teach and model the tools and programs that our teachers need to educate our students. We continue to host virtual STEM nights for families. Our students have been very enthusiastic about working together with friends and family members to complete these projects.



These virtual activities provided a platform for families to work together to complete a project at home and share it virtually with other participants. These events are extremely well-attended and successful, and we are grateful to the STEM team and Title I staff for creating and implementing them.

As educators, we are extremely fortunate to work in Littleton. On behalf of the entire team at Russell Street School, I would like to extend our most sincere thanks to our parents. It is truly a team effort to educate our students, and we appreciate that the parents are always there to help. We cannot thank you enough for all that you have done. In addition, we thank the greater community, our LPS colleagues, and the School Committee. Our extraordinary partnership has made it possible for us to provide the very best educational experiences for every child.

Respectfully Submitted,  
Cheryl A. Temple  
Principal



## SHAKER LANE SCHOOL

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

Shaker Lane houses the integrated preschool program for three and four-year-old children. We currently offer two half-day programs for three-year-olds, two four-day half-day programs for four-year-olds, and one four-day full-day programs for three and four-year-olds. While our half-day programs are designed for three-year-olds in the morning and four-year-olds in the afternoon, students of mixed ages may be in these classrooms. We are in the third year of our Preschool PACE (Personalized Academic and Comprehensive Program) which is designed to accommodate students who require a more specially designed environment for instruction. Next year, we will be offering a new integrated preschool model for our half-day programs. For the 2024-25 school year, we will offer two AM programs M-F that will have mixed-aged students. We will also offer two PM programs M-Th that will also have mixed-aged students. All our preschool classrooms provide secure, inviting success-oriented environments that meet the cognitive, emotional, social, and physical needs of the whole child at his or her level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social, and motor skills.

Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Each child is provided with open-ended curriculum activities where they can experience success as they learn and develop at their own rate.



We continue to offer a full-day kindergarten program at Shaker Lane. A full-day kindergarten program offers students more social and academic time to provide a solid base to build upon in the years to come. We also have a Transitional program for students who have completed our Kindergarten program and may not be developmentally ready to enter grade one. This year, we opened our K-2 PACE (Personalized Academic and Comprehensive Program) classroom. The continuation of this program from preschool, provides integration experiences into classrooms which are designed individually for each student's needs.

Social and Emotional Learning is a focus at Shaker Lane that we re-evaluate each year. We are dedicated to providing instruction and interventions that target the needs of our students who have been affected by the COVID -19 pandemic and early learning experiences.

## OUR SCHOOLS



We continue to evaluate the supports we currently have in place for students and are exploring other ideas to help children strengthen the social and emotional needs we are experiencing. The HEART Program which encompasses Honesty, Effort, Acceptance, Respect, and Taking Responsibility continues to be the moral code we thread throughout our day. These ideals are a clear representation of what we believe in as a school community. Our staff continues to instruct students with the Second Step program. This evidence-based curriculum incorporates lessons on skills for learning, empathy, emotion management, and problem-solving. This year, we are utilizing a trimester block of time each week for students to be exposed to additional social-emotional learning with one of our Unified Arts Teachers. These lessons help students understand and manage their emotions, feel and show empathy for others, establish healthy relationships, set positive goals, and make responsible decisions. Our School Adjustment Counselor also coordinated a presentation this year from NED's Mindset Mission which focused on doing your best, never giving up, and encouraging others. This engaging school-wide presentation showed students how hard work and perseverance will help you achieve your goal.

This year, we are working to incorporate a variety of culturally responsive experiences for students. In the fall, we had our first Cultural Fair. This event stemmed from a Community, Culture, and Diversity survey we conducted in the Spring of 2023. Through this survey we learned about what cultural experiences our families were interested in our school recognizing. The Cultural Fair was a successful event where a dozen families shared their culture with our school community. We also provided a VR Goggle experience to certain locations around the world, provided the opportunity for students to record counting 1-10 in another language, and plus-plus blocks to replicate flags around the world. School administrators continue to select a book a month to read to classrooms that focuses on a variety of diverse topics. Throughout the year, we look forward to exploring other diverse experiences for our students.



Our Community Meetings continue to focus on HEART. Each year we focus our Community Meetings on ways we can help the communities in and around Littleton through compassion projects. This year we partnered with Clear Path for Veterans to provide holiday inspired artwork in meal kits for this agency. This spring, we will be partnering with The Wish Project in Chelmsford to help create Mother's Day gift bags. Our compassion projects reinforce ways students can be contributing citizens in our community.

We believe the foundation for a strong home/school partnership is regular, open communication. We make every effort to keep parents and the community informed about what's happening at school through weekly newsletters, teacher blogs, open houses, curriculum nights, parent/teacher conferences, and other special events/presentations throughout the school year.

We continue to support a foundational reading approach that incorporates Foundations as our phonics program and Heggerty as a phonemic awareness curriculum support as well as Journeys as our grade-level curriculum. Last year, we purchased decodable readers for our Reading Specialists and classroom teachers to explore and implement with students. We are also in year three of implementation of an early literacy screener to identify and support struggling students. The highlight of this year is our district's Elementary Reading Curriculum review. Staff ranging from kindergarten through grade 5 are involved in the research of the best reading programming to support our students. We plan to adopt a new reading curriculum for the upcoming school year.



We are in year two of implementing our Into Math program. We continue to discuss best practices for this programming which included professional development through Lesley University. Our scores in grades 1 and 2 were very positive and are showing growth with the implementation of this program.



Some of our Professional Development sessions this year included:

- Into Math Training
- Alan Blume IEP writing
- mCLASS Early Literacy Screening
- Various Staff-Led PD Sessions

The Unified Arts Program continues to be an important part of the curriculum at Shaker Lane. This year, we hired a full-time Music Teacher and full-time Physical Education Teacher. This has proved to be a worthwhile experience where our students are receiving rich and meaningful experiences in these areas. We have also expanded our Physical Education program to include an Adaptive PE experience for students in our PACE programs.

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

Respectfully Submitted,  
Michelle Kane  
Principal



**Commission on Disabilities*****Members***

Diane Crory, <i>Chair</i>	2025
George Sanders, <i>Vice Chair</i>	2026
Erich Manser	2025
Luigi Iacoviello	2024
Gary Wilson	2026

***Term Expires:*****Registrars of Voters*****Members***

Diane Crory, <i>Town Clerk</i>
Kimberly Prehl
Sandra Clyde
Ellen Banks

**Conservation Commission*****Members***

Chase Gerbig,	2024
Julia Rupp, (A)	2026
Carl Melberg	2024
Sarah Seaward	2026
Michael J Livingston	2024
Andrew Sammarco	2025
Kyle Maxfield	2025
Ed Fultz	2026
Russ Mullen	2026

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

Sarah Rustan	2026
Kerry McEachern	2024
Kymberlee Albertelli, Co-Chair	2024
Melissa Anne Luongo	2026
Jennifer Munroe Nathans	2026
Julie Baker , Co-Chair	2024
Kristen (Kiki) Donahue)	2024
Ray Nash	2025
Stephanie Georgopoulos	2025

***Term Expires*****Permanent Municipal Building Committee****(5YR TERM)*****Members***

Michael Scaduto	2028
Brian Pasquale	2024
Robert Romilly, <i>Vice Chair</i>	2027
Stephen Moore, <i>Chair</i>	2025
Stacey Desmarais <i>School</i>	2025
Bartlett Harvey	2028
Vacancy	2024

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

William Schmidt, Citizen @ Large	2024
Gerry Cavallo, Farmer Clerk	2024
Brad Mitchell, Citizen @ Large	2024
William Pickard, Farmer, <i>Chair</i>	2026
Andrew Sammarco, Citizen @ Large	2025
Scott Matheson, Farmer	2024
G. Tommy Jensen, Farmer	2025

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

Brian Tarbox (SB)	2024
Fred Faulkner (SB)	2026
Geraldine Bertozzi (LELWD)	2025
Jenna Koerper Brownson (Moderator)	2024
Tyler Gray (School)	2023
Alvin Rasmus (School)	2024
Steve Venuti (Assessor)	2026

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

Sherrill Gould, <i>Chair</i>	2025
Cheryl Cowley Hollinger, <i>Vice Chair</i>	2024
Rod Stewart	2025
Jonathan Vance, <i>Alt</i>	2026
Vacant, <i>Alt.</i>	2024
Daryl K Baker, <i>Alt</i>	2025
John Sewell	2026
Kathleen O'Connor, <i>Alt</i>	2024
John Field	2025

***Term Expires***



<b><u>Personnel Advisory Board</u></b>		<b><u>Community Preservation Committee</u></b>	
<b><i>Members</i></b>	<b><i>Term Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></b>
Gary Wilson	2026	Andrew Sammarco <i>ViceChair (ConsCom)</i>	
Kevin Brogan	2024	Solomon Marini <i>(Park &amp; Rec)</i>	
William Schmidt	2025	Linda Stein <i>(Historical)</i>	2026
Michelle Vibert	2025	Bartlett Harvey <i>(Housing)</i>	
Anita Harding	2026	Samuel Bell <i>(Citizen at large)</i>	2026
Ryan Ferrara, Asst TA	Ex Officio	Mit Wanzer <i>(Citizen at large)</i>	2025
		Carolyn Mueller <i>Chairman</i>	2026
		Jeffrey Yates <i>(PB)</i>	2024
		Geraldine Bertozzi <i>(FinCom)</i>	2025
<b><u>Council on Aging</u></b>		<b><u>Historical Commission</u></b>	
<b><i>Members</i></b>	<b><i>Term Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></b>
Jeanne Sill	2025	Andrew Watt	2024
John Peachey	2026	Andrew Sammarco, <i>Vice Chair</i>	2024
Marilyn Fedele	2024	Linda Stein, <i>Chair</i>	2026
Marjorie C Payne, <i>Chair</i>	2024	John Leger	2025
Mary Ann Peachey	2026	Donna White	2025
Susan Melander	2025	Jonathan Liebowitz	2026
Anita Harding V-Chair	2026	Rachael Robinson, <i>Clerk</i>	2024
Lorilei M Richardson	2024		
Joseph Knox	2025		
<b><u>Open Space &amp; Recreation Committee</u></b>		<b><u>Clean Lakes Committee</u></b>	
<b><i>Members</i></b>	<b><i>Terms Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></b>
Andrew J Sammarco	ConsCom Member	Leon Weaver, <i>Spectacle Pond</i>	2024
Ivan Pagacik	2025	Luigi Iacoviello, <i>Mill Pond Alt</i>	2024
Kathryn Jacobsen	2025	Timothy Wanzer, <i>Mill Pond</i>	2025
Jeffrey Yates	2024	John Folsom, <i>Long Lake, Chair</i>	2024
Edward T Collins	2026	Charles Bush, <i>Lake Matawanakee</i>	2024
Alicia Day Ex-Officio	2026	Vacant, <i>Spectacle Pond Alt</i>	2026
Stephen Jahnle Ex-Officio	2024	Stephen Hadden, <i>Lake Matawanakee Alt</i>	2023
Solomon Marini		Corey Godfrey, <i>Ex Officio</i>	
Gerard R Cavello		David Barr, <i>Citizen @ Lg</i>	2024
Amy Green Ex-Officio		Cammy Bean, <i>Long Lake Alt</i>	2025
Maren Toohill Ex-Officio		Edward T Collins, <i>Citizen @ Lg</i>	2025
Ryan Ferrara Ex-Officio		Lisa R Winter, <i>Citizen @ Lg</i>	2025
<b><u>LCTV Advisory Committee</u></b>		<b><u>Shade Tree Committee</u></b>	
<b><i>Members:</i></b>		<b><i>Members</i></b>	
Scott R Glorioso	2025	Kim Ahern	
Barbara McRae	2025	Steven Whitten, <i>Tree Warden</i>	
Gary C Wilson	2025	Jeannette Kingsley	
Leslie Glorioso <i>Clerk</i>	2024	Mathew Cahill	
Allen McRae <i>Chair</i>	2026	Katie Carruth	
David Astolfi	2026		
Adam DeCoste	2024		



**Bicycle & Pedestrian Advisory Committee**

***Members***

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

**Economic Development Committee**

***Members***

Charles DeCoste  
 Vanessa Strong  
 Sanjay Gowda  
 Shannon McNulty  
 Tatiana L Scott

**Littleton Common Committee**

***Members***

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

**Transportation Advisory Committee**

***Members***

Jeffrey Yates PB  
 Marilyn Fedele COA  
 Tyler Gray FinCom  
 Michael Gruar Citizen @ Lg  
 Jonathan Isaac BPAC Alt  
 Gary Lacroix Citizen @ Lg  
 Paulo Loureiro BPAC  
 Charles DeCoste SB  
 George Sanders Disabilities Comm  
 Luigi Iacoviello Citizen @ Lg  
 Mark Montanari, PB Alt  
 Gary Wilson, Alternate  
 Diane Crory Disabilities Alt  
 Mark Rambacher SB Alt

**Sustainability Committee**

***Members***

Emily Squires  
 Donald MacIver  
 Sarah Rambacher  
 Rob Hueston  
 Margaret Gibbs  
 John Hagberg

**Affordable Housing Trust Fund Board of Trustees**

***Members***

Mark Rambacher, *Select Board*  
 Anna Hueston, *Town Administrator or Designee*  
 Mark Montanari, *Resident w Specific Experience*  
 Angus Michael, *Resident w Specific Experience*  
 Susan Melander, *COA Member*  
 Bartlett Harvey, *Resident w Specific Experience*  
 Matthew Nordhaus, *Housing Authority Rep*

**Master Plan Implementation Committee**

***Members***

Laura Anne Yates	2026
Karen Morrison	2024
Delisa Laterzo	2024
Jennifer Banks	2024
Michael Gruar	2024
Stacey Desmarais	2026

**Nagog Orchard Ad Hoc Working Group**

***Members***

Karen Morrison  
 Brad Mitchell  
 Jennifer Clancy  
 Matthew Nordhaus  
 Amy Tarlow-Lewis  
 Sarah Seaward  
 Will Pickard

**Committee for the Exploration of Real Estate Tax Relief For Seniors**

***Members***

Gary C Wilson (SB Rep)  
 Richard Christiano (Citizen @ Large)  
 Charles DeCoste (SB Rep)  
 Anita Harding (COA Rep)  
 Peter Barbella (Citizen @ Large)

**Special Weighers & Sealers**

**W. J. GRAVES CONSTRUCTION**

Steve Baronoski  
Ed Nowers

**BRIGHTON COMMISSION**

Tom Wood  
Michele Roche  
Ronald Pollock  
Peter Wormell

**CONSTABLES**

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

**AGGREGATE INDUSTRIES**

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

**MISSION:**

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

The year 2023 brought much progress and success to the Commission and our department, as we continued to effectively carry out our mission for the townspeople. Throughout the year, our personnel continued to provide the highest level of compassionate service to individuals visiting and seeking assistance from our department. Staff performed a total of 63 burials (36 full, 27 cremation), and also ensured the expert maintenance of the grounds, as well as our administrative building, through all weather conditions. This year, a number of improvements and enhancements to the grounds, administrative building and equipment under our care were also completed. After a thorough assessment of diseased and/or dying trees was conducted on site, we were able to remove 8 hazardous specimens from the Westlawn, as well as to limb 5 others that posed a risk to those visiting the cemetery. New, pollinator-friendly trees are being planted in the areas where these trees stood. We are currently in the process of developing a tree and shrub health management plan to prevent future loss. Security cameras were officially placed online this year at Westlawn to make the grounds safer, and to prevent vandalism. In order to ensure safe and efficient departmental operations, we have also continued to seek out a formal conditions assessment to be performed on our aging administration building.

The Commission was pleased to be able to continue protecting and preserving the historic 18th and 19th century gravestones within the old section of Westlawn. Through once again collaborating with the Historical Commission to apply for funding from the Community Preservation Committee, we were able to perform conservation/preservation work on additional monuments within this unique and important portion of the cemetery. Unfortunately, a large number of the gravestones within this section have been identified as being in a very poor state by the conditions assessment that was performed in 2021. Many were noted to be broken into pieces, falling over, delaminating, covered in heavy lichen, or suffering from other forms of degradation. The gravestone assessment was performed by professional gravestone preservationists, Fannin and Lehner of Concord, Ma. After

obtaining funding from the Community Preservation Committee at this year's Spring Town Meeting, a third phase of gravestone preservation work commenced shortly thereafter in the early summer months. We were fortunate to once again contract with Fannin and Lehner, who began efforts to professionally clean, cap, re-set, drill/pin, adhesive repair, and infill an additional selection historic gravestones on site. Thorough documentation of all preservation activities has also been performed. By the early summer of 2024, it is estimated that between 17 and 20 more monuments will have been conserved under this third phase. We look forward to continuing to partner with the Historical Commission in order to preserve these culturally and historically significant treasures for future generations of Littleton residents. We also thank the Community Preservation Committee for their continued support of this important project.

Our department continues to plan for the future. With a fixed and decreasing number of grave lots available for purchase at Westlawn, the cemetery will require more grave lots in the coming years. This year, the Commission was pleased to continue planning for, and to put into action, the creation of more grave spaces along the one-acre expansion area along the Sullivan loop. We hope to have this new section of the cemetery available for burials in the near future. These efforts are the first phase in an overall expansion plan for the cemetery. This, and further expansions in the Sullivan Loop area of the cemetery, would not be possible without the generous land bequest from the estate of Charlotte Hartwell in 2017.

In July of this year, Laurie Taylor retired from the Cemetery Department after 18 years of distinguished



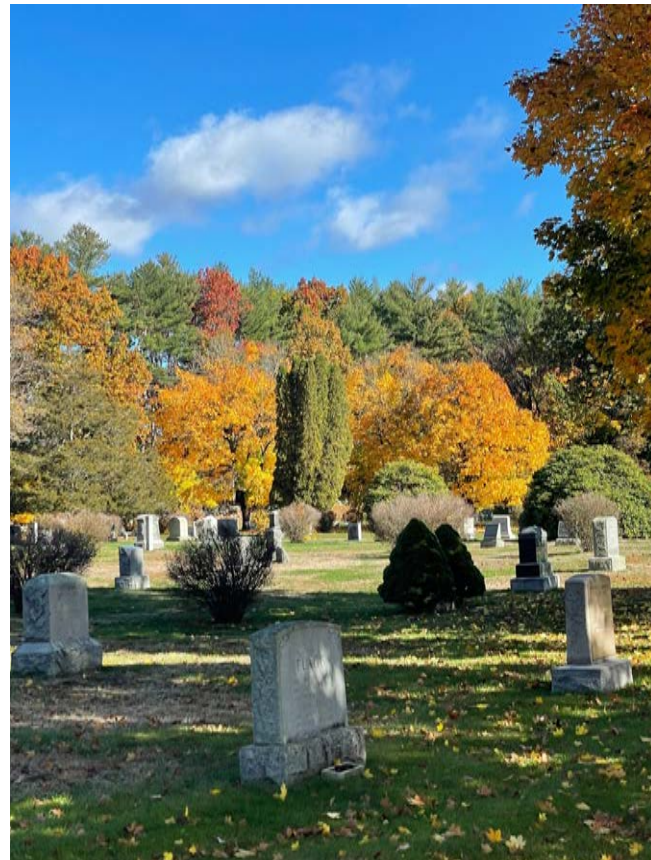
## CEMETERY COMMISSION

service as Groundskeeper. We congratulate and thank Laurie for her many years of dedication to our department and wish her a happy and fulfilling retirement!

We wish to extend our great appreciation to Cemetery Superintendent, Thomas Bailey, and to Assistant Cemetery Superintendent, Ian Heffernan, for their continued dedication and excellent service to our department and to the townspeople. This also goes out to our Senior Volunteers, David Jowers and George Miller, who provide much appreciated and helpful support to our staff. We would also like to thank all of the other Town agencies and boards that have assisted our department throughout the year, with a special thanks to the Littleton Electric Light and Water Departments, Director of Public Works, Stephen Jahnle, and DPW Superintendent Steven Whitten. We would also like to extend our sincere thanks to the Town's Veterans' Agent, John Boroski, as well as to Susan Fougstedt.

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

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





**AT A GLANCE:**

- With positive results at Spectacle Pond, Eco Harvesting was implemented in three ponds this year
- Environmental conditions led to excessive aquatic invasive growth in Spectacle & Forge Ponds
- Budget constraints and funding questions brought friction, confusion and ultimately a new financial plan
- LWD Environmental Engineer Joshua Walsh joins advisor Matt Silverman as new liaison to the CLC, oversees In-lake water quality monitoring program
- Long Lake's Wetland Park maintenance responsibilities shift to the Highway Department

Watermilfoil &amp; Fanwort in Forge Pond

Photo By Jon Folsom

**Committee Objectives**

The CLC works to maintain and improve Littleton's lakes, streams and ponds. Through our affiliation with the Littleton Electric Light and Water Departments (LELWD), we undertake projects that address the sustainability of the town's surface water resources. Our advisor is Assistant Water & Sewer Superintendent Matt Silverman. Assisting him since the summer is Environmental Engineer Joshua Walsh. We have 10 members, including alternates and at-large members, and met eleven times in 2023. Our meetings are open to the public and are usually held on the second Tuesday of the month at 6:00pm in the conference room at the LELWD Operations Center, 39 Ayer Road. Meeting agendas and approved minutes are available through the Littleton Town website.

**The Year in Review**

2023 was a tough year. Was it the weather? A mild winter, a spring drought and unusually strong summer rains somehow brought about a profusion of aquatic invasives in Spectacle and Forge Ponds. It called for a more extensive and costly response than ever before. The subsequent request for funds led us head long into recent policy changes that have given us a whole new financial structure. It was a rocky transition. While the Board of Water Commissioners went out of their way to soften the blow, it was a year of adjustments.

Looking back, the failure of the CLC's long-running plans to dredge basins 1 and 2 of Mill Pond remained an enormous disappointment. The project withstood so many years of delays and challenges that its failure came as a shock. But when state authorities and project stakeholders turned against the very idea of even maintaining Mill Pond's dam, it was clear that nothing could be done. We kicked ourselves for not seeing it sooner and refocused on recent successes.

The first season of the Eco Harvesting Pilot Program at Spectacle Pond was a success. Truckloads of invasive Curly-leaf Pondweed, Watermilfoil and Fanwort were removed reducing the nutrient mass that feeds Spectacle Pond's weed growth.

We've quickly learned however that eco harvesting is not without its problems. It's a more expensive process than herbicide treatments. It means tolerating invasive plants throughout the summer until they are mature enough to remove effectively. And if not done correctly, plants like Watermilfoil can break off and regenerate – making things worse. We learned some plants like Fanwort are difficult to collect, they seem to evade the harvester wheel. Additionally, the harvesting machine cannot always reach the weeds. But done properly, eco harvesting is very effective. And it reduces in-lake sediments, rather than adding to them – and that's great.

All of Littleton's lakes are impacted by nutrient-rich sediments. They come from run off and storm drain flows, lawns, roads and septic systems. High nutrient load is the primary cause of the deterioration of our lake's ecosystems. And it's fertilizer for invasives. If we do nothing else to preserve our lakes and ponds, we must reduce nutrient mass.

