

# TOWN OF LITTLETON, MASSACHUSETTS



# 2022

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2022*

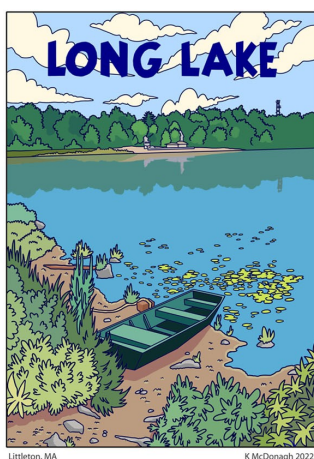
The Annual Town Report is compiled by the

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)

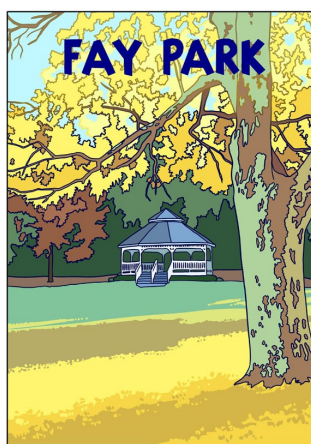
TOWN OF LITTLETON

ANNUAL REPORT



Littleton, MA

K McDonagh 2022



Littleton, MA

K McDonagh 2022



Littleton, MA

K McDonagh 2022

## Cover Art

Cover art is provided by Katherine McDonagh, a senior at Littleton High School. In 2022 Katherine was awarded a perfect score for her AP Art Portfolio. Only 300 out of 19,000 students earned this distinction worldwide. She has also won gold and silver medals at the Massachusetts Scholastic Art Competitions for her paintings, drawings, art portfolio and personal essays. One of her portraits was also selected to be featured in an episode of the SkyArts 'Portrait Artist Of The Year' online challenge in 2020. Katherine likes to explore heritage and identity through her work and will be studying Studio Art and English at college. She recently exhibited her work at Reuben Hoar Library.

Katherine also runs an art business. She accepts portrait commissions and sells poster prints of her images of Littleton. Commissions have included a portrait of the actor Barry Ward used for the movie poster for the 2022 BAFTA nominated short film Punch Drunk. Information can be found on her website along with images of her artwork.

Katherine McDonagh Art  
[katherinemcdonagh.com](http://katherinemcdonagh.com)





### TOWN SEAL OF LITTLETON

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

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

### STUDENT ART

Throughout the Annual Report, we have pictures drawn by students of Ms. Hemmis art class from the Russell Street School showing their creativity and incredible art work.

### 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 Glencross, 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 Sally Ann Bowers, Pauline (Polly) Byrne, Sandra (Sandy) DeFreest, Mildred (Millie) McGovern, Megan (Meg) Fraser Romilly, and Eric A. Turner. This year we are including special recognition for a non-resident, Edward H. Howard, Jr. for his exemplary contributions to the Littleton Community.

DEDICATION



Sally Ann Bowers

Sally Ann Bowers was a very special woman and a lifelong resident of Littleton. Sally started her adult life on the right foot, having graduated from Littleton High in 1947 as the valedictorian of her class. After college, she became a teacher while raising her family here in Littleton.

Sally made history in Littleton as the first woman to work on the Zoning Board of Appeals (ZBA). She first worked as ZBA clerk and then as a board member. She was also a member of Historical Society; volunteering her time at the Historical Society Building (known as the old Reuben Hoar Library) sharing the history of Littleton with all those that visited.

For well over fifteen years she contributed to the election process. She not only assisted as a board of registrar, but she volunteered with checking-in voters. Sally also helped at elections with hand-counting until the wee hours of the morning.

Sally’s volunteering will be missed, as will she.



# DEDICATION



Pauline (Polly) Byrne

Polly Byrne was a woman dedicated to family, friends, and those she was about to make her friends. She always put everyone’s needs ahead of her own. The Towns-people were graced with an old farm in the Mannion Road area that many of us knew as Dell Dale Farm. Polly was the co-owner with her husband Tom and that farm served this community for decades with pride, integrity, and love.

Polly was a nurse for more than a decade, including a Public Health Nurse, home health nurse, and school nurse; showing service before self. As a second grade teacher and kindergarten school teacher for 19 years in the Littleton School system she touched many lives. Many families that are still in Littleton today remember Polly Byrne as one of their favorite elementary school teachers. She was a kind and gentle woman to all.

After retiring from teaching, she decided to become a flight attendant to show that she could do it all and that age was no factor. Once she retired from being a flight attendant she went on to use her spare time to volunteer for hospice, where her nursing career helped to ease the pain of those that needed it at the end of their life. Her gentle caring way was how she did that.

American Breast Cancer Association, March of Dimes, and Meals on Wheels were all recipients of Polly’s volunteerism. Littleton was a better Town for having Polly as a resident for so many years. She will surely be missed.

## DEDICATION



Sandra (Sandy) DeFreest

Sandra (Sandy) DeFreest was a resident for over 44 years, a simple woman that didn't like to be in the limelight.

In Littleton, many will remember her as a very special bus driver for over fifteen years that greeted them with a smile and special treats at different times of the year. She was known for her costumes, most especially her clown outfits.

Sandy also ran a home daycare for Littleton children; helping to care for and shape those lives. Their love for her as well as her love for them is what made it work.

Sandy enjoyed volunteering for the Littleton Boosters. She helped at the "snack shack", the clothing drives, and anything that was called for to help the athletes.

In her spare time, Sandy knitted scarves and hats for those in need. Many a recipient was grateful for the beauty and warmth of her masterpieces.

Her caring and loving heart will be missed. Thank you Sandy!

## DEDICATION



Mildred (Millie) McGovern

A lifetime of giving and service is how Millie McGovern will be remembered; gone too soon for sure. In Littleton, we look to volunteers for survival and Millie was bar none one of those people. Starting early in her girls' lives she was a troop leader for them to prove "service before self" and instilled that in them.

Millie was one of the two founding members of the Littleton Tiger Boosters for our athletes, starting her work volunteering for all Littleton athletes. You could find her at the football game ticket booth on Friday nights, the ice hockey games in Groton, and collecting ticket money at both boys' and girls' basketball games. She was named best athletic supporter by student athletes and a banner was purchased in her honor.

She was a Littleton Rotarian, which promotes service before self, and that was Millie's "mo" throughout her life, as was stated earlier. As a Rotarian, she became the promoter of the holiday bazaar. Anyone that ever attended the bazaar knew that they would meet Millie and if they wanted to purchase a table/space it was Millie that they needed to contact.

She was named resident of the year on fox news Friday and many residents came out to celebrate Millie's life at the Littleton Middle School as she was honored that day.

Millie was a part of each of the big celebrations for Littleton's anniversaries. For the 250<sup>th</sup> anniversary, Millie was a member of the committee to promote and hold the celebration. And for the 300<sup>th</sup> which was held in 2014, Millie was on the general committee and served as the Grand Marshall.

Millie served as a matron for the LPD for many years and as crossing guard until her passing; including being at her post the day before her death. Millie also served as an election warden for over 15 years, on the Housing Authority from 2017 – 2022, the Affordable Housing Trust from 2018 – 2022, and LCTV from 2017 – 2019.

To say that Millie loved this Town is an understatement and to say that this Town loved her is the same. Millie is truly missed by all of us.



## DEDICATION



Margaret (Meg) Fraser Romilly

Margaret (Meg) Fraser Romilly was a very special person in the hearts of many friends and family. As a young lady, Meg worked at Crotched Mountain assisting children with special needs; and said she found the work very rewarding. She loved helping those whom she knew needed it and accepted this mission without hesitation.

Most recently before her passing, she helped with Meals on Wheels as well as in the COA kitchen, loving every minute of working with the elderly. She would visit the elderly at the Lifecare Center of Littleton extending her witty sense of humor, kindness, and compassion. Always looking for ways to help the elderly and those in need, she would give them rides and pick things up for them when they were in need. Quite often she would spend her own money to help because that is what she felt was “the right thing to do.”

Meg gave 27 years to the town of Littleton as she worked at the LELWD as an operations assistant. She loved this town and its residents and served them in any way possible. Always in our hearts, thank you for all that you did for Littleton, we will miss you!

## DEDICATION



Eric A. Turner

Eric Turner, a resident of Littleton, served this community with pride as he served in the US Military, graduating from the US Naval Academy in '63, the Vietnam War, and then on the USS Wright.

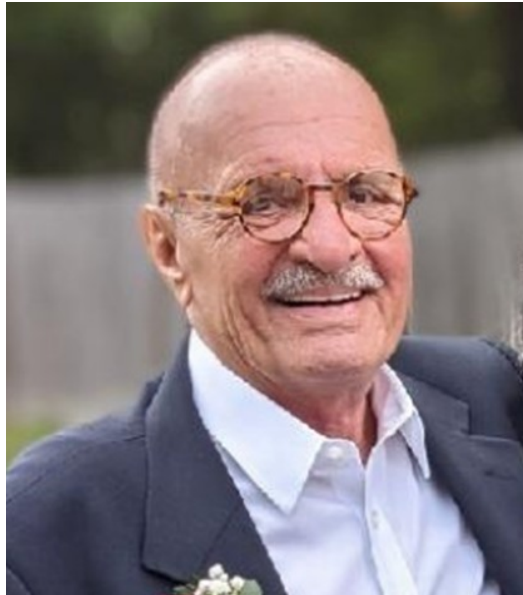
After retiring from the Navy, Eric received a Master's in Education from Tufts. He first taught for a short while in Reading, Massachusetts before he and his family moved to Littleton. Eric became a teacher here in Littleton and served our students for over 30 years as their Mathematics teacher. He always found a way to help his students, including going the extra mile and staying late many afternoons for those that sought his help. He helped to shape the minds of so many of the young students in Littleton. His family was also known for housing and assisting many exchange students throughout the years.

Eric also taught Littleton youth them to be team players by coaching them in soccer and then wrestling. He was so serious about making sure that wrestling was going in the right direction that he organized the Massachusetts Interscholastic Wrestling Officials' Association, and served as secretary, treasurer, and then president. He also drew up the constitution for the Association.

After his retirement, he volunteered for Elder and Human Services where he called BINGO, Littleton Seniors' favorite pastime, and sometimes he distributed the prizes, which our Seniors always looked forward to winning.

Eric Turner was a mind shaper and never wanted to be idle. Eric's dedication to the Town will be missed by many.

## SPECIAL RECOGNITION



Edward H. Howard, Jr.

Many will remember the name of Edward H Howard, Jr when thinking of those that donated to so many here in Littleton. His donations came from his ownership of the well-known “Ed’s Weenies”, a hot dog cart that could be found on the property of Gary’s Farmstand on route 119. People came from near and far to enjoy his cuisine.

Even though Ed wasn’t a Littleton resident, he treated it like his second home. Many have benefited from his donations to the schools, the Elder and Human Services, and the library. Ed was the one that promoted a campaign for “Books for Kids” and was featured on WCVB Channel 5’s – Five for Good.

Ed was a member of the Nashoba Valley Chorale and the membership grew to over 100 during his tenure as president. Littleton has truly benefited from all that Ed has done over the years for this group.

Ed’s life will be remembered by what he did for others and how he promoted everyone. He will certainly be missed.







# TOWN OF LITTLETON

## ANNUAL REPORT 2022

### GENERAL GOVERNMENT

- Select Board 1
- Town Administrator Message 3
- Town Counsel 5
- Human Resources 7

### FINANCE & BUDGET

- Town Accountant 9
- Town Treasurer 21
- Commissioner of Trust Funds 45
- Assessor 49
- Tax Collector 51

### INSPECTIONAL SERVICES

- Land Use (Building, Electric, Plumbing/Gas) 53
- Board of Health 57

### PUBLIC SAFETY

- Fire Department 61
- Police Department 65

### PUBLIC WORKS AND UTILITIES

- Highway Department (DPW) 73
- Electric Light Department 75
- Water Department 79

### LEISURE SERVICES

- Elder & Human Services 81
- Littleton Community Television 85
- Parks, Recreation & Community Education 89
- Reuben Hoar Library 97
- Veterans Services 103



## OUR SCHOOLS

• Superintendent's Report	105
• High School	111
• Middle School	115
• Russell Street School	117
• Shaker Lane School	119

## COMMITTEES & COMMISSIONS

• Town Boards & Committees Listing	123
• Cemetery Commission	127
• Clean Lakes Committee	129
• Community Preservation Committee	133
• Conservation Commission	135
• Historical Commission	139
• Littleton Affordable Housing Trust	141
• Littleton Cultural Council	145
• Permanent Municipal Building Committee	147
• Planning Board	149
• School Committee	151
• Zoning Board of Appeals	153

## ELECTED TOWN OFFICIALS 155

## ELECTED FEDERAL & STATE OFFICIALS 157

## APPOINTED TOWN OFFICIALS 159

## PHONE LISTING 161

## ART & PHOTOS FROM RESIDENTS 163

## TOWN CLERK— Statistics, Results of Elections & 169

## Town Meeting Warrant Votes 175

## Annual & Special Town Meeting Results 199





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

2022 presented Littleton with unprecedented opportunities for future growth and change, as well as continued challenges. We saw generosity and teamwork from our residents and Town employees. The Select Board began its year with two new members, creating goals to align with Littleton's Master Plan: economic growth, sensibly planned development, affordable housing, and conservation of open space.

Although COVID has largely subsided, some of the economic challenges will continue to affect the Town for the next few years. It has been a difficult environment for local businesses, to be sure. And while some revenues are down, 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.

The planning for 550 King St, the former site of the IBM Campus, continues. The development, which will likely take 7-10 years to fully complete, includes residential buildings close to 495, and commercial buildings along King St. Adoption of Form Based Code in the common area will help to ensure that all developments there are attractive, accessible, and pedestrian friendly. The intention is to gradually transform our Common from an area dominated by cars to a destination more attractive to pedestrians and retail.

In addition, plans for our sewer system, which have been in progress for years, are coming to fruition. The combination of 550 King St. and the sewer has the potential to transform our Common area into a pleasant walkable and attractive combination of retail, commercial, and open space.

Now that the Library has moved into its beautiful new building, Town Offices at Shattuck St. are getting a much-needed reorganization. The recently created Land Use department (Building Commissioner, Town Planner, and Conservation Agent) have moved into the downstairs of the old library, and Parks and Rec is temporarily using the top two floors to provide programming to residents.

Management of the Nagog Hill Orchard, which has not been productive for several years, was given back to the Town at the beginning of the year. The Nagog Hill Orchard Working group was formed, with an eye towards finding a new lessee who would maintain the orchard and use it to its full potential. We anticipate signing a lease in the near future with a tenant who will revitalize the orchard, and we're excited to see what comes next.

The Select Board oversaw the renovation of the WWI memorial, the potential sale and development of 12 Robinson Road with a Historic Preservation Restriction, ongoing planning for a new Senior Center, and the purchase of the Indian Hill Music Center building, adjacent to the High School, which will provide much needed space for town and school offices.

Respectfully submitted,

Charles DeCoste,  
Gary Wilson  
Matthew Nordhaus  
Mark Rambacher  
Cindy Napoli

We, as a Board, are indebted to the Town Employees who continue to work hard to support the Town's goals and aspirations. We are inspired charitable giving which we see at almost every Select Board meeting, and the support that our first responders, EHS, and many other Town organizations offer to our residents. And we are thankful to be able to serve and represent the people of our home.



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, the Director of Finance & Budget, 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, alongside members of the Select Board, for all the Town's unions.

### 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 new Senior Center Building will break ground in spring 2023, adjacent to the Reuben Hoar Library on the Littleton Town Hall campus. The Town Administrator's Office has been working closely with the Owner's Project Manager (OPM) and the Department of Elder and Human Services (EHS) on refining the building design and construction bidding documents.
- Procurement procedures were established with the Finance Director. A Town-wide Department procurement training was conducted on August 16, 2022. In addition, the State Operational Services Division (OSD) provided training to Town Departments on statewide contracts and utilizing the state COMMBUYS site in September 2022.
- The Town was awarded the Government Finance Officers Association (GFOA) Budget Award for the Fiscal Year 2022 budget. This is the second consecutive year the Town has received this distinguished award in budget excellence.
- 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 1st place in Category 2 (population 5,000 – 12,499) for the Massachusetts Municipal Association's (MMA) 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 report's practical utility. Winners are recognized and given a plaque during an awards ceremony at the MMA Annual Meeting and Trade Show.
- The Town Administrator's Office hired a new Assistant Town Administrator, Ryan Ferrara, in July 2022.
- Successfully managed the May 2022 Annual Town Meeting and November 2022 Special Town Meeting processes.

**DEPARTMENTAL GOALS**

**Staff/Departments** – Regularly working towards ensuring that employees have manageable work/life balance. Support the important work of our Departments and the projects that they are working on.

**Retirements, On-Boarding, Training** – Provide the resources and direction to new Town staff to ensure their success.

**Finances** – Continue to support Littleton’s Operating and Capital budget processes, as part of the Town Financial Team, consistent with the Town’s Financial Management Policy. Bring a budget to the Annual Town Meeting with the recommendation of the Select Board, Finance Committee, Town Administrator, and Finance Director. Coordinate with Department Heads to resolve their capital requests/hiring requests with an explanation of, recommend/do not recommend for each one.

**Major Project Planning** - Work in partnership with Town Boards/Committees and Town Department Heads to successfully implement larger scale projects. Notable initiatives the Town Administrator’s Office will be working on over the next year will include construction of the Senior Center, purchase and rehabilitation of the former Indian Hill Music School, developing a plan for replacement of the Shattuck Street tennis courts with the pending construction of the Senior Center, supporting the Town Center sewer construction project, facilitating municipal related needs associated with the prospective redevelopment efforts at 550 and 410 Great Road and support of the Massachusetts School Building Authority (MSBA) sponsored Shaker Lane Elementary School renovation project.

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 2022 judicial and administrative appeals:

1. 168 AYER ROAD, LLC v. LITTLETON PLANNING BOARD, et al. Middlesex Superior Court No. 2181-CV-00176 L1.
2. ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 02-MISC-281893. An action seeking a declaration that the three-year freeze on the Board of Health's new regulations is tolled during the pendency of litigation against the Town. This case has been inactive since 2003.
3. DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a 35 year old definitive subdivision plan. The case has been inactive since 1996.
4. ZAJAC v. KELLY, Mass. District Court Case No. 0448CV0371. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. This case has been inactive since March 2005.
5. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 1781CV02814. The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act, for a homeowner to install a new septic system and well, upgrade an existing driveway, and possibly expand an existing cottage (subject to further approval by the Commission). In this case, abutters to the property have appealed the Commission's decision under the local bylaw. In November 2022, the Superior Court issued an Order and Judgment affirming the Conservation Commission permits. A notice of appeal has been filed by the abutters.
6. CONCORD v. LITTLETON WATER DEPARTMENT, Land Court No. 18 MISC 000596 and SJ for Suffolk County No. SJ-2018-0572. Under an 1884 statute, Littleton has a superior right to use water from Nagog Pond as a municipal water supply source, notwithstanding the Town of Concord's historic use of those same waters. These cases concern Littleton's exercise of its superior rights and Concord's attempts to stop Littleton from doing so. In the Land Court case, Concord has sued Littleton arguing that the 1884 statute has been superseded by the newer Water Management Act providing for State regulation of water withdrawals over 100,000 gallons. That case remains pending. The Supreme Judicial Court has ordered that a related proceeding by Littleton to fix any damages required to be paid to Concord for using Nagog Pond's waters may go forward after the Land Court case is resolved.
7. JUSTINE STEDMAN v. LITTLETON BOARD OF HEALTH, Middlesex Superior Court No. 18-3555. In November 2018, the Board of Health held a public meeting and subsequently approved a variance to allow fill within 10 feet of a property



line, in connection with siting a septic system. In this case, an abutting property owner is seeking judicial review of that decision in an action against both the Board of Health and the variance applicant. The case remains pending in the Middlesex Superior Court.

8. KENNETH and JODI MACDONALD v. LITTLETON BOARD OF HEALTH, Middlesex Superior Court No. 1881CV03391. In September 2018, the Board of Health held a public meeting and subsequently approved a variance to allow fill within 10 feet of a property line, in connection with siting a septic system and retaining wall. An abutting property owner is seeking judicial review of that decision in an action against both the Board of Health and the variance applicant. The case remains pending in the Middlesex Superior Court. This involves the same private parties and property involved in the fourth matter described above.
9. 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. A notice of appeal has been filed by the abutters.
10. HOMELIT REALTY TRUST v. LITTLETON PLANNING BOARD, Middlesex Superior Court No. 2081CV01860.
11. BOARD OF SELECTMEN et al. v. MATTHEW FIELD et al., Middlesex Superior Court No. 20-1157.
12. MATTHEW FIELD et al. v. LITTLETON ZONING BOARD OF APPEALS, Middlesex Superior Court No. 2081CV01686.
13. ED MULLEN, LITTLETON BUILDING COMMISSIONER v. NAGOG FRUITERS, INC., Middlesex Superior Court No. 2081CV06606. Dismissed.
14. M&M REALTY v. LITTLETON PLANNING BOARD, Land Court No. 22 MISC 000287. This case, filed in the Land Court, regarded a dispute by the holder of a special permit over the applicability of a permit condition addressing the marketing of affordable housing units. This case was resolved by an agreement between the Planning Board and M&M Realty to amend the special permit. The case was dismissed by agreement of the parties.
15. M&M REALTY v. LITTLETON ZBA, Land Court No. 22 MISC 000489. Matthew and Michael Field, as Trustees of M&M Realty, appealed the Building Commissioner's denial of a building permit for exclusive use area 19/20 Dean Lane in the Couper Farm development. On August 31, 2022, the Zoning Board of Appeals denied the petition and upheld the Building Commissioner. This case is an appeal to the Land Court of the Zoning Board's decision and includes a breach of contract claim against the Planning Board. M&M Realty alleges that an enforceable agreement with the Planning Board exists under which renovations to the farmhouse in the development would count towards the affordable housing requirement under the special permit for the Couper Farm development. As such, M&M Realty claims that it does not have to construct 19/20 Dean Lane as an affordable unit. M&M Realty and the Town are engaged in settlement discussions and this case remains active.

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

*Thomas J. Harrington  
Miyares and Harrington LLP  
Littleton Town Counsel*

## HUMAN RESOURCES

### **ADMINISTRATION AND STAFF**

Michelle A. Vibert, Human Resources Director

Brianna Wojtas, HR Generalist/Benefits Administrator

### **WEBSITE**

<https://www.littletonma.org/human-resources>

### **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://www.littletonma.org/human-resources/pages/employment-opportunities>. We strive to reach the most appropriate candidate pool and therefore will also post on 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.

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).

### **Accomplishments of 2022**

With the support of the Select Board, former Personnel Board, Finance Committee, and Town Administrator, the Human Resources Department has successfully become an individual 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. 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.

### **Goals for 2023**

The Human Resources Department is focusing on auditing and reconciling the full suite of current benefits. We are fully engaged in implementing more functions of the Employee Self Service system through MUNIS, such as attendance/time off requests, time entry, employee contact information changes, and the MUNIS HR module. The department will move towards applicant tracking through the MUNIS system and complete all ACA functions in house using MUNIS. We are working to improve the pre-employment process and continuing to centralize functions. The Human Resources Department is transferring 1 FTE from the budget to the Treasurer's Office to create a new position; Payroll Benefits Coordinator. This position will help streamline processes and procedures that overlap in both departments.

## Statistical Data

### Town of Littleton Hires in 2022

#### HUMAN RESOURCES DEPARTMENT

EMPLOYEE NAME	DEPARTMENT	HIRE DATE	EMPLOYEE NAME	DEPARTMENT	HIRE DATE
Caid Neenan	Accounting	6/6/2022	Matthew Ahearn	Littleton Water	11/21/2022
Hanna Axon	Assessor	11/1/2022	Kelsey Genetti	Parks and Recreation	5/16/2022
Ian Heffernan	Cemetery	10/31/2022	Hannah Adley	Parks and Recreation	5/11/2022
Paul Brown	Community Education	6/15/2022	Stella Austin	Parks and Recreation	5/12/2022
Alexander Delorenzo	Community Education	6/14/2022	Sidney Babers	Parks and Recreation	5/12/2022
Connor MacNeil	Community Education	6/14/2022	Linnea Blaine	Parks and Recreation	7/19/2022
Andrew Milner	Community Education	6/14/2022	Tyler Castillo	Parks and Recreation	5/12/2022
Richard Powderly	Community Education	6/14/2022	Daniel Christmas	Parks and Recreation	5/12/2022
Victoria Rouleau	Community Education	5/2/2022	Linnea Dacchille	Parks and Recreation	9/26/2022
Samantha Murnane	Dispatch	10/20/2022	Haley Freund	Parks and Recreation	5/9/2022
Peter McGowan	Elder and Human Services	9/26/2022	Jason Frisoli	Parks and Recreation	5/1/2022
Samuel Palmer	Elder and Human Services	3/23/2022	Jameson Hegarty	Parks and Recreation	5/13/2022
Alicia Rego	Elder and Human Services	8/15/2022	Payson Hornbeck	Parks and Recreation	5/12/2022
Zachary Clancy	Fire Department	8/15/2022	Christopher Kazanjian	Parks and Recreation	10/6/2022
Robert Connor	Fire Department	4/25/2022	Thomas Kinney	Parks and Recreation	5/12/2022
Stephanie Dondero	Fire Department	8/8/2022	Karrington Kivlin	Parks and Recreation	5/12/2022
Daniel Root	Fire Department	3/28/2022	Jenna Marcopul	Parks and Recreation	5/12/2022
Gregory Stump	Fire Department	10/24/2022	Colin Murphy	Parks and Recreation	5/27/2022
Calvin Rambacher	Fire Department	8/15/2022	James Ray	Parks and Recreation	1/1/2022
Timothy Pearson	Land Use & Buildings	7/11/2022	Landyn Schiering	Parks and Recreation	9/29/2022
Brenda Pelletier	Land Use & Buildings	6/27/2022	Zachary Slavinsky	Parks and Recreation	5/12/2022
Michael Conboy	Reuben Hoar Library	12/19/2022	James Ferreira	Police Department	11/21/2022
Jennifer Hamilton	Reuben Hoar Library	8/1/2022	John Janakos	Police Department	10/26/2022
James Taber	Reuben Hoar Library	10/11/2022	Danielle Nicolo	Police Department	7/19/2022
Erin Trainor	Reuben Hoar Library	10/11/2022	Warren O'Brien	Police Department	8/15/2022
Christopher Austermann	Littleton Electric Light	3/28/2022	Bryan Fox	Public Works	5/31/2022
Ryan Dame	Littleton Electric Light	3/14/2022	Stephen Jahnle	Public Works	3/7/2022
Brady Decoste	Littleton Electric Light	12/26/2022	William MacFadgen	Public Works	4/30/2022
Deborah Demauro	Littleton Electric Light	1/3/2022	Jarrett Ober	Public Works	5/16/2022
Joshua Deterra	Littleton Electric Light	10/17/2022	Ryan Ferrara	Town Administrator's Office	7/18/2022
Brian Grimes	Littleton Electric Light	9/12/2022	Kimberly Prehl	Town Clerk's Office	1/3/2022
Philip Peloquin	Littleton Electric Light	10/3/2022	Rebecca Cain	Treasurer's Office	9/6/2022

## DEPARTMENT DESCRIPTION

The Mission of the Finance Department Accounting Office is to protect the Town's financial interests and ensure that Town resources are expended and received in accordance with generally accepted accounting principles (GAAP), the governmental accounting standards board (GASB), according to local bylaws, Massachusetts General Laws, Federal Laws and sound internal controls. The Finance Department is comprised of three divisions: Accounting, Assessing, and Treasury/Collector, all overseen by the Chief Finance Officer/Director of Finance & Budget/Town Accountant.

The Finance Department, under the direction of the Chief Financial Officer/Director of Finance & Budget/Town Accountant, is responsible for the oversight, integrity, planning, and reporting of the Town's operating and capital finances. The Chief Finance Officer/Director of Finance & Budget/Town Accountant and Assistant Finance Director/Treasurer prepare the Town's annual budget to ensure the budget is aligned with the Select Board's goals and comply with all federal, state, local and government finance officers' association (GFOA) requirements. The Chief Financial Officer/Director of Finance & Budget/Town Accountant is responsible for the coordination of the annual independent audit and financial reporting. Charged with maintaining and examining all financial records, the Accounting Office provides Town officials and the public with a transparent, complete, and accurate statement of the Town's financial condition to facilitate the effective management of the Town.

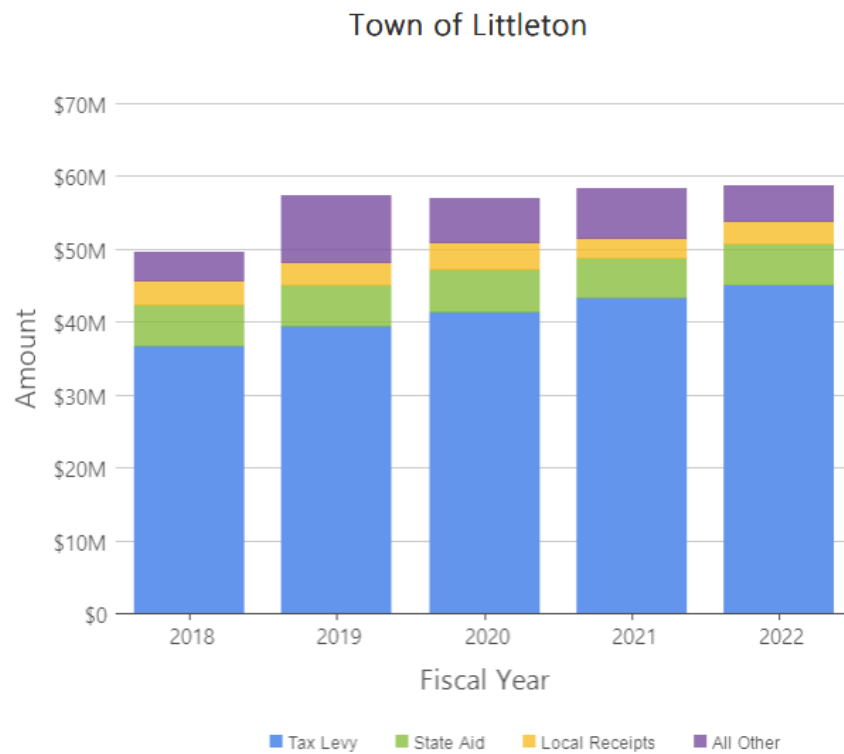
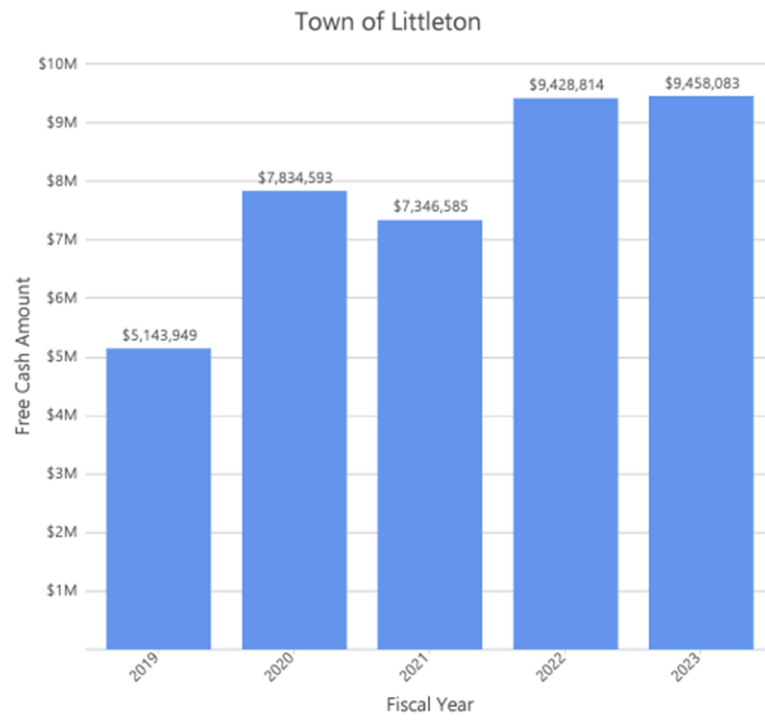
## MAJOR ACCOMPLISHMENTS

The Balance Sheet was done and submitted to DLS October 13, 2022 and Free Cash was certified October 27, 2022. In addition, updated comprehensive 10-year capital plan for FY24 funding \$1.7M in capital requests using Free Cash. Tax rate informational hearing was held on November 21, 2022 and public hearing on December 5, 2022. Schedule-A submitted November 30, 2022; worked in tandem with Interim-Treasurer/Collector and Town Administrator's Office on the FY24 Operating Budget and Capital Plan; this was the first time the Town Administrator participated in the budget as it has historically been done by Finance and the Finance Committee. Overseeing conversion of the Chart of Accounts to be in compliance with the Uniform Massachusetts Accounting System (UMAS) & Department of Elementary and Secondary Education (DESE) End of Year (EOY) Reporting. Preparing for Munis Upgrade to go live end of fiscal 2023 or possibly the beginning of fiscal 2024. Cross training staff on proper procedures and controls in compliance with Massachusetts

Finance Laws. Ensure documentation for all accounting entries is attached to each journal entry and uploaded. Departmental Budget Training & guidance on budgeting and utilizing Munis Budgeting Tool. Added new accounts lines in conformance with UMAS to aide in transparent and accurate budgeting

## DEPARTMENTAL GOALS

- Reorganize and prioritize filling key positions within the Finance department. Hiring a new financial analyst in accounting as high priority to reconcile grants and act as a backup to the assistant town accountant for better efficiencies.
- Streamline budget process for departments with additional training and utilizing a web based platform.
- Increased documentation for all special revenue funds including award letter, contract, or minutes of acceptance.
- Additional Munis training for department heads on Tyler Enterprise Resource Management (ERP) System Continued roll-out of Modules in Munis including but not limited to Munis Cashiering at the transfer station and in the treasurer's office, general billing for departments to track outstanding receivables, and possible use of the human resource module.



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

<i>Functional Area Department</i>	<i>FY2022 Actual</i>	<i>FY2023 Budget</i>
<b><u>GENERAL GOVERNMENT</u></b>		
<b>TOWN REPORT / TOWN MEETING</b>		
Expenses	<u>24,026</u>	<u>30,866</u>
<b>Total TOWN REPORT / TOWN MEETING</b>	24,026	30,866
<b>MODERATOR</b>		
Expenses	<u>0</u>	<u>100</u>
<b>Total MODERATOR</b>	0	100
<b>SELECTMEN</b>		
Salaries & Wages	13,761	14,000
Expenses	18,395	30,800
MAGIC/MAPC Assessments & Grant Match	<u>0</u>	<u>0</u>
<b>Total SELECTMEN</b>	32,156	44,800
<b>TOWN ADMINISTRATOR</b>		
Salaries & Wages	374,918	390,659
Expenses	<u>27,846</u>	<u>20,500</u>
<b>Total TOWN ADMINISTRATOR</b>	402,764	411,159
<b>FINANCE COMMITTEE</b>		
Salaries & Wages	702	800
Expenses	<u>180</u>	<u>500</u>
<b>Total FINANCE COMMITTEE</b>	882	1,300
<b>RESERVE FUND</b>		
Expenses	<u>0</u>	<u>295,000</u>
<b>Total RESERVE FUND</b>	0	295,000
<b>TOWN ACCOUNTANT</b>		
Salaries & Wages	201,099	291,129
Expenses	<u>27,297</u>	<u>70,250</u>
<b>Total TOWN ACCOUNTANT</b>	228,396	361,379
<b>AUDIT</b>		
Expenses	<u>44,000</u>	<u>0</u>
<b>Total AUDIT</b>	44,000	0
<b>ASSESSOR</b>		
Salaries & Wages	199,237	223,071
Expenses	<u>36,758</u>	<u>46,125</u>
<b>Total ASSESSOR</b>	235,995	269,196
<b>TREASURER</b>		
Salaries & Wages	237,028	256,503
Expenses	<u>10,027</u>	<u>23,575</u>
<b>Total TREASURER</b>	247,055	280,078
<b>TAX COLLECTOR</b>		
Salaries & Wages	83,906	85,144
Expenses	<u>22,331</u>	<u>37,050</u>
<b>Total TAX COLLECTOR</b>	106,237	122,194

TOWN ACCOUNTANT



<i>Functional Area</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b>TOWN COUNSEL</b>		
Expenses	<u>348,729</u>	<u>260,000</u>
<b>Total TOWN COUNSEL</b>	348,729	260,000
<b>HUMAN RESOURCES</b>		
Salaries & Wages	148,508	202,728
Expenses	<u>119,957</u>	<u>180,600</u>
<b>Total HUMAN RESOURCES</b>	268,465	383,328
<b>INFORMATION SYSTEMS</b>		
Salaries & Wages	179,190	182,752
Expenses	<u>440,204</u>	<u>468,000</u>
<b>Total INFORMATION SYSTEMS</b>	619,394	650,752
<b>TAX TITLE</b>		
Expenses	<u>1,009</u>	<u>16,000</u>
<b>Total TAX TITLE</b>	1,009	16,000
<b>TOWN CLERK</b>		
Elected Salaries	90,563	94,595
Salaries & Wages	27,338	60,085
Expenses	<u>3,230</u>	<u>8,050</u>
<b>Total TOWN CLERK</b>	121,131	162,730
<b>ELECTIONS &amp; REGISTRATIONS</b>		
Salaries & Wages	1,112	4,000
Expenses	<u>11,815</u>	<u>21,000</u>
<b>Total ELECTIONS &amp; REGISTRATIONS</b>	12,927	25,000
<b>CONSERVATION COMMISSION</b>		
Salaries & Wages	48,117	92,394
Expenses	<u>2,293</u>	<u>17,150</u>
<b>Total CONSERVATION COMMISSION</b>	50,410	109,544
<b>PLANNING BOARD</b>		
Salaries & Wages	108,697	0
Expenses	<u>2,269</u>	<u>4,370</u>
<b>Total PLANNING BOARD</b>	110,966	4,370
<b>APPEALS BOARD</b>		
Salaries & Wages	4,454	0
Expenses	<u>83</u>	<u>1,400</u>
<b>Total APPEALS BOARD</b>	4,537	1,400

<i>Functional Area Department</i>	<i>FY2022 Actual</i>	<i>FY2023 Budget</i>
<b>LAND USE</b>		
Salaries & Wages	0	287,086
Expenses	<u>0</u>	<u>2,080</u>
<b>Total LAND USE</b>	0	289,166
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,859,079</b>	<b>3,718,362</b>
<b><u>PUBLIC SAFETY</u></b>		
<b>POLICE</b>		
Salaries & Wages	2,035,629	2,368,259
Expenses	<u>135,823</u>	<u>187,000</u>
<b>Total POLICE</b>	2,171,452	2,555,259
<b>FIRE / EMS DEPARTMENT</b>		
Salaries & Wages	1,837,936	1,900,272
Expenses	<u>182,754</u>	<u>272,815</u>
<b>Total FIRE / EMS DEPARTMENT</b>	2,020,690	2,173,087
<b>DISPATCH</b>		
Salaries & Wages	577,015	681,587
Expenses	<u>0</u>	<u>1,500</u>
<b>Total DISPATCH</b>	577,015	683,087
<b>BUILDING DEPARTMENT</b>		
Salaries & Wages	306,446	177,043
Expenses	<u>8,082</u>	<u>11,330</u>
<b>Total BUILDING DEPARTMENT</b>	314,528	188,373
<b>EMERGENCY MANAGEMENT</b>		
Expenses	<u>3,361</u>	<u>6,575</u>
<b>Total EMERGENCY MANAGEMENT</b>	3,361	6,575
<b>CROSSING GUARDS</b>		
Salaries & Wages	<u>4,590</u>	<u>5,000</u>
<b>Total CROSSING GUARDS</b>	4,590	5,000
<b>CANINE CONTROL</b>		
Expenses	<u>34,408</u>	<u>36,000</u>
<b>Total CANINE CONTROL</b>	34,408	36,000
<b>TOTAL PUBLIC SAFETY</b>	<b>5,126,044</b>	<b>5,647,381</b>

<i>Functional Area</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b><u>PUBLIC WORKS</u></b>		
<b>DPW - HIGHWAY</b>		
Salaries & Wages	795,023	871,070
Expenses	<u>87,990</u>	<u>237,760</u>
<b>Total DPW - HIGHWAY</b>	883,013	1,108,830
<b>ROADWAY REPAIRS</b>		
Expenses	<u>740,106</u>	<u>826,800</u>
<b>Total ROADWAY REPAIRS</b>	740,106	826,800
<b>PARKS</b>		
Salaries & Wages	156,751	180,710
Expenses	<u>62,019</u>	<u>77,000</u>
<b>Total PARKS</b>	218,770	257,710
<b>SNOW &amp; ICE</b>		
Salaries & Wages	107,914	68,000
Expenses	<u>400,896</u>	<u>132,000</u>
<b>Total SNOW &amp; ICE</b>	508,810	200,000
<b>TRANSFER STATION</b>		
Salaries & Wages	145,689	151,240
Expenses	<u>366,322</u>	<u>298,500</u>
<b>Total TRANSFER STATION</b>	512,011	449,740
<b>STREET LIGHTING</b>		
Expenses	<u>13,638</u>	<u>18,200</u>
<b>Total STREET LIGHTING</b>	13,638	18,200
<b>DPW - WASTEWATER/STORM WATER MGT</b>		
Expenses	<u>246,550</u>	<u>361,861</u>
<b>TOTAL WASTEWATER/STORM WATER MGT</b>	246,550	361,861
<b>B&amp;M CROSSING</b>		
Expenses	<u>2,806</u>	<u>3,000</u>
<b>Total B&amp;M CROSSING</b>	2,806	3,000
<b>LANDFILL CLOSURE</b>		
Expenses	<u>0</u>	<u>0</u>
<b>Total LANDFILL CLOSURE</b>	0	0
<b>CEMETERY DEPARTMENT</b>		
Salaries & Wages	128,082	195,854
Expenses	<u>10,284</u>	<u>15,750</u>
<b>Total CEMETERY DEPARTMENT</b>	138,366	211,604
<b>TOTAL PUBLIC WORKS</b>	<b>3,264,070</b>	<b>3,437,745</b>

<i>Functional Area Department</i>	<i>FY2022 Actual</i>	<i>FY2023 Budget</i>
<b><u>HEALTH &amp; HUMAN SERVICES</u></b>		
<b>HEALTH DEPARTMENT</b>		
Salaries & Wages	20,040	83,588
Expenses	<u>100</u>	<u>10,800</u>
<b>Total HEALTH DEPARTMENT</b>	20,140	94,388
<b>NASHOBA ASSOCIATED BOARD OF HEALTH</b>		
Expenses	<u>26,573</u>	<u>0</u>
<b>Total NASHOBA BOARD OF HEALTH</b>	26,573	0
<b>ANIMAL INSPECTOR</b>		
Salaries & Wages	<u>0</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>	0	0
<b>NURSING SERVICES</b>		
Expenses	<u>12,126</u>	<u>10,000</u>
<b>Total NURSING SERVICES</b>	12,126	10,000
<b>MENTAL HEALTH SERVICES</b>		
Expenses	<u>16,000</u>	<u>0</u>
<b>Total MENTAL HEALTH SERVICES</b>	16,000	0
<b>ELDER AND HUMAN SERVICES</b>		
Salaries & Wages	235,821	327,032
Expenses	<u>17,190</u>	<u>52,885</u>
<b>Total ELDER AND HUMAN SERVICES</b>	253,011	379,917
<b>VETERANS AGENT</b>		
Salaries & Wages	8,086	8,209
Expenses	<u>1,304</u>	<u>11,910</u>
<b>Total VETERANS AGENT</b>	9,390	20,119
<b>VETERAN BENEFITS</b>		
Expenses	<u>111,855</u>	<u>175,000</u>
<b>Total VETERAN BENEFITS</b>	111,855	175,000
<b>DISABILITY COMMISSION</b>		
Expenses	<u>0</u>	<u>1,200</u>
<b>Total DISABILITY COMMISSION</b>	0	1,200
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>449,095</b>	<b>680,624</b>

TOWN ACCOUNTANT

<i>Functional Area</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b><u>CULTURE AND RECREATION</u></b>		
<b>REUBEN HOAR LIBRARY</b>		
Salaries & Wages	541,448	600,368
Expenses	<u>133,142</u>	<u>177,250</u>
<b>Total REUBEN HOAR LIBRARY</b>	674,590	777,618
<b>PARKS AND RECREATION</b>		
Salaries & Wages	0	200,540
Expenses	<u>0</u>	<u>43,040</u>
<b>Total PARKS AND RECREATION</b>	0	243,580
<b>PATRIOTS DAY</b>		
Expenses	<u>0</u>	<u>0</u>
<b>Total PATRIOTS DAY</b>	0	0
<b>MEMORIAL DAY</b>		
Expenses	<u>405</u>	<u>750</u>
<b>Total MEMORIAL DAY</b>	405	750
<b>HISTORICAL COMMISSION</b>		
Expenses	<u>190</u>	<u>4,480</u>
<b>Total HISTORICAL COMMISSION</b>	190	4,480
<b>CULTURAL COUNCIL</b>		
Expenses	<u>5,600</u>	<u>4,100</u>
<b>Total CULTURAL COUNCIL</b>	5,600	4,100
<b>SUSTAINABILITY COMMITTEE</b>		
Expenses	<u>0</u>	<u>0</u>
<b>Total SUSTAINABILITY COMMITTEE</b>	0	0
<b>SHADE TREE COMMITTEE</b>		
Expenses	<u>2,373</u>	<u>5,000</u>
<b>Total SHADE TREE COMMITTEE</b>	2,373	5,000
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>683,158</b>	<b>1,035,528</b>

<i>Functional Area</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b><u>OTHER GENERAL GOVERNMENT</u></b>		

**MUNICIPAL BUILDING COMMITTEE**

Salaries & Wages	514	5,000
Expenses	<u>9,900</u>	<u>20,000</u>
<b>Total MUNICIPAL BUILDING COMMITTEE</b>	10,414	25,000

**PUBLIC BUILDINGS**

Salaries & Wages	66,189	69,531
Expenses	<u>495,212</u>	<u>518,100</u>
<b>Total PUBLIC BUILDINGS</b>	561,401	587,631

**PROPERTY & LIABILITY INSURANCE**

Expenses	<u>425,733</u>	<u>500,000</u>
<b>Total PROPERTY &amp; LIABILITY INSURANCE</b>	425,733	500,000

**CENTRAL COMMUNICATIONS**

Expenses	<u>118,752</u>	<u>115,000</u>
<b>Total CENTRAL COMMUNICATIONS</b>	118,752	115,000

**FUEL**

Expenses	<u>181,677</u>	<u>155,000</u>
<b>Total FUEL</b>	181,677	155,000

<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>1,297,977</b>	<b>1,382,631</b>
---------------------------------------	------------------	------------------

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

Education	<u>22,645,758</u>	<u>23,050,247</u>
<b>Total LITTLETON SCHOOL DEPARTMENT</b>	22,645,758	23,050,247

**TECHNICAL SCHOOL EXPENDITURES**

Education	<u>672,115</u>	<u>738,406</u>
<b>Total TECHNICAL SCHOOL EXPENDITURES</b>	672,115	738,406

<b>TOTAL EDUCATION</b>	<b>23,317,873</b>	<b>23,788,653</b>
------------------------	-------------------	-------------------



<i>Functional Area Department</i>		<i>FY2022 Actual</i>	<i>FY2023 Budget</i>
<b><u>EMPLOYEE BENEFITS</u></b>			
<b>EMPLOYEE/RETIREE BENEFITS</b>			
Unemployment		44,250	100,000
Medicare		373,393	421,165
Life Insurance		19,603	24,000
Short/Long Term Disability		15,274	23,000
Medical / Health Insurance		4,006,834	5,111,510
County Retirement		2,443,511	2,757,015
Longevity		0	0
Other		18,650	22,000
Tuition Reimbursement		0	0
Workers Comp Insurance		<u>190,345</u>	<u>203,000</u>
<b>Total EMPLOYEE/RETIREE BENEFITS</b>		7,111,860	8,661,690
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>7,111,860</b>	<b>8,661,690</b>
<b><u>DEBT SERVICE</u></b>			
<b>710 LONG TERM DEBT</b>		3,061,738	3,054,872
<b>720 SHORT TERM DEBT</b>		<u>252,741</u>	<u>500,000</u>
<b>Total DEBT SERVICE</b>		3,314,479	3,554,872
<b>TOTAL DEBT SERVICE</b>		<b>3,314,479</b>	<b>3,554,872</b>

<i>Functional Area</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Actual</i>	<i>Budget</i>
<b><u>TRANSFERS TO/FROM GENERAL FUND</u></b>		

**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: Oak Hill Cell Tower		
To: Debt Service	(28,175)	
Transfer In - From: Newtown Hill Cell Tower		
To: Debt Service		
Transfer In - From: Bond Premium		
To: Debt Service	(32,535)	(15,321)
Transfer In - From: Debt Exclusion		
Stabilization		
To: Debt Service	(178,320)	(300,000)
Transfer In - From: Community Preservation		
To: Debt Service	(76,138)	(73,775)
<b>Total TRANSFERS INTO GENERAL FUND</b>	<b>(857,442)</b>	<b>(931,370)</b>

**TRANSFERS OUT OF GENERAL FUND**

Transfer Out - OPEB Trust Fund	1,961,465	2,575,985
Transfer Out - Recreation Enterprise	245,000	
<b>Total TRANSFERS OUT OF GENERAL FUND</b>	<b>2,206,465</b>	<b>2,575,985</b>

**FUNDING SUMMARY**

Salaries & Wages	8,685,803	10,078,249
Expenses	17,626,424	20,616,569
Education	<u>23,317,873</u>	<u>23,788,653</u>
<b>Total Operating Budget</b>	<b>49,630,100</b>	<b>54,483,471</b>
Transfers into General Fund	<u>(857,442)</u>	<u>(931,370)</u>
<b>Net Operating Budget</b>	<b>48,772,658</b>	<b>53,552,101</b>

## TOWN OF LITTLETON, MASSACHUSETTS

**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

	General Fund	Library Project	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 28,357,804	\$ 254,666	\$ 2,475,754	\$ 13,426,374	\$ 44,514,598
Investments	4,636,064	-	-	3,157,014	7,793,078
Receivables, net of allowance for uncollectibles:					
Property taxes	1,303,343	-	-	12,118	1,315,461
Tax liens and deferrals	732,511	-	-	-	732,511
Departmental and other	263,920	-	-	340,345	604,265
Intergovernmental	13,200	1,168,951	-	121,732	1,303,883
<b>Total Assets</b>	<b>35,306,842</b>	<b>1,423,617</b>	<b>2,475,754</b>	<b>17,057,583</b>	<b>56,263,796</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>\$ 35,306,842</b>	<b>\$ 1,423,617</b>	<b>\$ 2,475,754</b>	<b>\$ 17,057,583</b>	<b>\$ 56,263,796</b>
<b>Liabilities</b>					
Warrants and accounts payable	\$ 2,968,729	\$ -	\$ 5,759	\$ 256,478	\$ 3,230,966
Accrued payroll and withholdings	2,573,392	-	-	117,665	2,691,057
Unearned revenue	-	-	-	1,423,070	1,423,070
Other liabilities	319,395	-	-	32,390	351,785
Bond anticipation notes payable	-	2,319,000	-	-	2,319,000
<b>Total Liabilities</b>	<b>5,861,516</b>	<b>2,319,000</b>	<b>5,759</b>	<b>1,829,603</b>	<b>10,015,878</b>
<b>Deferred Inflows of Resources</b>					
Unavailable revenues - property taxes	2,035,854	-	-	12,118	2,047,972
Unavailable revenues - other	263,920	-	-	290,007	553,927
<b>Total Deferred Inflows of Resources</b>	<b>2,299,774</b>	<b>-</b>	<b>-</b>	<b>302,125</b>	<b>2,601,899</b>
<b>Fund Balances</b>					
Nonspendable	-	-	-	1,217,758	1,217,758
Restricted	55,167	-	2,469,995	13,708,097	16,233,259
Committed	5,569,078	-	-	-	5,569,078
Assigned	5,708,123	-	-	-	5,708,123
Unassigned	15,813,184	(895,383)	-	-	14,917,801
<b>Total Fund Balances</b>	<b>27,145,552</b>	<b>(895,383)</b>	<b>2,469,995</b>	<b>14,925,855</b>	<b>43,646,019</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 35,306,842</b>	<b>\$ 1,423,617</b>	<b>\$ 2,475,754</b>	<b>\$ 17,057,583</b>	<b>\$ 56,263,796</b>

