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## DEDICATION

*The Board of Selectmen wishes to dedicate this year's Annual Town Report to:*



### **MARY CRORY LEAHY**

January 16, 2008, was truly a sad day in Littleton. Mary Crory Leahy was a resident of Littleton until her untimely death and will remain in the hearts of many for life. Mary served as Town Clerk from 1976 to 2003 and during many of those years was Tax Collector. Mary was married to Arthur Crory from 1953 until his passing in 2000. They raised six children together, Michael and Paul Crory both of Littleton, Patricia Legenza of Littleton, Joanne of Shirley, Meg Kelly of Tyngsboro and Mark of New Ipswich, NH. She was blessed with 24 grandchildren and three great-grandchildren. In 2004, she married John Leahy, who has two children and a grandson of his own and she embraced them with love and adoration as if they were her own.

She is remembered by her six children as the heart and soul of the family and by many of her co-workers as "Sara Doublet". She was a communicant and Extra-Ordinary Minister of St. Anne's Parish, as well as, a Justice of the Peace. She was given the distinct position of becoming an "Honorary Fire Fighter" which she occurred at her Retirement Party.

*Mary always served the Town of Littleton with a positive demeanor and level of professionalism and was inducted in the Municipal Clerk's Honor Roll in 2002. Mary was known for being tough as nails when she needed to be, but very likeable at the same time.*

*She loved the Town and its residents, though she enjoyed her last years basking in the sun in both Rockport and Florida. She loved playing golf and knitting Christmas Stockings. She leaves behind quite a legacy that we can all be proud of.*

*"An icon of Littleton's attractive character has been silenced but never to be forgotten," said Alex McCurdy, member of the Board of Selectmen.*

## GENERAL INFORMATION

### Where To Call for Town Information

Accounting	Town Accountant	978-952--2307
Appeal of Zoning Decision	Board of Appeals	978-952--2313
Assessments	Board of Assessors	978-952--2309
Birth, Death, and Marriage Certificates	Town Clerk	978-952--2314
Building Permits	Building Commissioner	978-952--2308
Cemeteries	Cemetery Commissioners	978-952--2324
Emergency Mgmt.	Emergency Management Office	978-952--2315
Conservation Issues	Conservation Commission	978-486-9537
Dog Licenses	Town Clerk	978-952--2314
Dog Problems	Dog Officer	978-952--2353
Education Information	School Superintendent's Office	978-486-8951
Elderly Information	Council on Aging	978-952--2362
Elections and Voting, Registration	Town Clerk	978-952--2314
Electricity	Light and Water Department	978-486-3104
<b>Fire &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Fire Department</b>	<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	978-952--2302
Garbage and Refuse	Board of Health	978-952--2313
Gas Permits	Gas Inspector	978-952--2308
Health and Sanitation	Board of Health	978-952--2313
Highways and Streets	Highway Department	978-486-3778
Housing for the Elderly	Housing Authority	978-486-8833
Hunting & Fishing Licenses	Town Clerk	978-952--2314
Information Technology Office	Information Systems Manager	978-952--2777
Library	Reuben Hoar Library	978-486-4046
Nurse (Town)	Board of Health	978-952--2313
<b>Police &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Police Department</b>	<b>9 1 1</b>
Police General Calls & Information	Police Department	978-952--2300
Planning Board	Planning Board	978-486-9733
Plumbing Permits	Plumbing Inspector	978-952--2308
Recreation	Park & Recreation	978-486-3120
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
Nashoba Valley Technical High School	Middle School Russell St	978-486-8938
Selectmen	High School	978-952--2555
Tax Collections	Superintendent	978-486-8951
Transfer Station Stickers	Main Office	978-692-4711
Treasurer	Town Administrator	978-952--2311
Veterans Services	Tax Collector	978-952--2349
Water	Transfer Station	978-486-0122
Wiring Permits	Town Treasurer	978-952--2306
Zoning	Veterans Agent	978-952--2325
	Light and Water Department	978-486-3104
	Wiring Inspector	978-952--2308
	Building Commissioner	978-952--2308

# **TOWN OF LITTLETON**

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## **Hours & Location**

<b>Assessors</b>	Monday - Friday 9:30 a.m. - 3:00 p.m.
<b>Board of Health/Board of Appeals</b>	Mon, Wed, Thurs, Fri. (8a.m.-12p.m) Tues. (12p.m.- 3p.m.) 9:00 a.m. - 12:00 p.m.
<b>Building Commissioner</b>	Monday, Tuesday, Wednesday 7:30 a.m. - 3:30 p.m. Thursday 7:30 a.m. - 6:30 p.m. Friday 7:30 a.m. - 12:00 p.m.
<b>Conservation Commission</b>	Mon., Tues, Wed., Thurs. 9:00 a.m. - Noon
<b>Council on Aging</b>	Monday - Friday, 9 a.m. - 3 p.m. Shattuck Street Building, 2nd floor
<b>Outreach Office</b>	Monday - Thursday 9 a.m. - 3 p.m. (Call first for appointment) Shattuck St. Building, 2nd floor
<b>Meal Site</b>	Monday - Friday, 9 a.m. - 1 p.m. Shattuck Street Building, 1st floor
<b>Fire Department</b>	Monday - Friday 7:00 a.m. - 6:00 p.m. Sunday - Saturday 8 a.m. - 4 p.m. Fire Permits and General Calls
<b>9 1 1</b>	<b>Emergency Fire &amp; Ambulance Calls</b>
<b>Information Systems Analyst</b>	Monday - Thursday 7:30a.m. - 4:00p.m. Tuesday, Wednesday, Thursday 8:00 a.m. - 4:00 p.m.
<b>978-952-2777</b>	Monday - Friday 9 a.m. - 4 p.m. Shattuck Street Building, 1st floor
<b>Park and Recreation</b>	Monday, Tuesday, Thursday, Friday 9:00 a.m. - 3:00 p.m. Sunday - Saturday (24 hours a day) General Calls
<b>Planning Board</b>	<b>Police Emergency Calls</b>
<b>978-486-9733</b>	Monday, Wednesday, 10 a.m. - 9 p.m. Tuesday, Thursday 12 Noon - 9 p.m. Friday, Saturday, 10 a.m. - 4 p.m. Sunday - Noon - 4 p.m. Mid-October thru Mid-April
<b>Police Department</b>	Monday - Friday Shattuck Street Building, 3rd floor
<b>978-952-2300</b>	Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening 6:00 p.m. - 9:00 p.m.
<b>9 1 1</b>	Monday - Friday 8:30 a.m. - 4:00 p.m.
<b>Reuben Hoar Library</b>	Monday - Friday 8:00 a.m. - 4:00 p.m.
<b>978-486-4046</b>	Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening (by appointment)
<b>School Department</b>	Monday - Friday 9:00 a.m. - 3:00 p.m.
<b>978-486-8951</b>	Monday - Friday 9:00 a.m. - 3:00 p.m.
<b>Tax Collector</b>	Tuesday & Thursday 12 Noon - 7 p.m. Saturday 8:00 a.m. - 5:00 p.m.
<b>978-952-2349</b>	By Appointment
<b>Town Accountant</b>	
<b>978-952-2307</b>	
<b>Town Administrator</b>	
<b>978-952-2311</b>	
<b>Town Clerk</b>	
<b>978-952-2314</b>	
<b>Town Treasurer</b>	
<b>978-952-2306</b>	
<b>Transfer Station</b>	
<b>978-486-0122</b>	
<b>Veterans Agent</b>	
<b>978-952-2325</b>	

## State and Federal Elected Officials

President of the United States

George W. Bush  
1600 Pennsylvania Avenue  
Washington, D.C.

Governor of the Commonwealth

Deval Patrick  
(617) 727-7200  
State House  
Boston, MA 02133

Senators in Congress

Edward M. Kennedy  
(617) 565-3170  
JFK Building, Room 2400  
Boston, MA 02133

John Kerry  
(617) 565-8519  
Transportation Building  
10 Park Plaza, Room 3220  
Boston, MA 02116

Representative in Congress

Martin T. Meehan (508) 460-9292 (508) 459-0101  
5th Congressional District  
255 Main Street  
Walker Building, Room 102  
Marlborough, MA 01752

State Senator

Pamela Resor  
Middlesex-Worcester District  
Room 413F, State House  
Boston, MA 02133

Representative in General Court

Geoff Hall (617) 722-2320  
2nd Middlesex District  
Room 34, State House  
Boston, MA 02133

# TOWN OF LITTLETON

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## Town Meeting and Voting Information

Annual Election	First Saturday May
Annual Town Meeting	First Monday May
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	9049
Number of Registered Voters	5727
Dog Licenses	876
Size of Town	16 square miles

Residential Taxes per \$1000 valuation:			
Tax Rate 1993	\$13.82	Tax Rate 2001	\$12.81
Tax Rate 1994	\$15.05	Tax Rate 2002	\$13.21
Tax Rate 1995	\$15.65	Tax Rate 2003	\$11.15
Tax Rate 1996	\$16.20	Tax Rate 2004	\$11.32
Tax Rate 1997	\$15.58	Tax Rate 2005	\$11.35
Tax Rate 1998	\$14.37	Tax Rate 2006	\$12.17
Tax Rate 1999	\$14.89	Tax Rate 2007	\$12.11
Tax Rate 2000	\$14.09	Tax Rate 2008	\$12.62

- To have an article on the Annual Town Meeting Warrant, a petition must be signed by TEN (10) registered voters.
- To have an article on a Special Town Meeting Warrant, a petition must be signed by ONE HUNDRED (100) registered voters.
- To call a Special Town Meeting, a petition signed by 200 registered voters must be presented to the Board of Selectmen.
- The Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

### **DEFINITIONS**

**SURPLUS REVENUE** - *The amount by which the cash, accounts receivable and other assets exceed the liabilities and reserves.*

**EXCESS AND DEFICIENCY** - *Same as Surplus Revenue (E&D)*

**OVERLAY** - *Amount appropriated for emergency or unforeseen purposes, to be used exclusively by the Board of Assessors for abatement purposes, any balance left may be appropriated.*

**AVAILABLE FUNDS** - *Free Cash, reserves and unexpended balances available for appropriation.*

**CHAPTER 90** - *General Laws which provide for contributions by the State and County for construction and maintenance of certain Town ways, usually roads leading from one main road to another.*

**MATCHING FUNDS** - *Amounts made available by special State and Federal Acts to supplement local appropriations for specific purposes.*

**CHERRY SHEET** - *Details of State and County charges and reimbursements used in determining the tax rate. Known as "Cherry Sheet" due to the color of the paper used.*

## Transfer Station Stickers

Residents may purchase stickers to use the Transfer Station at the Transfer Station during hours of operation, Tuesday and Thursday Noon to 7 p.m. and Saturday 8 a.m. to 5 p.m. Stickers are sold on an annual basis beginning September 1 at a rate of \$240.00 and \$65 for Senior Citizens over the age of 60. A six-month sticker is available at a cost of \$125. When purchasing a Transfer Station Sticker, residents must bring their vehicle registration as well as proof of residency. Information regarding what may be taken to the Transfer Station is available at the Town of Littleton's website: [www.Littletonma.org](http://www.Littletonma.org) and is posted at the Transfer Station and Board of Selectmen's Office.

*Transfer Station Sticker Fees are as follows for the year October 1, 2007 - September 30, 2008:*

### *TRANSFER STATION FEE SCHEDULE*

<i>Annual Sticker</i>	\$ 240.00
<i>Second Sticker (One Year)</i>	\$ 75.00
<i>Six Month Sticker</i>	\$ 125.00
<i>Senior Citizen One Year Sticker</i>	\$ 65.00
<i>(Second Stickers sold to Senior Citizens are not discounted.)</i>	
<i>Recycling Only Sticker (One year)</i>	\$ 75.00 -
<i>Miscellaneous Items:</i>	
<i>Appliances: Without Freon - dishwashers, stoves, Water heaters, etc.</i>	\$10.00 each
<i>Appliances With Freon: Refrigerators, freezers, Air conditioners, etc.</i>	\$20.00 each
<i>Microwave Ovens</i>	\$10.00 each
<i>CRTS, TV's</i>	\$16.00 each
<i>Propane Tanks</i>	\$12.00 each
<i>Tires</i>	\$4.00 each
<i>Bulky Furniture, couches, stuffed chairs, mattresses, etc.</i>	\$4.00 each
<i>Pickup Truck or Trailer Load of the following:</i>	
<i>Brush</i>	\$20.00/load
<i>Wood/building debris</i>	\$50.00/load

### *NOTES:*

1. *Stickers entitle users to dispose of routine household residential refuse.*
2. *Fees for Miscellaneous Items entitle users to dispose of non-routine items on a periodic basis. In certain instances the user may be asked to identify the source of the non-routine item in order to be permitted to dispose of the item.*
3. *A pickup with a "load" is understood to be substantially full. The Attendant's judgment shall be final in this matter.*
4. *The Attendant shall have the option of temporarily restricting the use of the Transfer Station due to operational or space problems.*
5. *Users may purchase stickers or pay fees at the Transfer Station with CHECKS ONLY. No cash will be accepted at the Transfer Station for security reasons. Stickers and fees can also be paid for at the Board of Selectmen's Office, Room 303, Shattuck Street Building.*
6. *The appropriate fees will be collected for those items set out in the Transfer Station Fee Schedule regardless of whether the item is left in the swap shop or is to be discarded.*

# TOWN OF LITTLETON

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## ELECTED AND APPOINTED TOWN OFFICIALS

### Elected Officials

#### MODERATOR

Timothy D. Goddard 08 62 Edsel Rd

#### TOWN CLERK

Diane Crory 10 74 King Street

#### TAX COLLECTOR

Rebecca Jean Quinn 08 35 Harwood Avenue

#### TREASURER

Donald P. Armstrong 09 15 Moore Lane

#### BOARD OF ASSESSORS

Frederick J. Freund	08	45 Birch Road
William E. Ingham	09	4 Brandy Hollow
Brian Wright	09	101 Taylor Street
Pamela D Campbell	10	51 Boxborough Road
James Stephen Winroth	10	50 Bruce Street

#### BOARD OF SELECTMEN

Reed Augliere	08	31 Foster St.	
Kenneth Eldridge	10	31 Nashoba Rd.	Chair
Joseph Knox	10	10 Brandy Hollow	Clerk
Alexander S. McCurdy	09	100 Harvard Road	
Ivan Pagacik	08	123 Whitcomb Ave.	Vice-Chair

#### BOARD OF ELECTRIC LIGHT COMMISSIONERS

Thomas Rauker	08	148 Russell Street	Chair
Craig Gruskowski	09	336 King Street	Vice-Chair
Bruce Trumbull	09	29 Mill Road	
Joseph McCumber	10	6 Apple Ridge Lane	Secretary/Clerk
Ivan Pagacik	10	123 Whitcomb Ave.	

#### BOARD OF WATER COMMISSIONERS

Thomas Rauker	08	148 Russell Street	Chair
Craig Gruskowski	09	336 King Street	Vice-Chair
Bruce Trumbull	09	29 Mill Road	
Joseph McCumber	10	6 Apple Ridge Lane	Secretary/Clerk
Ivan Pagacik	10	123 Whitcomb Ave	

#### LITTLETON SCHOOL COMMITTEE

Nancy Mizzoni 08 2 ½ Spartan Arrow Rd.

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Shawna M. Stea	08	37 Whitetail Way	
Paul J. Avella	09	94 Grist Mill Road	Vice-Chair
Michael Fontanella	09	213 Harwood Avenue	Secretary
Charles Ellis	10	16 Elizabeth St.	Chair

## PLANNING BOARD – 5 Year Term

Mark J. Montanari	12	242 King Street	Chair
Richard Dennis	08	34 Beach Dr.	Vice-Chair
Gregg S. Champney	09	7 Adams Street	Clerk
Steven Wheaton	10	52 Wychwood Heights	
Janet LaVigne	11	66 Hartwell Avenue	

## TRUSTEES OF THE REUBEN HOAR LIBRARY

James Carozza	08	116 Foster St.	
Raymond Grande	08	Oak Ridge Road	
Debra Jean Rhodes	09	141 Goldsmith Street	
Cheryl L. Hardy-Faraci	09	8 Moore Lane	
Mark Rambacher	10	205 Hartwell Ave	
Marcia Marcantonio	10	455 Newtown Road	

## PARK AND RECREATION COMMISSIONERS

Geralyn A. Miller	08	21 New Estate Road	
Frederick J. Freund	09	45 Birch Road	
W. Brian Richter	09	139 Whitcomb Ave.	
James Ray	10	49 Jennifer St.	
Gary E. Austin	10	162 Whitcomb Ave.	

## CEMETERY COMMISSIONERS

Deborah Williams	08	7 Delaney Dr.	Secretary
Susan Fougstedt	09	22 Mill Road	Treasurer
David Badger	10	230 Harwood Avenue	Chair

## BOARD OF HEALTH

Peter M. Cassinari	08	12 Lochslea Road	Chair
Ted Doucette	08	152 Whitcomb Ave.	Vice-Chair
Joseph Prendiville	10	74 Harvard Rd.	Resigned 6/6/2007
Joseph Presti	10	12 Ernies Drive	Clerk
Peter A. Yapp	09	415 Newtown Road	

## BOARD OF COMMISSIONERS OF TRUST FUNDS

Richard Hoole	08	7 Uplands Road	
Glen R. MacNeil	09	10 Oak Hill Road	
David Stevens	10	4 Masonbrook Ln	

## HOUSING AUTHORITY – 5 Year Term

Mildred McGovern	12	38 New Estate Road	
Michael Morey	08	50 New Estate Road	
Theresa Schwulst	10	59 Tahattawan Rd.	
Andrew J. Sohn	11	5 Stoney Stream Ln.	
*Gino Frattalone		26 Harwood Avenue	* Commonwealth Appointee

# **TOWN OF LITTLETON**

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## **OFFICERS APPOINTED**

### **FINANCE COMMITTEE (3 Year Term)**

Board of Assessors Appointee	Allen McRae	2008
School Committee Appointee	Susan McDowell	2008
Board of Selectmen Appointee	Steven Venuti	2009
School Committee Appointee	David Stevens	2009
Board of Selectmen Appointee	Kenneth Adam	2009
Moderator Appointee	Richard Montminy	2010
Water and Light Appointee	Fred Faulkner	2010

### **TAX COLLECTOR APPOINTEES**

Assistant Tax Collector, Diane Crory  
Deputy Tax Collector, Kevin Bolduc

### **MODERATOR APPOINTEES**

**Regional School Planning Committee**  
Dennis Phillips  
John Bowers  
Ellen Hall

### **TOWN CLERK APPOINTEE**

Assistant Town Clerk, Rebecca Jean Quinn

### **BOARD OF HEALTH APPOINTEES**

Burial Agent- David Badger

## **APPOINTMENTS BY TOWN ADMINISTRATOR**

ASSISTANT TOWN ADMINISTRATOR  
FOR FINANCE & BUDGET (AAFB)  
Bonnie Mae Holston

INFORMATION SYSTEMS MANAGER  
Nancy Glencross

BUILDING COMMISSIONER  
Roland Bernier

MAINTENANCE SUPERVISOR  
William Cole

HIGHWAY OPERATIONS MANAGER  
James Clyde

## **APPOINTMENTS BY BOARD OF SELECTMEN ONE YEAR UNLESS OTHERWISE NOTED**

TOWN ADMINISTRATOR (3-Year)  
Keith A. Bergman 2010

FIRE CHIEF (3-Year)  
Stephen E. Carter

POLICE CHIEF (3-Year)  
John M. Kelly 2010  
POLICE LIEUTENANT (3-Year)  
Matthew King 2009

TOWN ACCOUNTANT  
Bonnie Mae Holston 2009

TOWN COUNSEL  
Miyares & Harrington

LABOR COUNSEL  
Mirick O'Connell

# ANNUAL REPORT 2007

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**TOWN ENGINEER.**  
Eric K. Durling

**INSPECTOR OF WIRES**  
Booth Jackson

**PLUMBING INSPECTOR**  
Joseph Cormier

**GAS INSPECTOR**  
Joseph Cormier

**SPECIAL PLUMBING/GAS INSP.**  
Thomas Wielinski

**CONSTABLES**  
John M. Kelly  
Matthew King  
Robert Wilson  
Clark Paige  
David Allen  
Ronald Raffi

Keith Leighton, Jr.  
Joseph Connell

**DOG OFFICER**  
Vacant

**MART ADVISORY BOARD**  
Keith Bergman, Town Administrator

**NASHOBA VALLEY TECH H.S.**  
Augustine Kish  
Robert LaVallee -Alternate

**COUNCIL ON AGING (3yr)**

Howard Russell	2011
Louise Curley	2009
Barbara McRae	2010
Vilma Sorgente Odiet	2009
Mary Catalanotto	2009
Robert Stetson	2010

**ASSISTANT BUILDING INSPECTOR**  
Gabriel Vellante

**ASSISTANT WIRING INSPECTOR**  
Vincent Chant

**DEPUTY PLUMBING INSPECTOR**  
Joseph Cormier Jr.

**DEPUTY GAS INSPECTOR**  
Joseph Cormier Jr.

**SEALER OF WEIGHTS & MEASURES**  
Richard Luma

**COMMISSION ON DISABILITY**  
George Sanders Barlett Harvey  
Randall Benoit Randall Benoit  
Ivy Sanders  
Ivan Pagacik – Selectmen Rep.

**COMMISSION ON DISABILITY**

**VETERANS AGENT**  
Allen McRae

**GRAVES REGISTRATION OFFICER**  
David Badger

**MAPC REPRESENTATIVE**  
David Newton

Mary Dugan	2009
George Sanders	2009
Norman Berry	2010
Mary Kaye	2011
Barbara Kamb	2011

**PERSONNEL COMMITTEE**

(3 year terms; 1 year term employee reps)  
Allen McRae, Finance Comm. 2009  
Alex McCurdy, Selectman 2009  
Kathy Coughlin, Employee 2008  
Roland Bernier, Employee 2008  
Joseph Gaffney, Citizen 2009  
Don O. Smith, Citizen 2009

**REGISTRARS OF VOTERS**  
Diane Crory, Town Clerk  
Katherine Petkewich  
Sandra Clyde  
Ellen Banks

# **TOWN OF LITTLETON**

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## **PERMANENT MUNICIPAL BUILDING COMMITTEE (5 Year Term)**

Richard Crowley	2012	Michael Coole	2009
Warren Terrell	2010	Mark Mizzoni	2008
Joseph Collentro	2010	Jeff Feehan	2012
Paul Avella	2009		

## **CULTURAL COUNCIL (3 Year Term)**

Margaret Low, Secretary	2011
Kim Ahern	2011
Steve Glines	2011
Andrews Bowers	2010
Prudence Ursch	2011
Diane Haduch	2012
Steve Anderson	2012

## **BOARD OF APPEALS (3 Year Term)**

William Farnsworth	2010
Julia Adam	2009
Sherrill Gould	2010
John Cantino	2008
Jeffrey Yates	2008
Cheryl Hollinger, Alternate	2009
Rod Stewart, Alternate	2010
Marc Saucier, Alternate	2010
Matthew Field, Alternate	2010

## **HOUSING COMMITTEE**

Ivan Pagacik
David Campbell
Seth Towel
Howard Russell
Darrell Payson
Peter Cassinari
Janet LaVigne
Ray Galloni

## **ECONOMIC TARGET AREA (ETA) COMMITTEE**

Savas Danos
Kenneth Eldridge
Reed Augliere
Kenneth Mildren

## **CABLE ADVISORY COMMITTEE(7)**

Mildred McGovern
Barbara McRae
Alan McRae
David Sill

## **CONSERVATION COMMISSION (3 Year Term)**

Ian Gunn	2010
Carl Melberg	2009
Frank Matheson	2010
James Pickard	2009
Dan Lord	2009
Sarah Seaward	2008
Peter Tierney	2008

## **MBTA ADVISORY COMMITTEE**

Steve Sussman
Barbara Boothby
Ron Catella
Pat Schaubberger
David Derrig
Ed Fultz

## **AGRICULTURAL COMMISSION**

7 Members: (4) Farmers / (3) Non-farmers	
Jamie Cruz-Farmer	2010
Alex Campbell - Farmer	2010
Peter Yapp - Farmer	2009
Daniel Pickard-Farmer	2009
Kenneth Banks-Non-farmer	2010
John Mitchell- Non-farmer	2010
Linda Cantillon- Non-farmer	2009
Janet Dutcher – Alternate Member	
Amanda DeFreest-Alternate Member	

## **Fred Fruend**

Janet Lavigne
David Stevens

## **HISTORICAL COMMISSION**

Pamela Campbell
Walter Crowell
Charles Howe
Walter Higgins

# ANNUAL REPORT 2007

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Ron Martin  
Ronald Spinozzi  
Alan Hoff

**PUBLIC SHADE TREE COMMITTEE**  
Kim Ahern  
Frederick Findlay  
Barbara Chapin  
Walter Higgins

Donna White  
Ron Goddard  
John Bowers

**TOWN FOREST COMMITTEE**  
James Clyde, Tree Warden  
Kathy Stevens  
Maureen Cahill  
Jeff Menzigan, Associate Member  
Wayne Nadow

**OPEN SPACE IMPLEMENTATION COMMITTEE**  
Rita Biagioni  
Rick Fritz  
Linda Stein

Ed Mullin  
Debra Bray  
Sarah Foss

Art Lazarus  
Peter Church  
Melissa Spurr

**LAKES AND PONDS COMMITTEE**  
Jonathon Folsom, Long Lake Association  
Steve Wheaton, Planning Board  
Jack Casey, Matawanakee Assoc.  
Dan Lord, Conservation Commission  
Steve Foss, Board of Health

**SPECIAL WEIGHER**  
W. J. GRAVES CONSTRUCTION  
Steve Baronoski  
Ed Nowers

**SPECIAL WEIGHERS-FLAME**  
Arthur D. Keown  
Janet M. Keown  
Daniel Tarves  
John Tarves

**KRAFT FOODS SCALE OPERATORS**  
Gail Dandy  
Calvin Brown  
Domenic Carhnidi  
Ronald Farnsworth  
Larry Hess  
Thomas Hess  
Larry Hetu

**SPECIAL WEIGHERS AGGREGATE INDUSTRIES**  
Lonnie Brown                    Steven Martin  
Chad Abramson                James Nicosia  
John Gintner                    Nicholas Signoretti  
Mark Landry                    Kathy Ubersohn  
Dawn Schildt                   Andrew Edmiston  
Ron Abramson

## POLICE DEPARTMENT APPOINTMENTS

**CHIEF OF POLICE**  
John M. Kelly

**LIEUTENANT**  
Matthew J. King

**ADMINISTRATIVE ASSISTANT**  
Michele McGloughlin

# TOWN OF LITTLETON

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## POLICE OFFICERS

Robert Romilly, Sergeant  
David Leslie, Sergeant  
Lisa Bonney, Sergeant  
Robert Raffaelo, Patrolman  
Jeffrey Patterson, Detective  
Matthew Pinard, Detective

John Janakos, Patrolman  
Robert Bielecki, Patrolman  
Pablo Fernandez, Patrolman  
Edmond Bussiere, Patrolman  
Timothy Schaeffer, Patrolman  
Patrick O'Donoghue, Patrolman

## COMMUNICATIONS OFFICERS

### Full-Time

Timothy G. Bemis, Supervisor  
Samuel N. Welch, Comm. Officer  
John M. Murphy, Comm. Officer  
Cheryl Gorini, Comm. Officer

### Part-Time

David Lefebvre, Pt. Comm. Off.  
Michele McGloughlin, Pt. Comm.  
Alan Sundquist, Pt. Comm. Off.  
Robert Raffaelo, PT. Comm. Officer  
Patrick O'Donoghue, PT. Comm. Officer

## Matron

Phyllis Tower  
Deborah Richardson  
Cheryl Gorini

## SPECIAL POLICE OFFICERS

Ken Eldridge  
Ivan Pagacik  
Reed Augliere  
Alex McCurdy  
Joseph Knox  
Tim Goddard  
Roland Bernier  
James Clyde  
Gil Finch  
Savas Danos  
Robert Napolitano

## SPECIAL POLICE OFFICERS OTHER TOWNS

### HARVARD

Edward Denmark, Chief  
All Officers

### ACTON

Frank Widmayer, Chief  
All Officers

### AYER

Richard J. Rizzo, Chief  
All Officers

### WESTFORD

Robert Welch, Chief  
All Officers

### BOXBOROUGH

Richard G. Vance, Jr., Chief  
All Officers

### GROTON

Robert Mulhern, Chief  
All Officers

## APPOINTMENTS BY FIRE CHIEF STEPHEN E. CARTER

## ADMINISTRATIVE ASSISTANT

Theresa Trioli

## CAREER FF/EMT

Keith Dunn

# ANNUAL REPORT 2007

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Capt. Steele McCurdy  
Scott Holt

Alan Sundquist  
Lindsay Myette

Steve Morlock  
ON-CALL EMERGENCY SERVICES

DEPUTY CHIEF  
James Ray

CAPTAIN  
James Cahill  
Joseph Rock

DEPUTY CHIEF  
Scott Wodzinski

## FIREFIGHTERS

FF Dwayne Banks  
FF Matthew Cristy  
FF Joseph Debilio  
FF Michael Deblasio  
FF Terence Gardner  
FF John McNamara

FF Matt Moniz  
FF Patrice O'Malley  
FF Jeff Pichel  
FF Alan Sundquist  
FF Mark Witherell

## FF/EMT'S:

FF/EMT Don Beltrami  
FF/EMT Erik Byam  
FF/EMT Edward Burg  
FF/EMT Mike Gassiraro  
FF/EMT Dave Greenwood  
FF/EMT Mark Hickox  
FF/EMT Thomas Kneeland  
FF/EMT Richard Kent  
FF/EMT Richard Landers

FF/EMT David Lefebvre  
FF/EMT Brenda McCurdy  
FF/EMT David McGloughlin  
FF/EMT Ryan Monat  
FF/EMT Tim Pacheco  
FF/EMT Anthony Polk  
FF/EMT Feargal Spain  
FF/EMT Jeff Suprenant

## EMT'S:

EMT Keith Hevenor  
EMT Suzanne Klein  
EMT Denise Moniz

EMT Jason Malinowski  
EMT Laura Warner  
EMT Bill Holm

## COMPANY 4 and Specialists:

Michele Dunn  
William Harland, Sr.

Phil Swenson  
Patrice O'Malley

## LITTLETON EMERGENCY MANAGEMENT AGENCY

Stephen E Carter, Fire Chief  
Jeffrey Patterson, Deputy Director  
Richard Landers, Deputy Director  
Paul Tiernan, Intelligence Officer  
Paul Glavey, Welfare Officer  
David Badger, Mortuary Officer  
Charles A. Perry, Jr., Mortuary Officer  
John F. McGaffigan, Jr., Mortuary Officer

## BOARD OF SELECTMEN

Littleton saw some major accomplishments that should have long term positive impact on town government and our ability to provide the services our town residents, team members and businesses deserve. First, the Board of Selectmen appointed a Town Government Study Committee which, after a year and a half study, returned with 14 recommended changes designed to improve the town's organizational structure, productivity, communication, systems and service level. Many of these changes were implemented in 2007. At the heart of the improvements was a change in our operational organizational structure moving to a strong Town Administrator, a Department of Finance and appointed town treasurer and tax collector. These changes were designed to improve communications, centralize financial responsibilities, allow for a larger pool of talent when turnover occurs, move day to day operational decision making to full time professionals and to provide a clear organizational structure. Other recommended changes were also implemented in 2007 including improvements in our web site, improvements in our information systems, a change to a "Strong Police Chief" structure, improvements in policies and communications, and we are evaluating potential improvements in Facilities Management and Human Resources. So far, all implemented changes have been accomplished with minimal incremental costs to the tax-payer.

The second significant accomplishment was in the area of Economic Development. The Board of Selectmen and Town Meeting agreed to designate Littleton an "Economic Target Area" with one particular parcel in the Town Common designated as an "Economic Opportunity Area". This designation helped us attract one of the most respected names in the Technology Industry, IBM. It is our belief that attracting this and other similar businesses helps Littleton in many ways including increased tax revenue, economic growth for our local businesses, improved property values, and job creation for our region. This is one first step in promoting economic development for Littleton without adversely affecting the culture that we all love.

Other significant accomplishments took place in 2007 including a plan to reconfigure Town Hall designed to increase space for the Council on Aging and Senior Citizen services as well as to improve the permitting process; grants were secured for improved expedited permitting and economic development; a request for an Economic Development Consultant was approved which is designed to review and address our Economic Development strategies, infrastructure, by-laws, traffic patterns, etc.; and, a brand new, state-of the-art Middle School was unveiled. Equally important was the town's ability to provide these improvements without the need for any operational overrides or staffing cuts while improving our bond rating. And the asset that I am most proud of is the team we have assembled and retained that I believe we can count on to continue to provide a high level of service while providing the best value to the tax payer.

As we turn towards 2008, many challenges and priorities will dominate our efforts. Of the highest priority, in my opinion, is to improve our economic development environment by reviewing and, where recommended, improving our infrastructure, water treatment, traffic patterns, parking capacity, walk-ways, by-laws, zoning and overall attractiveness of our Common and other economically targeted areas of Littleton. Other priorities include additional capital investments such as our Public Safety building(s), schools and Council on Aging / Park & Rec space to name a few. Of significant importance will be our yearly road maintenance and a strategy for improving and repairing the many miles in town. It is not likely that we will be able to accomplish all of these capital improvements in 2008 so prioritization will be the theme. These are only a few of the challenges and priorities that we face in 2008 but with the framework in place we are confident that we will continue to move Littleton in the right direction.

Kenneth P. Eldridge, Chairman

## **TOWN ADMINISTRATOR**

I am pleased to submit this, my first, report as Town Administrator for the Town of Littleton, having begun my service here on September 10, 2007.

Implementing the recommendations of the Town Government Study Committee and encouraging economic development consistent with community character were top priorities in 2007. May and June Town Meetings approved Town Administrator and Finance & Budget Department by-laws which brought new duties and responsibilities. November 2007 Town Meeting voters adopted Chapter 43D expedited permitting for the IBM and Cisco sites, and approved funding to formulate an economic development strategy and action plan. The Town was also awarded \$100,000 from the State's Interagency Permitting Board to implement expedited permitting.

Let me express my appreciation to the Board of Selectmen for their appointment, and my special thanks to all Town employees, board members, and volunteers—and to the citizens of Littleton—whom it is our privilege to serve.

Keith A. Bergman, Town Administrator

## **BOARD OF APPEALS**

The Littleton Board of Appeals heard twenty-eight petitions and held monthly meetings during 2007. The petitions presented at these hearings were distributed according to the following classifications:

Thirteen Petitions for Special Permits, all of which were granted

Eleven Petitions for Variance, five of which were sign variances, all of which were granted, sometimes with modification and conditions

Three Appeals from Decisions of the Building Inspector, all of which were denied two of which were appealed to the Land Court.

One Petition for a use variance by a cell tower applicant was withdrawn.

Two Comprehensive Permits granted by the Board the prior year received approval for minor design modifications.

The Board as permitting authority, conducted regular reviews of the legal proceedings involving the Charles Ridge Comprehensive Permit.

The Board took in \$4,400.00 in application fees.

The Board extends its gratitude to, Joseph Knox, who resigned after being voted Selectman and to Atty. Chris Meier, who relocated. The Board welcomes new member Jeff Yates, and Alternates, Rod Stewart, Cheryl Cowley Hollinger, Matthew Field and Marc Saucier.

Respectfully submitted,  
Sherrill Gould, Chairman  
Julia Adam, Clerk

# TOWN OF LITTLETON

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## TOWN CLERK

### MAY 12, 2007 ANNUAL TOWN ELECTION

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00 a.m. by Mildred McGovern, Election Warden. The ballot box was examined by the Constable and presiding officer, set at 0 and so recorded. The polls closed at 8:00 p.m.

	<i>Vote for</i>	<i>Term (years)</i>	<i>Candidate</i>	<i>Address</i>	<i>Ballots Cast</i>
Moderator	1	1	<b>Timothy Goddard</b>	62 Edsel Rd	1535
Write Ins/Blanks					316
Town Clerk	1	3	<b>Diane Crory</b>	74 King St	1559
Write Ins/Blanks					292
Selectman	2	3	<b>Kenneth Eldridge*</b>	31 Nashoba Road	1229
Selectman		3	Kenneth Banks	10 Lake Dr	337
Selectman		3	Vera Cohen	546 Newtown Rd	673
Selectman		3	<b>Joseph Knox</b>	10 Brandy Hollow	1122
Write Ins/Blanks					341
Assessors	2	3	<b>Pamela D. Campbell*</b>	51 Boxboro Rd.	1367
Assessors		3	<b>James Winroth*</b>	50 Bruce Street	1295
Write Ins/Blanks					1037
Cemetery Commissioner	1	3	<b>David Badger</b>	230 Harwood Ave	1456
Write Ins/Blanks					395
Electric Light Commissioners	2	3	<b>Joseph McCumber*</b>	6 Apple Ridge Lane	1282
Electric Light Commissioners		3	<b>Ivan Pagacik</b>	123 Whitcomb Ave	996
Electric Light Commissioners		3	Richard Protasowicki	6 Crestview Rd	602
Write Ins/Blanks					822
Water Commissioner	2	3	<b>Joseph McCumber*</b>	6 Apple Ridge Lane	1278
Water Commissioner		3	<b>Ivan Pagacik</b>	123 Whitcomb Ave	959
Water Commissioner		3	Richard Protasowicki	6 Crestview Rd	622
Write Ins/Blanks					843

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	Vote for	Term (years)			Ballots Cast
School Committee	1	3	<b>Charles Ellis*</b>	Address 16 Elizabeth St.	1211
School Committee		3	Edward Fultz	619 Newtown Rd	441
Write Ins/Blanks					199
Commissioner of Trust Funds	1	3	<b>David Stevens</b>	4 Masonbrook Ln	1324
Write Ins/Blanks					527
Park & Recreation Commissioner	2	3	<b>James Ray*</b>	49 Jennifer St	1319
Park & Recreation Commissioner		3	<b>Gary E. Austin</b>	162 Whitcomb Ave	1238
Write Ins/Blanks					1145
Board of Health	2	3	<b>Joseph Prendiville*</b>	74 Harvard Road	1329
Board of Health		3	<b>Joseph Presti</b>	12 Ernies Drive	1244
Write Ins/Blanks					1129
Library Trustee	2	3	<b>Marcia Marcantonio*</b>	455 Newtown Road	1354
Library Trustee		3	<b>Mark Rambacher</b>	205 Hartwell Ave	1255
Write Ins/Blanks					1093
Planning Board	1	5	<b>Mark Montanari*</b>	242 King Street	947
Planning Board		5	Patrick Fredericksen	18 Beaver Brook Rd	604
Write Ins/Blanks					300
Housing Authority	1	5	<b>Mildred McGovern*</b>	38 New Estate Road	1418
Write Ins/Blanks					433

*\* Incumbent*

## Ballot Questions and Results

### QUESTION 1:

Shall the Town of Littleton be allowed to assess an additional \$22,000.00 in real estate and personal property taxes for the purpose of purchasing portable radios for the Police Department for the fiscal year beginning July 1, 2007?