So, it was decided this year that eco-harvesting would be continued in Spectacle Pond and initiated in both Long Lake and Forge Pond. There was pushback from the Water Department because we've never had a summer invasive management program at Forge Pond. Their winter drawdowns have sufficed to manage aquatic weeds. But the drawdowns are always troublesome and there are areas where eco harvesting would be a benefit. Besides, the lake association has never supported the use of herbicides – the approach used in Long Lake and Spectacle Pond in past years. When the quote we received for eco harvesting was for more than our total annual budget it was decided to limit the work to Spectacle Pond and Long Lake, with a provision that Forge Pond would be added on a per diem basis if additional funds could be secured.

Requesting the money to proceed got complicated. Since its inception the CLC has been funded by revenue from a cell tower on Water Department land. That money has been used to cover our expenses, and the remainder each year has been accruing to pay for large scale projects. That is until 2022 when the Commonwealth of

Massachusetts objected to this arrangement. That money, in fact, was Water Department revenue, separate from Town funds - just as the Water Department is a separate enterprise from the Town of Littleton. So, oversight of the CLC was moved to the Water Department, with whom we've been affiliated from the outset. Unfortunately, Water Department funds, by law, must be used to fulfill Water Department goals, i.e. preserving fresh drinking water for the Town of Littleton. Some of the CLC's work aligns with this mandate, some does not. So, in addition to Water Department funds we will need to seek funds from the Select Board or partner with other committees to accomplish projects that are outside of the Water Department mandate.

This was a lot to come to terms with. In order to begin the transition, the committee developed a proposed budget for FY25 that was presented to the Board of Water Commissioners in late October. Additionally, we assembled a 5-year budget for longer term planning that will be presented in 2024.

Eco harvesting was conducted in Spectacle Pond and Long Lake in July. And through the generosity of the Board of Water Commissioners Forge Pond received 2 days of harvesting in August. The massive amount of invasive vegetation in both Spectacle and Forge Ponds was unlike anything anyone had ever seen. We're hoping that it was an anomaly but bracing ourselves that it could be the new norm.

Littleton's lakes and ponds are mature and demand more thorough care now to make sure they can remain healthy in the future. We are planning for a combination of eco harvesting and herbicide treatments in Spectacle Pond next year to tackle areas of stubborn infestation. In Long Lake in addition to invasives, floating islands have risen from decaying matter on the lake bottom. We're planning for their removal next year as well.

We enter 2024 convinced that the care of our lakes and water resources has never been more essential to the town.

Thank you for your continued support,

Jon Folsom CLC Chair

## Community Preservation Committee

The Community Preservation Act (CPA) allows communities to create a local Community Preservation Fund for open space protection, historic preservation, affordable housing and outdoor recreation.

In Littleton, Funds are raised through the imposition of a 1% surcharge on resident's property tax. The CPA statute also creates a statewide Community Preservation Trust Fund, which provides distributions each year to communities that have adopted CPA

2023 Revenue Allocations	1% Real Estate Surcharge \$393,000 Est	State Match 30.3% \$139,306
Open space	40%	30%
Historic	18%	18%
Community Housing	20%	18%
Recreation	20%	18%
Administration	2%	0%
Undesignated	0%	16%

## Community Preservation Committee (As of 12/31/23)

**Carolyn Mueller, Chair**  
(Select Board appointee)  
**Andrew Sammarco, Vice-Chair**  
(Conservation Commission representative)  
**Mit Wanzer, Clerk**  
(Select Board appointee)  
**Sam Bell**  
(Select Board appointee)  
**Geri Bertozzi**  
(Finance Committee representative)  
**Bartlett Harvey**  
(Housing Authority representative)  
**Solomon Marini**  
(Parks, Recreation, & Community Ed rep)  
**Linda Stein**  
(Historical Commission representative)  
**Jeffrey Yates**  
(Planning Board representative)



## Projects Approved at 2023 Town Meetings

Project Name	Category	Total Project Amount	CPA Request	Bonded	Other Town Funds	Leverage from Other Sources
Westlawn Cemetery Conservation Project - Phase III	Historic	\$9,950	\$9,950			
12 Robinson Rd Preservation Consultant	Historic	\$9,201	\$4,201			\$5,000
Houghton Memorial Building Window Restoration	Historic	\$102,064	\$50,000			\$52,064
Preservation of vital Statistics	Historic	\$8,000	\$8,000			
AHTF Annual transfer of funds	Housing	\$113,063	\$113,063			
Town Forest Boardwalk #1 Construction	Recreation	\$26,476	\$19,476			\$7,000
Creation of Tennis Courts at the High School	Recreation	\$734,000		\$334,000	\$400,000	
<b>Total</b>		<b>\$1,002,754</b>	<b>\$204,690</b>	<b>\$334,000</b>	<b>\$400,000</b>	<b>\$64,064</b>

The **Littleton Historical Commission (LHC)** serves as the Town's agency responsible for the preservation of the artifacts, places, buildings, and stories that have made, and continue to make, our Town a special place to live. The Commission's mission is to preserve and maintain the unique history of Littleton. We protect these historic resources through public engagement and education, and preservation, restoration, and rehabilitation projects.

The Commission had a busy year in 2022 as the Town looks toward the future and major potential redevelopment plans:

For the **242 King St. Sewer System Expansion Project**, the LHC signed a memorandum of understanding (MOU) with the MA Department of Environmental Protection, MA Historical Commission, and the Littleton Water Dept., preserving the historic Hartwell House onsite and salvaging timbers from the barns that were demolished.

For the **historic preservation of 12 Robinson Road**, the LHC along with Town Counsel's office finalized a required historic Preservation Restriction (PR) as well as a Rehabilitation Agreement. The LHC hired a historic preservation expert consultant to review rehabilitation plans, conduct site visits during rehabilitation, and advise the Commission. The LHC is the Grantee of the PR, with the legal responsibility of ensuring that the current owner and all future owners of the property meet the PR historic preservation requirements in perpetuity.

**Historic Districts.** Town residents attended a LHC meeting inquiring about the status of historic districts in town and expressing their desire for historic districts to be established. The Commission and residents had a lengthy discussion regarding how and where historic districts might be established. The Commission continues to discuss the creation of historic districts in Littleton.

The LHC continued administering the town's **Demolition Delay Bylaw**, reviewing proposed demolition permit applications pertaining to historic structures. The Commission approved permits or reviewed them further for possible demolition delays. The Commission did not issue any demolition delays in 2023.

The LHC supported **monument and gravestone preservation work at Westlawn Cemetery**. We contracted with preservation consultants to perform additional conservation/preservation work, which included professionally cleaning, re-setting, capping, pinning, adhesive repairing, and in-filling gravestones at the site



The LHC again organized and held the Town's **annual Patriot's Day celebration** at Liberty Square on April 19, with speeches from LHC and Select Board members, a musket salute by the Boxborough Minutemen, and a laying of wreaths at the monuments honoring the Minutemen of 1775 from Littleton and Boxborough who served in the Revolutionary War. The Historical Commission also contributed to the Town's **Master Plan Update**, and continued to assist and advise residents, companies, municipal boards, and prospective property buyers regarding historical matters, as well plan and conduct a variety of projects that reflect the Town's rich character.

We would like to thank all of the other Town boards and staff, organizations, and citizens that have aided us in carrying out our mission during the past year, and especially the Littleton Historical Society and its Curator, Carolyn Mueller. The Commission looks forward to our continued work with you to ensure that our Town's history is protected and preserved for future generations.

Respectfully submitted by the Littleton Historical Commission,  
Linda Stein, Chair  
Andrew Sammarco, Vice Chair  
Rachael Robinson, Clerk  
John Leger  
Jonathan Liebowitz  
Andrew Watt  
Donna White





**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 over 1,000 acres of Town-owned conservation lands. The Commission is supported by the Conservation Agent and Assistant Conservation Agent.

The Commission reviews all Massachusetts Department of Environmental Protection filings as they are submitted. Public hearings are held and site inspections are made to the respective properties.

Throughout the year, the Commission receives and reviews a steady stream of Applications. ***Our work includes:***

- **Notices of Intent to perform activities within one hundred feet of a wetland**
- **Orders of Conditions approving Notices of Intent**
- **Certificates of Compliance were issued for projects satisfactorily completed**
- **Review Requests for Determination of Applicability for smaller projects**
- **Enforcement Orders placed on landowner who are deemed in violation of the WPA/local wetlands bylaw by the Commission.**
- **Other actions including Extensions, Amendments, Land Use Permits, minor project approvals, and Building Department Permit review.**

The Commission has in its custody a wide array of protected open space properties and hiking trails

available for public use. Our agency is charged with the management of these special lands on behalf of the townspeople. In performing its duties, the Commission partners with, and is greatly aided by, the Littleton Conservation Trust and its land stewardship program. Under the Director of Land Stewardship, a team of land stewards uniformly protect, monitor and maintain all Commission and Conservation Trust properties over hundreds of property visits and volunteer hours each year.

Stewards and volunteers are active in property and trail maintenance, boardwalk and kiosk construction,



invasive plant control, wildlife preservation projects, and other activities that benefit Littleton's natural landscape. The Commission also holds Conservation Restrictions (CRs) on 14 properties and owns 2 properties on which CRs are held by other conservation organizations. These CRs require annual inspections to confirm that they are in compliance with their respective restrictions and conditions, and more are currently being reviewed by the State.

**Major 2023 accomplishments** for the Commission and the Town included boardwalk and construction at Town Forest, Hartwell Newtown Hill (Williams Trail) and Fort Hill.



The Amphibian Brigade, over 100 people strong, has crossed over 1,000 salamanders and frogs since its inception in 2019, including the rare blue spotted/ Jefferson complex salamanders

**Other events on Conservation land included:**

- Friends of the Library Story Walks
- The annual Littleton Little Town Tree Hunt
- Eagle Scout and Girl Scout projects
- Townspeople continued to utilize the Yapp and Newtown Hill community gardens.
- At Long Lake Park and other conservation properties, the Conservation Trust's bird box/ habitat program, orchestrated by Trustee Dustin Neild once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows.
- Weed Warrior training continued in 2023 with several trainings.



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

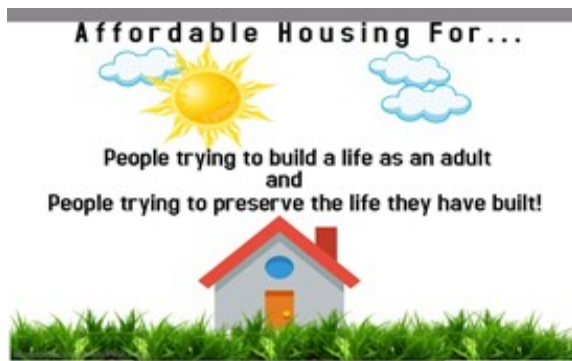
Thank you to all of the town departments that have aided the Commission in performing its mission throughout the year, especially the Highway Department and Director of Public Works, Stephen Jahnle, and Operations Manager, Steve Whitten. We were very appreciative of the LELWD, which assisted with the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



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

***Respectfully Submitted by the Commission:***

Sarah Seaward (Co-Chair)  
Chase Gerbig (Co-Chair)  
Andrew Sammarco (Clerk)  
Michael Livingston  
Kyle Maxfield  
Carl Melberg  
Ed Fultz



## LITTLETON AFFORDABLE HOUSING TRUST FUND BOARD OF TRUSTEES 2023

The **mission** of the Affordable Housing Trust is to acquire, create, preserve, and support affordable housing for the benefit of low and moderate income households in the Town of Littleton. The affordable housing trust is building local capacity for housing advocacy, housing finance, and housing development. The Littleton Affordable Housing Trust (LAHT) was created to advocate for and increase the affordable housing stock in Littleton, using primarily Community Preservation funds and funds donated to the trust by developers as payments in lieu of building affordable units.

LAHT serves cost burdened residents of Littleton via assistance programs. During 2023, the Littleton Rental Assistance Program expended \$45,785 in assistance to 20 households, providing \$250 monthly for rent assistance. The Emergency Mortgage Assistance Program provided \$2,190 in mortgage support to one household.

### 2023 Accomplishments:

- Developed and Adopted a 5 year action plan setting strategic priorities
- Finalized the purchase of the Durkee farm house at 260 Foster St. with CPC Funds (\$50)
- Held a Senior Housing Roundtable on November 14, 2023
- Developed an AHT project status reporting tool for affordable units
- Conceptualized a Grant Program to support development of affordable units in Littleton
- Met jointly with Select Board, Planning Board, and Finance Committee

### Goals for 2024:

- Develop a plan for disposition of the Durkee parcel
- Enter into an agreement for development with a non-profit developer for the Tahattawan Rd. parcel
- Memorialize the relationship for funding received from the CPC
- Promote Littleton to receive additional government funds for affordable housing
- Enhance and continue supporting the LRAP program



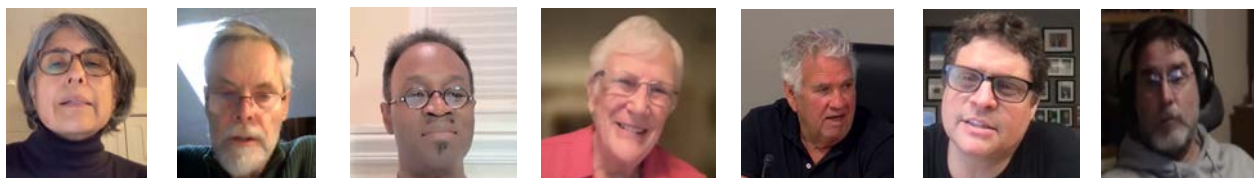
LAHT relies on our inter-municipal “Assabet Regional Housing Consortium” (ARHC) and the housing specialists at MetroWest Collaborative Development for monitoring of existing affordable housing units, assistance with sales (and re-sales) of affordable units, and for the housing lottery process.

As of June 30, 2023, end of fiscal year 2023, the Trust balance was **\$916,112**. The Trust expects to receive additional income in the form of payments in lieu provided by the Jones Meadow **(\$6,000)**; Webber Village **\$3,000**; and Grimes Lane **(\$20,000)** developments, after a future Town Meeting vote. The Trust plans to process these donations through the Community Preservation Committee (CPC) to receive the benefit of the state’s match to increase the amount of these donations. The funds will support the mission of the LAHT according to the 5-year action plan.

<b><u>Revenues:</u></b>	<b>FY2023</b>
Interest on Account	\$27,020
CPA Transfers	\$552,798
Gifts	\$0
<b>Total</b>	<b>\$579,818</b>
<b><u>Expenses:</u></b>	
Consulting	\$4,313
LRAP	\$43,000
EMAP	\$3,285
Eng. Tahattawan lot	\$3,303
<b>Total</b>	<b>\$53,901</b>
<b>Fund Balance</b>	<b>\$916,112</b>

#### Affordable Housing Trust Fund Trust Members

Chairperson: Anna Hueston (Town Administrator designee)  
 Vice Chair: Bartlett Harvey (resident with specific experience)  
 Clerk: Angus Michaels (resident with specific experience)  
 Susan Melander (member of COA)  
 Mark Montanari (resident with specific experience)  
 Matthew Nordhaus (member of Littleton Housing Authority)  
 Mark Rambacher (Select Board member)







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

The LCC aims to build community connections by supporting cultural programs within our town. Culture lifts the human spirit and makes our community a better place to live, work, and prosper. We continue to receive high-quality grant proposals that bring a variety of opportunities to the people of Littleton. We especially appreciate the local organizations that continue to provide and host cultural events for our community: the schools, the library, the Council on Aging, and Life Care Nashoba Valley among many others.



For FY23, the LCC helped fund local artists working in Littleton and area towns to bring a rich variety of cultural programs to our citizens. Some of our priorities included live music events or community

gatherings, school engagement, and events taking place at local venues. We awarded 25 grants totaling \$15,035. The programs included theatrical productions, musical performances, a regional art exhibition, a visual arts workshop, as well as arts enrichment programs in the schools and library

The LCC continues to pursue additional opportunities to bring more public art to the community. We have provided opportunities for citizens to get involved in artmaking at some of the town’s Third Thursday events at Fay Park. One of the ongoing efforts has been to add to the “Littleton Rocks On” project, an interactive community-based art installation adjacent to the Castle in the Trees playground. The LCC is continuing to work with local youth service groups to ensure the site is maintained.



**Littleton Cultural Council members:**

- Julie Baker, Chair
- Kymberlee Albertelli, Co-Chair
- Ray Nash, Treasurer
- Kerry McEachern, Secretary
- Stephanie Georgopoulos
- Kristen Kiki Donahue
- Melissa Luongo
- Jennifer Munroe-Nathans
- Sarah Rustan

2023 was a transitional year for PMBC in regard to project load. The Library project was in closeout and the Senior Center was in re-design. The Shaker Lane Building Feasibility Study was initiated through a process with the Massachusetts School Building Committee. Indian Hill feasibility study and selection of a Designer and a Owners Project Manager were completed.

#### **PMBC Projects during 2023**

**LIBRARY:** The Committee worked on final close out of the Library project solar system and warranty items. Bob Romley and Bartlett Harvey managed the lions share of the work supported by Mike Scaduto, Brian Pasquale, and Steve Moore.

**Senior Center:** Bob Romilly and Bartlett Harvey are managing this project with assistance from Mike Scaduto, who is a construction manager, and Bryan Pasquale, who is a mechanical engineer. PMBC was invited to participate in the early phases of design and in late Fall of 2022 was given overall management of the program by the Select Board. The construction delivery method chosen for construction is the Construction Manager at Risk (CMr) model where a contractor, through an RFQ and RFP process, is chosen to engage with the team prior to completion of design to provide its expertise on current pricing and make suggestions on materials.

Bids for construction services resulted in the selection of a contractor, Commodore Builders, in late Fall of 2022. Final design was delivered in late Spring and an agreement for pre-construction services with Commodore was signed and the contractor advertised and obtained bids for subcontractor services. A Guaranteed Maximum Price is expected in January of 2024 with the contractor mobilizing on site in late February 2024.

#### **Shaker Lane Feasibility Study:**

In early April, a committee was formed, consisting of Chuck DeCoste, Kelly Clenchy, Michelle Kane, Ryan Ferrara, Steve Venuti, Brian Pasquale and Steve Moore as well as Steve Mark as a non-voting member. A series of meetings were held to iron out language for an Request for Qualifications (RFQ) for Owners Project Manager services acceptable to the Massachusetts School Building Authority (MSBA).

Eight responses were received and in mid August the selection committee met and chose Turner Townsend Heery (TTH) as the most qualified firm to represent the town as its OPM. TTH began working on the preparation of the RFQ for design services in concert with town counsel and the MSBA. Brian Pasquale and Steve Moore are providing support from the PMBC.

#### **Indian Hill:**

Subsequent to the purchase of the Indian Hill property, the Town undertook a feasibility study to determine space needs for the School Department and Parks and Recreation and associated renovations to the building and grounds. Requests for Qualifications for a Designer and Owners Project Manager (OPM) were advertised in the Fall. One response was received for Designer Services and Three for OPM services. The selection committee met on December 29 and selected LLB Architects for designer services and Vertex for OPM services. Bartlett Harvey and Mike Scaduto are managing this Project for the PMBC.

#### **THANK YOU**

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

We also acknowledge the great assistance and support received from: the Select Board, Ryan Ferrara, Lisa Montgomery, Dianne Dickerson, Kelly Clency, Steve Mark, Michelle Reynolds, Acting Fire Chief Tom Clancy, Towns Clerk Diane Crory and Kim Phrel, Police Chief Matt Pinard, Deputy Police Chief Patterson and our library director Sam Alvarez and the Library Trustees.

Also, a separate acknowledgement and shout out/ thank you to Kirby Dolak, and his team, for shepherding us through our Zoom meetings. Thank you also to our consultants and contractors including, but not limited to: The Vertex Companies (Bryan Fors), Commodore Builders, and CBI.

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



## Littleton Planning Board

The Planning Board is a five member elected board with a term length of five years. The current Board members and their term expiration dates are as follows:

Mark Montanari, Chair	2027
Anna Hueston, Vice Chair	2028
Bartlett Harvey, Clerk	2026
Jeffrey Yates, Member	2025
Delisa Laterzo, Member	2024

Planning Board members serve the Town as elected officials, volunteering their time, energy, and talents to serve not only on the Planning Board, but also on the **Affordable Housing Trust, Community Preservation Committee, Open Space and Recreation Planning Committee, Master Plan Implementation Committee, and Transportation Advisory Council.**

**HIGHLIGHTS:** Work of the Planning Board in 2023 was concentrated on the new Firearms Business Zoning Bylaw and bringing the Town into compliance with the MBTA Communities multi-family zoning requirements. Building on the work accomplished in 2022 the Planning Board addressed the following in 2023:

- **Firearms Businesses Zoning Bylaw:**
  - + Public Hearing in Nov. and Dec. 2022
  - + Adopted at the February 15, 2023 Town Meeting
  - + Public Hearing to Amend: July 6, 2023
  - + Amended at the November 1, 2023 Town Meeting
- **MBTA Communities Multi-family Zoning:**
  - + Local Action Plan Submitted 1-13-23
  - + State approved Littleton's Action Plan 1-27-23
  - + **"Investigations"** Public Workshop 2-9-23

- + **"Recommendations"** Public Workshop 3-8-23
- + 17 Planning Board Meetings in 2023 included discussion of MBTA Communities work
- + Public Hearing 10-12-23 and 10-26-23
- + Zoning Proposal for MBTA Communities Bylaw did not Pass at the Nov. 1, 2023 Town Meeting, so work moving forward will continue to concentrate on bringing Littleton into compliance with MBTA Communities requirements.

- **Staffing:** Hired full-time Assistant Town Planner Cooper Mathews to support the work of the Planning Board and Planning Department. We are pleased to welcome Mr. Mathews to the Town!
- **Grants:** Planning Staff supports the numerous grant applications, including Community One Stop Grant applications and has been successful in attracting several millions of dollars of planning and infrastructure grants.

**Meetings and Permitting:** Planning Board agendas in 2023 included permitting for commercial, residential, and mixed-use development proposals as well as ongoing planning initiatives. Planning Department and Planning Board members keep in mind the current housing crisis, the need for economic development that is consistent with community character, and the goals outlined in our 2017 Master Plan and other recent planning documents and initiatives. We continue to meet statutory timelines – as we make steady progress towards reaching the goals of the Town.

The Planning Board held **20** regular meetings during 2023 along with numerous public outreach and special meeting sessions focused on the Firearms Business Zoning Bylaw and the MBTA Communities multi-family zoning requirements.