## Treasurer's Report

### Outstanding Bond Debt as of June 30, 2022

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				
<u>Sub Total - Light Department Debt</u>		NONE	-	-
<u>Water Department</u>				
12/7/2012	Water Tank - refunding	652,000.00	55,000.00	1/15/2023
3/29/2018	Nashoba Rd - refunding	87,000.00	15,000.00	3/15/2023
8/1/2014	Capital Improvements Well #2	118,300.00	50,000.00	8/15/2026
2/1/2010	Water Capital Improvements	191,088.00	61,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	100,000.00	8/15/2031
8/1/2014	Well #2 Design	194,700.00	120,000.00	8/15/2033
8/1/2014	Water Capital Improvements	274,200.00	170,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	2,405,000.00	8/15/2034
6/24/2022	Cedar Hill Water Tank	2,715,000.00	2,715,000.00	6/15/2042
5/11/2021	Water Capital - PFAS	899,328.00	854,361.00	1/15/2041
5/18/2018	Water Betterment	803,900.00	640,000.00	5/15/2038
<u>Sub Total - Water Department Debt</u>		9,834,316.00	7,185,361.00	
<u>Sewer Department</u>				
6/24/2022	Land Acquisition - Sewer	1,435,000.00	1,435,000.00	6/15/2042
<u>Sub Total - Sewer</u>		1,435,000.00	1,435,000.00	
<u>Town Debt - Inside</u>				
12/7/2012	High School - refunding	3,833,000.00	135,000.00	1/15/2023
3/29/2018	Land Acquisition - Hartwell-refunding	145,000.00	30,000.00	3/15/2023
3/29/2018	Land Acquisition - Prouty-refunding	144,000.00	45,000.00	3/15/2024
5/22/2020	Land Acquisition - Lucy's Land-Bldg Renovation-Houghton Roof-refunding	44,000.00	30,000.00	5/1/2029
5/22/2020		78,000.00	61,000.00	5/1/2029
11/18/2021	Cobbs Land-refunding	117,000.00	117,000.00	11/15/2030
11/18/2021	Goldsmith Street-refunding	419,000.00	419,000.00	11/15/2030
4/13/2017	Septic Loan Program #3	282,674.00	222,963.00	1/15/2037
3/29/2018	Land Acquisition - Boxborough Rd	300,000.00	180,000.00	3/15/2028
3/29/2018	Alumni Field	2,355,000.00	1,420,000.00	3/15/2028
5/18/2018	Fire Station Construction	5,650,100.00	4,510,000.00	5/15/2038
5/22/2020	Library Construction	4,595,000.00	4,125,000.00	5/1/2040
1/18/2021	Library Design	1,327,500.00	1,327,500.00	11/15/2041
1/18/2021	Library Construction #2	1,170,000.00	1,170,000.00	11/15/2041
5/18/2018	Fire Station Construction	5,650,100.00	4,795,000.00	5/15/2038
5/22/2020	Library Design & Construction	4,595,000.00	4,360,000.00	5/22/2040
<u>Sub Total - Town Debt - Inside Prop 2 1/2</u>		20,460,274.00	13,792,463.00	

TREASURER

FINANCE AND BUDGET

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

Town Debt - Outside Prop 2 1/2

3/29/2018	Waste Water Treatment Fac-refunding	566,000.00	240,000.00	3/15/2025
3/29/2018	Middle School - refunding	3,235,000.00	1,745,000.00	3/15/2027
5/22/2020	Police Station Design-refunding	105,000.00	79,000.00	5/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	749,802.00	11/1/2028
5/22/2020	Police Station Construction-refunding	2,445,000.00	1,904,000.00	5/1/2029
11/18/2021	Russell St School - Design-refunding	78,000.00	78,000.00	11/15/2030
11/18/2021	Russell St School - Constr-refunding	2,093,500.00	2,093,500.00	11/15/2030

Sub Total - Town Debt - Out-  
side Prop 2 1/2

10,664,797.00

6,889,302.00

Total - Town Debt

31,125,071.00

20,681,765.00

Total - All Debt

42,394,387.00

29,302,126.00

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

Source

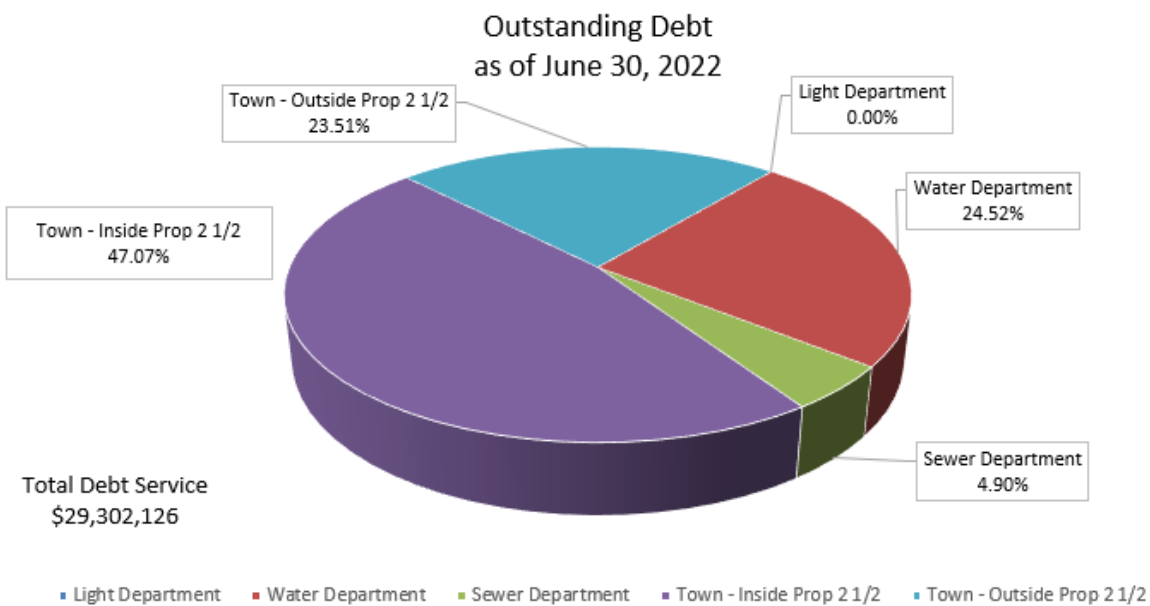
State	Shaker Lane	-
CPA Funds	Houghton Roof	61,000.00
CPA Funds	Land Acquisition - Lucy's Land	30,000.00
CPA Funds	Cobbs Land	117,000.00
CPA Funds	Land Acquisition - Boxborough Rd	180,000.00

Total - Town Debt Reimbursements

388,000.00

Net Town Debt remaining (Inside Prop 2 1/2)

13,404,463.00

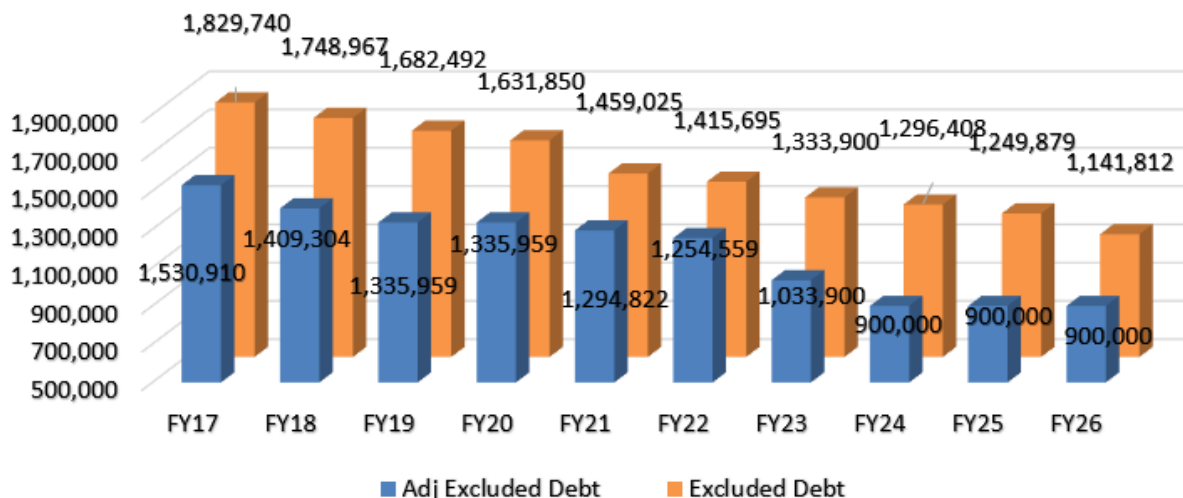




## Debt Exclusion Stabilization

Town meeting has authorized the use of the Debt Exclusion Stabilization account to pay a portion of the debt service outside of Proposition 2 1/2 using funds from inside Proposition 2 1/2. This directly reduces the tax rate paid by residents and businesses. The Debt Exclusion stabilization fund usage in FY22 was \$161,136.

### Reduction of Excluded Debt Service



TREASURER

/Projected savings-single tax rate

~~\$0.17~~ ~~\$0.19~~ \$0.18 \$0.14 \$0.09 \$0.07 \$0.12 \$0.15 \$0.13 \$0.09

#### Funds under care of the Town Treasurer as of June 30, 2022

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 45,712,864.47
OPEB Trust Fund - Town, Light & Water Departments	22,995,158.23
Stabilization, Debt Exclusion Stabilization, Sr Center & Capital Stabilizations	8,799,639.92
Water Enterprise Fund	4,307,170.88
Light Department Operating Funds	6,489,748.33
Light Department Depreciation Fund	2,465,841.39
Light Department Rate Stabilization Fund	4,026,344.80
Light Department Retirement Trust Fund	1,335,112.77
Trust Funds managed by the Trust Fund Commissioners	<u>5,554,827.42</u>
	<u>\$ 101,686,708.21</u>
Cash Balance June 30, 2021	\$ 104,050,701.14
Cash Receipts	\$ 134,061,769.51
Cash Disbursements	<u>\$(136,425,762.44)</u>
Ending Cash June 30, 2022	<u>\$ 101,686,708.21</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2022

Respectfully submitted

Kim Kouvo  
Interim Town Treasurer

## Employee Total Earnings - January-December 2022

TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2022 Earnings *
<u>ACCOUNTANT</u>					
	NUNLEY BENJAMIN, ALEESHA	DIR FINANCE BUDGET	131,856.11	5,280.00	137,136.11
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	75,687.94	-	75,687.94
	NEENAN, CAID	ADMIN STAFF ON CALL	-	7,072.97	7,072.97
ACCOUNTANT DEPARTMENT TOTAL			207,544.05	12,352.97	219,897.02
<u>ASSESSORS</u>					
	MILLER, KATHERINE	CHIEF ASSESSOR	101,871.52	-	101,871.52
	IANNACONE, APRIL	ASSISTANT ASSESSOR	64,623.89	-	64,623.89
	FREUND, BRENDAN	ASSESS CLRK/LISTER	30,106.42	742.40	30,848.82
	AXON, HANNA	ASSESS CLRK/LISTER	7,936.00	-	7,936.00
ASSESSORS DEPARTMENT TOTAL			204,537.83	742.40	205,280.23
<u>CEMETERY</u>					
	BAILEY, THOMAS	CEMETERY SUPT	69,385.88	2,788.02	72,173.90
	TAYLOR, LAURIE	CEMETERY GROUNDSKR	54,699.90	4,049.79	58,749.69
	HEFFERNAN, IAN	ASSIST CEMETERY SUP	10,163.20	285.84	10,449.04
CEMETERY DEPARTMENT TOTAL			124,085.78	6,837.81	141,372.63
<u>CONTROL CTR / DISPATCH</u>					
	MURPHY, JOHN	COM OFFICER / POLICE RESERVE OFFICER	69,911.67	17,678.55	87,590.22
	HARROLD, WILLIAM	COMM SUPERVISOR	70,449.48	14,980.45	85,429.93
	CARROLL, JOSEPH	COM OFFICER	63,246.00	14,535.59	77,781.59
	YOUNG, KELLY	COM OFFICER	62,499.20	10,743.76	73,242.96
	RACETTE, KYLA	COM OFFICER	62,657.23	10,346.97	73,004.20
	ZAFERACOPOULOS, ADAM	COM OFFICER-PT	19,166.72	53,095.72	72,262.44
	MURNANE, SAMANTHA	COM OFFICER	10,015.76	781.73	10,797.49
	STILLMAN, ZACHARY	COM OFFICER-PT	-	8,602.86	8,602.86
	BEAUCHESNE, ALEXANDER	COM OFFICER-PT	-	5,931.60	5,931.60
	MELANSON, KRISTEN	COM OFFICER-PT	-	2,806.16	2,806.16
	BERNSTEIN, MAX	COM OFFICER-PT	-	483.20	483.20
CONTROL CTR / DISPATCH TOTAL			357,946.06	139,986.59	497,932.65
<u>ELDER AND HUMAN SERVICES</u>					
	TRETIK, ELIZABETH	DIR EHS	92,347.37	-	92,347.37
	DEMICHELE, AMY	EHS OUTREACH COORD	67,901.92	-	67,901.92
	SARVELA, NICOLE	DIR EHS	59,572.61	-	59,572.61
	RAYMOND, SUSAN	ADMIN ASST-COA	-	30,832.61	30,832.61
	REGO, ALICIA	EHS OUTREACH COORD	23,499.20	-	23,499.20
	KENT, RICHARD	EHS VAN DRIVER	-	15,168.46	15,168.46
	CAVALLO, DIANE	EHS SENIOR TAX PROGRAM	-	9,149.02	9,149.02
	BERA, AUDREY	EHS SENIOR TAX PROGRAM	-	8,837.91	8,837.91
	PALMER, SAMUEL	EHS VAN DRIVER	-	8,271.27	8,271.27
	CAMPBELL, NEIL	EHS VAN DRIVER	-	7,869.97	7,869.97
	COLE, COLLEEN	EHS SENIOR TAX PROGRAM	-	3,220.22	3,220.22
	OGILVIE, NATALIE	EHS SENIOR TAX PROGRAM	-	2,677.50	2,677.50
	FREDETTE, ANDRE	EHS SENIOR TAX PROGRAM	-	2,640.00	2,640.00
	RUSSELL, BRUCE	EHS SENIOR TAX PROGRAM	-	2,410.50	2,410.50
	JOWERS, DAVID	EHS SENIOR TAX PROGRAM	-	1,938.76	1,938.76
	HUNT, JUDITH	EHS SENIOR TAX PROGRAM	-	1,846.05	1,846.05

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2022 Earnings *
<u>ELDER AND HUMAN SERVICES CONT</u>					
	SANDERS, GEORGE	EHS SENIOR TAX PROGRAM	-	1,729.69	1,729.69
	PILLITTERI, DAVID	EHS SENIOR TAX PROGRAM	-	1,591.36	1,591.36
	GROSKIN, DEBRA	EHS SENIOR TAX PROGRAM	-	1,500.75	1,500.75
	ARAUJO, ELLEN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	BAILEY, HELEN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	BERTOLINO, ANGELA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	BOWLES, CATHERINE	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	BRADLEY, SHIRLEY	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	BUCKLES, RICHARD	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	DESTEFANO, BARBARA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	DONNELLY, DEBORAH	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	FOUGSTEDT, SUSAN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	FRANZEK, CYNTHIA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	GREENWOOD, MARY ANN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	HILSINGER, NANCY	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	HOLIAN, MARK	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	MCGRATH, PHYLLIS	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	MCPHERSON, MARY	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	RICE, ABIGAIL	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	RILEY, MARGARET	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	ROMILLY, DONNA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	RUSSELL, MARSHA	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	STEWART, JEAN	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	SWEATT, ANNE	EHS SENIOR TAX PROGRAM	-	1,500.00	1,500.00
	DESTEFANO, CHARLES	EHS SENIOR TAX PROGRAM	-	1,498.67	1,498.67
	LORD, LINDA	EHS SENIOR TAX PROGRAM	-	1,470.00	1,470.00
	UNKEL, BETSY	EHS SENIOR TAX PROGRAM	-	1,447.50	1,447.50
	MORRISON, NANCY	EHS SENIOR TAX PROGRAM	-	1,437.50	1,437.50
	LYONS, JANE	EHS SENIOR TAX PROGRAM	-	1,335.00	1,335.00
	MORRISON, BRUCE	EHS SENIOR TAX PROGRAM	-	1,317.00	1,317.00
	OLDEN, ELAINE	EHS SENIOR TAX PROGRAM	-	1,305.00	1,305.00
	CONVERSE, MARILYN	EHS SENIOR TAX PROGRAM	-	1,297.88	1,297.88
	DOUGLAS, DIANE	EHS SENIOR TAX PROGRAM	-	1,233.38	1,233.38
	CASALE, SANDRA	EHS SENIOR TAX PROGRAM	-	1,230.00	1,230.00
	DONNELLY, MAUREEN	EHS SENIOR TAX PROGRAM	-	1,215.00	1,215.00
	LEONARD, VIRGINIA	EHS SENIOR TAX PROGRAM	-	1,185.00	1,185.00
	SAYLOR, STEVEN	EHS SENIOR TAX PROGRAM	-	1,183.0	1,183.50
	STETSON, ELEANOR	EHS SENIOR TAX PROGRAM	-	1,042.50	1,042.50
	MARTINEC, ROBERT	EHS SENIOR TAX PROGRAM	-	1,020.00	1,020.00
	CORBIN, SHARON	EHS SENIOR TAX PROGRAM	-	1,012.50	1,012.50
	SCHNEPPER, FRED	EHS SENIOR TAX PROGRAM	-	995.25	995.25
	CHILDS, MARTHA	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	COSTIN, DIANE	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	CUMMINGS, MARGARET	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	CURTIN, MILDRED	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	GARCIA, DENIS	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	HAUG, SUSAN	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	LINDMARK, SUSAN	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	MAY, DELORES	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	MENANO, AVELINO	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	QIAN, NAN-XIN	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	ROBINSON, PATRICIA	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	STREETER, RAYMOND	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	VALES, WILLIAM	EHS SENIOR TAX PROGRAM	-	855.00	855.00
	WENZ, LAURANCE	EHS SENIOR TAX PROGRAM	-	855.00	855.00

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>ELDER AND HUMAN SERVICES CONT</u>					
	HAMMAR, CHERYL	EHS SENIOR TAX PROGRAM	-	847.88	847.88
	MAGNUSSEN, ANTOINETTE	EHS SENIOR TAX PROGRAM	-	805.13	805.13
	HAMM, HELEN	EHS SENIOR TAX PROGRAM	-	802.50	802.50
	ZOTO, MARGARET	EHS SENIOR TAX PROGRAM	-	790.88	790.88
	SHETHAR, ALAN	EHS SENIOR TAX PROGRAM	-	776.63	776.63
	LARSEN, MARGARET	EHS SENIOR TAX PROGRAM	-	757.50	757.50
	MCGOWAN, PETER	EHS VAN DRIVER	-	754.84	754.84
	BELL, SAMUEL	EHS SENIOR TAX PROGRAM	-	750.00	750.00
	STREETER, BARBARA	EHS SENIOR TAX PROGRAM	-	746.25	746.25
	MCCUMBER, CHRISTINA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GORSKI, IRENE	EHS SENIOR TAX PROGRAM	-	619.88	619.88
	SPINOZZI, ROBERT	EHS SENIOR TAX PROGRAM	-	555.75	555.75
	HORLOR, KARYN	EHS SENIOR TAX PROGRAM	-	541.50	541.50
	JOWERS, MARY	EHS SENIOR TAX PROGRAM	-	527.25	527.25
	CARON, ROBIN	EHS VAN DRIVER	-	516.49	516.49
	CYR, BEVERLY	EHS SENIOR TAX PROGRAM	-	506.25	506.25
	ROMILLY, ROBERT	EHS SENIOR TAX PROGRAM	-	457.50	457.50
	DONNELLY TAVOULARIS, ANN	EHS SENIOR TAX PROGRAM	-	390.00	390.00
	KINSELLA, ANNE	EHS SENIOR TAX PROGRAM	-	384.75	384.75
	DISPENSA, KAREN	EHS SENIOR TAX PROGRAM	-	346.50	346.50
	KNISELY, TERRENCE	EHS SENIOR TAX PROGRAM	-	260.06	260.06
	FILL, CHERYL	EHS SENIOR TAX PROGRAM	-	256.50	256.50
	INGHAM, JOAN	EHS SENIOR TAX PROGRAM	-	255.00	255.00
	HUNT, JAMES	EHS SENIOR TAX PROGRAM	-	249.38	249.38
	IRWIN, CYNTHIA	EHS SENIOR TAX PROGRAM	-	228.00	228.00
	DONNELLY, JAMES	EHS SENIOR TAX PROGRAM	-	90.00	90.00
	IRWIN, DAVID	EHS SENIOR TAX PROGRAM	-	14.25	14.25
<u>ELDER AND HUMAN SERVICES DEPARTMENT TOTAL</u>			<u>243,321.10</u>	<u>178,247.92</u>	<u>421,569.02</u>
<u>FIRE DEPARTMENT</u>					
	COFFEY, SEAN	FIRE LIEUTENANT	91,099.57	46,642.97	137,742.54
	DEBLASIO, MICHAEL	FIREFIGHTER/EMT	79,842.85	49,057.61	128,900.46
	FOSTER, SHAWN	FIREFIGHTER/EMT	72,460.72	52,233.31	124,694.03
	GARDNER, TERENCE	FIRE LIEUTENANT	84,055.55	36,572.75	120,628.30
	DAVID, TYSON	FIREFIGHTER/EMT	79,757.86	40,534.40	120,292.26
	CLANCY, GEORGE	FIRE DEPUTY CHIEF	115,125.43	696.00	115,821.43
	POWERS, TIMOTHY	FIRE LIEUTENANT	82,839.33	29,525.49	112,364.82
	DUNN, KEITH	FIRE LIEUTENANT	83,262.51	24,999.74	108,262.25
	REGER, JOSEPH	FIREFIGHTER/EMT	75,526.87	31,691.57	107,218.44
	ROSS, MATTHEW	FIREFIGHTER/EMT	68,555.41	37,232.95	105,788.36
	CARLIN, SHAWN	FIREFIGHTER/EMT	72,934.85	32,244.47	105,179.32
	SAWICKI, DANIEL	FIREFIGHTER/EMT	70,277.85	31,536.05	101,813.90
	ST GELAIS, BRIAN	FIREFIGHTER/EMT	74,322.46	23,503.73	97,826.19
	MACIEL, MATTHEW	FIREFIGHTER/EMT	71,961.09	21,821.54	93,782.63
	CONNOR, ROBERT	FIRE CHIEF	84,945.28	5,003.88	89,949.16
	LEBLANC, STEVIE	FIREFIGHTER/PARA/ON CALL FF/PARA	45,502.01	22,256.42	67,758.43
	ROOT, DANIEL	FIREFIGHTER/EMT	50,269.66	14,111.33	64,380.99
	CLANCY, ZACHARY	FIREFIGHTER/EMT	24,313.28	22,066.67	46,379.95
	ROCK, MACKENZIE	TEMPORARY EMT/ON CALL EMT	-	27,334.04	27,334.04
	HOWARD, MICHAEL	INTERIM FIRE CHIEF	-	25,258.88	25,258.88
	DONDERO, STEPHANIE	EXEC ASST FIRE	-	23,016.00	23,016.00
	MCGLOUGHLIN, DAVID	ON CALL FF/PARA	12,208.13	8,860.36	21,068.49
	STUMP, GREGORY	FIREFIGHTER/EMT	11,400.34	2,969.60	14,369.94

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u><b>FIRE CONTINUED</b></u>					
	CAHILL, JAMES	ON CALL FIRE CAPTAIN	-	6,679.98	6,679.98
	ROCK, JOSEPH	ON CALL FIRE CAPTAIN	-	6,301.54	6,301.54
	REKOS, PAUL	ON CALL FF/PARA	-	4,949.28	4,949.28
	KNEELAND, THOMAS	ON CALL FIRE LT	-	3,393.41	3,393.41
	ROCK, TERESA	ON CALL FF/EMT ADV	-	2,776.95	2,776.95
	RAMBACHER, CALVIN	ON CALL EMT-PROBTN	-	2,009.26	2,009.26
	CHABOT, BRIAN	ON CALL FF/EMT	-	1,892.78	1,892.78
	PARLON, SEAN	ON CALL FF/EMT	-	1,200.42	1,200.42
	AGUADE CABANAS, RAFAEL	ON CALL EMT-PROBTN	-	912.00	912.00
	KANE, DANIEL	ON CALL FF/PARA	-	749.10	749.10
	GENTILE, ALAN	ON CALL FF/PARA	-	349.58	349.58
	DUONG, RICHARD	ON CALL FF/PARA	-	274.67	274.67
	<b>FIRE DEPARTMENT TOTAL</b>		<b>1,350,661.05</b>	<b>640,658.73</b>	<b>1,991,319.78</b>
<u><b>HIGHWAY DEPARTMENT</b></u>					
	DEVOGEL, JAMES	GENERAL FOREMAN	81,346.70	18,490.78	99,837.48
	WHITTEN, STEVEN	HIGHWAY SUPT	96,997.44	246.00	97,243.44
	JAHNLE, STEPHEN	DIR PUBLIC WORKS	93,112.32	-	93,112.32
	KELSON, DEREK	HIGHWAY WRK FOREMAN	76,244.84	13,669.14	89,913.98
	SAMMARCO, CHRISTOPHER	EQUIP OP/LABORER III	67,197.04	15,558.06	82,755.10
	MCKELVIE, BRUCE	EQUIP OP/LABORER III	65,058.36	10,478.49	75,536.85
	SALADINI, CRAIG	EQUIP OP/LABORER III	64,737.72	10,112.72	74,850.44
	ARNOTT, ANTHONY	EQUIP OP/LABORER III	58,644.57	14,576.44	73,221.01
	PELOQUIN, PHILIP	EQUIP OP/LABORER II	61,737.47	10,245.25	71,982.72
	ROCHON, NICHOLAS	EQUIP OP/LABORER III	61,814.07	10,117.09	71,931.16
	UPPERMAN, CHRISTOPHER	TRANS STN OP	65,350.19	2,476.98	67,827.17
	ANDERSON, BENJAMIN	EQUIP OP/LABORER III	63,349.42	2,621.96	65,971.38
	DEVLAMINCK, NICOLE	BUS ADM PUBLIC WORKS	59,178.32	5,242.12	64,420.44
	PINARD, ASHLEY	BUS ADM PUBLIC WORKS	57,170.44	2,251.20	59,421.64
	ASHLEY, PHYLLIS	TRANS STN ASST OP	57,225.42	2,152.62	59,378.04
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	20,416.67	23,455.92	43,872.59
	MORRIS, DAVID	EQUIP OP I /LABORER	32,521.46	6,440.00	38,961.46
	OBER, JARRETT	EQUIP OP/LABORER II	31,548.78	5,983.89	37,532.67
	FOX, BRYAN	HIGHWAY MECHANIC	33,394.08	4,086.98	37,481.06
	STODDARD, CHRISTOPHER	DIR PUBLIC WORKS	11,093.84	7,688.80	18,782.64
	FOWLE, BRANDON	HIGHWAY SEAS LABORER	-	367.10	367.10
	<b>FIRE DEPARTMENT TOTAL</b>		<b>1,158,139.15</b>	<b>166,261.54</b>	<b>1,324,400.69</b>
<u><b>HUMAN RESOURCES DEPARTMENT</b></u>					
	VIBERT, MICHELLE	HR DIRECTOR	107,860.33	-	107,860.33
	WHITE, CAITLIN	HR GENERAL/BENEFITS	65,619.39	2,019.01	67,638.40
	SAYLOR, ANNETTE	ADMIN STAFF ON CALL	-	8,208.39	8,208.39
	<b>HUMAN RESOURCES TOTAL</b>		<b>173,479.72</b>	<b>10,227.40</b>	<b>183,707.12</b>

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2022 Earnings *
<u>INFORMATION SYSTEMS</u>					
	GLENCROSS, NANCY	INFORMATION SYS MGR	111,128.48	-	111,128.48
	MCLAUGHLIN, THOMAS	INFORMATION SYS TECH	69,585.44	-	69,585.44
	INFORMATION SYSTEMS TOTAL		180,713.92	0.00	180,713.92
<u>LAND USE DEPARTMENT</u>					
	MULLEN, EDWARD	DIR LANDUSE/BUILDING	103,697.13	-	103,697.13
	TOOHILL, MAREN	ASST DIR LU/BDS/TPL	94,410.50	-	94,410.50
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	70,621.08	1,553.09	72,174.17
	KENNEY, MICHAEL	LOCAL BLDG INSPECTOR	71,082.40	627.66	71,710.06
	GREEN, AMY	CONSERVATION COORD	48,726.80	-	48,726.80
	SULLIVAN, EDWARD	PLUMBING GAS INSP	40,946.18	-	40,946.18
	PELLETIER, BRENDA	ADMIN ASST-BUILDING	27,889.38	95.81	27,985.19
	RHEAUME-PACITTI, LUCIA	ADMIN ASST LAND USE	-	23,151.07	23,151.07
	FAIRCHILD, JANET	ADMIN ASST-BUILDING	16,194.31	1,463.13	17,657.44
	PEARSON, TIMOTHY	ASST CONSER AGENT	-	13,119.21	13,119.21
	GERVAIS, JOSEPH	ALT INSPECTOR WIRES	-	3,148.21	3,148.21
	CORMIER, JOSEPH	ALT PLUMBING AND GAS	-	577.60	577.60
	LAND USE DEPARTMENT TOTAL		473,567.78	43,735.78	517,303.56
<u>LITTLETON COMMUNITY TELEVISION</u>					
	CRORY, MARK	LCTV EXEC DIRECTOR	94,265.84	-	94,265.84
	DOLAK, KIRBY	LCTV PROGRAM SUPV	73,818.96	-	73,818.96
	REID, JUDITH	LCTV VID PROD COORD	48,764.16	1,541.12	50,305.28
	LITTLETON COMMUNITY TELEVISION TOTAL		216,848.96	1,541.12	218,390.08
<u>LIBRARY</u>					
	ALVAREZ, SAMUEL	LIB DIRECTOR	101,871.52	-	101,871.52
	GRAHAM, HELEN	LIB ASST DIR	58,272.68	4,389.67	62,662.35
	OUELLETTE-HADUCH, DIANN	LIB SR LIBR CHILDREN	61,931.15	9.42	61,940.57
	PALMER, SUSAN	LIB OFFICE COORD	56,559.45	-	56,559.45
	SILL, JEANNE	LIB SENIOR TECH	55,353.28	336.34	55,689.62
	SEBASTIAN, CATHERINE	LIB SR LIBR CIRC	43,273.78	-	43,273.78
	CANTINO, JENNA	LIB SR LIBR CIRC	35,714.51	-	35,714.51
	BERNARDI, JULIE	LIB SR LIBR CIRC	20,827.37	10,740.01	31,567.38
	DELGADO, TRACY	LIB TECHNICIAN	345.52	25,498.10	25,843.62
	HAMILTON, JENNIFER	LIB ASSISTANT	-	16,161.64	16,161.64
	HENRY, JEFFREY	LIB ASSISTANT	-	15,860.45	15,860.45
	FREDERICKSEN, JULIE	LIB TECHNICIAN	15,199.92	-	15,199.92
	YAMASHITA, ATSUKO	LIB PROCESS CLRK	-	13,511.33	13,511.33
	TOTTEN, AMY	LIB ASSISTANT	-	13,371.91	13,371.91
	HARDY-FARACI, CHERYL	LIB TECHNICIAN	-	8,526.08	8,526.08
	TABER, JAMES	LIB ASSISTANT	-	1,678.72	1,678.72
	TRAINOR, ERIN	LIB ASSISTANT	-	1,542.08	1,542.08
	CONBOY, MICHAEL	LIB ASST DIR	1,360.40	-	1,360.40
	LIBRARY TOTAL		450,709.58	111,625.75	562,335.33



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>LIGHT DEPARTMENT</u>					
	LAWLER, NICHOLAS	LELD GENERAL MGR	226,437.50	64,979.71	291,417.21
	LIZOTTE, DAVID	LELD DISTRB SUPV	144,818.40	22,373.58	167,191.98
	SNYER, TREVER	LELD LEAD LINEMAN	126,264.64	39,679.39	165,944.03
	KETCHEN, DAVID	LELD ASST GEN MGR	159,226.03	4,512.50	163,738.53
	ROOKS, ROBERT	LELD LINEMAN 1ST	128,959.76	24,500.32	153,460.08
	HUNT, ROBERT	LELD LEAD LINEMAN	128,968.30	23,791.80	152,760.10
	ROOKS, ERICA	LELD BUSINESS MGR	149,429.74	-	149,429.74
	LANCIANI, JOHN	LELD SR ENG TECHN	135,900.52	4,022.06	139,922.58
	GUILLOT, THOMAS	LELD LINEMAN 1ST	118,234.90	19,065.47	137,300.37
	LAVERTY, PATRICK	LELD ENG AND OPS MANAGER	130,810.24	1,258.72	132,068.96
	MCFARLAND, MATTHEW	LELD DISTRB SUPV	130,269.41	-	130,269.41
	DUTCHER, MICHAEL	LELD LINEMAN 2ND CLASS	96,108.40	18,231.42	114,339.82
	BURNHAM, TODD	LELD LEAD LINEMAN	87,420.96	15,753.39	103,174.35
	LYONNAIS, MELISSA	LELD BUS OFFICE SUPV	98,737.27	1,599.85	100,337.12
	LUTHER, ALEXANDER	LELD MECH FLEET SUPV	75,387.04	19,929.67	95,316.71
	IORELLO, JOSEPH	LELD LINEMAN 3RD	77,949.20	14,439.70	92,388.90
	BONILLA, LUIS	LELD LINEMAN 3RD	66,705.65	19,314.07	86,019.72
	ADLEY, CHRISTOPHER	LELD METER TECH	83,812.80	1,453.47	85,266.27
	WIRZBICKI, DAVID	LELD PROCMNT COORD	78,788.80	1,140.67	79,929.47
	REARDON, CONNOR	LELD ENRGY EFFIC ENG	70,747.14	666.24	71,413.38
	FITZGERALD, SANDRA	LELD BUSINESS SERV	68,019.60	2,228.92	70,248.52
	GIOUMBAKIS, EVANGELOS	LELD LEAD LINEMAN	24,668.04	38,212.95	62,880.99
	KILEY, SARA	LELD BUS OFFICE SUPV	58,741.03	1,612.64	60,353.67
	AUSTERMANN, CHRISTOPHER	LELD MAINT COORD	56,253.60	3,542.97	59,796.57
	DUFOUR, HALEIGH	LELD BUSINESS SERV	56,484.00	1,926.71	58,410.71
	FLYNN, THOMAS	LELD ELECTRICAL ENG	55,090.72	1,165.94	56,256.66
	HANCOCK, ALICIA	LELD BUSINESS SERV	54,816.00	567.60	55,383.60
	DAME, RYAN	GROUNDMAN/ APPRENTICE	45,199.50	5,266.72	50,466.22
	WOODWARD, LAURA	LELD STAFF ACCT	49,527.59	830.14	50,357.73
	EDWARDS, SCOTT	LELD PWR SUPPANALYST	-	37,105.56	37,105.56
	PATTERSON, DANIEL	LELD FLEET AND FACILITY TECH	-	33,326.64	33,326.64
	STEWART, WILLIAM	LELD UTILITY WORKER	-	27,688.00	27,688.00
	GRIMES, BRIAN	LELD LINECLEARANCE 2	20,400.00	3,162.00	23,562.00
	DETERRA, JOSHUA	LELD ELECTRICAL ENG	22,030.65	-	22,030.65
	DEMAURO, DEBORAH	LELD DAY PORTER	-	21,458.76	21,458.76
	PINARD, JAKE	GROUNDMAN/ APPRENTICE	13,085.60	6,940.11	20,025.71
	CERULLO, MATTHEW	LELD MECH FLEET SUPV	8,672.00	8,648.15	17,320.15
	MERRITT, CATHERINE	LELD SUMMER GIS ASST	-	8,070.00	8,070.00
	DECOSTE, BRADY	LELD UTILITY WORKER	-	5,931.00	5,931.00
	HUNT, TYLER	LELD SUMMER GIS ASST	-	2,220.00	2,220.00
	MOSCARELLO, GERALD	LELD UTILITY WORKER	-	609.00	609.00
	<b>LIGHT DEPARTMENT TOTAL</b>		<b>2,847,965.03</b>	<b>507,225.84</b>	<b>3,355,190.87</b>

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>PARKS AND RECREATION</u>					
	DAY, ALICIA	PRCE DIRECTOR	84,358.08	-	84,358.08
	MICHALSKI, TIMOTHY	PRCE ASST DIR	75,368.80	5,000.02	80,368.82
	KAZANJIAN, JON	PRCE PROGRAM COOR	64,793.58	943.02	65,736.60
	DEBRAGA, BRENT	PRCE PROGRAM COOR	61,205.01	770.99	61,976.00
	SENGHAS, SAMUEL	PRCE PROGRAM COOR	42,493.69	1,139.13	43,632.82
	GENETTI, KELSEY	PRCE OFFICE COORD	26,368.00	-	26,368.00
	REIP, ABIGAIL	PRCE OFFICE COORD	19,248.83	-	19,248.83
	MILLER, CHRISTOPHER	PRCE CAMP SR COUNSLR	-	12,486.75	12,486.75
	BOWEN, KALVIN	PRCE LIFEGUARD I	-	11,644.90	11,644.90
	CUSANO, MADELYN	PRCE CAMP LEAD I	-	10,728.40	10,728.40
	BELL, MEGAN	PRCE CAMP ASSIST DIR	-	10,007.07	10,007.07
	ADLEY, HANNAH	PRCE CAMP ASSIST DIR	-	9,942.66	9,942.66
	RAY, JAMES	PRCE CAMP DIRECTOR	-	8,620.65	8,620.65
	FREUND, HALEY	PRCE CAMP ASSIST DIR	-	8,414.63	8,414.63
	FRISOLI, JASON	PRCE AQUATICS DIR	-	8,307.93	8,307.93
	BLAINE, LINNEA	PRCE SPEC CRS COORD	-	8,273.46	8,273.46
	ARORA, ARAV	PRCE CAMP LEAD I	-	8,061.39	8,061.39
	CHRISTMAS, DANIEL	PRCE CAMP LEAD I	-	7,981.54	7,981.54
	CROWLEY, MARY	PRCE CAMP LEAD I	-	7,607.44	7,607.44
	MURPHY, COLIN	PRCE CAMP LEAD I	-	7,210.67	7,210.67
	BELICIO, MARIA	PRCE CAMP NURSE	-	6,941.58	6,941.58
	MITCHELL, WOLFE	PRCE SAILING INSTRUCTOR	-	6,878.70	6,878.70
	HORNBECK, PAYSON	PRCE CAMP SPECIALIST	-	6,706.28	6,706.28
	GREENOUGH, GRACE	PRCE CAMP LEAD I	-	6,600.65	6,600.65
	HOENSHELL, CATHRYN	PRCE CAMP LEAD I	-	6,395.90	6,395.90
	O'KEEFFE, PAIGE	PRCE CAMP LEAD I	-	6,204.87	6,204.87
	MACNEIL, CONNOR	CE INSTRUCTOR I	-	6,162.50	6,162.50
	MERCIER, ZACHARY	PRCE SAILING COORD	-	5,982.05	5,982.05
	WARNOCK, ABIGAIL	PRCE CAMP SPECIALIST	-	5,926.70	5,926.70
	BROWN, PAUL	CE INSTRUCTOR 2	-	5,862.50	5,862.50
	MASTORAKOS, OLIVIA	PRCE SPEC CRS COORD	-	5,743.38	5,743.38
	MARCOPUL, JENNA	PRCE CAMP LEAD I	-	5,730.36	5,730.36
	NETTO, ANTONIO	PRCE LIFEGUARD I	-	5,636.66	5,636.66
	AUSTIN, STELLA	PRCE CAMP SPECIALIST	-	5,564.53	5,564.53
	MURPHY, BENJAMIN	PRCE PROGRAM AIDE I	-	5,459.31	5,459.31
	DILLARD, MADELINE	RECREATION ATTENDANT	-	5,266.16	5,266.16
	CARTER, ROGER	PRCE CAMP LEAD I	-	5,228.45	5,228.45
	COPP, NIAL	RECREATION ATTENDANT	-	5,182.30	5,182.30
	SIMPSON, KATHRYN	PRCE LIFEGUARD I	-	5,086.37	5,086.37
	DESISTO, ANTHONY	PRCE CAMP LEAD I	-	4,998.95	4,998.95
	DELORENZO, ALEXANDER	CE INSTRUCTOR I	-	4,990.00	4,990.00
	MONTGOMERY, EVAN	PRCE LIFEGUARD I	-	4,934.99	4,934.99
	BABERS, SIDNEY	PRCE CAMP LEAD I	-	4,730.99	4,730.99

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>PARKS AND RECREATION CONTINUED</u>					
	MURPHY, WILLIAM	PRCE CAMP JR COUNSLR	-	4,690.17	4,690.17
	WARNOCK, JAKE	PRCE CAMP LEAD I	-	4,647.92	4,647.92
	KIVLIN, KARRINGTON	PRCE CAMP LEAD I	-	4,591.03	4,591.03
	KAZANJIAN, THOMAS	PRCE LIFEGUARD I	-	4,496.29	4,496.29
	MASTORAKOS, MARIA	PRCE LIFEGUARD I	-	4,400.08	4,400.08
	LEVASSEUR, BRIANNA	PRCE CAMP JR COUNSLR	-	4,327.48	4,327.48
	VIBERT, RAYMOND	CE INSTRUCTOR 2	-	4,287.50	4,287.50
	DRESSEL, AMBER	PRCE CAMP SR COUNSLR	-	4,250.68	4,250.68
	WOODWARD, JOHN	PRCE LIFEGUARD I	-	4,147.24	4,147.24
	MILNER, ANDREW	CE INSTRUCTOR I	-	4,080.00	4,080.00
	FARL, NATHANIEL	RECREATION ATTENDANT	-	4,056.21	4,056.21
	GIBBONS, LIAM	RECREATION ATTENDANT	-	3,956.60	3,956.60
	NICHOLS-BREWER, ABIGAIL	PRCE SAILING INSTRUCTOR	-	3,903.79	3,903.79
	PROULX, TYLER	PRCE CAMP SR COUNSLR	-	3,903.45	3,903.45
	WHITE, SARAH	PRCE CAMP SR COUNSLR	-	3,897.00	3,897.00
	FRISOLI, JILLIAN	PRCE LIFEGUARD I	-	3,867.94	3,867.94
	HORNBECK, PAIGE	PRCE CAMP SR COUNSLR	-	3,755.03	3,755.03
	CASTILLO, TYLER	PRCE CAMP LEAD I	-	3,698.01	3,698.01
	SCHIERING, LANDYN	PRCE CAMP JR COUNSLR	-	3,554.79	3,554.79
	POWDERLY, RICHARD	CE INSTRUCTOR I	-	3,551.60	3,551.60
	NUGENT, ALESSANDRA	PRCE SAILING INSTRUCTOR	-	3,476.03	3,476.03
	SLAVINSKY, ZACHARY	PRCE CAMP JR COUNSLR	-	3,336.77	3,336.77
	KINNEY, THOMAS	PRCE PROGRAM AIDE I	-	3,115.81	3,115.81
	SCHUSTER, JULIA	PRCE LIFEGUARD I	-	3,045.60	3,045.60
	CARTER, LILLIAN	PRCE CAMP SR COUNSLR	-	3,033.19	3,033.19
	D'ACCHILLE, LINNEA	PRCE SPEC CRS COORD	-	2,963.11	2,963.11
	RATTA, SHELBY	PRCE LIFEGUARD I	-	2,866.60	2,866.60
	MACNEILL, CALLUM	RECREATION ATTENDANT	-	2,733.61	2,733.61
	GALVIN, DOROTHY	RECREATION ATTENDANT	-	2,619.48	2,619.48
	TRAWICK, AVA	PRCE CAMP SR COUNSLR	-	2,365.39	2,365.39
	BARRY, BROOKE	PRCE CAMP SR COUNSLR	-	2,242.87	2,242.87
	HEGARTY, JAMESON	RECREATION ATTENDANT	-	2,210.23	2,210.23
	PROULX, AMY	RECREATION ATTENDANT	-	1,826.12	1,826.12
	KAPLAN, DYLAN	RECREATION ATTENDANT	-	1,674.41	1,674.41
	RITCHIE, RYAN	PRCE CAMP SPECIALIST	-	1,130.50	1,130.50
	CLARK, MCKENZIE	PRCE CAMP LEAD I	-	775.88	775.88
	ADLEY, BREANNE	PRCE CAMP LEAD I	-	747.73	747.73
	DAVIS, BROCK	CE INSTRUCTOR I	-	355.00	355.00
	ROULEAU, VICTORIA	CE INSTRUCTOR I	-	285.00	285.00
	KAZANJIAN, CHRISTOPHER	PRCE PROGRAM AIDE I	-	149.63	149.63
	BOLIVAR, KERRI	PRCE CAMP SR COUNSLR	-	79.03	79.03
	CRORY, DEXTER	RECREATION ATTENDANT	-	29.50	29.50
<b>PARKS AND RECREATION DEPARTMENT TOTAL</b>			<b>373,835.99</b>	<b>382,479.13</b>	<b>756,315.12</b>

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u><b>POLICE DEPARTMENT</b></u>					
	PINARD, MATTHEW	POLICE CHIEF	182,329.14	2,784.00	185,113.14
	CASEY, BRIAN	POLICE OFFICER	77,583.17	56,010.87	133,594.04
	LANDRY, DOUGLAS	POLICE SERGEANT	89,594.94	42,444.06	132,039.00
	PATTERSON, JEFFREY	POLICE DEPUTY CHIEF	125,352.98	4,092.00	129,444.98
	FERNANDEZ, PABLO	POLICE SERGEANT	100,030.85	23,771.63	123,802.48
	RICHARD, RYAN	POLICE OFFICER	71,168.88	48,710.36	119,879.24
	BUSSIERE, EDMOND	POLICE OFFICER	84,197.07	35,281.33	119,478.40
	CAMELO, DERRICK	POLICE SERGEANT	88,325.42	22,386.51	110,711.93
	KILEY, BRYAN	POLICE OFFICER / POLICE OFFICER	71,071.41	39,626.30	110,697.71
	WODZINSKI, MEGAN	POLICE DETECTIVE	73,132.84	36,663.61	109,796.45
	ABU, ILYAS	POLICE OFF RESERVE	71,839.47	32,687.13	104,526.60
	RICHARD, JARED	POLICE OFFICER	70,518.40	32,133.62	102,652.02
	TOCCI, KIMBERLY	POLICE SERGEANT	81,315.33	21,082.31	102,397.64
	MORINE, JAMES	POLICE OFFICER	68,088.32	34,179.67	102,267.99
	JANAKOS, JOHN	POLICE OFFICER / RESERVE OFFICER	75,965.49	25,263.85	101,229.34
	SCOLA, MARC	POLICE SERGEANT	88,322.72	10,681.05	99,003.77
	MERCHANT, ZACHARY	POLICE OFFICER	63,902.84	32,303.52	96,206.36
	O'DONOGHUE, PATRICK	POLICE DETECTIVE	83,177.65	12,386.88	95,564.53
	MICHEL, ERIC	POLICE OFFICER	73,714.53	18,264.48	91,979.01
	JONES, BRIAN	POLICE OFFICER	69,569.46	13,636.42	83,205.88
	BUCK, BRIAN	POLICE OFF RESERVE	64,656.86	17,084.17	81,741.03
	BOWEN, JESSE	POLICE OFFICER	68,539.80	11,142.76	79,682.56
	PRITCHARD, HEATHER	EXEC ASST POLICE	61,624.16	105.82	61,729.98
	RENTSCHLER, FREDERICK	POLICE OFF RESERVE	-	37,739.01	37,739.01
	FERREIRA, JAMES	POLICE OFF RESERVE	6,219.26	24,510.27	30,729.53
	OBRIEN, WARREN	POLICE OFF RESERVE	-	8,468.00	8,468.00
	NICOLO, DANIELLE	POLICE OFF RESERVE	-	928.00	928.00
	<b>POLICE DEPARTMENT TOTAL</b>		<b>1,910,240.99</b>	<b>644,367.63</b>	<b>2,554,608.62</b>
<u><b>SELECT BOARD</b></u>					
	DECOSTE, CHARLES	SELECT BOARD MEMBER	-	2,000.00	2,000.00
	NAPOLI, CYNTHIA	SELECT BOARD MEMBER	-	2,000.00	2,000.00
	NORDHAUS, MATTHEW	SELECT BOARD MEMBER	-	2,500.00	2,500.00
	RAMBACHER, MARK	SELECT BOARD MEMBER SELECT BOARD MEMBER / VETERAN	-	2,000.00	2,000.00
	WILSON, GARY	TAX WORKER	-	2,999.92	2,999.92
	<b>SELECT BOARD TOTAL</b>		<b>0.00</b>	<b>11,499.92</b>	<b>11,499.92</b>
<u><b>SCHOOL DEPARTMENT</b></u>					
	CLENCHY, KELLY	SUPERINTENDENT	192,566.90	2,199.00	194,765.90
	HARRINGTON, JOHN	PRINCIPAL	148,106.21	-	148,106.21
	SNOW, LYN	DIR PUPIL PERS SERVC	133,553.53	-	133,553.53
	STEELE, ELIZABETH	CURRICULUM DIRECTOR	127,514.48	-	127,514.48
	TEMPLE, CHERYL	PRINCIPAL	127,028.77	-	127,028.77