Yes 888 No 768 Blanks 195

### QUESTION 2:

Shall the Town of Littleton be allowed to assess an additional \$53,000.00 in real estate and personal property taxes for the purpose of providing a new 1 ton 4x4 vehicle with plow for the Highway Department for the fiscal year beginning July 1, 2007?

Yes 830 No 956 Blanks 65

# **TOWN OF LITTLETON**

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## **QUESTION 3:**

Shall the Town of Littleton be allowed to assess an additional \$118,000.00 in real estate and personal property taxes for the purpose of providing a new sidewalk plow for the Highway Department for the fiscal year beginning July 1, 2007?

Yes 622 No 1142 Blanks 88

## **QUESTION 4:**

Shall the Town of Littleton be allowed to assess an additional \$25,000.00 in real estate and personal property taxes for the purpose of providing a new front deck lawnmower for the Highway Department for the fiscal year beginning July 1, 2007?

Yes 668 No 1080 Blanks 103

## **QUESTION 5:**

Shall the Town of Littleton be allowed to assess an additional \$25,500.00 in real estate and personal property taxes for the purpose of providing 3 new closed top trash compactor dumpsters for the Highway Department for the fiscal year beginning July 1, 2007?

Yes 768 No 984 Blanks 99

## **QUESTION 6:**

Shall the Town of Littleton be allowed to assess an additional \$46,049.00 in real estate and personal property taxes for the purpose of providing new and replacement computer systems with printers and accessories for various Town Departments for the fiscal year beginning July 1, 2007?

Yes 866 No 893 Blanks 92

## **QUESTION 7:**

Shall the Town of Littleton be allowed to assess an additional \$42,200.00 in real estate and personal property taxes for the purpose of providing new and upgraded security and communication systems within the school buildings for the fiscal year beginning July 1, 2007?

Yes 974 No 806 Blanks 71

## **QUESTION 8:**

Shall the Town of Littleton be allowed to assess an additional \$15,000.00 in real estate and personal property taxes for the purpose of providing replacement of the exhaust fans at the Russell Street School for the fiscal year beginning July 1, 2007?

Yes 1222 No 564 Blanks 65

## **QUESTION 9:**

Shall the Town of Littleton be allowed to assess an additional \$15,500.00 in real estate and personal property taxes for the purpose of providing new and replacement computer systems with printers and accessories for the School Department for the fiscal year beginning July 1, 2007?

Yes 964 No 808 Blanks 79

## **QUESTION 10:**

Shall the Town of Littleton accept the provisions of Chapter 43C, section 11 of the General Laws, thereby authorizing an Annual Town Meeting to adopt an ordinance or by-law providing for a consolidated department of municipal finance, which may include the offices of accountant, auditor or comptroller, treasurer, collector and assessors?

Yes 1211 No 480 Blanks 160

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## QUESTION 11:

Shall the town vote to have its elected Treasurer become an appointed Treasurer of the town?

Yes 1017 No 721 Blanks 110

## QUESTION 12:

Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?

Yes 1010 No 731 Blanks 110

## QUESTION 13:

Shall Littleton accept section 3 to 7 inclusive, of Chapter 44B of the General Laws, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, establish a dedicated funding source to acquire and preserve open space, parks and conservation land, protect public drinking water supplies, and scenic areas, protect farm land and forests from future development, restore and preserve historic properties, and help meet local families' housing needs. In Littleton, the Community Preservation Act will be funded by an additional excise of 1% of the annual tax levy on real property to be assessed beginning in fiscal year 2008, and by matching funds provided by the state. Property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act, shall be exempt from this Act. Class three, commercial, and class four, industrial properties as defined in G.L. c59, §2A, and the first \$100,000 of the value of each taxable parcel of residential real property shall also be exempt. Any other taxpayer receiving an exemption of real property authorized by Chapter 59 of the General Laws shall be exempt from this act. A Community Preservation Committee composed of local citizens will make recommendation on the use of the funds and all expenditures will be subject to an annual audit

Yes 1151 No 620 Blanks 80

## MAY 5, 2007 SPECIAL TOWN MEETING

<b>ARTICLE 1</b> <b>Board of Selectmen</b> <b>Bills of Prior Year</b>
-----------------------------------------------------------------------------

To see if the Town will vote to transfer a sum of money from available funds to pay unpaid bills from prior fiscal years, or act in any manner relating thereto.

*Unanimously voted that the Town transfer \$5348.90 from the unemployment account to pay unpaid bills from prior fiscal years, as follows:*

	<b>Department</b>	<b>Vendor</b>	<b>Amount</b>	<b>Date</b>
1	Fire	M&R Auto Body	5,348.90	10/28/2005

<b>ARTICLE 2</b> <b>Board of Selectmen</b> <b>Line Item Transfers</b>
-----------------------------------------------------------------------------

To see if the Town will vote to amend the FY2007 Operating Budget, as adopted under Article 4 of the May 8, 2006 Annual Town Meeting, by adjusting budget line items, or act in any manner relating thereto.

# TOWN OF LITTLETON

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*Unanimously voted that the Town amend the 2007 Operating Budget as adopted under Article 4 of the May 8, 2006 Annual Town Meeting, by adjusting budget line items as follows:*

	<i><b>Increase/Reduce Appropriations as Follows:</b></i>	<i><b>FY2007 Appropriated</b></i>	<i><b>Increase/(Decrease)</b></i>	<i><b>Adjusted FY07 Budget</b></i>
1	<i>Selectmen Wages</i>	<i>105,891.00</i>	<i>25,000.00</i>	<i>130,891.00</i>
2	<i>Treasurer Expenses</i>	<i>14,343.00</i>	<i>5,000.00</i>	<i>19,343.00</i>
3	<i>Public Building Wages</i>	<i>19,890.00</i>	<i>10,000.00</i>	<i>29,890.00</i>
4	<i>Public Building Expenses</i>	<i>242,500.00</i>	<i>10,000.00</i>	<i>252,500.00</i>
5	<i>Police Wages</i>	<i>1,049,939.00</i>	<i>9,500.00</i>	<i>1,059,439.00</i>
6	<i>School Department Expenses</i>	<i>13,058,998.00</i>	<i>600.00</i>	<i>13,059,598.00</i>
7	<i>Library Expenses</i>	<i>62,100.00</i>	<i>(900.00)</i>	<i>61,200.00</i>
8	<i>Library Wages</i>	<i>320,656.00</i>	<i>900.00</i>	<i>321,556.00</i>
9	<i>Group Health &amp; Life Insurance</i>	<i>2,200,419.00</i>	<i>(20,100.00)</i>	<i>2,180,319.00</i>
10	<i>Unemployment Account</i>	<i>75,000.00</i>	<i>(70,000.00)</i>	<i>5,000.00</i>
11	<i>Property &amp; Liability Insurance</i>	<i>316,250.00</i>	<i>(20,000.00)</i>	<i>296,250.00</i>
12	<i>Town Counsel</i>	<i>100,000.00</i>	<i>50,000.00</i>	<i>150,000.00</i>
13	<i><b>FY2007 Net Budget Increase/(Decrease)</b></i>			<i><b>0.00</b></i>

## MAY 5, 2007 ANNUAL TOWN MEETING

Town Clerk, Diane Crory, called the meeting to order at 9:00 a.m. Ms. Crory announced that due to the passing of Charles F. Kaye the position of Town Moderator was vacant. Charles Ellis moved that Timothy Goddard be elected as Temporary Town Moderator to serve until this annual town meeting is dissolved. The motion was seconded by Michael Knupp and unanimously voted by the casting of a ballot by a resident of the town. The Town Clerk swore in Mr. Goddard to serve as Moderator until the Annual Town Meeting is dissolved.

Moderator Goddard explained the Consent Calendar procedure to those voters attending the meeting. There was a motion taken that articles that were considered “routine, predictable and non-controversial” would fall under the consent calendar and any that voters had a question on would have a hold placed on and an attempt to give an appropriate answer to any question would be given. If however there is need for a discussion on any stated article that a hold was placed then that article would be removed from the Consent Calendar. The following articles were presented on the Consent Calendar: Articles 1, 3, 5, 6, 26, 27, 29, 30, 33, 34, 35, 36, 37, 38, and 39. All were unanimously voted and passed. The actual articles and votes remain part of the verification of motions and are listed in their proper order below.

**ARTICLE 1**  
**Board of Selectmen**  
**Town Officers**

To choose all other necessary Town Officers and Committees.

*Unanimously voted that the following Officers be chosen for the year 2007:*

*Fence Viewers: William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox; Field Drivers: Gregory Webber, Michael O'Malley, Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry*

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*Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Arthur D. Keown, Janet Keown, John Tarves*

## ARTICLE 2 Board of Selectmen Annual Report

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

*Unanimously voted that the Town accept all printed reports of Town Officers and Committees as published in the Annual Report.*

Motion was made and seconded to adjourn to the Special Town Meeting. Annual Town meeting reconvened at 9:45 a.m.

## ARTICLE 3 Board of Selectmen Borrowing Authorization

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2007, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action relative thereto.

*Unanimously voted that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2007, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws.*

## ARTICLE 4 Board of Selectmen/Finance Committee Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2007, or act in any manner relating thereto.

*Unanimously voted that the town raise and appropriate, transfer from free cash in the Treasury of the Town, and/or transfer from enterprise and trust funds directly as printed in the warrant sums of money to defray the expenses of the various departments of the town, and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2007, as follows:*

a BGT. LINE NO.	b BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c FY2006 ACTUAL	d FY2007 Appropriated	e FY2008 Fincom Recommended	f Comments
1	Town Reports	1,765	7,000	7,000	
2	Moderator	0	100	100	

# TOWN OF LITTLETON

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<b>a. BGT. LINE NO.</b>	<b>b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES</b>	<b>c. FY2006 ACTUAL</b>	<b>d. FY2007 Appropriated</b>	<b>e. FY2008 Fincom Recommended</b>	<b>f. Comments</b>
3	Selectmen - Salaries & Wages	106,131	105,891	125,291	
4	Selectmen - Elected Wages	0	0	0	
5	Selectmen - Operating Expenses	14,586	14,700	13,200	
6	Selectmen Total	120,717	120,591	138,491	
7	Finance Committee - Wages	0	0	0	
8	Finance Committee - Expenses	2,000	1,000	1,000	
9	Finance Committee Total	2,000	1,000	1,000	
10	Town Accountant - Salaries & Wages	68,928	96,825	102,625	
11	Town Accountant - Expenses	1,844	7,975	7,000	
12	Town Accountant - Audit Expense	21,750	21,750	22,450	
13	Town Accountant Total	92,522	126,550	132,075	
14	Board of Assessors - Salaries & Wages	127,550	127,650	131,764	
15	Board of Assessors - Expenses	4,699	4,700	6,700	
16	Board of Assessors Total	132,249	132,350	138,464	
17	Treasurer Salaries & Wages	85,817	98,332	101,485	
18	Treasurer Expenses	36,937	14,343	6,800	
19	Treasurer Tax Title Expenses	3,484	12,000	12,000	
20	Treasurer Total	126,238	124,675	120,285	
21	Collector Salaries & Wages	45,033	55,100	63,960	Add 5 hrs/wk for Collector
22	Collector Expenses	9,691	8,500	13,890	
23	Collector Total	54,724	63,600	77,850	
24	Town Counsel - Total Expenses	122,524	100,000	100,000	
25	IT Salaries & Wages	0	0	64,500	
26	IT Expenses	0	0	68,850	
27	IT Total	0	0	133,350	
28	Town Clerk - Salaries & Wages	46,512	56,790	57,636	
29	Town Clerk - Expenses	1,450	1,200	1,500	
30	Town Clerk Total	47,962	57,990	59,136	
31	Elections & Registration - Salaries & Wages	4,865	4,960	0	
32	Elections & Registration - Expenses	6,367	7,500	8,200	

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a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
33	Elections & Registration Total	11,232	12,460	8,200	
34	Conservation Commission Salaries & Wages	15,732	15,300	15,683	
35	Conservation Commission Expenses	796	1,726	1,726	
36	Conservation Commission Total	16,528	17,026	17,409	
37	Planning Board Salaries & Wages	33,124	34,797	38,284	
38	Planning Board Expenses	980	1,225	1,225	
39	Planning Board Total	34,104	36,022	39,509	
40	Board of Appeals Salaries & Wages	4,097	7,681	5,638	
41	Board of Appeals Expenses	614	1,200	1,200	
42	Board of Appeals Total	4,711	8,881	6,838	
43	Public Buildings - Salaries & Wages	15,055	19,890	35,387	Moved some expenses to wages for cleaning services now done by staff
44	Public Buildings - Expenses	212,244	242,500	227,500	
45	Public Buildings Total	227,299	262,390	262,887	.
46	Central Communications	37,970	60,000	60,000	
47	MAGIC Funding	1,600	1,600	1,600	
48	Total General Government Regular Salaries & Wages	552,844	623,216	742,252	
49	Total General Government Operating Expenses	454,467	473,669	525,891	
50	Total General Government Other Program Expenses	25,234	35,350	36,050	
51	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,032,545</b>	<b>1,132,235</b>	<b>1,304,193</b>	
52	Percent Of Operating Budget	4.92%	5.06%	5.50%	
53	Percent Increase Over Prior Year		9.65%	15.35%	
	<b>PUBLIC SAFETY</b>				
54	Police Department - Salaries & Wages	1,037,846	1,049,939	1,113,434	
55	Police Department - Expenses	63,754	73,220	86,308	
56	Police Department Total	1,101,600	1,123,159	1,199,742	
57	Crossing Guard			10,000	
58	Fire Department - Salaries & Wages	519,820	428,333	438,510	
59	Fire Department - Expenses	64,505	41,443	41,471	
60	Fire Department Total	584,325	469,776	479,981	
61	Building Commissioner - Salaries & Wages	80,438	78,802	84,665	

# TOWN OF LITTLETON

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<b>a. BGT. LINE NO.</b>	<b>b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES</b>	<b>c. FY2006 ACTUAL</b>	<b>d. FY2007 Appropriated</b>	<b>e. FY2008 Fincom Recommended</b>	<b>f. Comments</b>
62	Building Commissioner - Expenses	1,800	1,950	5,380	Incl. lease payment for auto
63	Inspectional Services Total	82,238	80,752	90,045	
64	Communications Department - Salaries & Wages	222,958	229,247	243,125	
65	Communications Department - Expenses	17,343	19,352	19,602	
66	Communications Department Total	240,301	248,599	262,727	
67	Emergency Management Agency	914	1,000	1,000	
68	Total Public Safety Regular Salaries & Wages	1,861,062	1,786,321	1,889,734	
69	Total Public Safety Expenses	148,316	136,965	153,761	
70	<b>TOTAL PUBLIC SAFETY</b>	<b>2,009,378</b>	<b>1,923,286</b>	<b>2,043,495</b>	
71	Percent Of Operating Budget	9.58%	8.59%	8.61%	
72	Percent Increase Over Prior Year		-4.28%	6.25%	
73	Nashoba Valley Technical School	259,551	426,573	581,714	
74	Nashoba Valley Technical School Total	259,551	426,573	581,714	
75	PERCENT OF TOTAL BUDGET	1.04%	1.61%	2.06%	
76	Littleton School Department	12,392,451	13,058,998	13,610,489	
	<b>EDUCATION</b>				
77	Littleton School Department Total	12,392,451	13,058,998	13,610,489	
78	PERCENT OF TOTAL BUDGET	49.83%	49.29%	48.88%	
79	EDUCATION TOTAL	12,652,002	13,485,571	14,187,029	
80	Percent Of Operating Budget	60.34%	60.25%	59.79%	
81	Percent Increase Over Prior Year		659%	520%	
	<b>PUBLIC WORKS SERVICES</b>				
82	Street Lights	0	0	30,070	previously an Article
83	DPW - Highway Division - Salaries & Wages	612,735	649,877	715,338	added 1 employee
84	DPW - Highway Division - Expenses	398,379	438,172	439,022	
85	DPW - Highway Division Total	1,011,114	1,088,049	1,154,360	
86	DPW - Wastewater Management	45,884	46,200	46,200	
87	Cemetery Division - Salaries & Wages	85,656	92,983	95,307	
88	Cemetery Division - Expenses	35,526	27,700	27,700	
89	Cemetery Division Total	121,182	120,683	123,007	

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a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
90	Snow Removal - Salaries & Wages	63,988	61,700	64,393	
91	Snow Removal - Expenses	152,427	61,400	61,472	
92	Snow Removal Total	216,415	123,100	125,865	
93	B&M Crossing Assessment	2,806	2,806	2,806	
94	Total Public Works Regular Salaries & Wages	762,379	804,560	875,038	
95	Total Public Works Expenses	632,216	573,472	604,464	
96	Total Public Works Assessments	2,806	2,806	2,806	
97	TOTAL PUBLIC WORKS SERVICES	1,397,401	1,380,838	1,482,308	
98	Percent Of Operating Budget	6.66%	6.17%	6.25%	
99	Percent Increase Over Prior Year		-1.19%	7.35%	
	<b>HEALTH &amp; HUMAN SERVICES</b>				
100	Board of Health - Salary & Wages	21,460	23,356	23,985	
101	Board of Health - Expenses	1,372	1,235	1,235	
102	Board of Health - Nashoba Health District	20,415	20,415	20,415	
103	Board of Health - Nashoba Nursing Service	7,944	7,944	7,944	
104	Board of Health - Eliot Clinic	3,780	3,780	3,780	
105	Board of Health Total	54,971	56,730	57,359	
106	Animal Inspector - Salary & Wages	1,300	1,300	1,300	
107	Animal Inspector - Expenses	0	0	0	
108	Animal Inspector Total	1,300	1,300	1,300	
109	Council on Aging - Salary & Wages	46,646	53,902	50,379	
110	Council on Aging - Expenses	16,388	16,389	16,389	
111	Council on Aging Total	63,034	70,291	66,768	
112	Veterans' Services - Salary & Wages	2,500	5,000	5,000	
113	Veterans' Services - Expenses	733	750	750	
114	Veterans' Services - Benefits	5,363	12,000	12,000	
115	Veterans' Services Total	8,596	17,750	17,750	
116	Total Health & Human Services Salary & Wages	71,906	83,558	80,664	
117	Total Health & Human Services Expenses	23,856	30,374	30,374	
118	Total Health & Human Services Non-Operating Expenses	32,139	32,139	32,139	

# TOWN OF LITTLETON

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a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
119	HEALTH & HUMAN SERVICES TOTAL	127,901	146,071	143,177	
120	Percent Of Operating Budget	0.61%	0.65%	0.60%	
121	Percent Increase Over Prior Year		14.21%	-1.98%	
<b>CULTURE &amp; RECREATION</b>					
122	Library - Salary & Wages	320,503	320,656	330,050	
123	Library - Expenses	61,749	62,100	65,700	
124	Merimack Valley Library Consortium	26,011	26,011	27,138	
125	Reuben Hoar Library Total	408,263	408,767	422,888	
126	Recreation Committee - Salary & Wages	75,124	73,537	76,875	
127	Recreation Committee - Expenses	2,963	2,963	2,963	
128	Recreation Committee Total	78,087	76,500	79,838	
129	DPW Park Maintenance - Expenses			21,422	offset line 182
130	DPW Park Maintenance Total			21,422	
131	Historical Commission - Salary & Wages	0	0	0	
132	Historical Commission - Expenses	694	700	1,500	
133	Historical Commission Total	694	700	1,500	
134	Memorial Day - Expenses	500	500	500	
135	Patriots Day - Expenses	0	50	50	
136	Total Culture & Recreation Regular Wages	395,627	394,193	406,925	
137	Total Culture & Recreation Expenses	91,917	92,324	119,273	
138	TOTAL CULTURE & RECREATION SERVICES	487,544	486,517	526,198	
139	Percent Of Operating Budget	2.33%	2.17%	2.22%	
140	Percent Increase Over Prior Year		-0.21%	8.16%	
<b>FIXED COSTS</b>					
141	Gasoline Expense	90,000	100,000	100,000	
142	Insurance Expense	316,250	316,250	316,250	
143	FRINGE BENEFITS				
144	F.I.C.A. (Medicare)	150,157	152,000	161,120	
145	Worker's Compensation Insurance Premiums	0	0	0	
146	Unemployment Premium Payment	0	0	50,000	previously an article

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a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
147	Group Health & Life Insurance Premiums	1,871,486	2,200,419	2,335,628	
148	County Retirement	819,114	910,203	927,440	
149	TOTAL FRINGE BENEFITS	2,840,757	3,262,622	3,474,188	
150	TOTAL FIXED COSTS	3,247,007	3,678,872	3,890,438	
151	Percent Of Operating Budget	15.49%	16.44%	16.40%	
152	Percent Increase Over Prior Year		13.30%	5.75%	
	<b>RESERVE FUND</b>				
153	Reserve Fund	14,480	150,000	150,000	
154	Percent Of Operating Budget		0.67%	0.63%	
155	TOTAL OPERATING BUDGET	20,968,258	22,383,390	23,726,838	
156	Percent Increase Over Prior Year		6.75%	6.01%	
	<b>DEBT SERVICE</b>				
157	Short Term Interest Total	166,688	375,104	466,840	
158	Long Term Debt Total	3,736,693	3,736,695	3,751,201	
159	DEBT SERVICE TOTAL	3,903,381	4,111,799	4,218,041	
160	Percent Of Total Budget Appropriated	15.69%	15.52%	15.09%	
161	Percent Increase Over Prior Year		5.34%	2.58%	
162	TOTAL BUDGET APPROPRIATED	24,871,639	26,495,189	27,950,053	
163	PERCENT INCREASE OVER PRIOR YEAR		6.53%	5.47%	
164	Funding Sources				
165	Transfer from Ambulance Enterprise			28,472	
166	Transfer from B Sampson Fund			500	
167	Transfer from Cemetery Sale of Lots			12,000	
168	Transfer From Cemetery Perp Care			85,500	
169	Transfer from Cemetery Perp Care Interest			13,000	
170	Transfer from Grave Openings			18,800	
171	Transfer from LH Zappey Fund			200	
172	Transfer from Hildreth			1,500	
173	Transfer from Goldsmith			100	
174	Transfer from L Johnson			200	
175	Transfer from Library Trust Funds			15,000	
176	Transfer from Self Help Reimbursement			18,000	

# TOWN OF LITTLETON

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a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL EXPENDITURES	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
177	Transfer from Bond Premium			3,600	
178	Transfer from Oak Hill Cell Tower Receipts			40,000	
179	Transfer from Newtown Hill Cell Tower Receipts			61,754	
180	Transfer from Clean Lakes			33,390	
181	Transfer from Light Department			214,500	
182	Transfer from Park & Rec Revolving			21,422	
183	Raise and Appropriate			27,215,998	
184	Free Cash			160,943	
185	Total Revenue Sources			27,950,053	
186	SURPLUS(DEFICIT)			(0)	

**ARTICLE 5**  
**Board of Electric Light Commissioners**  
**Operating Budget**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, *a sum or sums of money*, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed the amount for such expenses, as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other designated account of said plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer, or take any other action relative thereto.

*Unanimously voted that the sum and income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the Plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed the amount for such expenses, as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other designated account of said Plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer.*

**ARTICLE 6**  
**Board of Water Commissioners**  
**Operating Budget**

To see if the Town will vote to appropriate \$1,858,076 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2007

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*Unanimously voted that the Town appropriate \$1,858,076 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2007, as follows:*

<b>I. Water Enterprise Revenues</b>	
User Charges	1,758,076
Enterprise Available Funds	100,000
Investment Income	0
<b>Total Revenues</b>	<b>1,858,076</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	567,098
Expenses	787,440
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	403,538
Budgeted Surplus	0
<b>Total Costs Appropriated in E.F.</b>	<b>1,858,076</b>
<b>III. Costs Appropriated in General Fund to be Charged to the Enterprise Fund</b>	
Indirect Costs	0
Benefits	0
Pension Costs	0
<b>Total Costs Appropriated in G.F.</b>	<b>0</b>
<b>Total Costs</b>	<b>1,858,076</b>

**ARTICLE 7**  
**Board of Selectmen/Finance Committee**  
**Capital Exclusion Items**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and or borrow the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described below; each such amount to be provided contingent upon successful passage of a capital exclusion referendum pertaining thereto on a Town Ballot, or act in any manner relating thereto.

*Unanimously voted that the Town vote to raise and appropriate the following sums of money to be expended by the respective departments or Officers indicated, for the capital projects and purchases itemized and described below; provided, however, that each such appropriation shall take effect only if the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the General Laws (Proposition 2 1/2) the amounts required to fund such appropriation:*

a. Police Portable Radios  
 Amount: \$22,000  
 Funds to be expended by: Police Department  
 Purpose: To purchase 17 portable radios.

b. Highway 1 Ton Dump Truck with Plow  
 Amount: \$53,000  
 Funds to be expended by: Highway Department  
 Purpose: To purchase a new 1 ton 4x4 vehicle with plow as a replacement for an existing vehicle.

# **TOWN OF LITTLETON**

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c. Highway Sidewalk Plow  
Amount: \$118,000  
Funds to be expended by: Highway Department  
Purpose: To purchase a new sidewalk plow as a replacement for the existing 1973 Bombardier.

d. Highway Front Deck Lawnmower  
Amount: \$25,000  
Funds to be expended by: Highway Department  
Purpose: To purchase a new Front Deck Lawnmower as a replacement for the existing 1989 John Deere.

e. Highway Dumpsters  
Amount: \$22,500  
Funds to be expended by: Highway Department  
Purpose: To purchase three new closed top trash compactor dumpsters as replacement for the existing 1998 models.

f. Town Technology  
Amount: \$46,049  
Funds to be expended by: IT Department  
Purpose: To purchase new and replacement computer systems with printers and accessories for various town departments

g. School Security & Communications  
Amount: \$42,200  
Funds to be expended by: School Committee  
Purpose: To replace/upgrade security and communication systems within the school buildings.

h. School Facilities  
Amount: \$15,000  
Funds to be expended by: School Committee  
Purpose: Replace exhaust fans at Russell Street School

i. School Technology  
Amount: \$15,500  
Funds to be expended by: School Committee  
Purpose: To purchase new and replacement computer systems with printers and accessories for various school departments

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## **ARTICLE 8**

### **Board of Selectmen/Finance Committee**

#### **Items from Available Funds**

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To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and or borrow the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or act in any manner relating thereto.

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*Unanimously voted that the town transfer from free cash in the Treasury of the Town the following sums of money to be expended by the respective departments or Officers indicated, for the capital projects and purchases itemized and described below:*

a. Police Cruiser

Amount: \$13,000

Funds to be expended by: Police Department

Purpose: To lease Police Cruiser.

b. Fire Repairs/Maintenance

Amount: \$20,000

Funds to be expended by: Fire Department

Purpose: Major Repairs/Vehicle Upkeep

c. Highway Repairs/Maintenance

Amount: \$15,000

Funds to be expended by: Highway Department

Purpose: Major Repairs/Vehicle Upkeep

d. Roadway Repairs

Amount: \$275,000

Funds to be expended by: Highway Department

Purpose: Roadway Repairs/Upkeep – Roadwork, Crack sealing and Guardrails

e. Tree Work

Amount: \$7,000

Funds to be expended by: Highway Department

Purpose: Tree Maintenance

f. Athletic Field Maintenance

Amount: \$30,000

Funds to be expended by: Highway Department

Purpose: Athletic Field Maintenance Program

g. Textbooks

Amount: \$42,600

Funds to be expended by: School Committee

Purpose: New Textbooks for schools

## ARTICLE 9

### Board of Selectmen

### Appointed Treasurer

To see if the Town of Littleton, consistent with M.G.L. Ch. 41 Section 1B, will vote to have the elected position of Treasurer become an appointed Treasurer of the Town; provided however, that this vote is contingent upon successful passage of a ballot question pertaining thereto on a Town Ballot. If approved, and the office becomes appointed, any incumbent serving at the time of voter acceptance continues to serve until the remainder of his or her term expires. If a person is elected to the position at the same time the change to an appointed status occurs, the newly elected office holder serves until an appointment is made. Such appointment shall be made by the Board of Selectmen for a term not to exceed three years,

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unless such mode of appointment or term is otherwise provided by law, or act in any manner relating thereto.

*Declared a vote that the Town, consistent with Chapter 41, Section 1B of the General Laws, change the elected office of Treasurer to an appointed position of Treasurer of the Town; provided, however, that this vote shall not take effect until the voters of the Town accept such change at an annual Town election.*

<p style="text-align: center;"><b>ARTICLE 10</b> <b>Board of Selectmen</b> <b>Appointed Collector</b></p>
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To see if the Town of Littleton, consistent with M.G.L. Ch. 41 Section 1B, will vote to have the elected position of Tax Collector become an appointed Tax Collector of the Town; provided however, that this vote is contingent upon successful passage of a ballot question pertaining thereto on a Town Ballot. If approved, and the office becomes appointed, any incumbent serving at the time of voter acceptance continues to serve until the remainder of his or her term expires. If a person is elected to the position at the same time the change to an appointed status occurs, the newly elected office holder serves until an appointment is made. Such appointment shall be made by the Board of Selectmen for a term not to exceed three years, unless such mode of appointment or term is otherwise provided by law, or act in any manner relating thereto.

*Declared a vote that the Town, consistent with Chapter 41 Section 1B, change the elected office of Tax Collector to an appointed position of Tax Collector of the Town; provided, however, that this vote shall not take effect until the voters of the Town accept such change at an annual Town election.*

<p style="text-align: center;"><b>ARTICLE 11</b> <b>Board of Selectmen</b> <b>Department of Finance and Budget</b></p>
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To see if the Town, pursuant to MGL Chapter 43C Sections 11 and 14, after acceptance of section 11 by the voters, will vote to establish a Department of Finance and Budget . . . or take any action in relation thereto.

*Declared a vote that the Town, pursuant to Chapter 43C, Sections 11 and 14 of the General Laws, establish a Department of Finance and Budget, as follows and amend the Code of the Town by adding a new Chapter thereto as follows:*

**Section 1.** *There is hereby established in the Town of Littleton a Department of Finance and Budget ("Department"). The Department shall be managed by an Assistant Town Administrator for Finance and Budget ("AAFB") who shall be appointed by, and may be removed by, the Town Administrator, subject to the approval of the Board of Selectmen. The Assistant Town Administrator for Finance and Budget shall report to the Town Administrator.*

**Section 2.** *The AAFB shall also serve in the capacity of and have all the powers and duties presently vested in one of the following positions: Town Accountant, Treasurer (if appointed), or Tax Collector (if appointed). The following positions, if appointed, and the respective staff shall become part of the Department and report to the AAFB: Town Accountant, Town Treasurer, Tax Collector, and Chief Assessor.*

**Section 3A,** *The Assistant Town Administrator for Finance and Budget shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified in by law or statutes as structured below. The department heads shall be appointed by, and can be removed by, the Assistant Town Administrator for Finance and Budget and the Town Administrator subject to the approval of the Board of Selectmen. (1) Town Accountant; (2) Town Treasurer if appointed; (3) Town Tax Collector if appointed.*

**Section 3B,** *The Assistant Town Administrator for Finance and Budget, subject to the approval of the*

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*Board of Assessors, shall have direct authority over, conduct performance reviews, appoint and remove the Chief Assessor.*

**Section 4.** *The powers and duties of the AAFB shall include, but not be limited to, the following:*

- 1) *Coordinating, managing budgetary and financial information, forecasting revenues for the forthcoming fiscal year and preparing the Finance Committee's annual budget in advance of the annual town meeting and coordinating and managing the budget and financial information throughout the year;*
- 2) *Implementing policies and monitoring procedures for the collection of all revenues due to the Town;*
- 3) *Reviewing, on a yearly basis, the various Town funds, and to ensure that the funds are prudently invested;*
- 4) *Serving as chief procurement officer;*
- 5) *Reporting to the Board of Selectmen and Finance Committee upon request concerning all financial conditions of the town;*
- 6) *Ensuring the Town's timely reporting to the Massachusetts Department of Revenue (DOR) in accordance with all requirements of the DOR municipal calendar*
- 7) *Performing other duties as directed by the Town Administrator.*

*Provided; however, that this vote shall not take effect until the voters of the Town accept the provisions of Chapter 43C, section 11 at a Town election.*

## ARTICLE 12

### Board of Selectmen

### Town Administrator

To see if the Town will vote to amend the General Bylaws for the Town of Littleton by adding the following:

*Declared a vote that the Town amend the Town Code by adding a new Section thereto, as follows:*

**Section 1.** *The Board of Selectmen (BOS) shall appoint, and may remove, a Town Administrator. The Town Administrator shall be selected in accordance with Section 2.*

**Section 2.** *The Town Administrator shall report to the BOS. The Town Administrator shall be appointed according to the following process:*

- 1) *The TASC shall consist of 5 members as follows:*
  - a) *Chair, a member of the BOS, appointed by the BOS.*
  - b) *A member of the Finance Committee, appointed by the Finance Committee.*
  - c) *A member of the School Committee, appointed by the School Committee.*
  - d) *A member of the Personnel Committee, appointed by the Personnel Committee.*
  - e) *A member at large with municipal management experience appointed by the BOS.*
- 2) *The Town Administrator Selection Committee (TASC) shall submit more than one candidate to the BOS. The BOS shall:*
  - a) *Conduct final interviews as required.*
  - b) *Appoint a candidate to the position by majority vote.*
  - c) *Or, send back to the TASC with directions for further action.*

**Section 3.** *The Town Administrator shall directly supervise and conduct performance reviews for the following current and future department heads unless otherwise specified by statute: Assistant Town Administrator for Finance and Budget; Head of the Highway Department; Facilities Manager; Head of Information Technology; Building Commissioner; And Human Resources. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the BOS.*

**Section 4.** *The Town Administrator shall administer the Town's performance review process in order to ensure consistent reviews across all departments. The Town Administrator shall have the following responsibility to ensure that the reviews are conducted in a fair and timely manner:*

- a) *Responsibility of performance reviews for direct reports of the Town Administrator;*

# TOWN OF LITTLETON

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- b) Oversee the review process for employees who report to a department head; and
- c) Provide input for employees who report to Town Boards.

**Section 5.** The Town Administrator shall have input in the hiring of employees of the Town Boards unless otherwise stated in a statute. The Town Boards retain the hiring decision. The Town Administrator shall provide input to performance reviews to ensure that the reviews are conducted in a fair and timely manner in accordance with the Town's performance review process.

**Section 6.** The Town Administrator shall be responsible for the budget process.

**Section 7.** At the direction of the BOS, the Town Administrator shall establish working hours, holidays, and vacations days for Town departments reporting to the Town Administrator in accordance with the Town's Personnel Bylaw, if any. The Town Administrator shall establish working hours, holidays, and vacations days in consultation with Town Boards for their employees in accordance with the Town's Personnel Bylaw, if any.

**Section 8.** The Town Administrator shall establish and maintain operational systems, hours of operation, and proximity of departments to ensure that Town Offices operate in an efficient manner for the benefit of the citizens.

**Section 9.** The Town Administrator shall conduct regular department meetings and report on such meetings to the BOS.

**Section 10.** The Town Administrator shall perform other duties as directed by the BOS.

**ARTICLE 13**  
**Board of Selectmen**  
**Junk and Debris**

To see if the Town of Littleton will vote to amend the Town Code by adding a new Chapter 116 thereto, as follows:

**Chapter 116. Junk and Debris**

§ 116-1. No owner of private property shall keep in the *public view*, on any lot in any Residence District, as defined in section 173-22 of the Town Code, any *substantial amount of junk and debris* for more than thirty (30) days.

§ 116-2. Definitions

**A. Junk and Debris** shall include, but not be limited to, the collection of paper, trash, rags, plastics, batteries, tires, scrap metal, scrap construction materials, appliances, mattresses, machinery, machinery parts, vehicle parts, trash furniture, or other items not constituting a structure, as defined by the Massachusetts Building Code or section 173-2 of the Town Code, and which is not in active use for any purpose authorized in a Residence District.

**B. Public View** shall refer to junk and debris visible from either (i) any point along a lot's property line that is six (6) feet or less above ground level, or (ii) from any place within a residence located on property directly abutting such lot.

**C. Substantial Amount** shall mean a volume of material that occupies more than 375 cubic feet in the aggregate on a single lot.

**D. Hearing** shall mean a proceeding before the Board of Selectmen for the purpose of either;

(1) appealing an order of the enforcement officer; or

(2) requesting an extension of time for the purpose of compliance with an order of the enforcement officer. Said extension may be granted only if an inventory of items constituting the *junk and debris*, approved by the enforcement officer, has been submitted to the Board of Selectmen along with a progress schedule clearly defining a timetable for compliance. Any action by the enforcing officer shall be suspended until such time a decision is issued by the Board of Selectmen.

§ 116-3. Any violation of this Chapter, as of the effective date of this Chapter, shall be remedied and cured within ninety (90) days of such date.

§ 116-4. No order issued pursuant to this Chapter shall be deemed to bar any separate enforcement action initiated by any Town Board, Committee, or Department under any other provision of the Town Code or regulation.