## Commercial development proposals in 2023 :

- 245 Foster Street—Preliminary Industrial Subdivision
- Taylor Street Wells—LELWD new water supply source well
- 1&2 Monarch Drive—new PODS Warehouse
- 537 Great Road—add marijuana product manufacturing to current retail adult use marijuana establishment
- 550 Newtown Road—proposed expansion of self-storage facility
- The Northern Bank—265, 277, 287 and 289 Great Road, and 25 Robinson Road—comprehensive redevelopment with 5 new commercial buildings
- 254, 256 and 260 Ayer Road—redevelop and expand service station and convenience store

#### Residential development proposals in 2023:

- 555 Newtown Road— 3-lot “Sky View Lane” open space residential development
- 12 Robinson Road— 4-unit residential development to include renovation of the historic home
- 95 Taylor Street—3 lot residential sketch plan

#### Mixed-Use development proposals in 2023:

- 550 King Street “King Street Common” - permitting included Preliminary and Definitive Subdivisions
- 410 Great Road “Residences at King Street Common”
- Shattuck Street Center— site plan for new community/senior center

#### Planning Initiatives:

- **Bicycle and Pedestrian Master Plan**—The Planning Board completed and voted to adopt the August 2023 Bicycle and Pedestrian Master Plan at the meeting of October 12, 2023. The Bicycle and Pedestrian Advisory Committee voted to approve it at the BPAC meeting of November 14, 2023, utilizing Technical Assistance Grant funding.
- **MBTA Communities/Littleton Station Area zoning**— With Innes Associates and RKG as our consultants, the goal is to bring the Town into full compliance with MBTA Communities requirements utilizing EEA Planning Assistance Grant funding.
- **Updating the Open Space and Recreation Plan**, with Park & Rec Director Alicia Day and Conservation Agent Amy Green leading this important initiative, utilizing CPC funding.
- **Hazard Mitigation Plan** Update with MAPC and Town Departments is currently underway, utilizing FEMA/MEMA Grant funding.

#### Goals for 2024:

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

- Bring the community into compliance with MBTA Communities Multi-family zoning requirements to help address the current housing crisis
- Respond quickly to all new and continuing applications and project concepts
- Work closely with property owners during project permitting and construction

- Review the Adult Use Marijuana Zoning Bylaw to consider limiting the number of “grow” facilities
- Research and apply for significant grant funding to help bring the Town’s goals to fruition, taking advantage of our prior foundational planning work, the availability of Federal and State infrastructure funding, and matching those goals of the community that can be moved forward with outside funding sources

**Planning Board Office:** The Planning Board office, located in Room B100 of Town Hall (lower level of the old library area of the 37 Shattuck Street Town Offices) is open from 8:30 a.m. to 6:00 p.m. Monday; 8:30 to 4:30 Tuesday —Thursday; and 8:30 to 12:30 Friday; please call ahead 978-540-2425 for an appointment to assure focus on your question.

Planning Board meetings are usually held the first Thursday of the month; agendas are posted in Town Hall, and also on the Town website

[www.littletonma.org](http://www.littletonma.org) The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meeting agendas are generally focused on current permitting applications and actions to implement the Littleton Master Plan and similar planning studies. The Littleton Master Plan, adopted in April 2017 continues to guide the actions of the Planning Board— an update of the Master Plan is on the far horizon, with discussions as early as 2027 to identify funding and outline the process to update the Master Plan.

We use the Town website to share application materials and ongoing planning work as openly as practicable. Please feel free to call the Planning Board Office at 978-540-2425 or email Town Planner Maren Toohill at [MToohill@littletonma.org](mailto:MToohill@littletonma.org) or Assistant Town Planner Cooper Mathews at [CMathews@littletonma.org](mailto:CMathews@littletonma.org) with any questions.

Respectfully Submitted:

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







The start of the 2023 school year looked slightly different this year, with students returning before Labor Day, making it one of the shortest summers on record! The school buses also ran later due to a change in school start times. After careful consideration, the School Committee voted last spring to delay school start times due to the associated learning and health benefits linked to later start times. While both changes felt “different, the implementation was smooth and well-supported by the community.

The district remains a top performer among its peers, with the high school ranking as the sixth best public high school in the Greater Boston area based upon several criteria, including average class size, student-to-teacher ratio, standardized test scores, graduation rate, and educator evaluations. Littleton’s Middle School also received strong praise this year, ranking #138 out of #1,040 middle schools in Massachusetts.

The School Committee has worked in great partnership with the Superintendent's office, helping to support the goals of the Administration and Leadership Team. The district continues to focus on universal design for learning, a multi-tiered system of support, and social-emotional learning within our schools. In addition, the district continues with its implementation of DEIB (Diversity, Equity, Inclusion and Belonging). Grades K-5 are implementing a new math curriculum (Into-Math) and are in the process of reviewing the reading curriculum and selection of new K-5 reading resources.

The School Committee and Littleton Educators Association successfully negotiated a three-year contract beginning with the ‘23-’24 school year. Both parties positioned their requests with sound reasoning. After a lengthy negotiation process, both sides agreed to a mutually beneficial contract, improving the school district with a respectful give and take on both sides.

The appropriated town budget for the School Department for fiscal year ‘24 successfully passed with strong collaboration between the School Committee’s budget subcommittee, the Superintendent’s office, and other town boards, namely the Finance Committee and the Select Board. The budget of \$24,433,262 represented a 6% increase as compared to the previous year. The budget reflects changes to a few staff by creating team chair positions, adding a grade 6 full-time position, increasing utilities (inflation), and a higher than anticipated transportation cost. Transportation was affected by our current busing contract expiring, an increase in out-of-district transportation costs, and the committee’s decision to add buses to delay school start times for the high and middle schools with a minimal change to Shaker Lane’s start times.

In June, Littleton High School graduated 106 seniors, 99 of whom are attending post-secondary education and seven are entering the workforce.

The Town has been accepted by the Massachusetts School Building Authority for a renovation or replacement of the Shaker Lane Elementary School. The feasibility study is in process with a delivery date of the spring of ‘25. Construction could begin as early as the Fall of ‘25, with a lot of work and opportunity for community input between now and then.

The Committee would like to thank Brad Austin for his three years of dedicated service, as he did not seek re-election in May of ‘23. Brad brought a unique and insightful point of view to each school committee meeting with his background in higher education. Brad served on the School Committee negotiating team, and his ability to understand the points of view of the LEA was extremely helpful during the process. In May of ‘23 the School Committee welcomed Elaine Santlemann as our newest member. Elaine’s background is in education and currently provides curriculum services to the Department of Elementary and Secondary Education. Elaine has been able to make immediate contributions to the work of the School Committee.

Respectfully Submitted,  
The Littleton School Committee:  
Justin McCarthy - Chair 2024  
Jen Gold - Vice Chair 2024  
Elaine Santelmann - Clerk 2026  
Stacy Desmarais - 2025  
Binal Patel - 2026



The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute.

In 2023, application fees collected by the board totaled \$1,519.59  
Expenses for the year were \$929.77. These expenses included Legal Ads, mailings and other office supplies.

### Mission Statement:

The mission of the department is limited to the statutory authority granted by Chapters 40A, 40B and 41 of the Massachusetts General Laws.

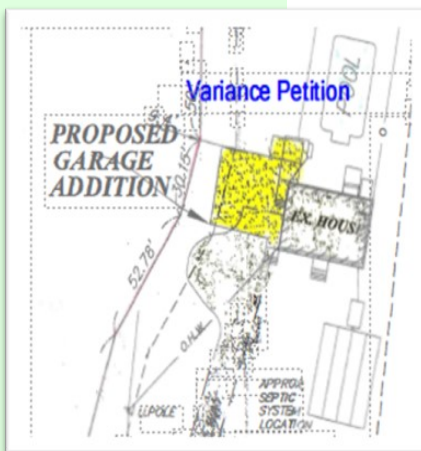
The Zoning Board of Appeals (ZBA), hears and decides applications for special permits upon which the Board is empowered to act; hears and decides appeals or petitions for variances from the terms of the Zoning Bylaw, subject to criteria established by the State:

- To hear and decide applications for Special Permits
- To hear and decide appeals or petitions for Variances
- To hear and decide other appeals, such as appeals from a decision of the Building Inspector or other administrative official in violation of Chapter 40A
- To issue comprehensive permits
- To issue withheld building permits

### DEPARTMENTAL SERVICES

Listed below is a brief summary that identifies the functions, programs, services or units most essential to protect. While not an exhaustive list, the top 5 services provided by the department in order of priority are as follows:

- 1) Providing process guidance to the applicant
- 2) Processing the application
- 3) Posting and Advertising of Notices of Hearings requiring newspaper publication, mailing notice to all abutters, and posting meeting agendas and minutes.
- 4) Issuing and writing the decision for the Town Clerk to attest; done by volunteer Board members.
- 5) Recording the Decisions at the Registry of Deeds, and notifying applicant of updates.



### The following petitions were heard and decided by the Board in 2023:

- There were 0 Appeals and Special Permits submitted during 2023.
- There were 3 Variance Request Applications submitted.

**Special Permits: 0**

**Variances: 3**

- 10 Florence Street, applicant Jeanine Guilbault variance for front steps replacement. Granted.
- 236 Taylor Street, applicant James Curran, variance for a privacy fence. Granted.
- 39 Washington Drive, applicant Brian Pelletier, variance for a deck. Granted.

### BOARD MEMBERSHIP

#### Members:

- Sherrill Gould, Chair
- Cheryl Cowley-Hollinger, Vice-chair
- John Sewell, Clerk
- Rod Stewart
- John Field

#### Alternates:

- Kathleen O'Connor
- Daryl Baker
- Jonathan Vance

Administrative Assistant: Lucia Pacitti

Respectfully submitted,  
SHERRILL R. GOULD, CHAIRPERSON

## ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
<b>MODERATOR</b>		
Timothy D Goddard	2026	62 Edsel Road
<b>TOWN CLERK</b>		
Diane Crory	2025	74 King Street
<b>BOARD OF ASSESSORS</b>		
Pamela Campbell	2024	51 Boxboro Road
Debra J Brine	2024	51 Boxboro Road
Peter Barbella	2025	52 Goldsmith Street
Anita H Harding	2025	19 Russell Street
Frederick J Freund	2026	45 Birch Road
<b>SELECT BOARD</b>		
Charles J DeCoste	2024	609 Newtown Road
Gary J Wilson	2025	1 Wilson Ln
Mark J Rambacher	2025	54 New Estate Road
Matthew Nordhaus	2026	43 Starr Hill
Karen Lee Morrison	2026	11 Spruce Street
<b>BOARD OF ELECTRIC LIGHT COMMISSIONERS/ BOARD OF WATER COMMISSIONERS</b>		
Dick Taylor	2024	109 Goldsmith Street
Bruce Trumbull (resigned 2023)	2024	29 Mill Road
James Karr (resigned 2023)	2025	12 Elizabeth Street
Ivan Pagacik	2025	123 Whitcomb Avenue
Scott Larsen	2026	24 Ernies Drive
Joseph S. Knox (appointed)	2024	10 Brandy Hollow
Melissa A. Hebert (appointed)	2024	29 Grove Road
<b>SCHOOL COMMITTEE</b>		
Justin McCarthy	2024	7 Stoney Stream Lane
Jennifer Gold	2024	259 Harwood Avenue
Stacey Lynn Desmarais	2025	1 Baron Way
Binal Kotak Patel	2026	15 Douglas Road
Elaine P. Santelmann	2026	227 Hartwell Avenue
<b>PLANNING BOARD – 5 YEAR TERM</b>		
Mark J Montanari	2027	36 Tahattawan Rd
Anna M Hueston	2028	55 Jennifer Street
Jeffrey Yates	2025	22 Robinson Road
Delisa Laterzo	2024	127 Spectacle Pond Road
Bartlett Harvey	2026	32 Lake Warren Drive
<b>TRUSTEES OF THE REUBEN HOAR LIBRARY</b>		
Kimberly Harriman	2024	8 Brant Lane
Wendy Isaac	2024	79 Nashoba Road
Sarah H Donovan	2025	25 Manchester Drive
Katrina Wilcox Hagberg	2026	156 Hartwell Avenue
Kristine Carlson Asselin	2026	19 Rita Lane
Meera Gill	2025	149 Hartwell Avenue

ELECTED TOWN OFFICIALS

GENERAL INFORMATION

## ELECTED TOWN OFFICIALS (continued)

### ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
<b>PARK AND RECREATION COMMISSIONERS</b>		
Kevin M Mitrano	2026	78 Tahattawan Road
Scott R Brown	2025	75 Grist Mill Road
Kathryn H Jacobsen	2025	14 Wamesit Trail
Solomon Marini	2024	149 Hartwell Avenue
Aaron Morse (resigned 2023)	2024	14 Colburn Lane
E. Peter Church (appointed 2023)	2024	9 Elmwood Road
<b>CEMETERY COMMISSIONERS</b>		
Carolyn L Mueller	2024	11 Gray Farm Road
Andrew J Sammarco	2025	20 Forest Road
Ivan Pagacik	2026	123 Whitcomb Avenue
<b>BOARD OF HEALTH</b>		
Kevin E Baker	2024	8 E Roxbury Drive
Daniel Kane	2024	15 Whitetail Way
Matt Wayson	2025	16 Moore Lane
Gino Frattallone	2026	26 Harwood Avenue
Kevin Davis	2025	35 Whitetail Way
<b>BOARD OF COMMISSIONERS OF TRUSTEE FUNDS</b>		
Betsy Bohling	2026	116 Foster Street
Steven Venuti	2025	164 Whitcomb Avenue
Fred Faulkner	2024	141 Harwood Avenue
<b>HOUSING AUTHORITY -- 5 YEAR TERM</b>		
Myra Jeanne Bracken (appointed)	2024	377 King Street
Bartlett Harvey	2026	32 Lake Warren Dr
Gino Frattallone	2025	26 Harwood Avenue*
Matthew Nordhaus	2028	43 Starr Hill
Benjamin Hankins	2024	19 Shattuck Street**
*Commonwealth Appointee		
**Resident Elected		



## FEDERAL & STATE OFFICIALS

### President of the United States

#### Joseph R. Biden Jr.

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

### Governor of the Commonwealth

#### Maura Healey

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

### Senators in Congress

#### Elizabeth Warren

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

#### Edward J. Markey

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

### Representative in Congress

*3rd Congressional District of Massachusetts*

#### Lori Trahan

(978) 459-0101  
District Office—Lowell  
126 John Street, Suite 12  
Lowell, MA 01852

### Senator in General Court

#### James B. Eldridge

(617) 722-1120  
Middlesex-Worcester District  
MA State House  
24 Beacon Street, Room 511-C  
Boston, MA 02133  
[James.Eldridge@masenate.gov](mailto:James.Eldridge@masenate.gov)

### Representative in General Court

#### James Arciero

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

FEDERAL & STATE ELECTED OFFICIALS

GENERAL INFORMATION

## TOWN APPOINTED OFFICIALS

### **TOWN ADMINISTRATOR (INTERIM)**

Ryan Ferrara

### **ASSISTANT TOWN ADMINISTRATOR**

### **TOWN COUNSEL**

Miyares & Harrington

### **LABOR COUNSEL**

Darren Klein—KP Law

### **DIRECTOR OF FINANCE & BUDGET**

Kim Kuovo

### **TOWN TREASURER**

Robin Healy

### **CHIEF ASSESSOR**

Katherine Miller

### **POLICE CHIEF**

Matthew J Pinard

### **DEPUTY POLICE CHIEF**

Jeffrey Patterson

### **TAX COLLECTOR**

Deborah Richards

### **INFORMATION SYSTEMS MANAGER**

Nancy Glencross

### **DIRECTOR OF ELDER & HUMAN SERVICES**

Elizabeth Tretiak

### **ASSISTANT TOWN CLERK/ELECTION WARDEN**

Kimberly Prehl

### **FIRE CHIEF**

Robert Connor

### **INTERIM FIRE CHIEF**

Thomas Clancy

### **MAINTENANCE SUPERVISOR**

George Dumas

### **DIRECTOR OF PUBLIC WORKS**

Stephen Jahnle

### **HIGHWAY OPERATIONS MANAGER**

Steve Whitten

### **BUILDING INSPECTOR**

Mike Kenney

### **INSPECTOR OF WIRES**

Bill Morehouse

### **ASSISTANT WIRING INSPECTOR**

Joe Gervais

### **PLUMBING/GAS INSPECTOR**

Edward Sullivan

### **DEPUTY PLUMBING/GAS INSPECTOR**

Joseph Cormier Jr.

### **GRAVES REGISTRATION OFFICER**

Thomas Bailey

### **NASHOBA VALLEY TECH. H.S**

Charles Ellis, District Representative

Carl Melberg, Littleton Alternate

### **VETERANS AGENT**

John Boroski

## DIRECTORY main number 978-540-2400

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

PHONE LISTING

GENERAL INFORMATION







## 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: 96

Number of Marriage Intentions filed: 40

Number of Marriage Licenses filed: 39

Number of Deaths: 103

Dogs Licensed in 2023: 845 (Unlicensed approximately 400)

Population; According to the 2020 Federal Census 10,145

According to our 2023 State System 9,987

Registered Voters: 7,580 (Inactive 15)

Non-Voters: 2,2392

**The results of all elections and town meetings held in 2023 are as follows:**

Each Election: Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM for the State Elections and 8:00AM for the Town Elections by our Election Warden. The ballot boxes were examined by the presiding police officer, each Election Machine (3) was set at zero (by the running of an official tape) posting same and so recorded. All polls were closed at 8:00PM for each 2023 Election.

Each of our Town Meetings were called to order by our duly elected Town Moderator, Timothy Goddard. At the end of each meeting the Moderator looked for a motion to dissolve, it was so moved, seconded and unanimously voted to dissolve. The Town Meeting was declared dissolved each time.

This may sound redundant; however, it goes without saying that the Clerk's Office would truly be "dead-in-the-water" without all the volunteers that step up each and every year to assist in every way possible. This year we had for the first time "vote by mail ballots" for our Local Town election. If it wasn't for Susan Fougstedt and Helen Hamm that spent countless hours putting together the ballot packets, we would never have gotten through it. Thank you so very much for giving of your time. A special shout out to George Sanders, who is like no other, always in the know as to when things are happening and ready to help. He volunteers for every Town Meeting, election, early voting, setting up and breaking down of each as well. Not a chance to volunteer goes by that I can ever recount that George has ever missed. He is a very special resident, most especially to this Town Clerk's Office and this Town Clerk. Thank you, George. Volunteers not only help at the elections and Town Meetings, but they help to set up and break down in order for each to run smoothly. As constraints happen with all budgets, this office still can look to volunteers that continue to say yes. YES, is what keeps the Clerk's Office moving to achieve their goals. You are all special and appreciated, thank you.

The Highway Dept has always been an asset to us with the transporting of all of the Clerk's equipment and the "magic box" as we call it from Townhall to the Middle School and then the muscle for setting up the elections. I can always tell how happy they are on those mornings at 730am when they come in with big smiles on their faces, thanks guys! LPD for providing oversight at all events to be sure there are no issues, which in Littleton we are very fortunate with. To the school department for always so graciously opening up the school for us. Steve Mark for always checking to see if all is good and if there is anything that is needed before our events. And especially Erik Bentley that sets everything up and works right alongside the rest of the group to be sure everything gets done correctly. To all my co-workers for "dealing" with and supporting the Clerk's office all year long as we took up every space that was available and asked you all to move classes and you simply obliged. Thank you one and all.

Last but not least, to the Townspeople for once again entrusting this office to me. It has been quite a year, as we prepared for 2024, which will prove to be quite a busy one. Littleton always rises above and focuses on how to improve our Town and move forward. That's what makes us number one in so many ways. Let's continue to work together to continue to keep Littleton "OUR TOWN."

As we move forward to 2024 remember these few thoughts: We are only as good as the weakest link and EVERY VOTE COUNTS.

Diane Crory. Town Clerk

**SATURDAY, MAY 6, 2023**  
**ANNUAL TOWN ELECTION**  
**TOWN OF LITTLETON, MASSACHUSETTS**

ANNUAL TOWN ELECTION  
OFFICIAL BALLOT  
SATURDAY, May 6, 2023

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

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

TOWN CLERK

MAY ANNUAL TOWN ELECTION

OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
LITTLETON, MASSACHUSETTS,  
MAY 7, 2022

OFFICIAL BALLOT

ANNUAL TOWN MEETING

MAY 6, 2023

TOTAL REGISTERED VOTERS 7337 22% VOTER TURNOUT

TOTAL BALLOTS CAST 1660

EV & AV 647

WALK INS 1013

**MODERATOR**

TIMOTHY D GODDARD

1388

SCATTERINGS 10 BLANKS 262

**SELECT BOARD**

CYNTHIA L NAPOLI

627

MATTHEW KALTENBACH NORDHAUS

1054

KAREN LEE MORRISON

1202

EDWARD WILLIAMS (WRITE IN)

92

SCATTERINGS 20 BLANKS 325

BOARD OF ASSESSORS

FRED FREUND (Write-In)

31

SCATTERINGS 80 BLANKS 1549

**CEMETERY COMMISSIONERS**

IVAN PAGACIK

1302

SCATTERINGS 3 BLANKS 355

**ELECTRIC LIGHT COMMISSIONERS**

SCOTT A LARSEN

1305

SCATTERINGS 3 BLANKS 352

**BOARD OF HEALTH**

GINO P FRATTALLONE

1163

SCATTERINGS 18 BLANKS 479

**PARK & RECREATION COMMISSIONERS**

KEVIN MICHAEL MITRANO

1239

SCATTERINGS 1 BLANKS 420

**HOUSING AUTHORITY** FIVE YEAR TERM

MATTHEW NORDHAUS (Write-In) 43

SCATTERINGS 45 BLANKS 1572

**HOUSING AUTHORITY** 4 YR INTERIM TERM

MATTHEW NORDHAUS (Write-In) 23

SCATTERINGS 46 BLANKS 1591

**PLANNING BOARD**

ANNA MARIE HUESTON 1148

EDWARD D FULTZ 413

SCATTERINGS 6 BLANKS 94

**SCHOOL COMMITTEE**

BINAL KOTAK PATEL 1135

ELAINE P SANTELMANN 1224

SCATTERINGS 11 BLANKS 950

**TRUST FUND COMMISSIONERS**

BETSY BOHLING (Write-In) 101

SCATTERINGS 40 BLANKS 1519

**WATER COMMISSIONERS**

SCOTT A LARSEN 1276

SCATTERINGS 2 BLANKS 382



TOWN OF LITTLETON, MASSACHUSETTS

**WARRANT FOR  
WEDNESDAY, FEBRUARY 15, 2023, AT 7:00 PM  
SPECIAL TOWN MEETING  
TOWN OF LITTLETON**

***Inclement Weather Special Town Meeting Date:  
Thursday, February 16, 2023 at 7:00 PM  
Look to the Town website for updates:  
<https://www.littletonma.org>***

The Special Town Meeting was opened at 7:08PM by Town Moderator, Timothy Goddard at the Charles Forbes Kaye Gymnasium, 55 Russell Street in said Littleton on Thursday, the fifteenth day of February, 2023, he asked that those persons still checking to do so as quickly and quietly as possible so that we could begin the business of the Town Meeting. Mr. Moderator stated that the warrant had been properly posted and served. The Moderator called up Mia Clement, a sophomore from Littleton High School, to sing the National Anthem. Upon completion, Moderator Goddard thanked Miss Clement for another beautiful job. He then went on to recognize Millie McGovern, a lifelong resident of the Town who passed away in 2022, for her numerous years of service to the Town and in her many capacities and that she would be truly missed. Mr. Moderator stated that we are coming together to do the Town's business and that it is okay to agree to disagree, but asked that all be considerate to one another and do it in the proper fashion. He stated where the emergency exits were and how to use them.