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	KANE, MICHELLE	PRINCIPAL	123,752.74	-	123,752.74
	MARK, STEVEN	BUSINESS MANAGER	122,307.58	-	122,307.58
	EVERHART, JASON	ASST PRINCIPAL	118,119.90	-	118,119.90
	HIRTLE, ZACHARY	TEACHER SPEC ED	102,973.31	7,287.46	110,260.77
	TURNER, TRACY	TEACHER SPEC ED	106,509.08	3,041.00	109,550.08
	BREEN, JOHN	OUT OF DIST COORD	105,246.78	4,248.79	109,495.57
	FINNERTY, VALERIE	TEACHER SCIENCE	108,071.58	1,406.00	109,477.58
	COMEAU, KEITH	ASST PRINCIPAL	109,184.63	-	109,184.63
	ELMORE, JULIE	TEACHER MATH	106,142.31	120.00	106,262.31
	PASCUCCI, DAVID	TEACHER ENGLISH	99,955.12	6,203.20	106,158.32
	KELLEY, ELIZABETH	TEACHER WLD LANG	105,602.31	285.00	105,887.31
	TRACANNA, DIANE	TEACHER ENGLISH	105,127.12	300.00	105,427.12
	ORZECZ, PAUL	LIBRARY /MEDIA SPEC	103,790.55	853.00	104,643.55
	PERRY, MEREDITH	TEACHER PHSYICAL ED	102,932.82	1,300.00	104,232.82
	TETREAULT, AMY	TEACHER SPANISH	103,871.31	-	103,871.31
	DEACON, REBECCA	ASST PRINCIPAL	102,906.22	-	102,906.22
	LYNN, MICHAEL	TEACHER PHSYICAL ED	102,432.89	280.00	102,712.89
	SCLAR, DANYA	SCHOOL PSYCHOLOGIST	101,850.34	150.00	102,000.34
	HARVEY, SUSAN	TEACHER SCL STUDIES	101,925.81	-	101,925.81
	BERLINGER, SARAH PARROTT	TEACHER SCIENCE	100,207.32	1,706.00	101,913.32
	BALLARD, HOLLY	SPCH THERPST/PATHOL	100,140.31	1,394.40	101,534.71
	GILLEN, MARGARET	TEACHER WLD LANG	100,140.31	1,184.04	101,324.35
	LOVE, HEATHER	TEACHER GRADE 3	100,973.31	-	100,973.31
	MORGAN, ELIZABETH	TEACHER SCL STUDIES	100,556.81	-	100,556.81
	BRIDGE, HILARY	TEACHER MUSIC	100,179.39	310.00	100,489.39
	LEVANGIE, MATTHEW	ASST PRINCIPAL	100,449.99	-	100,449.99
	DOKUS, JUDITH	TEACHER GRADE 5	100,390.31	-	100,390.31
	DONLON, KIMBERLY	TEACHER GRADE 3	100,259.31	-	100,259.31
	KENNEY, PERRY	TEACHER KINDGTN	100,259.31	-	100,259.31
	GILES, KAREN	TEACHER GRADE 1	100,164.67	-	100,164.67
	MAWN, REBECCA	TEACHER READING	100,140.31	-	100,140.31
	HOSSFELD, EMILY	TEACHER ART	100,112.07	-	100,112.07
	TOMBENO, RICHARD	TEACHER ENGLISH	99,166.31	703.00	99,869.31
	BEARDEN, DANIELLE	TEACHER MATH	99,440.67	-	99,440.67
	ROMANO, ANDREA	ASST PRINCIPAL	99,249.96	-	99,249.96
	MISKINIS, WILLIAM	TEACHER SCL STUDIES	99,166.31	-	99,166.31
	BULLOCK, ALLYSON	TEACHER GRADE 1	98,361.82	300.00	98,661.82
	JARVIS, MICHAEL	SUMMER SCHOOL NO PENSION	92,684.41	5,893.04	98,577.45
	MAMOS, KRISTEN	TEACHER PRE-K	98,182.82	-	98,182.82
	GILLEN, MICHAEL	TEACHER SCIENCE	97,268.39	703.00	97,971.39
	BARRY, ELIZABETH	TEACHER ENGLISH	97,020.84	838.00	97,858.84
	MCCOOK, KATHERINE	TEACHER ENGLISH	96,532.82	853.00	97,385.82
	KERN, LAURA	TEACHER MATH	100,166.22	(2,800.40)	97,365.82

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	COCHIS, ROSARIA	TEACHER SPEC ED	97,238.62	-	97,238.62
	HICKS-DESJARDINS, TORI	TEACHER LATIN	97,003.82	-	97,003.82
	DANIELLO, SARAH	GUIDANCE COUNSELOR	96,843.02	150.00	96,993.02
	SCHOFFEL, JESSICA	TEACHER GRADE 3	96,776.82	-	96,776.82
	ABATE, PAMELA	TEACHER MATH	95,910.82	-	95,910.82
	MACGREGOR, HEIDI	TEACHER STEM INTERG	95,910.82	-	95,910.82
	MITCHELL, SUSAN	TEACHER MATH	95,466.55	150.00	95,616.55
	MCKINLEY, RITA	TEACHER READING	94,715.40	-	94,715.40
	MICHAUD, DENNIS	TEACHER SCIENCE	50,652.39	43,602.90	94,255.29
	BARTH, MICHELLE	TEACHER KINDGTN	93,777.55	300.00	94,077.55
	HOGAN, SARA	TEACHER SPEC ED	93,885.45	-	93,885.45
	BELL, BETH	TEACHER KINDGTN	93,823.05	-	93,823.05
	RAPOSA, LAURA	TEACHER GRADE 5	93,658.55	150.00	93,808.55
	REGO, ELIZABETH	TEACHER MATH	93,500.84	300.00	93,800.84
	PRATT, CHERYL	TEACHER GRADE 2	93,658.55	-	93,658.55
	SHOEMAKER, TODD	TEACHER TECHNOLOGY	92,158.98	1,406.00	93,564.98
	SMITH, MICHELE	TEACHER GRADE 3	93,561.84	-	93,561.84
	BURNDRETT, CHRISTINA	TEACHER SPEC ED	93,550.55	-	93,550.55
	CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	92,684.55	789.02	93,473.57
	LEIGHTON, RACHEL	GUIDANCE COUNSELOR	92,796.00	150.00	92,946.00
	HIRTH, MICHELE	TEACHER SPEC ED	92,684.55	250.00	92,934.55
	ALLISON, JENENE	TEACHER FRENCH	90,276.10	1,703.00	91,979.10
	BUONACORE, TRICIA	TEACHER HEALTH	90,786.84	1,003.00	91,789.84
	PATTERSON, NICOLE	TEACHER GRADE 4	91,772.84	-	91,772.84
	MANHEIMER, AMY	TEACHER MATH	91,497.34	-	91,497.34
	SAWOSIK, TERYL	TEACHER GRADE 2	91,068.77	-	91,068.77
	KOOB, SARAH	TEACHER READING	90,559.84	-	90,559.84
	BACKMAN, NELINA	TEACHER ENGLISH	90,029.01	-	90,029.01
	JONES, JENNIFER	TEACHER GRADE 4	89,693.84	-	89,693.84
	HUTCHINS, CRYSTAL	SPCH THERPST/PATHOL	89,693.84	-	89,693.84
	MCMAHON, MAUREEN	SCHOOL PSYCHOLOGIST	88,016.39	1,445.00	89,461.39
	PETERSON, CYNTHIA	SPCH THERPST/PATHOL	7,521.00	81,609.49	89,130.49
	KAMPERSAL, SHARON	TEACHER ENGLISH	87,683.05	740.00	88,423.05
	GILLETTE, GREGORY	TEACHER PHSYICAL ED	87,629.39	703.00	88,332.39
	HOLM, VANESSA	TEACHER GRADE 2	88,113.10	-	88,113.10
	GILMAN, ALLISON	SPED TEAM CHAIR	86,926.41	-	86,926.41
	PAGINGTON, ANDREA	TEACHER SPEC ED	86,926.39	-	86,926.39
	HARTE, KELLI	TEACHER KINDGTN	86,503.99	-	86,503.99
	ABBOTT, JENNIFER	TEACHER ENGLISH	85,279.48	-	85,279.48
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	61,924.75	23,245.59	85,170.34
	CROTEAU, NATALIE	TECHN SYS COORD	83,313.96	1,250.00	84,563.96
	FOUSTOUKOS, MICHAEL	TEACHER HIST/SCL ST	84,148.39	151.25	84,299.64
	LORD, JULIE	INSTR TECHN COORD	83,313.96	250.00	83,563.96



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	PETTENGILL, SUE	TEACHER ENG LAN LRN	82,079.10	192.40	82,271.50
	MEAGHER, WILLIAM	SCHOOL MAINTENANCE	61,021.55	20,004.36	81,025.91
	WALSH, RYAN	TEACHER HIST/SCL ST	80,428.35	-	80,428.35
	MCCARTHY, KATHLEEN	SCHOOL NURSE	77,383.97	2,311.10	79,695.07
	GILMORE, LIAM	TEACHER SPEC ED	78,985.69	703.00	79,688.69
	MOORE, BETH	TEACHER GRADE 1	79,019.79	150.00	79,169.79
	ALLEN, JONATHAN	TEACHER GRAPHIC ART	78,428.17	-	78,428.17
	KRISTIE, KERRY	TEACHER GRADE 3	77,476.89	-	77,476.89
	ROPER, REBECCA	TEACHER GRADE 1	76,643.89	600.00	77,243.89
	HEALY, ROBIN	ACCOUNTS PAYABLE MGR	74,870.73	1,828.73	76,699.46
	HEMMIS, KRISTEN	TEACHER ART	75,721.06	75.00	75,796.06
	STANTON, JESSICA	TEACHER READING	75,519.64	-	75,519.64
	FIORI, TERESA	BRD CERT BEHV ANALYST	44,756.11	30,350.17	75,106.28
	PORELL, CHRISTINE	SCHOOL NURSE	72,238.49	1,253.91	73,492.40
	WETHERBEE, MARNA	TD DIRECTOR	73,132.29	-	73,132.29
	METCALFE, AMY	TEACHER GRADE 4	72,769.71	-	72,769.71
	GOULDRUP, CYNTHIA	TEACHER PRE-K	72,487.82	-	72,487.82
	GANSENBERG, TIMOTHY	TEACHER MUSIC	71,733.89	75.00	71,808.89
	SUNDBERG, JENNIFER	TEACHER SPEC ED	71,733.89	-	71,733.89
	FEUDO, JENNIFER	TEACHER SPEC ED	70,558.58	195.00	70,753.58
	GRESKO-CAULFIELD, ANGELA	TEACHER SPEC ED	70,190.67	-	70,190.67
	MULONE, DOROTHY	EXECUTIVE ADMIN ASST	69,937.31	200.00	70,137.31
	SHIRE-SUSSER, SHERRI	SPCH THERPST/PATHOL	69,541.11	218.17	69,759.28
	DYADKO, ANNA	GUIDANCE COUNSELOR	69,008.92	300.00	69,308.92
	STURTZ, RAINA	TEACHER PRE-K	68,059.67	412.50	68,472.17
	MOORE, SARAH	TEACHER HISTORY	5,336.08	62,992.83	68,328.91
	AVERSO, TINA	ADM ASST SPEC ED DIR	67,918.25	236.93	68,155.18
	SOARES, ANNMARIE	TEACHER GRADE 3	68,112.52	-	68,112.52
	PHILPOT, MARY	SCHOOL NURSE	63,667.19	4,403.16	68,070.35
	ELDREDGE, MATTHEW	TEACHER SCIENCE	66,561.64	-	66,561.64
	GOFF, JENNIFER	TEACHER MATH	66,496.42	-	66,496.42
	ETHIER, MARY	OCCUP THERAPIST	66,289.83	-	66,289.83
	WARD, CASEY	TEACHER GRADE 2	67,637.57	(1,383.50)	66,254.07
	DENNIS, JOSEPH	TEACHER SCL STUDIES	65,924.03	-	65,924.03
	MAILHOT, BRIANNA	TEACHER SPEC ED	65,122.74	-	65,122.74
	SHELDON, ASHLEY	TEACHER MUSIC	63,675.77	703.00	64,378.77
	COTTER, KATHRYN	TEACHER GRADE 5	64,302.15	-	64,302.15
	BRAZINSKI, ANN	TEACHER GRADE 1	63,895.70	-	63,895.70
	RIETH, JENNIFER	OCCUP THERAPIST	63,856.20	-	63,856.20
	MASON, JESSICA	TEACHER GRADE 5	63,562.07	-	63,562.07
	TECCE, TRACY	TEACHER GRADE 4	63,393.09	-	63,393.09
	BOTKO, LEAH	FOOD SERVICES DIR	61,932.82	1,000.00	62,932.82
	GARLISI, SHAYNA	TEACHER GRADE 2	4,894.24	57,724.07	62,618.31

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	BENSON, MELISSA	GUIDANCE COUNSELOR	61,366.19	1,015.25	62,381.44
	BRYANT, SAMANTHA	PAYROLL COORDINATOR	61,095.26	913.50	62,008.76
	DURKIN, AMY	TEACHER SCIENCE	61,764.45	-	61,764.45
	WEILAND, RACHEL	TEACHER GRADE 4	60,838.77	150.00	60,988.77
	DAVIS, MELISSA	TEACHER GRADE 5	60,957.14	-	60,957.14
	SLOAN, MELISSA	TEACHER PRE-K	60,838.77	-	60,838.77
	BRIDEAU, DUSTIN	TEACHER SCL STUDIES	60,285.82	351.50	60,637.32
	SAPP, KATHRYN	BRD CERT BEHV ANALYST	59,114.24	150.00	59,264.24
	DUARTE, RACHEL	TEACHER KINDGTN	59,004.26	-	59,004.26
	SMITHLIN, ZACHARY	TEACHER PHYSICAL ED	58,484.00	-	58,484.00
	DIONNE, DEBRA	ADMIN ASST PRINCIPAL	57,046.74	1,386.03	58,432.77
	NOLAN, JANET	GUIDANCE COUNSELOR	57,550.36	472.71	58,023.07
	DUSSI, JESSICA	TEACHER GRADE 1	4,695.38	52,943.33	57,638.71
	DIONNE, CHRISTAL	TEACHER SCIENCE	56,731.40	703.00	57,434.40
	DEE, PETER	SCHOOL CUSTODIAN	41,356.75	14,691.38	56,048.13
	FRANCESCHI, MEREDITH	TEACHER GRADE 5	55,391.60	-	55,391.60
	ROY, RICHARD	SCHOOL CUSTODIAN	35,067.28	18,582.59	53,649.87
	ANGELO, SARA	TEACHER GRADE 5	53,453.18	-	53,453.18
	SULLIVAN, CHARLES	TECH NETWRK SPT SPEC	53,018.51	375.00	53,393.51
	LEONARD, MATTHEW	TEACHER ART	53,353.42	-	53,353.42
	HICKMAN, NOAH	TECH SPECIST AIDE	52,528.56	310.40	52,838.96
	KEMPTON, JUNE	ADMIN ASST PRINCIPAL	49,293.91	3,488.22	52,782.13
	GERMAIN, ZOE	TEACHER GRADE 3	4,268.24	48,399.43	52,667.67
	DUFFY, JACQUELYN	TEACHER SPANISH	52,442.87	135.00	52,577.87
	HENDLEY, SYDNEY	TEACHER PHYSICAL ED	52,291.48	75.00	52,366.48
	SHERIDAN, HANNAH	TEACHER TRANS	52,291.48	-	52,291.48
	MOURA-CONLON, PAULA	PHYSICAL THERAPIST	51,788.97	-	51,788.97
	DECOSTE, ADAM	TEACHER MATH	49,979.56	838.00	50,817.56
	SULLIVAN, KATHLEEN	SCHOOL NURSE	25,989.72	24,443.03	50,432.75
	YORK, AMY	OCCUP THERAPIST	50,015.35	280.49	50,295.84
	HARRIS, JENNIFER	TEACHER SCIENCE	49,893.19	-	49,893.19
	PARE, JOAN	ADMIN ASST PRINCIPAL	49,428.44	-	49,428.44
	KRAMPF, JODI	TEACHER SPEC ED	53,258.51	(4,096.80)	49,161.71
	BENULLO, NANCY	GUIDANCE SECRETARY	47,648.22	1,029.88	48,678.10
	HADLEY, TAMARA	SCHOOL CUSTODIAN	41,245.76	6,107.19	47,352.95
	SOLOMONIDES, KAREN	SCHOOL CUSTODIAN	41,245.76	5,964.65	47,210.41
	CORROW, BETTINA	ADM ASST CURRCLM DIR	45,750.58	1,375.07	47,125.65
	DUVAL, CAROLYN	TEACHER SPEC ED	43,106.05	3,989.45	47,095.50
	MELBY, CHRISTOPHER	TEACHER FRENCH	46,740.32	351.50	47,091.82
	ANDERSON, JILLIAN	ADMIN ASST PRINCIPAL	46,895.94	188.44	47,084.38
	GILIBERTO, ANGELA	TEACHER SPEC ED	46,740.32	-	46,740.32
	TOMPKINS, ALLYSON	TEACHER ENGLISH	46,740.32	-	46,740.32
	GARVEY, JOAN	SCHOOL SECRETARY	45,862.22	189.24	46,051.46
	CODYER, AMY	TEACHER GRADE 2	47,354.17	(2,882.42)	44,471.75

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	FITZPATRICK, KERRYNN	TEACHER ASST SPEC ED	41,711.57	181.88	41,893.45
	MORRISSEY, HENRIETTA	TD ASST DIR	41,612.02	162.00	41,774.02
	ARNOLD, ERIK	TEACHER SPEC ED	32,125.20	8,471.53	40,596.73
	CABRAL, KEVIN	APPL BEHAVR ANL ASST	40,449.02	145.45	40,594.47
	DERY, JOANNE	TEACHER MATH	40,025.68	-	40,025.68
	LONG THACH, LONDON	TECH SPECIST AIDE	39,502.23	332.26	39,834.49
	FURBUSH, BELIA	TEACHER KINDGTN	39,574.23	-	39,574.23
	PALMER, KAYLA	TEACHER GRADE 4	13,321.00	24,667.07	37,988.07
	SEPPA, EMILY	TEACHER SPEC ED	33,864.00	4,007.20	37,871.20
	KELLY, MARYLOUISE	CAFETERIA MANAGER	31,284.40	6,148.10	37,432.50
	GILMORE, CHRISTINE	SCHOOL SECRETARY	36,842.46	126.07	36,968.53
	BARRY, NICOLE	SCHOOL NURSE	35,002.32	1,855.33	36,857.65
	JOHNSON, TRACEY	TEACHER SPEC ED	36,482.77	-	36,482.77
	UVELLO, CHRISTINE	OCCUP THERAPIST	34,260.80	145.31	34,406.11
	QUESNEL, JACLYN	SCHOOL PSYCHOLOGIST	33,844.50	-	33,844.50
	HURLEY, MICHELLE	TEACHER KINDGTN	33,844.50	-	33,844.50
	JOHNSON, TIMOTHY	SCHOOL CUSTODIAN	30,306.87	3,530.80	33,837.67
	FRONTAIN, CODY	SCHOOL CUSTODIAN	28,376.95	5,353.36	33,730.31
	LADOUCEUR, SAMANTHA	SUBSTITUTE LONG TERM	-	33,592.28	33,592.28
	BLOM, MATTHEW	TEACHER SPEC ED	16,923.09	16,147.71	33,070.80
	RESENDES, JACQUELYN	TEACHER PRE-K	17,127.00	15,053.61	32,180.61
	LEBLANC, LAURIE	READING TUTOR	31,942.80	-	31,942.80
	MAYLOTT, CAROLINE	TEACHER ASST SPEC ED	31,369.37	159.54	31,528.91
	BEHAN, MICHELE	TEACHER ASST SPEC ED	31,084.42	371.40	31,455.82
	BOWEN, KARYA	TD COORDINATOR	30,762.03	121.78	30,883.81
	MASSE, DOMINIQUE	TEACHER GRADE 1	30,783.39	-	30,783.39
	BOWEN, ALEV	TD GROUP LEADER	30,564.83	106.07	30,670.90
	PEASE, CARLEY	SCHOOL CUSTODIAN	28,446.56	1,559.61	30,006.17
	PETERSON, KRISTIN	CAFETERIA MANAGER	29,452.21	544.35	29,996.56
	SHIMMEL, ALICE	CAFETERIA MANAGER	29,133.84	261.45	29,395.29
	SANNELLA, MARY	SCHOOL SECRETARY	29,193.18	113.20	29,306.38
	HEALY, GRACE	TEACHER ASST SPEC ED	25,987.97	3,102.03	29,090.00
	HAZEN, STARLA	LIBRARY TUTOR	28,749.14	110.48	28,859.62
	GUM MADYDA, JENNIFER	TEACHER GRADE 2	28,841.22	-	28,841.22
	BENTLEY, LISA	TEACHER ASST SPEC ED	28,266.31	102.03	28,368.34
	EMERSON, ASHLEY	TEACHER KINDGTN	27,449.68	-	27,449.68
	SCANZILLO, JOANNA	TEACHER ASST SPEC ED	27,135.15	102.03	27,237.18
	FINN, CHRISTINE	TEACHER SCIENCE	26,910.36	-	26,910.36
	CIARFELLA, KATHLEEN	TEACHER ASST SPEC ED	24,577.97	2,102.03	26,680.00
	RILEY, DAVID	ENERGY EDUCATION MGR	-	26,432.03	26,432.03
	OLDENQUIST, DONNA	TEACHER ASST SPEC ED	25,817.81	102.03	25,919.84
	PEARCE, JAMES	SCHOOL CUSTODIAN	21,710.84	3,892.45	25,603.29
	ETHIER, ALBERT	SCHOOL CUSTODIAN	24,351.78	751.81	25,103.59
	SCARINGELLA, JOANN	TEACHER ASST SPEC ED	24,952.61	102.03	25,054.64

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	GRAHAM, CHRISTINE	TEACHER ASST SPEC ED	24,910.91	102.03	25,012.94
	MCKEEMAN, ELISABETH	TEACHER ASST SPEC ED	24,343.38	102.03	24,445.41
	COVERDALE, KATHERINE	SUBSTITUTE TEACHER	-	24,428.38	24,428.38
	MCNAUGHT, ERICA	TEACHER ASST	24,317.23	102.03	24,419.26
	LANDFORS, ALLISON	TEACHER ASST SPEC ED	24,355.17	48.33	24,403.50
	LUCIANO, ABIGAIL	TEACHER ASST	24,300.10	102.03	24,402.13
	CEGALIS, SARAH	TEACHER SPEC ED	21,618.58	2,665.20	24,283.78
	DOLAK, PATRICIA	TEACHER ASST SPEC ED	24,177.33	102.03	24,279.36
	RICHTER, KAREN	TEACHER ASST SPEC ED	24,151.11	102.03	24,253.14
	SKODA, MARY	TEACHER ASST	24,141.64	102.03	24,243.67
	DONOVAN, STEPHEN	TEACHER ASST SPEC ED	24,130.01	95.00	24,225.01
	RAMIREZ, CONNIE	TEACHER ASST SPEC ED	24,020.55	102.03	24,122.58
	AUTIO, CATHY	TEACHER ASST SPEC ED	23,982.96	102.03	24,084.99
	OLIVER, HANNAH	TEACHER ASST	23,945.15	102.03	24,047.18
	FOWLER, KERRY	TEACHER SPEC ED	18,676.28	5,336.08	24,012.36
	JOHNSON, DANETTE	TEACHER ASST SPEC ED	23,881.43	102.03	23,983.46
	BECKER, KELLEY	TEACHER ASST SPEC ED	23,862.40	102.03	23,964.43
	TULLEY-LEONE, MARTHA	TEACHER ASST SPEC ED	23,849.34	102.03	23,951.37
	RICE, KARA	TEACHER MATH	23,781.08	-	23,781.08
	DINOIA, JENNIFER	TEACHER ASST SPEC ED	23,662.32	102.03	23,764.35
	SIMMONS, ANDREA	TEACHER ASST SPEC ED	23,697.93	48.33	23,746.26
	MCINNIS, TRICIA	TEACHER ASST SPEC ED	23,299.18	102.03	23,401.21
	MULONE, ALYSSA	CE INSTRUCTOR I	23,267.46	102.03	23,369.49
	DEVOGEL, MICHELLE	CAFETERIA WORKER	19,557.50	3,712.68	23,270.18
	OBRIEN, RHEA	BUILDING SUBSTITUTE	13,202.60	9,842.30	23,044.90
	WERLING, DIANE	CAFETERIA MANAGER	22,567.81	96.48	22,664.29
	STEELE, MADELEINE	TEACHER ASST	22,451.71	97.19	22,548.90
	MORENO, LINDA	TEACHER ASST	21,698.69	93.53	21,792.22
	GIANOTTI, KAITLIN	TEACHER SPEC ED	16,433.83	5,314.58	21,748.41
	MUNNELLY, MARGARET	TEACHER GRADE 1	21,129.21	-	21,129.21
	HEVENOR, KRISTINA	LIBRARY TUTOR	20,781.56	107.24	20,888.80
	WEBSTER, ANDREW	TEACHER MATH	20,168.28	-	20,168.28
	LNU, SAPNA	TEACHER ASST SPEC ED	19,075.83	1,051.15	20,126.98
	RITCHIE, PERRI	TEACHER ASST	19,912.39	102.03	20,014.42
	HIRTLE, JENNIFER	TEACHER ASST SPEC ED	19,789.83	216.45	20,006.28
	DALE, KATHARINE	TEACHER GRADE 4	19,784.39	-	19,784.39
	O'CONNOR, KATIE	TEACHER SPEC ED	8,473.86	11,303.37	19,777.23
	DONARUMA, DARLENE	TEACHER ASST SPEC ED	19,581.77	102.03	19,683.80
	KONZ, PETER	TEACHER SPEC ED	19,207.08	-	19,207.08
	ROBUCCIO, NICO	TEACHER ASST SPEC ED	19,009.80	102.03	19,111.83
	HUSSON, DIANNE	AP CLERK	-	18,547.85	18,547.85
	CHANDLER, TONI	TEACHER ASST SPEC ED	18,353.49	102.03	18,455.52
	HE, JENNIFER	GUIDANCE COUNSELOR	14,191.17	4,234.62	18,425.79
	BUSA, JESSICA	TEACHER GRADE 6 GEN	18,046.81	-	18,046.81

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	CALEY, CASSANDRA	DW SCHOOL NURSE	11,513.52	5,756.76	17,270.28
	BORACCINI, MICHELLE	SUBSTITUTE LONG TERM	-	17,252.21	17,252.21
	ANNESE, VICKI	TD KINDERGARTN COORD	17,149.29	-	17,149.29
	CARAVOULIAS, SUZANNE	CAFETERIA WORKER	16,485.63	45.68	16,531.31
	HALL, SACHIKO	TEACHER ASST SPEC ED	16,412.21	-	16,412.21
	DUBAY, ERIN	TEACHER ASST	15,902.16	102.03	16,004.19
	SHERWOOD, SAMUEL	SCHOOL CUSTODIAN	13,722.40	2,131.63	15,854.03
	MAYO, MORGAN	TEACHER ASST	15,566.25	232.19	15,798.44
	VENDITTI, EMILY	CAFETERIA WORKER	12,979.35	2,180.11	15,159.46
	NICHOLS, SUSAN	TEACHER ASST SPEC ED	14,288.63	750.00	15,038.63
	NELSON, CELESTE	CAFETERIA WORKER	14,599.30	79.42	14,678.72
	COURT, CATHY	TEACHER ASST	14,354.55	-	14,354.55
	LEDUC, CATHERINE	TEACHER ASST SPEC ED	14,115.85	-	14,115.85
	STOCKWELL, KOREE	TEACHER ASST SPEC ED	13,925.58	-	13,925.58
	JOHNSON, ALEXANDER	SUBSTITUTE LONG TERM	-	13,819.08	13,819.08
	BENTLEY, ERIK	SCHOOL MAINTENANCE	10,500.00	3,318.75	13,818.75
	DENEHY, STEPHANIE	TEACHER ASST SPEC ED	13,736.68	-	13,736.68
	HOGAN, ALEXANDRIA	TEACHER ASST SPEC ED	13,547.74	-	13,547.74
	STONE, BARBARA	TEACHER GRADE 5	-	13,288.17	13,288.17
	BUSSIERE, MACEY	SUBSTITUTE TEACHER	-	13,182.06	13,182.06
	FUHS, BRANDIE	CAFETERIA WORKER	11,704.52	1,467.58	13,172.10
	MCCARTHY, ALISON	TUTOR	-	13,128.37	13,128.37
	KALDENBERG, CASEY	COACH	-	13,120.00	13,120.00
	PAINTER, THEODORE	COACH	-	13,120.00	13,120.00
	SILVA, RACHEL	TEACHER MATH	12,481.29	-	12,481.29
	LOCKWOOD, SARAH	TEACHER ASST SPEC ED	12,143.52	-	12,143.52
	MODICA, ARLYN	CAFE SUBSTITUTE	10,821.19	998.50	11,819.69
	PENNEY, STEPHEN	SCHOOL CUSTODIAN	9,516.00	1,915.88	11,431.88
	VASQUEZ, RUTH	TEACHER ASST SPEC ED	9,295.47	2,102.03	11,397.50
	O'NEILL, TRACEY	DRAMA PRODUCTION DIR	-	11,111.03	11,111.03
	NAYLOR, WILLIAM	COACH	-	10,847.00	10,847.00
	MCCARTHY, SHANNON	TD GROUP LEADER	6,470.07	3,590.20	10,060.27
	NAGAR, MANISHA	TEACHER ASST SPEC ED	9,914.92	-	9,914.92
	HAMWEY, DEBORAH	TEACHER ASST	9,708.96	102.03	9,810.99
	CEREZO, PATRICIA MONIQUE	TEACHER ASST SPEC ED	7,534.40	2,000.00	9,534.40
	WEIR, JULIE	TEACHER ASST	9,365.28	102.03	9,467.31
	STULL, TARA	TEACHER ASST SPEC ED	9,247.14	102.03	9,349.17
	MAK, CHING	CAFETERIA WORKER	9,335.75	-	9,335.75
	TURBIDE, LISELOT	TEACHER SPEC ED	9,115.66	-	9,115.66
	TRAINQUE, CYNTHIA	SUBSTITUTE LONG TERM	-	9,098.65	9,098.65
	BABEY, DENIELLE	CAFETERIA WORKER	-	9,075.07	9,075.07
	MCGOVERN, MILDRED	CROSSING GUARD	-	8,920.19	8,920.19
	MONDAL, MOHUA	TEACHER ASST	8,664.81	97.19	8,762.00
	CAPPETTA, JON	TEACHER ASST	8,516.82	102.03	8,618.85

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	WOLF, CINDY	SUBSTITUTE TEACHER	-	8,524.07	8,524.07
	ENGEN, SHEALEE	TEACHER ASST SPEC ED	8,368.14	97.19	8,465.33
	BLAIR, ELIZABETH	TEACHER ASST	8,112.21	90.78	8,202.99
	MARSH, ELLEN	SUBSTITUTE TEACH RET	-	7,973.96	7,973.96
	MARR, DAVID	SCHOOL CUSTODIAN	6,864.00	571.94	7,435.94
	ONEILL, TIMOTHY	TEACHER ASST	7,282.80	-	7,282.80
	PALMER, HEATHER	SUBSTITUTE LONG TERM	-	7,100.94	7,100.94
	PLETCHER, JENNIFER	SUBSTITUTE NURSE	-	7,099.00	7,099.00
	MIRABELLA, AMY	CAFETERIA WORKER	7,053.76	37.62	7,091.38
	LANDRY, KAYLA	TEACHER ASST SPEC ED	7,074.51	-	7,074.51
	EASTER, ASANTE	COACH	-	6,808.00	6,808.00
	BELL, EMILY	SUBSTITUTE TEACHER	-	6,697.90	6,697.90
	MARTINEC, SENA	SUBSTITUTE TEACHER	-	6,680.47	6,680.47
	GENTILE, CAITLYN	TEACHER ASST SPEC ED	5,428.24	1,002.75	6,430.99
	SHAUGHNESSY, LISA	TD GROUP LEADER	6,380.55	-	6,380.55
	WODZINSKI, CLAIRE	TEACHER ASST	2,609.18	3,500.00	6,109.18
	HASTINGS, RICHARD	COACH	-	5,629.00	5,629.00
	LIZOTTE, KEVIN	COACH	-	5,629.00	5,629.00
	GONZALEZ, FRANKLIN	SCHOOL CUSTODIAN	5,479.50	-	5,479.50
	GENTILE, KIMBERLY	TEACHER ASST SPEC ED	3,473.87	2,000.00	5,473.87
	FRATICELLI, LEEANN	CAFETERIA WORKER	5,199.92	79.42	5,279.34
	WEBBER, KATHERINE	TD ASSISTANT	-	5,101.34	5,101.34
	REID, JOHN	COACH	-	4,936.00	4,936.00
	STALFORD, SAMANTHA	TEACHER SPEC ED	4,801.93	-	4,801.93
	CORRIVEAU, LINDA	CAFETERIA WORKER	-	4,756.72	4,756.72
	EKLUND, JENNIFER	SUMMER SCHOOL NO PENSION	-	4,680.00	4,680.00
	NICHOLSON, TRICIA	COACH	-	4,460.00	4,460.00
	SUNDQUIST, LANETTE	COACH	-	4,460.00	4,460.00
	TURCOTTE, TODD	SCORE KEEPER	-	4,460.00	4,460.00
	LEONARD, JUSTIN	COACH	-	4,432.00	4,432.00
	CHO, PILYOUNG	TEACHER ASST SPEC ED	4,357.98	-	4,357.98
	COTE, ALEXANDER	STUDENT ASSISTANT	-	4,354.09	4,354.09
	ABRUZZESE, JOHN	COACH	-	4,330.00	4,330.00
	KONTOFF, JANE	COACH	-	4,330.00	4,330.00
	PARKINSON, MARK	COACH	-	4,330.00	4,330.00
	WINKELMANN, ALEXANDER	COACH	-	4,330.00	4,330.00
	GALLACHER, KYLA	TEACHER ASST SPEC ED	4,318.75	-	4,318.75
	CALCAGNI, CYNTHIA	TD GROUP LEADER	-	4,170.84	4,170.84
	ABARE, ROBERT	COACH	-	4,125.00	4,125.00
	LEDUC, AIDEN	STUDENT ASSISTANT	-	4,125.00	4,125.00
	CLARK, TASHA	SUBSTITUTE TEACHER	-	3,807.78	3,807.78
	MUSE, AMANDA	BRD CERT BEHV ANALYST	3,699.46	-	3,699.46
	STEARNS, PATRICK	COACH	-	3,651.00	3,651.00
	BURRILL, MICHELLE	TEACHER ASST SPEC ED	3,565.68	-	3,565.68



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	HARDY, ALLISON	COACH	-	3,545.00	3,545.00
	WILSON, RYAN	COACH	-	3,545.00	3,545.00
	SMYTH, MARTINA	STUDENT ASSISTANT	-	3,514.50	3,514.50
	RYZI, RICHARD	COACH	-	3,468.00	3,468.00
	KINGSLEY, CASSONDRA	SUBSTITUTE TEACHER	-	3,369.66	3,369.66
	RIDGE, ERIN	TD ASSISTANT	-	3,297.35	3,297.35
	LOHIER, JEAN	SCHOOL CUSTODIAN	3,228.80	-	3,228.80
	SRIRAM, SUMATHI	TEACHER ASST SPEC ED	3,143.62	-	3,143.62
	ST. GELAIS, KAITLYN	STUDENT ASSISTANT	-	3,011.25	3,011.25
	NYSTROM, LAURIE	CAFETERIA WORKER	2,838.64	-	2,838.64
	BENTLEY, DENNIS	COACH	-	2,831.00	2,831.00
	LILES, APRIL	COACH	-	2,831.00	2,831.00
	LYONS, CONNOR	TEACHER ASST SPEC ED	-	2,626.01	2,626.01
	BURKE, NICOLE	DRAMA SUPPORT	-	2,625.00	2,625.00
	SULLIVAN-NAIMO, KELLIE	TEACHER ASST	2,577.60	-	2,577.60
	DINOIA, JULIA	STUDENT ASSISTANT	-	2,554.31	2,554.31
	FONTANELLA, NICHOLAS	COACH	-	2,468.00	2,468.00
	GENTILE, STEPHANIE	COACH	-	2,468.00	2,468.00
	FLYNN, KIM	TD GROUP LEADER	-	2,211.08	2,211.08
	AMIDON, SARAH	TEACHER ASST	2,201.95	-	2,201.95
	MARRINO, BRIANA	SCHOOL CUSTODIAN	2,113.86	50.45	2,164.31
	RUEL, ISABELLA	TD ASSISTANT	-	1,929.75	1,929.75
	AUGER-HUGHES, AMY	TEACHER ASST	1,900.98	-	1,900.98
	MYERS, THOMAS	SUBSTITUTE TEACHER	-	1,896.95	1,896.95
	HORNBECK, PAUL	SCORE KEEPER	-	1,888.00	1,888.00
	COHEN, NOREEN	SUBSTITUTE TEACH RET	-	1,882.44	1,882.44
	GETTINGS, RITA	CAFE SUBSTITUTE	-	1,701.50	1,701.50
	RAPOSA, DIANE	TD GROUP LEADER	-	1,700.00	1,700.00
	SMITH, DENISE	SUBSTITUTE TEACHER	-	1,578.42	1,578.42
	LOSEE, BRITTNEY	CAFE SUBSTITUTE	-	1,503.33	1,503.33
	LAVALLEE, KRISTINA	SUBSTITUTE TEACHER	-	1,493.28	1,493.28
	BACHAND, LEAH	CAFETERIA WORKER	-	1,458.82	1,458.82
	RUEL, MAYA	STUDENT ASSISTANT	-	1,431.44	1,431.44
	JOHNSON, CAROLINE	TD ASSISTANT	-	1,428.58	1,428.58
	SMITH, ADRIENNE	SUMMER SCHOOL PENSIONABLE	-	1,424.24	1,424.24
	POTENZA, JULIANNE	SUBSTITUTE TEACHER	-	1,323.25	1,323.25
	WILSON, JENNIFER	SUBSTITUTE NURSE	-	1,270.10	1,270.10
	CLARK, AMANDA	SUBSTITUTE TEACHER	-	1,256.95	1,256.95
	DARRACH, GRACE	SUMMER SCHOOL PENSIONABLE	-	1,246.21	1,246.21
	DIFIORE, ELIZABETH	TEACHER ASST SPEC ED	-	1,179.45	1,179.45
	CLARK, JAMES	SUBSTITUTE TEACHER	-	1,163.02	1,163.02
	STRYKER, BARBARA	SUMMER SCHOOL NO PENSION	-	1,125.00	1,125.00
	JOHNSON, NOELLE	SUMMER SCHOOL NO PENSION	-	1,102.50	1,102.50
	MOREHOUSE, TYLER	STUDENT ASSISTANT	-	1,102.50	1,102.50

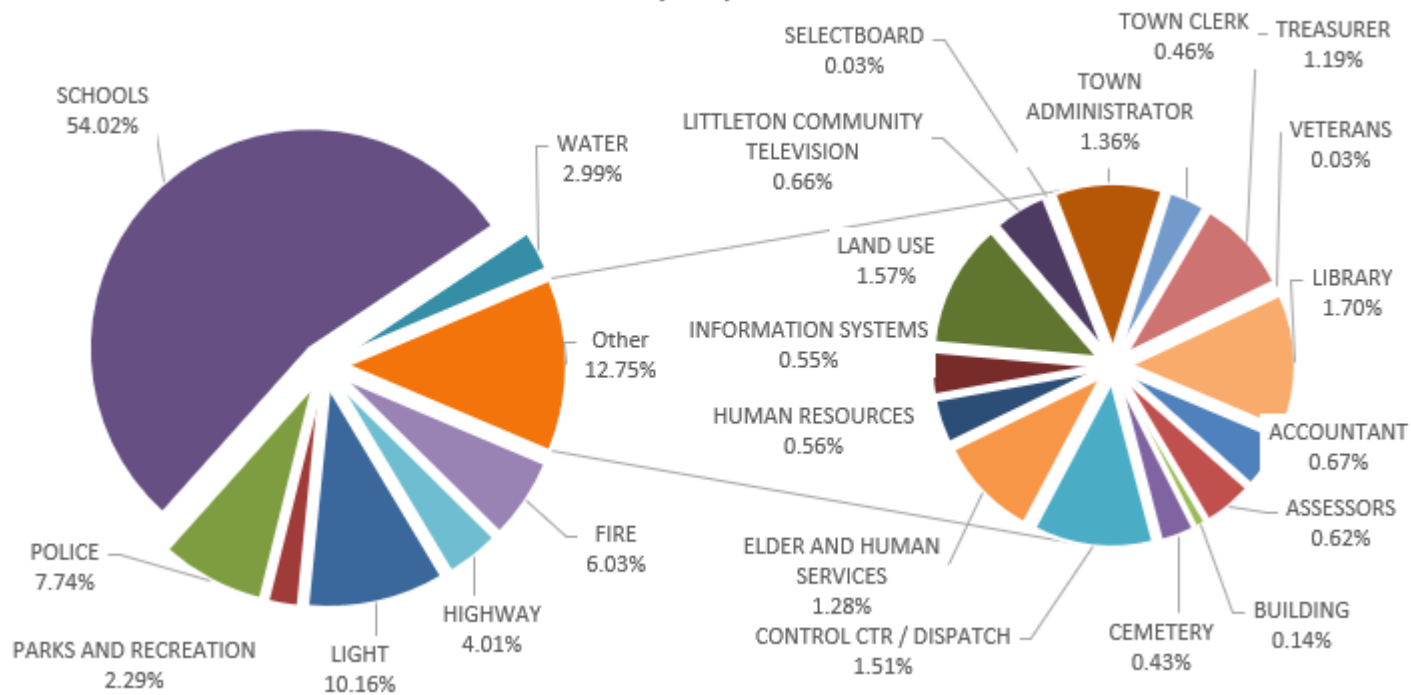
TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u>SCHOOL DEPARTMENT CONTINUED</u>					
	YUEN, NICOLE	SUBSTITUTE TEACHER	-	972.63	972.63
	YANEVA, TANIA	SUBSTITUTE TEACHER	-	937.50	937.50
	LI, ANNE	STUDENT ASSISTANT	-	901.32	901.32
	SANFORD, ELDIS	SUBSTITUTE TEACHER	-	750.00	750.00
	DENNEHY, SUZANNE	DRAMA SUPPORT	-	700.00	700.00
	MULLEN, RILEY	SUBSTITUTE TEACHER	-	699.80	699.80
	VESEY, LYNN	SUBSTITUTE TEACHER	-	696.59	696.59
	SAGER, ANDREW	SUBSTITUTE TCH ASST	-	659.66	659.66
	JOHNSTON, BARBARA	SUBSTITUTE TEACHER	-	619.69	619.69
	MASSON, ERIN	SUBSTITUTE TEACHER	-	617.98	617.98
	FRIDAY, NANCY	CAFE SUBSTITUTE	-	600.00	600.00
	CIULLA, AMANDA	SUBSTITUTE TEACHER	-	500.00	500.00
	LELIEVRE, KRISTEN	SUBSTITUTE TCH ASST	-	487.24	487.24
	WILE, MARY	SUBSTITUTE TCH ASST	-	469.74	469.74
	FONTANELLA, MICHAEL	COACH	-	329.10	329.10
	LAFERTY, KRISTIN	SUBSTITUTE TEACHER	-	324.21	324.21
	BROOKS, JOANN	SUBSTITUTE TEACHER	-	277.89	277.89
	HILBERG, ALEIGHA	SUBSTITUTE TEACHER	-	277.89	277.89
	MACKINNON, CONNIE	CAFE SUBSTITUTE	-	270.00	270.00
	SMITH, MOLLY	CAFETERIA WORKER	-	267.52	267.52
	LEE, AMY	SUBSTITUTE TEACHER	-	250.00	250.00
	MAREK, NATHALIE	SUBSTITUTE TEACHER	-	92.63	92.63
	TETO, EMMA	SUBSTITUTE TEACHER	-	92.63	92.63
	<b>SCHOOL DEPARTMENT TOTAL</b>		<b>16,608,606.84</b>	<b>1,223,602.41</b>	<b>17,832,209.25</b>
<u>TOWN ADMINISTRATOR</u>					
	ANSALDI, ANTHONY	TOWN ADMINISTRATOR	153,799.78	17,713.21	171,512.99
	DICKERSON, DIANNE	EXEC ASST TOWN ADM	74,214.82	2,119.26	76,334.08
	DUMAS, GEORGE	BUILDING MAINT. SUPERVISOR	69,054.07	1,688.80	70,742.87
	LAYDON, JOSEPH	ASST TOWN ADMIN	42,864.00	12,509.32	55,373.32
	FERRARA, RYAN	ASST TOWN ADMIN	52,568.80	-	52,568.80
	MCDOWELL, DAWN	EXEC ASST TOWN ADM	16,244.80	1,666.03	17,910.83
	FEDELE, MARILYN	MEETING CLERK	-	3,764.31	3,764.31
	<b>TOWN ADMINISTRATOR TOTAL</b>		<b>408,746.27</b>	<b>39,460.93</b>	<b>448,207.20</b>
<u>TOWN CLERK</u>					
	CRORY, DIANE	TOWN CLERK	92,347.36	-	92,347.36
	PREHL, KIMBERLY	ASSISTANT TOWN CLERK	56,634.06	3,351.74	59,985.80
	<b>TOWN CLERK TOTAL</b>		<b>408,746.27</b>	<b>39,460.93</b>	<b>448,207.20</b>

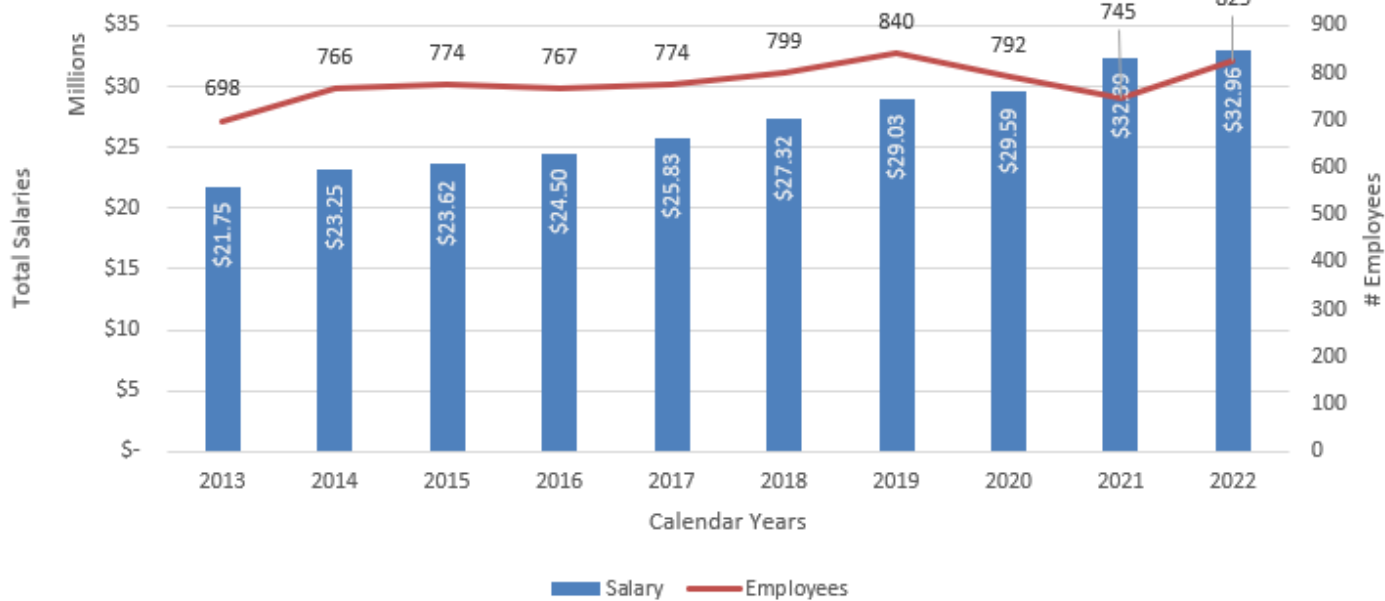
<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2022 Earnings *</i>
<u><b>TREASURER</b></u>					
	RICHARDS, DEBORAH	TAX COLLECTOR	84,249.52	-	84,249.52
	KOUVO, KIMBERLY	ASST TREASURER	83,881.48	59.56	83,941.04
	O'BRIEN, SEAN	TOWN TREASURER	65,234.30	7,663.55	72,897.85
	FILIPE, CYNTHIA	FINANCE PAYR COORD	51,490.00	7,812.00	59,302.00
	VENUTI, STEVEN	TOWN TREASURER	-	39,915.36	39,915.36
	DEROSA, ANA-MARIA	ASST TREASURER	21,660.00	5,559.40	27,219.40
	CAIN, REBECCA	FINANCE PAYR COORD	16,902.39	-	16,902.39
	ESSMAN, ANN	ASST TREASURER	-	7,475.73	7,475.73
	<b>TREASURER TOTAL</b>		<b>323,417.69</b>	<b>68,485.60</b>	<b>391,903.29</b>
<u><b>VETERANS</b></u>					
	BOROSKI, JOHN	VETERANS' AGENT	-	7,764.70	7,764.70
	FEDELE, RICHARD	VETERAN TAX PROGRAM	-	1,500.38	1,500.38
	<b>VETERANS TOTAL</b>		<b>0.00</b>	<b>9,265.08</b>	<b>9,265.08</b>
<u><b>WATER DEPARTMENT</b></u>					
	DENARO, PAUL	LWD PROD SUPV ENG	117,434.18	37,039.72	154,473.90
	GODFREY, COREY	LWD WATER QUALITY MANAGER	136,331.29	6,025.50	142,356.79
	MORSE, MICHAEL	LWD EQUIP OPER	100,034.58	37,972.78	138,007.36
	WOITOWICZ, ALLAN	LWD UTILITY SPEC	82,731.02	31,511.93	114,242.95
	PERRON, MARK	LWD UTILITY SPEC	86,247.92	17,453.56	103,701.48
	NELSON, STEVEN	LWD PROD OPER	79,607.03	15,205.81	94,812.84
	VANCOTT, JUSTIN	LWD PROD OPER	81,771.22	808.00	82,579.22
	SILVERMAN, MATTHEW	LWD ENVIROMENTAL ANALYST	71,070.83	1,017.12	72,087.95
	FRASER-ROMILLY, MARGARET	LWD OPERATIONS ASSISTANT	69,225.60	1,184.69	70,410.29
	AHEARN, MATTHEW	LWD PROD OPER	6,502.00	316.98	6,818.98
	FEMINO, DREW	LWD INTERN	-	6,280.00	6,280.00
	VEASIE, JAY	LWD FOREMAN	-	2,012.92	2,012.92
	<b>WATER DEPARTMENT TOTAL</b>		<b>830,955.67</b>	<b>156,829.01</b>	<b>987,784.68</b>
<b>TOTAL SALARIES—2002</b>	<b>Employee count—827</b>		<b>28,648,551.77</b>	<b>4,360,630.08</b>	<b>33,009,181.85</b>

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

Salaries by Department



Total Salaries / Employees



## Commissioners of Trust Funds

### 2022 Annual Report

#### Market Overview

The S&P 500 Index finished the year at 3839.5, a year over year decrease of 19.4% for the 2022 calendar year. The S&P U.S. Aggregate Bond Index decreased 12.03% on the year. Overall, 2022 was the worst year for the major indexes since the 2008 recession. During 2022, the Federal Reserve began their attack on inflation by raising the Fed Funds rate by 4.5%, with a target rate of 4.25% to 4.50%.

#### Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$6,690,638 and finished the year with a balance of \$5,539,004. The Funds' investment income in 2022 was \$246,914. During 2022 there were no capital contributions. Disbursements from The Fund for budgetary and scholarships totaled \$149,631. 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 \$47,000 from the Morrison Fund and Kimball II Fund in 2022. The Trust Funds are also a major contributor to the Littleton Scholarship Trust. In 2022 the Trust Funds contributed \$53,200 to the Scholarship Trust.

#### Commissioner Comments

In 2022 The Fund's portfolio performance reflected a decrease of 15.09%, however the fund outperformed the three benchmark targets by 30 to 150 basis points. The performance to benchmark is consistent with the Fund performance in the past. The income earned, which is a combination of income from the Fund's investments positions as well as capital gains distributed from the activity within the investments, was \$256,914 for 2022. Although this is slightly lower than 2021, it is consistent with the overall goals of the Fund.

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

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

We would also like to thank David Stevens for his many years of service as a Commissioner, especially the past few years while he served as the board's Chair.