§ 116-5. Any Town employee(s) so designated for this work by the Town Administrator (the "enforcement officer") shall have the authority to enforce the provisions of this Chapter. Upon the first issuance of a notice of violation by the enforcement officer, the owner shall have thirty (30) days within which to remedy and cure the violation or to make a written request for a *hearing*. If, after thirty (30) days of the issuance of such a notice, the violation has not been remedied or cured and a *hearing* has not been requested, the enforcement officer may issue subsequent written notices of violation with fines of not more than one hundred (\$100) for each offence. Each day that such violation continues shall constitute a separate offence until deemed remedied by the enforcement officer. Any future action taken within a 12-month period after remedy of the violation under this section shall be deemed a continuing violation.

§ 116-6. Any citizen against whom a notice of violation is issued under this Chapter shall have the right to a *hearing* before the Board of Selectmen, if requested in accordance with the provisions of section 116-5, and, following such hearing, the Board of Selectmen shall issue a decision within a reasonable period of time. The notice of violation shall be stayed until the Board of Selectmen issues such decision thereon. Or to take any other action in relation thereto.

***No affirmative action taken on Article 13.***

<b>ARTICLE 14</b> <b>Planning Board</b> <b>Zoning Amendment</b>
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To see if the Town will vote to amend § 173-2 of the Town Bylaws by adding the following definition: "173-2 CONCEPT PLAN — A development plan, building plans, impact analyses and other materials as required herein, subject to approval by two-thirds vote of the Town Meeting."

And to amend §§173-87 and 173-88 by adding the following:

"173-87 C. Any commercial or industrial use which qualifies as a major commercial or industrial use, as defined under § 173-86, and is equal to or more than sixty thousand (60,000) square feet gross floor area in retail use, shall require concept plan approval, as defined under § 173-2, prior to being acted upon for special permit approval. Town Meeting concept plan approval may be made with conditions or limitations. Special permit approval shall not be given by the Planning Board unless the proposal is determined to be consistent with the approved concept plan and the remaining requirements of ARTICLE XVIII.

173-88 C. Major projects.

1. A schematic development plan, indicating the location of the boundaries of the lot, buildings, roads, drives, parking, reserved open space, wells, on-site disposal facilities, drainage system, topography and grading, areas of retained vegetation and planting areas.

2. Floor plans and architectural elevations of all planned structures and any existing structures.

3. Materials indicating the proposed maximum number of square feet of gross floor area for each category of land use (See § 218-13, Schedule of Use Regulations); analysis supporting the demand for such use, indicating the anticipated market area and the anticipated Littleton market share; methods of water supply and sewage disposal; time schedule for construction of units and improvements; service improvements proposed to be at the developer's expense and those anticipated at the Town's expense; and means, if any, of providing for design control.

4. Analysis of the consequence of the proposed development, evaluating the following impacts at a level of detail appropriate to the scale of the development proposed:

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- a. Natural environment: groundwater and surface water quality, groundwater level, stream flow, erosion and siltation prevention measures, vegetation removal (especially unusual species and mature trees) and wildlife habitats
- b. Public services: traffic safety and congestion, need for water system improvements, need for additional public recreational facilities and need for additional school facilities.
- c. Economics: municipal costs and revenues, local business activity and local jobs
- d. Visual environment: visibility of buildings and parking and visual consistency with existing development in the area.”

Or to take any other action in relation thereto.

*Declared a unanimous vote that the Town amend §173-2 of the Code of the Town by adding the following definition thereto:*

*CONCEPT PLAN — A development plan, building plans, impact analyses and other materials as required herein, subject to approval by two-thirds vote of the Town Meeting;*

*And to amend §173-87 of the Code of the Town by adding the following thereto:*

*C. Any commercial or industrial use which qualifies as a major commercial or industrial use, as defined under § 173-86, and is equal to or more than sixty thousand (60,000) square feet gross floor area in retail use, shall require concept plan approval, as defined under § 173-2, prior to being acted upon for special permit approval. Town Meeting concept plan approval may be made with conditions or limitations. Special permit approval shall not be given by the Planning Board unless the proposal is determined to be consistent with the approved concept plan and the remaining requirements of ARTICLE XVIII;*

*And to amend §173-88 of the Code of the Town by adding the following thereto:*

*C. Major projects.*

*1. A schematic development plan, indicating the location of the boundaries of the lot, buildings, roads, drives, parking, reserved open space, wells, on-site disposal facilities, drainage system, topography and grading, areas of retained vegetation and planting areas.*

*2. Floor plans and architectural elevations of all planned structures and any existing structures.*

*3. Materials indicating the proposed maximum number of square feet of gross floor area for each category of land use (See § 218-13, Schedule of Use Regulations); analysis supporting the demand for such use, indicating the anticipated market area and the anticipated Littleton market share; methods of water supply and sewage disposal; time schedule for construction of units and improvements; service improvements proposed to be at the developer's expense and those anticipated at the Town's expense; and means, if any, of providing for design control.*

*4. Analysis of the consequence of the proposed development, evaluating the following impacts at a level of detail appropriate to the scale of the development proposed:*

*a. Natural environment: groundwater and surface water quality, groundwater level, stream flow, erosion and siltation prevention measures, vegetation removal (especially unusual species and mature trees) and wildlife habitats*

*b. Public services: traffic safety and congestion, need for water system improvements, need for additional public recreational facilities and need for additional school facilities.*

*c. Economics: municipal costs and revenues, local business activity and local jobs*

*d. Visual environment: visibility of buildings and parking and visual consistency with existing development in the area.*

## ARTICLE 15

### Planning Board

### Zoning Amendment

To see if the Town will vote to amend Article IV “Site Plan Requirements” of §173 “Zoning” of the Code of the Town of Littleton by adding the following to §173-18 Design Requirements: “F. Methods of stormwater control and treatment as outlined in the *Town of Littleton Low Impact Design/Best*

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*Management Practices Manual (latest edition) are utilized to the maximum extent practicable." or to take any other action in relation thereto.*

*Unanimously voted that the Town amend §173-18 of the Code of the Town by adding the following thereto: "F. Methods of stormwater control and treatment as outlined in the Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition) are utilized to the maximum extent practicable."*

## ARTICLE 16 Planning Board Zoning Amendment

To see if the Town will vote to amend section 173-61 of the Town Code by making the following changes to section 173-61 . . .

*Unanimously voted that the Town amend §173-61 as follows:*

*Under "Uses":*

*Delete "Storage of fuel oil in quantities greater than 500 gallons" and add in its place "Storage of heating oil or petroleum in quantities greater than 500 gallons" and in the Aquifer District on the same line, delete "P" and add in its place "N"; and*

*delete "Storage of ice-control chemicals in quantities requiring state reporting" and add in its place "Storage of ice-control chemicals, commercial fertilizers or animal manure not stored in accordance with DEP 310 CMR 22.21(2)(b)(2), (b)(3), and (b)(4).", retaining the "N" and "N"; and*

*add the following use: "Storage of sludge and/or septage not stored in accordance with DEP 310 CMR 22.21(2)(b)(1)" followed by "N" under Aquifer and "P" under Water Resource; and*

*following "Waste characteristics" delete "waste generation requiring the obtaining of an EPA identification number, as required under DEQE Regulations, 310 CMR 30.303" and add "Hazardous waste generation, treatment, or storage in quantities not to exceed Very Small Quantity Generators (VSQGs) as defined in DEP 310 CMR 22.21(2)(a)(7)" and delete "N" under Aquifer and add in its place "P"; and*

*delete "Waste generation exceeding 50% of the amount requiring the obtaining of an EPA identification number, as required under DEQE regulation, 310 CMR 30.303" and add "Waste generation in quantities greater than VSQGs limits" and delete "P" under Aquifer and add in its place "N"; and*

*following "On-site disposal of industrial waste, as defined in ..." delete "Title 5" and add in its place "DEP 310 CMR 22.21 (2)(a)(6)" and delete "P" under Aquifer and add in its place "N"; and*

*following "Rendering impervious more than..." delete "20%" and add "15% or 2500 square feet of any lot or parcel but less than 30%\*"; delete "P" under Water Resource and add in its place "Not Applicable"; and delete "P" under Water Resource and add in its place "Not Applicable; and*

*add the following use: "Rendering impervious more than 20% but less than 50% of any lot or parcel.\*" followed by "Not Applicable" under Aquifer and "P" under Water Resource; and*

*delete "Grading resulting in creation of exterior grades less than 5 feet above maximum groundwater elevation." and insert "Earth removal activities not in accordance with DEP 310 CMR 22.21 (2)(b)(6), or subsequent equivalent regulation(s) currently in effect." And delete "P" under Aquifer and add in its place "N";*

**Thus §173-61 would read as follows:**

§173-61. Use regulations.

There is established within the town certain Aquifer and Water Resource protection areas, consisting of aquifers or water resource areas which are delineated on a map entitled "Aquifer and Water Resource District, Town of Littleton," and dated March 2004. This map is hereby made a part of the Littleton Zoning Bylaws and is on file in the Office of the Town Clerk. Within the Aquifer and Water Resource Districts, the requirements of the underlying zoning districts continue to apply, except that uses are prohibited where indicated by "N" in the following schedule and require a special permit where indicated

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by "P", even where underlying district requirements are more permissive. Where there is no entry in this schedule, the underlying district requirements are controlling.

<u>Uses</u>	<u>Aquifer (A)</u>	<u>District Water Resource (W.R.)</u>
Principal uses: manufacture, use, transport, storage or disposal of toxic or hazardous materials as a principal activity	N	N
Truck terminal	N	P
Sanitary landfill, junkyard, salvage yard, other solid waste disposal	N	P
Motor vehicle service or washing station	N	P
Self-storage facility	N	P
Accessory uses or activities: manufacture, use, transport, storage or disposal of toxic or hazardous materials in excess of 5 gallons or 25 pounds dry weight of any substance or a total of all substances not to exceed 50 gallons or 250 pounds dry weight, on a site at any one time as an accessory activity for nonresidential and nonagricultural principal activities	P	P
Underground storage of gasoline or chemicals	N	P
Storage of heating oil or petroleum in quantities greater than 500 gallons	N	P
Storage of ice-control chemicals, commercial fertilizers or animal manure not stored in accordance with DEP 310 CMR 22.21 (2)(b)(2), (b)(3) and (b)(4).	N	N
Disposal of snow from outside the district	N	P
Storage of sludge and/or septage not stored in accordance with DEP 310 CMR 22.21(2)(b)(1)	N	P
Parking area with 100 or more spaces capacity	P	P
Waste characteristics: Hazardous waste generation, treatment or storage in quantities not to exceed Very Small Quantity Generators (VSQGs) as defined in DEP 310 CMR 22.21(2)(a)(7) or subsequent equivalent regulation(s) currently in effect	P	P
Waste generation in quantities greater than VSQGs limits	N	P
On-site disposal of industrial waste, as defined in DEP 310 CMR 22.21 (2)(a)(6).	N	P
Use (other than single-family dwellings) if having estimated sewage flow or industrial wastewater flow exceeding 6 gallons per day combined flow per 1,000 square feet of lot area or exceeding 15,000 gallons per day combined flow regardless of lot area. Flows regulated by Title 5 shall be based on Title 5	P	P
Other characteristics: for use other than single-family dwellings, retention of less than 30% of lot area in its natural state with no more than minor removal of trees and ground vegetation	P	P
Rendering impervious more than 15% or 2500 square feet of any lot or parcel but less than 30%. *	P	Not Applicable
Rendering impervious more than 20% but less than 50% of any lot or parcel.*	Not Applicable	P
Earth removal activities not in accordance with DEP 310 CMR 22.21 (2)(b)(6), or subsequent equivalent regulation(s) currently in effect	N	P

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And furthermore, to delete subsection D of §173-63 and replace it with the following:

“(\*) D. Drainage. Provision shall be made for on-site recharge of all stormwater runoff from impervious surfaces without degradation to groundwater if a special permit is to be granted for greater than 15 % coverage (but less than 30 %) in the Aquifer District and for impervious cover greater than 20% (but less than 50%) in the Water Resource District. Such recharge shall include (but not limited to) infiltration through methods as outlined in the *Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition)* unless otherwise approved by the Planning Board during site plan review. Where dry wells or leaching basins are used, they shall be preceded by oil, grease and sediment traps. Drainage from loading areas for toxic or hazardous materials shall be separately collected for safe disposal.”

## ARTICLE 17 Board of Selectmen By-law Amendment

To see if the Town will vote to amend Chapter 33 of the Town Code by replacing it with the following . . .

*Declared a vote that the Town amend Chapter 33 of the Town Code by replacing it with the following:*

### Town of Littleton Personnel By-Law Chapter 33 Table of Contents

<b>§33-1 Authorization/Amendment</b>	<b>§33-22 Personal Days</b>
<b>§33-2 Personnel Board: Membership; Appointment; Terms</b>	<b>§33-23 Vacation</b>
<b>§33-3 Organization Structure: Meetings</b>	<b>§33-24 Personal Leave of Absence</b>
<b>§33-4 Meetings of Board and Employees</b>	<b>§33-25 Sick Policy</b>
<b>§33-5 Personnel Board Authority</b>	<b>§33-26 Family Medical Leave Act</b>
<b>§33-6 Applicability of the Personnel By-Law</b>	<b>§33-27 Military Leave</b>
<b>§33-7 Definitions</b>	<b>§33-28 Bereavement Leave</b>
<b>§33-8 Classification Plan</b>	<b>§33-29 Jury Duty</b>
§33-9 Hiring and Re-classification	<b>§33-30 Insurance Coverage</b>
§33-10 Job Descriptions	<b>§33-31 HIPAA</b>
§33-11 Classification Plan and Compensation Plan	<b>§33-32 Performance Evaluations</b>
§33-12 Rate Above Maximum	<b>§33-33 Disciplinary Action</b>
<b>§33-13 Step Increases</b>	<b>§33-34 Complaint Resolution</b>
§33-14 Merit Increases	<b>§33-35 Reduction in Force, RIF</b>
<b>§33-15 Annual Cost of Living</b>	<b>§33-36 Working From Home</b>
§33-16 Transfer and Promotion of Employees	<b>§33-37 Technology Usage</b>
§33-17 Pay Rate for New Personnel	<b>§33-38 Discrimination and Sexual Harassment</b>
<b>§33-18 Overtime &amp; Comp Time Policy</b>	<b>§33-39 Severability</b>
<b>§33-19 Dept Pay Adjustment in Annual Budget</b>	<b>§33-40 Drug Free Workplace</b>
<b>§33-20 Longevity</b>	<b>§33-41 Workers Compensation</b>
<b>§33-21 Holidays</b>	Schedule A: Classification Plan & Compensation Plan

## PERSONNEL BY-LAW

### § 33-1. AUTHORIZATION/AMENDMENT

Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and Sections 108A and 108C of Chapter 41 of the General Laws, the Town of Littleton establishes plans, which may be amended from time to time by vote of the town at a Town Meeting:

- a. Authorizing a Classification Plan classifying positions in the service of the Town, other than those

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filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, and those with individual contracts with the Town, into groups and classes doing substantially similar work or having substantially equal responsibilities;

- b. Authorizing a Compensation Plan for positions in the Classification Plan;
- c. Providing for the administration of said Classification and Compensation Plans; and
- d. Establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.

The Classification Plan and/or Compensation Plan and/or other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Board has first considered the proposed amendment.

The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law.

The Personnel Board shall report at least annually its recommendations on any proposed amendment to the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

## **THE PERSONNEL BOARD**

### **§33-2. MEMBERSHIP; APPOINTMENTS; TERMS**

The Town establishes a Committee on Personnel which will report to the Board of Selectmen on matters of personnel policies and practices which affect the employees under the Classification Plan of the Town of Littleton. The members of the Committee shall review and make recommendations to the Selectmen, town meeting or other Boards or Committees on all current and proposed personnel policies and procedures, compensation schedules and other matters, which directly affect the non-union employees of the Town as stated within this bylaw.

The Committee shall be made of the following: one member of the Board of Selectmen, one member of the Finance Committee; two benefit eligible employees, one of whom shall be a department head, two citizens, one of whom should be a human resources professional; and the Town Administrator. All appointments of the Committee shall be made by the Selectmen for a term of three years, with the exception of the Town department head and employee at large, who shall be elected for a term of one year, by their peers prior to July 1 each year.

### **§33-3. ORGANIZATIONAL STRUCTURE: MEETINGS**

- A. The Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence and a Clerk who shall be responsible for taking minutes of meetings. The membership shall vote on these positions.
- B. The Committee shall meet at least quarterly with minutes of such meetings taken and forwarded to the Board of Selectmen and filed with the Town Clerk.

### **§33-4. MEETINGS OF BOARD AND EMPLOYEES**

- A. All employees shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the plan.  
The Personnel Board shall meet as necessary or at least once annually with Appointing Authorities, Selectmen and the Finance Committee.
- B. The Personnel Board shall meet annually with all Town employees.
- C. The Personnel Board shall post all meeting dates and times and these will be public meetings.
- D. The Board shall provide sufficient copies of the Personnel By-Law or a summarization thereof in the form of an employee handbook to each department for distribution to each employee.

### **§33-5. PERSONNEL BOARD AUTHORITY**

The Personnel Board shall have the authority to review, from time to time or at least annually, the work of all positions subject to the provisions of this By-law. The Personnel Board shall recommend changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds.

Such reviews shall be made at such intervals, as the Board deems necessary and, to the extent that the Board considers practicable, shall include all occupational groups in the Classification Plan.

The Board, after meeting with the appropriate Appointing Authority, shall have the authority to adjust individual employee classifications and wages within the context of the By-Law whenever inequities exist.

On or before January 1<sup>ST</sup> of each year, the Personnel Board shall meet with the Board of Selectmen to discuss any changes in the Compensation Plan for the forthcoming year as well as any matters related to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town. The Personnel Board in conjunction with Appointing Authorities and the Town Administrator shall develop, maintain, and modify from time to time written personnel policies not inconsistent with the By-Law.

## **§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW**

This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, Light and Water Departments, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.

The Town adheres to the policy of employment-at-will, which permits the Town or the employee to terminate the employment relationship at any time. Unless otherwise informed by written contract, Town employees are all employees-at-will.

The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.

The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized basis. This includes, sex, sexual orientation as defined by law, age as defined by law, race, color, religion, handicap, national origin, military status and genetic information.

As may be required, changes or additions to the Personnel By-law may be made at Town Meeting when necessary.

Employees covered by this By-law will not be able to benefit from other agreements that exist with the Town. Employees either benefit from this By-law or by a contract [union or personal] with the Town, not both.

## **§33-7. DEFINITIONS**

As used in the By-law, the following terms shall have the meaning indicated:

- a. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, persons with collective bargaining agreements, individuals with contracts, independent contractors, and persons under the direction of the School Committee.
- b. Benefit Eligible Employee - Any employee who is employed at least 20 hours per week, 52 weeks per year.
- c. Non-Benefit Eligible Employee - Any employee who works less than 20 hours each week for 52 weeks per year.
- d. Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed five (5) continuous months).
- e. Continuous Service - Length of employment with the Town of Littleton of a full time or benefit eligible part time employee, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-Law.
- f. Absence - Any time an employee is not at work during a scheduled work period.
- g. Town - The Town of Littleton, Massachusetts.

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- h. Department - Any Board, Committee, Commission, Trustees or functional unit (or sub-unit) of the town.
- i. Administrative Authority - The elected or appointed official or board having jurisdiction over a function or activity.
- j. Appointing Authority - Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- k. Position - Employment in Town service with duties and responsibilities.
- l. Classification Plan – Ranking of all jobs specifications/titles approved by the Personnel Board and appearing as Schedule A to these By-Laws.
- m. Job Classification - A particular job classification within the Classification Plan.
- n. Compensation Plan - Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A to these By-Laws.
- o. Grade - A ranking of the value of various jobs.
- p. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- q. Step Rate – A rate in a range of a grade.
- r. Range – The minimum and maximum rates for a particular grade.
- s. Work week – The Town of Littleton's work week is Thursday through Wednesday.

## **§33-8. CLASSIFICATION PLAN**

### **A. MANDATORY CLASSIFICATION**

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated.

### **B. EMPLOYEE CATEGORIES**

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

- a. Benefit Eligible
- b. Non-Benefit Eligible
- c. Seasonal

These categories will determine an employee's eligibility for benefits as specified by this By-Law.

## **§33-9. HIRING AND RE-CLASSIFICATION**

The following procedure shall be used when hiring employees in filling benefit eligible and non-benefit eligible positions covered by this By-law.

1. A job description agreed to by both the hiring Appointing Authority and the Personnel Board shall be completed prior to the announcement of the job opening.
2. The hiring grade and step for the job shall be in accord with the Classification and Compensation Plans or be developed with and agreed to by the Personnel Board prior to the announcement of the job opening.
3. The job opening shall be posted on the Town Hall Bulletin Board for two weeks and, if appropriate, shall be advertised externally.

The announcement will include:

- a. Job title
- b. Pay range
- c. Summary statement of duties
- d. Direction on where and how applications may be filed
- e. Deadline for filing application

4. Job applicants shall not be discriminated against on the basis of sex, sexual orientation as defined by law, age as defined by law, race, color, religion, handicap, national origin, military status and genetic information.

5. The Town must retain records of all job applicants in accordance with the Public Records Law. The application of the person hired shall be filed in his/her personnel file.
6. Benefit eligible persons selected for employment shall be notified in writing. The applicant may be required to undergo a medical examination, CORI and drug test as a condition of employment. The examination shall be at the expense of the town by a physician or medical institution selected by the Town. The examining physician shall advise as to whether or not, in the opinion of the physician, the applicant can perform the essential functions of the job. If deemed unfit to perform the duties of the position for which application has been made the appointing authority shall withdraw the offer of employment.
7. A Payroll Authorization Form with the required approvals shall be submitted to the Town Accountant prior to issuance of pay for a new employee or the pay rate change for an incumbent employee.
8. An applicant who accepts an appointment and fails to report to work on the date set by the appointing authority, shall, unless excused by the appointing authority, be deemed to have declined appointment and the offer of employment shall be withdrawn.

No employee may be reclassified to a position in another grade, either higher or lower, until the Personnel Board determines that such a reclassification will be consistent with the provisions of the Classification Plan.

## **§33-10. JOB DESCRIPTIONS**

The Personnel Board shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written by the Appointing Authority and approved by the Personnel Board. The descriptions shall include the grade, definitions describing the essential nature of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Board may, upon the request of an Appointing Authority or on their own initiative, along with the Appointing Authority's input, amend such job descriptions.

The departments shall be required to retain copies of the current job descriptions. They shall be responsible for drafting any revisions and submitting them to the Personnel Board for approval.

The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any Appointing Authority as otherwise existing, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## **COMPENSATION/BENEFITS**

### **§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN**

The Compensation Plan set forth in the By-Law, shall consist of the minimum and maximum salaries by grade and step for the positions in the Classification Plan. The Compensation Plan shall be reviewed and updated periodically, voted at the annual town meeting and be incorporated into the budget process.

### **§33-12. RATE ABOVE MAXIMUM**

Any rate which is above the maximum for a job as established by this plan shall be deemed to be a personal rate and apply only to the incumbent. The employee's rate shall be held and not be increased until such time at the employee's rate is consistent with the Compensation Plan.

### **§33-13. STEP INCREASES**

Step increases will be awarded on an annual basis at the employee's anniversary providing the employee has completed at least one (1) year of satisfactory employment. When an employee reaches the top step of the grade they will no longer be eligible for a step increase.

### **§33-14. MERIT INCREASES (RESERVED)**

### **§33-15. ANNUAL COST OF LIVING INCREASE**

A cost of living increase will be voted each year at the annual town meeting. Recommendations are to be made by the Personnel Committee.

### **§33-16. TRANSFER AND PROMOTION OF EMPLOYEES**

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- A. When an employee is promoted to a higher-rated grade, he/she shall enter it at the step which provides an increase in salary. He/she may also receive a one step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it, and the Personnel Board approves.
- B. If the employee is transferred to a lower grade job, he/she shall enter it at his/her own step or at the maximum step for the job, whichever is lower, provided that the Personnel Board approves. The employee shall have the right of appeal to the Personnel Board and to be heard thereon.

## **§33-17. PAY RATE FOR NEW PERSONNEL**

- 1. The hiring rate shall be the minimum step for the grade of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a rate higher than the minimum rate, up to Step 3 of the Grade in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above Step 3 requires the advanced approval of the Personnel Board. The Board may investigate any request for a higher salary step and confer with the Appointing Authority relative to such employment.
- 2. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the prior approval of the Personnel Board.

## **§33-18. OVERTIME AND COMPENSATORY TIME**

Hourly employees begin to accrue overtime after they have worked 40 hours in a work week and it must be pre-approved by the Appointing Authority and their budget must have funds available to cover overtime. In certain circumstances compensatory time may be used, but it should be used as an exception rather than the norm. Salaried employees are not eligible for compensatory time. Compensatory time must be recorded on the timesheets as hours accrue or hours used and it must be used within 30 days of the date on which it was earned or it is lost. If Sunday hours are scheduled the rate of pay will be at time and a half the employees regular rate.

## **§33-19. DEPARTMENT PAY ADJUSTMENT IN ANNUAL BUDGET**

Each Appointing Authority shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments (step increases) during the ensuing year, expenditures to be made only in accordance with the plan with the approval of the Personnel Board.

## **§ 33-20. LONGEVITY PAY**

- A. Each benefit eligible employee covered by the provisions of the Town of Littleton Personnel By-law shall receive a longevity payment, to be paid in a lump sum as of July 1 of each year through regular payroll, such payment to be based on the number of consecutive years of benefit eligible employment by the Town as of July 1, in accordance with the following: **Lump Sum - Years of Service Payment:** 5- 9 years, \$700; 10-14 years, \$750; 15-19 years, \$800; 20+ years, \$850
- B. For purposes of this section, consecutive years of service shall mean the length of an employee's uninterrupted service in years in the employ of the Town of Littleton and in a position included within the Town of Littleton Personnel By-law Classification Plan and Compensation Plan in a benefit eligible position. Unpaid, approved leaves of absence shall not be considered as breaks in said consecutive years of service; however, only years, months and days spent on paid leaves of absence shall be included in the computation of consecutive years of service.

## **§33-21. HOLIDAYS**

- A. All benefit eligible employees shall receive one day at straight time for the following 11 holidays: New Years Day; Martin Luther King Day; President's Day ; Patriot's Day; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veteran's Day; Thanksgiving; Christmas.
- B. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday.

## **§33-22. PERSONAL DAYS**

All benefit eligible employees shall receive three (3) paid personal days on July 1<sup>st</sup> to use during that fiscal year. They cannot be carried over or paid out.

## **§ 33-23. VACATION LEAVE**

- A. The vacation year is from July 1 through June 30 inclusive.
- B. All benefit eligible employees will accrue at a proportional rate of vacation time. For each full calendar month of employment, employees will be credited with vacation pay as outline below:
  - (1) After one full month and up to five years of service, the employee will accrue vacation days at a rate of five-sixths (5/6) of a day per month, equaling (10) days per year from the date of employment.
  - (3) After the 5<sup>th</sup> year of service and up to 10 years of service, the employee will accrue vacation days at a rate of one and twenty-five hundredths (1.25) days per month, equaling (15) days per year.
  - (4) After the 10th year and up to twenty years of service, the employee will accrue vacation days at a rate of one and two-thirds (1 2/3) days per month, equaling (20) days per year.
  - (5) After the twentieth year the employee will accrue vacation days at a rate of two and eighty-three thousands (2.083) days per month, equaling (25) days per year.
- C. In the event of termination for any reason, the employee will be paid for the full amount of vacation pay accrued to the date of termination. If the employee has taken more vacation time than accrued at the time of termination, the time not accrued shall be deducted from the final paycheck.
- D. Vacation shall be taken at the convenience of the department. Every effort will be made to arrange for the employee to have the vacation time desired. However, all operations have to be covered at all times, and the employees with the greatest length of service will have the first choice of time.
- E. All benefit eligible employees who have left the service of the Town voluntarily and who are re-employed, within two (2) years, shall after one (1) year of service receive credit for prior employment service in the calculation of the vacation benefit.
- F. The Town may offer vacation incentives in the recruitment and negotiation with potential new employees. No such incentive shall be greater than 20 days of vacation. Appointing Authority may not offer vacation incentives without prior approval of the Personnel Committee. If granted, the employees then fall into the schedule adopted in Section B above.
- G. Employees may carry over any unused vacation time into the next fiscal year with the approval of the Appointing Authority. In no case will the carry over accrual be more than five weeks.

## **§33-24. PERSONAL LEAVE OF ABSENCE**

Personal leave of absence for a specified period of time not to exceed 90 days may be granted by an Appointing Authority but shall be without compensation. A leave of absence of over three months duration shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance. Unless otherwise stated, personnel leave of absences without pay shall be considered inactive employment, where time spent on such leave does not count as service (time worked) for purposes of seniority, vacation, sick leave, pension, longevity and other benefits. Those employees on an approved leave of absence who are removed from payroll are responsible for remitting their portion of the payment due for health and other insurance premiums to the Treasurer's office within the requested time frame.

## **§33-25. SICK LEAVE POLICY**

- A. **SHORT TERM DISABILITY** Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence up to 180 calendar days/six (6) months, will be considered to be short term disability. Employees are compensated at 100% of full weekly base

# **TOWN OF LITTLETON**

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pay. Any absence that exceeds three continuous and uninterrupted working days requires a physician's statement to be reinstated for work.

B. LONG TERM DISABILITY Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence beyond 180 calendar days/six (6) months, will be considered to be long term disability. A Long Term Disability Employee will not continue to accrue vacation time, sick days, holidays, but will continue to participate in other benefits on the same basis as active employees. Seniority will freeze at current step after one year of sick leave (6 months of short term disability / 6 months long term disability).

C. Employees will not hold employment of any type during period of Long Term Disability. Violation will result in termination of sickness benefits and employment with the Town.

D. Use of Long Term Disability will be considered on a per illness basis and shall not be prorated during the employee's employment by the Town. Subsequent illness within a six months' period will be reviewed by the Town Physician.

E. The method of payment for Long Term Disability shall be as follows;

- (1) Employee must be absent from work for a period of 180 days consecutively
- (2) Employee's physician statement must be submitted to the Town
- (3) Employee must be reviewed by Town's physician
- (4) Upon approval of the Town, benefits shall begin immediately
- (5) Employee must present Town with physician's documentation indicating necessity of continued Long Term Disability Benefit at six-month intervals.
- (6) Employee's return to work must be reviewed by Town Physician to ensure employee is physically able to do the job.

F. Long Term Disability benefits will equal 60 months (calendar months rather than working days), or the length of service employee has with the Town, whichever is greater.

- (1) The employee will be compensated at 80% of full weekly base pay for a period of 18 calendar months. Rate of pay is calculated from the first day of disability.
- (2) The remaining calendar months will be compensated at 60% of full weekly base pay. Rate of pay is calculated from the first day of disability.
- (3) Benefit includes annual review by the Town

G. Exceptions. The Town may reduce the Long Term Disability benefit if the employee receives Social Security, Federal, State or County allowances. Total amount of allowances including these benefits is not to exceed 100% of full weekly base pay. Employees, eligible or accepted for retirement are not eligible for Long Term Disability benefits, and /or will no longer receive the Long Term Disability benefit upon filing for retirement benefits.

## **§ 33-26. FAMILY AND MEDICAL LEAVE ACT**

As stated by Federal Law.

## **§ 33-27. MILITARY LEAVE**

Any Employee in an active military reserve unit or the National Guard called to active duty will be given Military Leave. Employees should provide adequate notice of the dates of their military duty to their supervisor. Vacation days accrued will not be affected by military duty. Employees will be paid the difference between their regular salary and their military pay during the time of their active military duty.

## **§33-28. BEREAVEMENT LEAVE**

Benefit eligible employees shall be given up to three (3) consecutive working days leave with a straight day's pay upon the death of immediate family members as defined by mother, father, spouse, mother-in-law, father-in-law, sister, brother, child, grandchild, grandparent, step-parent, step sibling, step-grandchild, or step-grandparent. One (1) day of leave with pay shall be given upon the death of the employee's aunt, uncle, niece or nephew.

Vacation days or Personal days may be used as bereavement upon the death of family members not specifically mentioned above.

## **§ 33-29. JURY DUTY**

Employees required to report for jury duty shall submit their notice to their immediate supervisor. Employees will receive payment for their normal work hours while attending jury duty. Employees should notify their supervisor of their jury status on a daily basis. Employees will be paid the difference between their regular salary and their jury duty pay if selected for jury duty.

## **INSURANCE**

### **§ 33-30. INSURANCE BENEFITS**

The Town of Littleton offers the following insurance coverage to its benefit eligible employees:

#### **HEALTH INSURANCE**

The Town of Littleton will offer health insurance in accordance with Chapter 32B of Massachusetts General Laws. Insurance deductions are taken automatically from the employee's paycheck. Health insurance is offered at the time of employment and during the annual open enrollment ONLY. Under COBRA law, employees may be entitled to continued coverage in the Town's group health insurance plan effective upon termination of employment. The employee is responsible for 102% of the premium. Specific information is available from the Treasurer's Office.

Open enrollment is offered once a year, usually in early April. At this time employees have the opportunity to change their current benefit plans and coverage to suit their personal needs. Employees will be notified by the Treasurer's Office of the dates of the open enrollment and when any changes will become effective.

If you are an active benefit eligible employee 65 or over you will remain on your current active health plan until you retire. At age 65, if you are Medicare eligible, you must apply for your Medicare coverage through Social Security and defer your Part B coverage until retirement.

#### **RETIRED EMPLOYEES**

Retired employees under age 65 will be covered by the Town's active health plans until age 65. The retiree must enroll in Medicare, if eligible. The retiree may elect to participate in the Town's Medigap insurance plan.

Retired employee not eligible for Medicare will remain on their current active plan upon providing proof that they are ineligible for Medicare.

#### **BASIC LIFE INSURANCE**

The basic life insurance offered by the Town is \$10,000. The employer will automatically deduct this from the employee's paycheck. This is term life insurance and expires upon termination of employment with the Town. Retirees coverage drops to \$5,000 for half the cost. Life insurance is offered to new hires at the time of their employment only. If you do not take this insurance you must sign a waiver of refusal.

#### **OPTIONAL LIFE INSURANCE**

Employees may carry additional life insurance as offered. Rates are based upon the amount of insurance and age. Premiums are fully paid by the employee. These policies may be portable.

## **§ 33-31. HIPAA**

As stated in Federal Law.

## **§ 33-32. PERFORMANCE EVALUATIONS**

All employees covered by this bylaw shall have a performance evaluation annually. .

## **§ 33-33. DISCIPLINARY ACTION**

### **A. DISCIPLINARY PROCEDURE**

Standards of employment conduct are essential to efficient and effective operations. Employees are expected to exercise common sense and good judgment, and conduct themselves in a manner that will be a credit to the Town. The Town recognizes that all of its employees have high standards; however, there are times when it may be necessary to discipline individual employees. Disciplinary action may be initiated for failure of an employee to fulfill responsibilities as an employee. The standards as listed below are not intended to be exhaustive, but are provided for illustrative purposes. The Town reserves the right to discipline for any conduct it deems inappropriate, whether or not it is enumerated herein.

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Violation of the Standards of Employment Conduct may result in disciplinary action, ranging from reprimand to immediate discharge.

## **The following is a non-exhaustive list of examples of violations of the Standards of Employment**

### **§ 33-35. REDUCTION IN FORCE (RIF)**

#### **Conduct:**

- Incompetence or inefficiency in performing assigned duties
- Refusal to perform a reasonable amount of work or violation or any reasonable official order or failure to carry out any lawful and reasonable directions made by a proper supervisor
- Habitual tardiness or absence from duty
- Violation of safety rules, practices and policies
- Engaging in sexual or other harassment
- Insubordination
- Fighting on the job – Physical or verbal abuse
- Theft of Town or another employee's property
- Falsification of time records
- Use of illegal substance or alcohol on the job
- Intentional disclosure of confidential information
- Misuse or unauthorized use of Town property
- Fraud in securing an appointment
- Conviction of a felony
- Violation of safety rules, practices, policies (after appropriate training)
- Unauthorized absences during work hours
- Falsification of Town records

### **§ 33-34. COMPLAINT RESOLUTION**

Step 1. Any employee who believes that they have in any manner been unfairly treated in accordance with this bylaw may appeal for relief from that condition. An employee must discuss the complaint initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said complaint in writing to the department head. The department head shall respond in writing, within fourteen calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.

Step 2. If the employee feels that his/her complaint is still unresolved, he/she may appeal to the Personnel Board within fourteen calendar days after receiving the decision of the Department Head. The Personnel Board may require a written statement from the employee in such form and containing such information as they may require. The Personnel Board shall hear the complaint at their next regularly scheduled meeting and shall render a decision within 14 calendar days of the hearing. Any decision of the Personnel Board shall, within five (5) business days of its final decision, be transmitted to the Board of Selectmen. In the event that, it becomes necessary to reduce the number of employees or their hours under the Personnel By-law, the Town of Littleton, in determining which of its employees are to be terminated, will take into consideration the departmental needs, the qualifications of such employees and the quality of their past performance.

Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are equal, employees will be terminated in the order of reverse seniority as employees of the department.

The employee will be notified whenever possible four (4) weeks in advance of the layoff or reduction in schedule, insofar as practicable.

- A. An employee who has been laid off shall be entitled to recall rights for a period of two (2) years from the effective date of his/her layoff.

- B. Recall notices shall be sent via certified or registered mail. Employees are required to keep the Town informed of their current mailing address.
- C. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.
- D. An employee recalled within one year of his/her day of lay off will return to their former classification with service accrued up to the time of lay off.

## **§ 33-36. WORKING FROM HOME**

Employees covered by this by-law who have assigned office space are not permitted to work from home. Our goal is to have town offices open to the public whenever possible. The appointing authority of the employee must grant permission for any exceptions to this policy.

## **§ 33-37. TECHNOLOGY USAGE**

The technology usage policy covers all computer, communications, and information technology systems. This includes, but is not limited to: computers, internet services, e-mail, telephones and fax machines. Any employee abusing the privileges and authorized uses of this technology will be subject to disciplinary action ranging from oral reprimand to dismissal and/or legal prosecution.

## **§33-38. DISCRIMINATION AND SEXUAL HARASSMENT**

As stated in Federal, and State Law.