Next, Town Moderator Goddard went on to talk about the Consent Calendar and how we normally would bundle articles together and that this procedure has been in place since October 2017; however he felt that tonight we would not do that. He stated all articles should stand alone and should be voted separately. He also asked that everyone be sure that they had a copy of the Town Meeting Amendment Handout for there was a change to three articles and board recommendations on four. As well, if voters forgot their Town Meeting Report at home to be sure to grab one at the check-in.

**ARTICLE 1  
Bills of Prior Years**

The Town voted unanimously and declared unanimous by Town Moderator Timothy Goddard that pursuant to Massachusetts General Laws Chapter 44, Section 64 to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years as follows:

- KP Law, P.C. (FY22 Legal Services bill) \$4,530.50 to be charged to 00011517-530270;
- Middlesex Veterinary Center (FY21 Veterinary services bill) \$98.75 to be charged to 00012927-579000;
- Middlesex Veterinary Center (two FY22 Veterinary services bills) totaling \$549.50, to be charged to 00012927-579000.

TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 2**  
**Change Annual Town Meeting Date and Time**

Passed by the necessary majority, so declared by the Moderator that motion passes to amend Chapter 41, Section 1 of the General Bylaws by deleting the language in strikethrough and adding the language in bold and underlined, as follows:

**§41-1     Dates when held.**

The Annual Town Meeting shall be held on a weekday during the week that includes the first Monday in May at 7:00 p.m. on a date and time to be determined by the Select Board. The Annual Town Election shall be held on the Saturday immediately following the Annual Town Meeting.

**ARTICLE 3**  
**Parks, Recreation and Community Education (PRCE)**  
**Reprogram and Rescind PRCE Enterprise Fund**

Ayes have it, declared a unanimous vote that the Town will vote to take the following actions in relation to the Parks, Recreation, and Community Education (PRCE) Enterprise Fund:

- (1) Rescind the vote taken under Article 2 at the November 1, 2022 Special Town Meeting vote to appropriate \$463,000 (FOUR HUNDRED SIXTY THREE THOUSAND DOLLARS) from Free Cash to the PRCE Other Expenses account;
- (2) Appropriate \$463,000 (FOUR HUNDRED SIXTY THREE THOUSAND DOLLARS) from PRCE Enterprise Fund Retained Earnings for Salaries and Wages and Expenses; and,
- (3) Revoke the provisions of Chapter 44, §53F1/2 of the Massachusetts General Laws, ceasing the PRCE Enterprise Fund, effective June 30, 2023;

**ARTICLE 4**  
**Amend FY2023 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

Passed by the necessary majority that the Town will vote to appropriate an additional \$2,297 (TWO THOUSAND TWO HUNDRED NINETY SEVEN DOLLARS) or any other sum or sums of money to the amounts appropriated from LCTV PEG Access Receipts Reserved for Appropriation Fund for the Fiscal Year commencing July 1, 2022, under Article 11 of the Annual Town Meeting of May 2, 2022, for

February 15, 2023 Special Town Meeting

## TOWN OF LITTLETON, MASSACHUSETTS

the operation of the Littleton Community Television cable television studio, said additional sum to be used for salaries.

### ARTICLE 5

#### **Littleton Electric Light and Water Department (LELWD) Amend Sewer Enterprise Fiscal Year 2023 Budget - LELWD**

THE MODERATOR STATED THAT NO MOTION IS TO BE TAKEN ON THIS ARTICLE AT THIS TIME. WE WILL BE PASSING OVER THIS ARTICLE.

IT IS SO NOTED THAT NO AFFIRMATIVE ACTION WAS TAKEN ON THIS ARTICLE.

### ARTICLE 6

#### **Amend FY2023 Community Preservation Fund Budget**

The ayes have it, so declared passed by majority vote that the Town will amend the appropriations approved under Article 10 of the May 2, 2022 Annual Town Meeting and Article 9 of the November 1, 2022 Special Town Meeting by reducing the Community Preservation Fund budget for Fiscal Year 2023 as follows:

	<b>Original Appropriated Amount</b>	<b>New Reduced Amount</b>
Open Space Reserve	\$231,595	\$202,419
Historic Reserve	\$104,218	\$93,178
Community Housing Reserve	\$115,798	\$101,209
Recreation Reserve	\$115,798	\$101,209
General Reserve	\$0.00	\$34,827
Admin	\$11,580	\$8,031
<b>Total</b>	<b>\$578,989</b>	<b>\$540,873</b>

### ARTICLE 7

#### **Purchase of Indian Hill Music School Site (32 and 36 King Street)**

It was decided by hand count, with 433 votes in the Affirmative, 56 votes in the Negative the total votes counted 489, a two thirds count of 326 would be necessary to pass in the affirmative, therefore the Moderator declared the article passes in the affirmative. The vote for the Town to:

- (1) Acquire by purchase, gift, or eminent domain or otherwise, on such terms and conditions as the Select Board may determine, all or a portion of the property located at 32 and 36 King Street (Assessor's Map U42 Parcel 2-0 and Assessor's Map U42 Parcel 2-1) for general municipal purposes, and authorize the Select Board to accept the deed to the Town for a fee simple interest or less; and,

## TOWN OF LITTLETON, MASSACHUSETTS

- (1) For the purpose of acquiring said 32 and 36 King Street to authorize the Town Treasurer, with the approval of the Select Board borrow \$3,500,000.00 in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor.

### **ARTICLE 8 Capital Transfers Rescind and Reprogram prior Capital Town Meeting Warrant Articles**

The motion passed and was declared a unanimous vote to:

- (1) Transfer \$336,693.88 (THREE HUNDRED THIRTY SIX THOUSAND SIX HUNDRED NINETY THREE DOLLARS AND EIGHTY EIGHT CENTS), or any other sum or sums of money, from the following unspent capital appropriations, which will thereby exhaust all of the available funds from the original appropriation, for the purposes of funding various capital projects for buildings under the care, custody and control of the Select Board; the work may include, but is not limited to feasibility studies, design, and construction:

<b>Town Meeting Date</b>	<b>Transfer From: Capital Project (Town Meeting Article)</b>	<b>Remaining Balance</b>	<b>Transfer Out</b>
June 13, 2020	ART 16 MAJOR EQUIP	20,000.00	20,000.00
May 7, 2018	ATM 8 HWY SIGNAGE	614.40	614.40
May 6, 2019	ATM 8 HWY MAJOR EQUIP	3,497.33	3,497.33
May 6, 2019	ATM 8 HWY SPORTS FLD	1,470.00	1,470.00
October 18, 2020	STM 3 TRAFFIC SIGNAL	125,471.65	125,471.65
June 13, 2020	ATM ART 16 INTL TRUCK	11,955.91	11,955.91
May 6, 2019	ATM 8 HWY REC MOWER	1,424.08	1,424.08
May 16, 2019	ATM 8 AGE-APPROP PLAN	12,000.00	12,000.00
May 16, 2019	ATM 8 FIRE PROTECT CLTHN	5,436.92	5,436.92
May 16, 2019	ATM 8 FIRE HOSE	60.88	60.88
June 13, 2020	ATM 16 FIRE HOSE	7.00	7.00
October 28, 2019	STM 14 CLASS & COMP ST	510.28	510.28
May 6, 2019	ATM 8 POL VEHICLE	601.28	601.28
June 13, 2020	ATM ART 16 PATROL VEHIC	49.70	49.70
May 16, 2019	ATM 8 SCH TELEPHONE SYST	42.09	42.09
June 13, 2021	ATM 9 RS PHONE SYSTEM	308.75	308.75
May 16, 2019	ATM 8 SCH TECH/CHROMEBOO	93.98	93.98
May 6, 2019	ATM 8 SCH RESOURCE MAT	40.21	40.21

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## TOWN OF LITTLETON, MASSACHUSETTS

June 21, 2021	ATM 9 C.O. PHONE SYSTEM	455.60	455.60
June 12, 2021	ATM 9 SCHOOL VAN	4,645.75	4,645.75
May 6, 2019	ATM 8 SPACE NEEDS STUDY	1,775.50	1,775.50
May 17, 2018	ATM 8 FACILITY IMP PMBC	71,008.20	71,008.20
June 13, 2020	ATM ART 16 TH RECONFIG	25,000.00	25,000.00
June 13, 2020	ATMART16 SWITCH REPLA	995.00	995.00
May 6, 2019	ATM 8 FACILITY IMP PMBC	47,889.41	47,889.41
October 30, 2017	STM 12 MASTER PLAN IMP	1,339.96	1,339.96

- (2) rescind the unspent balance of \$22,600 (TWENTY TWO THOUSAND SIX HUNDRED DOLLARS) or any other sum or sums of money, from the May 7, 2018 Article 8.C, Town Offices Meeting Room 307 Upgrades capital project, said funds to be returned to the LCTV PEG Access and Cable Related Fund; and

rescind the unspent balance of \$68,550.00 (SIXTY EIGHT THOUSAND FIVE HUNDRED AND FIFTY DOLLARS) from the May 1, 2017 Article 8.VII.E, Mill Pond Dredging capital project and the unspent balance of \$20,000.00 (TWENTY THOUSAND DOLLARS) from the May 6, 2019 Article 8.VII.E. Lake Matawanakee Improvements, for a total of \$88,550.00 (EIGHTY EIGHT THOUSAND FIVE HUNDRED AND FIFTY DOLLARS) or any other sum or sums of money, said funds to be returned to the Water Enterprise Fund.

<b>ARTICLE 9</b> <b>King Street Common Zoning District Expansion</b> <b>Zoning Bylaw Amendment</b>
--

Planning Board stated that they held their required meeting/hearing for the Zoning By-law prior to Town Meeting. Anna Hueston made the presentation on behalf of the Planning Board. A two thirds required vote was needed and a hand count was taken. With 217 votes in the Affirmative, 202 votes in the Negative the total votes counted 419, a two thirds count of 279 would be necessary to pass in the affirmative, therefore the article fails. Moderator Goddard so declared the article so failed.

- (1) Amend Article XXXI. King Street Common Zoning, which was approved by Town Meeting at its October 21, 2021 Special Town Meeting (Article 11), by:

- a. Inserting into Section 173-227.A the language in bold and underline:

The King Street Common Zoning District includes 550 King Street (Assessors' Map U08-Parcel 10-0), **410 Great Road (Assessors' Map U09, Parcel 28-0), 486 King Street (Assessors' Map U09, Parcel 27-0), 476 King Street (Assessors' Map U09, Parcel 26-0), 470 King Street (Assessors' Map U09, Parcel 25-0), 450 King Street (Assessors' Map U09, Parcel 23-0) and 584 King Street (Assessors' Map U08,**

## TOWN OF LITTLETON, MASSACHUSETTS

**Parcel 17-A).** The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the King Street Common Zoning District.

- b. Striking the number 5 from the first sentence in Section 173-229.B and inserting, in place thereof, the number 4, so that said sentence reads as follows: “All projects involving 4 acres or more within the King Street Common Zoning District shall require a Master Planned Development special permit under § 173-89, including for Mixed Use and Multifamily Residential Development projects.”
  - c. Strike Section 173-233.E in its entirety and insert, in place thereof, a new Section 173-233.E as follows:
    - E. Maximum Density
      - a. Maximum density for multifamily residential units shall be 20 units per acre.
      - b. For Master Planned Development projects, density shall be calculated using the total area of the Master Plan.
      - c. Notwithstanding Section 173-233.E.a., for development proposed on parcels within the King Street Common Zoning District located southwesterly of Great Road, maximum density for multifamily residential units shall be determined by the ability to meet the parking requirements of § 173-224.A.
  - d. Strike Section 173-233.I.a in its entirety and insert, in place thereof, a new Section 173-233.I.a, as follows:
    - a. Maximum Building Height. The maximum height of a Residential Use building shall be 6-stories or 75 feet, whichever is less, and the maximum height of a Commercial, Industrial, Institutional or Recreational Use building shall be 4-stories or 60 feet, whichever is less; provided, however, for development proposed on parcels within the King Street Common Zoning District located southwesterly of Great Road, buildings (or portions thereof) with residential use or mixed use within 40 feet of the Great Road right-of-way shall have a maximum height of 4-stories or 50 feet, whichever is less, and buildings (or portions thereof) located greater than 40 feet from Great Road right-of-way shall have a maximum height of 6-stories or 75 feet, whichever is less.
- (2) Amend its Zoning Map by removing the following parcels from the Village Common (VC) Zoning District and adding them to the King Street Common Zoning District, which was approved at the same Town Meeting under the same Article 11:
- 410 Great Road (Map U09 Parcel 28-0);
  - 486 King Street (Map U09 Parcel 27-0);
  - 476 King Street (Map U09 Parcel 26-0);
  - 470 King Street (Map U09 Parcel 25-0);
  - 450 King Street (Map U09 Parcel 23-0); and

February 15, 2023 Special Town Meeting

## TOWN OF LITTLETON, MASSACHUSETTS

- 584 King Street (Map U08 Parcel 17-A).

An amendment on the floor under Section 1 e II and iv to change 6-stories or 75 feet to 4-stories or 50 feet. This was done by hand count as well. Affirmative votes 265; Negative votes 147; Total votes 412 so declared passed by the Moderator. However due to the entire article passing this makes no change.

### **ARTICLE 10 Firearms Business Zoning Bylaw Zoning Bylaw Amendment**

Jeffrey Yates of the Planning Board gave the report of the Planning Board. Voted by checklist and ballot, two thirds required vote was needed. With 312 votes in the Affirmative, 133 votes in the Negative the total votes counted 445, a two thirds count of 297 would be necessary to pass in the affirmative, the Moderator declared the article passed by the necessary votes. The Town voted to amend the Zoning Bylaw by:

- (1) Adding a new Article XXXII, entitled Firearms Business, as follows

#### **ARTICLE XXXII Firearms Business**

##### **§ 173-235 Purpose.**

The purpose of this article is to regulate the location, siting, design, placement, security, safety, monitoring, and modifications of Firearms Businesses within the Town of Littleton to minimize the adverse impacts of Firearms Businesses on adjacent properties, residential neighborhoods, schools and other places where children congregate, and to protect and promote the quality of the Town of Littleton's neighborhoods, commercial and business districts, and the general welfare, health and safety of the citizens of Littleton.

##### **§ 173-236 Compatibility with State and Federal Laws and Regulations.**

The provisions of this article are not intended to supersede federal or state laws or regulations except to the extent that any such laws or regulations allow a community to adopt standards more stringent than the minimum standards provided in such laws and regulations.

##### **§ 173-237 Applicability.**

- A. No Firearms Business use shall commence unless permitted by the issuance of a special permit as authorized by this Article.
- B. No Firearms Business use shall commence until all necessary Federal, State and other required local approvals and licenses are obtained.
- C. No special permit for a Firearms Business use shall be issued unless the use is located in the Industrial A or Industrial B Zoning Districts. Firearms Businesses are not allowed in the Town of

## TOWN OF LITTLETON, MASSACHUSETTS

Littleton other than in the locations designated within the Zoning Bylaw specifically authorizing Firearms Business use.

- D. The establishment and operation of Firearms Businesses shall be subject to continued compliance with all special permits, including any conditions thereof, the provisions of this Article, any other applicable requirements of the Zoning Bylaw, and all applicable Federal, State, and local laws and regulations.

### **§ 173-238 Location requirements.**

- A. No special permit for a Firearms Business shall be granted where such use would be located within 500 feet of a:
  - 1) Residential use, residential zoning district, or mixed-use districts within which residential uses are allowed;
  - 2) Public or private elementary school, middle school, or high school;
  - 3) Child Care Facility, including family childcare homes, childcare centers, and/or nursery schools;
  - 4) Any establishment catering to or providing services primarily intended for minors, including, but not limited to establishments such as activity centers or commercial recreation centers (e.g. rock climbing gym, The Little Gym of Littleton);
  - 5) Church or other religious use;
  - 6) Public park intended for passive or active recreation; or
  - 7) Playground.
- B. The 500-foot distance shall be measured in a straight line from the nearest point of the structure within which the Firearms Business would operate (from the nearest point of the exterior of the tenant space if the Firearms Business is located in a structure occupied by multiple tenant spaces), to the nearest boundary line of a residential zoning district, a mixed-use district within which residential uses are allowed, or the nearest point of any property on which a public or private elementary school, middle school, or high school is located, or to the nearest point of any structure containing or associated with other uses listed in Section A above, provided, however, that if no structure is on the property the distance shall be measured to the property line of such use.
- C. The commencement of one or more of the uses listed in Section A above within 500 feet of a proposed Firearms Business location during the review of a special permit application for a Firearms Business (beginning on the date of submittal), following the issuance of a special permit, or following the commencement of the Firearms Business use shall not invalidate the Firearms Business uses, the special permit issued therefor, or the ability to renew any unexpired or unrevoked special permit.
- D. No Firearms Business shall be located inside a building containing residential dwelling units, including transient housing, group housing, hotels, motels, lodging houses, and/or dormitories.
- E. No Firearms Business shall be located within 500 feet of another Firearms Business. The 500-foot distance shall be measured in a straight line from the nearest point of the structure within which

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the Firearms Business would operate (from the nearest point of the exterior of the tenant space if the Firearms Business is located in a structure occupied by multiple tenant spaces) to the nearest point of the structure within which a Firearms Business is already operating.

### **§ 173-239 Administration and procedure.**

- A. A Firearms Business may be allowed in locations set forth in § 173-26 Use Regulations Schedule by special permit from the Planning Board (the “SPGA”) in accordance with M.G.L. c. 40A, § 9, only subject to the procedures, regulations, requirements, conditions and limitations set forth herein. The SPGA may deny or grant with conditions all such applications. Only an applicant holding a valid, current State license issued pursuant to M.G.L. c. 140, § 122, as applicable, and all required Federal and local licenses is eligible to apply for a special permit pursuant to this Article.
- B. Prior to the application for a special permit pursuant to this Article, all Firearms Business uses shall submit an operations and management plan including, but not limited to, a security plan to the Littleton Police Department for review and approval.
- C. Applicants for a special permit pursuant to this Article are strongly encouraged to meet with the SPGA at a public meeting to discuss the proposed application for a new Firearms Business and to discuss in general terms the proposed Firearms Business prior to the formal submission of an application.
- D. The application for a special permit for a Firearms Business shall comply with the rules for such applications adopted by the Planning Board and filed with the Town Clerk. In addition, the application for such special permit for a Firearms Business must include the following information:
  - 1) Name, residential address, business address, and telephone numbers of the legal owner or owners of the proposed Firearms Business;
  - 2) Name, residential address, business address, and telephone number of the manager of the proposed Firearms Business;
  - 3) Name, residential address, business address, and telephone numbers of all persons having any equity, including beneficiaries or other interest in such Firearms Business, including but not limited to security interest, liens, mortgages, or other interest. In the event that a corporation, partnership, trust, or other entity is listed, the name, residential address, business address, and telephone number of every person who is an officer, director, shareholder, or trustee of the entity must be listed, in order that the SPGA may know who are the persons who actually own and control that Firearms Business.
  - 4) A sworn statement that neither the applicant, the manager, nor any person having any equity or other interest in the Firearms Business has been convicted of violating the provisions of M.G.L. c. 140, §§ 122B, 130, 131N, or similar laws in other states.
  - 5) The total number of employees;
  - 6) Proposed security precautions;
  - 7) Evidence that the applicant has site control and the right to use the proposed site as a Firearms Business. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.
  - 8) The physical layout of the premises including the interior of the structure in which the Firearms Business will be located; and

## TOWN OF LITTLETON, MASSACHUSETTS

- 9) A full description of the intended nature of the business; and
  - 10) Copies of all State, Federal, and local firearms licenses and permits issued to the applicant.
  - 11) Proof of a policy of insurance executed by an insurance company insuring the applicant against liability for damage to property and for injury to, or death of, any person as a result of the theft, sale, lease or transfer or offering for sale, lease or transfer of a firearm or ammunition, or any other operations of the Firearms Business. The limits of liability shall not be less than \$1,000,000.00 for each incident of damage to property or incident of injury or death to a person; provided, however, that increased limits of liability may be required by the SPGA in its discretion. The policy of insurance must contain an endorsement providing that the policy shall not be cancelled until written notice has been given to the SPGA at least 30 days prior to the effective date of the cancellation.
- E. Upon the filing of the special permit application with the SPGA, the applicant shall simultaneously deliver copies of the full application to the Select Board, the Building Commissioner, the Board of Health, the Police Department, and the Fire Department.

### **§ 173-240 Signage.**

- A. All signs associated with Firearms Businesses shall comply with Article VIII Signs of the Zoning Bylaw.
- B. All special permit applications for Firearms Businesses shall include a proposed exterior sign package, which may be included as a condition of issuance of the special permit.
- C. Temporary Signs, as defined in § 173-37 are prohibited.
- D. No graphics, symbols, or images of Firearms, Ammunition, or Firearm Accessories shall be displayed or clearly visible from the exterior of a Firearms Business. No exterior display of Firearms Business product or services is allowed.

### **§ 173-241 Security.**

- A. Firearms Businesses shall provide the Littleton Police Department, Building Commissioner, and the SPGA with the names, phone numbers and email addresses of all management staff and keyholders to whom one can provide notice if there are operating problems associated with the establishment; this information shall be updated when staff of the Firearms Business changes.
- B. All Firearms Businesses shall submit a security plan to the Littleton Police Department for review and approval prior to submitting an application for a special permit in accordance with §173-239.B. The plan must include, but is not limited to, the following:
  - 1) Proposed provisions for security;
  - 2) The physical layout of the interior delineating all areas, including but not limited to employee only access areas, storage, administrative, and public access areas;

## TOWN OF LITTLETON, MASSACHUSETTS

- 3) After hours storage of all Firearms in locked containers or by otherwise securing the Firearms with tamper-resistant mechanical locks; and
  - 4) The number of employees.
- C. No operator and/or employee of a Firearms Business shall have been convicted of any felony under state or federal law.
- D. Trash dumpsters shall be locked and enclosed by a screening enclosure so as not to be accessible to the public.
- E. The exterior grounds, including the parking lot and landscaped areas, shall be lighted in such a manner that all areas are clearly visible at all times during business hours; all light fixtures shall have full cut off shields.
- F. The Firearms Business shall be equipped with, and the operators of such Firearms Business shall maintain in working order at all times, burglary/robbery alarms.
- G. A video surveillance system shall be installed and maintained which shall monitor all parking lot areas, main building entrances and exits, storage areas, and any and all transaction areas for the sale of merchandise.
- 1) Firearms Businesses shall videotape the point-of-sale of all firearms transactions and maintain videos for six months to deter illegal purchases and monitor employees.

### **§ 173-242 Procedures and Findings.**

- A. Procedure. In addition to the procedures established in § 173-7, special permits issued for Firearms Businesses shall be:
- 1) Limited to the current applicant and shall lapse if the permit holder ceases or transfers ownership of the operation of the Firearms Business; and
  - 2) Renewed annually.
- B. Findings. In addition to determining compliance with the requirements and conditions of this Article and all other applicable Sections of the Zoning Bylaw, the SPGA in its review of any special permit application for a Firearms Business shall find that the proposed Firearms Business:
- 1) Meets all other applicable requirements of the Zoning Bylaw and the permitting requirements of all applicable agencies of the Commonwealth of Massachusetts and the Town, and will otherwise comply with all applicable state and local laws and regulations;
  - 2) Is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest;
  - 3) Provides adequate security measures to ensure that no individual participants will pose a threat to the health or safety of other individuals. In making this determination the SPGA shall consider input from the Littleton Police Department, if any; and
  - 4) Adequately addresses issues of vehicular and pedestrian traffic, circulation, parking, and queuing, especially during peak periods at the Firearms Business.