Commissioners of Trust Funds

Tyler Gray, Fred Faulkner and Steven Venuti

## TRUST FUND BALANCES

### COMMISSIONER OF TRUST FUNDS

FUND	Principal Account Balance as of 12/31/22	Expendable Funds Account Balance as of 12/31/22*	Total Trust Fund Balance 12/31/2022	2022 Income
Cemetery Perpetual Care	\$310,528.12	305,044.31	\$615,572.43	\$29,121.05
J. Goldsmith Common School	5,383.13	13,611.08	18,994.21	874.61
C. Hildreth	69,288.84	174,444.82	243,733.66	11,190.20
L. Johnson High School	9,203.01	22,800.48	32,003.49	1,473.56
F. M. Kimball	97,259.22	147,978.83	245,238.05	11,469.31
M. H. Kimball	192,870.10	362,337.94	555,208.04	25,602.04
B. Sampson Education	206,200.63	334,201.61	540,402.24	25,027.70
L. H. Zappy	8,599.94	21,417.61	30,017.55	1,385.47
B. Sampson Relief of Animals	32,577.16	91,455.92	124,033.08	5,733.15
A. Tuttle Lyceum	46,521.37	71,407.46	117,928.83	5,397.64
Reuben Hoar Library	539,065.85	893,607.68	1,432,673.53	66,824.65
F.M. Kimball II Fund	151,437.06	250,745.69	402,182.75	18,486.78
Doris Warren Education Fund	139,762.60	219,740.03	359,502.63	16,715.38
Clancy Lyceum	3,720.76	5,581.21	9,301.97	425.76
FB Morrison Charitable Fund	500,000.00	312,211.63	812,211.63	37,187.66
Totals	\$2,312,417.79	\$3,226,586.30	\$5,539,004.09	\$256,914.96
* includes Realized & Unrealized Gains & Losses				



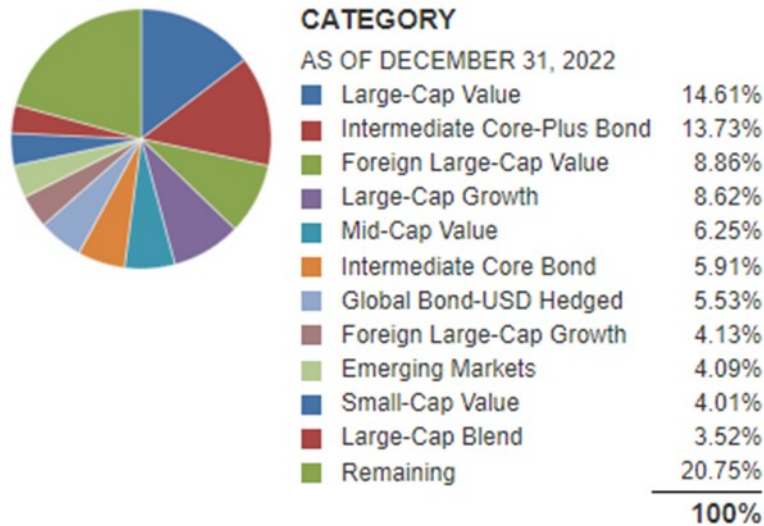
## TRUST FUND INVESTMENTS

NUMBER OF SHARES		MARKET VALUE 12/31/2022	Dividend Per Share	Estimated Annual Income
	<b>Preferred / Other Stocks</b>			
5,375.230	Destra Flaherty & Crumrine Preferred and Income Fund	\$83,638.61	0.82	\$4,381.89
	<b>Total Preferred / Other Stocks</b>	\$83,638.61		\$4,381.89
	<b>Exchange Traded Funds</b>			
13,067.980	Wisdomtree US Largecap	\$809,561.30	1.57	\$20,457.27
	<b>Total Exchange Traded Funds</b>	\$809,561.30		\$20,457.27
	<b>Mutual Funds</b>			
12,740.660	Alger Focus Equity Fund	\$477,774.75	0.04	\$454.84
22,401.760	American Century Mid Cap Value	\$346,107.15	0.31	\$6,928.86
24,335.175	American Century Small Cap Value	\$222,423.50	0.10	\$2,362.95
6,153.828	BlackRock Mid-Cap Growth Fund	\$184,799.45		\$0.00
1,465.520	Fidelity 500 Index Fund	\$195,090.02	2.26	\$3,306.21
3,237.438	Neuberger Berman Small Cap Growth Fund	\$117,001.01	0.00	\$0.00
	<b>Total Mutual Funds</b>	\$1,543,195.88		\$13,052.86
	<b>International / Global Equity Mutual Funds</b>			
6,085.480	Brown International Small Company	\$116,293.52	0.00	\$21.30
7,532.686	Causeway International Small Cap	\$85,947.95	0.34	\$2,532.88
22,981.071	Cullen Emerging Market High Dividend	\$226,823.17	0.48	\$10,921.06
81,658.472	Janus Henderson Global Equity Income	\$490,767.42	0.50	\$40,749.38
10,194.033	John Hancock International Growth	\$228,652.16	0.29	\$2,935.37
	<b>Total International / Global Equity Mutual Funds</b>	\$1,148,484.22		\$57,159.99
	<b>Alternatives</b>			
12,864.838	American Beacon Managed Futures Strategy Fund	\$133,279.72	0.51	\$6,602.23
444.599	JP Morgan Hedged Equity Fund	\$10,923.80	0.24	\$107.61
	<b>Total Alternative Mutual Funds</b>	\$144,203.52		\$6,709.84
	<b>Domestic Bond Mutual Funds</b>			
10,380.460	Artisan High Income	\$87,299.69	0.51	\$5,299.68
33,509.819	Fidelity Advisor Mortgage Securities Fund	\$327,726.03	0.19	\$6,234.61
15,121.527	Fidelity Long Term Treasury Bond Index Fund	\$153,332.28	0.30	\$4,568.45
13,373.701	Fidelity Short Term Treasury Bond Index Fund	\$131,730.95	0.10	\$1,279.90
19,258.020	Guggenheim Total Return Bond Fund	\$446,785.99	0.92	\$17,810.55
16,448.950	Performance Trust Strategic Bond Fund	\$313,845.87	0.75	\$12,417.32
	<b>Total Domestic Bond Mutual Funds</b>	\$1,460,720.81		\$47,610.51
	<b>International Bond Mutual Funds</b>			
40,612.659	Janus Henderson Developed World	\$306,219.45	0.63	\$25,706.00
	<b>Total International Bond Mutual Funds</b>	\$306,219.45		\$25,706.00
	<b>Money Market Mutual Funds</b>			
19,903.430	Fidelity Government Money Market Premium	\$19,903.43	0.00	\$0.00
26,009.910	Fidelity Govt Money Market Capital Reserves	\$26,009.91	0.00	\$0.00
	<b>Total Money Market Mutual Funds</b>	\$45,913.34		\$0.00
	<b>Total Accrued Interest</b>	\$0.34		
	<b>Total Trust Funds</b>	\$5,541,937.47		\$175,078.36

COMMISSIONER OF TRUST FUNDS

## TRUST FUND INVESTMENTS

### Asset mix by category as of December 31, 2022



Additions & Disbursements from Funds - Yr ending December 31, 2022			
Fund	Additions	Disbursements	Reason for Disbursement
Cemetery Perpetual Care	\$0.00	\$16,926.48	Equipment purchases
J. Goldsmith Common School	-	(54.24)	Unused portion of donation to Littleton Public Schools
C. Hildreth	-	(2,255.20)	Unused portion of donation to Littleton Public Schools
L. Johnson High School	-	(117.69)	Unused portion of donation to Littleton Public Schools
F. M. Kimball	-	19,700.00	Scholarship Awards
M. H. Kimball	-	(3,115.00)	Unused portion of donation to Littleton Public Schools
B. Sampson Education	-	22,500.00	Scholarship Awards
L. H. Zappy	-	(152.87)	Unused portion of donation to Littleton Public Schools
B. Sampson Relief of Animals	-	-	None
A. Tuttle Lyceum	-	-	None
Reuben Hoar Library	-	30,200.00	FY23 Library Budget
F.M. Kimball II Fund	-	12,000.00	Scholarship Awards
Doris Warren Education Fund	-	19,000.00	Scholarship Awards
Clancy Lyceum	-	-	None
FB Morrison Charitable Fund	-	35,000.00	Scholarship Awards
Totals	\$0.00	\$149,631.48	



## 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**



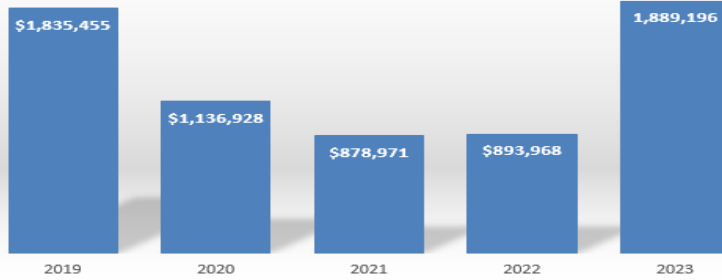
Fiscal Year 2023 was an interim year. Littleton experienced the largest single year increase to the average assessed home value in recent history. Home prices continued to soar with the average home assessment increasing 14.63% to \$594,069, from a previous average of \$518,250 in FY2022. The assessments are based on MLS qualified sales from calendar year 2021. Preliminary data is showing another big year for residential assessments in the upcoming year.

Commercial properties continue to see a decline as this sector has never fully recovered from COVID and the dominance in the on-line shopping market. However, Industrial Real Estate continues to grow with several industrial vacant lots taking out permits for construction.

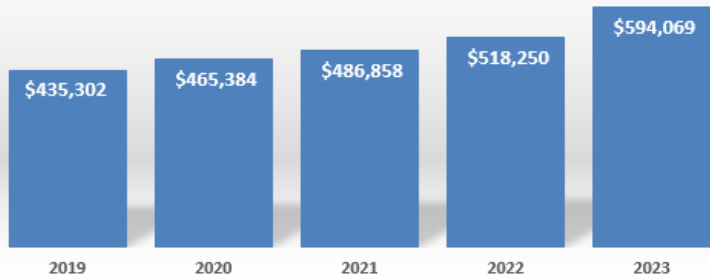
The Assessor's office is fully staffed after a brief vacancy, and we are happy to report that we have hired a new Field Lister in October. We are continuing to catch up on permit and cyclical inspection to ensure our information is accurate and up to date. If you have any questions regarding your valuation, 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



### Exemptions for FY2022

Clause	Count	Value
17(Surviving Spouse)	7	\$2,279.69
22(Veterans)	35	\$31,793.30
22E(Veteran/Spouse)	11	\$20,061.83
37A(Blind)	5	\$4,406.15
41D(Elderly 70+)	6	\$4,496.87
CPA	6	\$311.73
<b>TOTALS</b>		<b>\$63,349.57</b>
Senior Work Off	70	\$38,544.66
Veterans Work Off	1	\$695.39
		<b>\$39,240.05</b>



### Parcel Count for Major Classes

	Single Family	Single Family Values	Condo	Condo Values	Commercial/Industrial	Com/Ind Values
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
2020	3,029	1,409,649,400	152	54,537,000	184	373,514,400

### Historic Tax

Fiscal Year	Res	CIP
2023	16.25	25.37
2022	17.71	28.05
2021	17.70	27.44
2020	17.77	28.49

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

# SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2022

## REAL ESTATE

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$43,509,223.00	\$42,605,361.00	\$155,337.00	\$54,625.00	\$803,150.00
2021	\$1,174,638.49	\$849,195.49	\$137,032.17	\$62,944.62	\$251,355.45
TOTAL	\$44,683,861.49	\$43,454,556.49	\$292,369.17	\$117,569.62	\$1,054,505.45

## PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$1,780,543.00	\$1,716,601.00	\$9,804.00	\$2,771.00	\$56,909.00
2021	\$87,767.00	\$5,565.00	\$10,750.00	\$11,241.00	\$82,693.00
2020	\$12,470.00	\$824.00			\$11,646.00
2019	\$17,336.00				\$17,336.00
2018	\$3,233.00				\$3,233.00
2017	\$2,981.00				\$2,981.00
2016	\$10,181.00				\$10,181.00
2014	\$1,402.00				\$1,402.00
2013	\$11,231.00				\$11,231.00
TOTAL	\$1,927,144.00	\$1,722,990.00	\$20,554.00	\$14,012.00	\$197,612.00

## MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$1,650,884.00	\$1,514,863.00	\$20,675.00	\$12,238.00	\$127,584.00
2021	\$503,748.00	\$445,991.00	\$32,046.00	\$4,242.00	\$29,953.00
2020	\$26,761.00	\$13,363.00	\$6,918.00	\$605.00	\$7,085.00
2019	\$10,616.00	\$2,896.00	\$464.00	\$342.00	\$7,598.00
2018	\$4,398.00	\$508.00			\$3,890.00
2017	\$3,688.00	\$62.00			\$3,626.00
2016	\$5,824.00				\$5,824.00
2015	\$7,175.00				\$7,175.00
2014	\$4,792.00				\$4,792.00
2013	\$2,932.00	\$564.00			\$2,368.00
2012	\$1,735.00	\$100.00			\$1,635.00
2011	\$2,375.00				\$2,375.00
2010	\$2,272.00	\$73.00			\$2,199.00
2009	\$2,110.00				\$2,110.00
2008	\$773.00				\$773.00
TOTAL	\$2,230,083.00	\$1,978,420.00	\$60,103.00	\$17,427.00	\$208,987.00

## COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$366,749.00	\$357,754.00	\$1,633.00	\$110.00	\$7,472.00
2021	\$12,185.00	\$8,109.00	\$1,444.00		\$2,632.00
TOTAL	\$378,934.00	\$365,863.00	\$3,077.00	\$110.00	\$10,104.00

## SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$75,399.00	\$33,162.00			\$42,237.00
2021					\$0.00
TOTAL	\$75,399.00	\$33,162.00	\$0.00	\$0.00	\$42,237.00

## STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$15,124.00	\$4,495.00			\$10,629.00
2021					\$0.00
TOTAL	\$15,124.00	\$4,495.00	\$0.00	\$0.00	\$10,629.00

## WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$1,348.00				\$1,348.00
2021					\$0.00
TOTAL	\$1,348.00	\$0.00	\$0.00	\$0.00	\$1,348.00

## ELECTRIC LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2021 & Committed FY22	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$31,236.00	\$29,724.00			\$1,512.00
2021					\$0.00
TOTAL	\$31,236.00	\$29,724.00	\$0.00	\$0.00	\$1,512.00

## WATER LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2021 & Committed FY2022	Collected/Liened to Treasurer	Abated	Refunded	Balance
2022	\$11,147.29	\$11,147.29			\$0.00
2021					\$0.00
TOTAL	\$11,147.29	\$11,147.29	\$0.00	\$0.00	\$0.00





### 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.

### 2022 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

During calendar year 2022, the Building Department saw various changes:

- The department hired a new Office Coordinator, Brenda Pelletier, who joined the department in June of 2022.
- The Building department offices relocated to the first floor of the Town Offices Building, to the space previously occupied by the Reuben Hoar Library.

### 2022 MAJOR ACCOMPLISHMENTS

- Completed implementation of new permitting software.
- Reorganization of staff to allow for increased enforcement and compliance with Annual Inspections.
- Updating of checklist to assist the public in navigating the complexities of the Building and Zoning codes.
- Completion and Review of job descriptions for:
  - Director of Land Use & Buildings
  - Assistant Director of Land Use & Buildings
  - Assistant Town Planner/Economic Development Coordinator
  - Public Health Coordinator
  - Assistant Conservation Agent
  - Public Health Nurse





**2023 Goals include:**

- Continue implementation of Land Use & Buildings
- Maintain current staffing levels
- 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
- Issue enforcements for zoning violations

Respectfully submitted

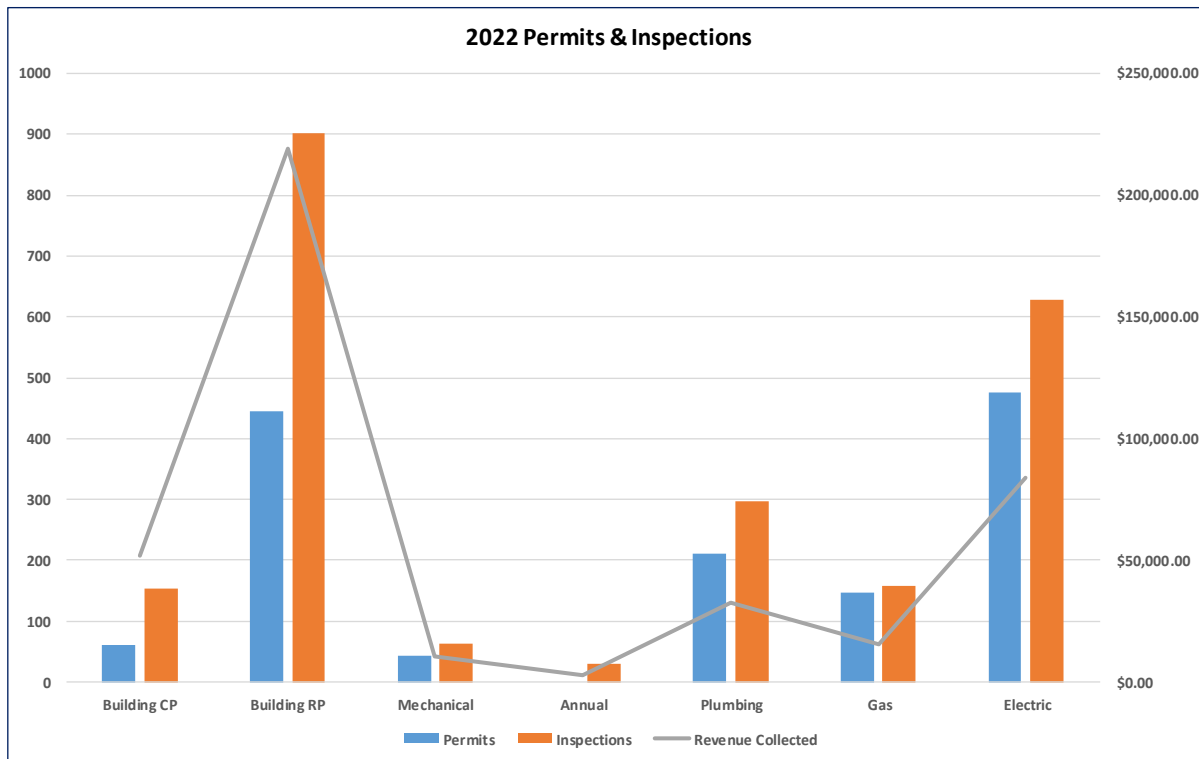
Ed Mullen, Director of Land Use & Buildings

Building Commissioner

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

Phone # 978-540-2420

## 2022 Permits Issued and Inspections Performed



- **Permits Issued** (Building, Gas, Electrical, Plumbing, and Mechanical) – 1384
- **Inspections Conducted** – 2230
- **Revenues Collected** - \$416,380.00



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).

**Nashoba Associated Boards of Health** continues to serve the Littleton Board of Health in meeting the challenges of environmental and public health needs in your community. As the pandemic specific requirements and guidance were eased, and the State of Emergency ended in June, we have provided assistance to your Board's return to pre-pandemic public health activities.

## 2022 HIGHLIGHTS

- The agency staff informed, educated and stayed current with the COVID-19 information from the Department of Public Health to help residents in your community navigate the changes.
- Our public health nursing staff were still providing contact tracing and outreach in your communities (including regional COVID-19 vaccination clinics), while reaching out to Councils on Aging to establish well adult clinics and conduct regular fall flu clinics.
- Our VNA continued their home health activities in your community.
- 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 look forward to continuing our work with **Littleton's Board of Health** to meet the public health, environmental and nursing needs of your community.

## Environmental Health Department

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

## Food Service Licensing and Inspections 58

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

## Recreational Permitting and Inspections 15

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaching and public and semi-pools. We sample bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at the public and semi-public beach which meet State regulations.

## Housing & Nuisance Investigation 16

This office inspects dwelling units for compliance with the State Sanitary Code upon complaint and prior to occupancy. We issue orders to affect 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

We received **41** applications for soil testing (testing necessary for the design of a sewage disposal systems) and witnessed 86 tests performed (perc tests and soil evaluation holes).

We received **49** applications for sewage disposal systems and reviewed 102 plans for new and replacement systems.

Our office prepared **46** sewage disposal system permits for the Board's review and approval: 16 for new construction and 30 for the replacement of failed systems.

We conducted **109** inspections during the construction of sewage disposal systems.

We reviewed **88** Title 5 inspection reports and we were available to provide consultation to your residents on matter relating to sewage disposal systems.

## Private Well related services

Private wells are regulated by local regulation and we issued 3 well permits for new and replacement private water supply wells.

We review water quality and quantity reports and interpret the results for your residents.

**Rabies Clinics – Animals Immunized** (Due to COVID-19, clinics were limited in 2022)



### Nashoba Nursing Service & Hospice

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

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

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

Nursing Visits 626

Home Health Aide Visits 66

Rehabilitative Therapy Visits 675

Medical Social Work Visits 6

### Community Health Nursing

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

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 other local boards of health to identify and manage clusters of disease/exposures in the District.
- Contact tracing for our member communities and teaching about the processes of Isolation

and Quarantine. Teaching risk reduction, infection control measures and disease management.

- Serving as a resource for individuals and businesses interpreting the ever-changing information on the disease and the State's response to the pandemic.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support and assist with contact tracing in the schools and daycare centers as needed.

Collaboration with all municipal staff, including Councils on Aging, to address questions about COVID-19 (and other diseases), exposures and actions which may be necessary to address these exposures.

### Communicable Disease Number of Cases:

Babesiosis	1
Campylobacteriosis	2
Cryptosporidiosis	2
Influenza	155
Monkeypox	1
Salmonellosis	3
SARS-CoV-2 (COVID-19)	1186
Streptococcus pneumonia	1

The Nashoba nursing staff provided monitoring and guidance to travelers and residents testing positive for TB infection (not contagious) **119** throughout the district this calendar year, and have also been managing **2** active TB cases in the District since Spring/Summer 2022 and continue to date. The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

- 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



(immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways including:

- Monthly well adult clinics have been & continue to be offered throughout the district. Nashoba nursing staff conducted **159** total clinics this year, including **10** 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. Districtwide flu clinics are held in the fall.
- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered **2130** flu shots to community members, including **206** Littleton residents.
- We conducted regionalized COVID-19 vaccine clinics the first quarter of the year until the public demand/interest in the vaccine waned. In an effort to increase vaccine accessibility, clinics were also held at local food pantries, shelters, churches, schools, businesses, etc. A total of **509** district community members were vaccinated for COVID-19 in the 2022 calendar year.
- 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 has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness.
- Nashoba staff attend and regularly participate in collaborative meetings, trainings and conferences to keep current with the latest developments in local public health.

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

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. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, and providing educational opportunities across the District with a social determinants of health (SDOH) lens. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Harm reduction, emergency preparedness, etc.
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder
- 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. Exploring ways to diversify communication methods to reach as many community members as possible.
- Building and maintaining relationships with 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; developing a robust, in-depth Resources page for the website (which is currently being finalized)
- 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.
- 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 upon NABH website to keep info relevant and accessible. Maintaining agency social media to reach more people in district with current, relevant and seasonal public health information.
- Organizing events to facilitate the exchange of information such as a Spring Wellness Festival and first regional informal local board of health gathering.

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).





## 2022 Review

2022 was another busy year for the Littleton Fire Department. The department responded to over 2300 calls for emergency service. This was another double digit increase in call volume compared to 2021. Despite the increase and a staffing shortage for most of the year, the men and women of the Littleton Fire Department continued to provide outstanding emergency services to the community.

In April, the department welcomed a new Fire Chief. Robert Connor was appointed by the Select Board after a lengthy search process. Chief Bob was a Captain on Holden Fire and was instrumental in finalizing the collective bargaining agreement with the career staff after his arrival. He also hired two new firefighter/paramedics to allow us to have a full staff of 16 career members. Zachary Clancy and Gregory Stump were hired in August and November respectively. It was the first time we've been fully staffed since April of 2021.

Two notable fires happened in 2022. In February, an electrical fire at 410 Great Road was extinguished by fire personnel to prevent a true tragedy. The continued investment by the building owner in a fire suppression system along with the rapid response of the on-duty crew confined the fire to the room of origin. The cause was water leaking through a skylight into an electrical outlet.

In March, a dishwasher malfunctioned and caused a Kitchen fire at a home on Foster Street. The value of having 24 hour staffing again prevented more damage to the home. At both calls, our mutual aid partners were willing and able to provide us with additional resources.

A new ambulance was delivered in April. It replaced a 2012 ambulance that was well past its useful service life. We operate two Advanced Life Support ambulances. These vehicles are the workhorse of the fire department. Over 60% of our calls are medical in nature and over 20% of the time we have simultaneous medical calls where both ambulances are transporting to area hospitals.



An open house was held in October to celebrate Fire Prevention Week. It was a spectacular weather day and the event was well received by all who attended. An auto extrication demonstration was held and all of our apparatus and equipment along with our beautiful, now five years old, fire station was on display.



The Littleton Volunteer Corps, a group of civic minded citizens who supplement emergency services when called upon, continued their mission in 2022. It is a fantastic group of individuals who meet monthly and train to be ready when called upon. If you are interested in helping your community, go to the town website and under Public Safety check out their page.



The Fire Prevention Office had another busy year. While inspections for home sales decreased, inspections for home renovation projects increased. At Fall Town Meeting, funding was approved to hire a Fire Prevention Officer. The Deputy Fire Chief has been handling the FPO duties since 2018 and with the growth of the town, the office needs a dedicated individual.

In closing, our members continue to provide exceptional service to the town. As our town continues to grow, more staff will be needed. The voters have always supported the Fire Department and your continued support is greatly appreciated. Our station is staffed 24 hours a day and the public is always welcome.



## Statistical Summary

In 2022 Littleton Fire Department Responded to 2308 Calls. There were an additional 804 non-emergent calls for service.



FIRE DEPARTMENT

Incident Type	2014	2015	2016	2017	2018	2019	2020	2021	2022
Medicals (Non-MVA)	826	941	970	926	1067	1126	1064	1194	1330
Other Fire Incidents	159	123	208	258	114	227	239	236	196
Fire Alarm Investigations	177	188	204	212	307	251	190	213	251
Motor Vehicle Accidents (MVA)	152	173	158	152	183	204	145	209	185
Service Calls	12	52	83	90	117	80	65	69	153
Carbon Monoxide Investigations	25	19	33	29	20	8	23	27	21
Flammable Gas Release	28	37	31	25	18	20	17	19	3
Lock Outs	40	37	33	21	16	26	14	14	21
Smoke Scares	20	24	26	15	39	22	32	26	24
Electrical Hazards	17	21	16	11	7	16	22	17	20
Car Fires	6	6	6	10	12	13	7	8	14
Cover Assignments	14	27	21	10	75	61	11	13	19
Structure Fires	7	11	13	9	17	10	11	12	17
Brush Fires	13	25	14	6	1	5	14	13	13
MVAs with Entrapment	0	3	5	3	5	2	6	2	5
Oil Burner Malfunctions	5	3	1	2	1	2	2	2	2
Flammable Liquid Spills	8	5	5	2	5	9	7	6	23
Illegal Burning	9	19	10	1	3	13	16	2	4
Chimney Fires	0	7	3	0	1	0	0	1	5
Citizen Complaints	2	2	2	0	2	0	3	2	2
<b>Total</b>	<b>1537</b>	<b>1723</b>	<b>1842</b>	<b>1782</b>	<b>2010</b>	<b>2095</b>	<b>1888</b>	<b>2085</b>	<b>2308</b>



## Department Roster

<b>Fire Chief</b> Robert Connor			
<b>Deputy Chief</b> Tom Clancy			
<b>Fire Prevention</b> Shawn Carlin			
<b>Executive Assistant</b> Stephanie Dondero			
<b>Group 1 (A Shift)</b> LT. Tim Powers (L1) Brian St. Gelias Joe Reger Greg Stump	<b>Group 2 (B Shift)</b> Lt. Keith Dunn (L2) Michael DeBlasio Graylen Scarsdale	<b>Group 3 (C Shift)</b> Lt. Terence Gardner (L3) Tyson David Matt Ross Shawn Foster	<b>Group 4 (D Shift)</b> Lt. Sean Coffee (L4) Matt Maciel Dan Sawicki Zac Clancy
<b>On Call Staff</b> Capt. James Cahill (C1) Capt. Joseph Rock (C2) Lt. Thomas Kneeland (L6) Lt. David McGloughlin (L7)			
<b>Firefighters/EMT's/PerDiems</b>			
Theresa Rock Mackenzie Rock Richard Duong Dan Kane	Derek Dirubbo Brian Chabot Alan Gentile Sean Parlon	Paul Rekos Brad Williams Charles Lowe Brandon Fowle	Calvin Rambacher



## MESSAGE FROM THE CHIEF:

I am pleased to present you with the Littleton Police Department 2022 Annual Report.

For the past five 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 we slowly emerged from the COVID pandemic, the Littleton Police Department revisited some of its core principle of service. 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:

- 1) Building Trust and Legitimacy.
- 2) Policy and Oversight.
- 3) Technology and Social Media.
- 4) Community Policing and Crime Reduction
- 5) Training and Education
- 6) Officer Wellness and Safety

Currently, our police department has 21 sworn police officers, including Deputy Chief Patterson and myself. The Communications Center is comprised of 8 full-time communications Officers. We have 1 Executive Assistant. 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 have strived to maintain and create a diverse workforce with respect to race, ethnicity, gender, religion, and sexual orientation. Last year, we promoted Sgt. Kim Tocci and Detective/SRO Megan Wodzinski. We hired Officer Zack Merchant, Officer Jim Ferreira, and Dispatcher Samantha Murnane, and we will continue to grow our department in the coming years.

To continue to guide our department into the 21st century, this past summer, we purchased two new police cruisers, Ford Interceptors Hybrids Cruisers. These hybrid vehicles are expected to save fuel costs; help the department reduces its carbon footprint, and promote environmental consciousness. It is estimated that a Ford Police Interceptor Utility will save 1,276 gallons of fuel per year, which is equal to \$3,509 potential savings per year per vehicle. Additionally, there is a potential 25,560 pounds of carbon dioxide output reduced per year, per vehicle. These cars have an estimated combined fuel economy rating of 24 mpg, according to the Environmental Protection Agency (EPA). This is excellent news as we continue to introduce our department to modern technologies and lead by example.

I also would like to highlight some of the significant community outreach events that our department was able to accomplish in 2022; such as, Autism Awareness, Pink Patch Campaign, Coffee with a Cop, Veteran's Breakfast, our first Movie Night, Shop with a Cop, Women Self Defense classes, our largest Toys for Tots collections ever, ALICE Active Shooter lectures, 1st Annual Food Drive, and the launching of Littleton's Safe Return Home. A program that is designed to help people affected with Dementia and other cognitive impaired illnesses.

The year 2022 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 2023 and how we can best serve you all.

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.

Chief Matthew J. Pinard



**@LittletonMAPD**

#### Communications Center:

Our Communications Center is staffed by 8 Full times dispatchers who answer calls 24/7. Last year our communications officers answered approximately 23,000 calls for service. To make our dispatcher's job more efficient, we added some great updates to our dispatch center. We have implemented the "RAPID SOS" program. This program securely links life-saving data from connected devices, apps, and sensors to public safety agents, 911, and first responders across the commonwealth. It also allows us to connect to a 911 caller's phone in real-time.

Our Communication Center can also communicate via voice and text. Now, we also have the ability to connect to the caller's mobile camera with their permission. This is an invaluable upgrade to our 911 capabilities. Additionally, we also added a new computer in the communications center that allows us to monitor town halls, public schools, and the town beach and stay updated for any issue that might compromise public safety. Although we had those capabilities in 2021, the cameras did not always work, but with the assistance of our IT department and ideas from dedicated Communications Officers, we were able to work as a team and address these issues. Communication Officer Jody Carroll has also worked diligently to replace and update all of our police officers' portable radios allowing them to communicate with the surrounding communities in case of an emergency. With all these changes, we are confident to report that we have dedicated staff that will prioritize all of your calls.



**COMMUNICATIONS CENTER UPDATES**



**TEXT 911**



## K-9 Program:

We would like to introduce you to the newest member of LPD K9 Milo. Milo comes to us from the Czech Republic via a grant that was donated by our friends at the Littleton Light and Water Department. Milo spent the second half of 2022 learning his duties and responsibility by attending the Boston Police K9 Academy. We are pleased to inform you that he passed all of the certifications required by through North American Police Working Dog Association (NAPWDA). He was tested in tracking, building searches, evidence recovery, area searches, obedience, and handler protection.

If you can believe it, Vojak will turn eight as we start the year 2023! He has proudly and happily been with us for seven years now. 2022 was marked with continued success with LPD's favorite furry guy. The year was compiled with continued training and certifications for Vojak. He has also been very busy responding to many calls for service, from missing teens and elderly, drug activities, breaking and entering, and more.

Vojak has always done our department proud. To highlight just a few, On August 23, 2022, at 0430, Acton Police had a vehicle fail to stop for them and fled their town into Littleton. At 0503, the vehicle was located by LPD Officer Merchant, abandoned behind Littleton High School. K9 Officer Casey and Vojak responded and requested the assistance of the NEMLEC K9 Unit to conduct a search. At 0630, a K9 Vojak Casey located the suspect hiding in the brush behind Indian Hill Music Center. The suspect was placed in custody and transported to the hospital for evaluation. 2022 was a busy year for Vojak as he continues to provide dedicated service to the people of Littleton and surrounding communities.

We are proud of our K9s and look forward to what K9 Vojak and K9 Milo will accomplish together as a team! To learn more about this dynamic duo, you can follow them on **Facebook @Littleton Police K9**



**K9 VOJAK**



**K9 MILO**



## COMMUNITY POLICING

Community policing promotes organizational strategies by supporting partnerships and problem-solving techniques that proactively address immediate conditions that give rise to public safety issues. Last year, Littleton Department engaged in many events such as Autism Awareness, Pink Patch Campaign, and Coffee with a Cop, Veteran's Breakfast, our first Movie Night, Shop with a Cop, Women's Self Defense classes, ALICE Active Shooter lectures, Toys for Tots, and our First Food Drive and more. We were also pleased to report that we hosted an in-person student academy, which many of our local youth were looking forward to it. We also saw the return of the Community Open House, which drew a large crowd this past October.

We designed a community policing program that combined a focus on intervention and prevention through problem-solving by forming collaborative partnerships with schools, social services, and other stakeholders in the Community. These programs improved public safety, enhanced social connectivity, and increased community resilience to crime. Above all, it has brought our community and police together in person and would not have been possible without your participation.



SHOP WITH A COP



TOYS FOR TOTS 2022



OPEN HOUSE 2022



STUDENT ACADEMY 2022

## OFFICER WELLNESS

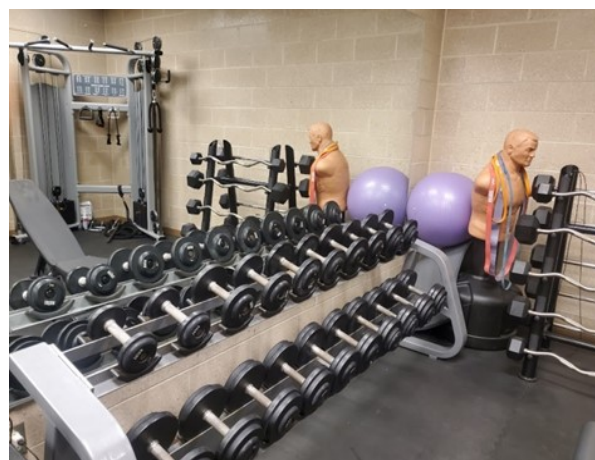
Officers who are mentally or physically incapacitated cannot serve their communities adequately and can be a danger to the people they serve, their fellow officers, and to themselves. Last year, Chief Pinard prioritized officer wellness and implemented Littleton Police Department's Wellness Program. The program was a collaborative effort between the department administration and its fellow employees. We recognized the importance of the well-being of our officers due to the severe strains police and dispatch work can have on both the physical and mental health of our staff.

Our program was designed to promote healthier lifestyles and allow for increased physical fitness for all department personnel. Such a program's advantages included a healthier, nutrition advice, mentally and physically competent workforce, which would improve employee morale, and the potential to reduce healthcare costs. Our program was also designed to mitigate the critical impact of stress-related work conditions on police and communication officers. The impact of the negative effects of work-related stress has been well documented through years of scientific research.

To make this possible and successful, we have formed a wellness committee and tasked Officer J. Richard, a Certified Physical Fitness Trainer, to redesign our police gym and lead our wellness program under the advice and direction of Chief Pinard. Officer J. Richard worked with outside vendors and replaced our old equipment with new ones, such as: box jumps, new Rogue Cross Fit Bike, Stairmaster, Squad rack, New Life Span Treadmill, and more. We are proud to report that this program has been very successful and it's improved the quality of staff's well-being and morale. In 2023, we are going to expand our wellness program by implementing a regional peer support team that will advance the goal of wellness.



**OFC. MORIN WORKING OUT**



**NEW EQUIPMENT**

## TRAINING

In 2022, our department continued to follow the mandated re-certification in-service training comprised of 40 hours of academy time and 8 hours of department-selected training. Our Officers have returned to Lowell Police Academy to complete their required in-service courses such as Fire Responder/CPR, Implicit Bias, Domestic Terrorism, Defensive Tactics, Cultural Competency and Longevity in Law Enforcement, and Incident Stress Debriefing. Additionally Sgt. Landry hosted 8-hour in-house Defensive Tactics and Active Shooter training where we utilized a local business as a mock realistic scenario drill. Additionally, our Communications Officers were also required to complete 16 hours of in-service training online for 2022.



Our training continues beyond the mandated training level for our officers. We strive to enhance our department and enrich our officers through education and training. At the start of each year, we ask our officers about their interests and specific, focused area. With the information they provide, we use to consider when selecting additional training opportunities for them to attend throughout the year. During 2022 we sent patrol officers and sergeants to some of the following training:

- Stress and Resiliency for Law Enforcement
- School Resources Officer Mental Health Training
- Active Shooter Integrated Response (ALERT)
- Critical Incident Response
- Group Critical Incident Response
- Social Media for Law Enforcement
- De-escalation Training
- Suicide Prevention
- Advanced School Resource Officer
- Peer Support Training
- Restorative Justice
- Homeland Security Tactical Dispatch Training
- Crisis Intervention Training



**DET/SGT FERNANDEZ CIT**



**CHIEF PINARD RESTORATIVE JUSTICE**

Providing the opportunity for our officers and communications staff to enhance their skills and professionalism continually benefits them, our department, and ultimately the residents of the Town of Littleton.

In addition, LPD officers completed mandated annual training and re-certification for using Tasers. Tasers are a non-lethal conducted energy tool used to temporarily incapacitate individuals engaging in assaultive behavior against police and or other citizens. When appropriately applied, Taser is a use of force tool providing a window of opportunity for officers to place violent individuals in custody. Annual training consists of a review of weapon nomenclature and operating procedures, including safety guidelines, drawing, ready positions, aiming, and firing. Training consists of both classroom and physical scenario-based drills. During training, officers are placed in stress-inducing situations requiring them to utilize their verbal communication skills, efficiently utilize time, distance, and consider all tools and options available to them to ensure the incident can be solved in safely.

Additionally, Sgt. Scola and Sgt. Tocci both completed 40 Hours of Crisis Intervention Training through collaborative training hosted by the Middlesex Crisis Intervention Network. Lastly, training never stops because we believe well-trained officers are those who make good judgments, serve with dignity, and respect. Above all, uphold the laws of the Commonwealth and the United States Constitution.

## FIREARM LICENSING

Gun control is a widely debated topic in America. We assure the Littleton community that your police department thoroughly checked the total of 143 firearm licenses issued last year. Processing each candidate's application, we manually enter them into Massachusetts Instant Record Checks (MIRCS) as well as comply with all Federal and State requirements.

The new applicants are then 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 anyone who would be statutorily disqualified or deemed unsuitable to own or possess a firearm. Each background investigation includes running the applicant's fingerprint through the Automated Fingerprint Identification System (AFIS), a check of the applications mental health history through the Department of Mental Health, a review of our department's in-house records, and an examination of their criminal history through Board of Probations Records and the use of the Interstate Identification Index (III) combined. Additionally, we monitor our subsequent activity notifications daily and process new and renewal applications based on the data we receive.

In the last quarter of last year, we renewed our partnership with Eddie Eagle Gun Safe Program to increase our commitment to making Littleton safe with firearm-related cases. For the last 30 years, the Eddie Eagle Gun Safe program has been the number one accident prevention program for children and has taught over 32 million children how to stay safe around guns. Prior to COVID Pandemic, Littleton Police hosted a gun safety class which was well received. With COVID Pandemic deteriorating, we will be revisiting these classes in the coming months to educate, prevent and help keep our community safe. We hope you attend these classes once they are scheduled.

## CRIMINAL INVESTIGATION DIVISION

The Littleton Police Department's Criminal Special Services Division consists of 3 detectives. One of these three detectives is collaterally assigned to the Littleton School District as a School Resource Officer (SRO) and works primarily in the school district. The School Resource Officer Program is designed to work collaboratively and proactively to best serve the safety, mental health, and well-being of students, faculty, and staff. SROs strive to prevent violence, prevent substance abuse, and provide a safe, secure school environment for everyone to come and learn. Last year it was bittersweet that a long-time SRO/Det. John Janakos retired.

John has been with Littleton Police Department for over 25 years. He was assigned as one of the first motorcycle officers in Littleton. Over the years, he worked in the patrol division and has served our community with distinction. Over the last three years, he served as the Juvenile Detective and School Resource Officer. During his time, John positively impacted our schools, students, faculty, and staff. We had to replace someone who would be just as effective as John was. We quickly appointed Officer Megan Wodzinski as the SRO/Detective as she was the most suited for this position. Det/SRO Wodzinski served as a part-time SRO with John. She was already trained in the National Association of School Resource Officers (NASRO) and Sexual Assault Officer and was ready to transition into her new position.



**DET/SRO WODZINSKI &  
RETIRED SRO JANAKOS**



SRO JANAKOS ON FRONT (RIGHT)



DET/SRO WODZINSKI

In addition, Detectives in Littleton are tasked with conducting investigations into a variety of criminal activity that occurs in and around Littleton and criminal activity that involves and affects residents of Littleton. Investigations and follow-ups require a great deal of time for interviewing, conducting surveillance and pursuing leads developed during the course of the investigations. The in-depth reports for these types of investigations are often complex and, at times, require the application of arrest and search warrants. Detectives assigned to the detective bureau in Littleton have to be prepared to investigate a large variety of crimes and, for that facts, have to be familiar with many types of investigative techniques and criminal activity.

In 2022, Littleton Police Department investigated and facilitated the prosecution of a variety of major cases ranging from major financial crimes, drugs, sex trafficking, and warrants. Last year, one of the well-known cases was arm robbery that took place on Constitution Ave (The Point). On Monday, Jan. 17, at about 8:40 p.m., Littleton Police responded to the parking lot at 1208 Constitution Ave (The Point) for a report of a person possibly being robbed at gunpoint. Upon their initial investigation, Littleton Police learned that the victim had agreed to meet another party in the parking lot to complete an online transaction for the sale of two puppies. When the supposed buyer arrived in a car with several people, the person allegedly showed what appeared to be a handgun, took the puppies, and robbed the victim of personal items. No one was injured.

Following the investigation, Littleton Police Detectives and numerous other law enforcement agencies in Eastern Massachusetts identified an alleged suspect, and a warrant was issued for his arrest. Littleton Detectives, along with Massachusetts State Police Violent Fugitive Apprehension Team, traveled to Revere, MA, where the suspect was taken into custody.

Last year, our Detectives also assisted the United State Attorney's office in investigating and arresting a local magician in possession of child pornography. We should note that, under the command of Detective Sergeant Pablo Fernandez, the work that detectives from the Special Services Division do goes unnoticed because of their shadow work. We are proud of their hard work and their commitment to our community because their work has produced endless results.

#### 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 2023. 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 say in LPD, "IF YOU CAN'T STOP, WAVE".



## Department of Public Works

The Department had two long time employees retire last year. General Foreman James DeVogel and Mechanic Bill MacFadgen retired both with more than 32 years with the Department.

DPW Director Chris Stoddard left the department over the winter and was replaced in March 2022 with new DPW Director Stephen Jahnle.

Business Administrator Ashley Pinard left the department for another municipality in the fall and was replaced by new Business Administrator Nichole DeVlamnick.

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 projects, landfill monitoring and NPDES Phase 2 compliance.



### Capital Equipment:

The Highway Department was able to replace aging equipment as well as help the department become more efficient with the following equipment through the Town's capital plan:

- 2022 Chevrolet 2500HD pick up
- 2022 F-750 combo dump/sander

### Highway Department:

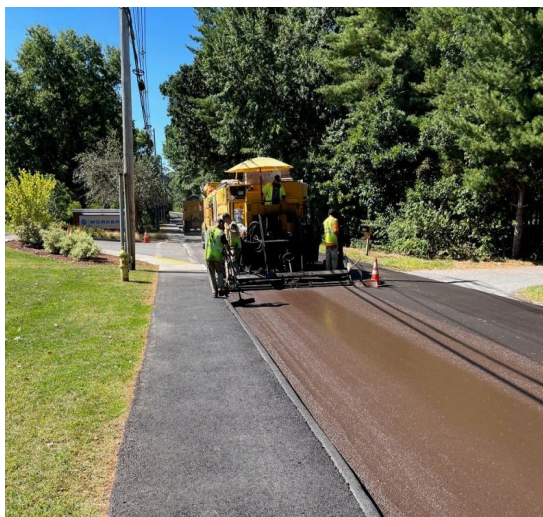
The Highway Department consists of 7 full time staff members and a full time mechanic.

The Highway Department received \$411,238 in Chapter 90 funds, \$220,148 in CH90 WRAP funding and another \$928,173 in Town funds. This funding is used to maintain 65 miles of public roads in Littleton and consultant costs for larger roadway improvement projects. In 2022 we were able to complete cracksealing, Cape Sealing and mill and overlay on approximately 5.22 miles of Town roads.

Resurfacing projects took place on Sanderson Road, Oak Hill Road, Whitcomb Ave, Moore Lane, Nashoba Road and a portion of Foster Street. Cape Seal was done on White Street, Hillside Lane, Oak Hill Road, Mannion Place and Russell Street. Over 9,000 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 110 tons of asphalt on various roads in town.

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



### Winter Operations:

The Highway Department plows and treats 65 miles of public roads, 14 miles of sidewalks, 5 miles of private roads and all the municipal and public safety buildings, schools, and parks. Fourteen pieces of town equipment and 18 contracted pieces were used. There were multiple weather events the highway department had to respond to in 2022, during those weather events the Town used approximately 2,500 tons of salt.

## Parks Department:

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

In 2022 the Parks Staff worked with a contractor to renovate Koerper Field. Parks staff also began use of 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 2022, 1,732 residential vehicle sticker permits were issued. Highway personnel made 240 trips hauling waste and recycling to the appropriate facilities.

### 2022 Totals

#### Waste

- 721.88 Tons – Solid Waste
- 111.82 Tons – C+D Materials
- 113.82 Tons—bulk waste

#### Recyclables

- 74.39 Tons – Glass
- 55.25 Tons – Metal + Tin
- 50.30 Tons – Plastic
- 226.76 Tons - Paper/Cardboard
- 161 ea.—Mattresses

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 starting in March through December on the first Wednesday and Saturday of each month. The facility is located at 9 Cook Street Devens, MA 01434

**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 2022.

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.

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



### Did You Know...

- The amount of overhead and underground lines in total miles here in LELD territory is approximately 160 miles.
- LELD installed 7,766 AMI Meters.
- Customers can choose to have 100% of their electricity be renewable.



In 2022, LELWD's Free Shade Tree Program provided 150 American Red Maple trees for customers. Mature trees can lower cooling cost in the summer and lower heating cost in the winter, all while consuming CO2 for cleaner air quality. Over the programs 7 year lifetime, LELWD has planted 1,100 trees!

The Green Rewards Program continues to save customers electricity and money. In 2022, the program saved approximately 81,000 kWh and has saved residents \$97,000 in energy conservation measures through rebates on heating and cooling systems, home improvements and electrification.

A review of residential rates charged by municipal and investor owned utility companies show that LELD's



rates are consistently significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2022. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$103.40. The same usage in Ayer, served by National Grid, would cost \$233.18; while in Leominster, served by Unitil, would cost \$252.65. LELD continues to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Littleton Electric Light Department offered \$50,000 to help residents install solar on their homes under the new LELWD Solar Rebate program. 7 customers installed solar for their homes, equaling a total of 56 kW of solar. This program helps make solar technology more affordable for LELWD customers and to support the adoption of renewable energy.

The Sustainable Home Program, which offers customers an incentivized way to improve their home's efficiency was introduced in 2022.



The department also launched a Renewable Energy Choice Program which allows customers to be able to choose to have 100% of their electricity come from renewable sources.

LELWD's electric vehicle program provides \$300 in rebates for residential home charging upgrades and a monthly credit to those who charge during off-peak



hours. There have been 222 customers who have taken advantage of the electric vehicle program.

Crews proactively progressed installing wildlife protection on all three phase equipment throughout various locations in the town. This ongoing 5 year project will prevent power outages caused by squirrels. LELD moved to the long lake area and upgraded all our open wire to tree wire. Tree wire is a covered wire that helps prevent faults due to tree branch contact. In order to improve reliability, LELD began looking into ways to improve our SCADA system. Crews began installing meshed radio system which will allow the radios to communicate and send

data between each other, allowing for a more reliable connection to previously hard to reach locations.

In 2022, 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 for a new K9 shelter and kennel, and also the Parks and Recreation in support of their new after school program activities and equipment. Other grants involved the school, public safety, and the Denise M. Pagacik Memorial Scholarship. LELWD also donated 3 Thanksgiving dinner baskets to families in need, and donated unwrapped toys to the U.S. Marine Corps Toys for Tots program, as well as Loaves and Fishes and the Sun Santa fund. Also, line crews lit up the Littleton Common for the annual holiday tree lighting event.

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



LELWD donation to the U.S. Marine Corps Toys for Tots program

Respectfully submitted,

**Board of Electric Light Commissioners**

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









The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2022.

In 2022, LWD replaced 230 meters to help improve accuracy and help detect leaks, saving customers money and most importantly conserving water! These meters will connect to our new AMI network which will coexist with Electric meters.

Construction at the Whitcomb Avenue Water Treatment Plant continues, which will filter PFAS, iron, and manganese from the drinking water supply. The Littleton Water Department completed the installation of the 3.5 mile raw water Spectacle Pond transmission main which will connect to the new Whitcomb Ave Treatment Plant.

The new Cedar Hill water tank was lifted onto its pedestal. With about 500,000 gallons, the tank will play an important role in maintaining water pressure in the system. Completion of the new tank and removal of the old one is scheduled to wrap up in early Spring 2023. The Cedar Hill tank is critical to the water department's ability to meet the daily demand of our customers, as well as maintain proper pressure in the Long Lake neighborhood.



LWD team who assisted in the mutual aid mission in Jackson, MS

## Did You Know...

- LWD provides water to over 3,300 properties within our distribution system.
- LWD replaced 230 water meters in 2022.
- LWD flushes our watermains twice a year. Flushing improves water quality by reducing the buildup of sediments.



Whitcomb Ave Water Treatment Plant, October 2022

LWD crew traveled to Jackson Mississippi to help restore drinking water to the city and deferred maintenance. The LWD staff who participated were able to bring decades of expertise and experience to this two-week mutual aid mission.

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

In the development of the Cobbs Well Project, LWD acquired a new source of water supply on Taylor Street, which will tie back into the Whitcomb Ave Treatment Plant.

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

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

Respectfully submitted,

**Board of Water Commissioners**

Scott Larsen, Chairman

Ivan Pagacik, Vice-Chairman

James Karr, Secretary/Clerk

Dick Taylor, Member

Bruce Trumbull, 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.

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

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

The Elder and Human Services Department offers programs, services, clinics, 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.

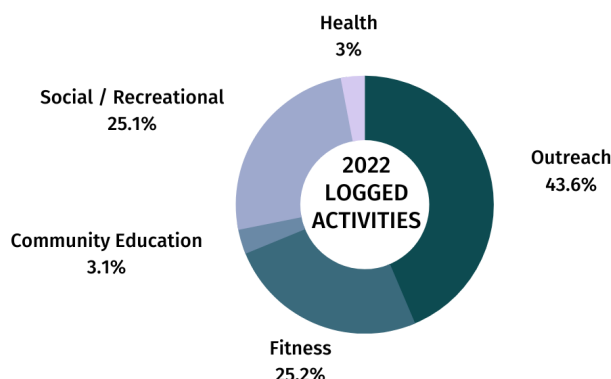
**The Council on Aging Board:** The Council on Aging Board exists for the benefit of senior residents and operates under the "best practices" for councils on aging endorsed by the Massachusetts Executive Office of Elder

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 S MELANDER	
DAVID SILL	
ANNE LEE ELLIS	
GARY WILSON	
MARILYN FEDELE	
MARK RAMBACHER	
LORILEI RICHARDSON	



**The Senior Center:** The Senior Center is the focal point for aging services in our community and acts as a gateway for information and services that support and enable a multi-generational group to maintain health, independence, and the highest level of functioning in many aspects of life. Although the Senior Center is where the EHS Department is housed, the functions of the EHS/COA Department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places wherever needed throughout the town. Littleton's population is approximately 10,120 meaning EHS/COA has reached 10.5% of the total community, but looking at the over 65 population, EHS/COA served 42%, up 2% over last year.



