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2010 ANNUAL REPORT DEDICATION

The 2010 Annual Town Report is dedicated to the ongoing service of volunteer citizens who contribute to all aspects of maintaining the community of Littleton, whose service has been critical in retaining our small town character and spirit, and include the list of those whom we lost in 2010 who served the Town in some official capacity, including the following:

Phillip Webber: A man whose life was cut short in 2010 at the young age of 81. He was a lifelong resident of Littleton and graduated from Littleton High in 1946. Upon graduation he entered the Army and served during the Occupation in Tokyo, Japan. After graduating from UMass Amherst, Phil joined his parents to become the Second Generation at Webber's Florist and continued there for the next 45 years and was joined by his wife, Patricia and their children - the Third Generation. He touched the hearts and souls of those that stopped into his shop. His floral designs graced many homes, businesses and churches. They were the additional beauty at weddings and a source of comfort at wakes and funerals for loved ones near and far. Each piece was done with a genuine desire to bring beauty into the lives of those who bought them and those that sent them. In the 1950's Mr. Webber was a Boy Scout Leader. He was a Light & Water Commissioner, past-president of the Littleton Rotary Club and a member of Littleton's Bi-Centennial Committee. He served the community and people with pride, dignity and honor. Thank you Mr. Webber for being such an intricate part of Littleton's past and present.

Lyman Krohn: Better known as "Dusty" to those who knew him best, left us in December of 2010 at the age of 82. He served his country in the Army during the Korean War and has kept in touch with his fellow soldiers, whom said he was taken too soon. Many will remember him as a part time Littleton Police Officer & EMT and dabbled as a TV repairman. For the last 60 years he was an active member of the Tahattawan Masonic Lodge AF & AM in Littleton. Those that were members of the American Legion Post 249 of Littleton, the Korean War Veterans Association of Littleton and Greater Lowell knew of his caring for the Veterans and their families. During the 70's & 80's many will recall his flair as Master of Ceremonies at Littleton's Annual Patrolman's Ball. He was a continual volunteer with the COA. If you were lucky enough to enjoy Friday's Bingo Games with the COA, he was the voice that called out the numbers and made you laugh and think you had won millions! Thank you Dusty for your service to the Town, the ladies will miss you on Fridays.

John E Kamb: Mr. Kamb, just 88 when we lost him, was the son of Swedish Immigrants, born and raised in Boston where he attended public schools. Not long after his graduation in 1941 he joined the Navy and was a Sea Bee in the Pacific Theater. During the Invasions of the Japanese he spent time in Kwajalien, Enewetak and Guam Islands where he contracted malaria. The remainder of his naval stint he spent in a Hawaiian hospital. Many older homes built in the 50's in Littleton had windows and doors installed by Mr. Kamb who worked for Weathermaster at the time. He was a general project manager on public buildings, which included the renovation of Shattuck Street School into Town offices and the Littleton Electric Light & Water Service building on Ayer Road. If you were lucky enough to "vacation" in Onset, MA you may have had an opportunity to rent a room in their Kameo Inn. Mr. Kamb joined Mr. Duffy on the

School Regionalization Committee to look into combining the Littleton & Acton school districts. He was also an active member of the Littleton Lions Club. Also, Mr. Kamb enjoyed working on the Littleton Light & Water Commission as an elected official for many years.

Kenneth L Duffy: Mr. Duffy was 92 when he was taken from us. He and his family came to Littleton in 1922 and Ken attended Littleton schools, graduating from the Littleton High in the Class of 1934. During WW2 he worked at the Charlestown Navy Shipyard. Following this, he was President of Norman E. Day, Inc. for 40 years. He served the Town for many years. First, he was a member of the Finance Committee and later a member of the Light and Water Commission. He also participated on the School Regionalization Committee when we were looking to join Littleton with Acton. As a member of St. Anne's Parish, he was known for his years of being a volunteer. He was said to be a world traveler & surveyor, but only from the safety of his home. Always putting others first, Ken truly loved his family and this Town.

Norman E Berry: The oldest of our Dedicatees at the age of 95, left us in October. For "older" Littletonians, you may remember the Long Store on Great Road, better known now as "Chase Farm", this is where Mr. Berry and his wife first made their home in Littleton, before moving to Mill Road. Another part of history that Mr. Berry was part of was Herpy's Dairy also on Great Road, now known as "Acton Toyota of Littleton" this is where he worked during his earlier years in Littleton. While working as a steam engineer for over 30 years at Harvard University, he also dedicated 12 years to the Deaconess Nursing Home in Concord. He never let moss grow under him, so to speak. In his younger years ago he was a driver for children to the Kindergarten Harwood Ave. He was an active member of the Tahattawan Masonic Lodge AF & AM for the last 67 years. He assisted with Meals on Wheels and was a member of the Council on Aging until his term expired in June of 2010. Most recently Mr. Berry will be remembered for driving down the King Street in his wheel chair to get out and enjoy the view. He could be seen cutting down limbs that were blocking the sidewalks and he made them walker and wheelchair friendly. Dedication and caring for this community are two traits that could truly describe Norman E. Berry.

GENERAL INFORMATION – WHERE TO CALL

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2432
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
Fire & Ambulance		
Emergencies	Fire Department	9 1 1
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2432
Gas Permits	Gas Inspector	978-540-2420
Health and Sanitation	Board of Health	978-540-2432
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2432
Police & Ambulance		
Emergencies	Police Department	9 1 1
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2420
Recreation	Park & Recreation	978-540-2490
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-486-8951
Nashoba Valley Technical High School	Main Office	978-692-4711
Selectmen	Town Administrator	978-540-2460
Tax Collections	Tax Collector	978-540-2405
Transfer Station Stickers	Transfer Station	978-540-2671
Treasurer	Town Treasurer	978-540-2450
Veterans Services	Veterans Agent	978-540-2485
Vital Records	Town Clerk	978-540-2401
Water	Light and Water Department	978-540-2222
Wiring Permits	Wiring Inspector	978-540-2420
Zoning	Building Commissioner	978-540-2420

STATE & FEDERAL ELECTED OFFICIALS

President of the United States

Barack H. Obama
1600 Pennsylvania Avenue
Washington, D.C.

Governor of the Commonwealth

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

Senators in Congress

Scott P. Brown
(617) 565-3170
2400 JFK Federal Bldg
Boston, MA 02203

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

Representative in Congress

Nicola S. Tsongas
(978) 263-1951
5th Congressional District
492 Main St
Acton, MA 01720

Senator in General Court

State Senator Jamie Eldridge
Middlesex-Worcester District
Room 413F, State House
Boston, MA 02133

Representative in General Court

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

TOWN MEETING & VOTER INFORMATION

Annual Election	First Saturday May after Town Meeting
Annual Town Meeting	First Monday May
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	9300
Number of Registered Voters	6133
Dog Licenses	980
Size of Town	16 square miles

Residential Taxes per \$1000 valuation:

Tax Rate 1993	\$13.82	Tax Rate 2002	\$13.21
Tax Rate 1994	\$15.05	Tax Rate 2003	\$11.15
Tax Rate 1996	\$16.20	Tax Rate 2005	\$11.35
Tax Rate 1997	\$15.58	Tax Rate 2006	\$12.17
Tax Rate 1998	\$14.37	Tax Rate 2007	\$12.11
Tax Rate 1999	\$14.89	Tax Rate 2008	\$12.62
Tax Rate 2000	\$14.09	Tax Rate 2009	\$13.85
Tax Rate 2001	\$12.81	Tax Rate 2010	\$15.33

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

ELECTED OFFICIALS

MODERATOR

Timothy D Goddard	11	62 Edsel Rd
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TOWN CLERK

Diane Crory	13	74 King St
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BOARD OF ASSESSORS

William E Ingham	12	4 Brandy Hollow
Evelyn Masson	12	175 Whitcomb Ave
Donald Armstrong	13	51 Boxborough Rd
James Stephen Winroth	13	50 Bruce St
Frederick J Freund	11	45 Birch Rd

BOARD OF SELECTMEN

Joseph Knox	13	10 Brandy Hollow
Alexander S McCurdy	12	100 Harvard Rd
Gregg Champney	13	110 Great Rd
James F Karr	11	12 Elizabeth St
Janet M G Wilkinson	11	2 Laury Ln

BOARD OF ELECTRIC LIGHT COMMISSIONERS/ BOARD OF WATER COMMISSIONERS

Craig Gruskowski	12	336 King St
Bruce Trumbull	12	29 Mill Rd
Joseph McCumber	13	6 Apple Ridge Ln
Ivan Pagacik	13	123 Whitcomb Ave
Thomas Rauker	11	148 Russell St

SCHOOL COMMITTEE

Paul J Avella	12	94 Grist Mill Rd
Michael Fontanella	12	213 Harwood Ave
Charles DeCoste	13	4 Matthew Dr
Nancy Mizzoni	11	2 ½ Spartan Arrow Rd
Shawna M Stea	11	37 Whitetail Way

PLANNING BOARD – 5 YEAR TERM

Donald MacIver	15	7 Adams St
Steven Wheaton	11	52 Wychwood Heights (Appointed 1 Yr)
Janet LaVigne	11	66 Hartwell Ave
Mark J Montanari	12	242 King St
Richard P Crowley	13	359 King St

TRUSTEES OF THE REUBEN HOAR LIBRARY

Jenna Koerper Brownson	12	142 Harvard Rd
Cheryl L Hardy-Faraci	12	8 Moore Lane
Mark Rambacher	13	205 Hartwell Ave
Laura Beltrami	13	30 White Pine Dr.
James Carozza	11	116 Foster St
Ray Grande	11	5 Oak Ridge Rd

PARK AND RECREATION COMMISSIONERS

Frederick J Freund	12	45 Birch Road
W Brian Richter	12	139 Whitcomb Ave
Gary E Austin	13	162 Whitcomb Ave
Stephen Gentile	13	15 Ernies Dr
Geralyn Miller	11	21 New Estate Rd

CEMETERY COMMISSIONERS

David Badger	13	230 Harwood
Deborah Williams	11	7 Delaney Dr
Mary Gosby	12	11 Gray Farm Rd