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### **§ 173-243 Special Permit Conditions.**

- A. A Firearms Business use shall be located in, and conduct all operations and transactions within, an enclosed building; this shall not prohibit operations involving the delivery or receiving of permitted goods and products, which may involve transfer to or from a motor-vehicle outside of an associated building.
- B. All publicly accessible entrances shall be visible from a public way. The SPGA may impose conditions requiring that fencing or plantings be installed along rear and side lot lines to screen the premises from adjoining properties.
- C. Drive-through windows and/or any interactions or sales to customers within vehicles are prohibited.
- D. The hours of operation of a Firearms Business shall be set by the SPGA, but in no event shall a Firearms Business be open to the public, performing deliveries, and/or otherwise operating before 8:00 AM and after 9:00 PM. There shall be no exemptions to the prohibited hours of operation for emergencies.
- E. No person under the age of eighteen (18) shall be permitted on the premises of the Firearms Business unless they are accompanied by a parent or legal guardian.
- F. All Firearms Business uses shall conduct criminal background checks for all employees in accordance with state law.
- G. A Firearms Business shall not sub-lease space from a tenant of any building or structure and is prohibited from sub-leasing the Firearms Business use space to another Firearms Business.

### **§ 173-244 Termination of Special Permit.**

- A. A special permit for a Firearms Business is not transferrable upon a sale, transfer, or assignment of the Firearms Business.
- B. If there is a change in the identity of the manager of the Firearms Business, the SPGA, the Building Commissioner, and the Select Board shall be notified of such change within thirty (30) days. Failure to comply with this provision shall terminate the special permit.
- C. A special permit for a Firearms Business shall be terminated for violating M.G.L. c. 140, §§ 122B, 130, or 131N, or similar laws in other states.
- D. Upon expiration or cancellation of the policy of insurance required by § 173-239.D(11), and if no additional insurance is obtained, the special permit shall be terminated.



TOWN OF LITTLETON, MASSACHUSETTS

**§ 173-245 No accessory use Firearms Businesses.**

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

**§ 173-246 Severability.**

The provisions of this Article are severable. If any provision, paragraph, sentence, or clause of this Article, or the application thereof to any person, establishment, or circumstances, shall be held invalid, such invalidity shall not affect the other provisions or application of this Article or the Zoning Bylaw.

(2) Inserting into alphabetical order in Section 173-2 the following terms;

Ammunition – As defined or amended by State statute or regulations, cartridges or cartridge cases, primers (igniters), bullets, tear gas cartridges, or propellant powder designed for use in any Firearm. For the purposes of this definition, “Firearm” is to have the meaning prescribed in this By-Law, and shall include, but not be limited to: firearms (as that term is defined in M.G.L. c. 140, § 121), rifles or shotguns.

Firearm – Any device designed or modified to be used as a weapon capable of firing a projectile using an explosive charge as a propellant, including but not limited to: guns, pistols, shotguns, rifles.

Firearm Accessory – Any device designed, modified or adapted to be inserted into or affixed onto any Firearm to enable, alter or improve the functioning or capabilities of the Firearm or to enable the wearing or carrying about one’s person of a Firearm.

Firearm Business – Any of the following uses:

- a. Firearm Dealer: A retail or wholesale operation involving the purchase or sale of any Weapon, Machine Gun, Firearm, Ammunition, or Stun Gun, as such terms are defined in M.G.L. c. 140, § 121, and/or Firearm Accessories.
- b. Gunsmith: Any retail operation involving the repairing, altering, cleaning, polishing, engraving, blueing or performing of any mechanical operation of any Firearm.

and

(3) Inserting a new principal use of “Firearms Business” into Section 173-26.A, Use Regulation Schedule, after the line for “Adult Use Establishment”, as follows:

Uses	Districts					
	R	VC	KC	B	IA	IB
Firearm Business	N	N	N	P	P	N

## TOWN OF LITTLETON, MASSACHUSETTS

Town Moderator, Timothy Goddard stated that before he called for a motion to dissolve wanted to thank the Town Clerk and her team, the Town Administrator and his Assistant Town Administrator, the School Department, The IT Department especially Nancy Glencross and to LCTV for all that they do. A motion to dissolve was called for, then seconded and unanimously voted. Town Moderator, Timothy Goddard, so declared the Special Town Meeting dissolved at 12:18am.

**ATTEST: A True Copy Diane Crory**

February 15, 2023 Special Town Meeting



# May 1, 2023 Annual Town Meeting

7:00 p.m. Charles Forbes Kaye Gymnasium,  
Littleton Middle School, 55 Russell Street

The Annual Town Meeting was opened at 7:01PM by Town Moderator, Timothy Goddard at the Charles Forbes Kaye Gymnasium, 55 Russell Street in said Littleton on Thursday, the first day of May 2023, he asked that those persons still checking to do so as quickly and quietly as possible so that we could begin the business of the Town Meeting. Mr. Moderator stated that the warrant had been properly posted and served.

Moderator Goddard called up Mia Clement, a sophomore from Littleton High School, to sing the National Anthem. Upon completion, Moderator Goddard thanked Miss Clement for another beautiful job. He then went on to recognize Chairman Matthew Nordhaus, to say a few words regarding the Town Report and the artwork. Mr. Nordhaus stated that several students from the school had submitted artwork for the Town Report. It was however the artwork from senior Katherine McDonagh that stood out and is the cover for the 2022 Report. The Chairman then presented Katherine Mc Donagh with a gift bag and thanked her for her Artwork for the Town Report.

The Moderator thanked them both and then stated where the emergency exits were and how to use them.

Next, Town Moderator Goddard went on to talk about the Consent Calendar and how we normally would bundle articles together and that this procedure has been in place since October 2017. He stated that the list of articles that were on the proposed consent agenda were on a handout that were at the table when voters came in and to be sure that everyone had one. He also asked that everyone be sure that they had a copy of the Town Meeting Amendment Handout.. As well, if voters forgot their Town Meeting Report at home to be sure to grab one at the check-in.

Town Moderator then went on to do a reading of the articles stating if persons wanting to hold or discuss any article simply say hold and they would be pulled from the "Consent Agenda Articles" as some articles needed to be 9/10ths to pass a unanimous vote would be needed.

*Those articles so declared passed by Consent, so moved, seconded and passed by unanimous vote:  
Articles 1, 2, 3, 5, 7, 11, 12, 13, 14, 15, 16, 17, 21.*

## ARTICLE 1 Town Officers

*So moved, seconded and unanimously voted through the consent articles that the following Officers be chosen for Fiscal Year 2024: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Measurers and Weighers of Grain, Hay, Coal and Livestock: Ronald Polack and Peter Wormell.*

## ARTICLE 2 Annual Reports

*So* moved, seconded and unanimously voted through the consent articles to receive the reports of the Town Officers and Committees as contained in the 2022 Annual Town Report.

<p style="text-align: center;"><b>ARTICLE 3</b> <b>Bills of Prior Years</b></p>
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*So* moved, seconded and unanimously voted through the consent articles to pay prior years bills as follows:  
Flo-Tech (FY21 printer repair bill); \$150.00 to be charged to 00011557-558060 (IT Supplies/Hardware/Software)  
Flo-Tech (FY22 printer repair bill); \$271.84 to be charged to 00011557-558060 (IT Supplies/Hardware/Software)



## ARTICLE 4

### FY 2024 Operating Budget

The FinCom did a full presentation to the Town Meeting body explaining the state of the Town and finances. Bond rating Triple A, highest rating possible. We, as a Town, are in good shape for this topic. Town Moderator Timothy Goddard went through the each “total” line item, starred items were held put in red. All items not held were voted on as one vote. Motion was made on all non-held items, so moved and seconded and unanimously voted to accept as printed. Then the Moderator went back to each held item to discuss, answer any questions and vote on each one separately. First held line item Select Board Expenses **This line item was held and discussed on the floor. Motion to reduce to 12,800 from 23,800. Moved, seconded so declared a unanimous vote.** Town Accountant Expenses next held item, discussed person who held the item satisfied with answer. Motion was made, seconded declared a voted, Moderator declared passed by unanimous vote. Next line item held was Human Resources Expenses, discussed person who held the item satisfied with answer. Motion was made, seconded declared a voted, Moderator declared passed by unanimous vote. Next line item held was Total ROADWAY REPAIRS discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed by unanimous vote. Next item held was Total LANDFILL CLOSURE\*\* discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed by unanimous vote. Next item held was Total HEALTH DEPARTMENT discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed by necessary majority. Next item held was Total HEALTH DEPARTMENT discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed by necessary majority. Next item held was Total NURSING SERVICES discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed by necessary majority. Next item held was Total LITTLETON SCHOOL BUDGET discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed unanimously. Last item held was UNEMPLOYMENT discussed person who held the item satisfied with answer. Motion was made, seconded, Moderator declared passed unanimously. Moderator declared between the held and unheld items we finally have a budget.

After all items held and unheld items were voted the Town body voted to raise and appropriate \$55,803,340, transfer from Certified Free Cash \$579,796, for a total of \$56,383,136, and to transfer from the funds specified herein to defray the expenses of various departments of the Town as specified herein and to adjust the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2023.

<i><b>Functional Area Department</b></i>	<i><b>Voting Line</b></i>	<i><b>FY2022 Actual</b></i>	<i><b>FY2023 Budget</b></i>	<i><b>FY2024 Recommended</b></i>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>TOWN REPORT/TOWN MEETING</b>				
Expenses		<u>26,370</u>	<u>30,866</u>	<u>31,800</u>
<b>Total TOWN REPORT/TOWN MEETING</b>		26,370	30,866	31,800
<b>MODERATOR</b>				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>

<b>Total MODERATOR</b>	100	100	100
<b>SELECT BOARD</b>			
Salaries & Wages	14,000	14,000	14,000
Expenses**	30,311	30,800	*12,800
MAGIC/MAPC Assessments & Grant Match	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total SELECT BOARD</b>	44,311	44,800	*26,800
<b>TOWN ADMINISTRATOR</b>			
Salaries & Wages	378,219	395,047	414,877
Expenses	<u>47,500</u>	<u>20,500</u>	<u>20,500</u>
<b>Total TOWN ADMINISTRATOR</b>	425,719	415,547	435,377
<b>FINANCE COMMITTEE</b>			
Salaries & Wages	800	800	800
Expenses	<u>500</u>	<u>500</u>	<u>500</u>
<b>Total FINANCE COMMITTEE</b>	1,300	1,300	1,300
<b>RESERVE FUND</b>			
Expenses	<u>91,457</u>	<u>295,000</u>	<u>295,000</u>
<b>Total RESERVE FUND</b>	91,457	295,000	295,000

<b>Functional Area</b>	<b>Voting</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>TOWN ACCOUNTANT</b>				
Salaries & Wages		223,326	293,254	306,891
Expenses**		<u>40,634</u>	<u>70,250</u>	* <u>88,250</u>
<b>Total TOWN ACCOUNTANT</b>		263,960	363,504	395,141
<b>AUDIT</b>				
Expenses		<u>45,000</u>	<u>0</u>	<u>0</u>
<b>Total AUDIT</b>		45,000	0	0
<b>ASSESSOR</b>				
Salaries & Wages		204,394	225,875	241,261
Expenses		<u>41,190</u>	<u>46,125</u>	<u>64,875</u>
<b>Total ASSESSOR</b>		245,584	272,000	306,136
<b>TREASURER</b>				
Salaries & Wages		237,029	260,147	323,539
Expenses		<u>23,016</u>	<u>23,575</u>	<u>24,600</u>
<b>Total TREASURER</b>		260,045	283,722	348,139
<b>TAX COLLECTOR</b>				
Salaries & Wages		85,119	85,176	89,102
Expenses		<u>24,958</u>	<u>37,050</u>	<u>37,050</u>

	<b><i>Total TAX COLLECTOR</i></b>	110,077	122,226	126,152
<b>TOWN COUNSEL</b>				
Expenses		<u>355,985</u>	<u>260,000</u>	<u>260,000</u>
	<b><i>Total TOWN COUNSEL</i></b>	355,985	260,000	260,000
<b>HUMAN RESOURCES</b>				
Salaries & Wages		170,866	205,880	185,462
Expenses**		<u>142,345</u>	<u>180,600</u>	<u>*171,600</u>
	<b><i>Total HUMAN RESOURCES</i></b>	313,211	386,480	357,062
<b>INFORMATION SYSTEMS</b>				
Salaries & Wages		179,204	184,642	197,272
Expenses		<u>464,449</u>	<u>468,000</u>	<u>500,000</u>
	<b><i>Total INFORMATION SYSTEMS</i></b>	643,653	652,642	697,272
<b>TAX TITLE</b>				
Expenses		<u>1,009</u>	<u>16,000</u>	<u>16,000</u>
	<b><i>Total TAX TITLE</i></b>	1,009	16,000	16,000

<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b>TOWN CLERK</b>				
Elected Salaries		90,935	95,631	101,101
Salaries & Wages		51,797	60,344	63,330
Expenses		<u>5,500</u>	<u>21,738</u>	<u>8,350</u>
<b>Total TOWN CLERK</b>		148,232	177,713	172,781
<b>ELECTIONS &amp; REGISTRATIONS</b>				
Salaries & Wages		3,000	4,000	4,000
Expenses		<u>16,200</u>	<u>21,000</u>	<u>38,350</u>
<b>Total ELECTIONS &amp; REGISTRATIONS</b>		19,200	25,000	42,350
<b>CONSERVATION COMMISSION</b>				
Salaries & Wages		48,331	92,974	82,321
Expenses		<u>3,700</u>	<u>17,150</u>	<u>19,450</u>
<b>Total CONSERVATION COMMISSION</b>		52,031	110,124	101,771
<b>PLANNING BOARD</b>				
Salaries & Wages		115,490	0	185,142
Expenses		<u>4,600</u>	<u>4,370</u>	<u>2,575</u>
<b>Total PLANNING BOARD</b>		120,090	4,370	187,717
<b>APPEALS BOARD</b>				
Salaries & Wages		5,300	0	0
Expenses		<u>400</u>	<u>1,400</u>	<u>300</u>
<b>Total APPEALS BOARD</b>		5,700	1,400	300
<b>Land Use</b>				
Salaries & Wages		0	316,238	204,203
Expenses		<u>0</u>	<u>2,080</u>	<u>24,000</u>
<b>Total Land Use</b>		0	318,318	228,203

<b>VOTED TOTAL GENERAL GOVERNMENT</b>				
Salaries & Wages	<b>1</b>	1,807,810	2,234,008	2,413,301
Expenses	<b>2</b>	<u>1,365,224</u>	<u>1,547,104</u>	<u>1,627,100</u>
<b>VOTED TOTAL GENERAL GOVERNMENT**</b>		<b>3,173,034</b>	<b>3,781,112</b>	<b>*4,029,401</b>

#### **PUBLIC SAFETY**

##### **POLICE**

Salaries & Wages		2,114,380	2,367,104	2,447,378
Expenses		<u>141,739</u>	<u>187,000</u>	<u>241,186</u>
<b>Total POLICE</b>		2,256,119	2,554,104	2,688,564



<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b>FIRE/EMS DEPARTMENT</b>				
Salaries & Wages		1,868,804	1,901,160	2,191,641
Expenses		<u>285,455</u>	<u>272,815</u>	<u>267,775</u>
<b>Total FIRE/EMS DEPARTMENT</b>		2,154,259	2,173,975	2,459,416
<b>DISPATCH</b>				
Salaries & Wages		579,045	681,965	688,625
Expenses		<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>Total DISPATCH</b>		580,545	683,465	690,125
<b>BUILDING DEPARTMENT</b>				
Salaries & Wages		359,121	177,641	211,194
Expenses		<u>11,980</u>	<u>11,330</u>	<u>6,650</u>
<b>Total BUILDING DEPARTMENT</b>		371,101	188,971	217,844
<b>EMERGENCY MANAGEMENT</b>				
Expenses		<u>6,671</u>	<u>6,575</u>	<u>5,075</u>
<b>Total EMERGENCY MANAGEMENT</b>		6,671	6,575	5,075
<b>CROSSING GUARDS</b>				
Salaries & Wages		<u>5,000</u>	<u>5,000</u>	<u>0</u>
<b>Total CROSSING GUARDS</b>		5,000	5,000	0
<b>CANINE CONTROL</b>				
Expenses		<u>36,652</u>	<u>36,000</u>	<u>36,500</u>
<b>Total CANINE CONTROL</b>		36,652	36,000	36,500
<b>VOTED TOTAL PUBLIC SAFETY</b>				
Salaries & Wages		34,926,350	5,132,870	5,538,838
Expenses		<u>4 483,997</u>	<u>515,220</u>	<u>558,686</u>
<b>VOTED TOTAL PUBLIC SAFETY</b>		<b>5,410,347</b>	<b>5,648,090</b>	<b>6,097,524</b>
<b><u>PUBLIC WORKS</u></b>				
<b>DPW</b>				
Salaries & Wages		810,148	875,073	877,801
Expenses		<u>100,485</u>	<u>237,760</u>	<u>103,600</u>
<b>Total DPW</b>		910,633	1,112,833	981,401
<b>ROADWAY REPAIRS</b>				
Expenses		<u>954,316</u>	<u>826,800</u>	<u>1,014,000</u>
<b>Total ROADWAY REPAIRS**</b>		954,316	826,800	*1,014,000

<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b>PARKS</b>				
Salaries & Wages		195,614	180,710	188,727
Expenses		<u>77,000</u>	<u>77,000</u>	<u>87,000</u>
<b>Total PARKS</b>		272,614	257,710	275,727
<b>SNOW &amp; ICE</b>				
Salaries & Wages		68,000	68,000	68,000
Expenses		<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
<b>Total SNOW &amp; ICE</b>		200,000	200,000	200,000
<b>TRANSFER STATION</b>				
Salaries & Wages		146,219	151,240	154,068
Expenses		<u>465,265</u>	<u>298,500</u>	<u>304,500</u>
<b>Total TRANSFER STATION</b>		611,484	449,740	458,568
<b>STREET LIGHTING</b>				
Expenses		<u>18,200</u>	<u>18,200</u>	<u>18,200</u>
<b>Total STREET LIGHTING</b>		18,200	18,200	18,200
<b>DPW - Wastewater/Stormwater Management</b>				
Expenses		<u>246,550</u>	<u>361,861</u>	<u>507,901</u>
<b>Total Wastewater/Stormwater Management</b>		246,550	361,861	507,901
<b>B&amp;M CROSSING</b>				
Expenses		<u>2,900</u>	<u>3,000</u>	<u>3,000</u>
<b>Total B&amp;M CROSSING</b>		2,900	3,000	3,000
<b>LANDFILL CLOSURE</b>				
Expenses		<u>0</u>	<u>0</u>	<u>130,000</u>
<b>Total LANDFILL CLOSURE**</b>		0	0	*130,000
<b>CEMETERY DEPARTMENT</b>				
Salaries & Wages		131,709	197,410	214,275
Expenses		<u>15,750</u>	<u>15,750</u>	<u>19,065</u>
<b>Total CEMETERY DEPARTMENT</b>		147,459	213,160	233,340
<b>VOTED TOTAL PUBLIC WORKS</b>				
Salaries & Wages	5	1,351,690	1,472,433	1,502,871
Expenses	6	<u>2,012,466</u>	<u>1,970,871</u>	<u>2,319,266</u>
<b>VOTED TOTAL PUBLIC WORKS</b>		<b>3,364,156</b>	<b>3,443,304</b>	<b>3,822,137</b>

<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b><u>HEALTH &amp; HUMAN SERVICES</u></b>				
<b>HEALTH DEPARTMENT</b>				
Salaries & Wages		26,048	83,588	120,000
Expenses		<u>1,330</u>	<u>10,800</u>	<u>0</u>
<b>Total HEALTH DEPARTMENT**</b>		27,378	94,388	*120,000
<b>NASHOBA ASSOCIATED BOARD OF HEALTH</b>				
Expenses		<u>26,650</u>	<u>0</u>	<u>35,000</u>
<b>Total NASHOBA ASSOCIATED BOARD OF HEALTH</b>		26,650	0	35,000
<b>ANIMAL INSPECTOR</b>				
Salaries & Wages		<u>0</u>	<u>0</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>		0	0	0
<b>NURSING SERVICES</b>				
Expenses		<u>13,575</u>	<u>10,000</u>	<u>15,000</u>
<b>Total NURSING SERVICES**</b>		13,575	10,000	*15,000
<b>MENTAL HEALTH SERVICES</b>				
Expenses		<u>20,000</u>	<u>0</u>	<u>0</u>
<b>Total MENTAL HEALTH SERVICES</b>		20,000	0	0
<b>ELDER AND HUMAN SERVICES</b>				
Salaries & Wages		255,304	329,389	351,390
Expenses		<u>24,005</u>	<u>52,885</u>	<u>55,516</u>
<b>Total ELDER AND HUMAN SERVICES</b>		279,309	382,274	406,906
<b>VETERANS AGENT</b>				
Salaries & Wages		8,087	8,209	8,209
Expenses		<u>11,304</u>	<u>11,910</u>	<u>11,910</u>
<b>Total VETERANS AGENT</b>		19,390	20,119	20,119
<b>VETERAN BENEFITS</b>				
Expenses		<u>101,855</u>	<u>175,000</u>	<u>175,000</u>
<b>Total VETERAN BENEFITS</b>		101,855	175,000	175,000

<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b>DISABILITY COMMISSION</b>				
Expenses		<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Total DISABILITY COMMISSION</b>		1,200	1,200	1,200

<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>				
Salaries & Wages	<b>7</b>	289,439	421,186	479,599
Expenses	<b>8</b>	<u>273,670</u>	<u>261,795</u>	<u>293,626</u>
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>563,109</b>	<b>682,981</b>	<b>773,225</b>

### **CULTURE AND RECREATION**

#### **REUBEN HOAR LIBRARY**

Salaries & Wages		550,828	617,309	653,481
Expenses		<u>185,600</u>	<u>177,250</u>	<u>193,100</u>
<b>Total REUBEN HOAR LIBRARY</b>		736,428	794,559	846,581

#### **PARKS AND RECREATION**

Salaries & Wages		0	202,892	208,249
Expenses		<u>0</u>	<u>43,040</u>	<u>45,000</u>
<b>Total PARKS AND RECREATION</b>		0	245,932	253,249

#### **PATRIOTS DAY**

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

#### **MEMORIAL DAY**

Expenses		<u>750</u>	<u>750</u>	<u>1,250</u>
<b>Total MEMORIAL DAY</b>		750	750	1,250

#### **HISTORICAL COMMISSION**

Expenses		<u>4,480</u>	<u>4,480</u>	<u>4,480</u>
<b>Total HISTORICAL COMMISSION</b>		4,480	4,480	4,480