## **§33-39. SEVERABILITY**

In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

## **§33-40. DRUG FREE WORKPLACE**

As stated by Town's current policy.

## **§33-41. WORKERS COMPENSATION**

As stated in State Law and the Town's policy.

## **SCHEDULE A: CLASSIFICATION PLAN & COMPENSATION PLAN FY2008 CLASSIFICATION & COMPENSATION PLAN**

### **GRADE 1**

Library Assistant

### **GRADE 2**

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### **GRADE 3**

Library Technician

Truck Driver/Laborer\*

Assistant Transfer Station Attendant/Recycling Coordinator\*

### **GRADE 4**

Building Custodian

Transfer Station Attendant/Recycling Coordinator\*

Communication Officer\*

### **GRADE 5**

Outreach Coordinator

Secretary Highway Department

Senior Library Technician

Heavy Equipment Operator/Laborer\*

### **GRADE 6**

Assessment Analyst

Assistant Treasurer

Assistant Park & Recreation Director

Program Coordinator/Social Day Program

Administrative Assistant

### **GRADE 7**

Assistant Accountant

Firefighter/EMT (FT)\*

Mechanic\*

Police Officer\*

Communication Supervisor\*

Crew Working Foreman (Highway)\*

Parks Working Foreman\*

### **GRADE 8**

Police Detective\*

Fire Prevention Officer\*

Senior Librarian

### **GRADE 9**

Conservation Coordinator/Administrator

Council on Aging Director

Executive Assistant to the Town Administrator

Planning Board Coordinator/Administrator

### **GRADE 10**

Parks and Recreation Director

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Highway General Foreman\*

Tax Collector\*

Town Clerk\*

Police Sergeant\*

GRADE 11

Building Commissioner

Police Lieutenant\*

Library Director

Town Accountant\*

Chief Assessor

Town Treasurer\*

GRADE 12

Chief of Police\*

Fire Chief\*

Highway Superintendent/Engineer

Information Systems Manager

GRADE 13

Town Administrator\*

\*denotes positions that have been formally graded, but are subject to contractual or elected status.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<b>1 hourly</b>	8.39	8.69	8.99	9.31	9.62	9.97	10.32
<b>annual</b>	17,518.32	18,144.72	18,771.12	19,439.28	20,086.56	20,817.36	21,548.16
<b>2 hourly</b>	10.44	10.81	11.19	11.58	11.99	12.41	12.84
<b>annual</b>	21,798.72	22,571.28	23,364.72	24,179.04	25,035.12	25,912.08	26,809.92
<b>3 hourly</b>	13.12	13.58	14.06	14.56	15.06	15.59	16.13
<b>annual</b>	27,394.56	28,355.04	29,357.28	30,401.28	31,445.28	32,551.92	33,679.44
<b>4 hourly</b>	15.10	15.62	16.16	16.74	17.32	17.93	18.56
<b>annual</b>	31,528.80	32,614.56	33,742.08	34,953.12	36,164.16	37,437.84	38,753.28
<b>5 hourly</b>	15.85	16.39	16.96	17.57	18.19	18.82	19.48
<b>annual</b>	33,094.80	34,222.32	35,412.48	36,686.16	37,980.72	39,296.16	40,674.24
<b>6 hourly</b>	16.64	17.22	17.82	18.44	19.10	19.76	20.45
<b>annual</b>	34,744.32	35,955.36	37,208.16	38,502.72	39,880.80	41,258.88	42,699.60
<b>7 hourly</b>	17.47	18.09	18.72	19.37	20.04	20.76	21.47
<b>annual</b>	36,477.36	37,771.92	39,087.36	40,444.56	41,843.52	43,346.88	44,829.36
<b>8 hourly</b>	18.35	18.98	19.66	20.34	21.04	21.79	22.55
<b>annual</b>	38,314.80	39,630.24	41,050.08	42,469.92	43,931.52	45,497.52	47,084.40
<b>9 hourly</b>	19.26	19.93	20.62	21.35	22.10	22.88	23.68
<b>annual</b>	40,214.88	41,613.84	43,054.56	44,578.80	46,144.80	47,773.44	49,443.84
<b>10 hourly</b>	20.22	20.93	21.66	22.42	23.21	24.02	24.87
<b>annual</b>	42,219.36	43,701.84	45,226.08	46,812.96	48,462.48	50,153.76	51,928.56
<b>11 hourly</b>	25.28	26.17	27.08	28.02	29.02	30.02	31.08
<b>annual</b>	52,784.64	54,642.96	56,543.04	58,505.76	60,593.76	62,681.76	64,895.04
<b>12 hourly</b>	31.60	32.71	33.86	35.03	36.25	37.54	38.85
<b>annual</b>	65,980.80	68,298.48	70,699.68	73,142.64	75,690.00	78,383.52	81,118.80
<b>13 hourly</b>	36.35	37.62	38.93	40.29	41.70	43.16	44.67
<b>annual</b>	75,898.80	78,550.56	81,285.84	84,125.52	87,069.60	90,118.08	93,270.96

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## ARTICLE 18 Personnel Board Longevity

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$11,650.00 to fund the obligations created by Chapter 33, Section 20 of the Town Code (Personnel Bylaw) for longevity payments due to eligible employees on July 1, 2007, or to take any other action in relation thereto.

*Declared a vote that the Town transfer from Free Cash the sum of \$11,650.00 to fund the obligations created by Chapter 33, Section 20 of the Town Code (Personnel Bylaw) for longevity payments due to eligible employees on July 1, 2007.*

## ARTICLE 19 Personnel Board Classification Plan

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$43,000.00 to fund the obligations created by Chapter 33, Sections 11 and 13 of the Town Code for implementation of the Classification and Compensation Plan for applicable employees effective July 1, 2007, or to take any other action in relation thereto.

*Declared a vote that the Town transfer from Free Cash the sum of \$43,000.00 to fund the obligations created by Chapter 33, Sections 11 and 13 of the Town Code for implementation of the Classification and Compensation Plan for applicable employees effective July 1, 2007.*

## ARTICLE 20 Board of Selectmen Strong Police Chief Bylaw

To see if the Town will vote to accept Chapter 41, Section 97A of the General Laws, creating a "strong" Police Chief with authority to hire police officers and other Police Department personnel, to serve for a term of years not exceeding three years, or take any other action in relation thereto.

*Declared a vote that the Town accept Chapter 41, Section 97A of the General Laws, creating a "strong" Police Chief to serve for a term of years not exceeding three years.*

## ARTICLE 21 Board of Selectmen Community Preservation Act

To see if the Town will accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation and preservation of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space, land for recreational use and community housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; to determine whether the Town will accept any of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto.

*No affirmative action taken on Article 21.*

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**ARTICLE 22**  
**Board of Selectmen**  
**Sewer Tie-in – Police/Fire**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$150,000 for the purpose of construction and tie in costs associated with the Police and Fire Station sewerage system to the High School Sewer Treatment Plant, or to take any other action in relation thereto.

*No affirmative action taken on Article 22.*

**ARTICLE 23**  
**Board of Selectmen**  
**Beaver Brook/ 199 Lights**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money to be determined for the purpose of funding design services for a turning lane at Beaver Brook/119 Lights, or to take any other action in relation thereto.

*No affirmative action taken on Article 23.*

**ARTICLE 24**  
**Cemetery Commission**  
**Building Addition Design**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money for the purposes of the design, specifications and bidding of a major renovation, including the addition of a crematorium, to the Cemetery Administration Building, or to take any other action in relation thereto.

*No affirmative action taken on Article 24*

**ARTICLE 25**  
**Cemetery Commission**  
**Building Addition**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money for the construction of a major renovation, including the addition of a crematorium, to the Cemetery Administration Building, or take any other action in relation thereto.

*Withdrawn, no affirmative action taken on Article 25.*

**ARTICLE 26**  
**Park & recreation**  
**Shaker Lane Ball Field**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$13,500 for the purpose of improvements to the Shaker Lane baseball fields to include field, fencing and dugout work or to take any action relative thereto.

*Unanimously voted that the Town transfer from Free Cash a sum of money not to exceed \$13,500.00 for the purpose of improvements to the Shaker Lane baseball fields to include field, fencing and dugout work.*

**ARTICLE 27**  
**Board of Selectmen**  
**File Storage**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$15,000 for the purpose of purchasing a High Density File Storage unit for Town Hall, or to take any other action in relation thereto.

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*Unanimously voted that the Town transfer from Free Cash a sum of money not to exceed \$15,000.00 for the purpose of purchasing a High Density File Storage unit for Town Hall.*

## ARTICLE 28

### Board of Selectmen Street Acceptance

To see if the Town will vote to accept, as Town ways, the layout by the Board of Selectmen of the private way known as “Manchester Drive”, and the layout by the Board of Selectmen of the private way known as “Norfolk Drive” . . .

*Unanimously voted that the Town accept, as Town ways, the layout by the Board of Selectmen of the private way known as “Manchester Drive”, and the layout by the Board of Selectmen of the private way known as “Norfolk Drive”:*

#### MANCHESTER DRIVE

*Forty feet in width, from the Southerly side line of Norfolk Drive, a distance of one thousand two hundred and fifty feet, more or less in a southerly and easterly direction to the easterly side line of Tulip Road, this being a portion of the road as shown on a plan entitled “Map B of Long lake, Town of Littleton” recorded with the Middlesex South District Registry of Deeds in Plan Book 362 as plan number 27;*

#### NORFOLK DRIVE

*Forty feet in width, from the southerly side of Shaker Lane, a distance of three hundred and twenty feet, more or less, in a southeasterly and easterly direction to the westerly side line of lot 3967, this being a portion of the road, all as shown on a plan entitled “Map B of Long Lake, Town of Littleton” recorded with the Middlesex South District Registry o Deeds in Plan Book 362 as plan number 27; and to authorize the Board of Selectmen, for Manchester Drive and/or Norfolk Drive, to acquire by gift, purchase or eminent domain, the land easements, rights therein, and to further authorize the Board of Selectmen to proceed with the reconstruction of said way or ways, and to raise and appropriate, transfer from available funds, and/or borrow \$115,000.00 to fund the total costs of said acquisition, engineering, construction, and other expenses incidental thereto and that betterments will be assessed.*

## ARTICLE 29

### Board of Selectmen Street Acceptance

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as “Grist Mill Road” . . .

*Unanimously voted that the Town accept, as a Town way, the layout by the Board of Selectmen of the private way known as “Grist Mill Road”, 50 feet in width, from the northerly sideline of Great Road (Route 2A/110), a distance of approximately 3,793 feet to the portion of Grist Mill Road previously accepted; and to authorize the Board of Selectmen to acquire by eminent, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: “As-Built Plan of Apple D’Or Subdivision – Littleton, Mass” dated April 12, 2004, as last revised February 14, 2007 said street having been constructed to the satisfaction of the Planning Board, and to name said street “Grist Mill Road.”*

## ARTICLE 30

### Board of Selectmen Street Acceptance

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as “Surrey Road” . . .

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*Unanimously voted that the Town accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Surrey Road", 50 feet in width, from the westerly sideline of Grist Mill Road, a distance of approximately 2,150 feet; and to authorize the board of Selectmen to acquire by eminent domain, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Apple D'Or Subdivision – Littleton, Mass" dated April 12, 2004, as last revised February 14, 2007 said street having been constructed to the satisfaction of the Planning Board, and to name said street "Surrey Road."*

## **ARTICLE 31**

### **Board of Selectmen**

### **Street Acceptance**

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Richard Way," 50 feet in width, from the easterly sideline of Colonial Drive, a distance of approximately 636 feet, and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Richard Way, Littleton, Mass" dated November 17, 2005 said street having been constructed to the satisfaction of the Planning Board, and to name said street "Richard Way", or to take any other action in relation thereto.

*No affirmative action taken on Article 31.*

## **ARTICLE 32**

### **Board of Selectmen**

### **Street Acceptance**

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Nancy's Way", varying from 40 feet in width, from the westerly sideline of Whitcomb Avenue, a distance of approximately 981 feet; and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Nancy's Way, Littleton, Mass" dated February 21, 2007, said street having been constructed to the satisfaction of the Planning Board, and to name said street "Nancy's Way", or take any other action in relation thereto.

*No affirmative action taken on Article 32.*

## **ARTICLE 33**

### **Board of Selectmen**

### **Mill Pond**

To see if the Town will vote to authorize the Board of Selectmen to acquire in fee by purchase, gift, eminent domain or otherwise a parcel of land located under Mill Pond, as shown as Littleton Assessors Map 39, parcel 10, or take any other action in relation thereto.

*Unanimously voted that the Town authorize the Board of Selectmen to acquire by gift a parcel of land located under Mill Pond, as shown as Littleton Assessors Map 39, parcel 10.*

## **ARTICLE 34**

### **Board of Selectmen**

### **Whitcomb Ave/Porter Rd**

To see if the Town will vote to authorize the Water Department to acquire in fee by purchase, gift, eminent domain or otherwise a parcel of land located on the southeasterly side of Whitcomb Avenue, in Littleton, Middlesex County, Massachusetts being shown as Parcel "A" on a plan of land entitled "Plan of Land in Littleton, Mass., prepared for The Jackson Family Trust, David A. Jackson, Jr., Trustee, dated June, 2004, Scale 1" = 60', David E. Ross Associates, Inc., Civil Engineers and Land Surveyors, Landscape Architects, Environmental Consultants, P.O. Box 368, Ayer, MA 01432" which plan is recorded with the Middlesex South District Registry of Deeds as Plan Number 842 of 2004, to which

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plan reference may be made for a more particular description of said premises; said Parcel A containing 5.2 acres more or less, according to said plan; or to take any other action in relation thereto. *Unanimously voted that the Town authorize the Water Department to acquire by gift, a parcel of land located on the southeasterly side of Whitcomb Avenue, in Littleton, Middlesex County, Massachusetts being shown as Parcel "A" on a plan of land entitled "Plan of Land in Littleton, Mass., prepared for The Jackson Family Trust, David A. Jackson, Jr., Trustee, dated June, 2004, Scale 1" = 60', David E. Ross Associates, Inc., Civil Engineers and Land Surveyors, Landscape Architects, Environmental Consultants, P.O. Box 368, Ayer, MA 01432" which plan is recorded with the Middlesex South District Registry of Deeds as Plan Number 842 of 2004, to which plan reference may be made for a more particular description of said premises; said Parcel A containing 5.2 acres more or less, according to said plan.*

## ARTICLE 35 Board of Selectmen Revolving Funds

To see if the Town will vote to authorize the following FY08 Revolving Funds, in accordance with Chapter 44, section 53E½/2 of the General Laws, or to take any other action in relation thereto.

*Unanimously voted that the Town authorize, in accordance with Chapter 44, section 53E½/2 of the General Law, the following FY08 Revolving Funds:*

REVOLVING FUND	AUTHORIZED TO SPEND FUND	REVENUE SOURCE	USE OF FUND	SPENDING LIMIT	DISPOSITION OF FY 07 FUND BALANCE
Wiring/Plumbing Inspectors	Building Commissioner	Wiring/Plumbing	Compensate Wiring and Plumbing Inspectors	\$ 75,000	Balance Available
Compensation		Fees	Plumbing Inspectors		for Expenditure
Dog Bylaw Enforcement	Town Clerk	Dog License Fees	Expenses associated with Bylaw enforcement	\$ 5,000	Balance Available
		And Fines	With Bylaw enforcement		for Expenditure
Sale of Lots/Grave Openings	Cemetery Commission	Fees	Administrative costs	\$ 10,000	Balance Available
			Associated		for Expenditure
Alarm Box Repairs	Fire Department	Alarm Box fees	Repairs to Alarm Boxes	\$ 5,000	Balance Available
					for Expenditure
CPR Courses	Fire Department	CPR Course Fees	CPR Course Costs	\$ 2,000	Balance Available
					for Expenditure
Sealer of Weights	Board of Selectmen	Sealer Fees	Compensate Sealer	\$ 3,000	Balance Available
And Measures					for Expenditure
Fire Safety Act Compliance	Board of Selectmen	Fees and Fines	Administrative costs	\$ 3,000	Balance Available
			Associated		for Expenditure
M.A.R.T.	Council on Aging	Reimbursements	Wages and Expenses	\$ 68,000	Balance Available
		M.A.R.T/Bus fees	for Senior Van operation		for Expenditure
Pet Cemetery	Cemetery	Fees from Commission	Administrative costs	\$ 20,000	Balance Available
		Applicants	Associated		for Expenditure
Clean Lakes	Board of Selectmen	Spec Pond Cell	Debt Service	\$ 40,000	Balance Available
		Tower Income			for Expenditure
Community Education	Park & Recreation	Fees	Wages & Administrative	\$ 80,000	Balance Available
			Costs associated		for Expenditure

## ARTICLE 36 Board of Selectmen EMS Enterprise Fund

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To see if the Town will vote to appropriate \$262,980 from the EMS Enterprise Fund to finance the operation of the EMS Department for the fiscal year beginning July 1, 2007, or act in any manner relating thereto.

*Unanimously voted that the Town appropriate \$262,980 from the EMS Enterprise Fund to finance the operation of the EMS Department for the fiscal year beginning July 1, 2007, as follows:*

<b>I. EMS Enterprise Revenues</b>	
User Charges	300,000
Enterprise Available Funds	-
Investment Income	5,000
<b>Total Revenues</b>	<b>305,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	142,225
Expenses	59,255
Capital Outlay – Equipment	46,500
Capital Outlay – Improvements	
Reserve Fund	15,000
Debt Principal and Interest	
Budgeted Surplus	13,548
<b>Total Costs Appropriated in E.F.</b>	<b>262,980</b>
<b>III. Costs Appropriated in General Fund to be Charged to the Enterprise Fund</b>	
Indirect Costs	13,082
Benefits	7,148
Pension Costs	8,242
<b>Total Costs Appropriated in G.F.</b>	<b>28,472</b>
<b>Total Costs</b>	<b>305,000</b>

## ARTICLE 37 Board of Selectmen Borrowing Authorization

To see if the Town will vote to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws; provided, however, that the Board of Public Works is authorized to expend funds authorized by this Article subject to approval of a Capital Expenditure Plan by the Board of Selectmen and Finance Committee, or act in any manner relating thereto.

*Unanimously voted that the Town transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws; provided, however, that the Board of Public Works is authorized to expend funds authorized by this Article subject to approval of a Capital Expenditure Plan by the Board of Selectmen and Finance Committee.*

## ARTICLE 38 Board of Selectmen Compensating Balance Agreement

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY2008, pursuant to Chapter 44, Section 53F of the General Laws, or act in any manner relating thereto.

*Unanimously voted that the Town authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY2008, pursuant to Chapter 44, Section 53F of the General Laws.*

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## ARTICLE 39

### Board of Selectmen

### Senior Work Program

To see if the Town will vote to request the Board of Assessors to commit \$44,000 from the FY2008 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or act in any manner relating thereto.

*Unanimously voted that the Town request the Board of Assessors to commit \$44,000 from the FY08 Overlay Account for Abatements to fund Senior Citizen Tax Work-off Abatement Program.*

## ARTICLE 40

### Board of Selectmen

### Land Taking

To see if the Town will vote to authorize the Board of Selectmen to acquire in fee by purchase, gift, eminent domain or otherwise the two parcels of land adjoining the Littleton High School King Street driveway entrance for the purposes of widening the entrance and exit, installing a traffic beacon and to facilitate the construction of a turning lane onto King Street. The land is located on Assessor's Map U42-4, 50 King Street and Assessor's Map U42-6, 62-64 King Street, or act in any manner relating thereto.

*Declared a vote by the necessary two-thirds vote that the Town authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, certain interests in the two parcels of land adjoining the Littleton High School King Street driveway entrance. The two parcels of land are located on Assessor's Map U42-4, 50 King Street and Assessor's Map U42-6, 62-64 King Street and are further shown on a plan entitled: "Plan of land in Littleton, Mass. Prepared for Town of Littleton" Dated April, 2007; By: David E. Ross Associates, Inc. Civil Engineers Land Surveyors environmental Consultants, P.O. Box 368-111 Fitchburg Rd., Ayer, Mass 01432. Specifically, the two parcels are shown on said plan as "Prop. Driveway Easement "A", containing 726 square feet of land, more or less, currently owned by Alfred W. Bradbury, Jr., Ida M. Bradbury and Jeffrey L. Bradbury; and "Parcel "B", containing 1340 square feet of land, more or less, currently owned by Donald E. Cozzens and Margaret B. Cozzens. The Town will acquire "Parcel "B"" in fee, and will acquire a driveway easement for "Prop. Driveway Easement "A"".*

Meeting was dissolved.

ATTEST: A True Copy: Diane Crory, Town Clerk

## JUNE 11, 2007- SPECIAL TOWN MEETING

Special Town Meeting was called to order by Town Moderator, Timothy Goddard at 7:00PM at the Middle School Cafeteria.

## ARTICLE 1

### Board of Selectmen

### Middle School

To see if the Town will vote to raise and appropriate, borrow and/or transfer an additional sum or sums of money to add to the monies appropriated pursuant to Article 10 of the May 7, 2001 Annual Town Meeting and Article 2 of the March 7, 2005 Special Town Meeting for the construction of a new Middle

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School and for the payment of all other costs incidental and related thereto, or to take any other action in relation thereto.

*Unanimously voted by the Town that the sum of \$615,000 be appropriated to add to the monies appropriated pursuant to Article 10 of the May 7, 2001 Annual Town Meeting and Article 2 of the March 7, 2005 Special Town Meeting for the construction of a new Middle School and for the payment of all costs incidental and related thereto; and that, to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, shall be authorized to borrow \$615,000 pursuant to General Laws Chapter 44, Section 7(3), or any other enabling authority.*

**ARTICLE 2**  
**Board of Selectmen**  
**Department of Finance and Budget**

To see if the Town will vote to rescind its vote under Article 11 of the May 5, 2007 Annual Town Meeting and to vote, pursuant to Chapter 43C, Sections 11 and 14 of the General Laws, to establish a Department of Finance and Budget and to amend the Town Code by adding a new Chapter thereto as follows . . .

*Unanimously voted that the Town, rescind its vote under Article 11 of the May 5, 2007 Annual Town Meeting and to vote, pursuant to Chapter 43C, Sections 11 and 14 of the General Laws, establish a Department of Finance and Budget, as follows and amend the Code of the Town by adding a new Chapter thereto as follows:*

**Section 1.** *There is hereby established in the Town of Littleton a Department of Finance and Budget ("Department"). The Department shall be managed by an Assistant Town Administrator for Finance and Budget ("AAFB") who shall be appointed by, and may be removed by, the Town Administrator, subject to the approval of the Board of Selectmen. The Assistant Town Administrator for Finance and Budget shall report to the Town Administrator.*

**Section 2.** *The AAFB will also serve in the capacity of and have all the powers and duties presently vested in one of the following positions: Town Accountant, Treasurer (if appointed), or Tax Collector (if appointed). The following positions, if appointed, and the respective staff shall become part of the Department and report to the AAFB: Town Accountant, Town Treasurer, Tax Collector, and Chief Assessor.*

**Section 3A,** *The Assistant Town Administrator for Finance and Budget shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified in by law or statutes as structured below. The department heads shall be appointed by, and can be removed by, the Assistant Town Administrator for Finance and Budget and the Town Administrator subject to the approval of the Board of Selectmen. (1) Town Accountant; (2) Town Treasurer if appointed; (3) Town Tax Collector if appointed.*

**Section 3B,** *The Assistant Town Administrator for Finance and Budget, subject to the approval of the Board of Assessors, shall have direct authority over, conduct performance reviews, appoint and remove the Chief Assessor.*

**Section 4.** *The powers and duties of the AAFB shall include, but not be limited to, the following:*

- 1) *Coordinating, managing budgetary and financial information, forecasting revenues for the forthcoming fiscal year and preparing the Finance Committee's annual budget in advance of the annual town meeting and coordinating and managing the budget and financial information throughout the year;*
- 2) *implementing policies and monitoring procedures for the collection of all revenues due to the Town;*
- 3) *reviewing, on a yearly basis, the various Town funds, and to ensure that the funds are prudently invested;*
- 4) *serving as chief procurement officer;*
- 5) *reporting to the Board of Selectmen and Finance Committee upon request concerning all financial*

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*conditions of the town;*

6) *ensuring the Town's timely reporting to the Massachusetts Department of Revenue (DOR) in accordance with all requirements of the DOR municipal calendar*

7) *performing other duties as directed by the Town Administrator.*

The Special Town Meeting was dissolved.

A True Attest Copy: Diane Crory, Town Clerk

## SEPTEMBER 4, 2007 – SPECIAL STATE PRIMARY

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM by Mildred McGovern, Election Warden. The ballot boxes were examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00PM.

### REPRESENTATIVE IN CONGRESS (vote for one)

PRECINCT ONE	332
PRECINCT TWO	268
PRECINCT THREE	272
TOTALS	872

### REPUBLICAN PARTY

CANDIDATE	ADDRESS	P-1	P-2	P-3	TOTAL
Jim Ogonowski, Veteran	110 Pelham Rd., Dracut	103	71	84	258
Thomas Tierney, Former Framingham Charter Commissioner, Veteran	7 Lomas Dr., Framingham	9	6	2	17
Blanks		1			1
Total Votes					276

### DEMOCRATIC PARTY

CANDIDATE	ADDRESS	P-1	P-2	P-3	TOTAL
Eileen M Donoghue, Former Mayor, Lowell City Councillor	257 Andover St., Lowell	49	35	35	119
James B Eldridge, Current State Representative	195 Arlington St., Acton	77	61	94	232
Barry R Finegold, Current State Representative, Former Selectman	42 Stirling St., Andover	8	8	8	24
James R Miceli, Current State Representative, Former Selectman	11 Webber St., Wilmington	1	3	1	5
Nicola S Tsongas	52 Lawrence Dr., Lowell	84	83	48	215
Total Votes					595

### GREEN-RAINBOW PARTY

Write-In		0	1	0	1
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ATTEST: A True Copy: Diane Crory, Town Clerk

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## OCTOBER 16, 2007 – SPECIAL STATE ELECTION

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM by Mildred McGovern, Election Warden. The ballot boxes were examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00PM.

### REPRESENTATIVE IN CONGRESS (vote for one)

PRECINCT ONE	632
PRECINCT TWO	607
PRECINCT THREE	563
TOTALS	1802

CANDIDATE	ADDRESS	P-1	P-2	P-3	TOTAL
Jim Ogonowski, Republican	110 Pelham Rd., Dracut	299	264	267	830
Nicola S Tsongas Democratic	52 Lawrence Dr., Lowell	311	332	281	924
Kurt Hayes Independent	167 Tamarack Ln., Boxborough	8	5	8	21
Patrick O. Murphy Independent	33 Ellsworth St., Lowell	12	6	5	23
Kevin J Thompson Constitution Party Massachusetts	68 Carl Rd., Brockton	1	0	1	2
Blanks		1	0	1	2
Total Votes					1802

ATTEST: A True Copy: DIANE CRORY, Town Clerk

## NOVEMBER 5, 2007 SPECIAL TOWN MEETING

Moderator Timothy Goddard called the Special Town Meeting to order at 7:00p.m., and a preliminary motion was passed pursuant to MGL c.39,s.15, that on all matters to come before the November 5, 2007 Special Town Meeting requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

### ARTICLE 1 Board of Selectmen Bills of Prior Years

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

*Unanimously voted by the Town (necessary 9/10ths vote) to transfer a sum of \$4,542.92 from Overlay Surplus to pay unpaid bills from prior fiscal years, as listed below:*

Vendor	Dept.	Amount
Hess Corporation	Gasoline	\$ 845.64
Athol Press, Inc.	Town Reports	\$2820.20
Masco, Inc	Selectmen	\$ 868.00
Municipal Management Associates, Inc	Public Buildings	\$ 9.08

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## ARTICLE 2 Board of Selectmen FY 2008 Budget Adjustments

To see if the Town will vote to amend the FY2008 Operating Budget, as adopted under Article 4 of the May 5, 2007 Annual Town Meeting, by adjusting budget line items, or act in any manner in relation thereto.

*Voted unanimously by the Town to amend the FY2008 Operating Budget, as adopted under Article 4 of the May 5, 2007 Annual Town Meeting, by adjusting budget line items as listed below:*

Budget	Line Item	FY 08 ATM Budget Adopted	Adjustment	FY08 Adjusted Budget
3	Selectmen – Wages	\$125,291	\$7,300	\$132,591
5	Selectmen - Expenses	13,200	900	14,100
43	Public Buildings – Wages	35,387	4,151	39,538
33	Public Building – Expenses	227,500	4,800	232,300
55	Police - Expenses	86,308	10,220	96,528
157	Debt Service – Short Term Interest	466,840	179,921	646,761
158	Debt Service – Long Term Debt	3,751,201	(179,921)	3,571,280
122	Library – Wages	330,050	6,540	336,590
162	Total Budget Appropriated	27,944,879	39,085	27,983,964
183	Total Raise and Appropriate	27,215,998	39,085	27,255,083

## ARTICLE 3 Board of Selectmen Minuteman Tech

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$16,250.00 for the purpose of paying the educational costs assessed by Minuteman Technical High School, or to take any other action in relation thereto.

*Unanimously voted by the Town to transfer from Overlay Surplus the sum of \$16,250.00 for the purpose of paying the educational costs assessed by Minuteman Technical High School.*

## ARTICLE 4 Board of Selectmen Economic Development Strategy/Action Plan

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$25,000.00 for the purpose of formulating an economic development strategy and action plan, or to take any other action in relation thereto.

*Unanimously voted by the Town to transfer from Overlay Surplus the sum of \$25,000.00 for the purpose of formulating an economic development strategy and action plan.*

## ARTICLE 5 Board of Selectmen MGL C.43D – Priority Development Sites

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To see if the Town will vote to accept the provisions of chapter 43D of the Massachusetts General Laws as amended pursuant to Section 11 of chapter 205 of the acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of land at 550 King Street (Map U8, Parcel 10) and the Cisco property, so-called, on Great Road (Map R18, Parcel 1-2) as Priority Development Sites, or take any other action in relation thereto.

*Unanimously voted by the Town to accept the provisions of chapter 43D of the Massachusetts General Laws as amended pursuant to Section 11 of chapter 205 of the acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of land at 550 King Street (Map U8, Parcel 10) and the Cisco property, so-called, on Great Road (Map R18, Parcel 1-2) as Priority Development Sites.*

## **ARTICLE 6**

### **Board of Selectmen/School Committee**

#### **Re-designate School Article Purpose**

To see if the Town will vote to amend its vote under Article 7, Item h. School Facilities of the May 5, 2007 Annual Town Meeting by amending the purpose to read as follows “replace exhaust fans and fix and repair the interior fire doors at Russell Street School,” and to permit the borrowing of funds authorized to be borrowed under that article for this propose, or to take any other action in relation thereto.

*Unanimously voted by the Town and a ballot was cast, as required by Town Code, to amend its vote under Article 7, Item h. School Facilities of the May 5, 2007 Annual Town Meeting by amending the purpose to read as follows “replace exhaust fans and fix and repair the interior fire doors at Russell Street School,” and to permit the borrowing of funds authorized to be borrowed under that article for this propose.*

## **ARTICLE 7**

### **Board of Selectmen**

#### **Town Hall Office Space Reconfiguration**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$75,000.00 for the purpose of reconfiguring Town Hall office space; or to take any other action in relation thereto.

*Voted by the majority, that the Town transfer from available funds the sum of \$75,000.00 for the purpose of reconfiguring Town Hall office space.*

## **ARTICLE 8**

### **Board of Selectmen**

#### **By-law Amendment – Community Preservation Committee**

To see if the Town will vote to amend the Town Code by adding a new Chapter 14, “Community Preservation Committee,” to read as follows:

Chapter 14. Community Preservation Committee By-law  
§14-1. Membership of the Committee. There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to the provisions of [M.G.L., c.44B, §5.](#) The composition of the Committee, the appointing authority and the term of office for the Committee members shall be as follows: one member of the Conservation Commission as designated by said Commission; one member of the Historical Commission as designated by said Commission; one member of the Planning Board as designated by said Board; one member of the Park and Recreation Commissioners, as designated by said Commissioners; one member of the Littleton Housing Authority as designated by said Authority; and four individuals to be appointed by the Board of

Selectmen. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier; provided, however, that two of the Board of Selectmen's appointees shall be appointed for initial terms of three years, one appointee shall be appointed for an initial term of two years, and the final appointee shall be appointed for an initial term of one year. Should any of the officers and commissions, boards, or committees who have appointing authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.

§14-2. Duties. The Community Preservation Committee shall have the powers and responsibilities specified in M.G.L. Chapter 44B, section 5(b) or other applicable provisions of the General Laws.

§14-3. Requirement for a quorum and cost estimates. The Committee shall not meet or conduct business without the presence of a majority of the members of the Community Preservation Committee. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include the Committee's anticipated costs.

§14-4. Severability. If any provision of this Chapter is found invalid for any reason by a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of this Chapter shall be deemed to be amended to the minimum extent necessary to provide the Town substantially the benefits set forth in this Chapter.

§14-5. Appointments. Each appointing authority shall have thirty (30) days after the effective date to make its appointments.

or to take any other action in relation thereto.

*Unanimously voted by the Town to amend the Town Code by adding a new Chapter 14, "Community Preservation Committee," to read as follows:*

*Chapter 14. Community Preservation Committee By-law*

*§14-1. Membership of the Committee. There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to the provisions of M.G.L., c.44B, §5. The composition of the Committee, the appointing authority and the term of office for the Committee members shall be as follows: one member of the Conservation Commission as designated by said Commission; one member of the Historical Commission as designated by said Commission; one member of the Planning Board as designated by said Board; one member of the Park and Recreation Commissioners, as designated by said Commissioners; one member of the Littleton Housing Authority as designated by said Authority; and four individuals to be appointed by the Board of Selectmen. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier; provided, however, that two of the Board of Selectmen's appointees shall be appointed for initial terms of three years, one appointee shall be appointed for an initial term of two years, and the final appointee shall be appointed for an initial term of one year. Should any of the officers and commissions, boards, or committees who have appointing authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.*

*§14-2. Duties. The Community Preservation Committee shall have the powers and responsibilities specified in M.G.L. Chapter 44B, section 5(b) or other applicable provisions of the General Laws.*

*§14-3. Requirement for a quorum and cost estimates. The Committee shall not meet or conduct business without the presence of a majority of the members of the Community Preservation Committee. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include the Committee's anticipated costs.*

*§14-4. Severability. If any provision of this Chapter is found invalid for any reason by a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of*

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*this Chapter shall be deemed to be amended to the minimum extent necessary to provide the Town substantially the benefits set forth in this Chapter.*

*§14-5. Appointments. Each appointing authority shall have thirty (30) days after the effective date to make its appointments.*

**ARTICLE 9**  
**Board of Selectmen**  
**By-law Amendment – Town Meetings**

To see if the Town will vote to amend the Town Code, Chapter 41, Town Meetings, by deleting Section 41-1 thereof in its entirety and replacing it with the following:

*§41-1 Dates when held*

*The Annual Town Meeting shall be held on the first Monday in May at 6 p.m. and the Annual Town Election on the following Saturday.*

Or to take any other action in relation thereto.

*Unanimously voted by the Town to amend the Town Code, Chapter 41, Town Meetings, by deleting Section 41-1 thereof in its entirety and replacing it with the following:*

*§41-1 Dates when held*

*The Annual Town Meeting shall be held on the first Monday in May at 7p.m. and the Annual Town Election on the following Saturday.*

**ARTICLE 10**  
**Board of Selectmen**  
**Closing Town Clerk's Office on Saturday**

To see if the Town will vote to accept Chapter 51, Section 31 of the General Laws, Final day for registration, which provides as follows:

*Section 31. If the final day for registration of voters falls on Sunday or on a holiday, the preceding day shall be the final day for such registration.*

and further, to see if the Town will vote, pursuant to Chapter 41, section 110A of the General Laws, to close the Town Clerk's Office on all Saturdays.

Or to take any other action in relation thereto.

*Unanimously voted by the Town to accept Chapter 51, Section 31 of the General Laws, Final day for registration, which provides as follows:*

*Section 31. If the final day for registration of voters falls on Sunday or on a holiday, the preceding day shall be the final day for such registration.*

*and further, to vote, pursuant to Chapter 41, section 110A of the General Laws, to close the Town Clerk's Office on all Saturdays.*

**ARTICLE 11**  
**Board of Selectmen**  
**Street Acceptance – Nancy's Way**

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Nancy's Way", varying from 40 feet in width, from the westerly sideline of Whitcomb Avenue, a distance of approximately 981 feet, and to authorize the Board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Nancy's Way, Littleton, Mass" dated February 21, 2007, said street having been constructed to the satisfaction of the Planning Board and to name said street "Nancy's Way" or take any other action in relation thereto.

# ANNUAL REPORT 2007

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*Unanimously voted by the Town to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Nancy's Way", varying from 40 feet in width, from the westerly sideline of Whitcomb Avenue, a distance of approximately 981 feet, and to authorize the Board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Nancy's Way, Littleton, Mass" dated February 21, 2007, said street having been constructed to the satisfaction of the Planning Board and to name said street "Nancy's Way".*

## **ARTICLE 12** **Board of Selectmen** **Acquire Easement – Nashoba Trail**

To see if the Town will vote to authorize the Board of Selectmen to acquire easements on the following described parcels and/or rights in land by purchase, gift or eminent domain for the purposes of roadway drainage improvements on Nashoba Trail, as shown on a plan # L-10380 prepared by David E. Ross Associates, Inc., dated January 2007, titled: "plan of easements" in Littleton, Mass., prepared for the Town of Littleton, or take any other action in relation thereto.

*Unanimously voted by the Town (2/3rds required) to authorize the Board of Selectmen to acquire easements on the following described parcels and/or rights in land by purchase, gift or eminent domain for the purposes of roadway drainage improvements on Nashoba Trail, as shown on a plan # L-10380 prepared by David E. Ross Associates, Inc., dated January 2007, titled: "plan of easements" in Littleton, Mass., prepared for the Town of Littleton, or take any other action in relation thereto.*

## **ARTICLE 13** **Board of Selectmen** **Abandon Easement – Nashoba Trail**

To see if the Town will vote to authorize the Board of Selectmen to abandon easements on the following described parcels on Nashoba Trail, as shown on a plan # L-10380 prepared by David E. Ross Associates, Inc., dated January 2007, titled: "plan of easements" in Littleton, Mass., prepared for the Town of Littleton, or take any other action in relation thereto.