BOARD OF HEALTH

Peter A Yapp	12	415 Newtown Rd
Ted Doucette	13	152 Whitcomb Ave
Ann Loree	11	39 Dahlia Dr (Appointed 1 Year)
Peter Cassinari	11	12 Lochslea Rd
Gino Frattallone	11	26 Harwood Ave

BOARD OF COMMISSIONERS OF TRUST FUNDS

David Stevens	13	4 Masonbrook Ln
Richard Hoole	11	7 Uplands Rd
Tyler Gray	12	17 Trot Rd

HOUSING AUTHORITY -- 5 YEAR TERM

Theresa Schwulst	15	59 Tahattawan Rd
Andrew J Sohn	11	5 Stoney Stream Ln
Mildred McGovern	12	38 New Estate Rd
Michael Morey	13	50 New Estate Rd
*Bartlett Harvey	15	146 Mill Rd
*Commonwealth Appointee		

APPOINTMENTS BY TOWN ADMINISTRATOR

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

BUILDING COMMISSIONER
Roland Bernier

TREASURE
Steve Venuti

TAX COLLECTOR
Rebecca Quinn

HIGHWAY OPERATIONS MANAGER
James Clyde

INFORMATION SYSTEMS MANAGER
Nancy Glencross

MAINTENANCE SUPERVISOR
William Cole

CHIEF ASSESSOR
Kenneth Mildren

APPOINTMENTS BY BOARD OF SELECTMEN

TOWN ADMINISTRATOR

Keith A. Bergman

POLICE CHIEF (3-Year)

John M. Kelly

POLICE LIEUTENANT

Matthew King

FIRE CHIEF (3-Year)

Stephen E. Carter

TOWN COUNSEL

Miyares & Harrington

LABOR COUNSEL

Mirick O'Connell

ASSISTANT BUILDING INSPECTOR

Gabriel Vellante

VETERANS AGENT

John Boroski

INSPECTOR OF WIRES

Booth Jackson

ASSISTANT WIRING INSPECTOR

Vincent Chant

PLUMBING INSPECTOR

Joseph Cormier

DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

GAS INSPECTOR

Joseph Cormier

DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

SPECIAL PLUMBING/GAS INSP.

Thomas Wielinski

SEALER OF WEIGHTS & MEASURES

Northern Middlesex Council of Governments

CONSTABLES

John M. Kelly

Matthew King

Ronald Raffi 2012

David Allen 2012

Clark Paige 2012

Keith Leighton 2012

GRAVES REGISTRATION OFFICER

David Badger

TOWN BOARD & COMMITTEES

NASHOBA VALLEY TECH.H.S.

Daryl Baker

MAPC REPRESENTATION

Keith A. Bergman, Town Administrator

REGISTRARS OF VOTERS

Diane Crory, Town Clerk

Katherine Petkewich

Sandra Clyde

Ellen Banks

COMMISSION ON DISABILITY

George Sanders

Randall Benoit

Bartlett Harvey

Keith Bergman, ADA Coordinator

ANNUAL REPORT 2010

SCHOOL BUILDING COMMITTEE

Richard Crowley, PMBC
Jane Hall, Russell Street School Principal
Diane G. Bemis, Superintendent of Schools
Steven Mark, School Business Manager
Keith A. Bergman, Town Administrator
Steven Venuti, Town Treasurer
Paul Avella, School Committee,
Joe Collentro, PMBC
Mark Mizzoni, PMBC
Jef Feehan, PMBC
Ronald Catella, PMBC

CULTURAL COUNCIL (3 Year Term)

Margaret Low, Secretary	2011
Kim Ahern	2011
Steve Glines	2011
Andrews Bowers	2013
Prudence Ursch	2013
Diane Haduch	2012
Steve Anderson	2012

BOARD OF APPEALS (3 YearTerm)

William Farnsworth	2013
Sherrill Gould	2013
Cheryl Hollinger	2012
John Cantino	2011
Jeff Yates	2011
Rod Stewart, Alternate	2013
Marc Saucier, Alternate	2013
Alan Bell, Alternate	2013

AGRICULTURAL COMMISSION

Jamie Cruz-Farmer	2013
Paula Robinson – Farmer	2012
Peter Yapp – Farmer	2012
Daniel Pickard-Farmer	2012
William Pickard-Farmer	2014
John Mitchell- Non-farmer	2013
Vacant- Non-farmer	2012
Bret White – Alternate	
Amanda DeFreest-Alternate	
Mary Beth McKenzie-Alternate	
Richard Carter, Alternate	

PERMANENT MUNICIPAL BUILDING COMMITTEE (5 Year Term)

Joseph Collentro	2014
Charles DeCoste	2015
Richard Crowley	2014
Ronald Catella	2015
Jeff Feehan	2013
Joseph Collentro	2013
William Cole	2015

CONSERVATION COMMISSION (3 Year Term)

Ian Gunn	2013
Carl Melberg	2012
Frank Matheson	2013
James Pickard	2012
Dan Lord	2012
Sarah Seaward	2011
Peter Tierney	2011

PERSONNEL BOARD

Allen McRae, Finance Comm.	2012
Alex McCurdy, Selectman	2012
Anita Harding, Employee Rep	2012
Kate Hodges, Dept Head Rep	2011
Joseph Gaffney, Citizen	2012
Don O. Smith, Citizen	2013
Town Administrator <i>ex officio</i>	

COMMUNITY PRESERVATION COMM

Dan Lord- Conservation Commission	
John Bowers-Historical Commission	
Geralyn Miller- Park & Recreation Comm	
Donald MacIver- Planning Board	
Michael Morey-Housing Authority	
Board of Selectmen (4 appointees):	
Jef Feehan	2011
Doreen Morse	2011
Mit Wanzer	2013
Elliot Putnam	2012

ANNUAL REPORT 2010

FINANCE COMMITTEE

Paul Glavey – Selectmen	2012
Tyler A. Gray –Selectmen	2012
Alvin Ramus-School Com	2012
Fred Faulkner -Water & Light	2013
Richard Montminy –Moderator	2013
Allen McRae -Assessors	2011
Elliot Putnam -School Comm	2011

COUNCIL ON AGING

Vilma Sorgente	2012
Rosemarie Dibacco	2012
George Sanders	2012
Lousie Curley	2013
Mary Dugan	2013
Vacant	2013
Mary Catalanotto	2013
Robert Stetson	2011
Mary Kaye	2011
Barbara Kamb	2011
Barry Curcio	2012

HISTORICAL COMMISSION

Ronald Goddard	2012
John Bowers	2011
Donna White	2013
John Leger	2013
Pamela Campbell	2011
John Hathaway	2012
Vacant	2011

OPEN SPACE IMPL. COMMITTEE

Peter Church
Kimberley Harriman
David Outman
Vera Cohen
Gary Austin

CLEAN LAKES COMMITTEE

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

PUBLIC SHADE TREE COMMITTEE

Frederick Findlay
Kim Ahern
James Clyde – Tree Warden

TOWN FOREST COMMITTEE

Kathy Stevens
Jeff Menzigian, Associate Member
James Clyde, Tree Warden

CABLE ADVISORY COMMITTEE

Mildred McGovern
Barbara McRae
Alan McRae
David Sill
Alan Hoff
Lesley Glorioso

TIF COMMITTEE

Savas Danos
Kenneth Eldridge
Kenneth Mildren
Fred Fruend
Janet Lavigne
David Stevens

MBTA ADVISORY COMMITTEE

Keith Carroll
Bill Cole
Dave Derrig
Lori Grant
Ruth Liebowitz
Don McIver
Russ Mullen
Steve Sussman

BOARD OF CHAIRS

Janet Wilkinson – Selectmen
Fred Fruend, Assessors
George Sanders, COA
Brian Ritcher – P&R
Ivan Pagacik - L&W
David Badger – Cemetery
Tyler Gray – FinCom
Joe Collentro – PMBC
Mark Montinari-Planning Board
Mit Wanzer – CPC
Peter Yapp – Board of Health
Richard Hoole, Trust Fund Com
Shawna Stea, School Com
Theresa Schwult, Housing Auth
Mark Rambecher, Library

PAY AS YOU THROW IMPL. COMMITTEE

Jim Karr, Selectmen
Janet Wilkinson, Selectmen
Ted Doucette, Board of Health
Jim Clyde, Highway Dept
Derek Podgorni, Citizen at-large
Henry G. Christle, Sr., Citizen at-large
Jeanette P. Rossi, Citizen at-large
Richard Buckles, Citizen at-large

STUDY COMMITTEE TO INCREASE VOTER PARTICIPATION

Timothy Goddard, Moderator
Diane Crory, Town Clerk
Henry Christle, Voter at Large

SIGN BYLAW REVIEW COMMITTEE

Janet Wilkinson , Board of Selectmen
Richard P. Crowley, Planning Board
Rod Steward, Board of Appeals
Lisa Hesch, Business Owner
Henry Christle, Citizen
Carla Smith Picariello, Citizen

LITTLETON COMMON SEWER FEASABILITY STUDY COM

James Karr, Selectmen
Savas Danos, L&W
Ted Doucette, Board of Health
Richard Crowley, Planning Board
Joseph Collentro, PMBC
Megan Ford, Citizen at Large
Donald MacIver, Citizen at Large
James Redmond, Citizen at Large
Ken Smith, Citizen at Large
Stephen Jahne, Citizen at Large
Warren Terrell, Citizen at Large

ORGANIZATION STUDY COMMITTEE OF PERMITTING BOARDS

Alexander S. McCurdy, Selectmen
Peter M. Cassinari, Board of Health
Donald MacIver, Planning Board
Ian Gunn, Conservation Commission
Jeff Yates, Zoning Board of Appeals
Judith Pickett, Citizen at-large
Vera Cohen, Citizen at-large

LITTLETON VOLUNTEER CORP.