#### **CULTURAL COUNCIL**

Expenses		<u>5,600</u>	<u>4,100</u>	<u>5,600</u>
<b>Total CULTURAL COUNCIL</b>		5,600	4,100	5,600



<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
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**SUSTAINABILITY COMMITTEE**

Expenses		<u>0</u>	<u>0</u>	<u>2,000</u>
<b>Total SUSTAINABILITY COMMITTEE</b>		0	0	2,000

**SHADE TREE COMMITTEE**

Expenses		<u>3,500</u>	<u>5,000</u>	<u>5,000</u>
<b>Total SHADE TREE COMMITTEE</b>		3,500	5,000	5,000

<b>VOTED TOTAL CULTURE AND RECREATION</b>				
Salaries & Wages	<b>9</b>	550,828	820,201	861,730
Expenses	<b>10</b>	<u>199,930</u>	<u>234,620</u>	<u>256,430</u>
<b>VOTED TOTAL CULTURE AND RECREATION</b>		<b>750,758</b>	<b>1,054,821</b>	<b>1,118,160</b>

**OTHER GENERAL GOVERNMENT**

**MUNICIPAL BUILDING COMMITTEE**

Salaries & Wages		5,000	5,000	5,000
Expenses		<u>10,000</u>	<u>20,000</u>	<u>0</u>
<b>Total MUNICIPAL BUILDING COMMITTEE</b>		10,000	25,000	5,000

**PUBLIC BUILDINGS**

Salaries & Wages		66,189	138,089	191,998
Expenses		<u>595,599</u>	<u>558,100</u>	<u>703,500</u>
<b>Total PUBLIC BUILDINGS</b>		661,788	696,189	895,498

**PROPERTY & LIABILITY INSURANCE**

Expenses		<u>436,113</u>	<u>500,000</u>	<u>530,000</u>
<b>Total PROPERTY &amp; LIABILITY INSURANCE</b>		436,113	500,000	530,000

**CENTRAL COMMUNICATIONS**

Expenses		<u>121,262</u>	<u>115,000</u>	<u>115,000</u>
<b>Total CENTRAL COMMUNICATIONS</b>		121,262	115,000	115,000

**FUEL**

Expenses		<u>198,000</u>	<u>155,000</u>	<u>170,000</u>
<b>Total FUEL</b>		198,000	155,000	170,000

<i>Functional Area</i>	<i>Voting</i>	<i>FY2022</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>				
Salaries & Wages	11	71,189	143,089	196,998
Expenses	12	<u>1,360,974</u>	<u>1,348,100</u>	<u>1,518,500</u>
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>		<b>1,432,163</b>	<b>1,491,189</b>	<b>1,715,498</b>

## **EDUCATION**

### **LITTLETON SCHOOL DEPARTMENT**

Education Budget		<u>22,590,000</u>	<u>23,050,247</u>	<u>24,433,262</u>
<b>Total LITTLETON SCHOOL DEPARTMENT **</b>		<b>22,590,000</b>	<b>23,050,247</b>	<b>*24,433,262</b>

### **TECHNICAL SCHOOL EXPENDITURES**

Education Budget		<u>675,000</u>	<u>738,406</u>	<u>781,592</u>
<b>Total TECHNICAL SCHOOL EXPENDITURES</b>		<b>675,000</b>	<b>738,406</b>	<b>781,592</b>

<b>VOTED TOTAL EDUCATION</b>				
Education Budget	13	<u>23,265,000</u>	<u>23,788,653</u>	<u>25,214,854</u>
<b>VOTED TOTAL EDUCATION</b>		<b>23,265,000</b>	<b>23,788,653</b>	<b>25,214,854</b>

## **EMPLOYEE BENEFITS**

### **EMPLOYEE/RETIREE BENEFITS**

Unemployment**		190,000	100,000	*84,000
Medicare		375,000	421,165	450,000
Life Insurance		24,000	24,000	24,000
Short/Long Term Disability		23,000	23,000	25,000
Medical/Health Insurance		4,879,032	5,111,510	5,485,225
County Retirement		2,443,511	2,757,015	3,073,432
Longevity		0	0	0
Other		20,000	22,000	25,000
Tuition Reimbursement		0	0	0
Workers Comp Insurance		<u>175,000</u>	<u>203,000</u>	<u>205,000</u>
<b>Total EMPLOYEE/RETIREE BENEFITS</b>		<b>8,129,543</b>	<b>8,661,690</b>	<b>9,371,657</b>

<b>VOTED TOTAL EMPLOYEE BENEFITS</b>				
Expenses	14	<u>8,129,543</u>	<u>8,661,690</u>	<u>9,371,657</u>
<b>VOTED TOTAL EMPLOYEE BENEFITS</b>		<b>8,129,543</b>	<b>8,661,690</b>	<b>9,371,657</b>

<i>Functional Area</i>	<i>Voting</i>	<i>FY2022</i>	<i>FY2023</i>	<i>FY2024</i>
<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>

**DEBT SERVICE**

<b>710 LONG TERM DEBT</b>		3,062,091	3,054,872	2,799,532
<b>720 SHORT TERM DEBT</b>		<u>535,481</u>	<u>500,000</u>	<u>595,000</u>
<b>Total DEBT SERVICE</b>		3,597,572	3,554,872	3,394,532

<b>VOTED TOTAL DEBT SERVICE</b>				
<i>Expenses</i>	<b>15</b>	<u>3,597,572</u>	<u>3,554,872</u>	<u>3,394,532</u>
<b>VOTED TOTAL DEBT SERVICE</b>		<b>3,597,572</b>	<b>3,554,872</b>	<b>3,394,532</b>

**TRANSFERS TO/FROM GENERAL FUND**

**TRANSFERS INTO GENERAL FUND**

Transfer In - From: Ambulance Revolving Fund				
To: Fire/EMS Department	<b>16</b>	-525,000	-525,000	-525,000
Transfer In - From: Wastewater Settlement				
To: Debt Service	<b>17</b>	-17,274	-17,274	-17,274
Transfer In - From: Oak Hill Cell Tower				
To: Debt Service	<b>18</b>	-28,175	0	0
Transfer In - From: Newtown Hill Cell Tower				
To: Debt Service	<b>19</b>	-32,535	0	0
Transfer In - From: Bond Premium				
To: Debt Service	<b>20</b>	-17,183	-15,321	-13,456
Transfer In - From: Debt Exclusion Stabilization				
To: Debt Service	<b>21</b>	-161,137	-300,000	-396,409
Transfer In - From: Community Preservation				
To: Debt Service	<b>22</b>	-76,138	-73,775	-71,713
<b>Total TRANSFERS INTO GENERAL FUND</b>		<b>-857,442</b>	<b>-931,370</b>	<b>-1,023,852</b>

TOWN OF LITTLETON, MASSACHUSETTS

<b>Functional Area Department</b>	<b>Voting Line</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Recommended</b>
<b>TRANSFERS OUT OF GENERAL FUND</b>				
Transfer Out - OPEB Trust Fund	<b>23</b>	1,961,465	2,575,985	1,870,000
Transfer Out - Recreation Enterprise	<b>24</b>	245,000	0	0
<b>Total TRANSFERS OUT OF GENERAL FUND</b>		2,206,465	2,575,985	1,870,000

<b>FUNDING SUMMARY</b>				
Salaries & Wages		8,997,306	10,223,787	10,993,337
Expenses (including transfers out of General Fund)		19,629,841	20,670,257	21,198,797
Education		<u>23,265,000</u>	<u>23,788,653</u>	<u>25,214,854</u>
<b>Total Operating Budget</b>		<b>51,892,147</b>	<b>54,682,697</b>	<b>57,406,988</b>
Transfers into General Fund		<u>-857,442</u>	<u>-931,370</u>	<u>-1,023,852</u>
<b>Net Operating Budget</b>		<b>51,034,705</b>	<b>53,751,327</b>	<b>56,383,136</b>

**ARTICLE 5  
Departmental Revolving Funds**

So moved, seconded and unanimously voted through the consent articles to vote pursuant to Section 18-11(C) of the Town's General Bylaws, to set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2023, as follows:

<b>Revolving Fund</b>	<b>Expenditure Limit FY 2024</b>
Alarm Box Repairs (Fire Alarm System)	\$5,000
CPR Courses	\$2,000
Sealer of Weights & Measures	\$20,000
MART Bus fees	\$50,000
Elder and Human Services (COA Recreation)	\$9,000
Legal Advertisements (ZBA Advertising)	\$2,000
Composting Bins (Sustainability Committee)	\$1,200
LCTV Boxborough IMA	\$100,000
School Department Transportation	\$250,000
School Department One to One Technology	\$75,000
School Department Non-Resident Tuition	\$80,000
Community Gardens	\$300
Parks, Recreation and Community Education	\$1,100,000



**ARTICLE 6**  
**FY 2024 Water Enterprise Fund Operating Budget**

The Town voted unanimously to appropriate \$8,004,178 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, 2023 (detail below):

<b>I. Water Enterprise Revenues</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>
User Charges	\$4,815,015	\$6,025,878
Other Departmental Revenue	\$78,300	\$78,300
Enterprise Available Funds	0	\$1,900,000
Investment Income	0	0
<b>Total Revenues</b>	<b>\$4,893,315</b>	<b>\$8,004,178</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$1,220,000	\$1,264,000
Expenses	\$1,631,445	\$2,210,178
Capital Outlay – Equipment	\$50,000	\$105,000
Capital Outlay – Improvements	\$631,870	\$2,825,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$1,160,000	\$1,400,000
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$4,893,315</b>	<b>\$8,004,178</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	\$0
Pension Costs	0	\$0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$4,893,315</b>	<b>\$8,004,178</b>

**ARTICLE 7**  
**FY 2024 Sewer Enterprise Fund Operating Budget**

So moved, seconded and unanimously voted through the consent articles to appropriate \$507,901 or any other sum or sums of money from the Sewer Enterprise Fund to finance the operation of the Sewer Department for the fiscal year beginning July 1, 2023 (detail below):

<b>I. Sewer Enterprise Revenues</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>
User Charges	\$361,861.00	\$507,901.00
Transfer from General Fund	0	0
Enterprise Available Funds	0	0
Investment Income	0	0
<b>Total Revenues</b>	<b>\$361,861</b>	<b>\$507,901</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$91,300	\$95,600

TOWN OF LITTLETON, MASSACHUSETTS

<b>I. Sewer Enterprise Revenues</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>
Expenses	\$105,561	\$112,301
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	\$165,000	\$300,000
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$361,861</b>	<b>\$507,901</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>\$361,861</b>	<b>\$507,901</b>

**ARTICLE 8**

**Amend FY 2023 Sewer Enterprise Fund Operating Budget**

**AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING**

The Town voted unanimously that the Town transfer to the FY 2023 Sewer Enterprise Fund Operating Budget \$106,952 from the Sewer Retained Earnings and \$179,598 from Debt Service (Town) Short Term Debt.

**ARTICLE 9**

**Fiscal Year 2024 Capital Items from Available Funds**

The Town voted by majority vote as declared by the Moderator to transfer \$1,043,000 from Certified Free Cash for the following capital projects and purchases itemized and described below, and for all costs incidental and related thereto;

<b>Department</b>	<b>Name of Capital Asset/Project</b>	<b>Project Description</b>	<b>Total Cost</b>
DPW-Highway	2022/23 Ford Explorer	Replacement of a 2013 SUV with a new 2022/23 Ford Explorer (Hybrid)	\$50,000
DPW-Parks	Irrigation Wells	Installation of irrigation wells at Koerper Field and Town Common	\$65,000
Planning Department	Zoning Bylaw: Diagnostic and Recodification	Two-step process to hire a consultant to conduct diagnostic and recodification reviews of the Town's current zoning bylaw	\$32,000

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Department	Name of Capital Asset/Project	Project Description	Total Cost
Police	Camera and Security System	Upgrade of Police Department facility camera monitoring and recording system	\$200,000
Police	Replace Cruisers	Replaces two police cruisers each year per Police Capital Plan with hybrid vehicles	\$140,000
PRCE	Pick-Up Truck	Replacement of 2011 Ford Ranger Pick-up Truck with electric pickup to be utilized as a town pool vehicle	\$60,000
Schools	Concrete Sidewalk Repairs	Sidewalk repairs at all school facilities	\$71,000
Schools	High School HVAC Unit Roof Top Replacement	Replacement of 22-year-old HVAC unit	\$275,000
Schools	High School Roof	Funding for feasibility study for replacement of High School roof	\$50,000
Schools	Facilities Improvements (Furniture, Floors, Play Structures)	Various facility improvements for school buildings including replacement of portions of flooring at High School, replacement of broken furniture in all schools and replacement of swing sets at Shaker Lane and Russell Street Schools	\$100,000
		<b>Total Capital Spending from Free Cash</b>	<b>\$1,043,000</b>

**ARTICLE 10**

**Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)**

***SELECT BOARD Member Charles DeCoste spoke to the article and stated at this time though we needed to do renovations we are not ready at this time to go forward.***

***MODERATOR GODDARD STATED THAT WE WOULD BE PASSING OVER THE ARTICLE.***

***NO AFFIRMATIVE ACTION WAS TAKEN.***

***AMENDMENT FROM THE HANDOUT:***

***Motion to be proposed to the May 1, 2023, joint meeting of the Select Board and Finance Committee:***

Moved and seconded by the Select Board that the Town vote to appropriate the sum of \$3,250,000 to be expended under the direction of the Select Board for engineering and architectural designs, bid documents, construction, reconstruction, rehabilitation, repair, security, and equipping and furnishing of the former Indian Hill Music School (32/36 King Street) for use by Town departments, including the cost of hiring an Owner's Project Manager and all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 11**  
**Fiscal Year 2024 Community Preservation Budget**

***AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING***

*So* moved, seconded and unanimously voted through the consent articles to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2024 Community Preservation Budget:

(A) To appropriate or reserve from FY2024 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Administrative Expenses: \$9,326
2. Open Space Debt Service: \$58,915 as follows:
  - Yapp - Lucy's Land \$5,300
  - Cobb \$17,615
  - Williams - Boxborough Rd \$36,000
3. Historic Resources Debt Service: \$10,650 as follows:
  - Houghton \$10,650
4. Open Space Reserves (including land for recreational use): \$532,588
  - \$219,525 from FY24 annual revenues
  - \$113,063 "Recreational Reserves"
5. Historic Resources Reserves: \$103,736
6. Housing Reserves: \$113,063 to be transferred to the Littleton Affordable Housing Trust
7. Undesignated: \$17,600

(B) To transfer:

- \$9,950 from Historic Resources Reserves for Phase II of the Westlawn Cemetery Conservation Project
- \$4,201 from Historic Resources Reserves for consultant support to the Historic Commission to review design plans and on-site rehabilitation work for 12 Robinson Road to ensure compliance with preservation restrictions
- \$19,476 from Recreation Reserves to fund a three-year initiative to improve trail conditions on Conservation Commission land at the Town Forest Conservation land
- \$113,063 from the Community Housing Reserves to the Littleton Affordable Housing Trust



And

- (C) To appropriate \$200,000, which funds were gifted to the Water Department for Community Preservation Act purposes, to the Community Preservation Fund's Recreation Reserves account in accordance with M.G.L. c. 44B, §3(b1/2).

### ARTICLE 12

#### Fiscal Year 2024 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund

*So* moved, seconded and unanimously voted through the consent articles to appropriate \$413,203 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F ¾) by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$392,921 to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$242,143 for salaries, \$86,527 for employee/retirement benefits, \$84,533 for operating expenses.

### ARTICLE 13

#### Fiscal Year 2024 Compensation Grid

*So* moved, seconded and unanimously voted through the consent articles to amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

By adopting Schedule A Permanent Full and Part-time Employees, Schedules B, B-1, B-2, and D, effective July 1, 2023, as shown below, and to readopt Schedules C and C-1 as amended at the November 2022 STM.

**TOWN OF LITTLETON, MASSACHUSETTS**  
**FY 2024 CLASSIFICATION & COMPENSATION PLAN**  
**SCHEDULE A, Permanent Full and Part-time Employees**  
 Salaries shown are hourly and annual based on 52.2 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<b>1</b>	\$18.72 39,087.36	\$19.19 40,068.72	\$19.67 41,070.96	\$20.16 42,094.08	\$20.66 43,138.08	\$21.18 44,223.84	\$21.71 45,330.48	\$22.25 46,458.00	\$22.81 47,627.28	\$23.38 48,817.44
<b>2</b>	19.66 41,050.08	20.15 42,073.20	20.64 43,096.32	21.17 44,202.96	21.70 45,309.60	22.24 46,437.12	22.80 47,606.40	23.37 48,796.56	23.95 50,007.60	24.55 51,260.40
<b>3</b>	20.63 43,075.44	21.15 44,161.20	21.69 45,288.72	22.23 46,416.24	22.78 47,564.64	23.35 48,754.80	23.93 49,965.84	24.53 51,218.64	25.14 52,492.32	25.78 53,828.64
<b>4</b>	21.66	22.21	22.76	23.33	23.91	24.51	25.12	25.76	26.40	27.06

TOWN OF LITTLETON, MASSACHUSETTS

	45,226.08	46,374.48	47,522.88	48,713.04	49,924.08	51,176.88	52,450.56	53,786.88	55,123.20	56,501.28
<b>5</b>	22.75	23.32	23.90	24.50	25.11	25.74	26.39	27.05	27.72	28.42
	47,502.00	48,692.16	49,903.20	51,156.00	52,429.68	53,745.12	55,102.32	56,480.40	57,879.36	59,340.96
<b>6</b>	23.89	24.49	25.10	25.73	26.38	27.04	27.71	28.41	29.12	29.85
	49,882.32	51,135.12	52,408.80	53,724.24	55,081.44	56,459.52	57,858.48	59,320.08	60,802.56	62,326.80
<b>7</b>	25.08	25.70	26.35	27.01	27.68	28.38	29.09	29.81	30.56	31.32
	52,367.04	53,661.60	55,018.80	56,396.88	57,795.84	59,257.44	60,739.92	62,243.28	63,809.28	65,396.16
<b>8</b>	26.34	27.00	27.67	28.37	29.08	29.80	30.55	31.31	32.10	32.91
	54,997.92	56,376.00	57,774.96	59,236.56	60,719.04	62,222.40	63,788.40	65,375.28	67,024.80	68,716.08
<b>9</b>	27.92	28.61	29.33	30.06	30.81	31.59	32.37	33.18	34.01	34.85
	58,296.96	59,737.68	61,241.04	62,765.28	64,331.28	65,959.92	67,588.56	69,279.84	71,012.88	72,766.80
<b>10</b>	29.59	30.33	31.09	31.86	32.66	33.48	34.31	35.17	36.05	36.94
	61,783.92	63,329.04	64,915.92	66,523.68	68,194.08	69,906.24	71,639.28	73,434.96	75,272.40	77,130.72
<b>11</b>	31.37	32.15	32.96	33.78	34.63	35.50	36.38	37.29	38.22	39.18
	65,500.56	67,129.20	68,820.48	70,532.64	72,307.44	74,124.00	75,961.44	77,861.52	79,803.36	81,807.84
<b>12</b>	33.25	34.09	34.95	35.82	36.72	37.64	38.58	39.55	40.53	41.54
	69,426.00	71,179.92	72,975.60	74,792.16	76,671.36	78,592.32	80,555.04	82,580.40	84,626.64	86,735.52
<b>13</b>	35.58	36.47	37.37	38.31	39.27	40.25	41.26	42.29	43.35	44.43
	74,291.04	76,149.36	78,028.56	79,991.28	81,995.76	84,042.00	86,150.88	88,301.52	90,514.80	92,769.84
<b>14</b>	38.07	39.02	39.99	40.99	42.01	43.06	44.15	45.25	46.38	47.54
	79,490.16	81,473.76	83,499.12	85,587.12	87,716.88	89,909.28	92,185.20	94,482.00	96,841.44	99,263.52
<b>15</b>	40.73	41.75	42.79	43.86	44.96	46.08	47.24	48.42	49.63	50.88
	85,044.24	87,174.00	89,345.52	91,579.68	93,876.48	96,215.04	98,637.12	101,100.96	103,627.44	106,237.44
<b>16</b>	43.98	45.30	46.65	48.05	49.49	50.98	52.51	54.08	55.70	57.38
	91,830.24	94,586.40	97,405.20	100,328.40	103,335.12	106,446.24	109,640.88	112,919.04	116,301.60	119,809.44
<b>17</b>	46.62	48.02	49.46	50.94	52.47	54.04	55.66	57.33	59.06	60.83
	97,342.56	100,265.76	103,272.48	106,362.72	109,557.36	112,835.52	116,218.08	119,705.04	123,317.28	127,013.04
<b>18</b>	49.42	50.90	52.43	54.00	55.62	57.29	59.02	60.79	62.62	64.49
	103,188.96	106,279.20	109,473.84	112,752.00	116,134.56	119,621.52	123,233.76	126,929.52	130,750.56	134,655.12
<b>19</b>	52.39	53.96	55.58	57.24	58.96	60.72	62.55	64.42	66.35	68.34
	109,390.32	112,668.48	116,051.04	119,517.12	123,108.48	126,783.36	130,604.40	134,508.96	138,538.80	142,693.92
<b>20</b>	55.53	57.19	58.91	60.67	62.49	64.36	66.29	68.28	70.33	72.44
	115,946.64	119,412.72	123,004.08	126,678.96	130,479.12	134,383.68	138,413.52	142,568.64	146,849.04	151,254.72
<b>21</b>	58.86	60.63	62.44	64.32	66.25	68.24	70.29	72.40	74.57	76.81
	122,899.68	126,595.44	130,374.72	134,300.16	138,330.00	142,485.12	146,765.52	151,171.20	155,702.16	160,379.28
<b>22</b>	62.39	64.27	66.20	68.19	70.24	72.35	74.52	76.76	79.06	81.44
	130,270.32	134,195.76	138,225.60	142,380.72	146,661.12	151,066.80	155,597.76	160,274.88	165,077.28	170,046.72
<b>23</b>	66.14	68.13	70.17	72.27	74.44	76.67	78.98	81.35	83.78	86.29
	138,100.32	142,255.44	146,514.96	150,899.76	155,430.72	160,086.96	164,910.24	169,858.80	174,932.64	180,173.52
<b>24</b>	70.10	72.21	74.37	76.60	78.90	81.26	83.70	86.21	88.80	91.46
	146,368.80	150,774.48	155,284.56	159,940.80	164,743.20	169,670.88	174,765.60	180,006.48	185,414.40	190,968.48

**GRADE 1**

*No positions assigned*

**GRADE 2**

*No positions assigned*

**GRADE 3**

*No positions assigned*

**GRADE 4**

Library Assistant

**GRADE 5**

Library Processing Clerk

TOWN OF LITTLETON, MASSACHUSETTS

**GRADE 6**

Administrative Staff-On Call  
Department Clerk

**GRADE 7**

Cemetery Groundskeeper  
LCTV – Video Production Coordinator  
Library Technician  
P/T Communications Officer

**GRADE 8**

Administrative Assistant – Building  
Administrative Assistant – Elder & Human Services  
Senior Library Technician

**GRADE 9**

Assessing Clerk/Field Lister  
Library Office Coordinator  
Payroll and Finance Coordinator  
PRCE Office Coordinator