## Programs and Services

In calendar year 2022, the EHS Department recorded at least 7,887 program sign in's from at least 1,158 unique individuals. In addition to this, Outreach logged 5,766 points of contact with residents of all ages.

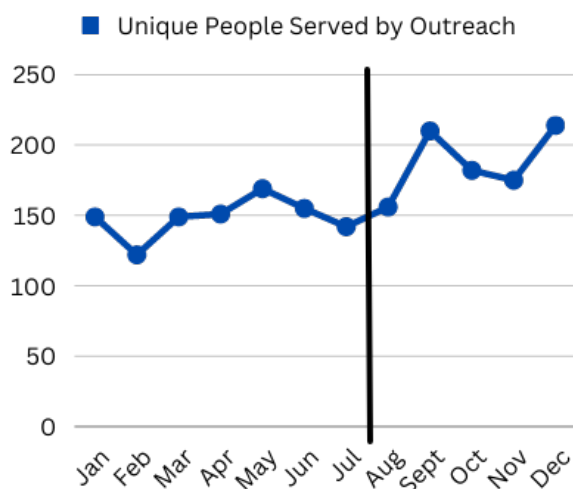


Programs and services offered through Littleton's Elder and Human Service department included but were not limited to the following areas:

### Outreach Services:

Our Outreach Coordinators serves as an information resource for seniors, the disabled, and all other individuals and families in need of services regardless of their income or socioeconomic status. We provide help with obtaining heating subsidies, food stamps (SNAP), mental health referrals, facilitating support and conversation groups, assisting with housing, 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 5,766 outreach contacts in 2022.

In August of 2022 we added a second Outreach coordinator to our team, Alicia Rego. Since the addition, our Outreach staff have been able to increase their reach and regularly assist on average 149 unduplicated (unique) individuals per month, with our highest month reaching 214 individuals. Our most needed outreach services included General Information, Case Management and Advocacy, and Financial Assistance.



# LITTLETON ELDER & HUMAN SERVICES

Dedicated to a healthy town and a strong community!

## OUTREACH AND COMMUNITY SERVICES

1,158 unique residents served in 2022

Outreach assisted an average of 149 unique residents each month

### Most Needed Services:

General Info Services  
Case Management & Advocacy  
Financial Management



## FITNESS & WELLNESS

Fitness class sign ins: 3,454:

### Most popular fitness classes:

Stretch and Flex  
Yoga for Strength and Balance  
Tai Chi



## PROGRAMS & ACTIVITIES

Total opportunities for engagement offered: 2,209

Total program sign in's: 7,887

### Most popular reoccurring social events:

Bingo  
Loving Stitches Knitting Group  
Mah Jong



## NUTRITION PROGRAM

FY22 Meals on Wheels delivered: 5,439

On-site Congregate Meals served: 267

Special Event Meals Served: 1,226



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

[LITTLETONMA.ORG/ELDER-AND-HUMAN-SERVICES](http://LITTLETONMA.ORG/ELDER-AND-HUMAN-SERVICES)  
TELEPHONE: 978-540-2470



## Current Services Provided to Residents

### Community Outreach

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

### Social, Fitness, & Educational Programs

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

### Health & Wellness Programs

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

### 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 2022, residents received home delivered meals in the



community and visited our meal program in the Senior Diner. A total of 5,439 home delivered meals were served to the community during FY22. 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 breakfasts prepared by the Littleton Police Dept. In 2022 we focused on ways to enhance our meal program to promote rebuilding post-covid. We held: 41 Soup & Sandwich lunches, 27 Breakfasts, 8 Lunch and Learns, 9 Caregiver dinners, and 5 big luncheons/cookouts.

### Transportation:

Our EHS/COA vans provide transportation at no cost, or nominal cost, for medical, social and recreational reasons. We provided 1,544 rides in 2022. Our drivers also safely transported residents to day trips such as Carlson Orchards, Tower Hill Botanical Garden, and

various area restaurants for our popular social meal programs.

### Social and Recreational Programming:

In 2022 we saw the community return to fully in-person programming after covid-19. We continue to offer hybrid options for people who are not comfortable or not able to participate in person. The return of full programming brought many new faces to our events. We held many large events such as our Spring Fling in May 2022, 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 50 Community Education programs, 18 Cultural Events, 364 opportunities to engage in fitness/wellness classes, 53 blood pressure clinics and 231 Social/Recreational events.



### Special Projects

#### New Building Project

The Council On Aging Board spent the beginning of 2022 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 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 tangible 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 team, including town administration, Vertex as our OPM, the PMBC, and Commodore Builders are looking forward to breaking ground in Summer 2023.

## Collaborations

As the Town of Littleton works to become more Age Friendly and Dementia Friendly we began implementing new programs with Public Safety to support our residents. The “Littleton Safe Return” program was a new interdepartmental initiative to



Walking Club

create a safer community for our most vulnerable residents. This program includes a form that a family member with a loved one who may wander from home completes so

that if that person goes missing, the responding officers have information on where the person may go and the best places to look immediately. Any



Carlson Orchard Day Trip

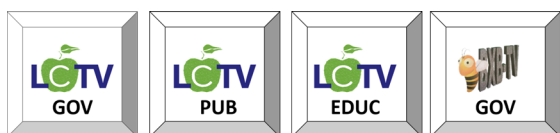
person who may be at risk to wander was welcome in the program (examples: TBI, Developmental Disabilities, etc.) The information is only used when the Police are called upon to respond to the missing person and includes a photo of the person. By filling out the form, residents provide first responders with critical information that will allow us to effectively and quickly provide services to individuals with Dementia, as well as their caregivers.

Also in 2022, EHS assisted in creating and implementing the Community Crisis Team with Police, Fire, Building/BOH Dept., and community partners to better serve community members in crisis, and identifying residents to intervene with prior to crisis point. This interdepartmental group ensured our resources were effectively used in conjunction with one another to ensure the best outcomes for residents in need.

## 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





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



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

LCTV provides regular coverage of the Select Board, School Committee, Planning Board, Finance



Committee, Zoning Board of Appeals, Board of Health, Conservation Commission, Council on Aging,

the Permanent Municipal Building Committee, and the Park and Rec Commission. This year we continued to be flexible covering meetings through Zoom, In-person, and in "hybrid" formats. In 2022, LCTV staff and vendors provided coverage for over 190 government meetings, 2 town meetings, and offered technical assistance to several others.

For our technical work on Senator Jamie Eldridge's 41st Annual Senior Conference, we received a donation from his staff.



This year we continued technical assistance for local political candidates. We opened the studio to candidates that wished to come in and make a short speech to the community called Candidate Spots. Again we covered the Rotary's Annual Candidate's Night. For each town meeting, LCTV produced "Town Meeting Preview" shows where Town Administrator, Town Moderator and supporting staff reviewed each article. We also worked with the Town Clerk to create an episode of "From The Clerk's Office" which informed the voting public about elections and early voting.

During the Memorial Day Parade, not only did we



produce photography and video coverage of the ceremony at Westlawn Cemetery, but

we also we provided video and photography coverage amid the parade as well.

In 2022, we supported several departments/committees through creation of Public Services Announcements (PSAs). We worked with LELWD for a Drought PSA. The Covid-19 Booster PSA was created with Board of Health (BoH) and Elder and Human Services (EHS). In December, there were several PSAs created with Littleton Police Department and Representative Arciero for the annual Toy Drive and a Food Drive for Loaves & Fishes Food Pantry. LCTV & LELWD worked with each other several times throughout the year to create several episodes of the show called "Watts & Drops". Check out future episodes to stay up-to-date on the latest information from LELWD.

For Veteran's Day in 2022 the WWI memorial was rededicated and LCTV was there. Not only did we record the ceremony for air, but provided several last minute public address technical aspects including remote electrical power.

At the 2022 Holiday Bazaar, Town Administrator Anthony Ansaldi, opened the event with a tribute to Millie McGovern. LCTV was there to record the festivities.



LCTV also provided candid and group photography to Town Events and Town Departments. In 2022, LCTV provided photographic services during Senator Eldridge & Representative Arciero's Senior BBQ, the new Fire Chief's Swearing In ceremony, Memorial Day Parade, Bill Meagher's Retirement Celebration, Littleton Police Department/Parks, Recreation, Community Education/Representative Arciero's Movie Night, Rotary's Tree Lighting with Santa, Representative Arciero's Toy Drive, Littleton Police Department's Food Drive, Northbridge event, and the Town Hall Holiday Gathering.



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

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

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

#### Fiscal Year 2023 Accomplishments

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



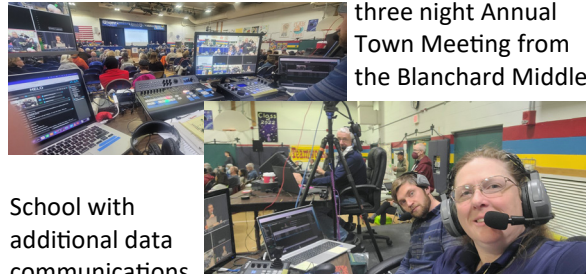
Providing hybrid in-person meeting coverage by taping and post-production work of the Live Finance Committee meetings.

Providing meeting coverage by taping and post-production work of the virtual-live or delayed broadcast of Select Board and Planning Board meetings.

Successful negotiation of the Verizon Franchise agreement. Next agreement to be worked on will be the Comcast franchise agreement.

Additional Hybrid meeting training provided to the Finance Committee.

Provided live and streaming coverage of the 2022 three night Annual Town Meeting from the Blanchard Middle



School with additional data communications assistance of ABRSD IT department.

Provided special Delayed/Live and streaming coverage of the Town Administrator interviews.

Assist Finance department with review and audit of FY revenue and expenses of the Cable department. Provide financial revenue data to the Franchise Negotiation team.

Working with Select Board and ATA on an On-Demand Cloud Portal solution from Castus TV for storage/airing of non-broadcasted meetings, that could satisfy Town requested - possible State mandated transparency requirements.



BLF trialed Littleton's OWL automated camera/microphone system for non-broadcast hybrid meeting support in Morse Hilberg room.

Provided HLS simulcast streaming of ABRSD School Committee meetings on BXB-TV Government Channels.

Provided Boxborough relevant Littleton Electric Light and Water Department (LELWD) content on BXBTV.





### Boxborough TV continued Fiscal Year 2024 Goals and Objectives

Continue to manage and operate BXB-TV using available cable franchise fees. Consult on the CY 2021 Comcast cable franchise agreement re-negotiations team as an ex-officio member.

Continue to provide virtual meeting coverage to the Select Board, Planning Board as allowed by the Governors Executive order. Finance Committee meeting coverage, as a Hybrid from the Grange Hall.

Provide residents with additional video production and ENG gear training opportunities in Boxborough and LCTV's studios.

Continue to provide Grange Hall AV training to staff, board or committee chairs and interested residents.

Advocate for the 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.

Continue to build connections with additional Town departments to better use BXB-TV media services.

Continue to support the Select Board, the Town Administrator, and other Town offices to increase communications and ensure transparency of government activities.

Assist when possible with additional video projects on Town government issues/ opportunities.

Provide input on the proposed Town Safety building to include a second video broadcasting suite.



### LCTV Public Channel (Comcast Channel 8, Verizon Channel 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. Littleton Common has been the anchor of



LCTV for over 10 years. In 2022 we said goodbye to Bob

Spinozzi and the Small Town show, but said hello to a

new show called PRCE Highlights. George Sanders has continued to produce a show called Straight



Talk and the Elder and Human Services Department has their monthly show called "Highlights". EHS also produced a show called "EHS Presents: An Evening with Ron Lotti"

LCTV worked with Spectacle Pond Association of Littleton and Ayer (SPA) over several months in which SPA created several "in house" videos with technical



assistance from LCTV staff. Members of SPA also utilized our equipment

loan program to record interviews on location and then returned to the studio to benefit from our multiple editing suites.

LCTV continued to help promote events like the Appleman Triathlon, Holiday Bazaar, and the Holiday Tree Lighting.

In December, the Library and Santa invited LCTV to join in on "Story Time with Santa".

You can watch Santa read two books to children through our video on demand (vod) site.



The first televised event held in the new Sturtz Community Room was the Massachusetts Democratic



Gubernatorial Candidate Forum on February 5th, 2022. It was a full house that aired and streamed

live. It has been viewed over 400 times online.

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



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

LCTV assisted promoting of school events in which our resident students participate. This included LPS Town Wide Band Concert, Spring Concerts by Littleton High School, Littleton Middle School, and Russell Street School students, as well as Winter Concerts by Littleton High School, and Littleton Middle School students. LCTV vendors and staff spent a week with the Littleton Police Department Student Police Academy as well as recording their graduation ceremony. The Kimball-Morrison Scholarship Awards Ceremony was the second major event to be broadcast from the new Sturtz Community Room.



In 2022, LCTV broadcast and streamed home football games. We coordinated with fellow television studios



to supply footage from away football games. All this with new announcers and new tech crew in the

booth and on the roof. We also broadcast and live streamed our first soccer games. Thanks to all who helped bring forth a new sport to the LCTV repertoire.



At 2022 Littleton High School Graduation on Alumni Field, LCTV premiered our new wireless technology.



Camera operators were able to move about the field and no one had to worry about tripping over any cables. Clean up was a breeze as well. We look forward to using this wireless technology at more events.

OOCH!!! Working with Littleton Public Schools, PRCE and EHS, LCTV provided hybrid technical assistance to bring The Ooch Experience: "Skills for Life" School Series to those who couldn't attend in person. This was an 8-part series of events that were energetic and informative.



LCTV's relationship with Nashoba Tech's TV/Media department continues to grow. NT's TV/Media students shared several programs with us in 2022 including many Viking News Network episodes, a pep rally, basketball games, hockey games, Mural Unveiling at Pheasant Lane Mall, School Committee Meeting, Winter Concert, Athletic Awards Night, and Graduation. Many thanks to the students from Nashoba Tech for continuing to provide content for the community.

### LCTV Future Growth

The town recently purchased a device called an Owl. It has a 360 degree camera, and built in microphone and speaker as well as an extension microphone. This is to be used for boards/committees that aren't usually covered in televised conference rooms. In 2022, Library Trustees utilized the Owl for several meetings with much success. In 2023, we will look to expand the training and use of this device to other committees/boards.

LCTV's video on demand service will have a face lift in 2023. This upgrade will hopefully make the site be more user friendly, and provide technical aspects that have been requested over the past few years. We look forward to unveiling the upgraded Video On Demand service.

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

### Contributors:

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



LCTV website

<https://www.littletonma.org/littleton-community-television>

LCTV on YouTube (*please like & subscribe*)

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

LCTV on demand

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



# LITTLETON

PARKS, RECREATION, & COMMUNITY EDUCATION



*Oktoberfest 2022*

## Parks & Recreation Commission:

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

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

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

The Park and Recreation Commission members for 2022 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 2022 PRCE's organizational chart included: the PRCE Director, Assistant Director, three Program Coordinators and an Office Coordinator.

This year actually operated better than any pre-pandemic year yet.

## Park and Facility Renovations:

In the 2022 calendar year there were no major renovations to the parks. The largest change was renovating the old Reuben Hoar Library space at 41 Shattuck Street to house the PRCE department and the CLUB, our afterschool program.

## 300 King Street

In April 2022 a Rock Labyrinth was built in 300 King Street. This new installation was brought to the Park Commission by the Littleton Cultural Council and was designed by Geralyn Miller. The installation labor was donated by Joe Cataldo. During the Pandemic a popular activity for families was to paint rocks with positive messages and place them around town where people could find them on a walk. There was a lot of discussion in town if it was appropriate or not to place these rocks on conservation trails. Ultimately this concept of the rock labyrinth was developed as a home for these rocks to live so the community could continue to enjoy this expression of thoughtfulness and add to it for years to come.



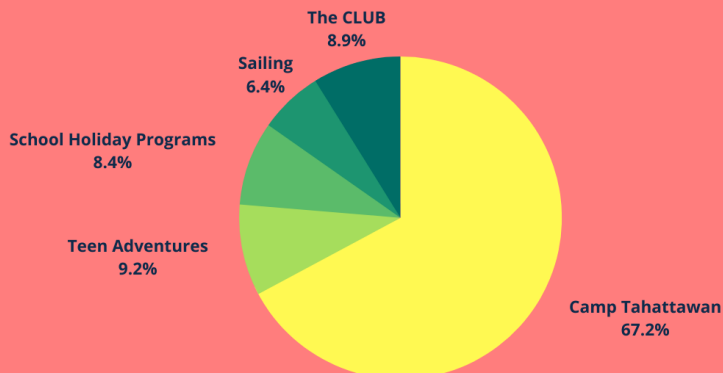
Rock Labyrinth at 300 King Street

## Koerper Field

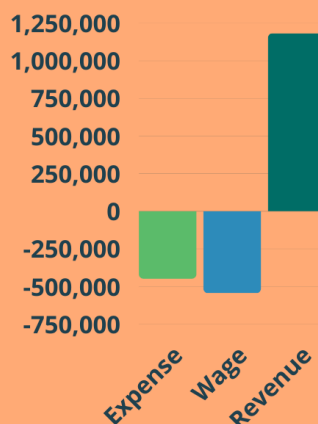
Also in April 2022 a score board that was donated by IBEW Local 104 was installed at Koerper Field. Additionally the Highway Parks Department took this field offline after the spring sports season to work on this field.



## FY 2022 TOP 5 PROGRAMS



## FY 2022 ANNUAL PRCE NET \$192,389



## HOLIDAY HELPERS 2022

- 45 kids enrolled
- 540 requested items fulfilled
- \$19,668 in donated wants and needs given away

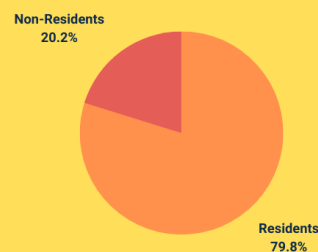
## YOUTH SCHOLARSHIP FUND 2022

### Programming funded:

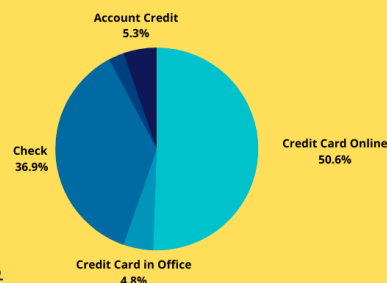
- 24 weeks of Camp T
- 8 weeks of Teen Adventures
- 14 Camp T Field Trips
- 25 days of after care
- 35 days of before care
- 3 Beach memberships
- **Total amount funded = \$10,827**

## FISCAL YEAR 22 STATISTICS

### 6,219 UNIQUE REGISTRATIONS



### MYREC TRANSACTIONS - \$1,179,506.16 REVENUE



IN 2022 WE SERVED 49% OF THE LITTLETON POPULATION WITH OUR PROGRAMMING.\*

\*THIS DOES NOT INCLUDE SPECIAL EVENTS

## LONG LAKE SEASON PASS HOLDERS





### ***Koerper Field Continued***

It was deep tine aerated , slice seeded, loamed and irrigated as much as possible in a drought. It is expected to be offline for one year, which would put back in use in June 2023.



***New score board at Koerper Field***

### ***PRCE Office Move***

In January 2022 we started the renovation of the top floor of 41 Shattuck street so we could create a new home for our afterschool program, the CLUB. The PRCE staff put in a lot of time to fix as much as possible in house to keep the costs down.



***Before and After carpet fix in the Clubhouse***

The renovations for the top floor were completed in March 2022 and we started the CLUB back up for the first time following the pandemic.



In July 2022 we started the renovations on the main floor of 41 Shattuck Street so we could move the PRCE office and staff into this new space. The work included some areas of the carpet being removed and replaced with vinyl wood planks, minor electrical work, painting, building structures to create work spaces, and installation of new signage.



In October 2022 we closed up the office at 33 Shattuck Street and officially moved into the new space at 41 Shattuck Street.





## Program & Special Event Highlights:

In 2022 we tried to bring back all of the special events and programs that we operated pre-pandemic. We were able to bring them all back with the exception of the Ties and Tiaras dance in February. We also teamed up with the Littleton Public Schools to put on a free seven part motivation series for kids to help them transition from Hybrid Learning back into fully in person learning. We were so fortunate to work with Brent Outchunis "OOCH" who developed and preformed the Skills for Life programs that were created to help kids fill in social education gaps.

### The programs and events for 2022 included:

#### January:

- Ski Club
  - Shaker Lane and RSE to Nashoba
  - Littleton Middle to Wachusett Mountain



#### February:

- Skills for Life—"OOCH" Brent Outchunis
- February School Vacation Week



#### March:

- Skills for Life—"OOCH" Brent Outchunis
- The CLUB
  - Opened the CLUBhouse on the top floor of 41 Shattuck Street

#### April:

- Egg Hunt and Candy Scramble
- Town wide Clean Up
- April School Vacation Week
- The CLUB



#### May:

- The CLUB

#### June

- The CLUB
- 3rd Thursday
- Camp T
- Teen Adventures
- Community Sailing



#### July:

- 3rd Thursday
- Movie in the Park
- Appleman Triathlon
- Camp T
- Teen Adventures
- Community Sailing

#### August:

- 3rd Thursday
- Camp T
- Teen Adventures
- Community Sailing

### September:

- The CLUB

### October:

- Moved PRCE office to the main floor of 41 Shattuck Street
- The CLUB
- Oktoberfest
- Trunk Or Treat



### November:

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



### December:

- The CLUB
- Holiday Bazaar
- Annual Holiday Helpers Bowl A Thon
- Holiday Helpers

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

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

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 normally offers a Teen Afterschool program called the CLUB. This program did not run September 2022 through February 2023 due to a lack of space that could safely allow it to run. In Fall 2022 we worked with the Superintendent's office and Tigers Den staff and discussed changing the age range to include 3rd grade—5th grade to provide much need support for families that were in need of weekly afterschool care. The renovation of the top floor of 41 Shattuck street allowed us to start the program back up in March 2023.

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 19 half days that occurred through out this calendar year. These are days when the kids are out of school by late morning, but parents are a work and need care for their children.





## Summer Season:

Our 2022 summer season also operated like we had pre-pandemic. We could rent a bus, take field trips, use indoor spaces without restrictions, and masks were completely optional.

Our Littleton Enrichment Afterschool Programs (Summer LEAP) run this summer. We had enrichment programs like Camp Invention, Adventures in STEM with Lego, Theater of Creativity, and Bilingual Kids Play program. 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 T REGISTRATIONS 3 YEAR COMPARISON

SUMMER 2020 = 358 CAMPERS TOTAL	VS	SUMMER 2021 = 879 CAMPERS TOTAL	VS	SUMMER 2022 = 1,106 CAMPERS TOTAL
Week A = 35	154% ↑	Week A = 89	8% ↑	Week A = 96
Week B = 43	207% ↑	Week B = 132	28% ↑	Week B = 169
Week C = 55	83% ↑	Week C = 101	45% ↑	Week C = 146
Week D = 58	150% ↑	Week D = 145	21% ↑	Week D = 176
Week E = 57	139% ↑	Week E = 136	29% ↑	Week E = 175
Week F = 55	143% ↑	Week F = 134	29% ↑	Week F = 173
Week G = 55	142% ↑	Week G = 142	20% ↑	Week G = 171

In 2021 Camp Tahattawan saw a huge increase in attendance due to operations returning to the way they were before the COVID 19 pandemic. However, this past summer, 2022, we still saw increases on a weekly basis. 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.



At the end of summer we offered a third year of the Playground Program along side of Tahattawan Explorations. The Playground Program is an alternative to the field trip based TX program. This allowed families the option to let their children in grades K through 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 Fay Park. We programmed out each day with structured activities and free play time. We also turned basketball courts at 300 King into a pop up splash park with sprinklers. 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 2022 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 49% 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 2022. Most notably the Denise Flaherty Pagacik Scholarship Fund, the Mighty Oak Foundation, and the Ed Walsh Foundation.

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.



**Camp T Staff Summer 2022**



**2022 Adult Flag Football Champions  
The Westies**



**2022 Holiday Helpers Bowl-A-Thon Champions**



**Oktoberfest 2022**



**2022 Softball Champions  
Kekambas**









## An exciting first year!

On November 5, 2022, we celebrated the 1 Year Anniversary of our new library. We are extremely grateful for all of the support the Littleton community has shown us during the course of the year. We've accomplished a lot since we opened our doors.

We received an "Access for All" grant from the Massachusetts Board of Library Commissioners allowing us to purchase new technologies for the hearing and visually impaired. We increased circulation by more than 30% and patron visits to the library by more than 40%.

In the upcoming year you will see more expansive programming including author talks, arts and crafts programs, music performances, Library Mini-Golf, book clubs, drop-in tech help, educational programs and additional programming for children, teens, and seniors.

Our new building has quiet study rooms which can be used for studying, small group meetings, and for people working from home. Patrons can spend the day in our comfy reading chairs enjoying a good book, newspaper, or just to look at the views. Our new much larger art gallery space provides local artists the opportunity to display their work to the public. This spring, you will see more outdoor programming on our beautiful 1300 square foot patio.

To offset the utility costs for the building and achieve a more energy efficient (LEED certified) building, we installed solar panels with help from a \$110,000 earmark from the state and the support of Senator James B. Eldridge. We completed the required benchmarks and received the entirety of our \$5.8 million dollar Massachusetts Public Library Construction Grant. With the support of 489 local residents and businesses, we exceeded our \$1 million dollar fundraising goal by over \$100,000.



# RHL by the Numbers

## Holdings

- ⇒ 70,491 Books
- ⇒ 6,000 Audiobooks
- ⇒ 7,000 DVDs/Blu-rays
- ⇒ 300,000 eBooks
- ⇒ Streaming Services
- ⇒ Educational databases in every subject
- ⇒ Newspaper subscriptions both in print and online
- ⇒ A Library of Things
- ⇒ 20+ museum passes
- ⇒ Technology for the hearing and visually impaired

## Total Circulation

211,267

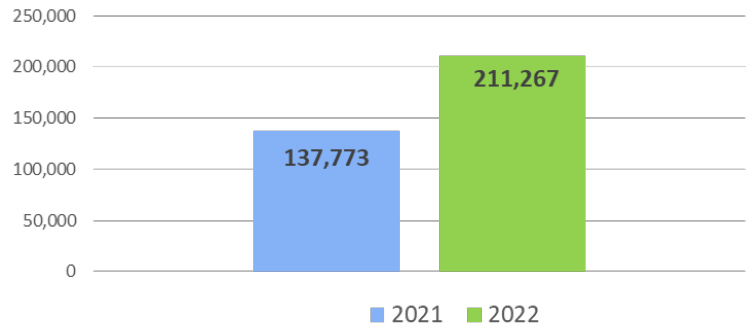
## Visits to the Library

62,896

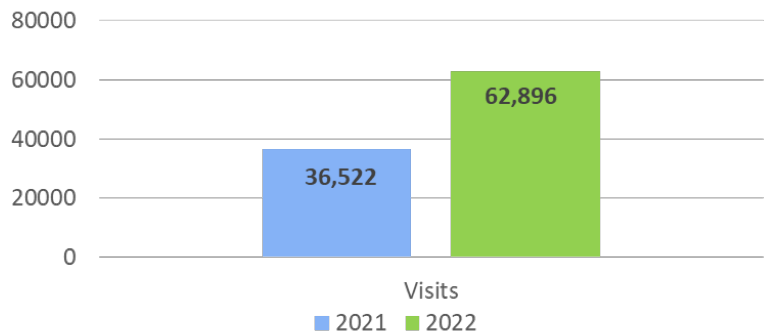
## Total Program Attendance

4,333

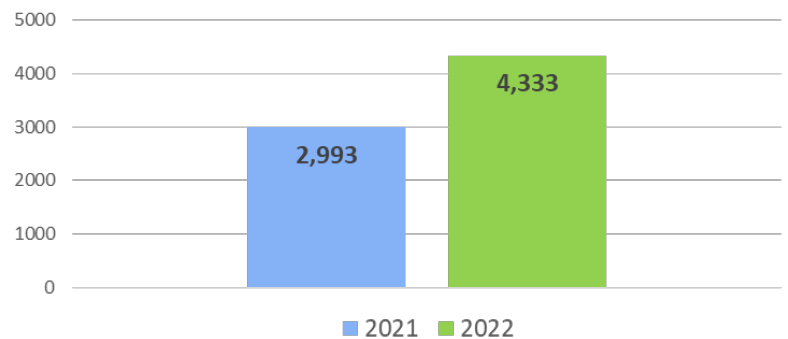
## Circulation 2021 vs. 2022



## Visits to the Library 2021 vs. 2022



## Program Attendance 2021 vs. 2022



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

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

### \$50,000+ Supporters

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

### \$25,000+ Supporters

Emily M. Squires Rotary Club of Littleton

### \$10,000+ Supporters

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





## Library Staff

Long time Assistant Director, Helen Graham and Library Technician Cheryl Hardy-Faraci both retired this year. Their commitment to the library will never be forgotten. They were always there for every patron and staff member and will be deeply missed by the staff. This year Jenna Cantino, and Catherine Sebastian both moved on to new adventures. We wish them luck as well in their new positions.

We'd also have some new staff on-board. Michael Conboy has joined us as our new Assistant Director. Erin Trainor, Miriam Zizza, and James Taber have all joined us as our new Library Assistants. Julie Bernardi has been



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: Erin Trainor

Processing Clerk: Atsuko Yamashita



## Library Trustees

Chair: Katrina Wilcox Hagberg

Secretary: Kristine Asselin

Treasurer: Kimberly Harriman

Member: Sarah Donovan

Member: Meera Gill

Member: Wendy Isaac



FRIENDS OF THE  
REUBEN HOAR LIBRARY

REUBEN HOAR LIBRARY

## Friends of the Reuben Hoar Library

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

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



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

Chair: Janice Consentino

Vice-Chair: Megan Rank

Treasurer: Sarah Rambacher

Corresponding Secretary: Kathy Krystofik

Membership: Jennifer Pletcher

Member-at-Large: Judy Grande

Member-at-Large: Wayne Bryant



<b>FY 23 Financial Data</b>	
<b>Category</b>	<b>Amount</b>
<b>Payroll</b>	
Library Director	\$102,438.00
Assistant Director	\$72,248.00
Staff Wages	\$430,472.00
<b>Total:</b>	<b>\$605,428.00</b>
<b>Expenses:</b>	
Books & Materials	\$132,950.00
Office Supplies	\$1,000.00
Processing Supplies	\$4,000.00
Programming	\$2,000.00
Programming Supplies	\$1,000.00
Postage	\$100.00
MVLC Assessment	\$37,000.00
<b>Total:</b>	<b>\$178,050.00</b>
<b>State Grants</b>	
Building Grant	\$5,844,747.00
MBLC State Aid	\$18,000.14
LSTA Grant	\$13,989.00
<b>Total:</b>	<b>\$5,876,736.14</b>
<b>Friends of the Library</b>	
Museum Passes	\$12,000.00
Programming	\$8,000.00
<b>Total:</b>	<b>\$20,000.00</b>
<b>Donations</b>	
Gift Funds	\$9,000.00





## VETERANS SERVICE OFFICER'S

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

## MISSION OF THE OFFICE

The 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 2022, 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 \$103,000 on its Veterans with 75% of that being reimbursed from the state to the town. Not sure if you are eligible? Ask me. I will do my best to ensure you receive all the benefits that you are entitled to.

According to the 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>ERA</u>
Cousins, Ashley B.	Army	WW2, Korea
Keefe, Robert A.	Army	Vietnam
Lewis, Lester	Army	Korea
Mague, George B	Army	Berlin Crisis
Nargizian, Edwrd A.	Army	WW2
Pacy, Richard D.	Air Force	Korea
Rempelakis, Emmanuel J.	Army	WW2
Riley, Robert A.	Air Force	
Shaffer, Edwin R.	Navy	WW2

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

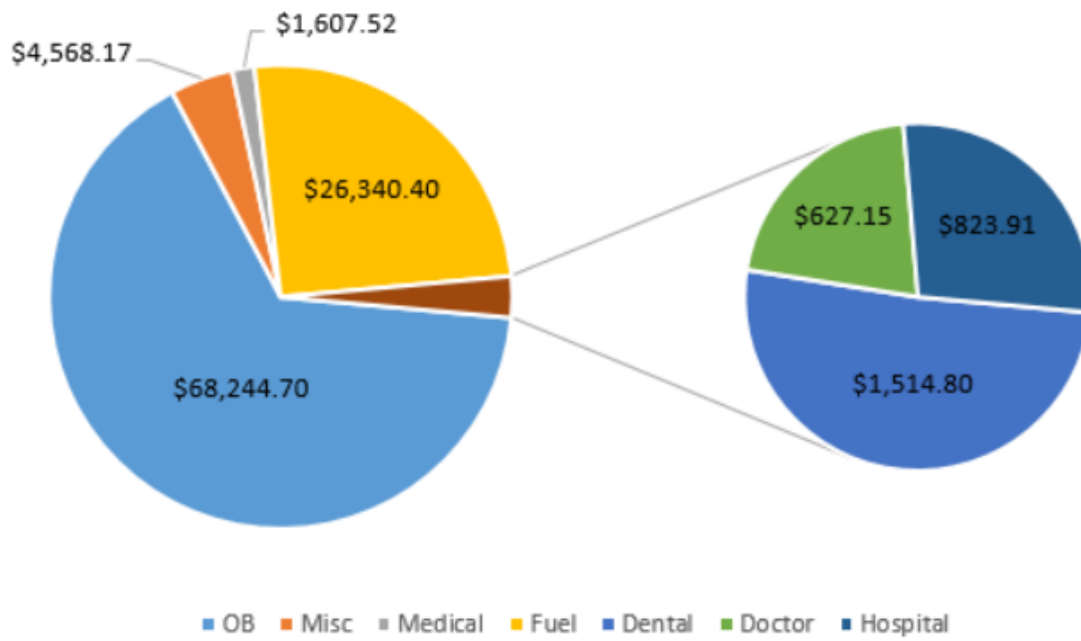
All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed. Updated Veterans graves listing and maps. Identified graves that do not have any Veteran Marker or Medallion. In process of 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 735 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 2022





We have had another great year within our district and schools with many celebrations. We continued to offer full-time in-person learning as we began to put the pandemic in our rearview mirror, knowing full well that COVID is still present within our schools, community, and nation. What's different is the ability to be vaccinated, and access additional booster vaccines as the COVID variations continue to evolve. This has resulted in the ability to manage COVID within our schools with minimal disruption to our students and staff. This has been a year of reflection and evaluation as we determine the needs of our students during post-pandemic times. We have evaluated our student needs in terms of academic and social and emotional wellness and have tailored our support as needed. We have implemented additional wellness screenings for our students and continue to use adaptive and teacher-generated assessments to closely monitor individual student achievement throughout the year. 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 the analysis of student achievement data to inform curriculum and support targeted individualized instruction within our classrooms remains a priority for our school district, especially considering the disruption in learning over the past few years. From year to year, our administrators and educators consistently focus on data analysis to monitor individual student and sub-group academic growth. After not administering MCAS exams in 2020 as a result of a State-wide decision, administering half-tests for grades 3 through 8 in 2021, 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.

While we have experienced significant disruption in education over the past few years, the data from the 2022 Grade 10 MCAS continues to clearly demonstrate how over time, within the Littleton Public Schools, nearly all of our students are able to meet the standards set forth by the Department of Elementary and Secondary Education. On the 2022 Grade 10 ELA MCAS, 85% of Littleton students were Meeting or Exceeding Expectations, with 24% scoring at the Exceeding Expectations Level. On the Grade 10 Math MCAS, 78% of Littleton students were Meeting or Exceeding Expectations, with 30% scoring at the Exceeding Expectations Level. The Biology MCAS shifted from a legacy assessment to a next-generation assessment for the first time in 2022. On the Biology MCAS, 78% of Littleton students were Meeting or Exceeding Expectations, with 35% scoring at the Exceeding Expectations Level. Our administration and educators continue to be involved in detailed and extensive data analyses of the spring 2022 MCAS while also preparing students to prepare and succeed on the Next Generation MCAS this spring.

Considering the change in MCAS over the past three years, we continue to rely on MAP Growth Assessments to identify individual skill acquisition and determine how to best support each student. The MAP Growth battery of assessments developed by the Northwest Evaluation Association (NWEA) continues to be used in grades two through eight and again this year in grade nine for reading only. The MAP Growth assessments are computer-based adaptive tests that are utilized to determine a student's instructional level and measure academic achievement and growth in real-time. By providing precise information regarding the academic skills and concepts students have acquired in English Language Arts and Mathematics, MAP Growth assessments are utilized to target instruction to meet the needs of all students. Administrators and staff use the results of these assessments to inform classroom instruction, intervention programming, and student placement. MAP Growth is administered in fall, winter, and spring three times a year.

In addition to the district's commitment to students' academic achievement, the district has placed emphasis on student wellness through coordinated efforts across all buildings and at the district level by prioritizing social emotional learning and the provision of increased mental health supports through a multi-tiered system of support. Offerings 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.

The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs 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. Our elementary writing program continues to engage our learners to be authors, storytellers, and reporters. We have seen an increase in the quality and quantity of student writing and look forward to the impact this learning has for our students in their post-elementary years.

Over the course of 2022, we reviewed our elementary Math curriculum. This curriculum review resulted in the purchase of a new program called *Into Math*. All classrooms in Kindergarten through 5 began implementing *Into Math* in September of 2022. While learning a new program and the materials and routines that come with it can be complex and time-consuming, we are already seeing the benefits of shared vocabulary and increased math discourse. We are in the process of a grades 6 through 12 Science curriculum review and grades K through 12 Art and Music review. We look forward to providing and ensuring updated curricular materials and learning experiences for all students in those content areas.

Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practices as well as fostering an environment that is committed to excellence. Our school district continues to embrace the importance of staff development at the district, school, and individual levels. 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, Anxiety Awareness, Learning to Learn: Student Skills for School and Life, Language Development, Caring for Mental Health, Trauma-Sensitive Teaching, Social Emotional Learning, and Early Literacy.

Additional professional development opportunities offered during the summer included the option to participate in three district-offered professional development opportunities. One of which was a mini course related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles. During this mini-course, participants focused on inclusion for students with disabilities, working with students with disabilities in the inclusion setting, and creating positive outcomes for students with disabilities. The IEP process was discussed, as well as accommodations/modifications for students with disabilities. The second professional development offering included an opportunity to participate in a book study. We offered a book study that explored leading difficult conversations related to equity and race with a book titled *Not Light, But Fire*. The book study culminated in a robust conversation surrounding the themes of the book. The third professional development offering was an array of technology sessions, including Google Workspace, Pear Deck, EdPuzzle, TouchView Interactive Panels, and Aspen. It is always nice to have a variety of staff members participate in professional development over the summer, a time in which we find we can slow down and have rich and meaningful discussions.



September 6, 2022, Opening Day for faculty and administration brought all staff together to learn from and be inspired by Dr. Katie Novak. Dr. Novak is an educator, author, speaker, and former district administrator who educates and supports the implementation of a Multi-Tiered System of Support (MTSS), which includes Universal Design for Learning (UDL). During the keynote, Dr. Novak helped us understand the link between MTSS and UDL as well as understand the core components of UDL and how they impact planning. She shared an inspiring message about the removal of barriers to encourage 'expert learning'. It has been wonderful to experience the positive impact that Dr. Novak has had on our district and be witness to our staff embracing new ways of teaching and connecting with our students.



District-based professional development this year has focused on creating learning environments that allow for meaningful connections and supporting student learning and wellness through a lens of equity and UDL. Offerings have included sessions on culturally responsive teaching and lesson planning within the UDL framework. This past fall, we welcomed members of Novak Educational Consulting to work with faculty. Our objective in working with Novak Educational Consulting was to provide a deeper exploration of the UDL framework and demonstrate how to use the framework in lesson planning. Additionally, administrators had workshops with Novak Educational Consulting in order to further understand the connection between UDL and MTSS (multi-tiered system of support).

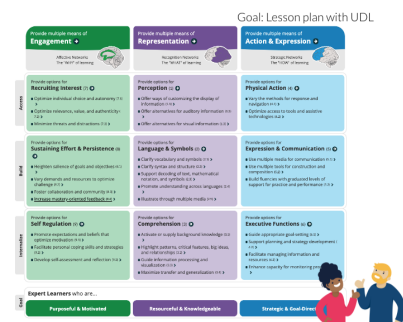
U.S. DEPARTMENT OF EDUCATION



Additionally, this fall, faculty had the opportunity to choose to learn with individuals from AdaptiveX. AdaptiveX is a professional development company that is committed to creating equitable outcomes and improving the lives of students through culturally responsive teaching and learning. Early adopter faculty members and administrators have participated in professional development with AdaptiveX, exploring our educational practices through a lens of equity. In consideration of the necessity to fully embrace diversity and equity, AdaptiveX has provided us with information, opportunities for collaboration and dialogue with our staff, district, and school leaders, as well as strategies for engaging and responding to the needs of ourselves and our students.

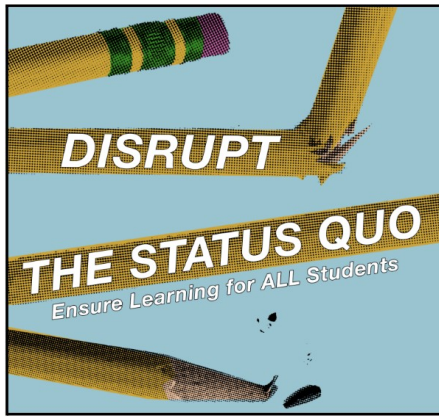
## Universal Design for Learning

Explore!



This is the sixth year that Littleton Public Schools have joined with Harvard Public Schools and the Ayer-Shirley Regional School District to offer cross-district PD. We were excited to welcome our colleagues to Littleton High School for this in-person day of professional development. It had been two years since we were able to be together in person for this day, and it was filled with joyful discussions and smiles! This year's in-service day, titled Disrupt the Status Quo, offered a keynote by educator, author, and speaker Ken Williams, which focused on how we can ensure learning for all students. Additionally, educators were able to offer and attend professional development sessions offered by fellow educators. We have such knowledge and incredible capacity within our three districts- this day provides a wonderful opportunity to learn, collaborate, share, and connect with staff from the other districts. During the day, educators had the opportunity to collaborate with job alike colleagues to share practices and ideas. We are already looking forward to another collaborative day with our local colleagues next year.

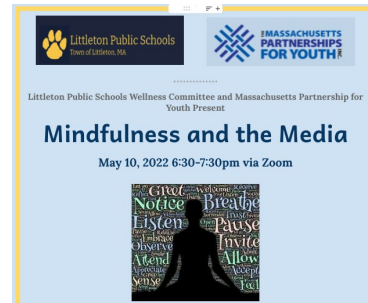




In addition to providing professional development to our staff, we feel that it is equally important to provide informational presentations to our school families. This affords us the opportunity to collaborate, connect, and share experiences with our school families. On Wednesday, May 18th, we hosted the first Connections evening for all LPS parents and guardians. Connections is an evening of workshops offered by LPS educators in order to share and discuss highly relevant and important topics. Our first Connections evening was well attended with workshops on mindfulness, anxiety, parenting post-pandemic, transitions between schools, and cell phone/social media use. A special thank you to the Littleton Parks, Recreation, and Continuing Education (PRCE), as they offered free childcare to allow parents and guardians to attend the workshops. Due to the success of the first Connections event and based on feedback, we hosted our second Connections evening on Wednesday, October 26th. Workshops during this event included safety and security, our new elementary math program, transitions between schools, social and emotional well-being, anxious behaviors, and mindfulness. Again, we continue to be thankful for our partnership with PRCE, which allowed us to offer free childcare during that evening.



On Tuesday, May 10th, our Wellness Committee hosted a Mindfulness and the Media presentation in collaboration with Massachusetts Partnership for Youth. This presentation was designed to help parents support their children in using mindfulness techniques to become intentional about their habits of attention and improve their ability to focus on the task at hand. Attendees learned the neuroscience of social media and game design, why these tech tools keep us hooked, and the neuroscience of mindfulness and its application to media use.



As we know, the pandemic caused by Covid-19 continues to impact many of our families and children in difficult ways. Our work in and with the community, the Littleton Public Schools, the Park Recreation and Continuing Education, and the Elder and Human Services departments all indicated that the pandemic challenged and, at times, delayed the development of academic, social, and emotional skills. As a result of this awareness and need to come together, throughout the spring of 2022, we teamed together and hosted 'The Ooch Experience'. This was a 7-part series called "Skills for Life," presented by performer and youth life coach Brett Outchunis, known as "Ooch". For the first time, Brett presented his shows as an entire series. This was also the first time that parents/guardians were able to experience watching the shows together with their children to help communicate a shared message between school and home.

Brett's "Skills FOR LIFE" series was designed to give individuals tools and techniques for navigating everyday life that are easy to use and remember. Each show focused on a specific life skill that will be useful immediately, regardless of age, such as losing like a winner, finding a positive spin, how to be kind, how to be social, and how to make a mistake. It was wonderful to collaborate with fellow town departments to offer this series to our families and community members.



District-wide upgrades in technology remained a key focus in continuing to provide technology that is tailored toward effective teaching and learning. We have continued to offer a 1:1 program for grades 2 through 12. We continue to support the value of 1:1 devices at our youngest grades, given that more curricular materials are using digital platforms to support learning and assessment. We are aware and cautious of the amount of time any student utilizes a device in the classroom. 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 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. The opportunity for continued access to ESSER funding had an impact on curving costs related to the pandemic as well as post-pandemic needs. In our ability to contain costs throughout the pandemic, the School Committee recommended a minimal budget increase for the FY23 year. The approved FY23 budget allowed us to continue to provide quality programming for our students. This was a direct result of the hard work of our School Committee, administration, and staff. With the current forecast for our FY24 budget, we should be able to maintain our current level of staffing and services with a moderate increase in funding. I would like to thank our staff, administrators, and School Committee for their hard work and dedication in ensuring that our students continue to be well supported. I would also like to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Throughout the year, our students have had many opportunities to take part in co-curricular and extracurricular offerings that have provided invaluable educational experiences. We continue to see and appreciate how valuable in-person activities are for our students, staff, and community. We were fortunate to begin another school year with a number of co-curricular activities. As we all know, our students will cherish many of these experiences as they continue their educational journeys. I would like to commend our staff, students, coaches, and community for supporting these programs throughout the year.

We acknowledge the past few years have been significantly impacted by the pandemic and its ongoing and lingering effects. I remain confident that our combined efforts will help us continue to move forward during these times. Through the ongoing support of our parents/guardians, staff, students, and community, we will continue to provide high-quality learning opportunities for our students to thrive and succeed.

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



\*ENROLLMENT 2021-2022

GRADES K-12

SUPERINTENDENT'S REPORT

**Total Count** 1642 911,529

**Race/Ethnicity (%)**

African American or Black 1.0 9.3

Asian 14.3 7.2

Hispanic or Latino 2.9 23.1

Multi-race, Non-Hispanic 1.9 4.3

Native American 0.1 0.2

Native Hawaiian or Pacific Islander 0.2 0.1

White 79.5 55.7

**Gender (%)**

Female 48.8 48.6

Male 50.9 51.3

Non-Binary .23 .10

**Selected Populations (%)**

English Language Learner 1.8 11.0

Low-income 11.0 43.8

Student's w/ Disabilities 16.3 18.9

First Language Not English 7.7 23.9

**\*2021-2011**

**Teacher Data— All Teachers**

Total # of Teachers (FTE)	% of Teachers Licensed	Student/Teacher Ratio
---------------------------	------------------------	-----------------------

119.0	100.0	13.8 to 1
-------	-------	-----------

Percent of Experienced Teachers	Percent of Teachers without Waiver or Provisional License	Percent of Teaching In-Field
---------------------------------	---	------------------------------

83.3	93.4	98.4
------	------	------

**\*DESE Website**

**\*DESE Website**



Returning to school after the holiday break in January 2022, we began the New Year with continued pandemic precaution and kept our steady focus on safety, caring, and support while maintaining sustained attention to health/wellness, academic growth, and social/emotional learning.

As part of an ongoing effort to promote digital citizenship and cyber safety, Littleton High School, in collaboration with The Massachusetts Partnerships For Youth, Inc. sponsored a Virtual Cyber Safety Presentation for parents on January 18th as well as a presentation for students in grade 9 & 10 during a morning advisory period on January 19th. This workshop reviewed the challenges and dangerous situations that may arise through use of the internet, social media, and smartphones.

We also continued to make adjustments throughout early 2022 in response to COVID-19 and revised guidance from MA DESE and DPH. All public schools adapted as the Massachusetts Department of Elementary and Secondary Education extended the indoor mask mandate for schools with exceptions for mask breaks, eating, and other special circumstances to January 15, 2022 and then to February 28, 2022. In addition, the weekly testing/safety check program continued as a mitigation strategy to minimize the spread of COVID-19.

On February 25 during the February vacation week the Centers for Disease Control and Prevention announced that it was no longer requiring that masks be worn on school buses or vans for K-12 students and children in childcare programs.

The community at large enjoyed the talented school bands performing a town wide concert on February 8th via livestreaming on LCTV.

Over the February and April Vacation weeks, the rubber floor at the lower level entrance and worn and cracked VCT Floor tiles in the downstairs hallway were replaced. In addition, the Administrative and School Counseling Offices and the Learning Center had original flooring replaced in June. The Library Media Center's carpet was replaced later in July.

We were greeted upon our return from February break with a burst pipe and significant water damage in the KIVA and lost the use of the space for the remainder of the school year while repairs were scheduled and made.

March was an active month filled with events:

- LHS hosted its annual Course Selection Information Night for parents of current 8th grade students in the LHS Auditorium on March 1st. The previous year we provided this information virtually via Zoom.
- The Class of 2023 Silent Auction Fundraiser took place on March 3rd.
- The LHS Spring Parent-Teacher Conferences for the second semester were held virtually on March 10th.
- The Emerson Hospital Youth Risk Behavior Survey was conducted with all grades on March 10th.
- The Diversity, Equity, and Inclusion (DEI) club at the High School and LMS students presented to the School Committee on March 3rd and requested that Diwali be recognized as a holiday on the LPS School Calendar. The School approved this request on March 17th and included Diwali as an official holiday on the school calendar.
- LHS held its annual Spring Spirit Week from March 14th -18th.
- The Humanitarian Club held their Polar Plunge at Long Lake on March 26th. Proceeds benefited the Special Olympics.
- LHS hosted the annual College Fair with over 60 college admission representatives on March 16th.



Moving ahead to April, students and staff had a lot of fun at the April 1st Volleyball Night Tournament that helped raise funds for the Class of 2024.

The LHS Musical, *Cinderella*, took place on April 8th, 9th & 10th.

The National Honor Society held a Blood Drive on April 12th and the LHS Green Team made a special Virtual Earth Day presentation during Flex Block on April 14th.

During the April Break, LHS installed a new pavilion on the front patio outside the cafeteria. This pavilion was a result of a proposal by Andrew Reilly (Class of 2019) and his classmates to provide this structure as a class gift to LHS. We are grateful for all his design work, fundraising, patience, commitment, and follow up while seeing this through. LHS extends heartfelt appreciation to Andrew and the Class of 2019.

The LHS Prom took place on April 30th at The Chocksett Inn, Sterling, MA.

The month of May brought a full resumption of traditional LHS events as well as the beginning of a new one:

- We enjoyed the LHS Spring Concert and Art Show on May 3rd.
- The Class of 2022 enjoyed their Senior Reception and Awards Night on May 26th and a Boston Harbor Cruise in the afternoon on May 31st.
- Senior Class activities in May included a morning parade and class countdown on May 20th.
- LHS held its first Wellness Day for Students and Staff members on an early release day (May 27th) before Memorial Day weekend.