(MRC Executive Committee)
Ann Loree
Ky Mehado
Ron Thornton
Charlene De Stefano
Lousie Curely

TRACK & FIELD FUNDING

COMMITTEE

Marc Saucier
Marianne Heer
Gerald Portante
Alex McCurdy
Cindy Heitmeyer

300 ANNIVERSARY COMM.

Keith Bergman, Town Administrator
John Holmer
Ann Himmelberger
Jamie Cruz
Mildred McGovern
Robin Sewell
Kathy Knox
Mary Dugan
Michael Crory

QUARRY COMMITTEE

Janet LaVigne Planning Board
Mark Montanari, Planning Board
Janet Wilkinson, Selectmen
Gregg Champney, Selectmen
Peter M. Cassinari Board of Health
Gino Frattallone, Board of Health Alt
Savas Danos, LELWD General Manager
Ian Gunn, Conservation
Dan Lord, Conservation Alternate
Cheryl Hollinger, Zoning Board
Rick Findlay, Citizen at Large
Vacant – Citizen at Large

SPECIAL WEIGHERS & SEALERS

W. J. GRAVES CONSTRUCTION

Steve Baronoski
Ed Nowers

FLAME

Tom Wood
Brian Pollock
Ronald Pollock
Michelle Roche
Jesse Wetteland

KRAFT FOODS

SCALE OPERATORS

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

AGGREGATE

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

BOARD OF SELECTMEN

The Board of Selectmen faced many challenges in 2010, as we have all struggled through the difficult economy. We have managed to maintain our financial stability by wisely managing our spending on behalf of Littleton's residents. The Town's AA bond rating, with a stable outlook was affirmed this past year by Standard & Poor's. This reflects their "expectation that the town will continue to manage recurring revenues and expenditures and to maintain reserve levels according to their established goals and policies." This important measure of our financial operations provides us with much needed borrowing at the most beneficial interest rates. This has allowed the Board to push forward multiple infrastructure projects. As part of this process we have created new committees to tackle development challenges and created opportunities for the future of our community.

Over the past few years, we have been forced to address many of the infrastructure needs throughout town. One of our largest projects was the new Police Department headquarters on Great Road. We were pleased to announce, after many years of delaying the project, that the construction project came in under budget. Littleton now has a state-of-the-art safety facility for our community.

Another significant building project has been the restoration of the Russell Street School. The town received significant financial support from the Massachusetts State Building Authority. This project was so well run by our Permanent Municipal Building Committee, that it was completed early and significantly under budget.

A much smaller project, yet very important to the preservation of Littleton's history, was the new slate roof for the Houghton Memorial Building. Many of our citizens contributed financially to the restoration project. I, along with other residents, signed individual slates that eventually were placed on the roof. Future generations will find the slates as historic documentation of Littleton's participation in restoring the beautiful building.

Over the years, the weather has been destructive to our roads. Our ten-year road repair plan got underway with the reconstruction of Crane Road. The next roads, Whitcomb Ave. and Bruce St. have been redesigned and will begin reconstruction in 2011. You will see these reconstruction projects continuing around town every year.

Much of our focus has been catching up with our infrastructure needs, yet we have also made strides in preserving open space for our residents' enjoyment. We recently added the Yapp property, and have been extremely fortunate to acquire the Cobb property that is adjacent to the Yapp property and expands the open space area by more than 16 acres.

An ongoing concern that I have had is the need for cooperation among boards to truly benefit our entire community. Keeping that in mind, our Board has reached out to other boards. We have worked on the design of overlay districts to help create an environment to support business development in our downtown area, yet maintain Littleton's rural character. We have created a number of joint committees such as the Board of Elected Chairs, the Solid Waste Steering Committee, and the Sewer Feasibility Study Committee with representation from multiple boards to discuss capital planning, create cost savings for residents by recycling at the Transfer Station, and explore the possibility of a sewer system for downtown commercial properties. There are many other projects being considered for the coming years, including reorganizing our organizational

structure in order to improve our efficiency as a town government, new recreational facilities, a new library, and fire station. All of which require cooperation and thoughtful planning in order to avoid an excessive burden to our tax payers.

I have found that the citizens of Littleton are truly extraordinary. There are eleven elected boards (all volunteers, including the Board of Selectmen), numerous paid employees, and many other volunteer committees that support the daily operations and the planning required to create a successful, high-functioning community with a bright future ahead. The planning has already begun to celebrate our successes by the formation of the Tercentenary Celebration 2014 committee. Please volunteer to support this effort to show the spirit of Littleton and the hopes for our future. I also thank you for allowing me to serve on the Board of Selectmen on behalf of all of our citizens. It has been an extraordinary year.

Respectfully submitted by,

Janet M. G. Wilkinson, Chair

TOWN ADMINISTRATOR

I am pleased to submit this, my fourth, report as Town Administrator for the Town of Littleton. In 2010, Littleton achieved important milestones in pursuing its vision of economic development consistent with community character.

The Board of Selectmen and Planning Board continued to work closely together with the Metropolitan Area Planning Council and the local community in drafting zoning amendments which focus on the IBM and Cisco sites, while also strengthening the adjacent village center. The result was May 3, 2010 Special Town Meeting's passage of the Littleton Common Village Common District (for Area A, so-called) and the Littleton Village Overlay District West - Beaver Brook Area (Area B).

On June 16, 2010, Massachusetts Governor Deval Patrick dedicated the IBM Mass Lab facility at 550 King Street. MassLab is IBM's largest software campus in North America, with 2,200 employees in the 495,000 square-foot facility in Littleton.

The Littleton Common sewer feasibility study authorized by May 2010's Town Meeting is proceeding through the work of the Charles River Watershed Association, which obtained a \$100,000 grant from the Barr Foundation to study "smart sewerage."

November 8, 2010 Special Town Meeting voters approved \$745,000 for purchase of the 16.39-acre Cobb conservation properties. This acquisition completes the trail system serving the adjoining Yapp and Morrison conservation properties, forming a consolidated "Nashoba Wildlands" area.

Repairs to the Russell Street Elementary School were completed for \$10.48-million—well below the \$13.4-million authorized by the May 2009 Town Meeting. With 47.84% reimbursement of eligible costs by the Massachusetts School Building Authority, the Town's share will be \$6.05-million.

The reconstruction of Goldsmith Street was completed at a cost of \$3.22-million borne fully by MassDOT. The Town is completing design of road improvements to Bruce Street and Whitcomb Avenue, with construction scheduled to commence in 2011.

While dual tracking of the Fitchburg commuter rail line expected to be operational by 2013, the MBTA is completing its design for a reconstructed Littleton commuter rail station, which will incorporate one hundred publicly owned spaces.

In 2010, the Town implemented a “Pay-As-You-Throw” program at the transfer station for solid waste disposal.

Standard & Poor’s has affirmed the Town of Littleton’s AA bond rating, with a stable outlook. This reflects the hard work of the Town’s finance team, and the Town’s adherence to its adopted financial policies.

A study committee appointed by the Board of Selectmen recommended creation of a consolidated Department of Land Use, Planning, and Permitting to support and better coordinate the Town’s regulatory boards and staff.

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

Respectfully submitted,

Keith A. Bergman,
Town Administrator

ASSISTANT TOWN ADMINISTRATOR FOR FINANCE & BUDGET

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2010. I would like to thank the Board of Selectmen, Finance Committee and Town Administrator Keith Bergman for their support throughout the challenges of this past year. I would also like to thank Nancy Glencross – IT Coordinator, Steve Venuti – Treasurer, Ken Mildren – Principal Assessor, Rebecca Quinn – Tax Collector, Mary Barrett – Assistant Accountant as well as all the staff throughout the Finance Department.

Mary Barrett resigned from her position in July to accept a well deserved opportunity for advancement in another municipality, and was replaced by Michelle Reynolds. Michelle has been an excellent addition to our department and quickly came up to speed at the start of the fiscal year.

Town Operating budgets continue to feel pressure as a result of State Aid reductions. In Fiscal 2010 the Town’s local aid (non school) was reduced by \$171,000 – a 21% decrease – while the net Education Aid rose by \$224,702 – a 10% increase. Operating budgets for the town departments (non school) have been level funded or reduced since FY2008, while employee benefit costs have increased by double digits annually due to the combination of health insurance premium increases as well as increased enrollment. We continue to explore all cost saving options available to the town annually as it relates to employee benefits, and have initiated a funding plan to address our outstanding obligation as it relates to retiree health insurance benefits.

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Despite the continued economic downturn, there was continued support from the taxpayers for investments in town equipment, facilities and infrastructure. This year's capital plan included \$465,120 in expenditures under the levy limit and included much needed maintenance on the Town Hall roof as well as replacements to the aging fleet in the Highway Department.

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

2010 and 2011 Operating Budgets

	Department	FY2010 BUDGET	FY2010 ACTUAL	FY2011 Budget
114	MODERATOR			
	Personal Services	-	-	-
	Expenses	<u>100</u>	<u>-</u>	<u>100</u>
	TOTAL 114	100	-	100
122	SELECTMEN			
	Personal Services	157,340	154,431	158,868
	Expenses	12,070	11,098	11,870
	MAGIC Assessment	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
	TOTAL 122	171,010	167,129	172,338
131	FINANCE COMMITTEE			
	Personal Services	-	-	-
	Expenses	<u>500</u>	<u>364</u>	<u>500</u>
	TOTAL 131	500	364	500
132	RESERVE FUND	<u>150,000</u>	<u>92,265</u>	<u>150,000</u>
	TOTAL 132	150,000	92,265	150,000
135	FINANCE AND BUDGET			
	Personal Services	482,007	483,611	494,089
	Expenses	40,205	33,460	35,010
	Audit	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
	TOTAL 135	549,212	544,071	556,099
151	LEGAL	<u>100,000</u>	<u>205,965</u>	<u>100,000</u>