**GRADE 10**

Assistant Cemetery Superintendent  
Assistant Conservation Agent  
Assistant Town Clerk  
Assistant Town Planner  
Executive Assistant of Public Safety – Fire  
Executive Assistant of Public Safety – Police  
Financial Analyst  
Reserve Police Officer

**GRADE 11**

Building Maintenance Supervisor  
Business Administrator-Public Works  
Cemetery Superintendent  
Children's Services/Senior Librarian  
Conservation Coordinator  
Executive Assistant to the Town Administrator  
Head of Circulation/Senior Librarian  
HR Generalist/Benefit Administrator  
Information Systems Support Technician  
LCTV Program Supervisor  
Payroll and Benefit Coordinator  
PRCE Program Coordinator  
Public Health Nurse  
Senior Librarian  
Technical Services/Senior Librarian  
Young Adult Services/Senior Librarian

**GRADE 12**

Alternate Inspector  
Assistant Assessor  
Assistant Town Accountant  
Elder and Human Services Outreach Coordinator  
Inspector of Wires

Local Building Inspector  
Plumbing & Gas Inspector

**GRADE 13**

Assistant Director of Elder and Human Services  
Assistant Library Director  
Assistant Tax Collector  
Public Health Coordinator

**GRADE 14**

Assistant PRCE Director  
Assistant Treasurer/Collector/Payroll Manager

**GRADE 15**

Facilities Manager  
LCTV Executive Director  
*Town Clerk\*\**

Town Engineer

Town Planner

**GRADE 16**

Building Commissioner  
Chief Assessor/Appraiser  
Director of Elder and Human Services  
Highway Superintendent  
Human Resources Director  
Information Systems Manager  
*Library Director\**

PRCE Director

Town Treasurer/Collector

**GRADE 17**

*Deputy Fire Chief\**

*Deputy Police Chief\**

**GRADE 18**

Director of Public Works

**GRADE 19**

Assistant Town Administrator

*Director of Finance and Budget/Town Accountant\**

**GRADE 20**

*Chief of Police\**

*Fire Chief\**

**GRADE 21**

*No positions assigned*

**GRADE 22**

*Town Administrator\**

**GRADE 23**

*No positions assigned*

**GRADE 24**

*No positions assigned*

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

TOWN OF LITTLETON, MASSACHUSETTS

**Schedule B**

On-Call Meeting Clerk, \$15.30, Veteran's Agent, \$18.37

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56
<b>2 hourly</b>	\$19.13	\$19.51	\$19.90	\$20.30	\$20.71

**GRADE 1**

COA Dispatcher

**GRADE 2**

COA Van Driver

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
<b>1 hourly</b>	\$15.75	\$16.05	\$16.38	\$16.71
<b>2 hourly</b>	\$16.84	\$17.19	\$17.52	\$17.88
<b>3 hourly</b>	\$18.02	\$18.39	\$18.76	\$19.14
<b>4 hourly</b>	\$19.29	\$19.68	\$20.06	\$20.47

**GRADE 1**

*No positions assigned*

**GRADE 3**

Engineering Technician

**GRADE 2**

Seasonal Highway Laborer

**GRADE 4**

Seasonal Truck Driver/Laborer

**Schedule D, Fire Department On-Call**

On-Call Stipend \$4.00/hour

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	\$15.30					
<b>2 hourly</b>	\$16.33	\$16.66	\$16.99	\$17.33	\$17.68	\$18.02
<b>3 hourly</b>	\$16.98	\$17.32	\$17.67	\$18.01	\$18.37	\$18.73
<b>4 hourly</b>	\$17.66	\$18.00	\$18.37	\$18.73	\$19.10	\$19.48
<b>5 hourly</b>	\$18.17	\$18.53	\$18.90	\$19.22	\$19.59	\$19.99
<b>6 hourly</b>	\$18.72	\$19.09	\$19.47	\$19.87	\$20.26	\$20.67
<b>7 hourly</b>	\$19.29	\$19.68	\$20.06	\$20.47	\$20.88	\$21.30
<b>8 hourly</b>	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.94
<b>9 hourly</b>	\$20.47	\$20.88	\$21.30	\$21.72	\$22.15	\$22.60
<b>10 hourly</b>	\$20.67	\$21.08	\$21.50	\$21.94	\$22.37	\$22.82
<b>11 hourly</b>	\$25.85					

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

**GRADE 1**

On-Call/Per Diem Probationary Firefighter or EMT

**GRADE 2**

*No positions assigned*

**GRADE 3**

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

**GRADE 4**

On-Call/Per Diem Firefighter/EMT

**GRADE 5**

*No positions assigned*

**GRADE 6**

*No positions assigned*

**GRADE 7**

On-Call/Per Diem Firefighter/EMT (advanced EMT certification)

**GRADE 8**

On-Call/Per Diem Lieutenant

**GRADE 9**

On-Call/Per Diem Captain

**GRADE 10**

On-Call/Per Diem Deputy Chief

**GRADE 11**

On-Call/Per Diem Firefighter/Paramedic

**ARTICLE 14**  
**Capital Stabilization Fund**

*So* moved, seconded and unanimously voted through the consent articles to transfer from Certified Free Cash the sum of \$1,155,706 to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt service payment related thereto; said fund as authorized by M.G.L. c.40, §5B.

**ARTICLE 15**  
**Debt Exclusion Stabilization Fund**

*So* moved, seconded and unanimously voted through the consent articles to transfer from Certified Free Cash \$474,539 or any other sum or sums of money to the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, so called; said funds as authorized by Chapter 40, Section 5B of the General Laws.

**ARTICLE 16**  
**Use of Debt Exclusion Stabilization Fund for FY 2024 Excluded Debt**

*So* moved, seconded and unanimously voted through the consent articles to transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$396,408.61 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2023.

**ARTICLE 17**  
**Appropriation of Transportation Network Company Funds**

*So* moved, seconded and unanimously voted through the consent articles to appropriate the sum of \$1,392.17, or any other sum or sums of money, received from the Commonwealth Transportation



Infrastructure Enhancement Trust Fund pursuant to Chapter 187 of the Acts of 2016 (“An Act Regulating Transportation Network Companies”), § 8(c)(i), for calendar year(s) 2021, 2022 and 2023, to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure in the Town, including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, by expending said funds under the direction of the Department of Public Works for the painting of crosswalks and road markings and the performance of other road improvements.

ARTICLE 18

Authorize Stormwater Asset Management Project

Steve Jahnle, DPW Director, gave a presentation to the Town Meeting body explaining the Project. The Town voted unanimously to raise and appropriate or transfer from available funds the 2023 Clean Water State Revolving Fund Asset Management Planning total project cost of \$182,500 for the Littleton Stormwater Asset Management Project, and where the total project cost is to be comprised of \$109,500 in grant funding (approximately 60% of the total project cost) for which the Town will be reimbursed for by MassDEP and the Massachusetts Clean Water Trust, and the balance of the project will be comprised of in-kind services provided by the Town valued at \$33,000 and a cash contribution from Town Funds valued at \$40,000 from DPW Roadway, Roadway Repairs, account 00014228-529030.

ARTICLE 19

Authorize Membership in Nashoba Associated Boards of Health (NABH)

**AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING**

Unanimously voted so declared passed by the Moderator that the Town voted to amend the vote taken under Article 35 of the June 12, 2021, Annual Town Meeting by continuing the Town’s membership in the Nashoba Associated Boards of Health for a minimum of two years (FY 2024 and FY 2025) pursuant to M.G.L. c. 111, §27A.

ARTICLE 20

Authorize Use of Electronic Tabulators at Town Meeting

**AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING**

So declared passed by the necessary majority by the Town Moderator that the Town votes to authorize the Select Board to consider options for electronic voting and to report its findings to the fall 2023 Special Town Meeting.

ARTICLE 21

Street Acceptance – Croft Circle

*So* moved, seconded and unanimously voted through the consent articles to accept, as a Town way, the laying out by the Select Board the private way known as “Croft Circle” as shown on the plan entitled “Street Acceptance Plan in Littleton, Massachusetts” prepared for Homes at Croft Common, LLC , 1”=40 ft.,

prepared by Stamski and McNary, Inc., (one sheet) and to acquire by gift, purchase, or eminent domain the land, rights, and easements for drainage, utility, or other purposes in said private way; and where said copies of the plans referenced herein shall be made available for inspection at the Town Clerk's office at least 7 days prior to this Town Meeting.

**ARTICLE 22**  
**Water Infrastructure Project**

***AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING***

Corey Godfrey of the Water Department gave a presentation to the Town Meeting body. The Town Moderator declared this passed by the necessary 2/3rds vote that the Town will appropriate \$19,200,000 (nineteen million and two hundred thousand dollars), for the purpose of funding the development of a new water source, a new transmission main to connect that source to the Whitcomb Avenue Treatment Plant, and new water main infrastructure to extend water services into the Town of Boxborough for the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, 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; and that all or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust (the "Trust") in accordance with M.G.L. c. 29C, as amended and the Treasurer, Select Board, and any other town official or officials as the Select Board may designate or authorize to file for and accept any financing and financial assistance for the project that may be available to the Town from the Trust or from any other sources and that the Select Board and any other appropriate officials or boards of the Town are authorized to assess and collect betterments and or assessments to offset the cost of this project; provided, however, that this authorization shall be contingent upon the execution of an Intermunicipal Agreement prior to July 1, 2023, between the Littleton Board of Water Commissioners, the Littleton Select Board and the Boxborough Select Board authorizing the Littleton Board of Water Commissioners to provide water to certain residents of Boxborough and requiring the Town of Boxborough to assess and collect betterments for the construction and installation of the project.

**ARTICLE 23**  
**Amend Article 12 of the October 25, 2021 Special Town Meeting – Sewer System Expansion**

***AMENDMENT/NEW MOTION FROM THE HANDOUT AT TOWN MEETING***

Nick Lawler, General Manager of the LELWD, gave a presentation to the Town Meeting body. So declared passed by the necessary 2/3rds majority vote by Town Moderator Goddard that the Town voted to amend Article 12 of the October 25, 2021 Special Town Meeting by raising the appropriation from \$25,000,000 to \$29,438,000, an increase of \$4,438,000, to pay costs for the design and construction of the "Littleton Sewer System Expansion – Littleton Common Area" including costs incidental and related thereto, and authorize the Treasurer, with the approval of the Select Board, to borrow said amount under and pursuant to M.G.L. c. 44 §7(1), §8(14), or any other enabling authority and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust (the "Trust") in accordance with M.G.L. c. 29C, as amended and the Treasurer, Select Board,

and any other town official or officials as the Select Board may designate or authorized to file for and accept any financing and financial assistance for the project that may be available to the Town from the Trust or from any other sources. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The Select Board and any other appropriate officials or boards of the Town are authorized to assess and collect betterments and or assessments to offset the cost of this project.

<p style="text-align: center;"><b>ARTICLE 24</b> <b>FY 2023 Operating Budget Line-Item Transfers</b></p>
--

***NO MOTION TO BE MADE, PASSING OVER THE ARTICLE***  
***NO AFFIRMATIVE ACTION TAKEN***

To see if the Town will vote to amend the FY 2023 Operating Budget, as adopted under Article 4 of the Annual Town Meeting of May 2, 2022 by adjusting budget line items, or to take any other action in relation thereto.

The Town Moderator thanked all who attended and all those that helped to make the evening a success. He then stated he would entertain a motion to dissolve. It was so moved, seconded and declared dissolved at 9:13pm.

ATTEST:  
A TRUE COPY:

Diane Crory  
Town Clerk



# November 1, 2023 Special Town Meeting

7:00 PM, Charles Forbes Kaye Gymnasium  
Littleton Middle School at 55 Russell Street

The Special Town Meeting was opened at 7:08PM by Town Moderator, Timothy Goddard at the Charles Forbes Kaye Gymnasium, 55 Russell Street in said Littleton on Wednesday, the first day of November 2023. He stated that there were still a few persons checking and so he would go over the preliminary information while they were doing so. And that we could begin the business of the Town Meeting shortly. Moderator Goddard pointed out the emergency exits and that they were to be used if necessary. He stated that the warrant had been properly posted and served.

The Moderator led us in the Pledge of Allegiance and then called up Mia Clement, a junior from Littleton High School, to sing the National Anthem. Upon completion, Moderator Goddard thanked Miss Clement for another beautiful job.

Next, Town Moderator Goddard went on to talk about the Consent Calendar and how we normally would bundle articles together. He stated that there were a few that he would be putting on the consent calendar, but cautioned that without a unanimous vote, due to the 9/10's necessity to pass we could either remove the articles and revote or take individual articles as stand alone. This procedure has been in place since October 2017. He stated that the list of articles to be placed on the consent agenda were 2, 5, 9, 11, 12, 13, 14, 15, 17. He also asked that everyone be sure that they had a copy of the Town Meeting Amendment Handout.. As well, if voters forgot their Town Meeting Report at home to be sure to grab one at the check-in.

Town Moderator then went on to do a reading of the articles stating if persons wanting to hold or discuss any article simply say hold and if it was a simple question and could be answered easily we would do so otherwise they would be pulled from the "Consent Agenda Articles". Article 2 & 15 were removed from the Consent calendar.

***Those articles so declared passed by Consent by the Moderator. The motion was so moved, seconded and so declared passed by the necessary 2/3rds vote: Articles 5, 9, 11, 12, 13, 14, 17.***

***At approximately 7:35pm there were 304 registered voters in attendance and voting. By 8:38pm there were 338 registered voters in attendance and voting.***

## ARTICLE 1

### Report of the Master Plan Implementation Committee

The Moderator declared it a vote that the Town hear the report of the Master Plan Implementation Committee. Chairman Laura Anne Yates gave the report to the Town Meeting Body.

## ARTICLE 2

### Bills of Prior Years

*[9/10ths vote required]*

Declared a unanimous vote by the Town Moderator, satisfying the 9/10ths requirement that the Town will transfer from available funds a sum of \$3,294.57 to pay unpaid bills from prior fiscal years as listed below.

FY	Vendor	Description	Amount	Charge to:
2023	Amazon Capital Services	DPW Safety Supplies	\$ 30.99	01420520-54300

2023	Amazon Capital Services	DPW Mower Supplies	\$ 489.93	01420520-54300
2023	Amazon Capital Services	Events/Supplies	\$ 1,064.66	21055200-57800-SPEC
2023	Coastal Medical Billing	Ambulance Billing	\$1,708.99	01220520-530000
	Total:		<b>\$3,294.57</b>	

**ARTICLE 3**  
**Electronic Voting Equipment**

Passes by the necessary majority vote with one person voting in the negative that the Town will appropriate **\$21,035** (Twenty-One Thousand Thirty-Five Dollars) to purchase electronic voting equipment, software, and any related expenses.

**ARTICLE 4**  
**Supplemental FY2024 Capital Items**  
*[2/3rds vote required]*

Town Moderator declared a 2/3rds vote and so declared passed that the Town appropriate **\$440,000** (Four Hundred Forty Thousand Dollars) to be expended by the departments identified below for capital projects and purchases, as described below; and to fund such appropriation, by a transfer of **\$440,000** (Four Hundred Forty Thousand Dollars) from the Capital Stabilization Fund.

**ARTICLE 5**  
**Rescind Unused Borrowing Authorizations**

The motion was moved, seconded and so declared passed by the necessary 2/3rds vote on the Consent Calendar that the Town will rescind the borrowing authorizations for the following articles and un-issued amounts:

<b>Town Meeting Vote</b>	<b>Project</b>	<b>Authorization</b>	<b>Amount Issued</b>	<b>Total to be Rescinded</b>
05/04/2015 STM Article 7	Roadway Improvements	\$1,000,000.00	\$0.00	\$1,000,000.00
10/28/2019 STM Article 13	Library Construction	\$13,100,000.00	\$13,091,900.06	\$8,099.94
10/18/2020 STM Article 15	Ambulance Purchase	\$225,000.00	\$0.00	\$225,000.00

**ARTICLE 6**  
**Ambulance Vehicle Replacement**  
*[2/3rds vote required]*

So declared passed by unanimous vote to appropriate **\$425,000** (Four Hundred Twenty-Five Thousand Dollars) to be expended by the Fire Department for a Type 1 Ambulance, equipment and accessories, and associated costs and any related expenses. Said appropriation to be funded with a transfer of **\$250,000** (Two Hundred Fifty Thousand Dollars) from the Ambulance Receipts Fund, and **\$175,000** (One Hundred Seventy-Five Thousand Dollars) from the Capital Stabilization Fund.



**ARTICLE 7**  
**Supplemental Appropriation**  
**Shaker Lane Elementary School**

Passed by necessary majority so declared a vote by the Town Moderator to transfer from the Fiscal Year 2024 General Fund Budget to the Select Board – Other Expenses (01122520-578000) **\$385,000** (Three Hundred Eighty-Five Thousand Dollars) for the purpose of funding a Feasibility Study, Design, and Construction at the Shaker Lane Elementary School, located at 35 Shaker Lane, Littleton, in addition to the costs approved for the same project under article 23 of the 2022 Annual Town Meeting, including the payment of all costs incidental or related thereto, and for which Littleton may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of [the Shaker Lane School Building Committee]. Littleton acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs Littleton incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of Littleton, and that the amount raised and appropriated pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Littleton and the MSBA.

**ARTICLE 8**  
**Overlay Reserve Transfer to Capital Stabilization Fund**

Unanimously voted, the motion carries and the Moderator declared it a vote to transfer from the Overlay Reserve Account, **\$4,000,000** (Four Million Dollars) to the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, for the purpose of funding any capital-related project, pieces of capital equipment, or debt service payment related thereto.

**ARTICLE 9**  
**Overlay Reserve Transfer**  
**Community Preservation Act Recreation Reserve**

A vote of the Town on the Consent Calendar Articles, the motion was moved, seconded and so declared passed by the Moderator, pursuant to M.G.L. c.44B, §3(b½), to transfer **\$400,000** (Four Hundred Thousand Dollars) from the Overlay Reserve Account to the Community Preservation Act Recreation Reserve.

**ARTICLE 10**  
**Supplemental Appropriations**  
**Amend Fiscal Year 2024 Community Preservation Act Budget**

Town Moderator stated it was a clear 2/3rds vote and so declared it a vote that the Town will amend Article 11 as voted at the Annual Town Meeting on May 1, 2023 and raise and appropriate, transfer from available funds, or borrow an additional **\$792,000** (Seven Hundred Ninety-Two Thousand Dollars) including all incidental or related costs for the following three additional projects:

- Appropriate **\$50,000** (Fifty Thousand Dollars) from the Community Preservation Act Historic Resources Reserve for window painting and rehabilitation at the Houghton Memorial Building.
- Appropriate **\$8,000** (Eight Thousand Dollars) from the Community Preservation Act Historic Resources Reserve for the preservation of Town records.

- Appropriate **\$734,000** (Seven Hundred Thirty-Four Thousand Dollars) to design and construct tennis courts at Littleton High School for recreation purposes under the Community Preservation Act and to fund such design and construction, that **\$400,000** (Four Hundred Thousand Dollars) be appropriated from Community Preservation Act Fund balance and that **\$334,000** (Three Hundred Thirty-Four Thousand Dollars) be borrowed by the Treasurer, who is authorized with the approval of the Select Board, to issue any bonds or notes that may be necessary for that purpose, as authorized by General Laws Chapter 44B, § 11, or any other general or special law, for a period not to exceed the maximum number of years authorized by law.

## **ARTICLE 11**

### **Senior Center Stabilization Fund**

So moved, seconded and declared a 2/3<sup>rd</sup> vote and passed by the necessary 2/3rds vote on the Consent Calendar that the Town voted to appropriate and transfer from the Senior Center Stabilization Fund \$231,949.16 (Two Hundred Thirty-One Thousand, Nine Hundred Forty-Nine Dollars and Sixteen Cents) for the construction and related costs for the Senior Center/Center on Shattuck Street project.

## **ARTICLE 12**

### **Amend FY2024 Revolving Funds**

### **Parks, Recreation and Community Education Revolving Fund**

So moved, seconded and declared passed on the Consent calendar that the Town voted to amend the vote taken at the May 1, 2023 Annual Town Meeting to raise the limit on the total amount that may be spent from the Parks, Recreation and Community Education Revolving Fund to **\$1,300,000** (One Million Three Hundred Thousand Dollars) for Fiscal Year 2024.

## **ARTICLE 13**

### **Sewer Betterment Program**

So moved, seconded and declared passed on the Consent calendar that the Town raise and appropriate from available funds to the Sewer Enterprise Fund Operating Budget **\$82,252** (Eighty-Two Thousand Two Hundred Fifty-Two Dollars) to cover the cost of the Town's Sewer Betterment Program for Fiscal Year 2024.

## **ARTICLE 14**

### **Elder and Human Services Sampson Fund**

So moved, seconded and declared passed on the Consent calendar that the Town support the transfer of **\$6,000** (Six Thousand Dollars) from the Bradford Sampson Relief for Animals Fund to the Elder and Human Services Department for the purpose of supporting the Town's Animal Care Assistance Program.

## **ARTICLE 15**

### **Right of Way Takings – Foster Street**

*[2/3rds vote required]*

Stephen Jahnle, DPW Director, gave a presentation with regard to the Right of Way Takings and how we

got to this point. Through hand-count with the following information: Total Votes: 301, Yes votes: 209; No votes 92, votes needed to pass for 2/3rds requirement: 201, declared a vote by the Moderator that the Town authorize the Select Board to acquire, by gift, purchase, eminent domain or otherwise, easements in the parcels identified in a plan entitled “Massachusetts Department of Transportation Plan and Profile of Foster Street (Bridge No. L-13-017) in the Town of Littleton, Middlesex County 100% Submission Right of Way” prepared by Fuss & O’Neill dated October 21, 2022, revised June 2, 2023, which plan is available for inspection at the office of the Town Clerk, for the purpose of establishing a secure permanent public right of way that will allow for construction and roadway and sidewalk improvements, including drainage improvements, installation of granite and asphalt berms, signs, retaining walls, guardrails, pedestrian flashing beacons, lighting, grading, erosion control, utility poles, overhead wire, guy wires and related facilities, in connection with the reconstruction of Foster Street.

## **ARTICLE 16**

### **General Bylaw Amendments**

Unanimously voted and so declared a vote by the Moderator that the Town amend the General Bylaws as follows:

- (1) By striking Section 2 of Chapter 3 in its entirety and replacing it with a new Section 2 as shown:

Section 2. The Town Administrator shall report to the Select Board. The Town Administrator shall be appointed as follows:

- 1) The Select Board may appoint a Town Administrator Selection Committee (TASC). The TASC shall consist of 5 members as follows:

- a) Chair, a member of the Select Board, appointed by the Select Board.
- b) A member of the Finance Committee, appointed by the Finance Committee.
- c) A member of the School Committee, appointed by the School Committee.
- d) A member of the Personnel Advisory Committee, appointed by the Personnel Advisory Committee.
- e) A member at large with municipal management experience appointed by the Select Board.

- 2) Alternatively, the Select Board may, by supermajority vote, waive the appointment of a TASC if it is in the best interest of the Town to engage in an alternative method for a recruitment, screening or hiring process.