At a May 2022 School Committee meeting, we shared some accomplishments over the course of the 2021-2022 school year:

#### Curriculum

- Provided detailed curriculum presentations
- Offered additional Dual Enrollment courses in partnership with Middlesex Community College in US History, English, Latin, French, and Statistics
- Continued Seal of Biliteracy
- New Electives: AP Macroeconomics, Financial Algebra, Intro to Programming, Theater Arts
- Incorporated Financial Literacy units in Economics and Statistics courses continue
- Emphasized Civics and Projects in US History II
- Secondary Curriculum Council & Director of T&L developed Curriculum renewal cycle/calendar and a Program Review process soon underway for Science, Art, & Music

#### Instruction

- Continued District Curriculum Accommodation Plan (DCAP) strategies and implemented UDL Practices (Universal Design for Learning)
- Provided abundant professional opportunities related to UDL over the school year
- Revamped Student Support Team process for students struggling with behavioral, academic and emotional concerns

#### Assessment

- Offered more performance-based assessments, projects, presentations, research papers in place of typical Mid-Year and Final Exams
- Continued ELA MAP testing for grade 9 to gather and use data to inform instructional decisions and reading recommendations.
- Continued ALEKS, an online adaptive learning program, in Math classes

#### Professional Development

- Continued to provide PD opportunities related to Universal Design for Learning, Cultural Proficiency, Instructional Technology, Social Emotional Learning, and Mental Health and Wellness
- Participated in new LPS designed PD offerings with WINN (what I need now) and Module Format. Module Days focused on the following topics: Universal Design for Learning; Mental Health; Project-Based Learning; Book Study; NPEN (Northeast Professional Educator Network)

### Community and Communication

- Further implemented the new bell schedule with fewer classes per day, longer time class sessions, new class rotations, additional learning time hours. Integrated a daily Flex Block for student enrichment, community connection, co-curricular activity, academic support, and advisory period
- Increased Internship and work study opportunities as well as continued partnership with Mashire to more efficiently build community internship connections
- Continued strong partnership with LPD, LFD, SEPAC, LEF, LABA, FABL, Music Booster, PTA
- Posted new weekly School Counseling Newsletter & Hosted College Fair
- Started planning for the next round of the Kimball Grant to support the eSports Team, advance tech integration, and enhance the library layout for a more collaborative, innovative, and flexible environment
- Partnered with CARE Solace for community mental health support
- Launched new LHS PACE (Personalized Academic & Comprehensive Education Program) in September 2022

### Climate & Culture

- Participated in *The Great Kindness Challenge*
- Provided Mental Health and Wellness Presentations
- Arranged for Sookie to join Archie as an LHS Therapy Dog
- Launched DEI Club

### Technology

- Integrated Touch View Screens
- Expanded use of Chromebooks, Google Classroom applications, and abundant instructional technology tools



The Class of 2022 Graduation took place at Alumni Field at 5:30 p.m. on June 3rd. Outgoing School Committee Chair Matthew Hunt and retiring school counselor Jan Nolan both offered warm, humorous, and touching farewell remarks. LHS appreciates both of them for their years of dedicated service to our school and community.

Staff kicked off the 2022-2023 school year on September 6th with a keynote presentation by Dr. Katie Novak, local expert on Universal Design for Learning (UDL) and follow up professional development activities. Students commenced the school year on September 7th.

You may have heard or read that Boston Magazine in September 2022 ranked LHS as *the 10th Best High School in Greater Boston*. While we remain cautious with rankings and comparisons among schools, it is nice to be recognized as such a high performing school. We appreciate the outside validation of the quality of our high school, and the dedicated efforts of so many to offer an outstanding educational experience.

LHS started a new PACE (Personalized Academic & Comprehensive Education Program) in September that syncs with the LMS PACE Program. This Full-Day special education program addresses the needs of students with developmental, neurological, and cognitive impairments in grades 9-12. Dr. Eric Arnold returned to LHS to serve as the lead special education teacher for this program.

The LHS Back To School Night took place on Thursday, September 15th. This night provided an in person opportunity for teachers to meet with parents/guardians of each class and share information about coursework and curriculum.

LHS students enjoyed a fall season spirit week from September 17-21 and a fun filled Homecoming Dance on September 22nd.

LHS Parent Teacher Conferences for fall semester took place on October 6th.

LHS thanks the Littleton Fire Department for providing CPR/AED training for our staff on October 21st. We also appreciate the PTA sponsoring a Rolling Pizza Kitchen lunch for staff prior to the training.

With ten school-based and over twenty available online AP Courses, Littleton High School has received the College Board's AP Honor Roll recognition multiple times. LHS provided an Advanced Placement (AP) results presentation to the School Committee in October highlighting that Littleton High School had 34 AP Scholars (9 Scholars with Honor; 13 Scholars with distinction) after AP tests in May 2022.

As part of his annual Athletic Update, LPS Athletic Director Mike Lynn reported, "The 2021-2022 school year saw a return to the traditional three season model and far fewer challenges presented by the COVID-19 pandemic. As a matter of fact, 2021-2022 was a record setting year for LHS Athletics. In all, we won 11 League Championships (school record), 5 District Championships (school record), and 3 State Championships (school record). We also saw our participation numbers begin to rebound with 280 of our 441 students playing at least one sport equating to a 63% actual participation rate and we had 570 total participants in our programs."

"The 2022-2023 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, Boys' Golf, Boys' Indoor Track, and Boys' Ice Hockey. We were also thrilled to resume our Unified Sports for the first time in three years. Additionally, our participation rate continues to climb and we are hoping to reach or exceed pre-pandemic levels."

It was so nice to celebrate the arts with the Band performances at Suites & Sweets on November 10th, a school theater performance, *The Birds*, November 18-20, and a Band and Chorus Winter Concert on December 6th.

LHS staff joined colleagues from Ayer-Shirley and Harvard for Cross-District District Professional Development on November 8th. LHS hosted this year's PD day entitled "Disrupt the Status Quo."

LHS students attended a moving and memorable presentation from a Holocaust survivor during an extended advisory on November 17th.

LHS launched the Bridge Program in December 2022. This program provides short-term, intensive academic & emotional support to students returning to school after an extended absence.

LHS extended best wishes to longtime Facilities Manager Bill Meagher upon his retirement in December 2022. We are so grateful for his years of dedicated service.

Looking back on 2022, Littleton High School experienced another active year full of student accomplishments in academics, arts, and athletics. 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.

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



The Littleton Middle School community is made up of approximately 385 students in grades six, seven and eight. Each grade level team meets daily to collaborate around instructional practices in English Language Arts, mathematics, science, social studies, world language and special education, as well as working with the administrative team to address student academic and behavioral progress. We also have a Unified Arts team that teaches health, physical education, computer education, art, band, chorus and general music to students in all three grades. The entire student population is supported by educators working with each other to provide additional opportunities for growth in literacy, mathematics, organization, special needs instruction: English Language Learning, speech/language therapy, occupational therapy, Literacy Lab, and Math Lab. Our students benefit greatly from this model as it provides everyone a community within a community to guide students toward success.



At LMS we recognize the importance of educating the “whole child.” We provide our students with a wide variety of extra-curricular clubs and athletic programs that allow them to develop and apply new or growing knowledge and skills such as Choir Club, Technology Club and the Gardening Club. We host evening events like “Kids Night Out,” academic events including Country Expo, and school wide celebrations such as our pumpkin decorating contest and the Turkey Olympics. We also provide

a variety of events for students to become active and supportive members of their school and local communities.

Student organizations and middle school staff members are responsible for putting together numerous community service projects each year. LMS families demonstrate tremendous generosity with our food drives, fundraisers, and The Giving Tree to benefit local food banks and homeless shelters.

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

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





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

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

The LMS School Council, made up of staff and community members, continues to be instrumental in assisting with the development and implementation of the school improvement plan. This group guides and monitors the progress made in our school improvement goal areas, including updating our school handbook, and is charged with updating the School Improvement Plan for the 2022-2023 school year.

The middle school benefits greatly from a community that values and supports education. Without organizations such as the PTA, LEF, SEPAC and Rotary, we would not be able to provide the same quality programs and/or materials that we do now.

Our students benefit from volunteers who chaperone field trips, give presentations in the classroom, work with after school clubs and teams and provide opportunities for them to be together and have fun. By serving on School Committee, School Council, PTA, SEPAC, participating in public meetings, or working behind the scenes on any number of school related programs, parents and community members serve as role models for our students. We value our current relationships with various stakeholders within the local community and look forward to developing new relationships as well.

I continue to be amazed 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 390 students, we currently have six third grade, six fourth grade and six fifth grade classrooms with an average class size of approximately 22 students per classroom. The RSS team is comprised of a dedicated group of individuals, who include professional and support personnel to meet the needs of all of our students. We also work closely with the Concord Area Special Education Collaborative (CASE) and provide space for one classroom of students.

We were very happy to begin the school year with a "back to normal" feeling. Our students returned to school with morning meeting on the rug, table groups, small group work areas, whole group flexible seating in the cafeteria and a full range of activities. While we still have some health and safety protocols in place, our daily routine feels "normal" again.

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

The RSS staff is focused on providing the best education possible to all of our learners while closely monitoring the emotional well-being of our students as well. We are currently completing our professional development for the Lucy Calkins writing program in all three grades and the Foundations phonics program in grade three, and we are focused on Universal Design for Learning (UDL). As a result of the math curriculum review that took place last year, we are beginning the implementation of a new mathematics curriculum called Into Math. Teachers are involved in professional development to assist them with this new curriculum.



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. We have a tremendous parent community who participate throughout our school in many ways and enrich the learning experiences of children.

This year we added a WIN (What I Need) Elective for each grade during full day Wednesdays. Students were able to sign up for an elective each trimester. From Peaceful Painting, Yoga, Legomania, Electronic Music, and Cooperative Games, just to name a few, the students enjoyed working with friends to do something that they might not have time to do otherwise. It was a big hit, and the students and staff really enjoyed it.

We continue to focus on social-emotional learning at RSS. More than ever before it is important for us to maintain an environment that fosters the social and emotional learning of all children. We are committed to focusing on diversity, equity and inclusion in our school community. With the addition of a full-time school psychologist at RSS in coordination with our school counselor, we 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 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







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

Shaker Lane houses the integrated preschool program for three and four-year-old children. This school year, we enjoyed a return to a classroom setting that was in place prior to the COVID-19 global pandemic. We currently offer two half-day programs for three-year-olds, two four-day half-day programs for four-year-olds, and two 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 second year of our PACE, Personalized Academic and Comprehensive Program, which is designed to accommodate students who require a more specially designed environment for instruction. All our preschool classrooms provide secure, inviting success-oriented environments that meet the cognitive, emotional, social, and physical needs of the whole child at his or her level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social, and motor skills.

Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities (not as much this year), and direct instruction. Each child is provided 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.

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



Social and Emotional Learning is a focus at Shaker Lane that we re-evaluate each year. This year more than ever, our staff is dedicated to providing instruction and interventions that target the needs of our students who have been affected by the COVID-19 pandemic. 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. Over the past two years, we have implemented a new model of instruction to complement the Second Step program. At the start of the school year, our School adjustment counselor continues to deliver 6 lessons from the Social Thinking Curriculum that support the Collaborative for Academic, Social and Emotional Learning (CASEL) core competencies. These lessons are delivered to each K-2 classroom over a 6-week period to help continue to support the social-emotional development of our students.

Our Community Meetings continue to focus on HEART. We have conducted these virtually this year with recordings from students and staff. Each year we focus our Community Meetings on ways we can help the communities in and around Littleton through compassion projects. This year we participated in the Tackle Hunger Souper Bowl Challenge and partnered with Open Table in Maynard to collect non-perishable items for their food pantry. We also took time during the holiday season to write letters to military families. Our compassion projects reinforce ways students can be contributing citizens in our community.



In concurrence with the District Improvement Plan, the Shaker Lane School's goals are to:

- Align and enhance curriculum, instruction, and assessment to continually improve student achievement.
- Provide opportunities for continued growth for staff to support high standards in all district programs targeted toward identified needs.
- Continually improve communication among schools, parents, students, and the community.
- Sustain an accepting, respectful, and responsive culture that provides for a safe and secure learning environment.
- Provide all staff and students with access to current technology.

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

We have a very strong base of volunteers at Shaker Lane and are grateful to them for all that they do. It has been wonderful to have volunteers back in our building this year. Our Fall Book Fair was a success and we want to thank the Parent-Teacher Association (PTA) and families who made this event possible. In January, the PTA hosted another virtual Shakey's Storytime for students. Staff members read to students virtually through Google Meet. The PTA also funded another Virtual Dance Party for this year. Students and families have enjoyed this virtual event for the past two years displaying their dance moves. The PTA supports the students, staff, parents, and administrators at Shaker Lane financially, as well as by offering enriching activities and events for all to enjoy. Funds raised by the PTA are used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips, and materials and equipment that benefit our students. In and out-of-school field trips are being explored this year for students.

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. Mid-year we purchased decodable readers for our Reading Specialists to explore and implement with students. We are also in year two of utilizing an early literacy screener to identify and support struggling students. Next year, we look forward to the start of the district's ELA curriculum review to explore current reading practices that best support our students.

After a rigorous math curriculum review last year, we began implementation of Into Math program this year. Staff are receiving professional development to support the inception of this program and are working to familiarize themselves with the many components that this program offers.

This is the second year of our Lucy Caulkins Units of Study writing program. Students are becoming stronger writers through the design of this program. Staff continued to receive professional development this year which consisted of model lessons and coaching feedback.

Some of our Professional Development sessions this year included:

- Into Math Training
- Universal Design for Learning
- Mental Health
- Lucy Caulkins Writing
- Various Staff-Led PD Session

Shakey's Imagatorium is an integral part of our school. Our Makerspace design has incorporated a STEAM approach where students work collaboratively to create and solve problems. In the classroom, students continue to use a combination of iPads and Chromebooks across the curriculum. The pairing of this technology has enhanced our instruction in all curriculum areas. Over the years, we have added a Glowforge Lasercutter, 18 new Ozobot Evo Robots, and 6 OSMO Detective Agency Kits to our Imagatorium. We also have a student-run blog for Shakey's Imagatorium and began an Adopt-A-Bot program for K-2 classrooms where teachers "adopt" a retired robot as their class pet. We continue to incorporate trimester-based grade-level integrated STEM projects being developed in order to facilitate deeper learning for K-2 students. While working toward mastery of curriculum-based objectives, students

practice the 4 C's: Communication, Collaboration, Critical Thinking, and Creativity. These projects include a Lasercut Community Mapping Project, a Cardboard Community Building Project, and STEM Challenge of the Month projects.

The Arts continue to be an important part of the curriculum at Shaker Lane. A major goal of our art program is to provide our students with a comfortable and positive art experience while instilling self-confidence and self-expression. We are looking forward to a potential partnership with the town in displaying student artwork this spring for the community to enjoy. Our music program focuses on developing a love and appreciation for music.



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

Respectfully Submitted,  
Michelle Kane  
Principal





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

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

**Registrars of Voters*****Members***

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

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

Chase Gerbig,	2024
Julia Rupp,	2023
Carl Melberg	2024
Sarah Seaward	2023
Michael J Livingston	2024
Andrew Sammarco	2025
Kyle Maxfield	2025
Bryan Crowley	2023

**Cultural Council*****Members***

Jeanne M Bracken	2023
Kerry McEachern	2024
Kymberlee Albertelli, Co-Chair	2024
Katie Bonner	2023
Erik Kraft	2023
Julie Baker , Co-Chair	2024
Kristen (Kiki) Donahue)	2024
Ray Nash	2025
Stephanie Georgopoulos	2025

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

Michael Scaduto	2023
Brian Pasquale	2024
Robert Romilly, <i>Vice Chair</i>	2027
Stephen Moore, <i>Chair</i>	2025
Stacey Desmarais <i>School</i>	2025
Bartlett Harvey	2023

**Agricultural Commission*****Members***

William Schmidt, Citizen @ Large	2024
Gerry Cavallo, Farmer Clerk	2024
Brad Mitchell, Citizen @ Large	2024
William Pickard, Farmer, <i>Chair</i>	2023
Andrew Sammarco, Citizen @ Large	2025
Scott Matheson, Farmer	2024
G. Tommy Jensen, Farmer	2025

**Finance Committee*****Members***

Brian Tarbox (SB)	2024
Fred Faulkner (SB)	2023
Geraldine Bertozzi (LELWD)	2025
Thomas Porell (Moderator)	2024
Tyler Gray (School)	2023
Alvin Rasmus (School)	2024
Steve Venuti (Assessor)	2023

**Zoning Board of Appeals*****Members***

Sherrill Gould, <i>Chair</i>	2025
Cheryl Cowley Hollinger, <i>Vice Chair</i>	2024
Rod Stewart	2025
Eli Constantinou, <i>Alt</i>	2023
Nicholas P Pellegrino, <i>Alt.</i>	2024
Daryl K Baker, <i>Alt</i>	2025
John Sewell	2023
Kathleen O'Connor, <i>Alt</i>	2024
John Field	2025



**Personnel Advisory Board**

<b>Members</b>	<b>Term Expires</b>
Gary Wilson (SB)	No Expiration
Linda M Brown	2023
Kevin Brogan	2024
William Schmidt	2025
Anthony Ansaldi, TA	Ex Officio

**Community Preservation Committee**

<b>Members</b>	<b>Term Expires</b>
Andrew Sammarco <i>ViceChair (ConsCom)</i>	
Solomon Marini <i>(Park &amp; Rec)</i>	
Linda Stein <i>(Historical)</i>	
Bartlett Harvey <i>(Housing)</i>	
Samuel Bell <i>(SB)</i>	2023
Mit Wanzer	2025
Carolyn Mueller	2023
Anna Hueston <i>(PB)</i>	2023

**Council on Aging**

<b>Members</b>	<b>Term Expires</b>
Jeanne Sill	2025
Anne Lee Ellis	2023
Marilyn Fedele	2024
Marjorie C Payne, <i>Chair</i>	2024
David Sill	2023
Susan Melander	2025
Anita Harding V-Chair	2023
Lorilei M Richardson	2024
Joseph Knox	2025

**Historical Commission**

<b>Members</b>	<b>Term Expires</b>
Andrew Watt	2024
Andrew Sammarco, <i>Vice Chair</i>	2024
Linda Stein, <i>Chair</i>	2023
John Leger	2025
Donna White	2025
Jonathan Liebowitz	2023
Rachael Robinson, <i>Clerk</i>	2024

**LCTV Advisory Committee**

<b>Members</b>	<b>Terms Expires</b>
Scott R Glorioso	2025
Barbara McRae	2025
Gary C Wilson	2025
Leslie Glorioso <i>Clerk</i>	2024
Allen McRae <i>Chair</i>	2023
Heidi MacGregor	2023
Adam DeCoste	2024

**Clean Lakes Committee**

<b>Members</b>	<b>Term Expires</b>
Leon Weaver, <i>Spectacle Pond Member</i>	2024
Luigi Iacoviello, <i>Long Lake Alt</i>	2024
Timothy Wanzer, <i>Mill Pond Alternate</i>	2025
John Folsom, <i>Long Lake Member, Chair</i>	2024
Charles Bush, <i>Lake Matawanakee Member</i>	2024
Greg Pennini, <i>Spectacle Pond Alt</i>	2023
Stephen Hadden, <i>Lake Matawanakee Alt</i>	2023
Corey Godfrey, <i>Ex Officio</i>	
David Barr, <i>Citizen @ Lg</i>	2024
Cammy Bean, <i>Long Lake Alt</i>	2025
Edward T Collins, <i>Citizen @ Lg</i>	2025
Lisa R Winter, <i>Citizen @ Lg</i>	2025

**Open Space and Recreation Plan Implementation Committee**

<b>Members:</b>
Peter Church
Vera Cohen
Andrew Sammarco, <i>Chair</i>
Samuel Bell
Aaron Morse
Mathew Cahill

**Shade Tree Committee**

<b>Members</b>
Kim Ahern
Steven Whitten, <i>Tree Warden</i>
Jeannette Kingsley
Mathew Cahill
Katie Carruth

**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  
 John Bergeron, *Chair*  
 Leona Turgeon  
 Russ Kupperstein  
 Shannon McNulty  
 Ray Nash

**Littleton Common Committee****Members**

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

**Transportation Advisory Committee****Members**

Jeffrey Yates  
 Marilyn Fedele  
 Tyler Gray  
 Michael Gruar  
 Jonathan Isaac  
 Gary Lacroix  
 Paulo Loureiro  
 Charles DeCoste  
 George Sanders  
 Luigi Iacoviello  
 Mark Montanari, *Alternate*  
 Gary Wilson, *Alternate*  
 Diane Crory, *Alternate*

**Sustainability Committee****Members**

Erin Healy  
 Donald MacIver  
 Sarah Rambacher  
 Rob Hueston  
 Margaret Gibbs  
 Megan Rank

**Affordable Housing Trust Fund Board of Trustees****Members**

Cynthia Napoli, *Select Board*  
 Anna Hueston, *Town Administrator Designee*  
 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	2023
Cynthia Napoli	2023
Delisa Laterzo	2023
Jennifer Banks	2024
Michael Gruar	2024
Stacey Desmarais	2023

**Nagog Orchard Ad Hoc Working Group****Members**

Cynthia Napoli  
 Jennifer Clancy  
 Matthew Nordhaus  
 Amy Tarlow-Lewis  
 Sarah Seaward  
 Ryan Ferrara

**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	2023

**AGGREGATE INDUSTRIES**

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

**Open Space & Recreation Committee****Members**

Andrew Sammarco	Conservation Com Rep
Ivan Pagacik	LELWD Com Rep
Aaron Morse	Park & Rec Com Rep
Stephen Jahnle	Ex-Officio Dir of Public Wks
Jeffrey Yates	Planning Bd Rep
Edward T Collins	Clean Lakes Com Rep
Amy Green	Ex-Officio ConsCom Agent
Maren Toohill	Ex-Officio Town Planner
Gerard R Cavallo	Ag Commission Rep
Alicia Day	Ex-Officio PRCE Director
Anthony M Ansaldi, Jr	Ex-Officio TA or Rep

**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 2022 proved to be a successful one for the Commission, as we continued to effectively carry out our mission for the townspeople, while also navigating through the Covid-19 pandemic. With restrictions becoming lessened in the spring of this year, we were able to cautiously resume meeting in person, as well as allowing the public to access our administrative building. 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 53 burials (25 full, 28 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 property, administrative building and equipment were also completed. A handful of diseased trees that posed a threat to the public were again removed from the cemetery, and we are in the process of developing a tree and shrub health management plan to prevent future loss. Within our building, new LED lighting was installed to increase energy efficiency. Security cameras were installed at Westlawn to make the grounds safer, and to prevent vandalism. And, in order to ensure safe and efficient departmental operations, we replaced our 1993 model year utility trailer with a new piece of equipment.

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 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 preserva-

tionists, Fannin and Lehner of Concord, MA. While completing this assessment last year, Fannin and Lehner began conservation work on an initial 9 historic gravestones. After obtaining funding from the Community Preservation Committee at this year's Spring Town Meeting, a second phase of gravestone preservation work commenced shortly thereafter. 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 of historic gravestones on site. Thorough documentation of all preservation activities was also performed. By the early summer of 2023, it is estimated that between 17 and 20 more monuments will have been conserved under this second 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.

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 the creation of more grave spaces along the one acre expansion area along the Sullivan loop. After contracting with BSC Group of Massachusetts, this area was surveyed, and a preliminary schematic prepared. Additional site work was also completed, and 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.





At the end of 2022, our department was given authorization to hire a full-time Assistant Cemetery Superintendent in order to more effectively meet our operational needs and to better serve the community. We were excited to welcome Ian Heffernan into this new role, and look forward to working with him in the years to come.

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

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



## THE YEAR AT A GLANCE

- The US Army Corps of Engineers Withdraws from the Mill Pond Restoration
- Sand Bar Levelled in Forge Pond (Lake Matawanakee)
- Geosyntec Oversees Planning of Wetland Park Upgrades at Long Lake
- CLC Funds Removal of Invasive Phragmites at Brown's Woods
- Stony Brook Flow Restoration Project Continues Improvements
- SOLitude Treats Invasives in Long Lake
- Eco Harvesting Pilot Program Starts in Spectacle Pond
- Lake Water Quality Sampling Continues
- Handheld Water Quality Monitor Purchased to Combat Algal Blooms



Spectacle Pond

Photo By C&D Underwater Maintenance

### Committee Objectives

The CLC addresses issues pertaining to Littleton's lakes, streams and ponds. Originally comprised of representatives from each of the town's publicly accessible lakes who were looking for ways to tackle larger projects, the CLC was officially designated as a standing town committee by the voters in 2011, and now includes several at-large members as well. Through our affiliation and partnership with the Littleton Electric Light and Water Departments (LELWD), we undertake projects to help maintain, improve and restore Littleton's water resources. Our advisor is the LELWD's environmental analyst Matt Silverman. We have 10 members, including alternates, and met nine times in 2022. Generally, we meet on the first Monday of the month at 6:00pm in the conference room at the LELWD Operations Center, 39 Ayer Road. Links and meeting agendas are available through the Littleton Town website.

### The US Army Corps of Engineers (USACE) Withdraws from the Mill Pond Restoration

The news landed with a thud. And in what seemed like slow motion. The USACE Project Manager for the Mill Pond Project met strong push back from state and federal stakeholders over the planned dredging of lower basins and the creation of an emergent forested wetland in an upper basin of Mill Pond when the project was presented back in April of 2021. Despite efforts to revise the approach over the next half year, in December the USACE notified the Town that it was terminating our partnership.

This project had been the CLC's largest undertaking to date and easily the most challenging. The cost alone – in the millions of dollars from the outset – could only be borne by teaming up with the Army Corps. They agreed that after they put forth a successful proposal, they would then fund more than



**(USACE Withdraws, cont'd)**

two thirds of the project's cost. Even so, the cost to the Town still would have taken the bulk of the CLC's budget for 20 years, but it was doable.

The challenge from the outset was what to do with the spoils from the dredging. It was always a sticking point. Each year it seemed harder to find a winning solution.

Over the years we were delayed by world events, the economy, even war. Eventually, this type of project became less of a priority for the USACE and governing stakeholders. That was hard to take. But failure was

worse. Clearly, the stakeholders who review and green light these projects have a new goal – removing flow-altering impoundments. From the standpoint of the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Department of Conservation and Recreation Office of Water Resources, dismantling the dam that creates Mill Pond would be the better solution.

Where to next? The CLC's Mill Pond Subcommittee has been tasked with suggesting future steps. That will likely include attempts to re-establish the Mill Pond Association and seek input from the neighborhood.

**Sand Bar Levelled in Forge Pond**

The CLC partnered with the Westford Healthy Lakes and Ponds Collaborative to fund the dredging of the Forge Pond channel outlet. Years of streamflow through the outlet had created a sandbar beyond the Westford Town Beach that impeded effective draw-downs. Annual drawdowns help deter invasive plants. The work was accomplished from the shore in January.



Sand Bar Removal at Forge Pond

Photo by Dave Barr

**CLC Funds Removal of Invasive Phragmites at Brown's Woods**

At the request of the Conservation Commission, the CLC allocated funds for the treatment of an infestation of phragmites on the grounds of Brown's Woods, the recently acquired town property at 119 Tahattawan Road. The agreement called for an application of the herbicide 'Rodeo' to be administered once in 2022 and again in 2023.

**Geosyntec Oversees Wetland Park Upgrades at Long Lake**

In March, Geosyntec Consultants was hired to conduct stormwater wetland analysis, to bring the 2 basins in Long Lake's Wetland Park (aka the Frog Pond) back to their original functioning state. They will also oversee cleanout of the forebay (basin 1). We've had a hard time finding a contractor to do the cleanout because the scope of the task wasn't clear. (cont'd)

By year's end Geosyntec completed their assessment of the volume of accumulated sediment and will soon prepare an RFP arranging for its removal. We are hoping to have this project completed in 2023

### **Stony Brook Network Improvements**

Geosyntec Consultants hosted the annual Stony Brook Flow Restoration Project stakeholder meeting in June, a project funded by a MassDEP grant. The presentation detailed recent upgrades and improved modeling aiming to mimic annual pre-dam flow rates in the Stony Brook, from Littleton through Westford. The installed stream depth and flow monitoring equipment allows tracking of conditions in real time on a web-based dashboard. Flow release protocol allow for controlled and coordinated releases at dam impoundments from Spectacle Pond to Stony Brook Dam, with the goal of providing continuous and adequate flow, even in drought conditions. Results to date show a stream flow rate that is less variable than historic models, which is very good. Mainly as a cost-saving measure, Littleton's monitoring equipment and online dashboard have been switched this year from OptiRTC, Inc to a competitor, In-Situ Inc.

### **SOLitude Treats Invasives in Long Lake and an Eco Harvesting Pilot Program Starts in Spectacle Pond**

While Long Lake received its annual herbicide treatment with little fanfare (or enthusiasm), at Spectacle Pond this year the CLC initiated an eco-harvesting program. Increasingly concerned about the cumulative effects of chemical treatments in Littleton's water bodies, we favor mechanically removing invasive plants altogether.

The technology is sound: unlike traditional aquatic weed harvesters that chop up plants, an eco-harvesting machine pulls whole plants out of the shallows, roots and all, and skims the water surface collecting debris and even some floating bogs. The accumulated plant mass is removed from the lake by a conveyor belt and composted rather than sinking to the bottom to decompose.

The hitch is that eco-harvesting works best with mature plants that bloom in mid- to late summer. The dilemma then is that to achieve the best results, everyone has to put up with clumps of thriving invasive plants into, say, July. Or later. This messes up a lot of plans.

Once pulled, are invasives gone? Not entirely. But with repeated sessions we are told they'll be more manageable. And decomposing plant material in the lake is reduced every year. Two worthy goals. We will likely continue the pilot program in 2023.



C&D Underwater Maintenance's Eco Harvester on Spectacle Pond

Photo by Leon Weaver



### Lake & Stream Sampling Continues

Annual water quality sampling resumed in 2021, following a 1-year suspension due to COVID 19. Testing is conducted monthly from May until October. This year only Spectacle Pond and Forge Pond received routine monthly tests. Sampling at Mill Pond was conducted just once since conditions there are degraded and don't change significantly over the summer. Long Lake was dropped from the monthly tests this summer because daily sampling was being conducted there using a new device to monitor lake environment and algae growth.



Matt Collecting Water Samples on Forge Pond

Photo by Dave Barr

### Handheld Water Quality Monitor Purchased to Combat Algal Blooms

This year there were two instances of possible algal blooms sighted near the Town Beach. The first was reported on the Friday before Memorial Day – unusually early in the season. It's likely that it was a floating cluster of pollen – it was everywhere this spring. The beach was not closed. But an annual incident or two has become common over the last few years. When they occur, required laboratory testing is expensive and can take days, leaving the beach closed.

Addressing this, Matt Silverman researched portable water quality monitors this year to see if we could use one to track trends that lead to algal blooms. If detected in time preventative treatments can be performed before a bloom occurs, but if the same measures are taken after a bloom forms, it can make the bloom more dangerous. A monitor by In-Situ Inc was purchased and put into use in early August. The calibration needs to be fine-tuned, but when it is properly adjusted it will provide readings of chlorophyll, dissolved oxygen, temperature and blue-green algae, and can be deployed on our other lakes as well. Oh, and that second algal bloom was legitimate, but it occurred early in October.

Respectfully,  
Jon Folsom CLC Chair

## Community Preservation Committee

### MISSION

To preserve the “small-town feel” of Littleton found in our neighborhoods and open spaces. Specifically:

- Preserve and enhance Littleton's open space for both conservation and recreation;
- Preserve Littleton's historic resources, structures, and landscapes;
- Preserve and increase Littleton's affordable housing solutions for a diverse population;
- Preserve, create, and rehabilitate outdoor recreational facilities used by all residents.

Since 2007, the Community Preservation Act has allowed us to purchase over 140 acres of open space, create accessible walking trails through multiple sites, improve the town beach docks and accessibility, assist townspeople in need during the Covid-19 pandemic with Affordable Housing assistance programs. These are just a few examples.

For FY2022, CPA funds from the 1% property surcharge and state match were \$540,873. The state match continued its strong return coming in at a rate of 30.3% of the raised CPA funds (all by the property surcharge). The funds were made available for transfer to the CPA Open Space, Admin, Historic Resource, Recreation, and Community Housing reserve categories, as directed by annual town meeting vote on May 2, 2022.

### Community Preservation Committee (As of 12/31/22)

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

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

**Sam Bell**  
(Select Board appointee)

**Bartlett Harvey**  
(Housing Authority representative)

**Anna Hueston**  
(Planning Board representative)

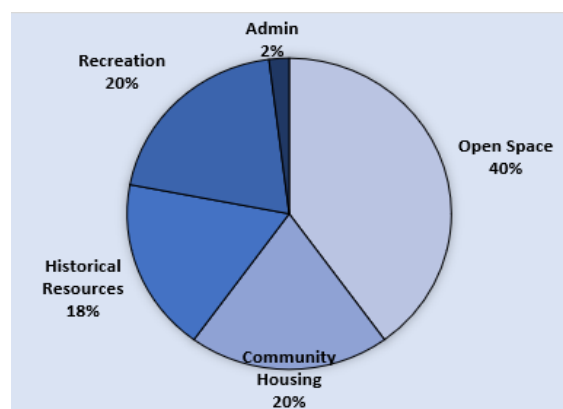
**Solomon Marini**  
(Parks, Recreation, & Community Ed rep)

**Andrew Sammarco**  
(Conservation Commission representative)

**Linda Stein**  
(Historical Commission representative)

**Brian Tarbox**  
(Finance Committee representative)

Category	Percent of FY 2022 CPC Revenue Allocated
Open Space	40%
Community Housing	20%
Recreation	20%
Historic Resources	18%
Administrative	2%



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

**2022 (FY23) Projects Recommended by the CPC and Approved by the residents at the May 2, 2022 Annual Town Meeting**

**Community Housing**

***Affordable Housing Trust Fund***

The relationship established in 2019 between the CPC and the newly formed Affordable Housing Trust Fund (AHTF) continues to fund the Trust. In 2022, the AHTF continued its Rental Assistance Program and paid out \$25,000. The Emergency Rental Assistance Program stopped operations because there were no new applicants. Funds allocated to the Community Housing category will continue to be transferred annually to the AHTF by town meeting vote. For 2022 (FY2023), the CPC voted to recommend at Annual Town Meeting that \$115,798 be transferred from the Community Housing category to the AHTF. This was adjusted to \$101,209 in Feb 2023 to account for a lower than expected state match percentage. The AHTF will provide an annual accounting to the CPC for any expenditures made during a given year.



**Historic Resources**

***Westlawn Cemetery Historic Gravestone Rehabilitation Project—Phase II***

Annual Town Meeting approved \$9,950 from the Historic Resources category to hire professional preservation consultants to perform the second phase of gravestone/monument rehabilitation/conservation work in the historic section of Westlawn Cemetery. This follows phase one from last year where an inventory and conditions assessment was created. Two hundred and forty-seven gravestones are in need of some form of preservation work. Approximately twenty gravestones will be tended to in this phase. Broken stones were mended and reset. The photo shows Leo Greene of Fannin Lehner Preservation Consultants working on the stones of the Ireland family. This was a joint application between the Historical Commission and the Cemetery Commission.



**Recreation**

***Feasibility Study for New Tennis & Sports Courts***

The Town of Littleton requested \$20,000 from the Recreation Reserve to undertake a feasibility study for new tennis and pickle ball courts to replace existing courts on Shattuck Street. With



plans to build a Senior Center on the site of the present courts, the study would consider and recommend a site for new courts, focusing on town-owned land. It will also cover the development of construction plans. The courts are used by both the school teams and the greater population of town, so they need to be replaced. Additionally, pickle ball is fast becoming a sport for both young and old. Tennis courts can be used, but having dedicated pickle ball courts will allow for greater flexibility in scheduling and use.

**Undesignated Funds**

***Open Space & Recreation Plan Update***

The Planning Department submitted an application for \$30,000 to update the 2018 Open Space & Recreation Plan (OSRP) to support the process and funding

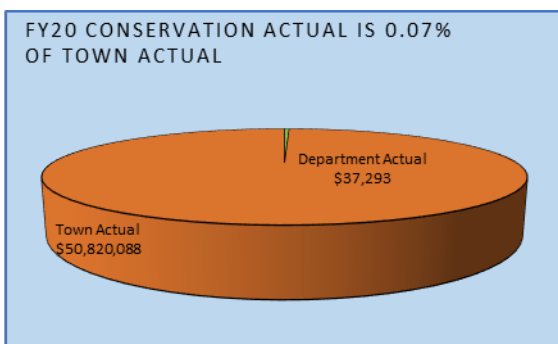


Yapp Land Photo by Pam Hays

for the acquisition, creation, and preservation of Open Space, and the acquisition, creation, and preservation of land for recreational use. The OSRP, which is approved by the MA Division of Conservation Services, is required for the town to be eligible for funding through various state grant programs. OSRPs are valid for five years. The document will also guide the Open Space & Recreation Committee which has been revived for 2023.

Project Summary 2022		
Project Name	Awarded Amount	CPA Category
Westlawn Cemetery Conservation Phase II	\$9,950	Historic
Feasibility Study for New Tennis & Sports Courts	\$20,000	Recreation
Open Space & Recreation Plan Update	\$30,000	Undesignated
Afordable Housing Trust Fund Allocation	\$101,209	Housing
<b>Total</b>	<b>\$161,159</b>	





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 landowners who are deemed in violation of the WPA/local wetlands bylaw by the Commission.
- Other actions including Extensions, Amendments and Land Use Permits.

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 2022 accomplishments** for the Commission and the Town included boardwalk and step construction at Town Forest, Morrison Trail, Newtown Hill (Williams Trail) and Yapp, with the help of Eagle Scouts and the Trail Crew. Scouts and the Trail Crew also opened up and improved trail conditions, most notably through Browns Woods. A new kiosk was installed at Browns Woods with the help of Sudbury Valley Trustees, and roadside signage installed at Browns Woods and Town Forest. The Amphibian Brigade has crossed over 1,000 salamanders and frogs since its inception in 2019. 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 2022 with several pulls at Browns Woods.

- The spring amphibian crossing rescue program was conducted on Fort Pond Road. During night time spring rains salamanders and frogs cross the roads to migrate to their vernal pool breeding grounds, with hundreds being killed by traffic. Over 100 dedicated volunteers have helped carry over 1,000 wood frogs, peepers, spotted salamanders, and the rare blue spotted/Jefferson complex salamanders.
- Garden tours of pollinator gardens were conducted.



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

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

Cammy Bean	Sam Bell	Dan Boudillion
Ann Broomhead	Bill Brown	Richard Buckles
Quinn Canfield	Jim Cordingly	Melissa Cranmer
Andy Curran	Chris D'Orizio	Sarah Gill D'Orazio
Rick Findlay	Sara Hallahan	Jim Hallahan
Bartlett Harvey	Keith Hevenor	Dan Hurley
John Jacobson	Erin Jade	Clayton Keller
Matt LaPenta	Delisa Laterzo	Dwight Long
Sol Marini	Juliana Miller	Aaron Morse
Chris Mountain	Dustin Neild	Pat O'Donoghue
Jim O'Neil	Karen O'Neil	Ray O'Neil
Daniel Parvanov	Will Picariello	Tim Rank
Tom Rank	Dave Raymond	Kim Raymond
Carl Rivenburg	Matthew Ruel	Evelynn Sablone
Andrew Sammarco	Jed Santoro	Jeff Simmons
Tim Szczesuil	Peter Thompson	Mit Wanzer
Cal Yapp	John Zimmer	



Thank you to all of the town departments that have aided the Commission in performing its mission throughout the year; especially the Highway Department and Director of Public Works, 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 new Assistant Tim Pearson 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:**

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







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:

- The LHC reviewed proposed plans for redevelopment of **550 King St (IBM site)** and provided public hearing comments to the Planning Board regarding the historic Tuttle House at the site.
- The LHC also met with representatives of the **Northern Bank redevelopment** team and discussed their plans for redevelopment of several parcels along Great Road (**265, 277, 287, and 289 Great Road**).
- The LHC conducted a site visit with the Water Dept. and the Building Commissioner regarding the proposed sewer system expansion at the **242 King St** property. The LHC submitted comments to the MA Historical Commission and wrote a letter of support to the Water Dept., recommending that the historic house on the 242 King St. site be preserved, and that the barns and office could be demolished.
- The LHC conducted a site walk through the **Mill Building at 410 Great Road**, and held a preliminary meeting with the architect for the potential developer regarding their possible plans and discussed the range of potential options for the site (e.g., preservation, demolition, keeping historic elements, etc.).
- For the **Hager Homestead (336-338 King St)**, the LHC reviewed proposed plans for redevelopment, met with the architects, and conducted a site visit to discuss the plans. The LHC attended a public hearing and submitted public hearing comments to the Planning Board recommending that the historic Hager Homestead structure be preserved.

For the **12 Robinson Road historic house and barn**, the LHC, with Town Counsel's office, developed the RFP for potential sale of the property by the Town to a private owner and continued working on



development of the required historic preservation restriction (PR) for the historic house and barn.

The LHC also reviewed proposals for renovations/rehabilitation of 12 Robinson Road and participated in interviews of candidates for potential purchase of the property. The LHC met with the potential new buyer chosen by the Select Board based on the RFP responses submitted to discuss their plans and the PR requirements. The LHC will serve as Grantee of the PR, with the legal responsibility of ensuring that all future new private owners of the property meet the PR historic preservation requirements for the historic house and barn in perpetuity. The LHC discussed possibly hiring a professional consultant to assist the LHC in implementing the historic PR.



The LHC continued administering the town's **Demolition Delay Bylaw**, reviewing proposed demolition permit applications pertaining to historic structures, and approved permits or reviewed them further for possible demolition delays. The Commission did not issue any demolition delays in 2022.





For the newly acquired Town conservation land at **Browns Woods** (119 Tahattawan Rd), the LHC designed and printed a panel for the new kiosk describing the history of the site, at the request of the Conservation Commission.

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

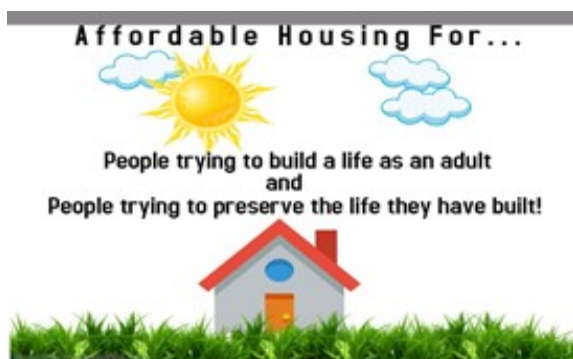
The LHC again organized and held the Town's **annual Patriot's Day celebration** at Liberty Square on April 19, with speeches from LHC and Select Board members, a musket salute by the Boxboro Minutemen, and a laying of wreaths at the monuments honoring the Minutemen of 1775 who served in the Revolutionary War.

The LHC also replaced wooden **plaques on historic granite markers** that had fallen into disrepair. In addition, the LHC continued to arrange for **historic house signs** for residents who requested them. The Commission also continued to assist and advise citizens, companies, and municipal boards regarding historical matters, as well as plan and conduct a variety of projects that reflect the Town's rich character.

With great sadness, the Commission learned of the passing of Sally Bowers, who served for many years as a dedicated and respected board member of the Littleton Historical Society. Sally was also involved in many aspects of the Town for decades, having served in both our municipal government and many volunteer roles that positively impacted our community and its historical character. Her thoughtful presence in this Town, as well as her selfless service to her fellow residents, will be missed by all who had the pleasure of knowing and working with her.

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



## LITTLETON AFFORDABLE HOUSING TRUST FUND 2022

The Littleton Affordable Housing Trust (LAHT) was created to advocate for, and increase the affordable housing stock in Littleton, using primarily Community Preservation money and money donated to the trust by developers as payments in lieu of building affordable units. The CPC has agreed to send all of its housing budget to the LAHT, \$115,798 so far in FY 2023. The LAHT is grateful for the ongoing support it receives from the CPC, State (CHAMP) and local data continue to show a pressing need for more affordable units; 58 families in Littleton are on waiting lists for housing.

In 2022 the LAHT continued its support of rent-burdened Town residents with the Rental Assistance (LRAP) and Emergency Rental Assistance (ERAP) programs. The LRAP program started the year with 13 recipient families and ended with 15 families, the most recent being Applicant #26. The LRAP program provides \$250 per month per family for a one-year term, paid to the landlord, renewable with a new application. LRAP expenditures thus far in FY 2023 add up to \$25,000 (\$60,000 budgeted). The ERAP program started with one recipient, and the program became inactive in March. Established during the Covid 19 Pandemic to compensate for job loss, the program paid from \$950 to \$1350 per month based on apartment size. A new program, mortgage assistance for first time buyers, had no participants at year's end, but one is starting in 2023. The Trust is dependent on, and very grateful to the Health and Human Services office for selecting recipients and administering the programs.

In 2022 the LAHT continued its pursuit of properties for construction of new affordable housing units. The Mary Brown property at 119 Tahattawan Road is the site of a proposed duplex on a 1 ½ acre corner of the property. The LAHT has been negotiating with Habitat for Humanity (HFHNCM) to build there, and is waiting for septic system design. LAHT will issue a Request for Proposals to determine the site's developer but is hopeful it will be HFH.

A five-acre site with the Durkee farmhouse (260 Foster Street) and barn, near the train station, is in process of being transferred to LAHT. There is a new septic system in place for the house, which needs substantial work. LAHT is preparing RFPs for the redevelopment of that house and also the barn, which could contain several units.

The LAHT is monitoring the development proposals for 550 King Street and 410 Great Road, sites to be developed by the Lupoli Companies. Specific plans have not been presented but will provide a minimum of 10% affordable units, in various sizes.

Future possibilities include repurposing the Shattuck Street Town Office building into deeply affordable senior housing. Lack of Planning staff to support the AHT, which relies on volunteer board members, makes it difficult for the AHT to move forward to create affordable housing units.

One additional goal for 2023 is to hire a consultant to work with the Board to develop a 5-year action plan, and to set priorities to guide the Board.

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

As of December 13, 2022, the Trust balance was **\$480,278.57**. The Trust expects to receive additional income in the form of payments in lieu from the Jones Meadow Development (**\$45,000**); Webber Village Development (**\$51,000**); Couper Farm Development (**\$350,000**) and Grimes Lane (**\$30,000**). The Trust plans to process these donations through the CPC to receive the benefit of the state’s match and increase the amount of these donations. This money will be used to continue the mission of the LAHT to create and preserve affordable housing in the Town of Littleton.

#### **Fund Trust Members**

Chairperson: Bartlett Harvey (member with relevant experience)

Cindy Napoli (Select Board)

Anthony Ansaldi (Town Administrator)

Susan Melander (Member of COA)

Angus Michael (member with specific experience),

Mark Montanari (member with specific experience)

Matthew Nordhaus



FINANCIALS:

FY 2022

<u>Revenues</u>	<u>FY 2022</u>
Interest on account	290
CPA transfers	85,389
Gifts	0
Totals	86,684
<u>Expenses</u>	
Consulting	2,200
LRAP	32,000
ERAP	26,800
Totals	61,000
Cash Balance	389,506



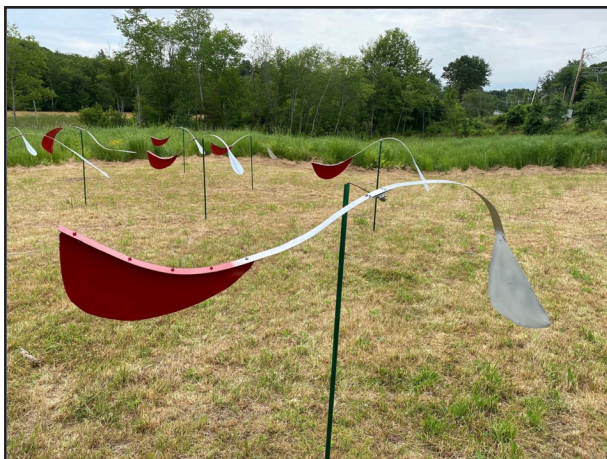




The Littleton Cultural Council (LCC), whose volunteer members are appointed by the Select Board, supports local cultural projects through its annual grant program. Funds are received from the Massachusetts Cultural Council (MCC), whose mission is “to promote excellence, access, education and diversity 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 FY22, the LCC helped fund local artists working in Littleton and area towns to bring a rich variety of programs to our citizens. We awarded 22 grants totaling \$13,095. The programs included musical



Close up of “Wayward Flock” at Cloverdale

performances, theatrical productions, literary arts opportunities, a regional art exhibition, a printmaking workshop, as well as arts enrichment programs in the schools.

The LCC also continues to pursue additional opportunities to bring more public art to the community. A partnership with Littleton artist Gerilyn Miller resulted in the “Littleton Rocks On” project, an interactive community-based art installation adjacent to the Castle in the Trees playground. The site invites individuals to walk through the labyrinth design and to be participants by adding creatively painted rocks of their own. The LCC hosted a grand opening in June 2022 where over 100 people attended and many contributed by painting unique and colorful rocks that became part of the installation. The project was made possible by support from local businesses and the Parks and Recreation Commission. The LCC will be working with local youth service groups to ensure the site is maintained.



Close up of the “Littleton Rocks On” labyrinth

Another special public art project involved a collaboration with the Conservation Commission to support a temporary outdoor sculpture installation at Cloverdale Conservation Area. The kinetic sculpture called *Wayward Flock* was created by Littleton artist Bernie Zubrowski. The piece was visible from Great Road throughout the summer and into the fall. Individuals that visited Cloverdale could also walk around and through the area to appreciate the gentle oscillating movements and changing visual patterns of the artwork. It was indeed a beautiful complement to its natural surroundings.



**Littleton Cultural Council members:**

Julie Baker, Chair  
 M. Jeanne Bracken, Co-Chair  
 Katie Bonner, Treasurer  
 Kerry McEachern, Secretary  
 Kymberlee Albertelli  
 Erik Kraft  
 Ray Nash  
 Stephanie Georgopoulos  
 Kristen Kiki Donahue



“Wayward Flock” by Bernie Zubrowski, a temporary installation at Cloverdale Conservation Area

2022 was a transitional year for PMBC, both in regard to staffing and project load. Our School Board Representative, Timalyn Rassias, resigned from the board and was replaced by Stacey Scott. We want to thank Timalyn for her outstanding contributions to the committee and welcome Stacy as a fully engaged member of our team. Rich Crowley had to step away from his duties on the committee as he and his wife moved to NY. A shout out to Rich for his many years of dedicated service to the committee.

### PMBC Projects during 2022

**LIBRARY:** Our Committee worked on closing out the Library project, which celebrated its first year anniversary in August. Bob Romley and Bartlett Harvey managed the lions share of the work supported by Mike Scaduto, Brian Pasquale, Rich Crowley and Steve Moore. Solar panels were installed in December with the power inverters expected to be delivered and installed in early 2023. This remaining work will allow the town to submit for the LEED Certification and receive an incentive payment for the building.

**Senior Center:** Bob Romilly and Bartlett Harvey are managing this project with assistance from Mike Scaduto, who is a construction estimator, and Bryan Pasquale, who is a mechanical engineer. PMBC was invited to participate in the early phases of design and in late Fall 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 resulted in the selection of a contractor, Commodore Builders, in late Fall and the team is working together to finalize the design and identify cost savings by exploring different materials and monitoring commodity prices. Final design is expected in early Spring to allow construction to begin in late Summer.



*Failed mortar joints*

### THANK YOU

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

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

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

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; Rich Crowley, Brian Pasquale, Bartlett Harvey and Stacy Scott (School Board Representative).