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	TOTAL 151	100,000	205,965	100,000
155	INFORMATION SYSTEMS			
	Personal Services	55,175	55,181	57,641
	Expenses	<u>67,350</u>	<u>79,586</u>	<u>65,459</u>
	TOTAL 155	122,525	134,767	123,100
161	TOWN CLERK			
	Elected Salaries	45,652	45,707	47,283
	Personal Services	16,008	15,068	16,164
	Expenses	1,500	1,281	1,500
	Transfer In - Dog Tax Fund	<u>-</u>	<u>-</u>	<u>(2,200)</u>
	TOTAL 161	63,160	62,056	62,747
162	ELECTIONS AND REGISTRATIONS			
	Personal Services	-	-	-
	Expenses	<u>8,700</u>	<u>8,850</u>	<u>8,700</u>
	TOTAL 162	8,700	8,850	8,700
171	CONSERVATION COMMISSION			
	Personal Services	18,848	18,830	19,723
	Expenses	1,000	955	1,000
	Transfer In - Wetland Fund	<u>(3,165)</u>	<u>(3,165)</u>	<u>(5,050)</u>
	TOTAL 171	16,683	16,620	15,673
175	PLANNING BOARD			
	Personal Services	42,110	39,802	46,130
	Expenses	<u>1,175</u>	<u>1,062</u>	<u>1,175</u>
	TOTAL 175	43,285	40,864	47,305
176	APPEALS BOARD			
	Personal Services	5,638	4,002	4,879
	Expenses	<u>1,200</u>	<u>1,111</u>	<u>1,200</u>
	TOTAL 176	6,838	5,113	6,079
191	BUILDING MAINTENANCE			
	Personal Services	42,982	42,134	42,982
	Expenses	<u>316,556</u>	<u>317,330</u>	<u>311,556</u>
	TOTAL 191	359,538	359,464	354,538
193	General Insurance	<u>300,000</u>	<u>264,866</u>	<u>300,000</u>
	TOTAL 193	300,000	264,866	300,000

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194	Employee/Retiree Benefits			
	Expenses	4,119,366	3,581,318	3,628,588
	OPEB Funding	-	-	900,000
	Transfer In - EMS Enterprise	(63,718)	(63,718)	(68,703)
	Transfer In - Recreation Revolving	<u>(14,393)</u>	<u>(14,393)</u>	<u>(14,416)</u>
	TOTAL 194	4,041,255	3,503,207	4,445,469
196	TOWN REPORT/TOWN MEETING	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	TOTAL 196	5,000	5,000	5,000
210	POLICE/DISPATCH DEPARTMENT			
	Personal Services	1,397,939	1,393,939	1,442,915
	Expenses	<u>95,510</u>	<u>99,868</u>	<u>100,061</u>
	TOTAL 210	1,493,449	1,493,807	1,542,976
220	FIRE/EMS DEPARTMENT			
	Personal Services	422,976	563,712	639,125
	Expenses	<u>21,948</u>	<u>104,841</u>	<u>108,523</u>
	TOTAL 220	444,924	668,553	747,648
241	BUILDING DEPARTMENT			
	Personal Services	92,980	92,980	93,734
	Expenses	5,430	2,772	5,430
	Transfer In - Inspectional Revolving	<u>(2,730)</u>	<u>(2,730)</u>	<u>(3,000)</u>
	TOTAL 241	95,680	93,022	96,164
300	SCHOOL DEPARTMENT	14,428,673	14,428,673	14,977,076
	Transfer In - LH Zappy Trust	(200)	(200)	(700)
	Transfer In - Hildreth Trust	(1,500)	(1,500)	(6,000)
	Transfer In - Goldsmith Trust	(100)	(100)	(500)
	Transfer In - Johnson Trust	<u>(200)</u>	<u>(200)</u>	<u>(750)</u>
	TOTAL 300	14,426,673	14,426,673	14,969,126
301	NASHOBA TECH ASSESSMENT	<u>495,948</u>	<u>488,712</u>	<u>597,906</u>
	TOTAL 301	495,948	488,712	597,906
420	HIGHWAY DEPARTMENT			
	Personal Services	668,216	668,206	684,489
	Expenses	470,846	468,787	461,071
	Streetlights	33,077	33,077	33,077
	Wastewater	50,000	67,000	50,000

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	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>110,000</u>	<u>88,860</u>	<u>100,000</u>
	TOTAL 420	1,334,945	1,328,736	1,331,443
422	Roadway Repairs	<u>464,800</u>	<u>464,800</u>	<u>469,448</u>
	TOTAL 422	464,800	464,800	469,448
423	Snow and Ice			
	Personal Services	67,115	65,006	68,000
	Expenses	<u>83,750</u>	<u>204,498</u>	<u>84,000</u>
	TOTAL 423	150,865	269,504	152,000
491	CEMETERY DEPARTMENT			
	Personal Services	77,325	75,435	77,325
	Expenses	17,800	19,690	17,800
	Transfer In - Cemetery Sale of Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(20,000)</u>	<u>(20,000)</u>	<u>(18,897)</u>
	TOTAL 491	63,125	63,125	64,228
510	HEALTH DEPARTMENT			
	Personal Services	26,540	23,925	26,279
	Expenses	1,235	225	1,235
	Assessment - Nashoba BOH	21,650	21,027	21,027
	Assessment - Nashoba Nursing	8,250	8,182	8,182
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	1,300	1,300	1,300
	Transfer In - B. Sampson Animal Fund	<u>(500)</u>	<u>(500)</u>	<u>(2,500)</u>
	TOTAL 510	62,255	57,939	59,303
541	COUNCIL ON AGING			
	Personal Services	55,432	56,728	56,522
	Expenses	<u>13,416</u>	<u>12,008</u>	<u>12,462</u>
	TOTAL 541	68,848	68,736	68,984
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	750	305	750
	Veteran Benefits	<u>12,000</u>	<u>18,266</u>	<u>12,000</u>
	TOTAL 543	17,750	23,571	17,750
610	REUBEN HOAR LIBRARY			
	Personal Services	355,265	354,500	354,427

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	Expenses	62,658	62,695	67,400
	Merrimack Valley Assessment	30,489	30,489	31,714
	Transfer In - Library Trust Funds	<u>(15,000)</u>	<u>(15,000)</u>	<u>(17,500)</u>
	TOTAL 610	433,412	432,684	436,041
630	PARK AND RECREATION DEPARTMENT			
	Personal Services	140,388	139,980	142,001
	Expenses	-	-	-
	Park Maintenance	6,800	-	6,800
	Transfer In - Revolving Fund Wages	(60,550)	(60,550)	(60,550)
	Transfer In - Revolving Fund Fields	<u>(6,800)</u>	<u>(6,800)</u>	<u>-</u>
	TOTAL 630	79,838	72,630	88,251
690	OTHER CULTURE & RECREATION			
	Historical	700	692	700
	Memorial Day	500	500	500
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
	TOTAL 690	1,250	1,242	1,250
710	Long Term Debt	4,178,104	4,178,104	4,611,119
720	Short Term Debt	301,118	186,033	265,680
	Transfer In - Cemetery Trust	(25,000)	(25,000)	(13,000)
	Transfer In - Self Help Grant	(18,000)	(18,000)	(18,000)
	Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In - Oak Hill Cell Tower	(40,000)	(40,000)	(40,000)
	Transfer In - Newtown Hill Cell Tower	(57,204)	(57,204)	(49,929)
	Transfer In - Clean Lakes	(30,310)	(30,310)	(28,770)
	Transfer In - Bond premium			(37,447)
	Transfer In - Community Preservation	-	-	(36,250)
	Transfer In - Light Dept	<u>(196,014)</u>	<u>(196,014)</u>	<u>(189,705)</u>
	TOTAL Debt Service	4,095,420	3,980,335	4,446,424
	<u>FUNDING SUMMARY</u>			
	TOTAL APPROPRIATED BUDGETS	30,251,645	29,929,328	32,079,731
	Total Transfers In	<u>584,658</u>	<u>584,658</u>	<u>643,141</u>
	TOTAL Net Budgets	29,666,987	29,344,670	31,436,590

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Town of Littleton Balance Sheet 07/01/2009-06/30/2010

	General Fund	Special Revenue Funds	Govern Grant Funds	Capital Project Funds	Electric Enterprise	Water Fund	Ambul Fund	Trust Fund	Agency Fund	Long Term Debt Group	Total
ASSETS											
Cash	5,998,026.35	3,919,748.63	128,347.90	1,500,872.34	16,761,806.78	146,979.88	431,366.33	6,135,478.19	229,580.40	0.00	35,252,206.80
Receivables	0.00	630,625.14	0.00	0.00	-710.87	-111.81	218,792.60	0.00	0.00	4,768,814.00	5,617,409.06
Property Taxes	498,910.75	1,637.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,548.05
Allowance for Abate & Exempt	-818,597.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-818,597.07
Tax Liens	531,558.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531,558.99
Motor Vehicle Excise	112,085.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,085.20
Amts Prov for Pay of Bonds	0.00	0.00	0.00	0.00	0.00	2,338,322.00	0.00	0.00	0.00	37,618,156.58	39,956,478.58
TOTAL ASSETS	6,321,984.22	4,552,011.07	128,347.90	1,500,872.34	16,761,095.91	2,485,190.07	650,158.93	6,135,478.19	229,580.40	42,386,970.58	81,151,689.61
LIABILITIES											
Liabilities	367,647.88	630,625.14	0.00	0.00	-710.87	0.00	218,792.60	0.00	229,580.40	4,768,814.00	6,214,749.15
Tailings	8,454.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,454.26
Def Rev Prop Tax	-319,686.32	1,637.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-318,049.02
Def Rev Tax Liens	531,558.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531,558.99
Def Rev MV Excise	112,085.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,085.20
L - User Charges / Liens	0.00	0.00	0.00	0.00	0.00	-111.81	0.00	0.00	0.00	0.00	-111.81
Bonds Payable	0.00	0.00	0.00	0.00	1,369,333.32	2,338,322.00	0.00	0.00	0.00	37,618,156.58	41,325,811.90
BANS DUE	0.00	0.00	0.00	5,700,000.00	0.00	1,300,000.00	0.00	0.00	0.00	0.00	7,000,000.00

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TOTAL LIABILITIES	700,060.01	632,262.44	0.00	5,700,000.00	1,368,622.45	3,638,210.19	218,792.60	0.00	229,580.40	42,386,970.58	54,874,498.67
FUND BALANCES											
FUND EQUITY	0.00	3,919,748.63	128,347.90	-4,199,127.66	15,392,473.46	0.00	0.00	6,135,478.19	0.00	0.00	21,376,920.52
Reserved for Encumbrances	1,987,624.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,987,624.31
Reserved for Expenditures	324,120.00	0.00	0.00	0.00	0.00	90,150.00	60,610.00	0.00	0.00	0.00	474,880.00
Reserved for Deficits	-118,639.00	0.00	0.00	0.00	0.00	-1,301,304.61	0.00	0.00	0.00	0.00	-1,419,943.61
Designated	474,631.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474,631.84
Undesignated	2,954,187.06	0.00	0.00	0.00	0.00	58,134.49	370,756.33	0.00	0.00	0.00	3,383,077.88
BUDGETARY CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND BALANCES	5,621,924.21	3,919,748.63	128,347.90	-4,199,127.66	15,392,473.46	-1,153,020.12	431,366.33	6,135,478.19	0.00	0.00	26,277,190.94
TOTAL LIABILITIES & FUND BALANCES											
	6,321,984.22	4,552,011.07	128,347.90	1,500,872.34	16,761,095.91	2,485,190.07	650,158.93	6,135,478.19	229,580.40	42,386,970.58	81,151,689.61

BOARD OF APPEALS

The Littleton Board of Appeals heard twenty-three applications during 2010. The applications presented at these hearings were distributed according to the following classifications:

Fifteen applications were for Special Permits.