- (2) By striking the title of Article IV of Chapter 8 and inserting in place thereof: Board of Park and Recreation Commissioners.
- (3) By amending § 8-8 of Article IV of Chapter 8, as shown (additions indicated by underlining):

Pursuant to MGL C. 45, §§ 2 and 14, the Board of Park and Recreation Commissioners shall be an elected five-member Board.
- (4) By striking Article V of Chapter 8 in its entirety.
- (5) By striking Article IV of Chapter 13 in its entirety.

- (6) By amending Section 2 of Chapter 17, as shown (additions indicated by underlining and deletions indicated by strikethrough):

Section 2. The Director of Finance and Budget (DFB) shall also serve in the capacity of and have all the powers and duties presently vested in one of the following positions, as determined by the Town Administrator, subject to the approval of the Select Board:  
Town Accountant, ~~or~~ Treasurer/Collector, or Assistant Town Administrator.

- (7) By striking Chapter 46 in its entirety.

**ARTICLE 17**  
**Rescind Acceptance of State Statute**  
M.G.L. 94 § 236

So moved, seconded and declared passed on the Consent calendar that the Town rescind the vote of Town Meeting to accept the provisions of section 236 of Chapter 94 of the General Laws pertaining to “weighers of hay”.

**ARTICLE 18**  
Amend Zoning Bylaw  
**Firearms Business Zoning Bylaw**  
*[2/3rds vote required]*

Mark Montanari, Chairman of the Planning Board, stated that the Hearing was properly held. Moderator Goddard stated that the article passes by the necessary 2/3rds majority vote to amend the Zoning Bylaw, Section 173-244 “Termination of Special Permit” to read as follows:

**§ 173-244 ~~Termination~~ Revocation of Special Permit.**

- A. A special permit for a Firearms Business is not transferrable upon a sale, transfer, or assignment of the Firearms Business.
- B. If there is a change in the identity of the manager of the Firearms Business, the SPGA, the Building Commissioner, and the Select Board shall be notified of such change within thirty (30) days. Failure to comply with this provision shall **be cause for revocation of** ~~terminate~~ the special permit **by the SPGA.**
- C. A special permit for a Firearms Business shall be **subject to revocation by the SPGA** ~~terminated~~ for violating M.G.L. c. 140, §§ 122B, 130, or 131N, or similar laws in other states.
- D. Upon expiration or cancellation of the policy of insurance required by § 173-239.D(11), and if no additional insurance is obtained, the special permit shall be **subject to revocation by the SPGA** ~~terminated~~.
- E. **If a special permit is subject to revocation, the SPGA must send written notice to the Firearms Business. The SPGA must hold a public hearing at which the owner of the Firearms Business shall have an opportunity to be heard.**

Section 173-26.A, Use Regulation Schedule, “Firearm Business”

Uses	Districts					
	R	VC	KC	B	IA	IB
Firearm Business	N	N	N	<u>P</u> <u>N</u>	P	<u>N</u> <u>P</u>

*The Town Moderator, Timothy Goddard called a brief recess at 9:15PM for all to stretch and prepare for the last two questions of the evening. The Moderator called Town Meeting back to order at 9:27PM.*

<p align="center"><b>ARTICLE 19</b>  Amend Zoning Bylaw  <b>MBTA Communities Zoning Bylaw and Zoning Map Amendment</b></p>
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An amendment made on the Floor to §173-253 to read, with changes in red: C. The maximum building height is **3 stories with a maximum height of 35 feet** within a line parallel to and 300 feet from Foster St and **5 stories with a maximum height of 55 feet** for buildings sited between that line and the property line along Interstate Route 495. This amendment was so approved by Town Meeting and “taken as friendly advisement” by the Planning Board. The main body of the article was then back on the floor for a vote. This was a simple majority vote and we proceeded with a hand-count. Total votes 269; yes votes: 125; no votes 144 total needed to pass 135, the motion to amend Chapter 173, the Zoning Bylaws, failed.

1. Inserting in Section 173-22A(1) immediately below the existing entry for the Residence District (R), a new entry for the Littleton Station MBTA Communities Multi-family District (LSMFD).
2. Adding a new Article XXXIII, entitled Littleton Station MBTA Communities Multi-family District, as follows:

### **Article XXXIII Littleton Station MBTA Communities Multi-family District**

#### **§ 173-247. Purpose.**

The purpose of the Littleton Station MBTA Communities Multi-family District (LSMFD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

- A. Encourage the production of a variety of housing sizes and types to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
- B. Locate “missing middle” housing adjacent to the Foster Street Commuter Rail Station to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality;
- C. Encourage connections between the commuter rail station and a community multi-use (pedestrian and bicycle) path;
- D. Increase the municipal tax base through private investment in new residential developments; and



- E. Promote recommendations of the Littleton Master Plan and the Littleton Station Village Vision Plan

#### § 173-248. Applicability.

- A. This LSMFD is a district having a land area of approximately 10.75 +/- acres in size and is shown as “Proposed Lot 2” on the plan “Approval Not Required Subdivision Plan, Map R11 Lot 3, 245 Foster Street Littleton, Massachusetts” (Sheet 1 of 1) Prepared for SNS Foster, LLC by WSP USA, Inc. Dated October 2, 2023 and endorsed by the Planning Board on October 12, 2023, and on “Zoning Exhibit 245 Foster Street Littleton, MA” (Exhibit A) dated 10/13/2023. An applicant may develop multi-family housing located within this LSMFD in accordance with the provisions of this Article XXXIII.
- B. The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the LSMFD. Except as specifically provided for in this Article, the following sections of this Chapter do not apply to real property located within the LSMFD:
  - (1) Article VI Intensity of Use Regulations
  - (2) §173-16 et. seq. Site Plan Review
  - (3) § 173-32 Parking Requirements
  - (4) § 173-43 Screening
  - (5) Article XIX Open Space Development
  - (6) Article XX Shared Residential Driveways
  - (7) Should the provisions of this Article conflict with those found elsewhere in this Chapter, the provisions of this Article shall apply.

#### § 173-249. Definitions

For the purposes of this Article XXXIII only, the following definitions apply:

- A. **Access Drive, Principal.** The paved way that allows vehicular access from the public street to building, driveways, and parking areas on the lot. The primary access drive may be constructed on an easement or as a subdivision way.
- B. **Applicant.** A person, business, or organization that applies for a building permit, or Site Plan Review, or Special Permit.
- C. **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
- D. **Building.** A structure with a roof and walls and used or intended for supporting or sheltering any use or occupancy.
- E. **Development standards.** Provisions of § 173-255. General performance standards and criteria made applicable to projects within the LSMFD.
- F. **Lot.** A continuous parcel of land, in single or joint ownership, with legally definable boundaries. A lot may be accessed by frontage on a public right-of-way, a subdivision way, or access easement. (See Principal Access Drive).

- G. **Impervious Surface.** The percentage of lot area covered by buildings, structures, roofs, and impervious paving.
- H. **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
- I. **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
- J. **Parking, structured.** A building in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a building; or a vehicle parking area that is not underneath a building, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
- K. **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel and/or bike parking designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition and may be permitted by Site Plan approval.
- L. **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- M. **Section 3A.** Section 3A of the Zoning Act.
- N. **Site Plan Review Authority.** The Littleton Planning Board shall be the Site Plan Review Authority.
- O. **Special Permit Granting Authority.** The Special Permit Granting Authority shall be the Littleton Planning Board.

## **§ 173-250. Permitting.**

Site plan review by the Planning Board is required for the creation of, addition to, or substantial alteration of any structure or parking in the LSMFD, subject to § 173-255 General performance standards and criteria and § 173-258 Site Plan Review.

## **§ 173-251. Permitted Uses.**

- A. Residential
  - (1) Multi-family housing
  - (2) Uses exempt by statute (MGL C. 40 §3)
- B. Accessory Uses
  - (1) Roadside stands (agricultural)
  - (2) Home occupations
  - (3) Parking and parking structures in compliance with § 173-32
  - (4) Signs in compliance with Article VIII
  - (5) Solar panels installed above one or more parking spaces
  - (6) Bike storage

- (7) Other customary accessory uses to multi-family use, including but not limited to associated infrastructure such as wastewater treatment facilities

C. Within the LSMFD, multiple buildings and multiple uses are permitted on a single lot.

#### **§ 173-252. Concurrent review and granting of special permits.**

Applications for Special Permits for the Aquifer and Water Resource Districts (§ 173-257) and all other necessary special permits shall be submitted and reviewed concurrently with the site plan review process.

#### **§ 173-253. Dimensional Requirements.**

Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the LSMFD are as follows:

- A. The minimum lot area shall be zero.
- B. The minimum lot frontage shall be zero.
- C. The maximum building height is 35 feet or 3 stories within a line parallel to and 300 feet from Foster Street and 55 feet or 5 stories for buildings sited between that line and the property line along Interstate Route 495.
- D. The minimum front setback for a principal building from a Principal Access Drive shall be 10 feet.
- E. The maximum front setback for a principal building from a Principal Access Drive shall be 20 feet.
- F. The minimum setback from a side or rear property line is 30 feet.
- G. The maximum Impervious Surface is 50%.
- H. The minimum lot area per dwelling unit shall be 2,300 SF.
- I. **Exceptions.** The limitation on height of buildings shall not apply to roof-top mechanicals, and chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building. Roof-top mechanicals shall be screened.
- J. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority may waive the height and setbacks in this § 173-253 to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a substantial detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

#### **§ 173-254. Off-Street Parking**

Except for the parking requirements below, which are applicable to development in the LSMFD, all other provisions of Article VII Parking Requirements apply.

- A. **Number of parking spaces.** The following **maximum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures. Parking may be located on an adjacent lot provided that the parking is within 400 feet and is subject to appropriate easement

language to be recorded at the Registry of Deeds:

Use	Maximum Spaces
Multi-family	1.5 spaces per unit

- B. **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	0.25 spaces per unit

- C. **Bicycle storage.** For a multi-family building of 50 units or more, covered parking bicycle parking spaces shall be provided for no less than half the required bicycle spaces for that building.

#### § 173-255. General performance standards and criteria.

- A. Development standards in the LSMFD are applicable to all multi-family development within the LSMFD. These standards are components of the Site Plan Review process in § 173-258. Site Plan Review.
- B. Site Design.
- (1) **Connections.** Sidewalks shall provide a direct connection among building entrances, the sidewalk on the principal access drive, bicycle storage, and parking.
  - (2) **Multi-use Path.** The developer shall construct a multi-use path on the Lot subject to the grant of any and all governmental and private property owner consents and approvals. This path shall have a surface that is suitable for pedestrians and bicyclists and width that is no less than 10 feet, subject to the Wetlands Protection Act where applicable. The path shall connect the MBTA property to the proposed multi-use path adjacent to the development property that is to be constructed by the Town. The easement between the Grantor and the Town shall limit the use of the multi-use path to the purposes of walking, hiking, jogging, biking, and nature study. The Grantor of the easement shall have the benefit of the provisions of MGL Chapter 21, Section 17C. Any and all land dedicated to the Multi- Use Path shall continue to be counted towards satisfaction of all dimensional requirements in the LSMFD.
  - (3) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.
  - (4) **Screening for Parking.** Surface parking adjacent to a sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
  - (5) **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.

- (6) **Plantings.** Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- (7) **Lighting.** Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.
- (8) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened.
- (9) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- (10) **Stormwater management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, the Littleton Stormwater Management and Erosion Control Regulations, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

C. Buildings: General.

- (1) **Position relative to Principal Access Drive.** The primary building shall have its principal façade and entrance facing the Principal Access Drive.
- (2) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

D. Structures: Multiple Buildings on a lot.

- (1) Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- (2) A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
- (3) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- (4) The building(s) adjacent to the principal access drive shall have a pedestrian entry facing that access drive.
- (5) **Distances between principal buildings.** Principal buildings must be separated at the closest point between buildings based on the Wall Condition, which is defined as follows:



- **Wall to Wall.** Two walls of buildings face each other, and neither contains a window required by the Massachusetts Building Code applicable at the time of construction (“legally required window”).
- **Wall to Window.** Two walls of buildings face each other, and one contains a legally required window and the other does not.
- **Window to Window.** Two walls of buildings face each other, and both contain a legally required window.
- **Table of distances between buildings.**

Wall Condition	Building Height		
	Up to 35’	45’	55’
Wall to Wall	25’	30’	35’
Wall to Window	35’	40’	45’
Window to Window	45’	50’	55’

(6) To encourage clustering of buildings and preservation of open space, no building may be more than 80 feet from the nearest adjacent building.

- E. **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.
- F. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.
- (1) Surface parking. Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the Public Access Drive.
  - (2) Integrated garages. The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
  - (3) Parking structures. Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.
- G. **Design Guidelines.** The Site Plan Review Authority may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the LSMFD. Such Design Guidelines must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.
- H. **Waivers.** Upon the request of the Applicant and subject to compliance with the Compliance

Guidelines, the Site Plan Review Authority may waive by majority vote the requirements of this section, § 173-255 in the interests of design flexibility, including topographical changes and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the LSMFD.

#### **§ 173-256. Affordability Requirements.**

- A. **Applicability.** The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
- B. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

#### **§ 173-257. Relationship to Aquifer and Water Resource District.**

- A. The purpose of this section is to balance environmental constraints in Littleton's Aquifer and Water Resource District with appropriate development near the commuter rail station. The entire LSMFD is located within the Water Resource Zoning Overlay District;
- B. The permitted uses listed in § 173-251 are allowed within the LSMFD, including areas within the Water Resource Zoning Overlay District;
- C. Within the LSMFD, the maximum impervious surface allowed is 60% by special permit. Calculation of Impervious Surface shall not include the Multi-Use path. To grant the Aquifer and Water Resource District special permit for the additional impervious surface, the Applicant must demonstrate that the criteria of § 173-62.B has been met and that the development incorporates current Massachusetts Department of Environmental Protection (MassDEP) best management practices for stormwater management, and the Storm Water Quality Control and Storm Water Quality Practices outlined in the Town of Littleton Low Impact Design / Best Management Practices Manual. Further, for projects that propose an increase in impervious area, 100% of the runoff from the increase in impervious area shall be infiltrated onsite for up to a 10-year storm event, such that the volume and rate of runoff for the proposed project shall not increase from the pre-development condition.

#### **§ 173-258. Site Plan Review**

- A. **Applicability.** Site Plan Review is required for all projects in the LSMFD. An application for Site Plan Review shall be reviewed by the Site Plan Review Authority for consistency with the purpose and intent of § 173-247 through § 173-257.
- B. **Submission Requirements.** As part of any application for Site Plan Review for a project within the LSMFD submitted under § 173-251 through § 173-257, the Applicant must submit the following documents to the Site Plan Review Authority:
  - (1) Application and fee for Site Plan Review.
  - (2) Site plans that show the boundaries of the lot(s), existing and proposed topography, position of existing and proposed building(s) on the site, points of vehicular access to and from the site and vehicular circulation on the site and service entries, walkways, stormwater

management, utilities, park or recreation areas, and landscape treatments, including any screening of adjacent properties.

(3) Elevations of the building(s) showing the architectural design of the building.

(4) All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered

in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Site Plan Review Authority.

(5) Narrative of compliance with the applicable design standards of this Article.

C. **Timeline.** Site Plan Review should begin within 30 days of the submission of a complete application and should be completed expeditiously. The site plan review authority may, when appropriate, seek the input of other municipal boards or officials, and any peer review deemed necessary. In general, site plan review should be completed no more than 6 months after the submission of the application.

D. **Site Plan Review and Approval.** Site Plan approval for uses listed in § 173-251. Permitted Uses shall be granted upon determination by the Site Plan Review Authority that the Applicant has submitted the required fees and information as set forth in Municipality's requirements for a Building Permit and Site Plan Review; and the project as described in the application meets the development standards set forth in § 173-255. General performance standards and criteria. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.

The Planning Board shall approve a site plan only upon its determination of the following:

(1) Internal circulation and egress are such that traffic safety is protected, and access via minor streets servicing single-family homes is minimized.

(2) Visibility of parking areas from public ways and residences is minimized, and lighting of these areas avoids glare on adjoining properties;

(3) Major topographic changes or removal of existing trees is minimized;

(4) Adequate access to each structure for fire and service equipment is provided;

(5) Utilities and drainage in the vicinity either are or will be made adequate.

(6) Methods of stormwater control and treatment as outlined in the Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition) are utilized to the maximum extent practicable.

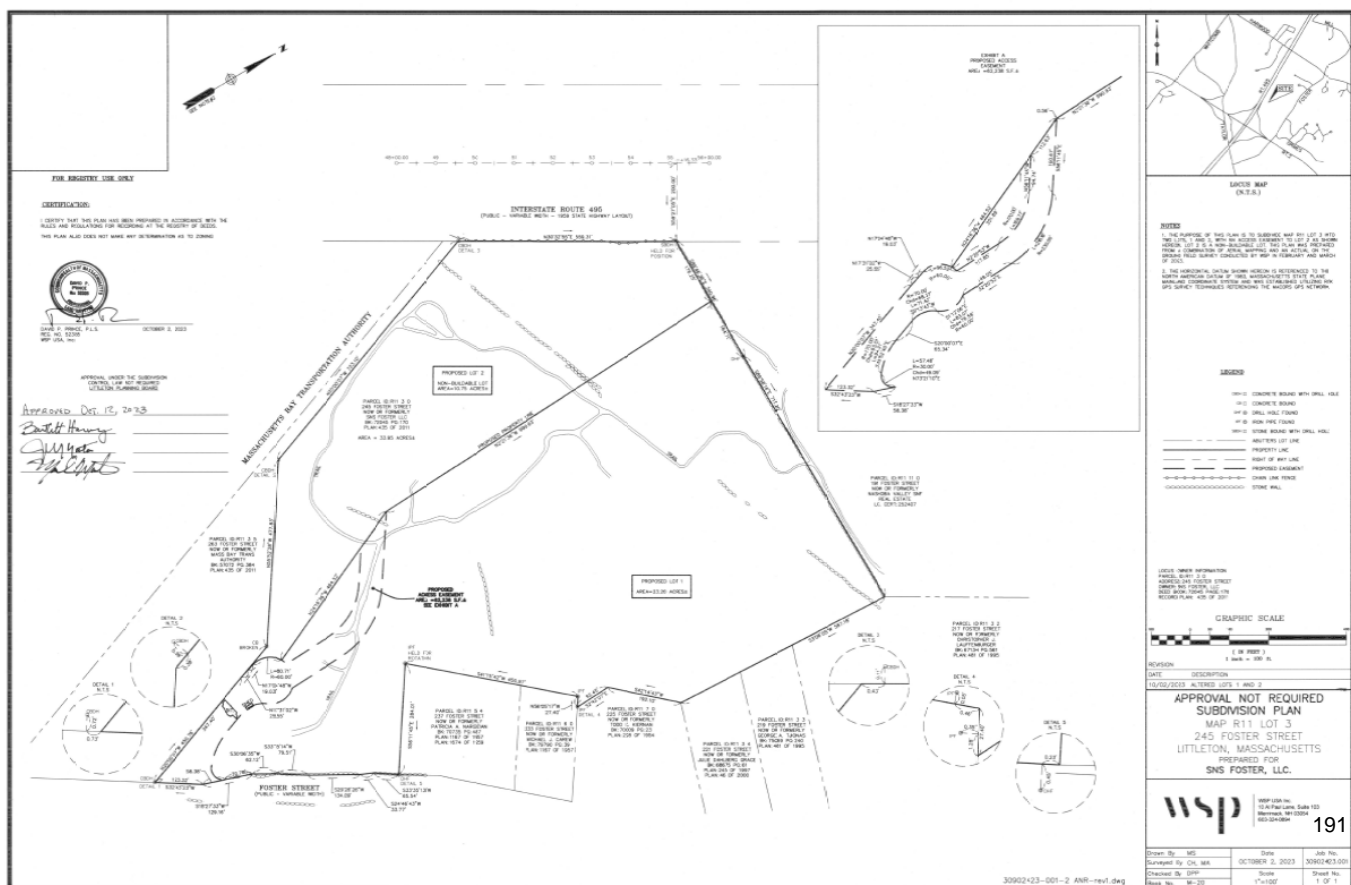
E. **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of § 173-256 Affordability Requirements.

### § 173-259. Severability.

If any provision of this Article XXXIII is found to be invalid by a court of competent jurisdiction, the remainder of Article XXXIII shall not be affected but shall remain in full force. The invalidity of any provision of this Article XXXIII shall not affect the validity of the remainder of the Town of Littleton's Zoning.

3. Re-zoning the parcel shown as "Proposed Lot 2" on the plan of land entitled "Approval Not Required Subdivision Plan, Map R11 Lot 3, 245 Foster Street Littleton, Massachusetts" (Sheet 1 of 1) Prepared for SNS Foster, LLC by WSP USA, Inc. Dated October 2, 2023 and endorsed by the Planning Board on October 12, 2023, and on "Zoning Exhibit 245 Foster Street Littleton, MA" (Exhibit A) dated 10/13/2023, from the Industrial A Zoning District to the Littleton Station MBTA Communities Multi-family District.
4. Amending the Zoning Map to show the parcel shown as "Proposed Lot 2" on the plan of land entitled "Approval Not Required Subdivision Plan, Map R11 Lot 3, 245 Foster Street Littleton, Massachusetts" (Sheet 1 of 1) Prepared for SNS Foster, LLC by WSP USA, Inc. Dated October 2, 2023 and endorsed by the Planning Board on October 12, 2023, and on "Zoning Exhibit 245 Foster Street Littleton, MA" (Exhibit A) dated 10/13/2023, as within the Littleton Station MBTA Communities Multi-family District, and to include said "Zoning Exhibit 245 Foster Street Littleton, MA" (Exhibit A) dated 10/13/2023 as part of the Zoning Map.
5. Amending Article XXXI. King Street Common Zoning District, §173-227, Applicability, by inserting a new Section C to read as follows:
  - C. The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
    - (1) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

and by re-lettering the existing Section C as D to account for said addition provided for above.





**ARTICLE 20**  
**Appropriation & Borrowing Authorization**  
**Purchase of Webster Property**

Through hand-count with the following information: Total Votes 284, Yes votes 177; No votes 107; 2/3rds votes needed to pass 189, the motion fails by not reaching the 2/3<sup>rd</sup> necessary to appropriate the sum of **\$1,400,000** (One Million Four Hundred Thousand Dollars), for the purpose of purchasing the Webster Property, so called, and for cost incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Select Board, is hereby authorized to borrow the sum of **\$1,400,000** under and pursuant to Chapter 44, Section 7 of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, further, that said appropriation is contingent upon the receipt and acceptance by the Select Board of a Notice of Conversion and Right of First Refusal pursuant to MGL Chapter 61, § 8, and that the Select Board is authorized to enter into a contract or contracts for said purpose.

*Before looking for a motion to adjourn the Moderator, Timothy Goddard, thanked all those who helped to make this another successful Town Meeting. At that the Moderator looked for a motion to dissolve, it was so moved, seconded and unanimously voted to dissolve. The Town Meeting was declared dissolved at 1156PM.*

**A TRUE COPY:**

**ATTEST: Diane Crory, Town Clerk**