### Littleton Planning Board—Introduction:

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

Mark Montanari, Chair	2027
Jeffrey Yates, Vice Chair	2025
Bartlett Harvey, Clerk	2026
Anna Hueston, Member	2023
Delisa Laterzo, Member	2024

Planning Board members serve the Town as elected officials, volunteering their time, energy, and talents to serve not only on the Planning Board, but also on the **Affordable Housing Trust, Community Preservation Committee, Open Space and Recreation Planning Committee, Master Plan Implementation Committee, Transportation Advisory Council, and the (recently sun-setted) Transfer of Development Rights Working Group.**

During 2022 the Planning Board worked on various endeavors which included:

#### Highlights:

- Firearms Businesses Zoning Bylaw
- MBTA Communities/Littleton Station Village Zoning
- Transfer of Development Rights
- Extended King Street Common District for redevelopment of 410 Great Road
- Master Planned Special Permit for 550 King Street Mixed used Residential/Commercial Development “King Street Commons”
- Master Planned Special Permit for 410 Great Road Residential Development “Residences at King Street Commons”
- Securing funding for a full-time Assistant Town Planner

**Meetings and Permitting:** Planning Board agendas in 2022 included an extremely heavy permitting schedule for commercial, residential, and mixed-use development proposals as well as oversight of ongoing residential developments. 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, as well as other recent planning documents and initiatives.

We continue navigating the in-person and remote public meeting process, meeting statutory timelines – as we make steady progress towards reaching the goals of the Town. 2023 will (hopefully) bring a return to fully in-person Planning Board meetings, but we remain flexible in the face of uncertainties.

The Planning Board held **20** regular meetings during 2022 along with numerous public outreach and special meeting sessions. New and ongoing planning initiatives include

- **Bicycle and Pedestrian Master Plan**—with the Metropolitan Area Planning Council (MAPC), our Regional Planning Agency as our consultants; goal: send a final Bicycle and Pedestrian Master Plan to the Select Board in July 2023.
- **MBTA Communities/Littleton Station Area zoning**— with Innes Associates and RKG as our consultants; goal: bring the Town into full compliance with MBTA Communities requirements.
- Updating the **Open Space and Recreation Plan**, with Park & Rec Director Alicia Day leading this important initiative
- We look forward to kicking off the **Hazard Mitigation Plan Update** starting in early 2023

#### Commercial development proposals in 2022 included:

- 225 Taylor Street—extend prior approvals
- 1 & 2 Monarch Drive—new warehouse
- 242 King Street— Town Sewer
- 537 Great Rd—Adult Use Marijuana processing
- 571 Great Rd—SpringDell Farms land reclamation
- 160 Ayer Road—Adult Use Marijuana processing
- 205 & 215 Taylor St— new commercial buildings
- The Northern Bank—265, 277, 287 and 289 Great Road, and 25 Robinson Road—comprehensive redevelopment with 5 new commercial buildings
- 6 Spectacle Pond Rd—new commercial building
- 59 Porter Rd—new carrier on existing cell tower

**Residential development proposals in 2022:**

- 46 Hartwell Avenue—7 new lots

**Mixed-Use development proposals in 2022:**

- 550 King Street “King Street Common”
- 410 Great Road “Residences at King Street Common”

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

**Goals for 2023** include:

- A continued commitment to responding quickly to all new applications and project concepts.
- Work closely with property owners during project permitting and construction.
- Unlock the economic development potential of the Littleton Station and Foster Street/Taylor Street areas to meet MBTA Communities requirements
- Permitting for King Street Common/550 King Street Mixed-Use Redevelopment and 410 Great Road Residential Redevelopment
- Research and apply for significant grant funding to help bring the Town’s goals to fruition, taking advantage of our prior planning work, the availability of Federal and State infrastructure funding, and matching those goals of the community that can be met with outside funding sources

**Planning Board Office:** The Planning Board office, located in Room B100 of Town Hall (lower level of the old library building) , is open from 9:00 a.m. to 4:00 p.m. Monday—Thursday; 9:00 to 2:00 p.m. Friday; please call ahead 978-540-2425 for an appointment to assure focus on your question.

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

We use the Town website to post all pertinent application materials to share application materials as

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

Respectfully Submitted by the Littleton Planning Board:

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



The School Committee continued to focus on COVID-19 and certain transmission mitigation strategies as the calendar turned to 2022. The Littleton Board of Health's mask mandate remained in place while The Department of Elementary and Secondary Education had launched a masking waiver program for districts that met certain vaccination rates. The School Committee and the Board Health remained locked in a debate until the BOH lifted the mask mandate on Feb 12th, 2022.

With the weather improving and less emphasis on COVID-19 the student body had a normal spring semester for the first time since the graduating class was sophomores. In June Littleton High School graduated 99 seniors of which 94 planned on attending some form of post-secondary education, 4 entering apprenticeship programs and 1 entering the workforce. The summer of 2022 was welcomed by all as the 2021-2022 school year was anything but easy. The district ran (and continues to run) vaccination clinics, administered take-home COVID tests and worked to understand the effects of the previous 2.5 years of schooling interruption.

Over the summer months the School Committee continued to work on the "School Start Time" project with the intent of shifting start times later for the high school and middle school students. Consulting services were engaged and a study was performed of the district's current bussing needs and a number of different proposals were presented to allow later start times. The community was surveyed on the topic and the SC voted to pursue a 2 tier bus run for the 2023-2024 school year subject to securing the necessary funding for the additional required buses and successful resolution of any request to impact bargain the change in working conditions from the teachers union.

As the students returned to school in the fall of 2022 the School Committee's focus shifted to the district's strategic plan and its accomplishments and challenges. The elementary school has been busy introducing new curricula in the areas of math and writing. Shaker Lane School is also in its second year of administering the early literacy/dyslexia screener

with an emphasis on providing additional support for those students who are flagged by the testing. The middle school and high school continue to offer classes tailored to allow our students to stretch for high academic performance. There's been a shift towards creating an advisory period in the day for students and staff to check in with one other. This allows students to receive the support services they need, be it extra help with a particular assignment or provide the opportunity to make a connection with members of the staff.

School Resource Officer Detective John Janakos retired and the district welcomed Detective Megan Wodzinski. SRO Wodzinski and other members of the Littleton Police department gave a presentation to the School Committee at the start of the 22-23 school year on school safety as the previous school year closed with school shootings once again in the national news.

The Littleton School Committee approved an appropriated budget of \$23,050,247 for FY2022. This was a 2.0% increase over the previous year's appropriations. The FY 2023 budget reflected use of ESSER Funds to help mitigate COVID impacts on mental health. The revolving funds for athletics, busing, clubs and other activities have started to recover as usage levels are returning to normal levels post pandemic. The district recognized \$450,000 of savings from previous budget cycles due to a strategic reduction in Out of District Tuition. As the district has grown and our students' needs have become more diverse, certain programs have been launched or expanded with a focus on offering In District solutions.

The finish of the 2021-2022 school year saw the retirement for:

Jan Nolan— HS School Counselor  
Joanne Dery—Teacher  
Kimberly Gentile— Teaching Assistant  
Cathy Court—Teaching Assistant  
Susan Nichols—Teaching Assistant

The School Committee would like to acknowledge and thank our retiree's for their many years of service to the students of Littleton.

Matthew Hunt, former Chair, did not seek re-election and Timalyn Rassias stepped down from her position toward the tail end of her term. Last spring's Town elections resulted in Stacy Desmarais being elected after a contested write-in campaign declared by a challenger days before election day. Stacy grew up in Littleton and has two young children in the school



system. Binal Patel was appointed to fill the Rassias vacancy among a crowded pool of applicants looking to fill the one year term. Ms. Patel's background is in early education and brings industry experience to the committee. She also has two children in the school system. The School Committee reorganized after town elections with Justin McCarthy as Chair; Jen Gold as Vice Chair and Brad Austin as Clerk.

The School Committee would like to thank former member and Chair Matthew Hunt for his 6 years of service to the Town of Littleton. Matthew served on many subcommittees during his time on the School Committee. We especially thank him for his time on the LEA negotiating subcommittee spent negotiating the change in working conditions related to COVID-19 and remote/ hybrid instruction. Matthew and his family can often be found on the football and basketball sidelines cheering on the Tigers.

2022 presented some unique challenges associated with the fall out of COVID-19 and the realization that a loss of learning occurred during the Spring of 2020 and the 2021 school year. The teaching staff and administration have worked tirelessly to help mitigate learning disruption while understanding the needs of our students have changed with an increased focus on social and emotional learning.

Respectfully Submitted,  
The Littleton School Committee:  
Justin McCarthy - Chair 2024  
Jen Gold - Vice Chair 2024  
Brad Austin - Clerk 2023  
Stacy Desmarais - 2025  
Binal Patel - 2023

The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute. In 2022, application fees collected by the board totaled \$4,253.58.

Expenses for the year were \$1,680.78. These expenses included salaries and supplies.

The Zoning Board of Appeals conducted business as usual, with in-person hearings in 2022. We thank the outstanding assistance from Littleton Community Television.

### **In 2022 the following petitions were heard and decided by the Board:**

**There were 2 Special Permits and 5 Variance Request applications submitted:**

#### ***Special Permits:***

- 155 King Street, applicant Peter Scott, for reduced setback. Granted.
- 331 Goldsmith Street, applicant Jonathan Worthley, for reduced setback. Granted.

#### ***Variances:***

- 147 New Estate Road, applicant Richard Roche, variance for a shed. Granted.
- 6 Long Lake Drive, applicant Kristen Donahue, variance for a shed. Granted.
- 23 Christina Street, applicant Jordan Avalos, variance for a shed. Granted.
- 7 Whitetail Way, applicant Tim Bailliu, variance for a retaining wall. Granted.
- 19 White Pine Drive, applicant Joseph Pereira, variance for an addition. Granted.

#### **There were 2 (two) Appeals submitted:**

- One application was to appeal the Zoning Enforcement Officer's denial of a Building Permit for a market rate unit at 19/20 Dean Lane. Applicant Matthew Field. Application denied
- The other application was to appeal the Zoning Officer's decision to cease and desist operations at 370 Harwood Ave. Granted in part as to pre-existing firewood operations. Denied as to earth processing operations. Applicant Richard Halloran.

### **BOARD MEMBERSHIP**

#### **Members:**

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

#### **Alternates:**

- Kathleen O'Connor
- Nicholas Pellegrino
- Eli Constantinou

Administrative Assistant: Lucia Pacitti

Respectfully submitted,  
SHERRILL R. GOULD, CHAIRPERSON







## ELECTED TOWN OFFICIALS

### ELECTED TOWN OFFICIALS

### GENERAL INFORMATION

POSITION	EXPIRATION YEAR	ADDRESS
<b>MODERATOR</b>		
Timothy D Goddard	2023	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	2023	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	2023	43 Starr Hill
Cynthia L Napoli	2023	47 Springfield Drive
<b>BOARD OF ELECTRIC LIGHT COMMISSIONERS/ BOARD OF WATER COMMISSIONERS</b>		
Dick Taylor	2024	109 Goldsmith Street
Bruce Trumbull	2024	29 Mill Road
James Karr	2025	12 Elizabeth Street
Ivan Pagacik	2025	123 Whitcomb Avenue
Scott Larsen	2023	24 Ernies Drive
<b>SCHOOL COMMITTEE</b>		
Justin McCarthy	2024	7 Stoney Stream Lane
Jennifer Gold	2024	259 Harwood Avenue
Stacey Lynn Desmarais	2025	1 Baron Way
Bradley Ellis Austin	2023	8 Adams Street
Timalyn Rassias	2023	272 Harwood Avenue
<b>PLANNING BOARD – 5 YEAR TERM</b>		
Mark J Montanari	2027	36 Tahattawan Rd
Anna M Hueston	2023	55 Jennifer Street
Jeffrey Yates	2025	22 Robinson Road
Delisa Laterzo	2024	127 Spectacle Pond Road
Bartlett Harvey	2026	32 Lake Warren Drive
<b>TRUSTEES OF THE REUBEN HOAR LIBRARY</b>		
Kimberly Harriman	2024	8 Brant Lane
Wendy Isaac	2024	79 Nashoba Road
Sarah H Donovan	2025	25 Manchester Drive
Katrina Wilcox Hagberg	2023	156 Hartwell Avenue
Kristine Carlson Asselin	2023	19 Rita Lane
Meera Gill	2025	149 Hartwell Avenue



## ELECTED TOWN OFFICIALS (continued)

POSITION	EXPIRATION YEAR	ADDRESS
<b>PARK AND RECREATION COMMISSIONERS</b>		
Kevin M Mitrano	2023	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	2024	14 Colburn Lane
<b>CEMETERY COMMISSIONERS</b>		
Carolyn L Mueller	2024	11 Gray Farm Road
Andrew J Sammarco	2025	20 Forest Road
Ivan Pagacik	2023	123 Whitcomb Avenue
<b>BOARD OF HEALTH</b>		
Kevin E Baker	2024	8 E Roxbury Drive
Daniel Kane	2024	15 Whitetail Way
Matt Wayson	2025	16 Moore Lane
Gino Frattallone	2023	26 Harwood Avenue
Kevin Davis	2025	35 Whitetail Way
<b>BOARD OF COMMISSIONERS OF TRUSTEE FUNDS</b>		
Tyler Gray	2023	5 Cobb Lane
Steven Venuti	2025	164 Whitcomb Avenue
Fred Faulkner	2024	141 Harwood Avenue
<b>HOUSING AUTHORITY -- 5 YEAR TERM</b>		
Mildred McGovern	2022	239 Ayer Rd (Passed away December)
Bartlett Harvey	2026	32 Lake Warren Dr
Gino Frattallone	2025	26 Harwood Avenue*
Matthew Nordhaus	2023	43 Starr Hill
Benjamin Hankins	2024	19 Shattuck Street**
*Commonwealth Appointee		
**Resident Elected		

## FEDERAL & STATE OFFICIALS

### President of the United States

#### Joseph R. Biden Jr.

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

### Governor of the Commonwealth

#### Charles Baker

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

### Senators in Congress

#### Elizabeth Warren

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

#### Edward J. Markey

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

### Representative in Congress

*3rd Congressional District of Massachusetts*

#### Lori Trahan

(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

### 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



**TOWN ADMINISTRATOR**

Anthony M. Ansaldi, Jr.

**ASSISTANT TOWN ADMINISTRATOR**

Joseph Laydon

**TOWN COUNSEL**

Miyares &amp; Harrington

**LABOR COUNSEL**

Darren Kline—KP Law

**DIRECTOR OF FINANCE & BUDGET**

Aleesha Nunley Benjamin

**TOWN TREASURER**

Steve Venuti, Interim

**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

**DEPUTY FIRE CHIEF**

Thomas Clancy

**MAINTENANCE SUPERVISOR**

George Dumas

**DIRECTOR OF PUBLIC WORKS**

Stephen Jahnle

**HIGHWAY OPERATIONS MANAGER**

Steve Whitten

**BUILDING COMMISSIONER**

Edward Mullen

**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

### Fire & Ambulance

#### Emergencies

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

#### Fire Department

9 1 1

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

### Police & Ambulance

#### Emergencies

Police General Calls & Info
Planning Board
Plumbing Permits
Recreation

#### Police Department

9 1 1

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

### Schools

	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-540-2520
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-540-2500
Nashoba Valley Technical High School	Main Office	978-692-4711

Select Board	Town Administrator	978-540-2460
Tax Collections	Tax Collector	978-540-2405
Transfer Station Stickers	Transfer Station	978-540-2671
Treasurer	Town Treasurer	978-540-2450
Veterans Services	Veterans Agent	978-540-2485
Vital Records	Town Clerk	978-540-2401
Water	Light and Water Department	978-540-2222
Wiring Permits	Wiring Inspector	978-540-2420
Zoning	Building Commissioner	978-540-2420

PHONE LISTING

GENERAL INFORMATION







Wendy Boston is a long-time Littleton resident. She frequently teaches art classes for Littleton Parks, Recreation, and Community Education. Wendy paints with various mediums to capture her favorite scenes around Littleton, Nashoba Valley, and New England. Images that appear in this publication may not be reproduced, transmitted, or copied without the express written permission of the artist. Copyright ©

2023 Wendy Boston Art. All rights reserved. Contact [wendybostonart@gmail.com](mailto:wendybostonart@gmail.com).







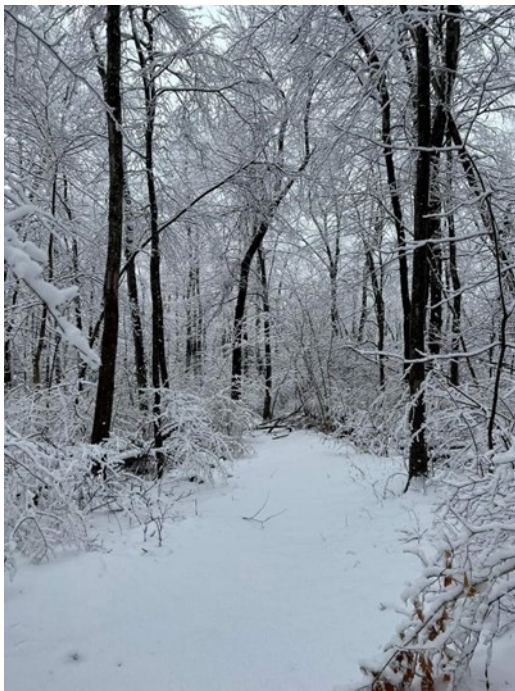
© wendy boston  
wendybostonart@gmail.com

## Winter in Littleton

Long Lake by Dustin Neild



ART & PHOTOS FROM RESIDENTS



Town Forest by Alyssa Russell



Oak Hill by B. Morey Stockwell

## Spring in Littleton



Solomon's Seal—Oak Hill by Amy Green



Lady Slipper—Yapp  
by Amy Green

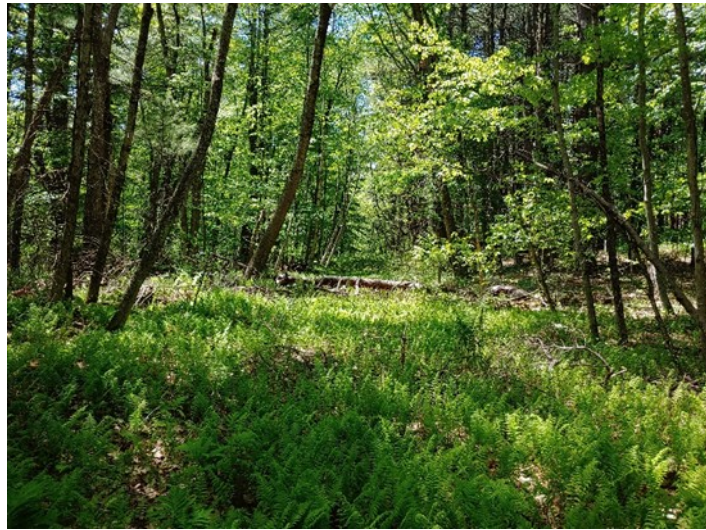


Polygala—Town Forest by Amy Green



## Summer in Littleton

Browns' Woods by Amy Green



Green Heron at Long Lake by Amy Green

Long Lake Park by Amy Green





## Fall in Littleton

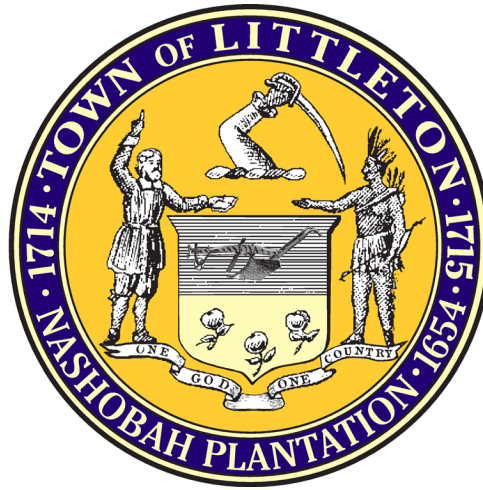
Bumblebee by Jim O'Neil



Two Brothers Trail by Cassey Kaldenberg



Grays Farm by Ulla Weise



## TOWN CLERK

**Vital Statistics:** At the recommendation of the Registry of Vital Records and United States Department of State we will no longer be printing vital records in the Town Reports. This will help to protect the privacy of the individuals as well as help to curb identity theft. We will maintain the lists of names and dates in the Office of the Town Clerk for anyone interested in reviewing them. The following statistics are filings in the Town for calendar year 2022:

Number of Births: 86

Number of Marriage Intentions filed: 42

Number of Marriage Licenses filed: 41

Number of Deaths: 89

Dogs Licensed in 2022: 829 (Unlicensed approximately 400)

Population; According to the 2020 Federal Census 10,145

According to our 2022 State System 9,995

Registered Voters: 7,497 (Inactive 58)

The results of all elections and Town Meetings held in 2022 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 Kimberly Prehl, Election Warden. The ballot boxes were examined by the presiding police officer, each Election Machine (3) was set at zero (by the running of official tape) posting same and so recorded. All polls were closed at 8:00PM for each 2022 Election.



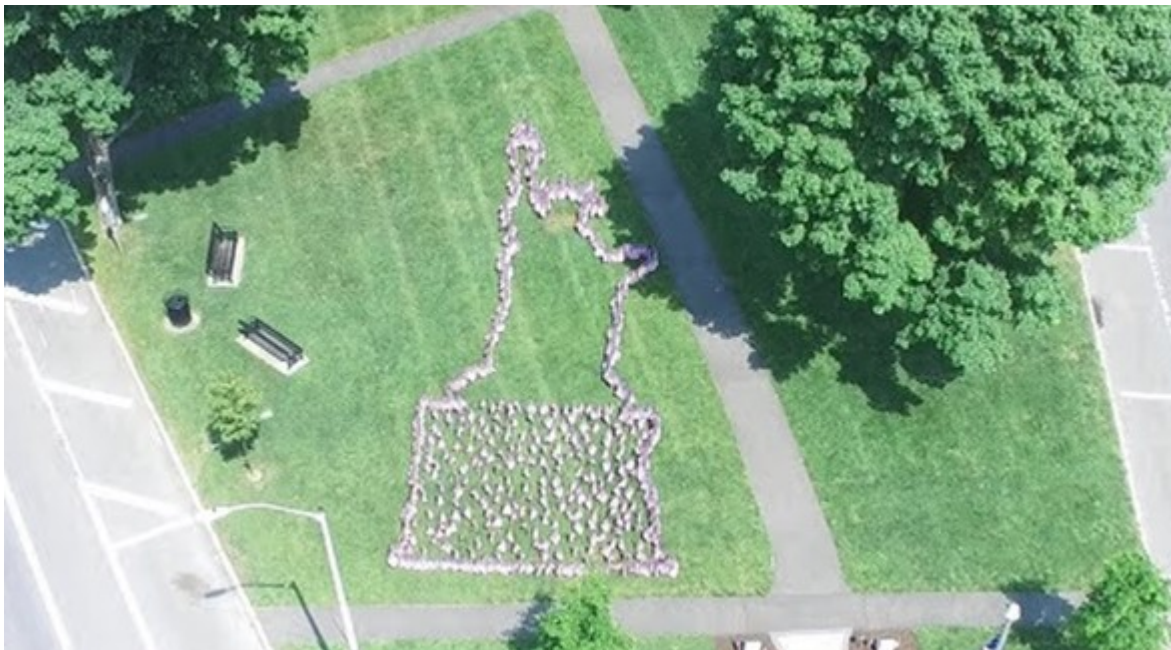
This may sound redundant; however it goes without saying that the Clerk's Office would truly be "dead-in-the-water" without all the volunteers that step up each and every Town Meeting and Election that occurs. This year was an especially busy year with the State Primary, the State election, the Town election, the in-person early voting for each of the State elections, the vote by mail, and the two Town Meetings. The volunteers not only help at these, 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.

In January of 2022 we welcomed into the Town Clerk's Office a new Assistant Town Clerk, Kimberly Prehl. Coming to the Office after 30+ years in the banking business, Ms. Prehl decided to try her hand in government. Specializing in her ability to work with people both co-workers and constituents, her organizational skills are just two of the attributes that stood out from the applicants that applied. As well as her willingness/desire to learn. She has proven that she is a true asset to the office.

Though we said good-bye to Sandra Clyde as Assistant Town Clerk, she said yes and became a volunteer at the elections and Town Meetings. She came back to assist our new Assistant Town Clerk, Kimberly Prehl, at the elections and Town Meetings. Her volunteerism has been much appreciated.

We said good-bye to Bill Meagher of the School Dept., as he retired. He had assisted this office for his entire career at the School Dept. and never hesitated when asked from the 5am start times for State & Federal Elections to the 11pm closings. I for one will miss his assistance. LPD for providing the oversight at all events to be sure there were no issues, which in Littleton we are very fortunate with. The highway department who always provides the muscle when setting up the Elections, those containers certainly can't move themselves and certainly the transport of the "magic box" as we call it. 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 was a very busy year, but one that we accomplished quite a bit. 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."



**SATURDAY, MAY 7, 2022**  
**ANNUAL TOWN ELECTION**  
**TOWN OF LITTLETON, MASSACHUSETTS**

ANNUAL TOWN ELECTION  
OFFICIAL BALLOT  
SATURDAY, May 7, 2022

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

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



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

**May 7, 2022 Annual Election**

**SELECT BOARD**

**VOTES**

Paul J Glavey	347
Joseph Knox	481
Mark J Rambacer	<b>698</b>
Gary C Wilson	<b>666</b>
Blanks/Write Ins	248

**TOWN CLERK**

Diane F Crory	<b>1050</b>
Blanks/Write Ins	170

**BOARD OF ASSESSORS**

Peter Frances Barbella Jr.	<b>879</b>
Anita Harding	<b>2</b>
Scatterings of single votes—blanks	1559

**BOARD OF HEALTH**

Matthew Edward Wayson	<b>800</b>
(Write In) Kevin Davis	<b>319</b>
Blanks/Write Ins	1321

**CEMETERY COMMISSIONERS**

Andrew James Sammarco	<b>903</b>
Blanks/Write Ins	317

**ELECTRIC LIGHT COMMISSIONERS**

James F Karr	667
Ivan Pagacik	773
Mark T Hollinger	478
Blanks/Write Ins	522

**HOUSING AUGHORITY**

Mildred A Mcgovern	917
Blanks/Write Ins	303

**LIBRARY TRUSTEES**

Meera P Gill	955
Sarah H Donovan	854
Blanks/Write Ins	731

**PARK & RECREATION COMMISSIONERS**

Scott R Brown	563
Kathryn H Jacobsen	572
Suzanne Olivia Livingston	506
Blanks/Write Ins	799

**PLANNING BOARD**

Mark Montanari	764
Blanks/Write Ins	456

**SCHOOL COMMITTEE**

Stacey Lynn Desmarais	536
(Write In) Jennifer Wilson	416
Blanks/Write Ins	1190

**TRUST FUND COMMISSIONERS**

(Write In) Steve Venuti	<b>30</b>
Blanks/Write Ins	1190

**WATER COMMISSIONERS**

James F Karr	<b>670</b>
Ivan Pagacik	<b>752</b>
Mark Hollinger	480
Blanks/Write Ins	<b>538</b>

**TOTAL BALLOTS CAST 1220**

**True Attest Copy of Annual Town Election Diane Crory, Town Clerk**

TOWN OF LITTLETON

**MONDAY, MAY 2, 2022 at 7:00 PM  
ANNUAL TOWN MEETING  
TOWN OF LITTLETON**

The Annual Town Meeting was opened at 7:00PM by Town Moderator, Timothy Goddard Charles Forbes Kaye Gymnasium, 55 Russell Street in said Littleton on Monday, the second day of May, 2022. The Moderator called up Martina Smyth and Heather Luciano, two young ladies from Littleton High School, to sing the National Anthem. Upon completion, he stated that the warrant had been properly posted and served.

Town Moderator Goddard then went on to talk about the preliminary items of the Town Meeting stating that he would only put items that were "usual" and not controversial. He discussed the "Call of the Articles" and how it works. That it is a way to improve the process of Town Meeting and that the procedure has been in place since October 2017. He also asked that everyone be sure that they had a copy of the Town Meeting Handout for there was a change to one article and board recommendation on the second.

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 "Call of the 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, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 19.***

**ARTICLE 1  
Town Officers**

Unanimously voted by the Call of the Articles by the Town that the following Officers be chosen for the year 2022: 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 Report**

Unanimously voted by the Call of the Articles that the Town will receive the reports of the Town Officers and Committees as contained in the 2021 Annual Town Report.

**ARTICLE 3  
Bills of Prior Years**

Unanimously voted by the Call of the Articles that the Town will, pursuant to Massachusetts General Laws Chapter 44, section 64 transfer \$825.00 from available funds to pay the following unpaid bills from FY2021:

- Massachusetts Municipal Association \$825.00 for Human Resources Department to be charged to 00011527-530010



## TOWN OF LITTLETON

**ARTICLE 4**  
**FY 2023 Operating Budget**

Two votes were taken on this article. Town Moderator, Timothy Goddard read each total and the Town Meeting body had an opportunity to hold any/all items. The first vote was on all un-held totals, it was moved, seconded and unanimously voted on those items and so declared passed by the Town Moderator. The second vote was on all held totals: Select Board, Town Accountant, Audit, Conservation Commission, Planning Board, Appeals Board, Land Use, Dispatch, Health Department, Nashoba Associated Board of Health, Mental Health Services, Park/Rec & CE it was so moved, seconded and unanimously voted and declared passed by the Town Moderator. The full unanimous vote to raise and appropriate \$52,696,449, transfer from Certified Free Cash \$855,652 for a total of \$53,552,101 and 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, 2022.

<i>Functional Area</i> <i>Department</i>	<i>Voting</i> <i>Line</i>	<i>FY2021</i> <i>Actual</i>	<i>FY2022</i> <i>Budget</i>	<i>FY2023</i> <i>Recommended</i>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>TOWN REPORT / TOWN MEETING</b>				
Expenses		<u>20,566</u>	<u>22,500</u>	<u>30,866</u>
<b>Total TOWN REPORT / TOWN MEETING</b>		20,566	22,500	30,866
<b>MODERATOR</b>				
Expenses		<u>20</u>	<u>100</u>	<u>100</u>
<b>Total MODERATOR</b>		20	100	100
<b>SELECT BOARD</b>				
Salaries & Wages		14,037	14,000	14,000
Expenses		13,840	28,300	30,800
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
<b>Total SELECTMEN</b>		27,877	42,300	44,800
<b>TOWN ADMINISTRATOR</b>				
Salaries & Wages		404,308	379,790	390,659
Expenses		<u>778</u>	<u>12,500</u>	<u>20,500</u>
<b>Total TOWN ADMINISTRATOR</b>		405,086	392,290	411,159
<b>FINANCE COMMITTEE</b>				
Salaries & Wages		1,005	800	800
Expenses		<u>180</u>	<u>500</u>	<u>500</u>
<b>Total FINANCE COMMITTEE</b>		1,185	1,300	1,300
<b>RESERVE FUND</b>				
Expenses		<u>0</u>	<u>295,000</u>	<u>295,000</u>
<b>Total RESERVE FUND</b>		0	295,000	295,000
<b>TOWN ACCOUNTANT</b>				
Salaries & Wages		195,520	215,504	291,129

TOWN OF LITTLETON				
Expenses		<u>23,663</u>	<u>20,280</u>	<u>70,250</u>
<b>Total TOWN ACCOUNTANT</b>		219,183	235,784	361,379
<b>AUDIT</b>				
Expenses		<u>43,725</u>	<u>45,000</u>	<u>0</u>
<b>Total AUDIT</b>		43,725	45,000	0
<b>ASSESSOR</b>				
Salaries & Wages		159,526	204,394	223,071
Expenses		<u>29,555</u>	<u>41,190</u>	<u>46,125</u>
<b>Total ASSESSOR</b>		189,081	245,584	269,196
<b>TREASURER</b>				
Salaries & Wages		278,371	236,158	256,503
Expenses		<u>19,546</u>	<u>23,025</u>	<u>23,575</u>
<b>Total TREASURER</b>		297,918	259,183	280,078
<b>TAX COLLECTOR</b>				
Salaries & Wages		96,207	84,419	85,144
Expenses		<u>17,657</u>	<u>24,950</u>	<u>37,050</u>
<b>Total TAX COLLECTOR</b>		113,865	109,369	122,194
<b>TOWN COUNSEL</b>				
Expenses		<u>155,415</u>	<u>260,000</u>	<u>260,000</u>
<b>Total TOWN COUNSEL</b>		155,415	260,000	260,000
<b>HUMAN RESOURCES</b>				
Salaries & Wages		73,707	143,975	202,728
Expenses		<u>27,849</u>	<u>138,345</u>	<u>180,600</u>
<b>Total HUMAN RESOURCES</b>		101,556	282,320	383,328
<b>INFORMATION SYSTEMS</b>				
Salaries & Wages		175,788	179,204	182,752
Expenses		<u>419,022</u>	<u>470,200</u>	<u>468,000</u>
<b>Total INFORMATION SYSTEMS</b>		594,810	649,404	650,752
<b>TAX TITLE</b>				
Expenses		<u>1,790</u>	<u>16,000</u>	<u>16,000</u>
<b>Total TAX TITLE</b>		1,790	16,000	16,000
<b>TOWN CLERK</b>				
Elected Salaries		87,821	90,935	94,595
Salaries & Wages		48,564	51,797	60,085
Expenses		<u>5,457</u>	<u>5,500</u>	<u>8,050</u>
<b>Total TOWN CLERK</b>		141,841	148,232	162,730

TOWN OF LITTLETON

**ELECTIONS & REGISTRATIONS**

Salaries & Wages	3,400	3,000	4,000
Expenses	<u>19,200</u>	<u>19,200</u>	<u>21,000</u>
<b>Total ELECTIONS &amp; REGISTRATIONS</b>	<b>22,600</b>	<b>22,200</b>	<b>25,000</b>

**CONSERVATION COMMISSION**

Salaries & Wages	47,798	48,331	92,394
Expenses	<u>2,147</u>	<u>1,600</u>	<u>17,150</u>
<b>Total CONSERVATION COMMISSION</b>	<b>49,944</b>	<b>49,931</b>	<b>109,544</b>

**PLANNING BOARD**

Salaries & Wages	112,453	115,490	0
Expenses	<u>2,164</u>	<u>4,600</u>	<u>4,370</u>
<b>Total PLANNING BOARD</b>	<b>114,618</b>	<b>120,090</b>	<b>4,370</b>

**APPEALS BOARD**

Salaries & Wages	5,187	5,300	0
Expenses	<u>973</u>	<u>400</u>	<u>1,400</u>
<b>Total APPEALS BOARD</b>	<b>6,160</b>	<b>5,700</b>	<b>1,400</b>

**Land Use**

Salaries & Wages	0	0	287,086
Expenses	<u>0</u>	<u>0</u>	<u>2,080</u>
<b>Total Land Use</b>	<b>0</b>	<b>0</b>	<b>289,166</b>

<b>VOTED TOTAL GENERAL GOVERNMENT</b>				
Salaries & Wages	<b>1</b>	1,703,692	1,773,097	2,184,946
Expenses	<b>2</b>	<u>803,547</u>	<u>1,429,190</u>	<u>1,533,416</u>
<b>VOTED TOTAL GENERAL GOVERNMENT</b>		<b>2,507,239</b>	<b>3,202,287</b>	<b>3,718,362</b>

<b>Functional Area</b>	<b>Voting</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>

**POLICE**

Salaries & Wages	1,806,265	2,123,380	2,368,259
Expenses	<u>224,083</u>	<u>185,700</u>	<u>187,000</u>
<b>Total POLICE</b>	<b>2,030,348</b>	<b>2,309,080</b>	<b>2,555,259</b>

**FIRE / EMS DEPARTMENT**

TOWN OF LITTLETON

Salaries & Wages	1,725,503	1,859,804	1,900,272
Expenses	<u>211,450</u>	<u>240,990</u>	<u>272,815</u>
<b>Total FIRE / EMS DEPARTMENT</b>	1,936,954	2,100,794	2,173,087

**DISPATCH**

Salaries & Wages	553,821	579,045	681,587
Expenses	<u>5,320</u>	<u>1,500</u>	<u>1,500</u>
<b>Total DISPATCH</b>	559,141	580,545	683,087

**BUILDING DEPARTMENT**

Salaries & Wages	282,156	359,121	177,043
Expenses	<u>7,938</u>	<u>11,980</u>	<u>11,330</u>
<b>Total BUILDING DEPARTMENT</b>	290,094	371,101	188,373

**EMERGENCY MANAGEMENT**

Expenses	<u>6,186</u>	<u>6,671</u>	<u>6,575</u>
<b>Total EMERGENCY MANAGEMENT</b>	6,186	6,671	6,575

**CROSSING GUARDS**

Salaries & Wages	<u>15,191</u>	<u>5,000</u>	<u>5,000</u>
<b>Total CROSSING GUARDS</b>	15,191	5,000	5,000

**CANINE CONTROL**

Expenses	<u>27,793</u>	<u>34,000</u>	<u>36,000</u>
<b>Total CANINE CONTROL</b>	27,793	34,000	36,000

<b>VOTED TOTAL PUBLIC SAFETY</b>				
Salaries & Wages	<b>3</b>	4,382,937	4,926,350	5,132,161
Expenses	<b>4</b>	<u>482,772</u>	<u>480,841</u>	<u>515,220</u>
<b>VOTED TOTAL PUBLIC SAFETY</b>		<b>4,865,708</b>	<b>5,407,191</b>	<b>5,647,381</b>

Functional Area	Voting	FY2021	FY2022	FY2023
Department	Line	Actual	Budget	Recommended

**PUBLIC WORKS**

**DPW**

Salaries & Wages	765,912	810,148	871,070
Expenses*	<u>76,362</u>	<u>100,285</u>	<u>237,760</u>
<b>Total DPW</b>	842,274	910,433	1,108,830

*new landfill closure division included\**

**ROADWAY REPAIRS**



TOWN OF LITTLETON

Expenses		<u>935,302</u>	<u>826,800</u>	<u>826,800</u>
	<b>Total ROADWAY REPAIRS</b>	935,302	826,800	826,800
<b>PARKS</b>				
Salaries & Wages		174,556	192,014	180,710
Expenses		<u>54,956</u>	<u>80,600</u>	<u>77,000</u>
	<b>Total PARKS</b>	229,511	272,614	257,710
<b>SNOW &amp; ICE</b>				
Salaries & Wages		93,575	68,000	68,000
Expenses		<u>330,492</u>	<u>132,000</u>	<u>132,000</u>
	<b>Total SNOW &amp; ICE</b>	424,067	200,000	200,000
<b>TRANSFER STATION</b>				
Salaries & Wages		138,496	138,969	151,240
Expenses		<u>381,435</u>	<u>443,600</u>	<u>428,500</u>
	<b>Total TRANSFER STATION</b>	519,931	582,569	579,740
<b>STREET LIGHTING</b>				
Expenses		<u>16,182</u>	<u>18,200</u>	<u>18,200</u>
	<b>Total STREET LIGHTING</b>	16,182	18,200	18,200
<b>DPW - Wastewater/Stormwater Management</b>				
Expenses		<u>141,550</u>	<u>246,550</u>	<u>361,861</u>
	<b>Total Wastewater/Stormwater Mgmt.</b>	141,550	246,550	361,861
<b>CLEAN LAKES</b>				
Expenses		<u>58,797</u>	<u>0</u>	<u>0</u>
	<b>Total CLEAN LAKES</b>	58,797	0	0
<b>B&amp;M CROSSING</b>				
Expenses		<u>2,806</u>	<u>2,900</u>	<u>3,000</u>
	<b>Total B&amp;M CROSSING</b>	2,806	2,900	3,000
<b>CEMETERY DEPARTMENT</b>				
Salaries & Wages		125,942	132,278	195,854
Expenses		<u>12,575</u>	<u>15,750</u>	<u>15,750</u>
	<b>Total CEMETERY DEPARTMENT</b>	138,517	148,028	211,604

<b>Functional Area</b>	<b>Voting</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>VOTED TOTAL PUBLIC WORKS</b>				
Salaries & Wages	5	1,298,481	1,341,409	1,466,874

## TOWN OF LITTLETON

<i>Expenses</i>	<b>6</b>	<u>2,010,457</u>	<u>1,866,685</u>	<u>1,970,871</u>
<b>VOTED TOTAL PUBLIC WORKS</b>		<b>3,308,937</b>	<b>3,208,094</b>	<b>3,437,745</b>

**HEALTH & HUMAN SERVICES****HEALTH DEPARTMENT**

Salaries & Wages	23,006	26,048	83,588
Expenses	<u>1,028</u>	<u>1,330</u>	<u>10,800</u>
<b>Total HEALTH DEPARTMENT</b>	24,034	27,378	94,388

**NASHOBA ASSOCIATED BOARD OF HEALTH**

Expenses	<u>25,307</u>	<u>26,250</u>	<u>0</u>
<b>Total NASHOBA ASSOCIATED BOARD OF HEALTH</b>	25,307	26,250	0

**ANIMAL INSPECTOR**

Salaries & Wages	<u>27,793</u>	<u>0</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>	27,793	0	0

**NURSING SERVICES**

Expenses	<u>11,497</u>	<u>9,975</u>	<u>10,000</u>
<b>Total NURSING SERVICES</b>	11,497	9,975	10,000

**MENTAL HEALTH SERVICES**

Expenses	<u>29,780</u>	<u>20,000</u>	<u>0</u>
<b>Total MENTAL HEALTH SERVICES</b>	29,780	20,000	0

**ELDER AND HUMAN SERVICES**

Salaries & Wages	213,030	242,798	327,032
Expenses	<u>28,078</u>	<u>24,005</u>	<u>52,885</u>
<b>Total ELDER AND HUMAN SERVICES</b>	241,109	266,803	379,917

**VETERANS AGENT**

Salaries & Wages	8,007	8,087	8,209
Expenses	<u>99</u>	<u>11,910</u>	<u>11,910</u>
<b>Total VETERANS AGENT</b>	8,105	19,997	20,119

**VETERAN BENEFITS**

Expenses	<u>98,222</u>	<u>175,000</u>	<u>175,000</u>
<b>Total VETERAN BENEFITS</b>	98,222	175,000	175,000

**DISABILITY COMMISSION**

Expenses	<u>0</u>	<u>1,200</u>	<u>1,200</u>
<b>Total DISABILITY COMMISSION</b>	0	1,200	1,200

TOWN OF LITTLETON

<i>Functional Area</i>	<i>Voting</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>

<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>				
Salaries & Wages	<b>7</b>	271,836	276,933	418,829
Expenses	<b>8</b>	<u>194,010</u>	<u>269,670</u>	<u>261,795</u>
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>465,846</b>	<b>546,603</b>	<b>680,624</b>

**CULTURE AND RECREATION**

**REUBEN HOAR LIBRARY**

Salaries & Wages		517,997	550,828	600,368
Expenses		<u>177,600</u>	<u>185,600</u>	<u>177,250</u>
<b>Total REUBEN HOAR LIBRARY</b>		<b>695,597</b>	<b>736,428</b>	<b>777,618</b>

**PATRIOTS DAY**

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

**MEMORIAL DAY**

Expenses		<u>575</u>	<u>750</u>	<u>750</u>
<b>Total MEMORIAL DAY</b>		<b>575</b>	<b>750</b>	<b>750</b>

**HISTORICAL COMMISSION**

Expenses		<u>147</u>	<u>4,480</u>	<u>4,480</u>
<b>Total HISTORICAL COMMISSION</b>		<b>147</b>	<b>4,480</b>	<b>4,480</b>

**CULTURAL COUNCIL**

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

**SHADE TREE COMMITTEE**

Expenses		<u>4,943</u>	<u>3,500</u>	<u>5,000</u>
<b>Total SHADE TREE COMMITTEE</b>		<b>4,943</b>	<b>3,500</b>	<b>5,000</b>

<b>VOTED TOTAL CULTURE AND RECREATION</b>				
Salaries & Wages	<b>9</b>	517,997	550,828	600,368
Expenses	<b>10</b>	<u>188,864</u>	<u>199,930</u>	<u>191,580</u>
<b>VOTED TOTAL CULTURE AND RECREATION</b>		<b>706,862</b>	<b>750,758</b>	<b>791,948</b>

<i>Functional Area</i>	<i>Voting</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>
------------------------	---------------	---------------	---------------	---------------

## TOWN OF LITTLETON

<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
<b><u>OTHER GENERAL GOVERNMENT</u></b>				
<b>MUNICIPAL BUILDING COMMITTEE</b>				
Salaries & Wages		507	5,000	5,000
Expenses		<u>0</u>	<u>20,000</u>	<u>20,000</u>
<b>Total MUNICIPAL BUILDING COMMITTEE</b>		0	25,000	25,000
<b>Park/Rec &amp; CE</b>				
Salaries & Wages		0	0	200,540
Expenses		<u>0</u>	<u>0</u>	<u>43,040</u>
<b>Total Park/Rec &amp; CE</b>		0	0	243,580
<b>PUBLIC BUILDINGS</b>				
Salaries & Wages		66,339	66,189	69,531
Expenses		<u>380,914</u>	<u>405,100</u>	<u>518,100</u>
<b>Total PUBLIC BUILDINGS</b>		447,253	471,289	587,631
<b>PROPERTY &amp; LIABILITY INSURANCE</b>				
Expenses		<u>349,721</u>	<u>471,500</u>	<u>500,000</u>
<b>Total PROPERTY &amp; LIABILITY INSURANCE</b>		349,721	471,500	500,000
<b>CENTRAL COMMUNICATIONS</b>				
Expenses		<u>103,162</u>	<u>121,262</u>	<u>115,000</u>
<b>Total CENTRAL COMMUNICATIONS</b>		103,162	121,262	115,000
<b>FUEL</b>				
Expenses		<u>113,323</u>	<u>145,000</u>	<u>155,000</u>
<b>Total FUEL</b>		113,323	145,000	155,000
<b><u>VOTED TOTAL OTHER GENERAL GOVERNMENT</u></b>				
Salaries & Wages	<b>11</b>	66,845	71,189	275,071
Expenses	<b>12</b>	<u>947,121</u>	<u>1,162,862</u>	<u>1,351,140</u>
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>		<b>1,013,966</b>	<b>1,234,051</b>	<b>1,626,211</b>

<i>Functional Area</i>	<i>Voting</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>

**EDUCATION**



TOWN OF LITTLETON

**LITTLETON SCHOOL DEPARTMENT**

Education Budget	<u>21,279,033</u>	<u>22,590,000</u>	<u>23,050,247</u>
<b>Total LITTLETON SCHOOL DEPARTMENT</b>	<b>21,279,033</b>	<b>22,590,000</b>	<b>23,050,247</b>

**TECHNICAL SCHOOL EXPENDITURES**

Education Budget	<u>637,883</u>	<u>675,000</u>	<u>738,406</u>
<b>Total TECHNICAL SCHOOL EXPENDITURES</b>	<b>637,883</b>	<b>675,000</b>	<b>738,406</b>

<b>VOTED TOTAL EDUCATION</b>				
Education Budget	<b>13</b>	<u>21,916,916</u>	<u>23,265,000</u>	<u>23,788,653</u>
<b>VOTED TOTAL EDUCATION</b>		<b>21,916,916</b>	<b>23,265,000</b>	<b>23,788,653</b>

**EMPLOYEE BENEFITS**

**EMPLOYEE/RETIREE BENEFITS**

Unemployment	83,144	190,000	100,000
Medicare	351,734	375,000	421,165
Life Insurance	22,211	24,000	24,000
Short/Long Term Disability	16,240	23,000	23,000
Medical / Health Insurance	4,214,714	4,837,032	5,144,310
County Retirement	1,956,186	2,443,511	2,757,015
Longevity	0	0	0
Other	14,898	20,000	22,000
Tuition Reimbursement	0	0	0
Workers Comp Insurance	<u>164,198</u>	<u>175,000</u>	<u>203,000</u>
<b>Total EMPLOYEE/RETIREE BENEFITS</b>	<b>6,823,325</b>	<b>8,087,543</b>	<b>8,694,490</b>

<b>VOTED TOTAL EMPLOYEE BENEFITS</b>				
Expenses	<b>14</b>	<u>6,823,325</u>	<u>8,087,543</u>	<u>8,694,490</u>
<b>VOTED TOTAL EMPLOYEE BENEFITS</b>		<b>6,823,325</b>	<b>8,087,543</b>	<b>8,694,490</b>

**DEBT SERVICE**

<b>710 LONG TERM DEBT</b>	3,223,330	3,062,091	3,054,872
<b>720 SHORT TERM DEBT</b>	<u>24,433</u>	<u>535,481</u>	<u>500,000</u>
<b>Total DEBT SERVICE</b>	<b>3,247,763</b>	<b>3,597,572</b>	<b>3,554,872</b>

<b>VOTED TOTAL DEBT SERVICE</b>				
Expenses	<b>15</b>	<u>3,247,763</u>	<u>3,597,572</u>	<u>3,554,872</u>
<b>VOTED TOTAL DEBT SERVICE</b>		<b>3,247,763</b>	<b>3,597,572</b>	<b>3,554,872</b>

## TOWN OF LITTLETON

<i>Functional Area</i>	<i>Voting</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>
<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
<b><u>TRANSFERS TO/FROM GENERAL FUND</u></b>				
<b>TRANSFERS INTO GENERAL FUND</b>				
Transfer In - From: Ambulance Revolving Fund To: Fire/EMS Department	<b>16</b>	-650,000	-525,000	-525,000
Transfer In - From: Wetland Fund To: Conservation	<b>17</b>	-8,000	0	0
Transfer In - From: Inspectional Services Revolving Fund To: Building Department	<b>18</b>	-125,000	0	0
Transfer In - From: Wastewater Settlement To: Debt Service	<b>19</b>	-17,274	-17,274	-17,274
Transfer In - From: Bond Premium To: Debt Service	<b>20</b>	-19,109	-17,183	-15,321
Transfer In - From: Clean Lakes Fund To: Clean Lakes	<b>21</b>	-66,000	0	0
Transfer In - From: Sale of Cemetery Lots / Openings To: Cemetery Department	<b>22</b>	-30,897	0	0
Transfer In - From: Debt Exclusion Stabilization To: Debt Service	<b>23</b>	-164,204	-161,137	-300,000
Transfer In - From: Community Preservation To: Debt Service	<b>24</b>	-86,388	-76,138	-73,775
Transfer In - Cable Studio Benefits		0	0	0
Transfer In - Cemetery Perpetual Care		0	0	0
Transfer In - Library Trust Fund		0	0	0
Transfer In - Recreation Enterprise Fund		0	0	0
<b>Total TRANSFERS INTO GENERAL FUND</b>		-1,229,851	-857,442	-931,370
<b>TRANSFERS OUT OF GENERAL FUND</b>				
Transfer Out - OPEB Trust Fund	<b>27</b>	2,648,610	1,961,465	2,575,985
Transfer Out - TREAD Tax Relief	<b>28</b>	25,000	0	0
Transfer Out - Recreation Enterprise	<b>29</b>	245,000	245,000	0
<b>Total TRANSFERS OUT OF GENERAL FUND</b>		2,918,610	2,206,465	2,575,985

TOWN OF LITTLETON

**FUNDING SUMMARY**

Salaries & Wages	8,241,788	8,939,806	10,078,249
Expenses (including transfers out of General Fund)	17,616,468	19,300,758	20,694,636
Education	<u>21,916,916</u>	<u>23,265,000</u>	<u>23,788,653</u>
<b>Total Operating Budget</b>	<b>47,775,172</b>	<b>51,505,564</b>	<b>54,483,471</b>
Transfers into General Fund	<u>-1,229,851</u>	<u>-857,442</u>	<u>-931,370</u>
<b>Net Operating Budget</b>	<b>46,545,321</b>	<b>50,648,122</b>	<b>53,552,101</b>

**ARTICLE 5  
Departmental Revolving Funds**

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

- (1) Rescind the Spectacle Pond Cell Tower Revolving Fund by deleting from the chart in Section 18-14 of the General Bylaws the row related to said revolving fund;
- (2) Establish and authorize a new revolving fund pursuant to M.G.L. c.44, §53E1/2 called the Parks, Recreation, and Community Education Programs Revolving Fund, by inserting into the chart in Section 18-14 of the General Bylaws the following new row:

Parks, Recreation, and Community Education (PRCE) Programs	Park and Recreation Commission	Fees and Fees charged for programs and services provided by PRCE	Salaries and wages, services, equipment, and expenses associated with programming			Fiscal year 2023 and subsequent years
--	--------------------------------	--	---	--	--	---------------------------------------

and pursuant to Section 18-11(C) of the Town's General Bylaws, set the limit on the total amount that may be spent from the PRCE Programs revolving fund at \$1,100,000 for the fiscal year beginning July 1, 2022;

- (3) Amend the chart appearing in Section 18-14 of the General Bylaws by deleting the text in Box G in the row for the Elder and Human Services Revolving Fund and inserting, in place thereof, the following: "Fiscal Year 2021 and subsequent years";

and

- (4) pursuant to Section 18-11(C) of the Town's General Bylaws, set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2022, as follows:

<i>Revolving Fund</i>	<i>Expenditure Limit FY 2023</i>
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

TOWN OF LITTLETON

<i>Revolving Fund</i>	<i>Expenditure Limit FY 2023</i>
Legal Advertisements(ZBA Advertising)	\$2,000
Composting Bins(Sustainability Committee)	\$1,200
LCTV Boxborough IMA	\$90,000
School Department Transportation	\$150,000
School Department One to One Technology	\$75,000
Community Gardens	\$300

**ARTICLE 6**

**FY 2023 Water Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town will appropriate \$4,893,315 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, 2022 (detail below):

<b>I. Water Enterprise Revenues</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
User Charges	\$4,044,398	\$4,815,015
Other Departmental Revenue	\$80,475	\$78,300
Enterprise Available Funds	\$1,266,585	0
Investment Income	0	0
<b>Total Revenues</b>	<b>\$5,391,458</b>	<b>\$4,893,315</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$1,180,500	\$1,220,000
Expenses	\$1,544,525	\$1,631,445
Capital Outlay – Equipment	\$125,000	\$50,000
Capital Outlay – Improvements	\$1,395,000	\$631,870
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$946,433	\$1,160,000
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$5,391,458</b>	<b>\$4,893,315</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>\$5,391,458</b>	<b>\$4,893,315</b>

**ARTICLE 7**

**FY 2023 Sewer Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town will appropriate \$361,861 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, 2022 (detail below).