*Unanimously voted by the Town (2/3rds required) to authorize the Board of Selectmen to abandon easements on the following described parcels on Nashoba Trail, as shown on a plan # L-10380 prepared by David E. Ross Associates, Inc., dated January 2007, titled: "plan of easements" in Littleton, Mass., prepared for the Town of Littleton.*

## **ARTICLE 14** **Board of Selectmen/ School Committee** **Procurement By-law**

To see if the Town will vote to amend the General Bylaws of the Town by adding a new section to the Littleton Code as follows: "Any Town officer or board authorized by the General Laws or the Town Code to enter into contracts for the procurement of goods or services is hereby authorized, pursuant to General Laws Chapter 30B, section 12, to enter into such contracts for terms not to exceed five (5) years, unless a longer term is specifically authorized by a vote of Town Meeting," or take any other action in relation thereto.

*Voted by necessary majority to amend the General Bylaws of the Town by adding a new section to the Littleton Code as follows: "Any Town officer or board authorized by the General Laws or the Town Code to enter into contracts for the procurement of goods or services is hereby authorized, pursuant to General Laws Chapter 30B, section 12, to enter into such contracts for terms not to exceed five (5) years, unless a longer term is specifically authorized by a vote of Town Meeting,".*

# **TOWN OF LITTLETON**

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**ARTICLE 15**  
**Board of Selectmen**  
**Fill Easement – 51 Lake Shore Drive**

To see if the Town will vote to authorize the granting of a fill easement on Town property as shown on a plan of land entitled “Proposed Sewage Disposal System Upgrade” for 51 Lake Shore Drive, Littleton, Massachusetts, prepared by R. Wilson and Associates, dated June 11, 2004 (last revised February 15, 2006), in order to facilitate the construction and maintenance of retaining walls as part of the septic system for 51 Lake Shore Drive, or to take any other action in relation thereto.

*Unanimously voted by the Town (2/3<sup>rd</sup> required) to authorize the granting of a fill easement on Town property as shown on a plan of land entitled “Proposed Sewage Disposal System Upgrade” for 51 Lake Shore Drive, Littleton, Massachusetts, prepared by R. Wilson and Associates, dated June 11, 2004 (last revised February 15, 2006), in order to facilitate the construction and maintenance of retaining walls as part of the septic system for 51 Lake Shore Drive.*

**ARTICLE 16**  
**Board of Water Commissioners**  
**Cobb’s Well Development**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of funding the development of the Cobb’s Well site as a future public water supply for the Town of Littleton Water Department, utilizing rock wells, or to take any other action relative thereto. The Finance Committee will make their recommendation at Town Meeting.

*Unanimously voted by the Town and a ballot was cast, as required by Town Code, to appropriate the sum of \$200,000 for the purpose of funding the development of the Cobb’s Well site as a future public water supply for the Town of Littleton Water Department, utilizing rock wells.*

**ARTICLE 17**  
**Board of Water Commissioners**  
**Ozone Generator – Spectacle Pond Treatment Plant**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of funding the repair and upgrade of the Ozone Generator at the Spectacle Pond Treatment Plant and for the cleaning of the No. 5 production well, or to take any other action relative thereto. The Finance Committee will make their recommendation at Town Meeting.

*Unanimously voted by the Town and a ballot was cast, as required by Town Code, to appropriate the sum of \$100,000 for the purpose of funding the repair and upgrade of the Ozone Generator at the Spectacle Pond Treatment Plant and for the cleaning of the No. 5 production well.*

The Meeting was dissolved at 9PM.

ATTEST: A True Copy: Diane Crory, Town Clerk

**TAX COLLECTOR**

Below is a list of tax balances as of January 1, 2007 and ending December 31, 2007, as reported.

# ANNUAL REPORT 2007

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	Debit	Credit	Uncollected
<b>Tax Year 2002-2005</b>			
<u>Uncollected as of Jan 1, 2007</u>			
Personal Property	963.10		
Motor Vehicle Excise	18,548.42		
Rescind of Abatement	40.00		
Excise Commitment	2,234.27		
<u>Refunds</u>	<u>511.55</u>		
Total Debit	\$22,297.34		
<u>Collected</u>			
Motor Vehicle Excise		6,243.39	
<u>Abated</u>			
<u>Motor Vehicle Excise</u>		<u>977.38</u>	
Total Credit		7,220.77	
<u>Uncollected as of Dec 31, 2007</u>			
Personal Property		963.10	
Motor Vehicle Excise		14,113.47	
Total Uncollected		\$15,076.57	
<b>Tax Year 2006</b>			
<u>Uncollected as of Jan 1, 2007</u>			
Real Estate	\$30,900.58		
Personal Property	3,577.75		
Motor Vehicle Excise	31,415.53		
Motor Vehicle Commitment	48,808.91		
<u>Refunds</u>	<u>1,452.48</u>		
Total Debit	\$116,155.25		
<u>Collected</u>			
Personal Property		129.61	
Motor Vehicle Excise		<u>53,157.64</u>	
Total Collected		\$53,287.25	
<u>Abated</u>			
Motor Vehicle Excise		1,679.05	
Tax Title			
Real Estate		30,900.58	
Total Credit		\$85,866.88	
<u>Outstanding as of Dec 31, 2007</u>			
Personal Property		3,448.14	
Motor Vehicle Excise		<u>26,840.23</u>	
Total Uncollected		\$30,288.37	
<b>Taxes for 2007</b>			
<u>Uncollected as of Jan 1, 2007</u>			
Real Estate	\$10,878,231.62		
Street Betterment	1,014.92		

# TOWN OF LITTLETON

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	<b>Debit</b>	<b>Credit</b>	<b>Uncollected</b>
Street Betterment Interest	468.46		
Water Betterment	24,404.93		
Water Betterment Interest	6,202.03		
Septic Betterment	10,163.34		
Septic Betterment Interest	6,950.02		
Electric Lien	295.80		
Water Lien	185.30		
Lien Charges	75.00		
Personal Property	237,065.56		
Supplemental Real Estate	42,549.10		
Real Estate Refunds	87,999.37		
Personal Property Refunds	10,859.90		
Motor Excise Commitment	1,126,598.06		
Motor Excise Refunds	<u>14,176.15</u>		
Total Debit	\$12,447,239.56		

### Collected

Real Estate	\$10,680,234.17
Street Betterment	991.10
Street Interest	457.74
Water Betterment	24,404.93
Water Betterment Interest	6,202.03
Septic Betterment	10,163.34
Septic Betterment Interest	6,950.02
Electric Lien	295.80
Water Lien	185.30
Lien Charges	75.00
Personal Property	244,276.52
Motor Vehicle Excise	<u>1,068,689.08</u>
Total Collected	12,042,925.03

### Abated

Real Estate	186,607.36
Motor Vehicle Excise	<u>23,387.79</u>
Total Abated	209,995.15

### Deferred

Real Estate	5,536.80
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### Tax Title

Real Estate	32,885.23
Credit adjustment	<u>160.09</u>
Total Credit	\$12,291,502.30

### Uncollected as of December 31, 2007

Real Estate	103,356.44
Street Betterment	23.82
Street Betterment Interest	10.72
Personal Property	3,648.94

# ANNUAL REPORT 2007

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	Debit	Credit	Uncollected
Motor Vehicle Excise			48,697.34
Total Uncollected			\$155,737.26

## Tax Year 2008

### Uncollected as of Jan 1, 2007

Real Estate	20,649,474.64
CPA	119,485.62
Street Betterment	1,014.98
Street Betterment Int.	417.71
Water Betterment	11,651.86
Water Betterment Int.	4,558.66
Septic Betterment	10,163.34
Septic Betterment Int.	6,441.87
Electric Lien	4,025.87
Water Lien	253.03
Lien Charge	175.00
Personal Property	219,199.20
Municipal Lien Certificates	6,900.00
Registry Marking	5,040.00
Tax Collector Fees	12,430.00
Betterment Releases	32.00
Motor Coach Fees	11,232.00
Tax Title Advertising	500.00
Advance Water Betterment	3,566.90
Advance Water Betterment Int.	89.59
Duplicate Bill Fees	5,656.00
Interest	41,061.41
Real Estate Refunds	<u>4,374.44</u>
Total Debit	\$21,117,744.12

### Collected

Real Estate	9,657,032.56
Personal Property	175,336.78
Municipal Lien Certificates	6,900.00
Registry Marking	5,040.00
Tax Collector Fees	12,430.00
Betterment Release	32.00
Motor Coach Fees	11,232.00
Tax Title Advertising	500.00
Advance Water Betterment	3,566.90
Advance Water Betterment Int.	89.59
Duplicate Bill Fees	5,656.00
Interest	<u>41,061.41</u>
Total Credit	\$9,918,877.24

## Tax Year 2008

### Uncollected as of Dec 31, 2007

Real Estate	10,996,816.52
CPA	119,485.62

# TOWN OF LITTLETON

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	Debit	Credit	Uncollected
Street Betterment			1,014.98
Street Interest			417.71
Water Betterment			11,651.86
Water Interest			4,558.66
Septic Betterment			10,163.34
Septic Interest			6,441.87
Electric Lien			4,025.87
Water Lien			253.03
Lien Charge			175.00
Personal Property			<u>43,862.42</u>
Total Uncollected			\$11,198,866.88

Respectfully submitted,  
Rebecca Jean Quinn, Tax Collector

Personal property balances from 2002 to 2005 are all owed by Jake's Auto Body. Motor vehicle excise is marked at the Registry of Motor Vehicles and no longer listed as part of this report. To obtain a balance on outstanding motor vehicle excise taxes call the office of the Tax Collector at 978-952-2349 or if you are marked at the Registry of Motor Vehicles call the Deputy Collector, Kevin Bolduc at 978-970-1400 ext 203.

## CULTURAL COUNCIL

The Littleton Cultural Council, LCC, is a State-funded organization responsible for the disbursement of monies to local and regional projects in the arts and humanities.

The funding cycle for the LCC actually begins in the preceding year, with grant applications due in the fall, and granting decisions being made by the end of November. The selection process is never an easy one with requests sometimes adding up to over three times the amount of our State allocation. The Council is committed to providing Littleton residents with diverse opportunities for cultural enrichment—things from storytelling at the library to arts and crafts at the Fitchburg Art Museum. And, of course, the LCC sponsors its annual 4<sup>th</sup> of July Town Picnic at Fay Park..

2007 was no exception. Our Town Picnic featured a superb concert sponsored by the Littleton Rotary, who also helped arrange the use of New England Forestry Foundation's grill allowing us to sell hundreds of picnic lunches. Our thanks as well to the Littleton Fire Department for keeping us cool with their sprinkler. The Unitarian and Congregational Churches again allowed us to add pealing their bells to the day's festivities; and further thanks to the Unitarian Church for providing a backup venue for the concert in case of rain. There were fun children's games, including the perennial favorite sack race. We look forward to the upcoming Town Picnic in Fay Park on July 4, 2008. As always, there will be a free concert, family fun and a convivial community time.

Anyone interested in obtaining information about the LCC or in securing a grant application form for the 2009 cycle, should contact someone on the Council or check out the State Website at [www.massculturalcouncil.org](http://www.massculturalcouncil.org).

Respectfully submitted,  
Andrew Bowers, Chair; Kim Ahern; Stephen Anderson; Steve Glines

# ANNUAL REPORT 2007

## TREASURER

Herewith is presented my third annual report as Treasurer of the Town of Littleton:

Total Funds July 1, 2006	\$33,030,296.00
Total receipts for the year	\$84,576,375.74
Total disbursements for FY 2007 year	<u>\$83,764,139.74</u>
<b>Total Bank Funds June 30, 2007</b>	<b><u>\$33,842,532.00</u></b>

### Funds under care of Town Treasurer:

General Fund	\$18,137,615.04
Chapter 32B Trust Fund	\$856,562.00
Law Enforcement Trust Fund	\$8,112.55
Arts Lottery	\$3,369.20
Conservation	\$68,805.51
Stabilization	\$1,274,688.00
Electric Depreciation Fund	\$3,179,113.00
Electric Rate Stabilization Fund	\$8,333,034.00
Electric Retirement Trust Fund	\$866,095.00
Miscellaneous Performance Bonds	\$435,633.70
Trust Funds managed by the Trust Fund Commissioners	<u>\$3,858,508.00</u> <b><u>\$37,021,536.00</u></b>
Interest income on all funds for the year	\$1,301,478.03
<i>Deposit Interest average over 5% in FY07</i>	
Interest income on General Fund	\$810,817.51

## TOWN ACCOUNTANT

I hereby submit my report as the Town Accountant for the fiscal year ending June 30<sup>th</sup>, 2007. The report includes the Budget Worksheets, Actual General Fund Revenues and the Balance Sheet.

I would like to thank the Board of Selectmen for giving me the opportunity to work in this community and their support throughout the challenges of this past year. I would also like to thank Nancy Glencross – IT Coordinator, Rebecca Quinn – Tax Collector, Don Armstrong – Treasurer, Ken Mildren – Principal Assessor, Mary Barrett – Assistant Accountant as well as all the staff throughout the Finance Department. This year we as a team accomplished a major undertaking in completing the Financial Management system conversion within budget and by the projected deadline of June 30, 2007.

# TOWN OF LITTLETON

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On October 5, 2007, the Department accomplished another goal when Standard & Poor's Ratings Services revised its outlook on Littleton's General Obligation bonds to stable from negative following the town's success in reversing the negative trend in its fiscal operations and its ability to bring balance and stability back to recurring revenues and expenditures. The 'A+' Standard & Poor's underlying rating (SPUR) was affirmed.

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

Bonnie-mae Holston  
Assistant Town Administrator for Finance and Budget

## Budget Summary by Department

<u>Department</u>	Budget FY2007	Budget FY2008	<u>% Change</u>	<u>\$Change</u>
Accountant	\$126,550.00	\$143,065.00	13.05%	16,515.00
Appeals Board	\$8,881.00	\$6,837.50	-23.01%	(2,043.50)
Assessors Department	\$132,350.00	\$142,528.00	7.69%	10,178.00
Building Department	\$80,752.00	\$93,228.00	15.45%	12,476.00
Cemetery Department	\$120,683.00	\$124,812.00	3.42%	4,129.00
Conservation Commission	\$17,026.00	\$17,408.50	2.25%	382.50
Council On Aging	\$70,291.00	\$67,902.00	-3.40%	(2,389.00)
Fire Department	\$467,276.00	\$480,981.00	2.93%	13,705.00
Health Department	\$56,730.00	\$59,296.00	4.52%	2,566.00
Highway Department	\$1,211,149.00	\$1,301,647.00	7.47%	90,498.00
Information Systems	\$0.00	\$133,350.00	N/A	133,350.00
Reuben Hoar Library	\$408,767.00	\$432,635.00	5.84%	23,868.00
Park And Recreation Dept	\$76,500.00	\$79,838.00	4.36%	3,338.00
Planning Board	\$36,022.00	\$42,182.00	17.10%	6,160.00
Police Department	\$1,133,159.00	\$1,219,962.00	7.66%	86,803.00
Control Center	\$248,599.00	\$262,727.00	5.68%	14,128.00
School Department	\$13,058,998.00	\$13,610,489.00	4.22%	551,491.00
Nashoba Tech Assessment	\$426,573.00	\$597,964.00	40.18%	171,391.00
Selectmen	\$145,591.00	\$150,101.00	3.10%	4,510.00
Finance Committee	\$1,000.00	\$1,000.00	0.00%	-
Finance Committee Reserve Fund	\$150,000.00	\$150,000.00	0.00%	-
Building Maintenance	\$322,390.00	\$331,838.00	2.93%	9,448.00
Moderator	\$100.00	\$100.00	0.00%	-
Tax Collector	\$63,600.00	\$77,760.00	22.26%	14,160.00
Town Treasurer	\$124,675.00	\$128,347.00	2.95%	3,672.00
Short Term Debt	\$375,104.00	\$626,802.00	67.10%	251,698.00
Long Term Debt	\$3,736,695.00	\$3,571,280.00	-4.43%	(165,415.00)

# ANNUAL REPORT 2007

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<u>Department</u>	Budget FY2007	Budget FY2008	<u>% Change</u>	<u>\$Change</u>
Employee Benefits	\$3,262,622.00	\$3,485,838.00	6.84%	223,216.00
Other Departmental Budgets	\$189,906.00	\$208,776.00	9.94%	18,870.00
Insurance	\$316,250.00	\$316,250.00	0.00%	-
Legal	\$100,000.00	\$100,000.00	0.00%	-
Roadway Repairs	\$275,000.00	\$275,000.00	0.00%	-
<b>Total</b>	<b>\$26,813,689.00</b>	<b>\$28,307,280.00</b>	<b>5.57%</b>	<b>\$1,493,591.00</b>

## Budget Worksheet EXPENDITURES

BUDGET COST CENTER COST CENTER DETAIL	FY2007 Budget	FY2007 ACTUAL	FY2008 Budget
Town Reports/Town Meeting	7,000	7,000	7,000
Moderator	100	100	100
Selectmen - Salaries & Wages	130,891	124,791	136,001
Selectmen - Elected Wages	0	0	0
Selectmen - Operating Expenses	14,700	17,634	14,100
Selectmen Total	145,591	142,425	150,101
Finance Committee - Wages	0	0	0
Finance Committee - Expenses	1,000	165	1,000
Finance Committee Total	1,000	165	1,000
Town Accountant - Salaries & Wages	96,825	95,728	113,615
Town Accountant - Expenses	7,975	7,934	7,000
Town Accountant - Audit Expense	21,750	31,750	22,450
Town Accountant Total	126,550	135,412	143,065
Board of Assessors Total	132,350	131,543	142,528
Treasurer Salaries & Wages	98,332	98,332	109,547
Treasurer Expenses	14,343	24,231	6,800
Treasurer Tax Title Expenses	12,000	4,082	12,000
Treasurer Total	124,675	126,645	128,347
Collector Salaries & Wages	55,100	54,094	63,960
Collector Expenses	8,500	10,500	13,800
Collector Total	63,600	64,594	77,760
Town Counsel - Total Expenses	100,000	146,565	100,000
IT Salaries & Wages	0	0	64,500

# TOWN OF LITTLETON

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BUDGET COST CENTER COST CENTER DETAIL	FY2007 Budget	FY2007 ACTUAL	FY2008 Budget
IT Expenses	0	0	68,850
IT Total	0	0	133,350
Town Clerk - Salaries & Wages	56,790	56,790	57,636
Town Clerk - Expenses	1,200	1,196	1,500
Town Clerk Total	57,990	57,986	59,136
Elections & Registration Total	12,460	13,436	8,200
Conservation Commission Salaries & Wages	15,300	14,209	15,683
Conservation Commission Expenses	1,726	20	1,726
Conservation Commission Total	17,026	14,229	17,409
Planning Board Salaries & Wages	34,797	36,528	40,957
Planning Board Expenses	1,225	752	1,225
Planning Board Total	36,022	37,280	42,182
Board of Appeals Salaries & Wages	7,681	5,253	5,638
Board of Appeals Expenses	1,200	1,714	1,200
Board of Appeals Total	8,881	6,967	6,838
Public Buildings - Salaries & Wages	19,890	22,253	39,538
Public Buildings - Expenses	242,500	312,500	232,300
Public Buildings Total	262,390	334,753	271,838
Central Communications	60,000	76,256	60,000
MAGIC Funding	1,600	1,600	1,600
Total General Government Other Program Expenses	35,350	37,432	36,050
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,157,235</b>	<b>1,296,956</b>	<b>1,350,453</b>
<b>PUBLIC SAFETY</b>			
Police Department - Salaries & Wages	1,059,939	1,059,339	1,113,434
Police Department - Expenses	73,220	72,752	96,528
Police Department Total	1,133,159	1,132,091	1,209,962
Crossing Guard			10,000
Fire Department - Salaries & Wages	428,333	428,868	438,510
Fire Department - Expenses	37,943	38,043	41,471
Fire Department Total	466,276	466,911	479,981
Building Commissioner - Salaries & Wages	78,802	78,802	87,748
Building Commissioner - Expenses	1,950	1,950	5,480

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BUDGET COST CENTER COST CENTER DETAIL	FY2007 Budget	FY2007 ACTUAL	FY2008 Budget
Inspectional Services Total	80,752	80,752	93,228
Communications Department - Salaries & Wages	229,247	229,652	243,125
Communications Department - Expenses	19,352	19,293	19,602
Communications Department Total	248,599	248,945	262,727
Total Public Safety Regular Salaries & Wages	1,796,321	1,796,661	1,892,817
Total Public Safety Expenses	133,465	133,038	164,081
<b>TOTAL PUBLIC SAFETY</b>	<b>1,929,786</b>	<b>1,929,699</b>	<b>2,056,898</b>
EDUCATION			
Technical School	426,573	426,573	597,964
Technical School Total	426,573	426,573	597,964
Littleton School Department	13,058,998	13,058,998	13,610,489
Littleton School Department Total	13,058,998	13,058,998	13,610,489
<b>EDUCATION TOTAL</b>	<b>13,485,571</b>	<b>13,485,571</b>	<b>14,208,453</b>
PUBLIC WORKS SERVICES			
Street Lights	12,000	12,000	30,070
DPW - Highway Division - Salaries & Wages	649,877	626,497	715,338
DPW - Highway Division - Expenses	438,172	422,710	439,022
DPW - Highway Division Total	1,088,049	1,049,207	1,154,360
DPW - Wastewater Management	46,200	71,978	46,200
DPW - Roadway Repairs/Improvements	275,000	275,000	275,000
Cemetery Division - Salaries & Wages	92,983	92,114	97,112
Cemetery Division - Expenses	27,700	26,769	27,700
Cemetery Division Total	120,683	118,883	124,812
Snow Removal - Salaries & Wages	61,700	60,965	64,393
Snow Removal - Expenses	61,400	142,310	61,472
Snow Removal Total	123,100	203,275	125,865
B&M Crossing Assessment	2,806	2,806	2,806
Total Public Works Regular Salaries & Wages	804,560	779,576	876,843
Total Public Works Expenses	860,472	950,767	879,464
Total Public Works Assessments	2,806	2,806	2,806
<b>TOTAL PUBLIC WORKS SERVICES</b>	<b>1,667,838</b>	<b>1,733,149</b>	<b>1,759,113</b>
HEALTH & HUMAN SERVICES			

# TOWN OF LITTLETON

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BUDGET COST CENTER COST CENTER DETAIL	FY2007 Budget	FY2007 ACTUAL	FY2008 Budget
Board of Health - Salary & Wages	23,356	22,604	25,922
Board of Health - Expenses	1,235	1,235	1,235
Board of Health - Nashoba Health District	20,415	21,027	20,415
Board of Health - Nashoba Nursing Service	7,944	8,182	7,944
Board of Health - Eliot Clinic	3,780	3,780	3,780
Board of Health Total	56,730	56,828	59,296
Animal Inspector - Salary & Wages	1,300	1,300	1,300
Animal Inspector - Expenses	0	0	0
Animal Inspector Total	1,300	1,300	1,300
Council on Aging - Salary & Wages	53,902	50,375	51,513
Council on Aging - Expenses	16,389	14,943	16,389
Council on Aging Total	70,291	65,318	67,902
Veterans' Services - Salary & Wages	5,000	5,000	5,000
Veterans' Services - Expenses	750	635	750
Veterans' Services - Benefits	12,000	6,080	12,000
Veterans' Services Total	17,750	11,715	17,750
Total Health & Human Services Salary & Wages	83,558	79,279	83,735
Total Health & Human Services Expenses	18,374	16,813	18,374
Total Health & Human Services Non-Operating Expenses	44,139	39,069	44,139
<b>HEALTH &amp; HUMAN SERVICES TOTAL</b>	<b>146,071</b>	<b>135,161</b>	<b>146,248</b>
<b>CULTURE &amp; RECREATION</b>			
Library - Salary & Wages	320,656	320,656	339,797
Library - Expenses	62,100	62,100	65,700
Merrimack Valley Library Consortium	26,011	26,011	27,138
Reuben Hoar Library Total	408,767	408,767	432,635
Recreation Committee - Salary & Wages	73,537	73,537	76,875
Recreation Committee - Expenses	2,963	2,963	2,963
Recreation Committee Total	76,500	76,500	79,838
DPW Park Maintenance - Expenses			21,422
DPW Park Maintenance Total			21,422
Historical Commission - Salary & Wages	0	0	0
Historical Commission - Expenses	700	700	1,500

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BUDGET COST CENTER COST CENTER DETAIL	FY2007 Budget	FY2007 ACTUAL	FY2008 Budget
Historical Commission Total	700	700	1,500
Memorial Day - Expenses	500	500	500
Patriots Day - Expenses	50	50	50
Total Culture & Recreation Regular Wages	394,193	394,193	416,672
Total Culture & Recreation Expenses	92,324	92,324	119,273
<b>TOTAL CULTURE &amp; RECREATION SERVICES</b>	<b>486,517</b>	<b>486,517</b>	<b>535,945</b>
<b>FIXED COSTS</b>			
Gasoline Expense	100,000	88,851	100,000
Insurance Expense	316,250	278,834	316,250
<b>FRINGE BENEFITS</b>			
F.I.C.A. (Medicare)	152,000	160,269	161,120
Longevity	0	0	11,650
Unemployment Premium Payment	0	0	50,000
Group Health & Life Insurance Premiums	2,200,419	1,936,997	2,335,628
County Retirement	910,203	901,436	927,440
<b>TOTAL FRINGE BENEFITS</b>	<b>3,262,622</b>	<b>2,998,702</b>	<b>3,485,838</b>
<b>TOTAL FIXED COSTS</b>	<b>3,678,872</b>	<b>3,366,387</b>	<b>3,902,088</b>
<b>RESERVE FUND</b>			
Reserve Fund	150,000	24,893	150,000
<b>TOTAL OPERATING BUDGET</b>	<b>22,701,890</b>	<b>22,458,333</b>	<b>24,109,198</b>
<b>DEBT SERVICE</b>			
Short Term Interest Total	375,104	375,104	626,802
Long Term Debt Total	3,736,695	3,736,695	3,571,280
<b>DEBT SERVICE TOTAL</b>	<b>4,111,799</b>	<b>4,111,799</b>	<b>4,198,082</b>
<b>TOTAL OPERATING BUDGET APPROPRIATED</b>	<b>26,813,689</b>	<b>26,570,132</b>	<b>28,307,280</b>

## Revenue Worksheet

DEPARTMENT	LINE ITEM DESCRIPTION	FY2007 ACTUAL
General Revenues	PERSONAL PROPERTY TAXES	432,873.49
	REAL ESTATE TAXES	19,693,384.03
	TAX LIENS (TITLES) REDEEMED	358.65
	DEFERRED REAL ESTATE TAXES	29,288.91
	MOTOR VEHICLE EXCISE	1,063,614.98

# TOWN OF LITTLETON

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DEPARTMENT	LINE ITEM DESCRIPTION	FY2007 ACTUAL
	INTEREST ON PROPERTY TAXES	63,199.30
	INTEREST ON EXCISE TAXES	5,275.54
	INTEREST ON TAX TITLE REDEMPT.	1,171.61
	INTEREST ON SPECIAL ASSESSMENT	6,892.13
	INTEREST ON SEPTIC BETTERMENT	6,950.02
	LIEU OF TAXES- MISC.	4,848.03
	LIEU OF TAXES- ENTERPRISE FUND	385,000.00
	LIEU OF TAXES- MILL POND	5,302.75
	C/S CHAPTER 70	1,818,491.00
	C/S SCHOOL CONSTRUCTION	1,651,599.00
	C/S LOTTERY	706,463.00
	C/S ADDITIONAL ASSISTANCE	165,208.00
	C/S EXEMPT:VETS,BLIND,S.SPOUSE	16,558.00
	C/S EXEMPT: ELDERLY	12,550.00
	C/S CHARTER SCHOOL	83,856.00
	C/S POL CAREER INCENTIVE-QUINN	68,567.80
	MEDICAID	42,131.00
	INTEREST ON REVENUE CASH	796,868.98
	SPECIAL ASSESSMENTS	31,253.00
	SEPTIC BETTERMENTS	10,163.34
	MISC NON-RECURRING REVENUE	3,202.00
	GIFTS AND DONATIONS	440.00
	TRANS FROM- CEM. SALE OF LOTS	12,000.00
	TRANS FROM- INT.PERPETUAL CARE	13,000.00
	TRANS FROM- INT. J.GOLDSMITH	100.00
	TRANS FROM- INT. C.HILDRETH	1,500.00
	TRANS FROM- INT. L.JOHNSON	200.00
	TRANS FROM- INT. L.H.ZAPPY	200.00
	TRANS FROM- B.SAMPSON ANIMAL	500.00
	TRANS FROM- STABILIZATION	679,316.00
	TRANS FROM- CEM PERPETUAL CARE	87,000.00
	TRANS FROM- OTHER	68,746.00
	TRANSFER FROM - SPEC. REVENUE	175,759.00
SELECTMEN	LICENSES & PERMITS	15,527.50
	ALCOHOL BEVERAGE LICENSES	6,705.00
	MISCELLANEOUS	2,365.84
ASSESSORS	MISCELLANEOUS	2,523.50
TREASURER	MISCELLANEOUS	227.00
COLLECTOR	TRAILER PARK FEES	11,232.00
	TAX COLLECTOR FEES	13,978.09
	MUNICIPAL LIEN CERTIFICATES	8,450.00
	ADVERTISING	165.00
	REGISTRY FLAGGING	4,240.00
	BETTERMENT RELEASE	16.00
TOWN CLERK	TOWN CLERK FEES	2,365.00
	LICENSES & PERMITS	9,204.00

# ANNUAL REPORT 2007

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DEPARTMENT	LINE ITEM DESCRIPTION	FY2007 ACTUAL
CONSERVATION	MISCELLANEOUS	4,206.65
	CONSERVATION FEES	880.00
	MISCELLANEOUS	5,037.50
PLANNING BOARD	PLANNING BOARD FEES	31,908.41
APPEALS BOARD	APPEALS BOARD FEES	2,972.66
PARKING CLERK	FINES & FORFEITS	4,340.00
POLICE	POLICE FIREARMS FEES	3,500.00
	OTHER LICENSES & PERMITS	540.00
	FINES & FORFEITS	85,329.78
	POLICE COURT FINES	3,874.00
	MISCELLANEOUS	12,820.00
FIRE	OTHER LICENSES & PERMITS	12,080.00
	FINES & FORFEITS	150.00
	MISCELLANEOUS	9,563.00
BUILDING	FEES AND OTHER REVENUES	1,822.00
	OTHER LICENSES & PERMITS	109,464.38
HIGHWAY	FEES AND OTHER REVENUES	6,879.03
CONSTRUCTION	FEES AND OTHER REVENUES	575.00
SNOW AND ICE	FEMA	7,958.91
TRANSFER STATION	FEES AND OTHER REVENUES	356,962.00
	RECYCLING SALES	1,835.05
	OTHER	12,228.00
BOARD OF HEALTH	OTHER LICENSES & PERMITS	7,023.50
	MISCELLANEOUS	323.00
LIBRARY	LIBRARY VIOLATION FINE	2,225.95
	MISCELLANEOUS	266.50
<b>Total General Fund</b>		<b>28,905,595.81</b>

# TOWN OF LITTLETON

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## Combined Balance Sheet-All Fund Types June 30, 2007 – Unaudited

<u>Governmental Fund Types</u>			Proprietary Fund Type	Fiduciary Fund Type	Account Group General	Total	
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long Term Debt	Memorandum Only
<b><u>Assets</u></b>							
Cash and Cash Investments	\$5,881,146	\$2,690,684	\$858,354	\$16,614,115	\$6,923,898	\$	\$32,968,198
Due from Other Funds	0	0	0	0	0	0	0
Receivables:							
Property Taxes	369,553	0	0	0	0	0	369,553
Allowance for Abatements and Exemptions	(419,802)	0	0	0	0	0	(419,802)
Tax Liens	92,993	0	0	0	0	0	92,993
Excises	102,494	0	0	0	0	0	102,494
Departmental Due from Other Governments	212,536	139,000	0	0	0	0	351,536
Fixed Assets	0	897,853	0	0	0	0	897,853
Amounts to be Provided for Landfill Closure Costs	0	0	0	0	0	0	0
Payment of Bonds	0	0	0	3,160,000	0	27,710,072	30,870,072
<b>Total Assets</b>	<b>\$6,238,920</b>	<b>\$3,727,538</b>	<b>\$858,354</b>	<b>\$19,774,115</b>	<b>\$6,923,898</b>	<b>\$27,710,072</b>	<b>\$65,232,897</b>
<b><u>Liabilities and Fund Equity</u></b>							
Liabilities:							
Warrants Payable Due to Other Funds	\$501,798	\$103,341	\$442,676	\$2,295,866	\$10,359	\$	\$3,354,039
Withholdings Payable Due to Other Governments	0	0	0	0	0	0	0
Due to Individuals	111,410	0	0	0	116,960	0	228,370
Performance Bonds Payable	0	0	0	0	4,543	0	4,543
Landfill Closure Costs Payable	16,049	0	0	0	31,670	0	47,719
Bond Anticipation Notes Payable	1,538,007	0	0	0	0	0	1,538,007
State Aid Anticipation Notes Payable	0	0	0	0	0	0	0
Bonds Payable	0	0	0	4,850,000	0	27,710,072	32,560,072
Deferred Revenue:							
Property Taxes	(50,248)	0	0	0	0	0	(50,248)
Tax Liens	92,993	0	0	0	0	0	92,993

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<u>Governmental Fund Types</u>							
	Proprietary		Fiduciary		Account		Total
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Trust and Agency</u>	<u>Group General Long Term Debt</u>	
<b>Assets</b>							
Excises	102,494	0	0	0	0	0	102,494
Departmental	212,536	1,036,854	0	0	0	0	1,249,390
Total Liabilities	2,525,039	1,140,194	9,742,676	7,145,866	163,532	27,710,072	48,427,378
Fund Equity:							
Contributed Capital					0		
Retained Earnings:							
Unreserved	0	0	0	0	0	0	0
Fund Balances:							
Reserved for Encumbrances	1,479,262	0	0	2,215	0	0	1,481,477
Reserved for Subsequent Year's Expenditures	761,693	0	0	0	0	0	761,693
Reserved for Endowments	0	0	0	0	3,542,268	0	3,542,268
Unreserved: Designated to be Bonded	0	0	(8,946,317)	0	0	0	(8,946,317)
Designated for Appropriation Deficits	(80,176)						(80,176)
Designated	26,394	0	0	0	115,958	0	142,352
Undesignated	1,526,708	2,587,344	61,996	12,626,035	3,102,140	0	19,904,222
Total Fund Equity	3,713,882	2,587,344	(8,884,322)	12,628,249	6,760,366	0	16,805,520
Total Liabilities and Fund Equity	\$6,238,920	\$3,727,538	\$858,354	\$19,774,115	\$6,923,898	\$27,710,072	\$65,232,897
Assets vs equity & liabs	(0)	(0)	0	0	(0)	0	0

NOTES:

# **TOWN OF LITTLETON**

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## **BOARD OF ASSESSORS**

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

Ken Mildren continued his efforts to review all of the data maintained by the assessor's for completeness, accuracy and consistency. Ken has maintained a close relationship with the Finance Committee ensuring they are provided with the most up-to-date and accurate data. Ken and Fred Freund continued their service on the TIF Subcommittee, studying the feasibility of a TIF agreement for 550 King Street.

The Town completed the first full year of quarterly billing in 2007. The board and staff worked closely with the Town Accountant and Tax Collector to assure that bills were printed in a timely manner.

Anita Harding and Lorraine Freitas continued the excellent work for the Board, performing many functions which are often outsourced by other communities. Their dedication and hard work, along with that of Ken Mildren, allow Littleton to maintain many assessing functions in-house for greater control and efficiency. This also provides a significant cost savings to the Town.

The Board of Assessors are in the midst of the Data Quality Study, mandated by state law, to confirm the accuracy of assessing data. Over the next year the office staff will continue visiting every property in Littleton for both an interior and exterior inspection.

The Assessors Office hours are Monday through Friday 8:30 to 3:00. Citizens may contact the Assessors Office with any questions or concerns at (978)952-2309.

## **BOARD OF ASSESSORS**

Frederick J. Freund, Chairman; Brian Wright; Pamela Campbell; James Stephen Winroth; Will Ingham

## **ELECTRIC LIGHT DEPARTMENT**

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2007.

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

Three times over the course of the year, we lowered the power cost adjustment (PCA) charge to more accurately reflect the true cost of providing power. These reductions – from 4 cents to 3.5 cents per kWh

in June, from 3.5 cents to 3 cents per kWh in October and from 3 cents to 2 cents per kWh in November – translate to a monthly savings of \$20 for a typical customer using 1000 kWh per month.

The cost of fuel, while trending upward going forward, remained relatively stable over the summer months, allowing the department to make the adjustment. As fuel costs have grown steadily over the last few years, we have, on occasion, adjusted the PCA upward to recoup those higher costs. This year, our power costs were lower, which allowed us to reduce the PCA and pass the savings on to our ratepayers.

We take great pride in keeping our commitment to competitive rates, outstanding reliability and superior service. LELD rates remain among the lowest in the region. The latest statistics compiled by the Massachusetts Municipal Wholesale Electric Company (MMWEC), which tracks the rates of both public and private utility companies, show that LELD's residential rates are consistently and significantly lower than those charged by both Mass Electric and NStar for the same usage. For purposes of comparison, a Littleton customer using 1000 kWh per month has a monthly bill of \$105.15. The same usage in Ayer, served by Mass Electric, cost \$169.66; while in Acton, served by NStar, that usage cost \$194.10.

The department continues to focus on ways to enhance customer service. We regularly evaluate new programs and systems to help us process information more efficiently. We also continue to offer a direct payment option for the convenience of our customers. And for the sixth consecutive year, we offered a rebate program that credits customers \$50 on the purchase of Energy Star® labeled appliances.