- Two of these were to add an in-law or accessory dwelling
- Ten were to change, modify or expand a pre-existing residential non-conforming structure.
- Two were for commercial uses allowed by special permit.
- All were granted, some with conditions.
- One was a special permit for two family conversion. No action was necessary.
- Three applications were for dimensional variances.
- Two applications were for sign variances. Both were allowed with modifications.
- Two applications were for cell tower variances.
- One was withdrawn at the board's request and a height variance was allowed on the other.
- One application for a comprehensive permit is pending.

In addition the board conducted hearings relative to "the farms" a comprehensive permit project which was foreclosed by the lender.

The Board nominated representatives to the permitting organization study committee and the quarry committee. Several board members participated in training seminars.

Application fees collected by the board in 2010 were \$5,750.00. Application fees for 2010 remained unchanged.

Respectfully submitted,

Sherrill Gould, Chair

BOARD OF ASSESSORS

The Board of Health is responsible for the administration and enforcement of Massachusetts. 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.

2009 was a revaluation year (FY 2010), required by state to be completed every three years. Values, based on the period from 1/1/2008 through 12/31/2008, were reviewed and approved by the Department of Revenue. Overall, residential property values in Littleton saw an average decrease of 4.5%. However, increased demand for Cape Cod and Ranch style dwellings resulted in slightly increased values for those styles. The Board received a limited number of abatement requests this year, indicative of the effort made to provide reliable assessments.

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Brian Wright, a Board member since 2000 relinquished his seat in 2009, deciding not to run for re-election. Lynn Masson, a Littleton resident since 1971 and the Town Assessor for Concord, MA, was elected as a write-in candidate. Lynn's wealth of knowledge and broad assessing experience are a welcome addition to the Board

Anita Harding and Lorraine Freitas were recognized by the Massachusetts Association of Assessing Officers for over 20 years each of continued service. 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. Unlike other area communities, the Littleton staff handles their commercial and personal property valuations. This also provides a significant cost savings to the Town.

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) 540-2410.

Respectfully submitted by,

Frederick J. Freund, Chair

BOARD OF HEALTH

The Board of Health is responsible for the administration and enforcement of Massachusetts environmental and public health regulations and laws. The most prominent issue is administering Title 5 of the State Environmental Code: On-site Sewage Treatment Systems. The Board of Health plays a prominent role in monitoring and preventing disease, preventing tobacco sales to minors, and preparing for emergency response. The five members of the Board of Health are elected for staggered three-year terms and attend meetings at least twice per month; during calendar year 2010 the Board held 24 meetings.

The Board is a member of Nashoba Associated Boards of Health (NABOH). Technical assistance is provided by the Nashoba health agents. NABOH licenses septic installers in accordance with Title 5, issues permits to drinking well contractors, investigates housing complaints in accordance with Chapter II of the State Sanitary Code, issues food service permits and conducts inspections. NABOH conducts the weekly testing of Long Lake on the behalf of the Board of Health. The threat of infectious diseases, such as rabies, is monitored by NABOH. Nashoba Nursing offer: blood pressure and wellness clinics, seasonal flu immunizations, investigate communicable diseases, and answer health questions from the public. Our Health Agent, James Garreffi, R.S., holds office hours in Littleton on Tuesdays 12:00 p.m.-1:00 p.m. and Thursdays 9:30 a.m. -10:30 a.m., and can be reached through the NABOH office in Ayer at 978-772-3335. Additional services and contact information are available on their website www.nashoba.org. The annual report from NABOH summarizes their activities on behalf of the Town of Littleton. A Board Member, Mr. Peter Cassinari, also serves as the Chair of the NABOH Executive Committee.

Eliot Clinic of Concord provides mental health and lifestyle services for Littleton residents. Each year a representative meets with the Board of Health to describe their activities and plans for the upcoming year.

The Board of Health's Animal inspector who is responsible for reporting on animal health and the stable permitting process are monitored by our Frank Matheson, Jr.

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All Board members are available to the public for questions at their homes. Additional public health information and contact information is available on the town website www.littletonma.org.

The Board's specific activity this year includes the following:

- Issued subsurface disposal system permits (17 new/increased flow, 36 upgrade/repairs, 8 transfer/extensions)
- Issued Tobacco Permits
- Issued Stable Permits
- Monitored monthly and quarterly reports of private wastewater treatment facilities
- Reviewed building permit applications for compliance with Title 5
- Oversees the activity of the Littleton Volunteer Corps/Medical Reserve Corps:
- Coordinating H1N1 clinics with NABOH
- Preparing emergency response plans for emergency sheltering and emergency dispensation sites (eds) with NABOH
- Planning and coordinating exercises and drills for the above emergency plans with NABOH

The Board was represented by various members for the following committees:

Solid Waste Options Steering Committee
Littleton Common Sewer Feasibility Committee
Organization and Permitting Boards & Department Study Committee
Medical Reserve Corps Executive Committee

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

Respectfully submitted by,

Peter Yapp, Chairman

BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2010, fees were collected from building permits totaling \$80,079.00. Fees were also collected from miscellaneous permits and services such as annual inspections, sheet metal permits and trench permits totaling \$5037.00. The following represents number of permit applications received, Certificate of Inspections issued and building permits issued;

New Commercial Construction	2
Commercial Addition / Renovation	15
New Residential Construction	26
Residential Renovation / Addition	41
Accessory Structure	26
Signs	6

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Heating Appliance	17
Swimming Pools	7
Demolition	10
Miscellaneous	171
Certificate of Inspection	17
Total Number of Building Permits Issued	301

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, gas-fitting, 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 occupancies prior to license renewal.

In an effort to remain "code current", the State mandates periodic code changes to all cities and towns to reflect the level of occupant safety and building efficiency required by the insurance industry. This oftentimes results in a significant cost increase to building construction while sometimes providing a long term cost savings through green initiative programs such as the new energy codes. In the past two years there have been two significant building code changes resulting in major advancements in building construction. These changes, represented by four independent volumes of code, are known as the 7th and 8th edition residential and commercial code based on the international IRC and IBC building codes with Massachusetts amendments, and is presently being enforced concurrently. Every effort has been made by the Littleton Building Department to stay abreast of the numerous state mandates by providing "office counter guidance" and code "topic-specific" handouts explaining some of the more confusing aspects of the Building Code. These can be viewed online at

<http://www.littletonma.org/content/53/1696/99/default.aspx> under Departments/Regulatory/ Building Department.

In addition to the significant code changes, the State has mandated two new permit applications in addition to the generic residential and commercial building permits, electrical permit, plumbing and gas permits presently issued in Littleton. An explanation for both the Trench Permit and the Sheet Metal Permit can be viewed at the Massachusetts Department of Public Safety web site at www.mass.gov/dps.

New Federal Lead-Based Paint regulations have been adopted by the EPA (Environmental Protection Agency). Anyone performing renovation, repair and/or painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be EPA certified and follow specific work practices to prevent lead contamination. See <http://www.epa.gov/lead/pubs/leadinfo.htm>

The Building Department is in the infancy stage of implementing new permitting software with the hopes of allowing more transparent tracking of permit activity while aiding in the expediting of permit applications. Applicants will be able to complete and file permit applications online and view permit progress as it travels through the various boards and committees for review. Permit holders will be able to track inspections and will have up to date information through completion of the permit and construction process.

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Zoning enforcement as always remains active involving site assessment, monitoring, issuing orders, aiding all concerned parties through the local appeal process and pursuing legal avenues as necessary to resolve violations. Presently there are three active court cases in progress or pending.

Construction activity for the calendar year 2010 continues to remain sluggish, reflecting the mood of the nation as a whole. Despite the sluggish economy, new residential starts increased slightly over last year. Existing home addition construction and remodeling slowed slightly for those homeowners deciding to improve rather than move. This along with miscellaneous improvements represents the majority of residential permits issued for 2010. New commercial construction is represented by a new church on Newtown Road and a small storage building on Russell Street.

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

In closing, I would like to thank 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 inspector Mr. Wielenski. In addition, a thanks to Mr. Gabriel Vallante, acting as the alternate Building Commissioner, for providing the necessary services during my absence, and a special thanks to Ms. Maureen Adema who acts as the Administrative Assistant for the Building Department.

ROLAND J. BERNIER
Building Commissioner & Zoning Officer

REPORT OF THE INSPECTOR OF WIRES

Please consider the following annual report of the Inspector of Wires for the year January 1, 2010 to December 31, 2010, collecting a total of \$34,154.00 in fees from 245 electrical permits.

New Homes	17
Commercial Buildings	61
Residential additions more than ten outlets	66
Residential additions less than ten outlets	30
New Service	36
Swimming Pools	3
Temporary Meters	1
Residential Security Systems	13
Appliance Installation	16
Re-inspection	1
Meter Replacement	1

I have enjoyed serving the Town of Littleton in the capacity of Inspector of Wires and wish to thank all those concerned for their cooperation in helping me to execute my duties, and to

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Maureen Adema for the secretarial 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

REPORT OF THE GAS & PLUMBING INSPECTOR

As the Littleton Gas Inspector, I am pleased to report that 103 permits were issued collecting a total of \$7,552.50 in gas permit fees.