<b>I. Sewer Enterprise Revenues</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
User Charges	\$246,550	\$361,861.00
Transfer from General Fund	0	0
Enterprise Available Funds	0	0
Investment Income	0	0



## TOWN OF LITTLETON

<b>Total Revenues</b>	<b>\$246,550</b>	<b>\$361,861.00</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$44,500	\$91,300
Expenses	\$122,050	\$105,561
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	\$80,000	\$165,000
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$246,550</b>	<b>\$361,861</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>\$246,550</b>	<b>\$361,861</b>

## TOWN OF LITTLETON

**ARTICLE 8****FY 2023 Parks, Recreation & Community Education Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town will appropriate \$263,091 or any other sum or sums of money from the Parks, Recreation & Community Education Enterprise Fund to finance the operation of the Parks, Recreation and Community Education Department for the fiscal year beginning July 1, 2022 (detail below).

<b>I. PRCE Enterprise Revenues</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
User Charges	\$805,584	0
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	\$245,000	0
Enterprise Available Funds	\$44,000	\$263,091
Investment Income	\$500	0
<b>Total Revenues</b>	<b>\$1,094,584</b>	<b>\$263,091</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$654,867	\$82,000
Expenses	\$439,717	\$181,091
Transfer to General Fund – Field Maintenance	0	0
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Transfer to General Fund	0	0
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,094,584</b>	<b>\$263,091</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,094,584</b>	<b>\$263,091</b>

**ARTICLE 9****FY 2023 Capital Items from Available Funds**

Unanimously voted by the Call of the Articles that the Town will take the following actions:

- (A) Appropriate \$557,295 from Certified Free Cash or any other sum or sums of money, for the following capital projects and purchases itemized and described below;

<b>Department</b>	<b>Name of Capital Asset/Project</b>	<b>Project Description</b>	<b>Total Cost</b>
DPW-Highway	2022 F350	Replace a 2011 Chevy 2500 HD truck with a plow with a 2022 F350	46,000
DPW-Highway	2022 F750	Replace a 1993 Mack dump truck with a plow with a 2022 F750	201,295
Fire	Utility Truck	Dual purpose Fire Truck that plows and tows to replace 2010 Chevrolet Silverado	50,000

TOWN OF LITTLETON

Department	Name of Capital Asset/Project	Project Description	Total Cost
Fire	Paint Medical 1	Paint and repair Medical 1, a 2013 PL Custom Type 1 ambulance which will extend its useful life	20,000
Police	Replace Cruisers	Replaces two police cruisers each year per Police Capital Plan	143,000
PRCE	12 Passenger Van	Replacement of 2005 Passenger Van #3 at the end of its useful life	37,000
School	High School Updates	Update and replace security alarm control panels	60,000
		<b>Total Capital Spending from Free Cash</b>	<b>\$557,295</b>

And

- (B) Appropriate \$600,000 or any other sum or sums of money, from the Capital Stabilization Fund for the purposes of implementing communication center and infrastructure upgrades and improvements, said funds to be expended under the authority of the Police Chief.

**ARTICLE 10**  
**FY2023 Community Preservation Budget**

Unanimously voted by the Call of the Articles that the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation Budget, to appropriate or reserve from FY2023 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: \$11,580
2. Open Space Debt Service: \$62,725 as follows:
  - Yapp - Lucy's Land \$5,500
  - Cobb \$20,325
  - Williams - Boxborough Rd \$36,900
3. Historic Resources Debt Service: \$11,050 as follows:
  - Houghton \$11,050
4. Open Space Reserves: \$231,595
5. Historic Resources Reserves: \$104,218
6. Housing Reserves: \$115,798 to be transferred to the Littleton Affordable Housing Trust
7. Recreation Reserves: \$115,798

And to transfer from the Undesignated Fund \$30,000 for the creation of an Open Space and Recreation Plan, \$9,950 from Historic Resources Reserves for Phase II of the Westlawn Cemetery Conservation Project, and \$20,000 from Recreation Reserves for a feasibility study related to new tennis and sports courts.

**ARTICLE 11**  
**Access Fund**

Unanimously voted by the Call of the Articles that the Town will appropriate \$385,601 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 \$391,608 to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$222,516 for salaries, \$78,477 for employee/retirement benefits, \$84,608 for operating expenses.

TOWN OF LITTLETON

**ARTICLE 12  
Capital Transfers**

Unanimously voted by the Call of the Articles that the Town will Transfer \$ 302,359.13, 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: (1) Town Offices space needs and improvements in the amount of \$252,959.13, including any costs related and incidental thereto; and (2) The Nagog Orchard Building Feasibility Study in the amount of \$50,000, including any costs related and incidental thereto

Town Meeting Date	Transfer From: Capital Project	Remaining Balance	Transfer out
May 5, 2013	Art. 7 - HWY SALT SHED REPAIR	\$19,888.12	\$19,888.12
November 16, 2016	Art. 5 - SEWER STRATEGIC PLAN	\$2,058.71	\$2,058.71
May 1, 2017	Art. 8 - PMBC FACILITIES	\$204,735.92	\$204,735.92
May 1, 2017	Art. 8 - CLEAN LAKES PROJECT	\$10,966.00	\$10,966.00
May 7, 2018	Art. 8 - FIRE MAJ EQUIPMENT	\$78.52	\$78.52
October 29, 2018	Art. 8 - LADDER TRUCK	\$102.48	\$102.48
May 6, 2019	Art. 8 - FIRE MAJ EQUIPMENT	\$12.99	\$12.99
May 6, 2019	Art. - REC MAJ EQUIP/REPAIRS	\$12,046.75	\$12,046.75
June 13, 2020	Art. 16 - PRCE MJR EQUIP	\$7,469.64	\$7,469.64
June 12, 2021	Art. 9 - SL FACILITY STUDY	\$45,000.00	\$45,000.00

**ARTICLE 13  
FY 2023 Compensation Grid**

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

By amending Schedule A Permanent Full and Part-time Employees, Schedules B, B-1, B-2, and D, effective July 1, 2022, by applying a one and one half percent (1.5%) salary schedule adjustment, and by adopting Schedules as shown below. Schedule C and C-1 were amended at the October 2021 STM effective January 1st.

**TOWN OF LITTLETON, MASSACHUSETTS  
FY 2023 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
	Employees									
1	17.06	17.48	17.92	18.37	18.83	19.30	19.79	20.28	20.78	21.30
	35,621.28	36,498.24	37,396.08	38,356.56	39,317.04	40,319.28	41,300.64	42,344.64	43,388.64	44,474.40
2	18.25	18.71	19.18	19.66	20.15	20.66	21.16	21.70	22.25	22.80
	38,106.00	39,066.48	40,047.84	41,050.08	42,094.08	43,138.08	44,182.08	45,309.60	46,458.00	47,606.40
3	19.52	20.01	20.51	21.03	21.55	22.09	22.65	23.21	23.80	24.40
	40,757.76	41,801.76	42,824.88	43,910.64	44,996.40	46,144.80	47,272.32	48,462.48	49,694.40	50,947.20



TOWN OF LITTLETON

4	20.89	21.42	21.95	22.49	23.06	23.63	24.22	24.84	25.45	26.09
	43,618.32	44,724.96	45,810.72	46,959.12	48,128.40	49,339.44	50,592.24	51,865.92	53,160.48	54,475.92
5	22.36	22.91	23.49	24.07	24.68	25.29	25.93	26.57	27.24	27.91
	46,687.68	47,836.08	49,047.12	50,258.16	51,510.96	52,805.52	54,120.96	55,478.16	56,877.12	58,276.08
6	23.93	24.52	25.14	25.76	26.42	27.07	27.75	28.44	29.16	29.88
	49,944.96	51,197.76	52,492.32	53,786.88	55,164.96	56,522.16	57,942.00	59,382.72	60,865.20	62,389.44
7	25.60	26.23	26.89	27.57	28.25	28.96	29.69	30.43	31.20	31.97
	53,452.80	54,789.12	56,146.32	57,566.16	59,006.88	60,468.48	61,992.72	63,537.84	65,124.72	66,753.36
8	27.38	28.07	28.77	29.48	30.23	30.98	31.76	32.55	33.37	34.20
	57,169.44	58,589.28	60,071.76	61,575.12	63,120.24	64,686.24	66,314.88	67,964.40	69,676.56	71,409.60
9	29.43	30.17	30.92	31.70	32.49	33.31	34.14	35.00	35.88	36.77
	61,470.72	62,994.96	64,560.96	66,189.60	67,839.12	69,530.40	71,263.44	73,080.00	74,917.44	76,775.76
10	32.38	33.18	34.01	34.87	35.73	36.62	37.54	38.48	39.44	40.42
	67,630.32	69,279.84	71,012.88	72,808.56	74,604.24	76,462.56	78,383.52	80,367.12	82,329.84	84,396.96
11	36.27	37.18	38.12	39.07	40.04	41.05	42.06	43.12	44.20	45.31
	75,731.76	77,631.84	79,573.68	81,578.16	83,603.52	85,712.40	87,821.28	90,034.56	92,289.60	94,607.28
Senior Management										
12	42.80	43.87	44.96	46.09	47.24	48.43	49.64	50.88	52.16	53.46
	89,366.40	91,600.56	93,876.48	96,235.92	98,637.12	101,121.84	103,627.44	106,237.44	108,910.08	111,624.48
13	50.51	51.77	53.07	54.39	55.76	57.14	58.58	60.04	61.55	63.09
	105,464.88	108,116.64	110,810.16	113,566.32	116,406.00	119,308.32	122,315.04	125,384.40	128,516.40	131,731.92
14	56.57	57.98	59.44	60.92	62.44	64.00	65.60	67.25	68.93	70.65
	118,118.16	121,083.12	124,110.72	127,200.96	130,374.72	133,632.00	136,972.80	140,418.00	143,925.84	147,517.20
15	63.35	64.93	66.55	68.21	69.93	71.67	73.46	75.30	77.18	79.11
	132,295.68	135,573.84	138,956.40	142,443.36	145,992.96	149,646.96	153,405.36	157,205.52	161,151.84	165,181.68

TOWN OF LITTLETON, MASSACHUSETTS

**GRADE 1**

*No positions assigned*

**GRADE 2**

Cemetery Laborer

**GRADE 3**

Library Assistant

Library Processing Clerk

**GRADE 4**

Building Maintenance Custodian

Department Clerk

Financial Technician

**GRADE 5**

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

**GRADE 6**

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

**GRADE 7**

Assessing Clerk/Field Lister

Library Office Coordinator

Reserve Police Officer

Wellness Coordinator

**GRADE 8**

Assistant Town Clerk

Payroll and Finance Coordinator

Office Coordinator/ Administrative Assistant Department  
of Land Use

Business Administrator-Public Works

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Community Education and Teen Coordinator

Recreation and Sports Coordinator

**GRADE 9**

Assistant Assessor

Assistant Human Resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach Coordinator and  
Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior Librarian

Information Systems Support Technician

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/ Senior  
Librarian

**GRADE 10**

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant PRCE Director

Assistant Treasurer/Collector

Assistant Zoning Officer/Permit Coordinator/Business  
Administrator

Inspector of Wires

Plumbing & Gas Inspector

**GRADE 11**

Director of Elder and Human Services

Littleton Community Television Executive Director

Parks, Recreation & Community Education Director

*Police Lieutenant\**

*Town Clerk\*\**

Town Engineer

Town Planner

**GRADE 12**

Building Commissioner/Zoning Enforcement Officer

Chief Assessor/Appraiser

Highway Superintendent

Human Resources Director

Information Systems Manager

Town Treasurer/ Collector & Assistant Director of Finance  
and Budget

*Deputy Fire Chief\**

*Deputy Police Chief\**

*Library Director\**

**GRADE 13**

Assistant Town Administrator

*Director of Finance and Budget / Town Accountant\**

Director of Public Works

*Fire Chief\**

**GRADE 14**

*Chief of Police\**

**GRADE 15**

*Town Administrator\**

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

**Schedule B**

On-Call Meeting Clerk, \$14.46, Veteran's Agent, \$18.01

**Schedule B-1, Other Employees**

May 2, 2022 Annual Town Meeting Warrant

TOWN OF LITTLETON, MASSACHUSETTS

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$14.46	\$14.76	\$15.05	\$15.35	\$15.65
2 hourly	\$18.08	\$18.44	\$18.81	\$19.18	\$19.57

**GRADE 1**

COA Dispatcher

**GRADE 2**

COA Van Driver

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$15.44	\$15.74	\$16.06	\$16.38
2 hourly	\$16.51	\$16.85	\$17.18	\$17.53
3 hourly	\$17.67	\$18.03	\$18.39	\$18.76
4 hourly	\$18.91	\$19.29	\$19.67	\$20.07

**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
1 hourly	\$14.25					
2 hourly	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07	\$17.41
3 hourly	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74	\$18.09
4 hourly	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45	\$18.82
5 hourly	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93	\$19.31
6 hourly	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96
7 hourly	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
8 hourly	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
9 hourly	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83
10 hourly	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04
11 hourly	\$24.97					

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief.

**GRADE 1**

On-Call/Per Diem Probationary Firefighter or EMT

**GRADE 2**

No positions assigned

**GRADE 3**

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

**GRADE 4**

On-Call/Per Diem Firefighter/EMT

**GRADE 5**

No positions assigned

**GRADE 6**

No positions assigned

**GRADE 7**

On-Call/Per Diem Firefighter/EMT (advanced EMT certification)

**GRADE 8**

On-Call/Per Diem Lieutenant

**GRADE 9**

On-Call/Per Diem Captain

**GRADE 10**

On-Call/Per Diem Deputy Chief

**GRADE 11**

On-Call/Per Diem Firefighter/Paramedic

**ARTICLE 14**

**Capital Stabilization Fund**

Unanimously voted by the Call of the Articles that the Town will transfer from Certified Free Cash the sum of \$816,955 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**

Unanimously voted by the Call of the Articles that the Town will transfer from Certified Free Cash \$500,000 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 2023 Excluded Debt**

Unanimously voted by the Call of the Articles that the Town will transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 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 \$300,000 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2022.

**ARTICLE 17**  
**Creation of Oak Hill Stabilization Fund**

Motion carries, passes unanimously that the Town will adopt a new stabilization fund pursuant to G.L. c.40, §5B for the purposes of acquiring conservation land or preserving water quality within the Town to be called the Oak Hill Stabilization Fund.

**ARTICLE 18**  
**Fund Collective Bargaining Agreements**

**NO AFFIRMATIVE ACTION TAKEN**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding a new collective bargaining agreement between the Town and the Littleton Professional Firefighters Association.

**ARTICLE 19**  
**Senior Citizens and Veterans Tax Work-off Abatement Programs**

Unanimously voted by the Call of the Articles that the Town will request the Board of Assessors to commit the following sums, or other sums, from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$80,000) and Veterans (\$7,000).

**ARTICLE 20**  
**31 Shattuck Street/Senior Center Project**

Handcount taken, two-thirds vote necessary to pass. One hundred eighty-five total votes cast (185) Yes Votes – 148; No Votes – 37; 123 Necessary to Pass. The vote carries, the Town will:

- (1) Authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board may determine, all or a portion of the property located at 31 Shattuck Street, Littleton (Assessor's Map U09-1-0) for general municipal purposes, and authorize the Select Board to accept the deed to the Town of a fee simple interest or less;
- (2) Authorize the Select Board, on behalf of the Town, to sell or otherwise dispose of all or a part of the property located at 31 Shattuck Street, Littleton (Assessor's Map U09-1-0) under such terms as it may determine are in the best interest of the Town and after a determination that such parcel is surplus, and in accordance with Chapter 30B of the Massachusetts General Law;
- (3) Transfer from Certified Free Cash the sum of \$700,000 or any other sum or sums of money, for the acquisition of 31 Shattuck Street and all costs incidental and related thereto;
- (4) Transfer from Certified Free Cash the sum of \$1,355,651 or any other sum or sums of money, to the Senior Center Stabilization Fund in accordance with the provisions of M.G.L. c.40, §5B;
- (5) Transfer from the Capital Stabilization Fund the sum of \$816,955 or any other sum or sums of money, to the Senior Center Stabilization Fund in accordance with the provisions of M.G.L. c.40, §5B;
- (6) Amend the June 12, 2021 Annual Town Meeting Article 10 vote by increasing the amount of the borrowing from \$1,000,000 (one million dollars) to \$1,500,000 (one million five hundred thousand dollars) for the purpose of funding the design services for the new Senior Center, including any costs related and incidental thereto, and to meet this appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow said sum under and pursuant to M.G.L. c. 44, §(7), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that, in accordance with M.G.L. c. 44, §20, the premium received by the Town upon



TOWN OF LITTLETON, MASSACHUSETTS

the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied;

And

- (7) To see if the Town will vote to borrow, transfer from available funds, or otherwise provide a sum of money to be expended under the direction of the Permanent Municipal Building Committee for all costs associated with the design, construction, equipping, and furnishing of a new senior center (the "Project"), including, but not limited to, architectural, engineering, project management, construction management or general contracting costs, and all costs incidental or related thereto, and to appropriate \$5,000,000 (five million dollars) or any other sum or sums of money, from the Senior Center Stabilization Fund, and the Treasurer, with the approval of the Select Board, is authorized to borrow an amount not to exceed \$12,000,000 (twelve million dollars) under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The total amount authorized to be borrowed by this vote shall be reduced by: (i) any and all grants received by the Town for this Project; and (ii) the amount of any and all gifts, grants and donations received by the Town for this Project, as long as said grants, gifts and donations are received prior to the issuance of any bonds or notes. 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.

**ARTICLE 21**

**Acceptance of Non-Resident Tuition Revolving Fund**

Unanimously voted by the Town to accept the provisions of M.G.L. c. 71, Section 71F, effective immediately, to allow tuition payments received for non-resident students and state reimbursements for foster care students to be expended by the School Committee without further appropriation for expenses incurred in providing education for such nonresident or foster care students.

**ARTICLE 22**

**Appropriation of Transportation Network Company Funds**

Declared unanimously voted by the Town to appropriate the sum of \$2,993.73 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 and 2022, 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 the Department of Public Works for the painting of cross walks and road markings and the performance of other road improvements.

**ARTICLE 23**

**Shaker Lane Feasibility Study - MSBA Article**

Article moved, seconded, voted and passed by required simple majority to appropriate the amount of seven hundred thousand (\$700,000) Dollars from Certified Free Cash for the purpose of paying the costs of a feasibility study for the Shaker Lane Elementary School, 35 Shaker Lane, Littleton, including the payment of all costs incidental or related thereto, and for which the Town 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. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

**ARTICLE 24**

**Water Main Project**

The Town voted unanimously to borrow \$2,000,000 (two million dollars) or any other sum or sums of money, for the purpose of funding new water main infrastructure at King Street, Great Road, Stevens Street, Russell Street, Warren Street, Whitcomb Avenue and Taylor Street 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 and 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.

TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 25**

**Authorization to sell 12 Robinson Road**

The Town voted unanimously to authorize the Select Board to sell the parcel of land at 12 Robinson Road, shown on Assessors Map U07, Parcel 15-0, in accordance with Massachusetts General Laws Chapter 30B, on such terms and conditions as are acceptable to the Select Board, and subject to a Historic Preservation Restriction, and further, that in accordance with Massachusetts General Laws Chapter 44B, Section 7, deposit all proceeds of the sale into the Historic Resources Reserve account of the Community Preservation Fund.

**ARTICLE 26**

**Remove the Use of Plastic Bags**

**NO AFFIRMATIVE ACTION TAKEN. PETITIONER WITHDREW.**

To see if the Town will vote to remove the use of plastic bags.

**ARTICLE 27**

**FY 2022 Operating Budget Line-Item Transfers**

**NO AFFIRMATIVE ACTION TAKEN.**

To see if the Town will vote to amend the FY 2022 Operating Budget, as adopted under Article 4 of the Annual Town Meeting of June 12, 2021 by adjusting budget line items.

Timothy Goddard, Town Moderator, at 9:28pm, before the end of the evening thanked everyone for all of their hard work FinCom, Director of Finance, LCTV, IT, Select Board, Town Administrator, Assistant Town Administrator, Town Council, Town Clerk and all of her workers and most especially the Townspeople for coming out to do the work of the entire Town. Chairman, Chuck DeCoste, then asked to speak and at that time stated on behalf of the Select Board and the Town he wished Assistant Town Administrator, Joseph Laydon all the best as he goes forward in his new position as Town Administrator in Upton and thanked him for all that he had done for the Town.

Moderator Goddard then entertained a motion to dissolve. It was so moved, seconded and unanimously voted to dissolve the Town meeting at 9:31PM. The Moderator so declared the Town Meeting dissolved.

Attest:

A True Copy:

Diane Crory

Town Clerk



TOWN OF LITTLETON, MASSACHUSETTS

**TUESDAY, NOVEMBER 1, 2022 AT 7:00 PM  
SPECIAL TOWN MEETING  
TOWN OF LITTLETON**

The Special 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 Tuesday, the first day of November, 2022. The Moderator called up Mia Clement, a sophomore from Littleton High School, to sing the National Anthem. Upon completion, Moderator Goddard welcomed Ryan Ferrara, Assistant Town Administrator, to his first official Littleton Town Meeting. Mr. Moderator asked that all be considerate to one another. He also stated that the warrant had been properly posted and served.

Next, Town Moderator Goddard went on to talk about the Consent Calendar and explained that they would be bundled articles and approve with a single vote. That the procedure has been in place since October 2017. He also asked that everyone be sure that they had a copy of the Town Meeting Handout for there was a change to four articles and board recommendation one.

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 "Call of the 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, 4, 5, 6, 7, 8, 9, 10, 14.***

**ARTICLE 1  
Bills of Prior Years**

Unanimously voted by the Call of the Articles by the Town, 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.

- LELWD Nagog Orchard (FY22 Electricity bill), \$514.03 to be charged to 00011917-521010
- LELWD Nagog Orchard (FY22 Water bill), \$379.38 to be charged to 00011917-523000

**ARTICLE 2  
Amend FY2023 Operating Budget**

Motion carries by the necessary majority that the Town will amend the FY2023 Operating Budget for the Fiscal Year commencing July 1, 2022, as adopted under Article 4 of the May 2, 2022 Annual Town Meeting as follows:

1. To transfer \$463,000 from Free Cash to the Parks, Recreation and Community Education Other Expenses account 00016307-571005.

And

2. To raise and appropriate \$199,226 to cover the budget adjustments of various departments of the Town identified in the chart in the Town Report by adding said sums to the amount appropriated under Article 4 of the May 2, 2022 Annual Town Meeting, for the operation of the Town and its government.

Department	Line Item	FY23 Budget	Adjustment	FY23 Adjusted Budget
<i>Detail of Budget Adjustments</i>				
Police	Salaries & Wages	\$324,000	(\$3,083)	\$320,917
	Salaries & Wages	\$324,481	\$1,928	\$326,409
Town Clerk	Elected Salaries	\$94,587	\$1,044	\$95,631
Town Clerk	Salaries & Wages	\$60,093	\$251	\$60,344



TOWN OF LITTLETON, MASSACHUSETTS

	Expenses	\$8,050	\$13,688	\$21,738
<b>Accounting</b>	Salaries & Wages	\$291,129	\$2,125	\$293,254
<b>Assessor</b>	Salaries & Wages	\$223,071	\$2,804	\$225,875
<b>Public Buildings</b>	Salaries & Wages	\$69,531	\$68,558	\$138,089
	Expenses	\$518,100	\$40,000	\$558,100
<b>Land Use</b>	Salaries & Wages	\$287,086	\$29,152	\$316,238
<b>Cemetery Department</b>	Salaries & Wages	\$195,854	\$1,556	\$197,410
<b>Dispatch</b>	Salaries & Wages	\$681,587	\$378	\$681,965
<b>DPW</b>	Salaries & Wages	\$871,070	\$4,003	\$875,073
<b>Elder and Human Services</b>	Salaries & Wages	\$327,032	\$2,357	\$329,389
<b>Fire/EMS Department</b>	Salaries & Wages	\$1,900,272	\$888	\$1,901,160
<b>Human Resources</b>	Salaries & Wages	\$202,728	\$3,152	\$205,880
<b>Information Systems</b>	Salaries & Wages	\$182,752	\$1,890	\$184,642
<b>Conservation Commission</b>	Salaries & Wages	\$92,394	\$580	\$92,974
<b>Building Department</b>	Salaries & Wages	\$177,043	\$598	\$177,641
<b>Reuben Hoar Library</b>	Salaries & Wages	\$600,368	\$16,941	\$617,309
<b>Park/Rec &amp; CE</b>	Salaries & Wages	\$200,540	\$2,352	\$202,892
<b>Town Administrator</b>	Salaries & Wages	\$390,659	\$4,388	\$395,047
<b>Treasurer</b>	Salaries & Wages	\$256,503	\$3,644	\$260,147
<b>Collector</b>	Salaries & Wages	\$85,144	\$32	\$85,176

***Voted Budget Line Changes from above adjustments***

**Voted Total General Government**

1	Salaries & Wages	\$2,184,946	\$49,062	\$2,234,008
2	Expenses	\$1,533,416	\$13,688	\$1,547,104

**Voted Total Other General Government**

TOWN OF LITTLETON, MASSACHUSETTS

1	Salaries & Wages	\$275,071	\$70,910	\$345,981
2	Expenses	\$1,351,140	\$40,000	\$1,391,140
<b>Voted Total Public Works</b>				
1	Salaries & Wages	\$1,466,874	\$5,559	\$1,472,433
<b>Voted Total Public Safety</b>				
1	Salaries & Wages	\$5,132,161	\$709	\$5,132,870
<b>Voted Total Health &amp; Human Services</b>				
1	Salaries & Wages	\$418,829	\$2,357	\$421,186
<b>Voted Total Culture &amp; Recreation</b>				
1	Salaries & Wages	\$600,368	\$16,941	\$617,309
<b>Net Operating Budget</b>		<b>\$53,552,101</b>	<b>\$199,226</b>	<b>\$53,751,327</b>

**ARTICLE 3**

**Supplemental FY2023 Capital Items from Available Funds**

Passes by the necessary two-thirds vote to raise and appropriate \$50,244 (Fifty Thousand Two Hundred Forty Four Dollars) and transfer \$166,794 (One Hundred Sixty Six Thousand Seven Hundred Ninety Four Dollars) from the Capital Stabilization Fund, for a total of \$217,038 (Two Hundred Seventeen Thousand Thirty Eight Dollars) or any other sum of money, to be expended by the Departments for the capital projects and purchases, as itemized and described below.

Department	Name of Capital Asset/Project	Description	Total Cost
Police Department	Communications Center and Infrastructure Improvements	The original amount for this project, \$600,000, was approved at the May 2, 2022 Annual Town Meeting. The additional funds are needed based on an updated quote, for a total project cost of \$766,794 for the Police Communication Center.	166,794
Fire Department	Vehicle	Replacement vehicle for Fire Chief with hybrid vehicle (includes value of trade-in vehicle)	50,244
<b>Total</b>			<b>\$217,038</b>

**ARTICLE 4**

**Capital Stabilization Fund Transfer**

Unanimously voted by the Call of the Articles by the Town to transfer from Certified Free Cash \$1,239,389 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.

TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 5**  
**Oak Hill Stabilization Fund Transfer**

Unanimously voted by the Call of the Articles by the Town to transfer from Certified Free Cash \$160,922.51 (One Hundred Sixty Thousand Nine Hundred Twenty Two Dollars and Fifty One Cents) or any other sum of money to be deposited in the Oak Hill Stabilization Fund established by Article 17 of the May 2, 2022 Annual Town Meeting for the purpose of acquiring conservation land or preserving water quality within the Town.

**ARTICLE 6**  
**Senior Citizen Property Tax Work-Off Abatement Program**

Unanimously voted by the Call of the Articles by the Town to amend its vote under Article 22 of the May 8, 2000 Annual Town Meeting and under Article 13 of the November 14, 2012 Special Town Meeting, and accept the provisions of Section 5K of Chapter 59 of the Massachusetts General Laws authorizing the Select Board to establish a program to allow senior citizens who qualify for participation, to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that senior citizen on the senior citizen's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled; and further, to permit the Select Board to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; and (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year.

**ARTICLE 7**  
**Veterans Property Tax Work-Off Abatement Program**

Unanimously voted by the Call of the Articles by the Town to amend its vote under Article 15 of the November 14, 2012 Special Town Meeting, and accept the provisions of Section 5N of Chapter 59 of the Massachusetts General Laws authorizing the Select Board to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled; and further, to permit the Select Board to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; and (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year.

**ARTICLE 8**  
**Community Preservation Fund Donation Transfer**

Unanimously voted by the Call of the Articles by the Town to transfer from Certified Free Cash \$437,000 (Four Hundred Thirty Seven Thousand Dollars) or any other sum of money to be deposited in the Community Preservation Fund Housing Reserves account, and transfer said sum from the Community Preservation Fund Housing Reserves account to the Littleton Affordable Housing Trust.

**ARTICLE 9**  
**Community Preservation Committee – FY2023 Community Preservation**

Unanimously voted by the Call of the Articles by the Town to

- (1) Appropriate or reserve from the FY2023 Community Preservation Fund annual revenues and reserves the following percentage of the revenues distributed by the Commonwealth from the Community Preservation Act Trust Fund not

TOWN OF LITTLETON, MASSACHUSETTS

previously accounted for under Article 10 of the May 2, 2022 Annual Town Meeting, to the Community Preservation Fund in FY2023, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Open Space Reserves: 30%
2. Historic Resources Reserves: 15%
3. Housing Reserves: 15%, all funds to be transferred to the Littleton Affordable Housing Trust
4. Recreation Reserves: 15%
5. Undesignated: 25%

And

- (2) Select Board voted to withdraw Motion 2 on October 24, 2022, so no affirmative action was taken.

**ARTICLE 10**  
**Fund Collective Bargaining**

Unanimously voted by the Call of the Articles by the Town to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and the Littleton Professional Firefighters Association.

**ARTICLE 11**  
**Classification and Compensation Plan Amendments**

Ayes have it, the Town will amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Advisory Committee by amending Schedules A (Permanent Full and Part-Time Employees), B, B-1, C, C-1 and D, effective January 1, 2023, and by adopting the Schedules as shown below:

- (1) By amending Schedule A, Permanent Full and Part-Time Employees as follows (additions indicated by underline and deletions indicated by strikethrough):

***(NEW POSITIONS – CURRENTLY FUNDED IN FISCAL YEAR 2023 BUDGET)***

Administrative Staff – On Call  
Alternate Inspector  
Assistant Cemetery Superintendent  
Financial Analyst  
Local Building Inspector  
Payroll Benefits Coordinator  
PRCE Office Coordinator  
Public Health Coordinator  
Public Health Nurse

***(NEW POSITIONS – NOT FUNDED IN FISCAL YEAR 2023 BUDGET)***

Facilities Manager (Funding requested under Article 2 of 11/1/22 STM)  
Town Accountant

***(TITLE CHANGES)***

~~Assistant Treasurer/Collector~~ to Assistant Tax Collector  
~~Office Coordinator/Administrative Assistant Dept. of Land Use~~ to Office Coordinator-Dept. of Land Use  
~~Elder and Human Services Outreach Coordinator and Respite Care~~ to Elder and Human Services Outreach Coordinator



TOWN OF LITTLETON, MASSACHUSETTS

~~Building Commissioner/Zoning Enforcement Officer to Building Commissioner/Director of Land Use~~  
~~Town Treasurer/Collector & Assistant Director of Finance and Budget to Town Treasurer/Collector~~  
~~Assistant Treasurer/Collector to Assistant Treasurer/Collector/Payroll Manager~~  
~~Town Planner to Town Planner/Assistant Director of Land Use~~  
~~Assistant Human Resources Administrator to HR Generalist/Benefits Administrator~~

**(POSITIONS REMOVED)**

~~Administrative Assistant — Conservation~~  
~~Administrative Clerk — Tax Collector~~  
~~Assessing Clerk~~  
~~Assistant Zoning Officer/Permit Coordinator/Business Administrator~~  
~~Building Maintenance Custodian~~  
~~Cemetery Laborer~~  
~~Community Education and Teen Coordinator~~  
~~Financial Technician~~  
~~Police Lieutenant~~  
~~Wellness Coordinator~~

**Schedule A, Permanent Full and Part-time Employees – effective January 1, 2023**  
**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>	\$18.35 38,314.80	\$18.81 39,275.28	\$19.28 40,256.64	\$19.76 41,258.88	\$20.25 42,282.00	\$20.76 43,346.88	\$21.28 44,432.64	\$21.81 45,539.28	\$22.36 46,687.68	\$22.92 47,856.96
<b>2</b>	19.27 40,235.76	19.75 41,238.00	20.24 42,261.12	20.75 43,326.00	21.27 44,411.76	21.80 45,518.40	22.35 46,666.80	22.91 47,836.08	23.48 49,026.24	24.07 50,258.16
<b>3</b>	20.23 42,240.24	20.74 43,305.12	21.26 44,390.88	21.79 45,497.52	22.33 46,625.04	22.89 47,794.32	23.46 48,984.48	24.05 50,216.40	24.65 51,469.20	25.27 52,763.76
<b>4</b>	21.24 44,349.12	21.77 45,455.76	22.31 46,583.28	22.87 47,752.56	23.44 48,942.72	24.03 50,174.64	24.63 51,427.44	25.25 52,722.00	25.88 54,037.44	26.53 55,394.64
<b>5</b>	22.30 46,562.40	22.86 47,731.68	23.43 48,921.84	24.02 50,153.76	24.62 51,406.56	25.24 52,701.12	25.87 54,016.56	26.52 55,373.76	27.18 56,751.84	27.86 58,171.68
<b>6</b>	23.42 48,900.96	24.01 50,132.88	24.61 51,385.68	25.23 52,680.24	25.86 53,995.68	26.51 55,352.88	27.17 56,730.96	27.85 58,150.80	28.55 59,612.40	29.26 61,094.88
<b>7</b>	24.59 51,343.92	25.20 52,617.60	25.83 53,933.04	26.48 55,290.24	27.14 56,668.32	27.82 58,088.16	28.52 59,549.76	29.23 61,032.24	29.96 62,556.48	30.71 64,122.48
<b>8</b>	25.82 53,912.16	26.47 55,269.36	27.13 56,647.44	27.81 58,067.28	28.51 59,528.88	29.22 61,011.36	29.95 62,535.60	30.70 64,101.60	31.47 65,709.36	32.26 67,358.88
<b>9</b>	27.37 57,148.56	28.05 58,568.40	28.75 60,030.00	29.47 61,533.36	30.21 63,078.48	30.97 64,665.36	31.74 66,273.12	32.53 67,922.64	33.34 69,613.92	34.17 71,346.96
<b>10</b>	29.01 60,572.88	29.74 62,097.12	30.48 63,642.24	31.24 65,229.12	32.02 66,857.76	32.82 68,528.16	33.64 70,240.32	34.48 71,994.24	35.34 73,789.92	36.22 75,627.36

TOWN OF LITTLETON, MASSACHUSETTS

<b>11</b>	30.75 64,206.00	31.52 65,813.7 6	32.31 67,463.28	33.12 69,154.5 6	33.95 70,887.6 0	34.80 72,662.4 0	35.67 74,478.9 6	36.56 76,337.2 8	37.47 78,237.3 6	38.41 80,200.0 8
<b>12</b>	32.60 68,068.80	33.42 69,780.9 6	34.26 71,534.88	35.12 73,330.5 6	36.00 75,168.0 0	36.90 77,047.2 0	37.82 78,968.1 6	38.77 80,951.7 6	39.74 82,977.1 2	40.73 85,044.2 4
<b>13</b>	34.88 72,829.44	35.75 74,646.0 0	36.64 76,504.32	37.56 78,425.2 8	38.50 80,388.0 0	39.46 82,392.4 8	40.45 84,459.6 0	41.46 86,568.4 8	42.50 88,740.0 0	43.56 90,953.2 8
<b>14</b>	37.32 77,924.16	38.25 79,866.0 0	39.21 81,870.48	40.19 83,916.7 2	41.19 86,004.7 2	42.22 88,155.3 6	43.28 90,368.6 4	44.36 92,623.6 8	45.47 94,941.3 6	46.61 97,321.6 8
<b>15</b>	39.93 83,373.84	40.93 85,461.8 4	41.95 87,591.60	43.00 89,784.0 0	44.08 92,039.0 4	45.18 94,335.8 4	46.31 96,695.2 8	47.47 99,117.3 6	48.66 101,602. 08	49.88 104,149. 44
<b>16</b>	43.12 90,034.56	44.41 92,728.0 8	45.74 95,505.12	47.11 98,365.6 8	48.52 101,309. 76	49.98 104,358. 24	51.48 107,490. 24	53.02 110,705. 76	54.61 114,025. 68	56.25 117,450. 00
<b>17</b>	45.71 95,442.48	47.08 98,303.0 4	48.49 101,247.1 2	49.94 104,274. 72	51.44 107,406. 72	52.98 110,622. 24	54.57 113,942. 16	56.21 117,366. 48	57.90 120,895. 20	59.64 124,528. 32
<b>18</b>	48.45 101,163.6 0	49.90 104,191. 20	51.40 107,323.2 0	52.94 110,538. 72	54.53 113,858. 64	56.17 117,282. 96	57.86 120,811. 68	59.60 124,444. 80	61.39 128,182. 32	63.23 132,024. 24
<b>19</b>	51.36 107,239.6 8	52.90 110,455. 20	54.49 113,775.1 2	56.12 117,178. 56	57.80 120,686. 40	59.53 124,298. 64	61.32 128,036. 16	63.16 131,878. 08	65.05 135,824. 40	67.00 139,896. 00
<b>20</b>	54.44 113,670.7 2	56.07 117,074. 16	57.75 120,582.0 0	59.48 124,194. 24	61.26 127,910. 88	63.10 131,752. 80	64.99 135,699. 12	66.94 139,770. 72	68.95 143,967. 60	71.02 148,289. 76
<b>21</b>	57.71 120,498.4 8	59.44 124,110. 72	61.22 127,827.3 6	63.06 131,669. 28	64.95 135,615. 60	66.90 139,687. 20	68.91 143,884. 08	70.98 148,206. 24	73.11 152,653. 68	75.30 157,226. 40
<b>22</b>	61.17 127,722.9 6	63.01 131,564. 88	64.90 135,511.2 0	66.85 139,582. 80	68.86 143,779. 68	70.93 148,101. 84	73.06 152,549. 28	75.25 157,122. 00	77.51 161,840. 88	79.84 166,705. 92
<b>23</b>	64.84 135,385.9 2	66.79 139,457. 52	68.79 143,633.5 2	70.85 147,934. 80	72.98 152,382. 24	75.17 156,954. 96	77.43 161,673. 84	79.75 166,518. 00	82.14 171,508. 32	84.60 176,644. 80
<b>24</b>	68.73 143,508.2 4	70.79 147,809. 52	72.91 152,236.0 8	75.10 156,808. 80	77.35 161,506. 80	79.67 166,350. 96	82.06 171,341. 28	84.52 176,477. 76	87.06 181,781. 28	89.67 187,230. 96

TOWN OF LITTLETON, MASSACHUSETTS

(2) By amending Schedules B, B-1, C, C-1 and D, as shown in **bold** below, as follows:

**Schedule B**

On-Call Meeting Clerk, **\$15.00**, Veteran's Agent, \$18.01

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	<b>\$15.00</b>	<b>\$15.30</b>	<b>\$15.61</b>	<b>\$15.92</b>	<b>\$16.24</b>
2 hourly	<b>\$18.75</b>	<b>\$19.13</b>	<b>\$19.51</b>	<b>\$19.90</b>	<b>\$20.30</b>

**GRADE 1**

COA Dispatcher

**GRADE 2**

COA Van Driver

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2023**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	<b>\$15.00</b>	<b>\$15.15</b>	<b>\$15.44</b>	<b>\$15.80</b>	<b>\$16.18</b>
2 hourly	<b>\$15.15</b>	<b>\$15.44</b>	<b>\$15.74</b>	<b>\$16.03</b>	<b>\$16.34</b>
3 hourly	<b>\$15.44</b>	<b>\$15.74</b>	<b>\$16.03</b>	<b>\$16.34</b>	<b>\$16.65</b>
4 hourly	<b>\$15.74</b>	<b>\$16.03</b>	<b>\$16.34</b>	<b>\$16.65</b>	<b>\$17.05</b>
5 hourly	<b>\$16.61</b>	<b>\$16.84</b>	<b>\$17.10</b>	<b>\$17.73</b>	<b>\$18.15</b>
6 hourly	<b>\$17.25</b>	<b>\$17.57</b>	<b>\$18.03</b>	<b>\$18.50</b>	<b>\$18.94</b>
7 hourly	<b>\$17.98</b>	<b>\$18.33</b>	<b>\$18.81</b>	<b>\$19.30</b>	<b>\$19.76</b>
8 hourly	<b>\$18.76</b>	<b>\$19.12</b>	<b>\$19.62</b>	<b>\$20.14</b>	<b>\$20.62</b>
9 hourly	<b>\$19.57</b>	<b>\$19.95</b>	<b>\$20.48</b>	<b>\$21.02</b>	<b>\$21.53</b>
10 hourly	<b>\$20.42</b>	<b>\$20.81</b>	<b>\$21.36</b>	<b>\$21.93</b>	<b>\$22.46</b>
11 hourly	<b>\$21.31</b>	<b>\$21.72</b>	<b>\$22.30</b>	<b>\$22.89</b>	<b>\$23.44</b>
12 hourly	<b>\$22.24</b>	<b>\$22.66</b>	<b>\$23.27</b>	<b>\$23.88</b>	<b>\$24.46</b>

**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	<b>\$15.00</b>	<b>\$15.30</b>	<b>\$15.61</b>
2 hourly	<b>\$15.80</b>	<b>\$16.11</b>	<b>\$16.43</b>
3 hourly	\$20.00	\$20.50	\$21.01
4 hourly	\$25.00	\$25.63	\$26.27
5 hourly	\$30.00	\$30.75	\$31.52
6 hourly	\$35.00	\$35.88	\$36.77

TOWN OF LITTLETON, MASSACHUSETTS

**Schedule D, Fire Department On-Call**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>1 hourly</b>	<b>\$15.00</b>					
<b>2 hourly</b>	<b>\$16.01</b>	<b>\$16.33</b>	<b>\$16.66</b>	<b>\$16.99</b>	<b>\$17.33</b>	<b>\$17.67</b>
<b>3 hourly</b>	<b>\$16.65</b>	<b>\$16.98</b>	<b>\$17.32</b>	<b>\$17.66</b>	<b>\$18.01</b>	<b>\$18.36</b>
<b>4 hourly</b>	<b>\$17.31</b>	<b>\$17.65</b>	<b>\$18.01</b>	<b>\$18.36</b>	<b>\$18.73</b>	<b>\$19.10</b>
<b>5 hourly</b>	<b>\$17.81</b>	<b>\$18.17</b>	<b>\$18.53</b>	<b>\$18.84</b>	<b>\$19.21</b>	<b>\$19.60</b>
<b>6 hourly</b>	<b>\$18.35</b>	<b>\$18.72</b>	<b>\$19.09</b>	<b>\$19.48</b>	<b>\$19.86</b>	<b>\$20.26</b>
<b>7 hourly</b>	<b>\$18.91</b>	<b>\$19.29</b>	<b>\$19.67</b>	<b>\$20.07</b>	<b>\$20.47</b>	<b>\$20.88</b>
<b>8 hourly</b>	<b>\$19.48</b>	<b>\$19.86</b>	<b>\$20.26</b>	<b>\$20.67</b>	<b>\$21.08</b>	<b>\$21.51</b>
<b>9 hourly</b>	<b>\$20.07</b>	<b>\$20.47</b>	<b>\$20.88</b>	<b>\$21.29</b>	<b>\$21.72</b>	<b>\$22.16</b>
<b>10 hourly</b>	<b>\$20.26</b>	<b>\$20.67</b>	<b>\$21.08</b>	<b>\$21.51</b>	<b>\$21.93</b>	<b>\$22.37</b>
<b>11 hourly</b>	<b>\$25.34</b>					

Step increases on Schedule D will be reviewed on the basis of performance as determined by the Fire Chief.

**ARTICLE 12**  
**General Bylaw Amendments**

Unanimously voted by the Call of the Articles by the Town to amend the General Bylaws by:

- (1) Deleting the following Articles from Chapter 13, Committees:
  1. Article II, Industrial Committee (Sections 13-5 through 13-7);
  2. Article VIII, Committee on Roads (Section 13-22 through 13-24);
  3. Article X, Gypsy Moth Control Committee (Section 13-28);
  4. Article XI, Reuben Hoar Building Study Committee (Section 13-29);

And

- (2) Deleting the following Articles from Chapter 18, Finances:
  - a. Article I, Road Machinery Fund (Section 18-1);
  - b. Article II, Disposition of Fees (Section 18-2);
  - c. Article IV, Deeds or Conveyances (Sections 18-8 and 18-9);

**ARTICLE 13**  
**Inclusionary Housing Bylaw**

The Planning Board held their hearing on October 6<sup>th</sup> 2022 and voted unanimously to accept this by-law. This passes by the necessary 2/3rds majority and so declared passed by the Town Moderator Timothy Goddard that the Town will amend Article XXIX, Inclusionary Housing, by inserting a new subsection (3) under § 173-205, Applicability, Subsection A to read as follows:

- (3) Any division of land under G.L. c. 41, § 81P, when such division of land results in six or more lots for residential use.



TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 14**  
**Street Acceptance**

Unanimously voted by the Call of the Articles by the Town to accept, as a Town way, the laying out by the Select Board the private way known as "Douglas Street" from 0+00 to 6+00, as shown on the plan entitled "Street Acceptance Plan in Littleton, Massachusetts" prepared for Durkee Farm Builders Inc., 1"=20 ft. dated 8/20/20, last revised 9/9/22, prepared by Hancock Associates, sheets AB-12, AB-13, and AB-15, and to acquire by gift, purchase, or eminent domain the land, rights, and easements for drainage, utility, or other purposes, in said private way, including the area shown as Utility & Access Easement on sheet AB-15 of said plan; and where said copies of the plans referenced herein shall be made available for inspection at the Town Clerk's office at least 7 days prior to this Special Town Meeting.

**ARTICLE 15**  
**Putting a cap on the number of marijuana farms allowed in the town of Littleton**

It was explained to the petitioners that this would be a non-binding referendum article by both the Town Moderator and Town Counsel. The petitioner made a motion to postpone indefinitely. It was so moved and seconded and passed to postpone indefinitely.

To see if the Town will vote to put a cap on the number of marijuana farms allowed in the town of Littleton.

**ARTICLE 16**  
**Plastic bag ban**

The Town Meeting body approved/granted/voted the petitioners the ability to speak as they were minors, thus non-voters, students from the Littleton High School that had done the leg-work on the actual petition. They did the entire presentation and answered the voters' questions. Gerald DelPiere did the opposition piece. The motion to close debate on the main motion was done at 8:41pm after much discussion. A vote was taken and it passed by a simple majority to amend the General Bylaws by inserting a new Chapter 139, Plastic Bag Ban, as follows:

**Chapter 139      Plastic Bag Ban**

**§139-1              Purpose**

The purpose of this bylaw is to regulate the retail use of single-use plastic checkout bags and promote the use of reusable, recyclable, and biodegradable bags in the Town of Littleton. Regulating single-use plastic bags positively impacts the local and global environment by reducing solid waste, minimizing litter, reducing microplastic ingestion and the overall carbon footprint of the Town of Littleton. We would also like to note that we would be joining 147 towns across Massachusetts that have already adopted restrictions on the retail use of plastic bags.

**§139-2              Definitions**

1. **Single-use Plastic Bag** refers to a plastic bag, including but not limited to a bag with integral handles made of non-biodegradable plastic that is less than 3.0 mils in thickness, and is provided by an establishment to a customer at the point of sale in order to transport items.

## TOWN OF LITTLETON, MASSACHUSETTS

2. **Recyclable Paper Bag** refers to a paper bag that is 100% recyclable, contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag the word “recyclable” or (1) a symbol identifying the bag is recyclable or (2) a label identifying the bag as being made from post-consumer recycled content.
3. **Reusable Bag** refers to a bag with handles that is specifically designed for multiple use, preferably made of natural fibers, that is at least 3.0 mils or thicker.
4. **Retail Establishment** refers to any business or vendor, whether for profit or nonprofit, that sells or provides food, merchandise, goods, or personal services to the public. Note that the term Retail Establishment does not include bazaars or temporary or seasonal events operated by nonprofit or religious institutions.
5. **Non-Plastic Recyclable Bag** refers to a bag made of recyclable materials such as paper.

### §139-3 Regulations

1. Single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any Retail Establishment within the Town of Littleton with the following exception:
  - a. Single-use plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, perishables and other similar merchandise, typically without handles, are still permissible.
2. If a retail store provides or sells checkout bags to customers, the bags must be one of the following
  - a. Recyclable paper bag
  - b. Reusable checkout bag
3. The Littleton Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

### §139-4 Enforcement & Penalties

The enforcement of this bylaw shall be the responsibility of the Board of Health. The Board of Health shall determine the monitoring and enforcement processes to be followed and incorporate those processes into other town duties as appropriate. This bylaw may be enforced by any lawful means in law or in equity including, but not limited to, a non-criminal disposition as provided in the G.L., c.40, §21D.

In the event of such noncriminal disposition, the following penalties shall apply:

First Offense: written warning notice to the Retail Establishment specifying the violation  
Second Offense: \$25 penalty  
Third Offense: \$50 penalty  
Subsequent Offenses: \$100 penalty

Fines shall be cumulative and each day on which a violation occurs shall constitute a separate offense.

### §139-5 Severability

Each section of this bylaw shall be construed as separate to the end that if any section, sentence, clause or phrase thereof shall be invalid for any reason, the remainder of this bylaw shall continue in force.

TOWN OF LITTLETON, MASSACHUSETTS

§139-6      **Effective Date**

This bylaw shall take effect nine (9) months following satisfaction of the posting/publishing requirements set forth in G.L. c.40, §32, or August 1, 2023, whichever is later. The Board of Health may exempt a Retail Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

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 new 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 8:43PM.

**ATTEST: A True Copy Diane Crory**