On the operations front, we completed a new circuit from Great Road into Boxborough, which improves reliability and capacity in that area of our service territory. We continue to upgrade our infrastructure as new construction projects, most notably Village on the Common and the Toyota dealership, move toward completion.

We have extended our four-day, ten-hour workweek for an additional three years after reviewing the results of a one-year trial period, in which the schedule saved energy, cut costs and improved customer service. Going forward, the one major difference between the pilot program and the schedule is an adjustment of Thursday hours from 7 p.m. to 6 p.m., due to a lack of customers in the final hour. The schedule utilizes the benefits of both a 4x10 workweek and the traditional 5x8 week, by increasing business office coverage from 40 to 43 hours per week and electric and water operations from 40 to 50 hours per week. All employees still work a 40-hour week, with added coverage accomplished through rotations.

In addition to our service offerings, we provide annual financial and in-kind contributions in excess of \$800,000 to the town and support many programs and initiatives, including educational grants to the high school, GIS mapping, environmental and planning assistance, preservation and acquisition of open space, the annual holiday tree lighting on the Common, the senior citizen luncheon and elementary school field trips.

After 17 years of service, Joe Cataldo chose not to stand for re-election in May, capping an exemplary career as Commissioner. Through his years of service, Joe's wise counsel and clear judgment contributed to a number of initiatives that advanced LELD's reputation for quality, value and service. With the exception of a three-year hiatus, Joe's service spanned three decades, bearing witness to significant system improvements in the eighties, deregulation in the nineties, and in these more recent years, the emergence of a new power supply paradigm. We will certainly miss his contributions.

# TOWN OF LITTLETON

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As an organization, LELD has always prided itself on being a progressive utility, using the latest tools and technologies to offer outstanding value for our services. We recognize and respect our role as leading municipal citizens committed to projects and programs that enrich and enhance the quality of community life. Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. As we move forward, we are confident of our ability to further that tradition.

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

## BOARD OF ELECTRIC LIGHT COMMISSIONERS

Thomas Rauker, Chair; Craig Gruskowski, Vice-Chair; Joseph McCumber, Secretary/Clerk; Bruce Trumbull, Member; Ivan Pagacik, Member

### ***Balance Sheet - Light Dept***

<u>ASSETS</u>		<u>LIABILITIES/SURPLUS</u>	
<u>UTILITY PLANT</u>		<u>SURPLUS</u>	
Total Electric Steam Production	0.00	Unappropriated Surplus	30,476,720.61
Total Electric Transmission Plant	14,706.95		
Total Electric Distribution Plant	18,188,724.02		
Total Electric General Plant	10,306,294.48		
<b>TOTAL UTILITY PLANT</b>	<b>28,509,725.45</b>	<b>TOTAL SURPLUS</b>	<b>30,476,720.61</b>
Accum. Depreciation Steam Plant	0.00	LONG TERM LIABILITIES	
Accum. Depreciation Transmission Plant	-11,251.25	Bonds Payable	1,638,000.00
Accum. Depreciation Distribution Plant	-7,522,179.17		
Accum. Depreciation General Plant	-4,078,722.13		
<b>TOTAL DEPRECIATION</b>	<b>-11,612,152.55</b>	<b>TOTAL LONG TERM LIABILITIES</b>	<b>1,638,000.00</b>
NET ELECTRIC PLANT	16,897,572.90	CURRENT AND ACCRUED LIABILITIES	
Construction In Process	0.00	Accounts Payable	2,082,931.85
		Miscellaneous Accrued Liabilities	273,237.20
FUND ACCOUNTS			
Depreciation	3,347,826.09	TOTAL CURRENT & ACCRUED LIABILITIES	2,356,169.05
Construction	5,045,763.33		
Rate Stabilization	5,445,181.78	Reserve for Uncollectible Accounts	20,000.00

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## ***Balance Sheet - Light Dept***

<u>ASSETS</u>		<u>LIABILITIES/SURPLUS</u>	
<u>UTILITY PLANT</u>		<u>SURPLUS</u>	
PGET Escrow Fund	3,320,747.00		
Operations Fund	1,000.00	Power Buyouts	7,661,908.80
TOTAL FUND ACCOUNTS	17,160,518.20	TOTAL LIABILITIES	11,676,077.85
CURRENT AND ACCRUED ASSETS		TOTAL LIABILITIES/SURPLUS	\$42,152,798.46
Accounts Receivable Rates	2,077,183.95		
Accounts Receivable Jobbings	9,607.57		
Accounts Receivable Other	0.00		
Inventories	791,441.35		
Prepayments	3,611,700.48		
Deferred Expenses	13,121.66		
L'Energia Buyout	1,591,652.35		
Pilgrim Buyout	0.00		
RFA Buyout	0.00		
TOTAL CURRENT & ACCRUED ASSETS	8,094,707.36		
TOTAL ASSETS	\$42,152,798.46		

## **WATER DEPARTMENT**

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2007.

As residential development continues to drive water demand, we closely monitor the integrity of our production and distribution systems in order to meet the consumptive requirements of the community. While we have planned successfully to meet demand, we continue to look for ways to enhance system capacity.

The Water Department adopted an incremental 2.5% percent rate increase based on categories of use in the spring to help offset rising operations costs of the town's water system. For residential customers at the base rate (0-2,500 cubic feet), the rate increased from 2.62 cents to 2.68 cents per cubic foot of water. Customers at the next level of usage (2,501-5,000 cubic feet) saw an increase from 2.68 to 2.75 cents per cubic foot. For customers at the next level (5,001 - 7,500 cubic feet), the rate increased from 2.75 to 3.01 cents per cubic foot. Customers using 7,501 to 10,000 cubic feet per quarter saw an increase from 3.01 to 3.08 cents per quarter. Those using in excess of 10,000 cubic feet are billed at a rate of 3.15 cents per

## TOWN OF LITTLETON

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cubic foot. For all other customer classes, the rate rose from 2.82 cents to 2.96 cents per cubic foot of water.

This incremental rate structure is designed to encourage greater water conservation, since customers who use less water pay lower rates. While water rates have remained relatively stable, with only modest increases over the last few years, a number of factors necessitated this latest increase. The state grant for the treatment plant has expired, which forces us to make up the \$183,000 annual amount with greater revenues. For future capital projects, most notably the development of additional well sites and ongoing treatment plant maintenance, a bond will be required. To stay on pace, we need to generate a moderate surplus in anticipation of our capital requirements. For a household of four, whose average usage is around 2300 cubic feet (17,250 gallons) per quarter, and whose bill is normally about \$60, the increase adds an additional \$7 per quarter.

Sustained warm weather and no appreciable rainfall over the summer prompted water use restrictions to be put in place. Under the program, residents with odd numbered addresses were allowed to water on Tuesdays, Thursdays and Saturdays, and those with even numbered addresses were allowed to water on Wednesdays, Fridays and Sundays. No watering was allowed on Mondays, nor permitted any day between 7 a.m. and 7 p.m. The program was a departure from previous restrictions that tracked to the calendar date, allowing odd addresses to water on odd days, even addresses on even days. The department adopted this new program because people find it easier to remember, and it provides for an off-day, every Monday, when the system can recover.

The restrictions had a positive effect on the system's capacity, as consumption dropped by nearly 300,000 gallons per day to more manageable levels. We appreciate the efforts our water customers made in observing the conservation restrictions. We urge customers to continue to practice conservation year round, and to try to strike a better balance between winter and summer usage. We are hopeful that our public education efforts have helped customers develop an awareness of consumption and an appreciation for conservation. We continue to encourage both homeowners and new builders to embrace the value of more wooded, natural settings with smaller lawn areas and more drought resistant plantings.

With the departure of operations and production manager Chris Allen to the Acton Water District, the department reorganized to better fulfill its functions. Don Callahan assumed the position of operations supervisor. In this position, Don assists foreman Mike Morse with organization and scheduling. Greg Woods was promoted to the position of production/environmental manager. In this capacity, Greg oversees the treatment plant as well as all other treatment and well systems, while retaining his responsibility for environmental compliance.

In addition to routine maintenance activities, our staff continues to perform a number of important functions, including the installation of new water services, the repair of emergency water main breaks and the monitoring of water quality. Our certified drinking water operators keep the Spectacle Pond Treatment Facility running efficiently through regular maintenance and equipment upgrades. The operators take several continuing education classes each year to retain their licenses. Both our operators and utility specialists are on call 24 hours a day, 7 days a week to respond to emergencies.

We are pleased to report that we had no instances of bacterial contamination this year. We believe that this is a direct result of a low-level chlorination program, a proactive approach to combating nuisance bacteria. Because of its success, we have begun an annual, seasonal program as a preventive measure.

# ANNUAL REPORT 2007

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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.

## BOARD OF WATER COMMISSIONERS

Thomas Rauker, Chair; Craig Gruskowski, Vice-Chair; Joseph McCumber, Secretary/Clerk; Bruce Trumbull, Member; Ivan Pagacik, Member

### ***Balance Sheet – Water Dept.***

<b><u>ASSETS</u></b>		<b><u>LIABILITIES AND SURPLUS</u></b>	
			<b><u>2006</u></b>
<b><u>Current and Accrued Assets</u></b>		<b><u>Current and Accrued Liabilities</u></b>	
Cash	\$ 252,272	Accounts payable	\$ 3,391
Accounts receivable	112,340	Current portion long-term debt	280,000
Accrued unbilled revenues	191,869	Accrued liabilities	<u>99,834</u>
Materials and supplies	<u>58,639</u>		
<b><u>Total Current &amp; Accrued Assets</u></b>	<u>615,120</u>	<b><u>Current and Accrued Liabilities</u></b>	<u>383,225</u>
		<b><u>Long-term Debt</u></b>	
Noncurrent Assets		Bonds payable	<u>2,595,000</u>
Prepaid bond costs	132,394		
Total plant, at cost	12,572,729	<b><u>Contribution in Aid of Construction</u></b>	
Less: Accumulated depreciation	3,692,692		
<b><u>Net Plant in Service</u></b>	<u>8,880,037</u>	<b><u>Total Liabilities</u></b>	<u>2,978,225</u>
<b><u>Construction in progress</u></b>		<b><u>Net Assets</u></b>	
		Invested in capital assets, net of related debt	6,005,037
<b><u>Total Noncurrent Assets</u></b>	<u>9,012,431</u>	Unrestricted net assets	<u>644,289</u>
		Total Net Assets	6,649,326
<b><u>Total Assets</u></b>	<b><u>\$9,627,551</u></b>	<b><u>Total Liabilities and Surplus</u></b>	<b><u>\$9,627,551</u></b>

# TOWN OF LITTLETON

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## HIGHWAY DEPARTMENT

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

**Employees:** The Highway Department consists of the following employees: James Clyde, Operations Manager; Katie Tocci, Administrative Assistant; Daniel Tebbetts, General Foreman; James DeVogel, Highway Working Foreman; Patrick Goddard, Park Working Foreman; Stanley Walker, John Malloy, Michael Hayes, Barry Nawoichik, Shawn Bernard, Jesus Benitez and Kevin LaFlamme, Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator; Phyllis Cormier, Assistant Transfer Station Operator and Eric K. Durling P.E. Town Engineer, (Part-time).

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

**Park Maintenance:** The Park division of the Highway Department is in charge of all grounds maintenance throughout the Town facilities (including school grounds). This consists of mowing and weed trimming of all grounds and the lining of all athletic fields. The Highway and Park division also installs and removes all the Town Beach docks, floats and ropes. The Park division is responsible for the removal of trash from a limited amount of public facilities throughout Town.

**Transfer Station:** The Transfer Station accepted 2456 tons (Decrease of 180 tons or 6.8% from CY-2006) of municipal solid waste for transfer and disposal at Covanta Energy in Haverhill, MA at a rate of \$78.40 per ton (2.2 % increase) (Last years rate was \$76.72 per ton). With your help the Town also accepted and recycled 1063 tons of general materials. (30% recycling rate)

**Road Reconstruction:** The following road reconstruction projects were undertaken in 2007 by our sub-contractor Murray Paving and Reclamation of Holliston, MA.:

Nashoba Road (1065 linear feet): (Starting at approximately # 140 Nashoba Road and heading towards Nagog Hill Road) A road drainage system and sub-drain system were installed, full depth reclamation of the pavement and sub-base, the sub-base was re-graded and the area was paved with 4 inches of bituminous asphalt pavement.

Sagamore Trail (725 linear feet), Wamesit Trail (840 linear feet), Tadmuck Trail (975 linear feet): These three roads had drainage systems installed, full depth reclamation of the pavement and sub-base, the sub-base was re-graded and the area was re-paved with 3 inches of bituminous asphalt pavement.

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Town Road (665 linear feet) A road drainage system was installed, the sidewalk was removed, re-graded and paved with 3 inches of bituminous asphalt pavement, full depth reclamation of the pavement and sub-base, the sub-base was re-graded and 3 inches of bituminous asphalt paving was installed.

Town Beach parking lot (approximately 120 feet by 85 feet) The Town Beach parking lot had full depth pavement and sub-base reclamation, the parking lot was re-graded to allow for better drainage, the area was repaved with 3 inches of bituminous asphalt pavement and parking lot lines were installed. This is a major improvement of the beach area.

**Crack Sealing:** In November, Crack sealing Inc. of Raynham Massachusetts installed 2721 gallons of fiber reinforced crack sealing rubber on Hartwell Avenue. Due to weather conditions the completion of the \$80,000 contract will take place in the spring of 2008. This crack sealing treatment helps prevent water from penetrating the road surface and creating pot holes and weak areas in the pavement.

**Guard Rail replacement/additions:** Delucca Fence Company of Methuen, Ma replaced approximately 4190 feet of obsolete cable guard rail, with galvanized steel beam guard rail, on Taylor Street, Oak Hill Road, Harvard Road. Approximately 1025 linear feet of additional guard rail were also installed on Hartwell Avenue, Taylor Street and Harvard Road. These new sections were added to reduce significant safety risks in those areas.

## Newly Accepted Public Ways:

Grist Mill Road ( 3,793 linear feet)

Surrey Road (2,150 linear feet)

Nancy's Way (981 linear feet)

Manchester Drive (1,250 linear feet)

Norfolk Drive (320 linear feet)

**Private Ways:** Under the Town's private way snow plowing policy, approximately 22 petitions were received, evaluated and 14 were approved, 8 roads were approved with conditions for 2007/2008 snow and ice removal services.

**Equipment Replacement/Refurbishment:** A new office "trailer" was installed at the Transfer Station. Due to funding constraints with Town funding no other equipment was purchased this year.

**Snow & Ice:** The Highway Department has added a new deicing chemical to its winter arsenal of tools. We are now adding a chemical called M-2000 to our salt supply. This new chemical makes the salt work at a lower temperature and also leaves a residual melting affect on the road. With this new chemical we have also eliminated the use of sand. You may have noticed last year there was not the usual build up of road debris in the spring. This allows for a much quicker clean up after the long harsh winter of road treatments. We are still working some bugs out with this new system so please bear with us while we try to serve you better.

Respectfully Submitted

James E. Clyde, Operations Manager

## BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2007, fees were collected from building permits totaling \$317,456.

## TOWN OF LITTLETON

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New Commercial Construction	3	Heating Appliance	20
Commercial Addition / Renovation	3	Swimming Pools	10
New Residential Construction	26	Demolition	7
Residential Renovation / Addition	60	Miscellaneous	186
Accessory Structure	20	Certificate of Inspection	16
Signs	30		

The Building Department's charge is to oversee all construction, alteration, repair, and demolition throughout the Town. The Department reviews applications and issues permits for construction, repair, remodeling, and demolition and also issues final certificates of occupancy. The Department staff enforces by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, and fire safety.

The Building Department also performs annual inspections in cooperation with the Fire Department of lodging houses, places of assembly, restaurants serving alcohol, daycare facilities, schools, nursing home, and other group residence or places of assembly occupancies prior to license renewal.

The calendar year 2007 showed significant increased activity in commercial construction while continuing a slight decline in new residential growth. Of the three new commercial permits issued for 2006, the new automotive dealership represents the only substantial new building commercial growth, being phase two of a two phase project that began in 2006.

The new Russell Street Middle School received final occupancy for not only the new school structure but the remodeled Gymnasium. Demolition of the old school is now complete and final site work is nearing completion.

The majority of permits issued for new attached and detached residential dwellings are attributed to the 40B Special Permit developments. Charles Ridge has been a disappointment and remains idle in light of mandated restructuring efforts. It is sincerely hoped that recent action by the Town and the project lenders can spark a rejuvenated interest in the project. In contrast Mannion Place has progressed with little setback demonstrating that projects of this type are achievable under capable supervision and planning. Village on the common is schedule to begin construction early 2008 and will represent the largest 40B project in Littleton featuring primarily two family dwellings.

The new Over-55 bylaw has spawned residential growth in two locations. The White Street project has progressed slowly but promises to be a benchmark example of the new bylaw when completed. Likewise, Reed Lane represents an equally appealing Over-55 project nestled adjacent to the old Veryfine Apple Products complex. Both of these projects will be the final end product of efforts adopted at Town Meeting to meet the needs of our community.

Once again the Building Department warns against the use of non-vented fossil fuel heating appliances. If chosen as a supplemental heat source within the home, said installation requires specific built-in safeguards, and are restricted to areas not used as bathrooms and bedrooms. As with any non-vented fossil fuel appliance, caution should be exercised in their use as they introduce carbon monoxide gas into the living space. If you are contemplating using such a product, please contact this office or the Fire Department for more information.

In closing, I would like to thank all those individuals who, by their dedication and assistance, help provide the consistent service the Town of Littleton has come to expect from the Building Department. I would like to specifically recognize the efforts of the Inspector of Wires Mr. Booth Jackson and the alternate inspector Mr. Vincent Chant, the Plumbing and Gas Inspector Mr. Joseph Cormier and alternate inspectors Mr. Joseph Cormier Jr. and Mr. Wielenski. In addition, a thanks to Mr. Gabriel Vellante, acting as the alternate Building Commissioner, for providing the necessary services during my absence

# ANNUAL REPORT 2007

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and a special thanks to Ms. Maureen Adema who acts as the Administrative Assistant for the Building Department.

Roland Bernier, Building Commissioner

## Inspector of Wires

Please consider the following annual report of the Inspector of Wires for the year January 1, 2007 to December 31, 2007, collecting a total of \$33,800.72 in fees from 330 electrical permits.

New Homes	26	Industrial	69
Additions more than ten outlets	82	Residential Security Systems	21
Additions less than ten outlets	46	Septic System Pumps	11
New Service	7	Re-inspection	1
Service Change	30	Void Permits	0
Swimming Pools	16	Annual Inspection	1
Temporary Meters	6	Repairs	14

I continue to enjoy serving the Town of Littleton in the capacity of Inspector of Wires and wish to thank all those concerned for their cooperation in helping me to execute my duties, and to Maureen Adema for her Administrative services throughout the year. A special thanks to Mr. Vincent Chant who acts as the alternate inspector during my absence.

Booth D. Jackson, Inspector of Wires

## Gas & Plumbing Inspector

As the Littleton Gas Inspector, I am pleased to report that 114 permits were issued collecting a total of \$8,010.00 in gas permit fees.

New Commercial	5	Re-inspections	0
New Residential	24	Replacement	62
Renovation	2	Void	0

As the Littleton Plumbing Inspector, I am pleased to report that 145 permits were issued collecting a total of \$17,095.00 in plumbing permit fees.

New Commercial	14	Re-inspections	0
New Residential	21	Replacement	48
Renovation	61	Void	1

Joseph Cormier, Plumbing & Gas Inspector

## INFORMATION SYSTEMS

**Mission:** The IT Department supports the technology needs of 18 town departments at 5 separate locations.

## TOWN OF LITTLETON

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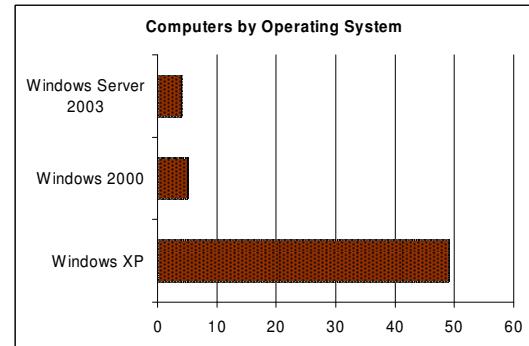
**Completed Projects** Over the past year, the Legacy Financial System running on the VMS Alpha Server was replaced with SoftRight Sumaria, a Windows Municipality Management Software solution running on a Windows 2003 Server platform. The transition included modules for Accounting, Tax Collection, and Payroll. Currently there are 26 on-site users and 23 remote users town wide.

Also completed this year was the implementation of “My Senior Center”, a web based application for tracking statistics in our Council on Aging Department. The application is used to manage the COA members, mailing lists, volunteers, outreach, call logs, events, calendars, meals and rides. Daily lists are generated for drivers to manage their schedules, allowing for more efficient use of transportation available to seniors.

In addition was the inauguration of the Town of Littleton’s new website. A full migration of all town departments, including the Library, Park and Recreation, Cemetery, Fire and Police has been accomplished. The site includes web-based Content Management which allows individual departments to have control of the information on their own web pages to submit up-to-the minute publications.

**Infrastructure & Inventory.** The town is served by a fiber optic Wide Area Network (WAN), provisioned by the Electric Light Department. The WAN has proved instrumental in providing remote administration and Information Technology (IT) support to all the town departments. The Town Hall, Library and Cemetery operate with 54 workstations and 4 Windows servers. The recommended nominal replacement rate for systems is 20% each year.

*Respectfully Submitted,  
Nancy Glencross  
Information Systems*



## TOWN COUNSEL

The role of Town Counsel is to provide accurate 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 research and drafting of legal memoranda, reviewing contracts and warrant articles, and answering questions on a wide variety of topics, as well as participating at various meetings and hearings. The following is a list of the 2007-2008 judicial and administrative appeals.

- 1) ALLEN v. LITTLETON BOARD OF APPEALS, Superior Court MICV2008-00311-L2. An appeal of the Board’s denial of the petitioners’ request to overturn a decision of the Building Commissioner.
- 2) OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON, LITTLETON BOARD OF APPEALS AND LITTLETON PLANNING BOARD, US District Court 06-11140-PBS. An appeal

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of a denial of a variance and a special permit. On August 17, 2007, the parties filed a Joint Stipulation Concerning Proceedings, in which all rights concerning the present action were preserved pending the outcome of a future RFP to place a tower in a different location within the Town.

- 3) OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON AND LITTLETON PLANNING BOARD, Land Court 06-MISC-325883. Stayed pending the outcome of case in US District Court (see above).
- 4) LITTLETON LAND CORP & OHC DEVELOPMENT, LLC v. LITTLETON PLANNING BOARD, Land Court 03-MISC-290802. The matter was settled on February 1, 2007.
- 5) ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court 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.
- 6) ROSS v. LITTLETON BOARD OF APPEALS, Land Court Case No. 277117. This case involved an appeal of the Board's denial of a request for a variance. It is currently inactive.
- 7) ROSS v. LITTLETON BOARD OF APPEALS, Land Court 07-MISC-343238. This case involved an appeal of the Board's denial of the Ross' appeal of the Littleton Building Commissioner's Enforcement Action regarding the number of parked cars and employees at the residence/office. This action was voluntarily dismissed, without prejudice, on August 31, 2007.
- 8) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court Case No. 235237. The Plaintiffs appealed a decision of the Planning Board granting a modification to a special permit issued in 1994 to CVS. The modification would permit CVS to relocate a dumpster. The Town has filed a Notice of Appearance.
- 9) JOSEPH A. DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court Case No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a thirty-five year old definitive subdivision plan. The case has been inactive since 1996.
- 10) LITTLETON PLANNING BOARD v. GREAT ROAD DEVELOPMENT AND HUDSON SAVINGS BANK, Superior Court MICV2006-03903. Suit by the Planning Board seeking to obtain proceeds of a performance bond. The Court ruled in favor of the Planning Board and the proceeds of the bond have been released.
- 11) MAILLOUX v. TOWN OF LITTLETON, Superior Court MICV2005-1070-L. An action seeking damages and injunctive relief ordering that Mailloux be hired as a full-time firefighter. On April 21, 2005, the case was removed to the United States District Court for the District of Massachusetts. Trial was held on October 29, 2007. Judgment issued in favor of the Town on November 5, 2007.
- 12) RAFFI v. LITTLETON BOARD OF HEALTH, Superior Court MICV2003-04660. An appeal of a Board of Health denial of an application for sewage disposal permit. Joint motion for remand of the matter to the Board of Health was granted on January 1, 2007. On September 17, 2007, a Joint Motion to Amend Joint Motion for Order of Remand was granted.
- 13) THUMBTACK REALTY TRUST v. LITTLETON BOARD OF HEALTH, Superior Court MICV2003-02586 An appeal of the Board of Health's denial of a permit to construct a sewage disposal system and request for a variance. The Court granted the Thumbtack Realty Trust's Motion for Summary Judgment on March 1, 2007. On January 15, 2008 the Court denied the Thumbtack Realty Trust's Motion for Award of Counsel Fees, Costs and Expenses.
- 14) 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.

# TOWN OF LITTLETON

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- 15) ZAJAC v. KELLY AND TOWN OF LITTLETON, Superior Court WOCV2007-00803. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. The Defendants have filed a Motion for Judgment on the Pleadings. The Court has scheduled a hearing on this motion for March 12, 2008. In this matter, the Town is represented by insurance counsel.
- 16) LITTLETON POLICE DEPARTMENT v. LIPSMAN, Mass. District Court Case No. 042304. An appeal of a moving violation. This case has been inactive since April 2005.
- 17) CHARLES RIDGE REALTY, LLC, CHAPTER 11, US Bankruptcy Court for the District of Massachusetts, 07-40251-HB. On January 25, 2007 The Town filed a Notice of Appearance and Request for Service of Documents. TD Banknorth was granted a Relief from a Stay of the Bankruptcy Court proceedings and is expected to put the underlying property up for auction.

Miyares and Harrington, Littleton Town Counsel

## POLICE DEPARTMENT

It is the mission of the Littleton Police Department to exist, in partnership with the community and to enhance the lives of all the citizens of Littleton. We strive to create an atmosphere that is free of unlawful encroachment upon individual rights and to safeguard the lives and property of our citizens. We will accomplish this through mutual trust, honesty, impartiality and professionalism. This is the Mission Statement of the Littleton Police Department.

Calendar year 2007 continued to present many challenges to the Littleton Police Department as we attempted to continue to address the safety and security needs of the community and the citizens we serve. One bright spot in the year came when we were allowed to re-hire one of the four patrol officer positions that were cut over the last several years, which brought our total police officer number from 13 to 14 (To include the Chief, Lieutenant, Sergeants, Detectives, and Patrolmen). This is still down from a full compliment of 17 in 2004, which accounts for a total shortfall of 17% of our sworn officers. In addition to these personnel shortages we continue to operate without a full compliment of dispatchers and civilian administrative personnel. In total our personnel continues to be 19% below our desired and necessary staffing. You are currently served by a police department with staffing equal to that which existed in 1986.

During 2007 we, the Littleton Police Department, continued to support the position of School Resource Officer that had been unfunded by the Town and Littleton School Department in the previous fiscal year. The position was brought back due to the fact that the practitioners within the school department, and the administration of the police department, realized how important the position is to the community. Although Detective Matthew Pinard, the School Resource Officer, is almost entirely dedicated to the Littleton School Department during the school year the Littleton Police Department continues to fully fund the position without any assistance. This fact negates the patrol position that the Littleton Police Department recouped during 2007 and we continue to operate with the staffing of 22 years ago.

As the department is confronted by more demands due to an increase in residential, commercial, vehicular populations, and service calls we attempt to maintain an acceptable level of service for our citizens. We continue to maximize our personnel to best address your needs and we maintain fiscally responsible by operating within the restrictions mandated. The Littleton Police Department remains the only police department in the nation to utilize corporate advertising in order to fund essential equipment. You will

note that one of our cruisers has the logo from “Donelan’s Markets” on it and another has the logo from “Bob Moran’s Acton Toyota”. These corporate sponsorships, along with an anonymous donation, allowed us to lease three cruisers outside of the Town Budget in order to give us the basic tools necessary to meet your needs. You will also see, if you venture to the area of 20 Foster Street, that we have added an office trailer to the Littleton Police Station. The trailer is located adjacent to Fay Park and Wilderness Road, which is the gateway to the New England Forestry Foundation and the Prouty Conservation Property. This trailer was put in place to temporarily address some of the many safety and operational issues that the department personnel, and those citizens that we serve within the confines of the station, are presented with on a daily basis due to the documented inferior and compromised working conditions presented by the current station.

The proud and professional men and women of the Littleton Police Department continue to serve you with distinction on a daily basis, but under ever deteriorating conditions. We will continue to maintain our efforts and stay true to our Mission Statement to the best of our ability, but, at this time, not to the standards that we or you should find acceptable.

The following is a sample of comparative statistics which show some of our activity and the changes in the past year:

<b>Incident Type <i>(Partial List)</i></b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Difference</b>	<b>% Change</b>
						From prior year
Rape	3	2	1	2	1	100.00%
Assault and Battery	65	56	27	34	7	25.93%
Break and Entry	46	35	11	24	13	118.18%
Larceny	102	110	46	110	64	139.13%
Motor Vehicle Theft	9	7	3	3	0	0.00%
Vandalism	61	85	53	66	13	24.53%
Weapons Violations	9	7	4	5	1	25.00%
Drug laws	49	49	52	55	3	5.77%
Family Offenses	38	41	38	39	1	2.63%
Arrests	259	257	196	245	49	25.00%
Vehicle Tows	427	347	317	384	67	21.14%
Disturbances (Gnrl)	93	101	94	104	10	10.64%
Family Disturbances	38	54	33	50	17	51.52%
Noise Complaint	41	49	49	33	-16	-32.65%
Suspicious Activity	400	430	413	473	60	14.53%
Internet Crimes	3	7	17	19	2	11.76%
Building Checks	2011	1620	1863	2623	760	40.79%
Medical Emergencies	573	541	501	512	11	2.20%
Burglar Alarms	420	372	464	442	-22	-4.74%
MVA Personal Injury	39	45	43	44	1	2.33%
MVA Property Damage	232	223	145	163	18	12.41%
<b>Total Calls For Svrs. ( All incidents)</b>	<b>12818</b>	<b>10205</b>	<b>10206</b>	<b>11216</b>	1010	9.90%
Total Traffic Citations	3385	1317	2060	2244	184 \$	8.93%
Total Citation Fines	\$186,986.00	\$135,795.00	\$88,566.00	\$86,737.00	(1,829.00)	-2.07%

# **TOWN OF LITTLETON**

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## **CONSERVATION COMMISSION**

At the end of 2007, Barbara Chapin, the Administrator for the Conservation Commission announced her retirement. The Commission would like to recognize Barbara's tremendous contribution to the Town during her twenty year's service. After serving three years as a Conservation Commissioner, in 1987 Barbara was appointed Conservation Administrator for the Commission. Subsequently she obtained Advanced Certification as a Conservation Professional from the Massachusetts Association of Conservation Commissions. Her cheerful and helpful disposition has aided many an applicant through the intricacies of the Massachusetts Wetlands Protection Act. Barbara initiated and drove the creation of a community garden on the conservation land on Newtown Hill. Barbara's activities on behalf of the Town have not been confined just to conservation and the environment. Her first role was as secretary to the Superintendent of Schools followed by election to the Library's Board of Trustees.

The regulatory activities of the Conservation Commission consist of pre-construction reviews and subsequent oversight of construction projects occurring within 100 feet of a wetland resource area and approving the alteration, where unavoidable, of a wetland resource area. Thanks to the state of the 2007 economy few large projects came before the Commission but the stream of maintenance, septic system upgrade and house addition projects continued unabated. The Conservation Commission encourages anyone contemplating a construction project near a wetland resource area to have informal discussions with us before any application is submitted. During 2007 the Conservation Commission issued 11 Orders of Condition (permits), 5 Determinations of Applicability (permit not required), and 9 Certificates of Compliance (projects completed satisfactorily). Oversight of previously approved projects, such as "The Village on the Common" affordable housing project and the adjacent "Orchard Square" retail project kept the Commission's attention.

The Conservation Commission has responsibility for the Town owned conservation land. In this activity the Commission is considerably aided by Art Lazarus and his stalwart band of volunteer stewards. Art contributes his considerable talents to both the Town and to the Littleton Conservation Trust, a private non-profit open space preservation organization.

An environmental "Big Idea" in Littleton during 2007 was the adoption of the Community Preservation Act at the May Town Election providing additional funding through a real estate tax surcharge for the acquisition of open space, historic preservation and affordable housing. "Big Ideas" come to fruition through the development of recommendations and regulations such as are contained in Littleton's Low Impact Design/Best Practices Manual for Storm Water Management released this year. The Littleton Water Department obtained a grant to fund this manual and oversaw its development.

Respectfully submitted,

### **LITTLETON CONSERVATION COMMISSION**

James Pickard, Dan Lord, Ian Gunn, Frank Matheson, Sarah Seaward, Peter Tierney

## BOARD OF HEALTH

The Board of Health is involved in the regulatory/permitting process for a number of environmental and public health issues, the most prominent of which is the proper installation and functioning of subsurface septic systems. The five members of the Board of Health are elected for staggered 3-year terms and attend regularly scheduled meetings twice a month, or more, if necessary. Office hours are 8-12 Mondays, Wednesdays, Thursdays and Fridays, Tuesdays 12-4.

The Board is a member of the larger regional organization known as Nashoba Associated Boards of Health (NABOH). Technical assistance is provided by the Nashoba staff in areas of inspections, testing and permitting, including (but not limited to) the licensing of septic installers, well diggers, massage therapists, etc.; inspections conducted for sanitary living conditions and of food service establishments and restaurants; the testing of beaches and potable well water, etc.. NABOH responds to the threat of infectious diseases by securing state rabies testing and reporting. The nursing staff through NABOH offer many clinics, immunizations to the public, and investigates communicable diseases, and answers health questions from the public.

Our health agent, Jim Garreffii, R.S., NABOH, is available to the citizens of Littleton and to the Board of Health office for assistance on many of the above issues. Mr. Garreffii has Littleton office hours on Tuesdays 12-1 and Thursdays 9:30-10:30, and can be reached at any time through the Ayer office 978-772-3335. The website for information, applications, etc. is [www.nashoba.org](http://www.nashoba.org).

Other services are provided to the residents of Littleton. The mental health of our citizens is available through the services of the Eliot Clinic of Concord. Animal health is monitored by our Animal Inspector, Frank Matheson. The Board reminds residents that both cats and dogs must be vaccinated with anti-rabies vaccine. Possible exposures to rabies are forwarded to this Board. Members are available to the public for questions. Mr. Cassinari, Chair, is available for consultation and welcomes calls at his home 978-486-4942. Mr. Cassinari has also served on the Senior Housing Authority and is currently serving on the Youth Advisory Council.

Littleton's updated website can now be accessed for up-to-the-minute information about the Board of Health. Dates and times for important meetings and other offerings (including cancellations) by the Board can be accessed from [www.littletonma.org](http://www.littletonma.org). Communication with the office can be done by calling 978-952-2313, FAXing 978-952-2354, e-mailing [bcyr@littletonma.org](mailto:bcyr@littletonma.org), or mailing to P. O. Box 1305, Littleton, MA 01460 ATTN: BOH.

This year the Board accomplished the following:

- Accounts Receivable brought in \$4,363.50
- Signed Permits (40 upgrade/repairs, 26 transfer/extensions, 25 new/increased flow)
- Held 29 Meetings throughout the year
- Issued 10 Tobacco Permits and 22 Stable Permits
- Accepted the resignation of a valuable and dedicated Board member, Joe Prendiville  
Welcomed a new member to complete the term of Mr. Prendiville, Mr. Gino Frattalone
- Welcomed a new health agent Mr. Jim Garreffii, R.S.
- Conducted hearings, reviewed all Chapter 224 regulations, adopted updated regulations
- Conducted a public hearing on the Hazardous Materials Bylaw Chapter 111

# TOWN OF LITTLETON

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- Was involved in discussions on a proposed crematorium, a junk bylaw, a proposed café, the relocation of the VFW, the police/fire septic bid proposals, the septic plan for the town beach, the ongoing odor problem at the high school
- Monitored monthly and quarterly reports of wastewater treatment facilities
- Monitored building permit applications for increased septic activity, deed restrictions
- Coordinated with emergency officials the expenditure of monies made available through Homeland Security, and with the Medical Reserve Corps as it got established
- Administrative Assistant and Board members discussed with staff and architectural firm regarding the re-configuration of the Town Hall offices
- Took initial implementation steps for 43D “Expedited Permitting” process; remains actively involved with the Cisco and IBM properties
- Three Members attend the MAHB Certification Program held on December 1, 2007

The Board extends its gratitude to its health agent, Mr. Jim Garreffa, for his technical assistance throughout the year. The Board also extends its gratitude to Beverly Cyr, Administrative Assistant for her comprehensive assistance to them.

Respectfully submitted,

**LITTLETON BOARD OF HEALTH:**

Peter M. Cassinari, Chair, Ted P. Doucette, Vice-Chair, Joseph Presti, Clerk, Peter Yapp and Gino Frattallone

## CLEAN LAKES COMMITTEE

CLC Members:

Jonathan Folsom, Chairman	Dan Lord, Conservation Commission
Leon Weaver, Spectacle Pond	Susan Silberberg
Steven Sussman, Mill Pond	Elliot Putnam, Mill Pond Alternate
Charlie Bush, Lake Matawanakee	Advisor: Savas Danos, LELWD

The Littleton Town Selectman formed the Clean Lakes Committee (CLC) in 1999 to assess conditions and coordinate improvements to Littleton's lakes and ponds. The forum brings together representatives from neighborhood associations on Long Lake, Mill Pond, Spectacle Pond and Lake Matawanakee to share ideas and implement necessary actions to help restore and preserve our town's water bodies, streams and wetlands. Additional members include interested town committee representatives and concerned citizens.

Meetings are held at 7pm, generally on the fourth Thursday of each month in the conference room at the LELWD Operations Center, 39 Ayer Road. The public is welcomed to attend. Approved minutes are posted on the Littleton Water Department website: [www.lelwd.com/minutes.html](http://www.lelwd.com/minutes.html)

2007

The Clean Lakes Committee oversaw the completion of a three-year contract to treat invasive species such as fanwort and milfoil near the town beach on Long Lake and along the shoreline of Spectacle Pond, including treatment of water chestnut in Newtown Pond on the Newtown Hill Conservation grounds.