New Commercial	4
New Residential	22
Renovation	76
Void	1

As the Littleton Plumbing Inspector, I am pleased to report that 116 permits were issued collecting a total of \$16,218.50 in plumbing permit fees.

New Commercial	12
New Residential	13
Renovation	91
Void	0

JOSEPH CORMIER,
Plumbing & Gas Inspector

CEMETERY COMMISSION

During the past fiscal year the Cemetery Department focused its attention on a number of housekeeping matters. The administration building was given a fresh coat of paint. A new water line was installed for the use of our patrons. Ongoing work maintaining the grounds continued throughout the growing season.

The Memorial Walkway saw the addition of twelve (12) new bricks on the path to the Gazebo. And a Memorial tree was added to the cemetery. Two trees failing were replaced.

The Special Task Force created by the Selectmen to analyze the potential of a crematorium completed its business with a presentation to Town Meeting and the Town's decision not to move forward. The Commissioners would like to thank Mary Gosby for her commitment and time given as the Board's representative to the Task Force; and to all the residents who gave countless hours and dedication to gaining insight and information.

The initial process of investigating the next burial section began with staking out, surveying and developing topographical maps of the proposed area. At this writing additional information is being gathered as to how best to approach site preparation, cost analysis and potential grave space.

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After a number of years, the Commissioners voted to increase the price per grave by \$100.00 to \$900.00 for any grave purchase; resident or not. That increase to be effective January 2011.

Memorial Day and Flag Retirement services were held at Westlawn Cemetery.

There were thirty one (31) full and twenty one (21) cremation burials in the cemetery in 2010.

The Cemetery Commissioners wish to acknowledge their appreciation and thanks to employees Craig Sullivan and Laurie Taylor for their efforts in maintaining the cemetery grounds and building. Their standards of excellence and innovative approaches to problem solving and cost containment serve this community well.

Respectfully submitted by,

David Badger, Chair

CLEAN LAKES COMMITTEE

The Littleton Selectmen 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 lake associations, interested town committees and concerned citizens to share ideas and implement necessary actions to help restore and maintain water bodies, streams and wetlands town-wide.

Meetings are generally held monthly at the LEL&WD Operations Center, 39 Ayer Road. Meeting dates and approved minutes are posted on the Littleton Water Department website: www.lelwd.com/minutes.html.

2010 Suppression of in-water invasive plants continues to be a primary focus of the CLC. Variable milfoil, fanwort, curlyleaf pondweed, water chestnut, duckweed and some species of lily pads threaten the health and recreational value of our lakes and ponds. If left unchecked, these invasives can overtake native plant species and clog the shallows of our water resources.

As in 2009, most of the CLC's budget was expended on invasive plant management. Herbicide treatment by Lycott Environmental, Inc. of Southbridge, MA in Spectacle Pond, Long Lake, and Doleful Pond (on the Newtown Hill Conservation property) kept problem plant growth in check. Spectacle Pond received the most attention this year since Long Lake required so much work in 2009. Spectacle Pond's infestation took two rounds of treatment to yield the desired results. CLC Member Leon Weaver reported with concern that invasive infestation throughout the summer was among the worst in 20 years.

Spectacle Pond Flood

Excessive February and March rains led to this year's most dramatic development, and made Spectacle Pond front page news. The outlet to the pond – a corrugated metal conduit that ran beneath Route 119 – became blocked with water-born debris. The resulting back-up of spring flows frustrated attempts to clear the blockage. Rising waters formed a vortex at the restricted outlet, eroding a portion of the Route 119 embankment. Ultimately, the failed conduit collapsed. Pumps that had been brought to the site from the outset of the catastrophe could not prevent the

flooding of area homes. However, sandbagging did keep the Littleton Water Department pumping station from being compromised.

The Massachusetts Highway Department, who had taken over operations a week into the crisis, determined that the best course of action was to replace the failed conduit with an entirely new outflow culvert. The emergency excavation and construction project proceeded immediately, closing Route 119 for almost 3 weeks. At the height of the disaster Spectacle Pond had swollen to 6'0" above average spring levels, inundating local homes and roads.

Mass Highway's new outflow looks to avoid future calamities with dual concrete culverts equipped with removable stop logs. It is a substantial improvement that will aid in future pond management year round.

Rain Barrels and Grass Seed Sales

Warmer weather brought our spring grass seed and rain barrel sale. This year a Saturday workshop was held to inform town residents about Pearl's Premium Seeds. Their ultra-low maintenance grass seeds were developed locally to thrive with less water, fewer mowings and no fertilizer. The CLC offers these products annually, selling them at cost to all Littleton residents.

The Mill Pond Restoration

In July, United States Army Corps of Engineers Project Manager Adam Burnett met with the CLC to report progress on their feasibility study. Mr. Burnett expressed a growing concern about the difficulty of clear access to Mill Pond's basins. His analysis suggested that it could be advantageous to focus the scale of the restoration on Basin 1 alone. He contends that a smaller scope shouldn't reduce the effectiveness of the project. In fact, the smaller total cost might help green-light Federal funding for the work.

In the fall, the committee learned that Mr. Burnett would be returning to Afghanistan for a period of time. While this might delay progress on Mill Pond, we wish him well.

Looking ahead, the CLC is proceeding with plans for a community access point where canoes, kayaks and similar watercraft could be launched. Such a facility is integral to securing funding for the Mill Pond Restoration, as public moneys cannot be provided to a project where there is no clear public access. The proposed site is conveniently located on Lake Warren Drive, a short distance off Harwood Avenue. The design was developed by Carl Nielson of ESS Group, who hosted a site walk for input from members of the Mill Pond Association. The design features off-street parking with a path of porous pavers leading to a concrete dock area. We anticipate that construction will be completed next year.

Respectfully submitted by,

Jon Folsom, CLC Chairman

COMMISSION OF TRUST FUNDS

Market Overview

The stock markets continued their rebound in 2010. The S&P 500 finished the year at 1257.64, a 12.8% increase from 2009. Interest rates stayed near record lows throughout the year as the economy recovered slowly, but home prices remained low and unemployment remained high.

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Fund Performance

The Littleton Trust Funds began the year with a balance of \$3,249,586 and finished the year at \$3,656,374 an \$406,788 or 12.5% increase in the overall balance of the fund. This increase includes new deposits to the funds of \$59,201, disbursements of \$83,950, investment income of \$77,013, and both realized and unrealized gains and losses in the Funds' investment portfolio. The Funds' investment income in 2010 of \$77,013, which is made up primarily of stock dividends and interest bearing investments, was down 9.1% from 2009. This decrease reflects the continued impact of historically low interest rates and dividend reductions related to the shift in the Funds' investments towards a more balanced mix of mutual funds and individual stocks.

Commissioner Comments

During 2010 our professional advisory firm, Bartholomew & Company, continued diversifying the portfolio, reducing the Fund's concentration in common stocks in keeping with our investment policy guidelines. This has lead to increased fund stability as evidenced by the Funds closely tying to the S&P 500 Index performance in 2010. The Commissioners expect the recent downward trend in investment income to stabilize, if not reverse itself, in 2011.

In 2010 the Commissioners were very pleased to accept an additional generous gift of \$50,000 towards the FB Morrison Charitable Fund that provides student scholarships under the stewardship of the Littleton Scholarship Trust.

The Commissioners, as administrators of the Frank M. Kimball Second Fund, were pleased to award scholarships to the following citizens in 2010: Richard Matson, Miles Hohman, Eileen Stall, Jonathan Malloy, Julie Takvorian, Shelby Hickox, Hilary Kilgerman, and Elizabeth Dagostino. The Commissioners wish to thank the Awards Committee members Larry Wenz, Joyce Miller, and Linda Holcombe, who screen the many applicants and provide the Commissioners with excellent recommended candidates.

The Commissioners wish to take this opportunity to thank Steve Venuti, Town Treasurer, for his valuable assistance this year with Fund management and reporting.

TRUST FUND BALANCES

FUND	Principal Account Balance as of 12/31/10 *	Expendable Funds Account Balance as of 12/31/10 **	Total Trust Fund Balance 12/31/2010	2010 Income
Cemetery	\$268,050.			
Perpetual Care	44	\$85,281.23	\$353,331.67	\$7,357.60
J. Goldsmith				
Common School	8,599.18	6,546.74	15,145.92	320.94
C. Hildreth	109,560.01	80,096.05	189,656.06	4,018.63
L. Johnson High				
School	14,515.66	10,504.12	25,019.78	530.12
F. M. Kimball	142,597.76	70,922.96	213,520.72	4,542.64

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M. H. Kimball	281,942.23	137,540.78	419,483.01	8,888.47
B. Sampson				
Education	302,278.92	150,199.40	452,478.32	9,626.24
L. H. Zappy	13,531.63	9,694.05	23,225.68	492.15
B. Sampson Relief				
of Animals	51,940.43	39,250.41	91,190.84	1,932.24
A. Tuttle Lyceum	67,734.17	32,166.99	99,901.16	2,145.14
B. Sampson				
Library	49,210.64	38,810.70	88,021.34	1,865.10
Reuben Hoar				
Library	485,985.61	290,680.71	776,666.32	16,454.69
F.M. Kimball II				
Fund	222,974.18	113,928.11	336,902.29	7,240.96
Doris Warren				
Education Fund	204,815.20	101,548.41	306,363.61	6,517.83
Clancy Lyceum	5,402.99	2,519.43	7,922.42	170.13
FB Morrison				
Charitable Fund	204,686.61	52,858.67	257,545.28	4,910.26
Totals	\$2,433,825.66	\$1,222,548.75	\$3,656,374.41	\$77,013.14

* includes Unrealized Gains & Losses

** includes Realized Gains & Losses

Additions & Disbursements from Funds - Yr ending December 31, 2010

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery			
Perpetual Care	\$8,865.91	\$25,000.00	FY10 Cemetery Budget
J. Goldsmith			FY10 Town Meeting
Common School	-	100.00	Appropriation
C. Hildreth	-	1,500.00	FY10 Town Meeting
L. Johnson High			Appropriation
School	-	200.00	FY10 Town Meeting
F. M. Kimball	-	3,700.00	Appropriation
M. H. Kimball	-	-	Scholarship Awards
B. Sampson			\$9,800 award to LPS in Jan 2011
Education	-	7,800.00	Scholarship Awards
L. H. Zappy	-	200.00	FY10 Town Meeting
B. Sampson			Appropriation
Relief of			FY10 Town Meeting
Animals	-	500.00	Appropriation
A. Tuttle	-		Scholarship Awards

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Lyceum		2,500.00	
B. Sampson Library	-	-	
Reuben Hoar Library	335.47	15,000.00	FY10 Library Budget
F.M. Kimball II Fund	-	17,950.00	Scholarship Awards
Doris Warren Education Fund	-	5,300.00	Scholarship Awards
Clancy Lyceum	-	200.00	Scholarship Awards
FB Morrison Charitable Fund	50,000.00	4,000.00	Scholarship Awards
Totals	\$59,201.38	\$83,950.00	

COMMUNITY PRESERVATION COMMITTEE

The Littleton CPC held meetings on: January 12, 2010; March 2, 2010; March 16, 2010; April 13, 2010; June 15, 2010; September 21, 2010; October 26, 2010, and November 23, 2010.

The committee had two projects brought before them in 2010.

1. Cobb Property; open space purchase; approved for CPA funding and approved at Town Meeting.
2. Clock Tower Preservation (Littleton Baptist Church); deemed “eligible for funding”; applicant must submit Application for Funding.

During 2010 the CPC continued discussions on the three main categories of community preservation begun in 2009: historic resources, affordable housing, and open space.

The management of CPA funds is handled by the town accountant. Overall, in 2010, revenues have exceeded expenditures.

CPC Fund Balance Total for June 30, 2010: \$425,085.00

Respectfully submitted by,

Timothy “Mit’ Wanzer,
Chairman

CONSERVATION COMMISSION

The Littleton Conservation Commission continues to serve as the town's agent for the Department of Environment Protection (DEP) and for the stewardship of the town owned conservation lands. The commission reviews all DEP filings as they are submitted. Public hearings are held in the town hall and site visits are made to the appropriate property. When the commission approves the project design, the permits are issued.

With the continued poor economy The Conservation Commission continued to see a decrease in the amount a filings that were done throughout the year. The Conservation Commission issued 8 Orders of Condition (permits), 4 Determinations of Applicability (permit not required), and 8 Certificates of Compliance (projects completed satisfactorily). The Commission has continued to see an increase in Enforcement action in town.

The year 2010 brought yet another purchase of some new Conservation Land for the Town of Littleton. With the approval of Town meeting the Conservation Commission was able to acquire several parcels of land, a total 16.39 acres that once belonged to the Emily Cobb Trust. The town was able to purchase the properties for a cost of \$745,000 that will come from different Conservation Funds. With the addition to these properties the Commission has connected several trails including the Morrison Orchard extension and the Yapp Property trails. There are now a total of 3.5 miles of trails connected though the Cobb and Yapp properties.

The Conservation Commission has responsibility for the maintenance of the Town owned conservation land. In this activity the Conservation Commission is considerably aided by Art Lazarus and his loyal band of volunteer land stewards. Art contributes his considerable talents to both the Town and to the Littleton Conservation Trust, a private not for profit open space preservation organization. The Land Stewards, which saw a rise in volunteers this year, help with the of maintenance and other activities at all the Conservation Commission's land and Conservation Trust Lands.

The Commission would like to thank Rick Findley and Don MacIver from the Conservation Trust for all the work they have done for Commission over the last year. Rick and Don have done several projects including trail and land maintenance, grant writing, work on Conservation Restrictions and work with the Community Preservation Committee in the acquiring of the Cobb Property. Both Rick and Don also spent many hours searching town owned land for invasive plants and working out a plan to control them. Rick and Don have spent much of their time assisting the Commission in their efforts to protect open space.

Respectfully submitted,

Heather Hampson

On behalf of the Littleton Conservation Commission.

COUNCIL ON AGING

The Littleton Council on Aging is located in the Shattuck Street, Municipal Building, Second floor, Room 231. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, except for legal holidays. The LCOA Monthly Senior Broadcaster is mailed to approximately 920 seniors 60 or over, while

copies are dropped at Tedeschi Food Shops, 12 Jennifer St., Shell Travel Plaza, 25 King St., Congregational Church of Littleton, 330 King St., St. Annes's Church, 75 King St., Donelan's Supermarkets, 236 Great Rd., Town Hall Building; Town Hall Main Entrance: Library; LCOA Diner; LCOA Vans: Friends' Thrift Shop, LCOA Office & Outreach Office., 1 Baptist Church of Littleton, Littleton Common, Common Convenience Store, 5 Stevens Street, Pine Tree Park Apts., Mill Pond Apts., and Lyttleton Green Apts. The Littleton Council on Aging wishes to THANK, Bob Moran of Acton Toyota for his generous donation to mail the newsletter to Littleton Senior Citizens for a year. Seniors can also tune into Channel 8 for senior's news and what is happening primarily in the Town and other activities that may be sponsored outside of the community by the LCOA.

Blood pressure clinics are held in the multipurpose room the 2nd Tuesday of the month from 11:00 a.m. to 12:00 p.m.; the 4th Thursday of the month at Pine Tree Park Apartments from 9:00 a.m. to 10:00 a.m.; at the Mill Pond Apartments from 10:00 a.m. to 11:00 a.m. by Nashoba Nursing. The Littleton Fire Department is also available (time permitting) to administer blood pressures; the LCOA Office also has a digital blood pressure monitor available to for seniors' use during regular office hours. Nashoba Nursing also administered yearly flu and H1N1 shots to citizens over 65 years of age and those with chronic illnesses, such as asthmas or diabetes. A Wellness clinic is available with Louise Curley on the first, third and fourth Tuesday of the month in room 233 from 10-11.

The Council on Aging also addresses the social and recreational needs of Littleton's seniors. The LCOA Watercolor Class was awarded Littleton Arts Cultural Grant to help supplement program costs for the seniors. Activities such as exercise, stretch and flex, yoga, line dancing, games, the WII, scrabble, mahjongg, movies, informational seminars and trips are sponsored by LCOA, just to name a few. The LCOA encourage people from other towns to join in with us and offer any new ideas. On the third Wednesday of the month from 7:30 a.m. to 8:30 a.m. a men's full course breakfast is served at the Senior's Diner for a \$2 donation; in addition, to being among great company and some of the greatest conversations in town. Also, a women's breakfast is held the second Thursday of the month from 7:30 a.m. to 8:30 a.m. The LCOA volunteers/cooks are: Bob Kelly, Ellen Araujo, Eleanor Cook, Sharon Corbin, Barbara McRae, Rusty Thomas, and Dick Hunt. Sadly, Dusty Krohn passed away unexpectedly. He was a great cook and volunteer at the breakfasts for many years and is missed greatly by all that knew him. These citizens make these breakfasts program all possible; therefore, they deserve many thanks for their given time! I want to thank the Friends of the Littleton Council on Aging who sponsors the men and women's breakfasts, the Veterans Day lunch, Volunteer luncheon and also donations from the Littleton police association and Donelan's supermarkets. Also, many thanks go to former Littleton Veteran's Agent, Allen McRae for his many years of assistance to Littleton's Veterans. Welcome, John Boroski as our new Town of Littleton Veteran's Agent. 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 Littleton Senior Tax Work-Off Program provides volunteers to various offices in the Town of Littleton to perform services, in exchange for a reduction of their real estate property tax. Every effort is made by the LCOA to place volunteers according to their ability and the offices' needs. The sign up period for the tax work-off program is Monday through Friday, 9:00 am-12 noon and 1 pm. to 4:00 p.m. during the first two weeks of July.

Minuteman Senior Services provides the SHINE (Serving Health Information Needs of Elders) program. Littleton is very fortunate to have an experience counselor available to seniors on Wednesdays for assisting seniors with questions on HMO, Medicare, Medicare D and Medicaid. From February through April, the LCOA offer free tax assistance for the elderly and low-income taxpayers which is performed and offered by AARP trained Tony Jesensky

The LCOA licensed social worker provides needed assessments and referrals to appropriate services for elders. Elders are given screened referrals volunteers for companionship, grocery shopping and prescription pick up. Applicants with fuel assistance and food stamp applications of all ages are processed by the LCOA Office. An intergenerational program between Shaker Lane, Russell Street School, and the LCOA provides birthday wishes for citizens 80 years and older with cards created by their students. The Massachusetts Department of Elder Affairs awarded Littleton a Formula Grant of \$8,932.00 that supplements the LCOA Outreach Worker's salary as well as the Friends of the Littleton Council on Aging that supplements 2 additional hours.

The LCOA Meal Site is located on the lower level of the Town Hall Building, 33 Shattuck Street, serves hot lunches Monday through Friday with many monthly specials. Every month, the LCOA have a birthday luncheon in the Senior Diner for birthday candidates and their lunches are provided by Minuteman Senior Services while the shared birthday cake is provided by the LCOA. All you have to do, as an upcoming birthday candidate, is call Ms. Gayle Dalton at the Senior Diner (Tel: 978-540-2474) a day ahead for making your reservation. Ms. Gayle Dalton along with volunteers' package prepared meals to be delivered to shut-in citizens. The LCOA has a group of dedicated drivers delivering these meals to the homebound; if, a citizen has a good driving record, can pass a CORI check, and can spare a day or two a month to drive; please, call the LCOA and see if you can get qualified. Meals are provided by Minuteman Senior Services five days a week, except on holidays. The door to the LCOA Senior Diner is opened from 9:00 a.m. to 1:00 p.m.; so, seniors can drop by and have a cup of coffee, play cards, puzzles or just socialize with others. The Diner is doing it's best to go GREEN. We have replaced consumable paper products by using dishes and silverware.