Control of such in-water plants continues to be a key to the sustainability of Littleton's lakes and ponds. It is anticipated that the contract will be renewed in 2008.

The water level in Lake Matawanakee was drawn down this fall to manage its shoreline invasive plants. It is anticipated that the winter freeze will kill off much of the exposed growth. The continuous flow of water through the lake made herbicide treatments too costly. If the draw down is successful, the same approach could prove effective for Spectacle Pond.

At Long Lake, Town Road and the parking lot at the Town Beach were repaved and the Filterra stormwater attenuation system cleaned. This substantially reduces run off of debris into the lake. Storm drainage from Town Rd. was redirected to the wooded bank between the playground and Beach Drive, providing a natural filter and slowing its run to the shore.

Disappointment with the Army Corps of Engineers' (ACE) assessment (from the end of 2006) that the proposed Mill Pond Restoration would not be viable led to a questioning of our plans and a reexamination of data. Advisor Savas Danos suspected that the 10 year old design data were no longer accurate, and that phosphorus inflows are now lower based on watershed point and non-point source reductions. A team of volunteers from the Mill Pond Association collected samples for the new nutrient modeling that will be completed and resubmitted in 2008. It is hoped that the updated model will lead to a successful review.

Meanwhile, the US Congress re-established future funding for the Mill Pond Restoration Project by overriding the veto of the Water Resources Development Act of 2007, a bill that allows ACE to undertake hundreds of projects that pertain to navigation, flood control and environmental protections.

Continuing the project in anticipation of ACE involvement, the CLC is formulating plans to develop new points of public access to the pond. A boat launch and picnic area are being considered.

The Rain Barrel Program that was established as part of the Long Lake Restoration has been extended town wide. The CLC is offering rain barrels at a \$10 discount to all Littleton residents as a means of capturing the 1<sup>st</sup> flush of precipitation and reusing this water rather than letting it enter the stormwater system directly. Over 50 rain barrels have been purchased and installed and the Committee is currently taking orders for a large 2008 spring purchase. Contact our advisor at the Littleton Water Department or check LWD's web site for more details: [www.lelwd.com](http://www.lelwd.com).

The Rain Garden Program is being continued and extended beyond the Long Lake neighborhood. Funding will be provided by the CLC. To promote the benefits of rain gardens and other low impact stormwater management practices, the CLC will be joining in the effort to create the Butterfly Garden and Outdoor Classroom at the new Middle School.

A need to change the meeting schedule disrupted progress in 2007. It is hoped that in 2008 we will find the opportunity for more consistency and even greater accomplishments.

Respectfully submitted,  
Jonathan Folsom, CLC Chairman

# TOWN OF LITTLETON

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## COMMISSION OF TRUST FUNDS

**Market Overview.** Markets were up much higher throughout 2007 compared to where they ended in 2007. With housing concerns, troubles with mortgage-backed securities and inflation pressures both the Dow Jones Industrial Average and the Standard & Poor (S&P) 500 Index declined in the fourth quarter. The S&P finished the year at 1468.36, a 3.5% increase over 2006 and the Dow Jones Industrial Average ended the year at 13264.82, up 6.4% on the year.

**Fund Performance.** The Littleton Trust Funds began the year with a balance of \$3,811,245 and finished the year at \$3,731,131, an \$80,114 or 2.1% decline in the overall balance of the fund. The funds generated income in 2007 of \$101,182, up 11% from 2006, and had capital gains of \$101,121. However, during the calendar year the funds had net expenditures relating to the Cemetery, Library, Scholarships and Schools of \$282,417. This was a higher amount than in years past, which was related to the timing of accounting entries for the Town's Fiscal Years 2007 and 2008 being recorded in calendar 2007. This does not reflect any higher expenditure levels than in past years and actually reflects expenditure timing more accurately.

**Fund Commissioner Comments.** The Commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following citizens: Richard Matson, John Canistraro, David Canistraro, Alexandra Essman, Kimberly Scantleberry, Stephanie Schmitt, Jenifer Converse, Marilyn Converse, Tobias Friday and Kirby Dolak.

The Frank M. Kimball, Second Fund awards are just one example from the many trust funds administered by the Commissioners that benefit our town in a variety of ways and provide permanent living memorials as directed by their founders. The Commissioners hope more citizens will consider this as a living philanthropic option or when planning their estates.

The Commissioners wish to take this opportunity to thank Ray Cornish, who retired from his role as Trust Fund Commissioner in 2007, for his more than 25 years of service as a Commissioner of Trust Funds.

### COMMISSION OF TRUST FUND

Rick Hoole, Glen MacNeil and David Stevens

Trust Fund Balances	Principle Account Balance as of 12/31/07	Expendable Income Account Balance as of 12/31/07	Total Trust Fund Balance 12/31/2007	2007 Dividend Income
Cemetery Perpetual Care	\$584,201.78	\$33,663.22	\$617,865.00	\$16,836.68
J. Goldsmith Common School	\$12,990.06	\$748.52	\$13,738.58	\$374.37
C. Hildreth	\$163,604.58	\$9,427.32	\$173,031.90	\$4,715.08
L. Johnson High School	\$21,767.13	\$1,254.28	\$23,021.41	\$627.33
F. M. Kimball	\$207,138.85	\$11,935.88	\$219,074.73	\$5,969.74
M. H. Kimball	\$427,969.93	\$24,660.74	\$452,630.67	\$12,334.09
B. Sampson Education	\$453,950.06	\$26,157.78	\$480,107.84	\$13,082.83
L. H. Zappy	\$20,011.72	\$1,153.13	\$21,164.85	\$576.74
B. Sampson Relief of Animals	\$77,589.30	\$4,470.90	\$82,060.20	\$2,236.12
A. Tuttle Lyceum	\$103,920.51	\$5,988.17	\$109,908.68	\$2,994.99

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B. Sampson Library	\$72,674.14	\$4,187.67	\$76,861.81	\$2,094.47
Reuben Hoar Library	\$714,102.42	\$41,148.43	\$755,250.85	\$20,580.42
F.M. Kimball II Fund	\$338,443.82	\$19,502.01	\$357,945.83	\$9,753.94
Warren	\$304,388.79	\$17,539.67	\$321,928.46	\$8,772.48
Clancy Lyceum	\$8,074.90	\$465.30	\$8,540.20	\$232.72
<b>Totals</b>	<b>\$3,510,828.00</b>	<b>\$202,303.00</b>	<b>\$3,713,131.00</b>	<b>\$101,182.00</b>

## COUNCIL ON AGING

The Littleton Council on Aging is located in the Shattuck Street, Municipal Building, second floor, Room 231. Office hours are 9:00 a.m.-3:00 p.m., Monday through Friday, except for legal holidays. A monthly Senior Broadcaster is mailed to anyone 60 or over. If you do not receive one and would like to be on our mailing list, please call the office @ 978-952-2362. Tune in on Channel 8 for Senior news and what is happening.

Blood pressure clinics are given in the multipurpose room the 1<sup>st</sup> Thursday of the month and 2<sup>nd</sup> Thursday of the month in the great room next to the DINER, and the 4<sup>th</sup> Thursday of the month rotating each month at either Pine Tree Park Apartments or Mill Pond Apartments taken by Nashoba Nursing. Please check the COA for exact time and place. The Littleton Fire Department is also available to take your blood pressure and the COA Office also has a digital blood pressure monitor available to for your use during regular office hours. Nashoba Nursing administered flu shots to persons over 65 years of age and those with chronic illnesses, such as asthmas or diabetes.

The Council on Aging also addresses the social and recreational needs of our seniors. Our watercolor class was awarded Littleton Arts Cultural Grant to help supplement program costs. Tai Chi, exercise, stretch & flex, yoga, line dancing, games, scrabble, mahjongg, informational seminars and trips, just to name a few are provided. We encourage people from other towns to join us and welcome new ideas. On the third Wednesday of the month from 8:00 a.m. to 9:00 a.m. a men's full course breakfast is served. Come join us at the Diner for great company and conversation. For over a year, a women's FREE breakfast was added the second Thursday of the month from 8:00 a.m. to 9:00 a.m. provided by Concord Health Care Center, they also provide a lunch special on the last Tuesday of the month that was also FREE. Concord Health is now sponsoring the Breakfast and the lunch quarterly, in order to serve other Council on Aging's in the area. The Women's Breakfast will continue at the same time with our volunteer cooks and we are asking for a \$2.00 donation. Over 120 Veterans and their guests enjoyed a turkey dinner catered by Shirley Caterers. The Littleton Light and Water Department continues to sponsor its annual Spring Fling Luncheon, which is open to all Senior Citizens of Littleton and Boxboro.

The Council on Aging participated with the Littleton Town Boosters to help lead an auction last fall. The Boosters and Council on Aging divided the profits from this event with each receiving \$7,500. The \$7500 will help furnish the Council on Aging new room.

The Senior Tax program provides volunteer services to the town, in exchange for a reduction on their property tax. Every effort shall be made by the COA to place the volunteer according to their ability and the departments' needs. Last year we had 109 slots to place. The sign up period for this program is June 1<sup>st</sup> – June 31<sup>st</sup>. You must reapply for the program each year.

Minuteman Senior Services provides the SHINE program (Serving Health Information Needs of Elders. Littleton is very fortunate to have an experience counselor available to seniors on the first and third Wednesday of

## **TOWN OF LITTLETON**

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the month for assistance with questions on HMO, Medicare, Medicare D & Medicaid. In February -April, free tax assistance is available for the elderly and low-income taxpayers offered by AARP.

A licensed social worker provides needs assessment and referrals to appropriate services for elders. Volunteers offer companionship, grocery shopping and prescription pick up. Fuel assistance and food stamp application for all ages can be filed in this office. An intergenerational program between Shaker Lane, the Russell Street School and the COA provides birthday wishes for those 80 years and older with cards created by their students. Christmas gifts for needy seniors were donated and put together and purchased by our Outreach Worker and they were distributed to the seniors. The Department of Elder Affairs awarded Littleton a Formula Grant of \$8295 that supplements our Outreach Worker's salary.

A meal site is provided on the lower level @ 33 Shattuck Street, Hot lunches are served Monday through Friday, with many monthly specials. Also, Concord Health Care Center has been sponsoring a FREE, special lunch, the last Tuesday of the month. Every month we have a birthday lunch that Minuteman Senior Services provides to the birthday person and the COA provides the birthday cake. All you have to do is call the Diner for a reservation!!! Gayle Dalton, along with volunteers' package prepared meals to be delivered to shut-ins. A group of dedicated drivers deliver these meals to the homebound. Please call the COA if you could spare a day or two a month to drive. These meals are provided by Minuteman Senior Services five days a week, except on holidays. The doors to the Diner open @ 9:00 a.m. so you can have a cup of coffee, play cards, puzzles or just socialize. Please call the Diner @ 978-952-2757 a day a head for a reservation.

The MART VAN and the COA VAN are used for medical appointments first, shopping and errands. Please take advantage of the van, remember, it's for you to use. Please call the COA for a reservation two business days ahead, from 9 am to 3 pm. @ 978-952-2362.

The Friends of the Council on Aging Town House Thrift shop is located on the second floor, in room 234. Donations of clean seasonal clothing as well as white elephant items are needed. All proceeds from the thrift shop are used for programs at the COA. We are open five days a week from 10:00 a.m. -3:00 p.m.

The Council is grateful for the support we receive from the Town and the many volunteers who support us and participate in activities. Our senior population is growing and we hope to serve you better and better in the years to come. I wish to thank all our volunteers who make our work possible.

Respectfully submitted,  
Carolyn Sloboda, Director

## **REUBEN HOAR LIBRARY**

### **WHAT WE DO WITH YOUR TAX DOLLARS**

Here are some of the ways we spend your money.

- \* license databases that provide online access from home or office to articles in thousands of magazines, newspapers, and reference books
- \* operate ten public workstations at the library where people can access the internet, do word processing, and e-mail
- \* purchase books, books on CD, magazines, videos, music CDs, Playaways
- \* maintain the library web site at [www.littletonlibrary.org](http://www.littletonlibrary.org), where people can search our catalog and databases as well as our recommended web sites

- \* schedule and maintain public meeting rooms for non-profit groups
- \* pay the friendly staff who:
  - check materials out to you
  - answer your questions, by phone, e-mail, and in person
  - select and catalog the best books, CDs, videos and other materials which meet community needs and interests
  - read books out loud to kids during story hours
  - write grant applications and administer grants received
  - keep the shelves in order so that items are easily located
  - request materials from other libraries and return them for you
- \* sponsor summer reading programs for adults, children and teens
- \* provide homework help to students and advice to teachers about library resources
- \* help people find information on their ancestors and local history and sponsor an annual Genealogy Lock-In for seven hours of research
- \* support an online catalog where you can locate materials from 36 different libraries and a virtual catalog that covers the entire Commonwealth
- \* with the assistance of the Town Information Technology guru, troubleshoot computer and printer crashes, and keep workstations open and accessible to our users
- \* take classes and workshops to learn new library technologies and search tools
- \* write and distribute reading lists and guides for using databases, the internet, and other technologies
- \* create book club kits of discussion questions, author biographies and multiple copies of a book for discussion groups
- \* provide help in locating materials for reading, watching, and listening

## HOW WE STRETCH YOUR TAX DOLLARS

### Volunteers

Without the efforts of our volunteers the library staff would have been unable to provide the services we did in fiscal year 2007. The following people worked a total of more than 1,195 hours:

Kim Ahern, Kym Albertelli, Robert Anderson, Ellen Araujo, Chris Arndt, Kristine Asselin, Heidi Bourgeois, Lizzie Britton, Judy Caless, Nancy Carl, Norm Caron, Megan Cavallo, Angey Chebuske, Jane Chrisfield, Peter Church, Phyllis Cururu, Fernando DeLuca, JoAnn Dery, Geneva Faraci, Cheryl Hardy-Faraci, Susanne Harrington, Lynda Fisher, Lisa Flanagan, Susan Fougstedt, Julie Fredericksen, Patrick Fredericksen, John Furtado, Cindylee Gee, Susan Grabousky, Adrienne Haduch, Pamela Hays, Timothy Hays, Gary Heathcot, Hans Heer, Elizabeth Imbrogna, Kimberly Stoney, Hilary Kligerman, Katie Kligerman, Tracy MacKersie, Robert Meier, Lois Meier, Lauren Middleton, Marina Middleton, Angela Miller, Geralyn Miller, Christine Moriarty, Mary Muchata, Jen Nash, Goo Newman, Alexandra Ochirova, Susan Paradis, Jessie Pecchenino, Mark Rambacher, Sarah Rambacher, Donna Ray, Claire Russo, Terry Schwulst, Patrick Sheridan, David Sill, Donald Smith, Shawna Stea, Eleanor Stetson, Robert Stetson, Eleanor Thoms, Marcy Wanzer, Janet Wilkinson, Jin Wong, and Martine Wong. We hope we haven't left anyone out, but if we did let us know and we can add your name to the online copy of this report.

### Donations

Between July 1, 2006 and June 30, 2007 the library received generous donations from the estate of Eunice Morrison, the Friends of the Reuben Hoar Library, Thomas & Kathy Coughlin, David K. Banks, Tara & Randall Bassett, Ann & Warren Himmelberger, Julie A. Saganich, Jean Clinghan, Thelma Clinghan, Brad & James Coleman, Nancy Rivet, Carole Williams, Kathleen Sutton, Shannon Webster, Sherrill Gould, Jennifer & Perry Delalio, Ann Simonds, Deborah Vandenberg, Susan Thompson, Scott Wilson, Fletcher Wilson, Susan Beane, and Brett & Katharine Bonner

# **TOWN OF LITTLETON**

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Gifts were made in memory of George Curran, Jack Clyde, Mary Pickard, Iona Hoster, Theresa Olivo, Gerald Hamm, and Mildred Fletcher. Gift funds are used for materials, furnishings and services not provided for in the regular town budget.

## **Staff**

Serving townspeople in fiscal 2007 were:

**Library Director:** Marnie Oakes

**Senior Librarians:** Gioia Clyde, Helen Graham, Diann Haduch, Linda Schreiber, Betty Smith

**Senior Library Technicians:** Andrea Curran, Jeanne Sill

**Library Technicians:** Janice Lazarus, Anne Pemberton, Doreen Morse, Donna White, Susan Palmer

**Pages:** Margaret Geanisis, Jenifer Tierney

**Administrative Assistant:** Kathy Coughlin

## **PERMANENT MUNICIPAL BUILDING COMMITTEE**

The PMBC is a seven member board comprised of town residents appointed by the Board of Selectmen, serving at the pleasure of the BoS, for a period not to exceed five years. Each member shall be a registered voter of the Town of Littleton. At least one member shall also be a member of the School Committee, or its designee. For the majority of 2007 the board consisted of six sitting members. In November, one member resigned leaving only five sitting board members.

The PMBC is charged with the responsibility of advising the Town regarding the design, construction, reconstruction, alteration or enlargement of all Town owned buildings or buildings constructed on land owned, leased or operated by the Town.

On the whole, the board maintains cognizant oversight for eight major buildings and various minor structures with an assessed value in excess of \$82 million dollars.

During 2007, the PMBC exercised its responsibilities over one major project, Littleton Middle School Construction, and one minor project, Town Hall Roof Repair.

In addition, the PMBC also initiated the oversight/study process for two other building renovation projects, each having the potential for significant fiscal impact and quality of life improvements for the Town: Russell Street School Renovation; and, Park and Recreation Offices Relocation. A third project, the Police Station Construction Project, was reactivated for further study and possible redesign to reduce overall construction costs. Each of these projects will be more fully analyzed in 2008.

### **Littleton Middle School**

On January 22, 2007, the new Littleton Middle School opened its doors for the children of Littleton as a state of the art building designed to more fully facilitate education at the middle school level. In September, 2007, the gymnasium officially opened for full use of the school and the community at-large.

Immediately following the opening of the new building, demolition of the old building commenced. During demolition, asbestos impregnated mastic material surrounding old, unused heating system pipes running under the building was discovered. This necessitated a six-week delay in the demolition process as the board conferred with the demolition contractor, the Massachusetts Department of Environmental Protection and the BoS to establish a remediation plan and secure funding to complete the remediation effort. Following the development of an approved remediation plan, the BoS called a Special Town Meeting on June 11, 2007 to vote on providing

funding to complete the remediation. In a continued showing of Town support for education in Littleton, the residents present at the Special Town Meeting unanimously approved an additional \$615,000.00 for the remediation effort. The effort concluded successfully three weeks later.

In November, the board signed a settlement agreement and settlement Change Order with the general contractor, Castagna Construction Company. This action put closure to any possible irresolvable claims against the Town by the contractor, and Town claims against the contractor. This was necessary for project-complete certification by the Massachusetts School Building Administration. The MSBA will perform a program audit in 2008. That audit will bring to a close the LMS construction project.

Following closure with the general contractor, Dore & Whittier, project architect, and Daedalus, Inc., owner's project manager, continued to oversee the detailed process of reconciling the various project receipts with the Town Accountant and Town Treasurer. With the reconciliation complete the Town Treasurer was able to make the necessary financial certifications to the MSBA

The LMS construction project closed out on budget for \$18,415,000.00.

### **Town Hall Roof Repair**

Addressing a long existing need to repair the Town Hall roof, the Town Accountant initiated a process for receiving bids to repair the roof. The Town Accountant, along with the BoS, engaged with the PMBC for the board to assume oversight of the project. An initial study was commissioned to determine the exact requirement. The study determined it was necessary to replace the roof over the Town Hall portion of the building and to make minor repairs to the roof over the library portion of the building. Two different methods/materials were offered from consideration: mastic and polyvinyl. The board selected the polyvinyl alternative. Request for bids will be let in 2008.

### **Russell Street School**

Previously identified deficiencies in the Russell Street Schools' heating, plumbing and electrical systems, along with a Massachusetts Educational Quality Assessment report noting other infrastructure deficiencies in the building, supported the School Department's rationale in a request to the MSBA for the building to be considered as eligible for inclusion on the 2008 list of facilities to be studied for state assisted funding eligibility. This request was approved by the MSBA and the Russell Street School was placed on the 2008 study list. The PMBC will coordinate with the School Department in 2008 as the MSBA process moves forward.

### **Park and Recreation Relocation**

The Park and Recreation proposal was introduced at the end of 2007. This proposal envisions the use of the current Police Station location as Park and Recreation's future home. The board only began preliminary discussions in 2007. Since the proposal depends on the relocation of the Police Department the board determined that both projects will be worked in concert.

### **Police Department Relocation**

Once again the Police Department relocation issue attracted the board's attention. The PMBC discussed the project to-date as originally proposed and also began preliminary internal discussion as to how to make the project more affordable to the Town.

Both, Park and Recreation relocation, and the Police Department relocation, require extensive further study and various approvals/funding decisions prior to any substantive work on the projects. The PMBC made no commitments that in any way bind the Town on either of these projects.

### **Town Facilities Manager**

Based on a recommendation of the Town Government Study Committee's recommendation for a combined town facilities manager, the PMBC was asked to participate in an ad-hoc committee to determine the advisability of

# **TOWN OF LITTLETON**

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establishing such a town-wide facilities manager. The PMBC agreed to participate by appointing a PMBC member to serve on the committee.

## **Administrative Support**

Administrative support for the LMS project was provided by a Littleton Light and Water employee with funding derived from the LMS construction project. The PMBC began discussions with the Town Accountant, Town Treasurer, BoS and FINCOM to examine other funding mechanisms for maintaining required administrative support in 2008 as the PMBC proceeds with the various other ongoing projects.

## **Summary**

During 2007, the PMBC closed out the LMS construction project on budget, and began work on various other projects, some of which will require extensive study in 2008 and beyond. The PMBC's membership declined to only five members out of an authorized seven-member board. The Town is best served by a PMBC that is fully staffed with seven members possessing diverse backgrounds in construction, budgeting, program management and business. In 2008, the PMBC will see increased numbers of projects requiring the full complement of committee members.

The PMBC would like to thank Mr. Warren Terrell and Mr. Mike Coole who resigned in 2007 after providing many years of service to the Board and the Town of Littleton. Additionally we wish to thank Mr. Kevin Goddard for serving as Administrative Support.

Respectfully submitted,

## **PERMANENT MUNICIPAL BUILDING COMMITTEE**

Joseph S. Collentro, Chairperson; Richard Crowley Vice Chairperson; Paul Avella, Member; James (Jef) Feehan, Member; Mark Mizzoni, Member

## **SCHOOL DEPARTMENT**

The School Committee welcomed back Charlie Ellis who was re-elected in the spring of 2007 for a three year term. Shawna Stea and Nancy Mizzoni will be up for re-election in May, 2008. Paul Avella and Mike Fontanella will be up for re-election in the spring of 2009. Paul Avella was elected Vice-Chairman of the School Committee and Charlie Ellis was re-elected as Chairman for the 2007-08 School year.

Several projects requiring the attention of the School Committee this year have included: The review of Educational Energy programs, The review of all Crisis Management protocols with the Fire and Police departments, the review and revision of the School Committee Policy Manual, the revision of the district wide Strategic Plan, the hiring of a Director of Pupil Personnel Services. The School budget, of course, remains an ongoing and major undertaking for the School Committee.

The School Committee wishes to thank the faculty, support staff and the administration for their efforts in designing action plans in response to the four external audits that took place last year. The Massachusetts School Business Officials Association's Financial Review, the Educational Quality and Accountability Office Program Review, the Department of Education's Coordinated Program Review and the Department of Education's Document review of the Title I Federal grants all served to inform the Littleton Public Schools of commendable services and areas in improvement. For their dedication and commitment to our children, the many volunteers in our community who devote thousands of hours of service every year in order to complement the quality of services we deliver, and the parents and citizens

who continue to support our efforts for the education of our children. A special appreciation goes to the members of the Permanent Municipal Building Committee for all their expertise and hours of labor in overseeing the new Middle School building. The School Committee will continue to advocate for a high quality educational program for the Town and will continue to make the best use of all our available resources.

## **LITTLETON SCHOOL COMMITTEE**

Charlie Ellis, Chairman – 2010  
Nancy Mizzoni, Vice Chair – 2008  
Shawna Stea, Secretary – 2008  
Paul Avella – 2009  
Michael Fontanella - 2009

## **SUPERINTENDENT REPORT**

The Littleton Public Schools continue to make great strides in enhancing our educational programs for all students thanks to the detailed information provided by the extensive audits of just a year ago. With hard work from our dedicated teaching staff, the support of parents and many community members, we have been able to enhance opportunities for the advanced learner at all levels.

The establishment of the Littleton Community Boosters, LCB, brought together the Council on Aging and the Littleton Public Schools. The first annual LCB community Auction took place on September 29, 2007. Funds raised by the auction provided additional professional development opportunities for teachers and were used by the COA for the renovation of meeting space for the seniors. We welcomed Mr. A.J. Loprete as High School Assistant Principal and the new Director of Pupil Personnel Services, Mrs. Dianna Peterson. With these changes in leadership came the advent of a Parent Seminar Series at the high school and a rekindling of the Special Education Parent Advisory Council. The school district budget process has continued to evolve into seven distinct cost centers which are shared with the Finance Committee early in December. Special thanks go to the many senior citizens who volunteer in our schools and the central office. Many town organizations and private citizens have given of themselves generously to support our programs and children. Thank you all.

### **The Year in review for the Littleton Public Schools**

It has been a very productive and busy year for the Littleton Public Schools. The following is a short list of some of our more prominent accomplishments during 2007.

#### **Personnel/District Management**

Appointed Dr. Diane Bemis as permanent Superintendent after serving as an interim from July 2006.  
Reviewed the results of the Massachusetts Association of School Business Officials, (MASBO), Financial Operations Review, for recommended improvements to financial management procedures.  
Massachusetts Office of Educational Quality and Accountability, (EQA), conducted an extensive audit of the Littleton Schools for the period of 2004-2006 under the previous administration  
School Committee continued to review and revise policies.

Massachusetts Department of Education conducted a Coordinated Program Review, (CPR), of Special Education and other Federally funded programs.

Unexpected loss of longtime grade 5 teacher Mrs. Patricia Lawrence  
Re-established the position of full-time Director of Curriculum, Grants and Professional Development  
Hired new Director of Pupil Personnel Services  
Hired new HS Assistant Principal  
New part-time MS dean position established with grant funding  
Reviewed and Refined budget cost center procedures

# **TOWN OF LITTLETON**

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## **Curriculum**

Implemented a new 5-year PK-12 Curriculum Review Cycle  
Established Elementary Curriculum Enhancement Committee, ECEC  
Increased Kindergarten Full day program from 1 to 3 sections.  
Added HS guidance programs  
Established a district-wide Professional Development Council  
Added Virtual High School program to Middle School offerings and increased High School offerings  
Increased PK offerings to include a 5-day full day program  
Added TEAMS program – partnership with UMASS Lowell for HS sophomore and junior students - dual enrollment opportunity  
New curriculum enhancements for advanced learners in Elementary and Middle School began  
Added Latin to High School offerings  
Added Library-Media research and technology program to Middle School.  
Provided district-wide professional development training in curriculum mapping

## **Facilities**

New Middle School opened and the old LHS/MS was demolished.  
Established Safety and Security Subcommittee with the Police and Fire Dept. Chiefs.  
Collaborated with town Treasurer to implement new financial accounting software town-wide.  
Enhanced school security by installing video monitoring system district-wide and implementing staff and visitor identification program.  
Work continued with engineering company and contractors to alleviate HS septic system concerns  
Established with the town a preliminary 10-year capital improvement plan  
Worked with all town departments to resolve sewer problem at Shaker Lane School  
Russell St School advanced to feasibility study phase for MSBA reimbursement.

## **Communication/Community**

Established monthly cable show “From the Superintendent’s Desk”.  
Established “Meet the Principal” Cable program.  
District-wide library automation system installed and implemented.  
Held parent focus groups with parents of students NOT attending Littleton Public Schools to understand their perceptions of the LPS.  
Instant Alert communication system adopted.  
Established “Golden Apple Awards” to recognize outstanding staff dedication and performance as voted by their peers.  
Middle School Dedication and Celebration  
Summer Reading at Gary’s – School administrators took initiated reading to elementary children on Saturday mornings and giving books away to encourage children to read over the summer break.  
Students at Elementary and MS established a Guinness Book world record with the largest group ever to blow whistles simultaneously.  
Annual School Committee summer workshop with Administrative Team held to update the district Strategic Plan  
First Annual Littleton Community Boosters Auction held – a joint effort of the school district and the Council on Aging  
Reaffirmed district commitment to Special Education parents by supporting the Special Education Parent Advisory Council, (SEPAC).  
Established a Parent Information Seminar Series in conjunction with the Littleton Police Department.  
Continued outreach to over 300 volunteers with an increase in senior citizen participation through the Littleton tax reduction program.

## **The Littleton Public Schools Goals for 2008**

The School Committee is encouraged by the accomplishments of the school district students, administrative team, faculty, support staff, volunteers and parents in 2007. We are looking at strengthening our relationships with other town boards, committees and the community at-large.

To enhance our curricular and instructional programs we will creatively seek alternative funding and partnerships to support district-wide and school improvement plans. In order to help all students strive to reach their maximum potential, we will recruit, train, evaluate and retain highly qualified staff.

We will continue to focus on maintaining a school learning environment that is safe, healthy and well managed. By working in conjunction with town officials and the Massachusetts School Building Authority, (MSBA), through the feasibility phase we will revitalize the Russell St. School to come up to the standards established by our community as evidenced by the completion of the new High School, new Middle School and the refurbished Shaker Lane Elementary School.

As we look forward to 2008 we will build on our accomplishments and seek input and support as we embrace continued collaborative efforts established within and throughout the community. Through these efforts we aim to reflect our Core Values of Respect, Responsibility, Integrity and Accountability.

Diane G. Bemis, Ph.D., Superintendent of Schools

## **SHAKER LANE SCHOOL PRINCIPAL REPORT**

Shaker Lane School continues to house Nursery to Grade Two classes for the Town of Littleton. A transitional program provides for children who may not be developmentally ready to enter grade one. The school provides the Concord Area Special Education Collaborative (CASE) with a classroom for children whose acquisition of language, pre-academic skills, social skills and academics have been slowed by two or more of the following: Attention Deficit Disorder, Language-based Learning Disability, Pervasive Developmental Disorder or a Neurologically-based Learning Dysfunction. School enrollment as of December 30, 2007 including CASE students, was 479 students.

In February of 2007 the PTA sponsored the third annual Winterfest at Shaker Lane. Once again students were able to partake in a variety of craft activities and participate in the famous Shaker Lane cakewalk. The basket raffle raised over \$6,000 which will be used for the benefit of Shaker Lane students. In March, we celebrated Dr. Seuss' birthday with Author/Illustrator Week continued at Shaker Lane, when various authors and illustrators came to share their work with our students. We continued to sponsor what has now become an annual event - Willow Books Night - when members of our school community and the community at-large came out to read to our students and their parents. At both our annual Art Show and at the Second Grade Spring Concert, parents and community members got a chance to see and hear many of the artistic endeavors of our students. In June, 2007, we said good-bye to two teachers who spent their careers teaching the students of Littleton. Mrs. Judy Garza retired after teaching first grade for many years, as did Ms. Pam Magrath who had been teaching second grade. We are grateful to have worked with these two dedicated teachers and will miss their spirit and love they had for their profession.

Due to parent interest, in September of 2007 we expanded our full day kindergarten program from one classroom to three classrooms. The longer school day allows more time to explore concepts, and more time to practice and learn the outcomes. Students in the full-day kindergarten program ride the regular Shaker Lane bus routes to and from school with the rest of the Shaker Lane students. Full-day kindergarten

- Allows topics/concepts to be explored in more depth;
- Provides a more relaxed, unhurried day with more time for a variety of experiences and quality interactions;
- Eliminates mid-day bus run for students;
- Offers fewer disruptions and transitions in a child's life;

## **TOWN OF LITTLETON**

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- Provide teachers more opportunities for student interactions either individually or in small groups;
- Teachers and parents have more time to communicate and get to know each other

Due to the support of the town, we were able to restore art and music to our Kindergarten program. Mrs. Sally Anne Oskanish teaches art, music and P.E. to all of our Kindergarten students.

In September of 2007 we welcomed four new teachers to the Shaker Lane staff. Mrs. Beth Bell is a second grade teacher, Ms. Brenna Ireland is a teacher in first grade, Ms. Michelle Wahlberg teaches in full-day kindergarten and Mr. Martin Isaac is a special education teacher. Mrs. Evelyn Holm transferred from her former position in special education to one of the new full-day kindergarten classrooms. We also welcomed Michelle Barth, Joanne Scaringella and Connie Ramirez began working as kindergarten teacher assistants. Joining our staff as special education teacher assistants this year were Michelle Behan, Debbie Chilton, Kelly Harte, Carrie Maylott, Rachel Ruvich, Mary Sannella and Mary Speliotis

Once again we kicked off our school year at Shaker Lane by welcoming students and families back to school at our annual Book Fair and Pizza Night. The PTA and the Cultural Enrichment Committee continued to be very supportive with fundraising efforts that helped to support our curriculum by bringing a variety of enrichment activities and programs to the students at Shaker Lane. Students have been exposed to opera, cultural activities, and musical presentations that have complimented the curriculum. We are all so fortunate to be in a community that supports these activities, and we are grateful for their support.

This year marks Shaker Lanes fifteenth year affiliated with Reading Recovery. Reading Recovery is an early intervention program for first graders who are at risk of low achievement in reading. This is the twelfth year Shaker Lane School has been a training site for area school districts. This year, under the direction of Sherrill Strickland, our Teacher Leader for Reading Recovery, forty-two teachers from different districts participate in continuing contact in Reading Recovery at Shaker Lane.

As mandated by the Education Reform Act, the role of the School Council at Shaker Lane School is to formulate the School Improvement Plan and to review the school's budget. The members for 2006-2007 are: co-chairpersons, Richard Faherty, Principal and Bob O'Neill, Parent Representative; Liz Arimento, Parent Representative; Kelli Rogers, Parent Representative, Karen Johnson, Staff Representative; Angela Spain, Staff Representative and Cathy Zwolinski, Staff Representative. The School Council is presently focusing on three district goals:

- Improve upon our challenging and comprehensive Prek-12 curriculum/instructional program that prepares students to meet their full potentials and meets the need of the 21<sup>st</sup> century workplace.
- Continue to develop and utilize a comprehensive ongoing, data driven assessment program to improve curriculum instruction, and programs as measured through multiple forms of student achievement outcomes.
- Cultivate an accepting, respectful, and responsive culture that honors differences and values high achievement, inspiring pride within our town and schools.

This year marks Shaker Lanes fifteenth year affiliated with Reading Recovery. Reading Recovery is an early intervention program for first graders who are at risk of low achievement in reading. This is the twelfth year Shaker Lane School has been a training site for area school districts. This year, under the direction of Sherrill Strickland, our Teacher Leader for Reading Recovery, forty-two teachers from different districts participate in continuing contact in Reading Recovery at Shaker Lane.

The interdependence of students, parents, teachers, and community is essential for the achievement of educational excellence in our child-centered school. The community feeling at Shaker Lane School is not

only apparent in the interactions of students, but is visible amongst the staff as well. Our values of honesty, effort, acceptance, respect and taking responsibility (our HEART Program) extend throughout the school and are a driving force behind our decisions and actions.

Richard Faherty, Principal

## RUSSELL STREET SCHOOL PRINCIPAL REPORT

The Russell Street School serving students in grade three through five is the second stage of the child's educational experience in Littleton, connecting the primary school years to their middle school years. As such, our primary focus is to promote the intellectual, emotional, social, and physical growth of students through a developmentally appropriate academic program that motivates and inspires the child in the learning process. 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 390 students, we currently have six third grade, five fourth grade and six fifth grade classrooms with a class size average of 22 students in grade three, 23 students in grade four and 23 students in grade five. We presently have 49 staff members, which includes professional, support and service personnel to meet the needs of all of our students. We also work closely with the Concord Area Special Education Collaborative (CASE) and provide space for two classrooms of students in grades two through five. This year we have three new fifth grade classroom teachers, Diane Tracanna, Nicole Ryder, and returning after being away for one year, Michael Caira. Gretchen Webster has joined the Russell Street School staff as our reading tutor this year.

Our focus and major goal is to continuously improve at the Russell Street School. Our School Council, with staff, parent and community representatives is in the process of developing our next three-year School Improvement Plan, which will drive our improvement initiatives over the next several years. Our talented teachers through their actions, course work, grade level meetings, parent meetings and professional interactions are focused on student learning. They continue to enrich the lives of students and prepare them for the challenges they will encounter in their future years. Students receive a variety of experiential opportunities that enhances the work they do in the classroom.

Student performance on MCAS is a priority with our goal that all students be proficient in reading and math by the end of grade three by the year 2014 as required by the No Child Left Behind Act. Through test analysis and review we continue to identify areas of weakness and have worked to strengthen the curriculum in the content areas. With the No Child Left Behind Act MCAS tests in reading and math are now administered in grades three through eight which allows us to follow classes and students from year to year. Besides reading and math administration, student writing is assessed in fourth grade with the Composition and science/technology and social studies are administered in fifth grade. MCAS results combined with school based assessment results in reading, writing and math will give us a comprehensive overview of how well our students are mastering the standards set at each grade level and what needs to be done for all children to meet the standards.

Russell Street provides a warm and inviting learning environment that supports the needs of all children. We are proud of our students' accomplishments and celebrate their work with displays throughout the classrooms and our school building. The level of parental and community involvement sends a strong message to our children that learning is important. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop positive self-image. Our focus on social development is fostered through monthly school wide themes in which teachers provide opportunities for activities and discussion to instill the qualities that will lead our children to become responsible citizens in their school and community. We meet as a school community once a month to celebrate our accomplishments and students' special talents.

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We have also expanded our students' appreciation for the Arts by providing many opportunities to grow in understanding of different cultures. The Parent Teacher Student Association has been very supportive with fundraising efforts to continue our cultural arts programming during the school year. We place great emphasis on enriching student-learning experiences by supporting our curriculum through a variety of projects including field trips. Our trips add greater dimension to our curriculum and have included such places as; The Concord Museum, Historical Society, classical music demonstrations, art projects, Worcester Art Museum, Christa McAuliffe Center, Old Burial Ground, Littleton Light and Water Department and many more. We also have many talented parents and community members who have shared their knowledge and experiences with our students.

We are once again fortunate to have the late bus option three days a week which allows many students to participate in our after school programs and help sessions with their teachers. Each year, Russell Street offers a variety of after-school enrichment activities for students to round out their educational opportunities at Russell Street. Along with Destination Imagination, Student Council, and sports club this year we have added a drama club, recycling club and an Around the World Club. All together we have about 200 students participating in after school clubs and activities.

Technology is another area that goes hand in hand with all academic areas as teachers utilize this tool to further strengthen and expand students' skills and knowledge base. We have expanded our access to the Internet and student resources continue to grow. All of our classrooms are now wired for the Internet. Currently our computer lab has twenty-five Hewlett Packard computers and at least one computer in each classroom. We now have three Smart Boards with LCD projectors for the computer lab and at grades four and five to provide the most up to date technology in the classroom. Our most generous parents under the leadership of the PTA have purchased all of this technology. Students are incorporating the use of computers and the Internet in researching and supporting academic areas being taught.

In my sixth year as the Russell Street School Principal I am most appreciative of the support I have received from staff, students, parents and community. I would like to thank the Russell Street Staff for their support and the genuine excitement and dedication they demonstrate in working with their students. Our parents and PTA have been exceptional in the support they give to our teachers and students. We thank you for all that they do, and the time they contribute to make our jobs easier. I would also like to extend my appreciation to our superintendent Dr. Diane Bemis, and members of our School Committee for their support and commitment given to the children of Littleton.

Jane R. Hall, Principal

### **MIDDLE SCHOOL PRINCIPAL REPORT**

The 2007 – 2008 school year found the grades 6,7 & 8 students, staff and administration celebrating the one year anniversary of occupying the new Littleton Middle School. This school year found a reconfiguring of the daily schedule and some teachers' schedules and the addition of a Library/Media Specialist. The year also found the opening of the gymnasium area for daily use for physical education classes, events and activities. The staff and administration continues to work on finalizing several building issues in the areas of maintenance and security.

Littleton Middle School is setup using one teaching team per grade level (grades 6,7 & 8).

Each grade level teaching team consists of the four major subject areas: English/Language Arts, Mathematics, Science and Social Studies. A Foreign Language teacher is assigned to each grade level. Three Foreign Languages are offered. Spanish and French are available to grade 7 and 8 through a two year commitment. Latin is offered to our grade 6 students. The eight period daily schedule provides time for the major subjects, Foreign Language, Unified Arts, Band and Chorus and Skills period. A comprehensive Special Education program is also available to LMS students. The Unified Arts program provides curricula

for applied Math and Science, Art, Music, Physical Education, Reading, Computer, Health and Library/Media. Students are given the opportunity to participate in Band and Chorus on a daily basis.

The middle school, along with the other three district schools, continues to be involved with staff professional development. The mapping out and coordination of the curricula in the district have been a major focus. Other topics covered have dealt with differentiation of instruction pre and post assessment of students and regular education and special education. Dr. Geri Lyn Ajemian, Director of Curriculum, and Ms Dianna Peterson, Director of Pupil Personnel Services, have organized and facilitated much of the professional development for the school district.

Littleton Middle School has an elected School Council consisting of parents, teachers, a community member and a school administrator. The School Council's main task is the development and facilitation of an individual school improvement plan that encompasses school and district goals and the actions and strategies to accomplish these goals.

Each year the middle school holds parent/teacher conferences in November and in March. The November conferences are the traditional parent/teacher meeting. The March conferences are student-led. This is a different type of parent conference where students work with the teachers to recognize that student's strengths and weaknesses. The students then organize their personal information, facilitate the conference and work on a self improvement plan. The students are thoroughly invested in these conferences.

The majority of our students take the opportunity to participate in intramural and interscholastic sports programs. Interscholastic sports offered are field hockey, soccer, golf, basketball, winter/spring track, softball, baseball and cheerleading. An after school intramural program is also offered. Students can participate in our music programs of band and chorus and the winter and spring concerts. Co-curricular activities offered range from Art Club, Cooking Club, Math Counts, Yearbook, Computer Club, Latin and Roman Culture Club, Anime Club, Reading Club Student Council, Roots and Shoots Science Program, Science Fair and Knitting Club to the Recycling Program. Several dances and social activities are also held for our students throughout the year as well as concerts, an art show, talent show, two drama productions and a science fair. Grade 8 students participate in a three day trip to Washington, D.C. and our grade 6 students spend three days at Nature's Classroom in Groton, MA. Field trip experiences for our students, as an adjunct to the curriculum, are also planned.

The major community service project for LMS is the annual "Turkey Trot" food drive where students and staff donate canned food items to the local food bank, Loaves and Fishes, for the Thanksgiving holiday. This event is organized by our Student Council. LMS students and staff collected over 4,000 items this year. Our students also participate in the "Pennies For Patients" program as well as several other community service based fund raisers.

Our students spend their three years of middle school undergoing intellectual, emotional, physical and philosophical transformation and growth that are unique to this age group. Littleton Middle School working with students, staff, parents and community strives to meet these emotional intellectual and academic developmental needs through our activities, programs and curricula.

The combination of offered curricula, sports, social activities and programs as well as the new middle school building and building technology make Littleton Middle School one of the best middle schools in the area.

Kevin Moran, Principal

## HIGH SCHOOL PRINCIPAL REPORT

The 2006-2007 academic year marked our fifth year in the King street building. For the second year, students in the graduating class held commencement exercises indoors in the Vincent "Jim" Franco Performing Arts Center.

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## **Winter 2007:**

Carolyn Banach, the former assistant principal led the guidance department through both the financial aide night and junior college planning night in January of 2007.

Welcoming back graduates from the class of 2006, the class of 2007 heard reports about the transition from high school to college.

Midyear exams were administered departmentally, with students taking the exams in large group settings. The café, auxiliary gym, and theater were used for the administration. Teachers scored the exams and then shared the outcomes in early-release day meetings during the spring to focus on using the data to improve instruction.

We reviewed and revised the Program of Study. The English Department undertook a major overhaul of courses with Juniors and Seniors moving to an elective based system. New courses include Writing In and About the Workplace, Short Story, Creative Writing, AP English Language, Stage on the Page, The Novel, and New Journalism. Guidance Seminar 11 and 12 were added to support students, through the guidance department, with the college process. The social studies department added sociology and ethics. A math modeling course and finance were added in the mathematics department. The science department included oceanography and the dynamic earth as new courses. The foreign language department expanded the French program to include Basic and Advanced conversational French. They also added a conversational Spanish course. Non-departmentalized faculty added the history of photography, sports injuries, sport in American society, and nutrition. The Wellness department transitioned its course offerings into fitness and conditioning, and sports and games I and II. To increase diversity in offerings for students who may not pursue university studies after LHS, we expanded our internship and career exploration programs. Students may also pursue study via independent study, assistantships, virtual high school and the senior project.

8<sup>th</sup> grade parents attended a forum hosted by the department heads on the transition from Littleton Middle School to Littleton High School.

## **Spring 2007:**

We held spirit week from March 12 to 16.

The National Honor Society held its third annual blood drive in conjunction with the American Red Cross.

The Junior Prom took place on May 11 at Tewksbury Country Club.

Students took Advanced Placement exams, MCAS exams and final exams. MCAS was expanded this year to include science as a graduation requirement. More AP exams were given in 2007 than ever before in the history of the program at LHS, with scores improving in several areas. Littleton High School biology students had an impressive 98% + passage rate on the first administration of the now required science MCAS.

HADASSAH, an organization out of Acton, provided information to junior and senior young men and women on testicular and breast self-examinations. This program is presented every other year and has been part of our curriculum for over ten years.

The theater department staged the wildly popular Disney musical – High School Musical to almost three sold out crowds.

The Littleton Rotary club interviewed and selected students for the annual RYLA conference. The club has been incredibly supportive of Littleton High School, our students and our programs over the year. They once again donated shirts for the orientation program held for the incoming class of 2011.

# ANNUAL REPORT 2007

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Littleton High School celebrated Commencement of Friday, June 1. An unexpected late afternoon thunder storm moved the ceremony from the football field at Littleton Middle School to the auditorium at the high school. The faculty donned formal academic regalia to celebrate the occasion.

## **Fall 2007:**

Local businesses and civic organizations once again generously supported our Freshman Orientation program on August 29, 2007.

On September 27 a large number of parents participated in our Back to School Night program, where they followed their student's schedule of classes.

A large number of parents and community representatives sought seats on the School Council for the academic year. Judie Moodie, Joann Hohman and John Kelley were elected parent reps and Kathy Arena, Mary Dugan and Dianne Laufer were appointed community reps.

Littleton High School students celebrated Homecoming week from October 15-19.

Community service played a significant part in the life of Littleton High School during the fall with the Knitting Club knitting dolls for children with AIDS in Africa and the Humanitarian club collecting nightgowns for the Pine Street Inn in Boston and canned food for Loaves and Fishes.

Fall sports team enjoyed unprecedeted successes. The football team led the charge by being named co-champions of the Midwach league for the first time since 1975. They also made it to post season play for the first time in school history. The field hockey, golf and girls soccer teams

The football team won the annual rivalry with Ayer High School on Thanksgiving Day. The Rotary club held the pancake breakfast prior to the game.

The PTA gave generously to several causes at Littleton High School. They purchased two large flat-screen televisions to be used for scrolling announcements in the main hallway and in the café. The televisions also broadcast our local access channel and the morning announcements. The PTA also significantly supported technology by purchasing additional LCD projectors and a SmartBoard for the Seminar Room.

The music department hosted its annual holiday music concert on December 18. Due to inclement weather the week before, the Middle School concert was also held on the same night. Students played and sang to a packed auditorium.

John J. Buckey, Principal

## **Enrollment by Grades – October 1, 2007**

<b>Grade</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
PreK	25	21	46
K	77	68	145
T	12	10	22
1	62	70	132
2	60	70	130
3	65	67	132
4	54	63	117
5	67	73	140
6	68	58	126

<b>Grade</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
7	44	55	99
8	66	70	136
9	35	56	91
10	52	43	95
11	55	53	108
12	53	38	91
<b>TOTAL</b>	<b>795</b>	<b>815</b>	<b>1,610</b>
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## Ten-Year History – Enrollment

<u>Year</u>	<u>Total Enrollment October 1</u>	<u>Number Increase/Decrease</u>	<u>Percent Increase/Decrease</u>
1992	1,079	+82	+8.2
1993	1,160	+81	+7.5
1994	1,223	+63	+5.4
1995	1,277	+54	+4.4
1996	1,304	+27	+2.1
1997	1,328	+24	+1.8
1998	1,381	+53	+4
1999	1,425	+44	+3.2

<u>Year</u>	<u>Total Enrollment October 1</u>	<u>Number Increase/Decrease</u>	<u>Percent Increase/Decrease</u>
2000	1,471	+46	+3.2
2001	1,526	+55	+3.7
2002	1,551	+25	+1.6
2003	1,567	+16	+1
2004	1,546	-21	-1.3
2005	1,588	+42	+2.7
2006	1,555	-33	-2.1
2007	1,610	+55	+3.5

Number of School Choice (non-resident) students attending Littleton Public Schools: 32

Number of Littleton Students at Nashoba Valley Technical School: 40

Students from Littleton attending special classes in out of district schools: 36

## DOE - 2006-2007 Report Card - Littleton

Littleton (01580000)

Enrollment - 2006-07		
	District	State
Total Count	1,555	968,661
Race/Ethnicity (%)		
African American or Black	1.8	8.2
Asian	1.6	4.8
Hispanic or Latino	1.0	13.3
Multi-race, Non-Hispanic	0.6	1.7
Native American	0.0	0.3
Native Hawaiian or Pacific Islander	0.0	0.2
White	95.0	71.5
Gender (%)		
Male	48.8	51.4
Female	51.2	48.6
Selected Populations (%)		
Limited English Proficiency	0.0	5.6
Low-Income	2.8	28.9
Special Education	16.5	16.7
First Language Not English	0.1	14.9
Grades Offered:	PK, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	

Educator Data - 2006-07			
	District	State	
Total # of Teachers	109	73,176	
Percentage of Teachers Licensed in Teaching Assignment	100.0	95.4	
Total Number of Teachers in Core Academic Areas	99	60,604	
Percentage of Teachers in Core Academic Subjects Who are Highly Qualified	100.0	95.1	
Percentage of Teachers in Core Academic Subjects Who are Not Highly Qualified	0.0	4.9	
Student/Teacher Ratio	14.3 to 1	13.2 to 1	
	All Schools	High Poverty Schools	Low Poverty Schools
Percentage of Teachers Licensed in Area in Which Teaching	100.0	-	100.0
Percentage of Teachers in Core Academic Subjects Who are Highly Qualified	100.0	-	100.0
Percentage of Teachers in Core Academic Subjects Who are Not Highly Qualified	0.0	-	0.0

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## Additional Teacher Information

All teachers are certified in Massachusetts or have certification pending.

### 2006-07 NCLB Report Card – Littleton

#### Educator Quality Data for High-Poverty and Low-Poverty Littleton Public Schools

School	Highly Qualified %	Not Highly Qualified %	Licensed %
<b>Low Poverty</b>			
Littleton High School	100.0	0.0	100.0
Littleton Middle School	100.0	0.0	100.0
Russell St Elementary	100.0	0.0	100.0
Shaker Lane Elementary	100.0	0.0	100.0

### Littleton: AYP History and 2006-07 Accountability Status

#### ENGLISH LANGUAGE ARTS

Adequate Yearly Progress (AYP) History					2006 Subgroups Not Making AYP	Accountability Status	
		2003	2004	2005	2006		
Grades 3-5	Aggregate	-	-	-	Yes		No Status
	All Subgroups	-	-	-	Yes		
Grades 6-8	Aggregate	-	-	-	Yes		
	All Subgroups	-	-	-	Yes		
Grades 9-12	Aggregate	-	-	-	Yes		
	All Subgroups	-	-	-	Yes		
All Grades	Aggregate	Yes	Yes	Yes	Yes		
	All Subgroups	Yes	Yes	Yes	Yes		

#### MATHEMATICS

Adequate Yearly Progress (AYP) History					2006 Subgroups Not Making AYP	Accountability Status	
		2003	2004	2005	2006		
Grades 3-5	Aggregate	-	-	-	Yes		No Status
	All Subgroups	-	-	-	Yes		
Grades 6-8	Aggregate	-	-	-	Yes		
	All Subgroups	-	-	-	Yes		
Grades 9-12	Aggregate	-	-	-	Yes		
	All Subgroups	-	-	-	Yes		
All Grades	Aggregate	Yes	Yes	Yes	Yes		
	All Subgroups	Yes	Yes	Yes	Yes		

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### **LITTLETON EDUCATION FUND**

The Littleton Education Fund attained private, non-profit status in 1993. Since then, our mission has been to be an independent, community based, tax-exempt organization providing financial support to the Littleton Public School System through a mini-grant program. The fund is not a substitute for taxpayer dollars. Rather, these grants pick up where the town budget may leave off. Teachers, administrators, student groups or town residents may apply for a grant providing that their idea would promote creativity and enthusiasm or enhance learning in the classroom. Semi-annually, the LEF chooses the best of these imaginative ideas and funds them when possible.

In addition to donations from private citizens, the Fund seeks financial support from corporations and foundations. Donating to the LEF helps to provide the modest support that can make a significant difference in the quality of education we provide for our young people. Because the LEF is non-profit, contributions are tax-deductible.

Since our first grant was funded in 1993, the LEF has awarded over \$173,400 through its Mini-Grant Program. Funding in 2006-2007 included awards supporting art, music, botany, reading enrichment and remediation, chemistry, CPR training, Holocaust instruction, learning style inventory, technology, software, archeology, essay and science prizes, math manipulatives, costume preservation, jewelry design, library expansion, and graphing calculators.

Respectfully Submitted,

**LITTLETON EDUCATION FUND:** Marie Mayer, Barbara Olofson, Holly Magner, Diane Cavallo, Mary Ellen Gordon, Karen Roop, Karen Schneider, Teryl Sawosik, Kim Raymond, Pat Hambelton, Diana Mueller, Sarah Rambacher, Kathy Krystofik

### **AGRICULTURAL COMMISSION**

The Littleton Agricultural Commission was formed at the May 2007 Town Meeting along with the Right-to-Farm Bylaw. There are 109 Agricultural Commissions in the Commonwealth and 59 towns have passed the Right-to-Farm Bylaw.

Agricultural commissions serve as a local voice advocating for farmers, farm businesses and farm interests; can help resolve farm related conflicts; protect farmland and natural resources; collaboration with other town boards on development projects and much more.

The Commission started meeting in November of 2007 and has held three meetings this year. Our immediate goals are to develop a work plan for guidance and to educate the farming community and citizens on the importance of farming in Littleton. We will have many other goals and initiatives formulated in the coming year.

We would like to thank Jennifer Gibbons and Keith Bergman of the Selectmen's office for their assistance with administrative matters for the Commission. We particularly thank Selectman Alex McCurdy for his persistence in seeing this committee succeed and his resources, encouragement and

ideas. We welcome all input from citizens and town boards and encourage anyone to attend our open meetings which are generally held twice a month on Tuesday evenings in Town Hall.

Respectfully Submitted,

**AGRICULTURAL COMMISSION:** Jamie Cruz, Chairperson, Ken Banks, Vice-Chairperson, Linda Cantillon, Clerk, Amanda DeFreest, Member (Alt.), Janet Dutcher, Member (Alt.), John Mitchell, Member, Alex Campbell, Member

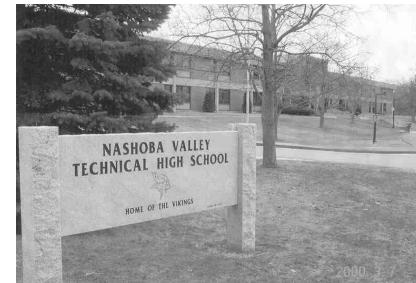
## NASHOBA VALLEY TECHNICAL HIGH SCHOOL

### Littleton's NVTHS School Committee Members

Augustine Kish, Vice Chairman  
*Alternate* Robert LaVallee

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9–12. It now also provides post-graduate programs for those between the ages of 18 and 25 years old. Nashoba has earned an impressive reputation for producing community leaders as well as providing community service. With an enrollment of approximately 631 students from seven communities, Nashoba Valley Technical High School offers career preparation in 16 technical programs.

Dr. Judith L. Klimkiewicz	Superintendent
Mr. Victor Kiloski	Assistant Superintendent/Principal
Ms Carol Heidenrich	Director of Technology
Ms Melissa LeRay	Director of Student Services
Ms Danya Sclar	Guidance Team Leader
Ms Denise Page	Director of Curriculum/Grants
Mr. Matthew Ricard	Dean of Students
Mr. George Kalarites	Facilities Manager
Ms Clare Jeannotte	Business Manager



**Accreditation:** New England Association of Schools and Colleges.

**Faculty:** 54 certified teachers

**Pupil Teacher Ratio:** 20:1

**Three 12-week trimesters.** Eight 45-minute periods set in a block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

### Vocational-Technical Programs

Auto Collision Repair & Refinishing	Electrical Technology
Automotive Technology	Electronics/Robotics
Banking, Marketing & Retail	Engineering Technology
Carpentry/Cabinet Making	Health Assisting/Early Education & Care
Cosmetology	Machine Tool Technology
Culinary Arts/Hotel Restaurant Management	Office Technology/Telecommunications
Dental Assisting	Plumbing/Heating
Design & Visual Communications	TV Media Production/Theatre Arts

# TOWN OF LITTLETON

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## **Post Secondary**

Cosmetology; Dental Assisting; Engineering Technology; Office Technology; And much more!

## **Special Academic Programs**

Advanced Placement and college preparatory courses are available in all core subjects. Foreign language and additional educational courses are offered for all four years for all interested students.

## **Dual Enrollment**

Juniors who are eligible may elect to enter the Dual Enrollment Program and take courses the junior and senior year at a two- or four-year public college or private institution in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of college credit. Over 20 students in recent years have graduated with an Associates degree from college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

## **Student Activities**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in 10 high school sports with equal opportunities for both male and female students. Other extracurricular activities include Student Council, National Honor Society, yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. No user fees are imposed on any sport, school sponsored club or activity.

## **Continuing & Community Education**

Approximately 700 adult students a year attend the Continuing Community Education Program in late afternoon and evenings at Nashoba.

## **Community Service Projects**

Nashoba is unique in its approach to community service and its relationship to its district communities. Students are expected to go out with their instructors to district towns to work on community service projects. The students perform necessary projects for the district towns. The Community Service Program educates students in a real world setting and allows the towns the benefit of viewing Nashoba students at work and having a major project completed without expending limited town resources for capital improvement.



## **The following projects were completed for Littleton:**

Littleton Council on Aging Luncheons through Culinary Arts

Littleton should take more advantage of the many community service projects that are offered by Nashoba Valley Technical High School students.

## **FIRE DEPARTMENT**

Firefighters and EMT's began last year at the same steady pace that 2006 ended however once again several variables affected our end of year run volumes. The second season with a lack of a significant flu outbreak and a relatively quiet brush season slowed our emergency volume, which turned out to be just slightly above last years run totals with 1246 emergency calls in the calendar year of 2007. Fire prevention and the on-duty crews handled almost 1500 routine events; this includes inspections, permitting, fire alarm work, fire drills and pre-planning of commercial buildings. This volume reflects a 67% increase over 2006 in these types of activities.

The department placed 3 new pieces of apparatus in service in July. A new 2007 Engine built by Smeal replaced the 1984 Engine 4, which was decommissioned, for safety reasons in 2006. A new 2006 ambulance Ford E-450 built by Lifeline was put in service after a difficult bid process that found just one remaining ambulance that could meet our restricted specifications due to size constraints. A 2007 Ford Expedition replaced the chief's current truck (1999 Chevy pickup), that pickup truck is now being utilized as a utility truck to save on wear of larger fire apparatus for routine type calls. This Expedition, purchased through a lease program, had the first year payment paid by a taxpayer who made an anonymous donation. This vehicle is multifunctional and has the ability to function as a remote command post as well as a front line response vehicle.

I would like to thank all the members of the department for their continued dedication to the department and the town. Even though time commitments outside the department continue to climb there is rarely a hesitation in responding to calls or to even when just volunteers were needed to help with non-emergency tasks. This department's success has been achieved through community spirit, interdepartmental teamwork and a general sense of cooperation and teamwork. The department has one of the most active and largest combination forces in the area and they continue to be known for their quality and dedication. As times change the department will continue to need strong community support as we adjust staffing patterns to provide the timeliest efficient service available. In May the department was able to add 2 more full-time firefighter/EMT's, this was done with the assistance of a federal grant that provided seed money to do so. These jobs were able to improve coverage by having at least two people on duty from 6 a.m. to 6 p.m. 7 days a week.

## **Emergency Response Statistics**

### Fire/Explosion

Structure fires	6
Brush fires / illegal burning	13/15
Chimney fires	5
Vehicle fires	12
Overpressure/rupture	15
Alarm Investigations, false alarm, smoke investigations	168
Mutual aid to neighboring towns	19

### Emergency medical and rescue

Medical emergency	672
MVA with injury	144

### Hazardous conditions

Flammable liquid spills	16
Flammable gas release	18
Electrical	17
Carbon monoxide, other	22

### Service Calls

Emergency water condition	32
Lockout	26
Good intent calls	61

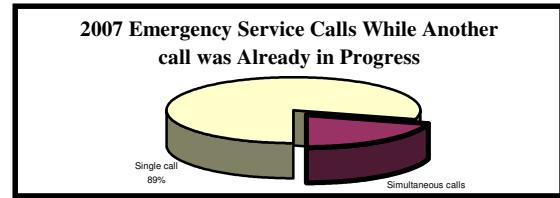
**Breakdown of responses by time of day:** The time of day in which emergency response are requested have not changed significantly over the past 5 years. 70% of all emergency calls were handled between 6 a.m. and 6 p.m., which are now covered 7 days a week by the full-time staff. They also have routine inspections and drills that occur Monday through Friday between 8 a.m. - 4 p.m.

# TOWN OF LITTLETON

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**Ambulance Responses:** Ambulances respond to a variety of incidents beyond medical emergencies. These include structure fires, motor vehicle accidents, rescues and non-emergency transports. The ambulance response volumes are as follows:

Primary ambulance	804
Second ambulance	99
Paramedic Team Response	353
Mutual aid from adjacent towns	40



The ambulances responded to 903 incidents and 816 were for medical emergencies that include motor vehicle crashes. The remaining volume was for standard response to incidents listed above that have a potential for needing an ambulance.

The department responded to 138 calls while units were already involved at other incidents. This relates to 11% of the time multiple incidents are occurring in the town.

**Fire Safety, Inspectional and Public Education Services:** The fire prevention division of department, along with the entire day shift staff, had another busy year with fire safety inspections, code enforcement, box plug-outs and pre-incident survey/plans totaling over 1490 tasks during the year. They conducted 264 inspections that included both businesses as well as residential. 32 fire drills were conducted which included all of the schools and several businesses such as the Life Care of Nashoba Valley nursing home and the Kraft plant on Harvard Rd.

Fire prevention continues to make many site visits for the purposes of assisting businesses and schools in the development of crisis response and emergency preparedness planning. This year we also developed an aggressive "fire/incident pre-plan" inspection assessment.

Public CPR programs were provided to other departments or businesses 5 times during the year.

**Permits and Fee Schedule:** Home smoke and carbon monoxide detector and oil burner inspections are performed on Tuesday and Thursday of each week and can usually be scheduled within 24 hours of calling the station at (978) 952-2302. Each time a home is refinanced or sold, smoke and CO detector inspections are required before the closing can occur. Please remember to plan ahead for an inspection. Oil burner technicians are required to have a permit to replace burners, oil tanks or any other major oil heating system work. Property owners considering this type of work should insist that the repairs are conducted with permits in place.

In 2007, 384 open-air burning (brush) permits were issued; many of these were activated several times during the season bringing the total permits activated to over 708. Burning season is January 15<sup>th</sup> through May 1<sup>st</sup> of each year. Burn permits are available at the station beginning the first of January. Burning hours are between 10AM and 4PM but you must call (978-952-2302) each day when you burn to activate the permit and confirm burning is allowed for that day.

Fire Department Permits are required for: *(Permits are \$25 unless otherwise noted)*

Smoke / Carbon Monoxide (as of March '06) Detector Inspection

Oil Burner Inspection-

Brush / Open Air Burn Permits - \$10.00

Propane storage -

Blasting -

Bonfires and the burning of Christmas trees  
Cutting and welding  
Fire protection systems – *installation and repair*  
Fireworks  
Flammable and combustible liquids – *storage*  
Fuel transfer operations  
Tank vehicles and transportation of combustible liquids  
Salamanders – *used as temporary heating*  
Underground storage tank removal - \$30.00

Emergency services are provided through a combination of on-call, career and volunteer firefighters, EMT's and specialists. The fire station is staffed with personnel for an initial response from 6am to 6pm 7 days a week. On-call firefighters and EMT's provide primary emergency response coverage at all other times. The station is not staffed during the hours of 6 P.M. – 6 A.M.

## PARK AND RECREATION COMMISSION

The Park and Recreation and Community Education Commission is made up of five residents elected by the town voters. The Commission is a policy-making board responsible to the town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goal of the Commission is to deliver programs that are cultural, social, and physical based and which are presented at well-maintained parks and facilities. They are concerned with meeting appropriate community based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to full participation in any Littleton Recreation and Community Education program. The Park and Recreation meetings are held on the second Monday of each month, unless otherwise posted. The meetings are open to the public and are posted at Town Hall. Park and Recreation and Community Education is located at the Town Hall Shattuck Street Building. Please consult the website at [www.littletonma.org](http://www.littletonma.org) for office hours.

In the year 2007 we said good bye to long time director, Lisa Paradis. Lisa accepted a position as Director of Recreation for the city of Brookline, MA. For 15 years Lisa's ability to forecast trends and visualize the big picture was instrumental in the evolution of this department. She will be missed.

Our goals for the year ahead include hiring a new director, installing a new septic system at Long Lake, additional early release programming for grades K – 8 and expanding the types and variety of programs we offer for adults and children. We will continue to maintain and enhance our website to provide real time information and to ensure convenient and secure online registrations. We look forward to a progressive year filled with exciting new programs and increased enrollment from Littleton and surrounding communities.

We would like to take this opportunity to express our gratitude to all the volunteers, board members, coaches, assistants and others who have given their time and energy to help us deliver quality programs to the youth and adults of Littleton. We could not provide the service to the community without your help.

**PARK AND RECREATION DEPT:** Brian Richter, Chairman; Fred Freund, Vice Chair; Geralyn Miller; Jim Ray; Gary Austin

# **TOWN OF LITTLETON**

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## **PLANNING BOARD**

The Planning Board held 24 meetings during 2007, including one “Master Plan Subcommittee” meeting to address recommendations and implementation of portions of the 2000 Master Plan, and one joint meeting with the Board of Selectmen to discuss the “Expedited Permitting” process. Three zoning amendments approved at the May 2007 Town Meeting were (1) adding a “Concept Plan Approval” requirement for Town Meeting approval for any retail use over 60,000 square feet; (2) adoption of the Town of Littleton Low Impact Design/Best Management Practices Manual for stormwater control to promote “green” development practices; and (3) updates to the Aquifer and Water Resource District Bylaw to meet State guidelines and to require use of the new stormwater manual.

The Planning Board hosted an open discussion regarding “Expedited Permitting”, Chapter 43D with numerous Town Board members and officials, and representatives of MAPC, MOBD and interested residents. At the November 5, Special Town Meeting, two sites were approved by the Town as “Priority Development Sites”, 550 King Street owned by National Development, and the “Cisco Site” at the northeastern quadrant of the Route 495/119 interchange. This action targets these two sites for development. Much of 2008 will be spent preparing to meet “Expedited Permitting” requirements in anticipation of development proposals.

Applications for residential development approvals were low in 2007, with one “Over-55” residential development approved: Shelburne Village, with 12 units of age-restricted housing, located off White Street. A total of 8 ANR (Approval Not Required under the State Subdivision Control Law) plans were submitted and approved by the Board, creating 2 new residential lots; one ANR plan was denied for non-compliance with zoning requirements. There were two Scenic Road Special Permits issued and one Shared Residential Driveway Special Permit application was withdrawn by the applicant. One Preliminary Subdivision application for “Littleton Ridge” was withdrawn by the applicant.

Applications for commercial development were robust this year, with Site Plans and Special Permits approved for: 592 King Street/Acton Medical; 149 Ayer Road/Aggregate Industries scale house; 509 Great Road/Littleton Sports Center; 178/184 Ayer Road/10,400 s.f. commercial building/Hunter Appliance; 675 Great Road/formalize existing site uses; and 17/19 Taylor Street/Homestead Kitchens. Modifications to Site Plans and Special Permits for several sites were approved: 550/560 King Street/National Development additional parking; 191 Foster Street/additional parking at nursing home; 2 Old Pickard Lane/additional parking at Oak Meadow Montessori; 22 King Street/office addition; 341 King Street/Nashoba Garage and Café; 20 Foster Street/add office trailer to police station; 21 Taylor Street VFW club; and Distribution Center Drive/amend approvals for new owner. Extensions of approvals to allow more time to start construction were approved for: 679 Great Road/Advantage Automobile; and 225 Taylor Street/Gutierrez. Two Wireless Telecommunications Special Permit applications were submitted to the Board and approved for co-locations at the Spectacle Pond tower at 678 Great Road.

The Board members review plans submitted to ensure the proposed developments are in accordance with the bylaws and regulations of the Town. Many other Boards and Departments provide input to this review process. The Board relies on consultants to assist in technical review of many of the projects. “Informal Discussions” are scheduled with potential commercial and residential developers on a regular basis to open communication avenues between the Town and project proponents.

The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meetings are posted in Town Hall, and also for information, on the town Web site, [www.littletonma.org](http://www.littletonma.org). The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year.

Please feel free to call the Planning Board Office at 978/486-9733 or email at [Toohill@littletonma.org](mailto:Toohill@littletonma.org) with any questions.

**PLANNING BOARD:** Mark Montanari, Chairman, Richard J. Dennis, Jr., Gregg Champney, Steve Wheaton and Janet LaVigne

## METROPOLITAN AREA PLANNING COUNCIL (MAPC)

Over the past year, The Town of Littleton was an active participant within the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns of the Greater Boston area, an area extending out to roughly the 495 corridor.

After a two year planning process, the Town, through its designated representative, along with approximately 90% of the voting members of MAPC, endorsed the MetroFuture planning document. MetroFuture sets the framework for suggested smart growth and courses of action to ensure a viable economy coupled with sustainable development that achieves the best balance for preserving the quality of life for the region while establishing the objectives and actions necessary to ensure equitable and job creating development. Residents can obtain additional information at the website: <http://www.metrofuture.org/>

The Town representative participated in MAPC's and its subregional group, Minuteman Advisory Group for Interlocal Coordination (MAGIC), forums on the community preservation act, regional transportation options, zoning reform and state legislation updates. Littleton joined the vast majority of MAGIC members in passing CPA legislation this year and MAPC is a regional resource for implementation assistance.

MAPC is also the regional technical assistance provider for economic development planning and expedited permitting options--the so called MGL 43D process. Littleton was one of the first MAGIC communities to have adopted 43D and MAPC is actively engaged as our planning consultant in formulating economic development frameworks and means to streamline the permitting process.

Finally, we are pursuing MAPC goals for community outreach and enhanced communication regarding regional planning. Residents are encouraged to attend the monthly MAGIC meetings, the quarterly MAPC meetings and to log into MAPC's website and data center, where additional information on regional priorities and town statistics can be obtained. MAPC website: <http://www.mapc.org/>

David Newton, Town MAPC representative

## CEMETERY COMMISSION

The Cemetery Department continues to work toward areas of improvement. Through the efforts of Westlawn Cemetery Administrator Walter Higgins, there is a new web site for the Cemetery Department that includes a listing of all those buried at Westlawn. Obituaries are being scanned in which adds information helpful to family and friends and for family research purposes. The website is available both through the Town website and through a Google search.

## **TOWN OF LITTLETON**

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The cell tower contract is in the process of being finalized. Construction is planned for later in 2008. Lease fees will supplement the cemetery operating budget. We appreciate the efforts of Savas Danos and Tom Harrington in assuring that the contract reflects the directives of the Cemetery Commissioners.

The Cemetery Commissioners found it necessary to increase lot prices beginning in 2008, which reflects a major aspect of operating costs.

A road within Westlawn, Central Avenue, was turned into a stone dust walking path during the summer. It meanders through the older part of the cemetery creating another gentle means of access.

Westlawn was proud to host a flag burning ceremony on Veteran's Day. This solemn ceremony retires American and military flags no longer suitable for display. We accept flags from residents throughout the year for the retirement program.

The Cemetery Commissioners plan to present the plans for the proposed crematory at a future Town Meeting. This proposal will afford the department the opportunity to return to full fiscal autonomy, as well as in the long term contribute to the Town. The proposed business plan and related materials can be found on the Cemetery website.

The able and dedicated work of the employees of The Cemetery Department is greatly appreciated. With their efforts, the cemeteries in Littleton are beautiful and well manicured. The Commissioners are proud of them and their efforts.

Respectfully submitted:

**CEMETERY COMMISSION:** David Badger, Chair, Susan Fougstedt, Treasurer and Deborah Williams, Secretary

### **VETERAN'S AGENT REPORT**

The Office of the Veterans Agent is an extension of the Massachusetts Department of Veterans Services. The Veterans Agent provides information, advice, and assistance regarding eligibility for a wide range of state and federal benefits for veterans, their dependents, and widows and children of deceased veterans.

Indigent veterans and dependents may qualify for necessary financial assistance for food, shelter, clothing, housing supplies and medical care in accordance with a formula which takes into account the number of dependents, if any, and income from all sources. Other eligible veterans will receive assistance in applying for state or federal benefits/services for which they may be entitled. You may review these benefits and services from your home computer by logging-on to [www.mass.gov](http://www.mass.gov) and enter Veterans Services in the search box, or come by the office for a talk.

During this calendar year, all requests for assistance have been processed or passed to other agencies for the needed help. All veteran's graves have been visited, marked and had a flag placed for Memorial Day. The War Memorials are being suitably maintained.

# ANNUAL REPORT 2007

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There were fifteen (15) burials for veterans in the Westlawn Cemetery this year. We honor their service and mark their passing below:

Richard Allan Gormely	U.S. MARINES	VIETNAM
Francis Felix Sabourin	U.S. ARMY	KOREA
William Joseph Schmidt	U. S. NAVY	WWII
Forrest K. Marcy	U.S. NAVY	WWII
Gerald Norman Hamm	U.S. NAVY	VIETNAM
Gerald Richard Tumber	U.S. COAST GUARD	VIETNAM
Alvie Charles Gosby	U.S. ARMY	KOREA
Margaret Elizabeth Mangan	U.S. ARMY	WWII
Norman L. Sheldon	U.S. MARINES	WWII
John B. Hartwell	U.S. ARMY	WWII
Edmund S. Pestana	U.S. AIR FORCE	WWII
William M. Foster	U.S. AIR FORCE	WWII
Robert Charles Branagen	U.S. AIR FORCE	WWII
Elmer E. Tracy	U.S. ARMY	WWII/KOREA
Herbert A. Mague	U.S. ARMY	WWII

Veterans in need of assistance or information may contact Allen McRae at 978-952-2325 or e-mail [McRae@Littletonma.org](mailto:McRae@Littletonma.org). You may always visit the office in Room 222 at the Town House between 9:00 am and Noon on Monday's and Thursday's.

## FINANCE COMMITTEE

The 2007 Finance Committee Report along with May 5, 2008 Annual & Special Town Meeting Warrants will be published separately. Copies of this report will be available to the public in mid-April. and also online at [www.Littletonma.org](http://www.Littletonma.org)