The Littleton Council on Aging has received an anonymous donation of over \$41,000 towards the purchase of a replacement van for the LCOA. The donor wanted to thank the Town of Littleton for its support in providing transportation to meet the needs of the seniors and disabled citizens. Between the LCOA van and the MART van, the LCOA was able to provide 3931 rides to senior citizens from January 10 to January 11. In, December of 2010, the Council on Aging along with the LCOA Board Chairman, George A. Sanders, Sr. and Secretary, Bob Stetson completed the Mobility Assistance Grant for a 14 passenger handicapped van.

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 always needed - its Littleton's best value. Come in and see what the Town House Thrift Shop have to offer. Proceeds from the thrift shop are used for programs at the LCOA along with supplementing two hours of the Outreach worker's salary. We are open five days a week from 10:00 a.m. to 3:00 p.m.

The Littleton Council on Aging is grateful for the support received from the Town and the many volunteers who support the LCOA and participate in activities. Littleton's senior population is growing and the LCOA is working very hard to help bring about more activities and better services to the needs of seniors in the coming months. The LCOA wishes to thank all of the volunteers who help make staff work all possible. The Littleton Council on Aging remembers Norman Berry who passed away this year for his 25 years of service to our Board.

Respectfully Submitted,

Carolyn Sloboda,
Director

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.

There were 32 grant applications in the fall of 2010 for the current funding cycle, a rise of almost 30% over the past funding cycle. The requests amounted to just over \$16,000K. With only \$3,870 allocated by the State, the LCC had to make some hard decisions; not all applications could be funded and many of those chosen could not be fully funded.

Some of the programs funded include a reading program at the library, music to accompany the COA volunteer luncheon, a dance presentation at the Middle School and the Littleton Portraits project of a local citizen.

Every year, now with the assistance of the Rotary Club of Littleton, the LCC runs the 4th of July Town Picnic at Fay Park. This past year was no exception; the picnic featured opening ceremonies, children's games— including the ever-popular sack race— and a free concert from the gazebo. Many thanks to all the volunteers who made this event possible, giving over much of their holiday to make this community event a success. This coming 4th of July Town Picnic will feature more of the same . We hope you can be there!

Anyone interested in serving on the LCC is welcome to contact either the Selectmen's Office or Andrew Bowers. Also, if you would like to obtain information about grant applications for the 2011-12 funding cycle, contact someone on the Council or check out the State Website at: www.massculturalcouncil.org.

Respectfully submitted,

Andrew Bowers, Chair

ELECTRIC LIGHT COMMISSIONERS

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2010.

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

A review of residential rates charged by public and private utility companies shows that LELD's rates are consistently and significantly lower than those charged by private utilities and are, in fact, among the ***lowest in the state***. For purposes of comparison, a Littleton customer using 1000 kWh per month has a monthly bill of \$110.15. The same usage in Ayer, served by National Grid, would cost \$142.90; while in Acton, served by NSTAR, that usage would cost \$165.63. LELD's commercial rates are also highly

competitive, placing at or near the lowest in the state when compared to both public and private utility companies.

The department continues to work a four-day, ten-hour workweek, through which we save energy, lower costs and offer expanded customer service hours. We take particular pride in leading by example, and believe that the best “green” program is one that consistently reduces energy consumption while maintaining or improving customer service. In keeping our commitment to conservation, we have a photovoltaic array of 117 panels on the roof of our Administration Building that generates approximately 22 kW of power. Customers can track generation from a link on our website, www.lelwd.com. Other green initiatives include our longstanding appliance rebate program, home energy audits, incentives for energy-efficient home improvements and audits of our municipal buildings. On the personnel front, we added three new employees to the business office following the retirements of three longtime employees. Lori Chapman, Elaine LaMachia and Eileen Bailey joined the staff as business associates, assuming the positions held for many years by Peg Larsen, Sue Gilmore and Erlene Campbell. While it is never easy to replace 25 years of institutional knowledge, our new associates are off to a great start, fulfilling the business and billing functions for the office. And, after four years of hands-on and formal classroom training, Don Callahan graduated from the Apprentice Lineworker Program, administered by the Northeast Public Power Association.

The business office is nearing implementation of a software package that will allow us to offer online bill presentation and payment in a secure, convenient way. We also debuted a new website this year and, with it, aesthetic and architectural changes that we believe offer a more contemporary appeal and more intuitive navigation.

Crews worked on a number of major projects throughout the year, completing its work in conjunction with Mass Highway and the private contractor on the Goldsmith St. reconstruction project. In Boxborough, crews are nearing completion of a major project on Mass. Avenue, upgrading open wire construction to spacer cable, which will significantly increase the reliability of our distribution system. Contract crews have completed upgrades on Depot, Liberty Square and Middle Roads. These projects represent part of a \$1.5 million investment in our distribution system.

On the IT front, the department has developed a comprehensive security plan for department facilities, both at Ayer Rd. and its remote sites, which will include the completion of a fiber ring from the Beaver Brook Substation to our water treatment plant and back to our administration and operations facilities.

LELD also made enhancements to its emergency notification system to better pinpoint the components of our infrastructure, which will improve call efficiency. Unlike the department’s previous system, which only called land lines, this system offers an open enrollment feature, where residents can enter multiple numbers into the database, virtually ensuring receipt of the message on the devices of their choosing.

This year, we provided annual financial and in-kind contributions in excess of \$800,000 to the town and continued to 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.

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 embrace 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

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business posture. As we move forward, we are confident of our ability to further that tradition. For more information, please visit our website, www.lclwd.com.

Respectfully submitted by,
Ivan Pagacik, Chair

Balance Sheet - December 31, 2010

Preliminary / Unaudited

UTILITY PLANT		SURPLUS	
Total Electric Steam Production	0.00	Unappropriated Surplus	34,043,293.51
Total Electric Transmission Plant	14,706.95		
Total Electric Distribution Plant	20,037,169.07		
Total Electric General Plant	11,009,452.01		
TOTAL UTILITY PLANT	31,061,328.03	TOTAL SURPLUS	34,043,293.51
Accum. Depreciation Steam Plant	0.00	LONG TERM LIABILITIES	
Accum. Depreciation Transmission Plant	-12,481.37	Bonds Payable	1,088,533.33
Accum. Depreciation Distribution Plant	-8,851,336.73	Post Employment Benefits	820,464.00
Accum. Depreciation General Plant	-4,884,617.37		
		TOTAL LONG TERM LIABILITIES	1,908,997.33
TOTAL DEPRECIATION	-13,748,435.47	CURRENT AND ACCRUED LIABILITIES	
NET ELECTRIC PLANT	17,312,892.56	Accounts Payable	693,495.07
		Miscellaneous Accrued Liabilities	2,105,934.25
Construction In Process	306,515.70	Power Contract Buyouts	1,533,940.48
FUND ACCOUNTS		TOTAL CURRENT & ACCRUED LIABILITIES	4,333,369.80
Depreciation Construction	3,786,420.86		
	4,022,665.10	Reserve for Uncollectible Accounts	46,732.04
Rate Stabilization	5,899,518.90		
PGET Escrow Fund	1,386,811.31		

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Operations Fund	1,000.00		
Pension Fund	929,066.98		
Post Employment Benefits	59,333.24		
TOTAL FUND ACCOUNTS	16,084,816.39	TOTAL LIABILITIES	6,289,099.17
CURRENT AND ACCRUED ASSETS		TOTAL LIABILITIES/SURPLUS	\$40,332,392.68
Accounts Receivable Rates	2,695,763.34		
Accounts Receivable			
Jobbings	245,118.07		
Accounts Receivable Other	21,956.25		
Inventories	888,614.09		
Prepayments	2,068,928.69		
Deferred Expenses	74,554.24		
L'Energia Buyout	633,233.35		
TOTAL CURRENT & ACCRUED ASSETS	6,628,168.03		
	\$40,332,392.6		
TOTAL ASSETS	8		

WATER COMMISSIONERS

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2010.

Again this year, we implemented our water conservation program, "Drive to 65," beginning our educational efforts in the spring, and enforcing conservation measures over the course of the summer. Our latest Water Management Act permit requires us to reduce residential consumption to less than 65 gallons per day (gpd) per person within the next few years. Regardless of our system's capacity, our utility's ability to withdraw water may be seriously restricted if we do not meet the state's conservation criteria. Outdoor watering accounts for the greatest water use and is the most serious threat to a community's ability to meet the per capita residential standard. Daytime watering is not only costly, but largely ineffective. While we understand that people are trying to maintain their landscapes, this objective can still be met with much less water during the early morning or evening hours. Only one inch of water per week is sufficient to maintain a healthy lawn, so we ask that our customers use common sense when watering outdoors. We have tried to take a reasonable approach to water restrictions over the years, for most summers asking only for voluntary restrictions unless drought conditions dictated a mandatory program. Those days may be over if we don't make a genuine effort to reduce consumption. When we have had to implement the program, it has been successful, with a high level of compliance. For that we are thankful, and appreciate your support.

In the spring, it was all hands on deck as department personnel, fire and police helped support the efforts of state engineers and operations workers to discharge water from a rising Spectacle Pond and rebuild the

collapsed culvert on Route 119. This was an extraordinary undertaking, performed under the most challenging of circumstances. Working together, we were able to safeguard the town's production well at Spectacle Pond, draw down water levels, and consult on the construction of the new culverts.

The department adopted a 10 percent rate increase for most customer classes, which are based on usage, to help fund capital improvement projects on town's water system, specifically for upgrades at our water treatment plant and at Well #1. Higher use customers – those who use in excess of 5,000 cubic feet of water per quarter – saw a 20 percent increase. The incremental rate structure is designed to encourage greater water conservation, since customers who use less water pay lower rates. A survey of similar sized water systems with treatment plants showed Littleton to be at the low end of water rates. Even with this increase, Littleton will retain its position as one of the lowest cost water providers in the region.

On the environmental front, the department, in association with the Clean Lakes Committee, continues to promote the installation of rain barrels, rain gardens, vegetative swales and other low impact development methods to control and recharge clean rainwater. We hosted a "Go Green" workshop in the spring, at which we offered the sale of Pearl's Premium grass seed at cost, in an effort to promote drought tolerant lawns.

On the personnel front, we welcomed Frank Giordano as our new Water Operations Supervisor, filling the vacancy created by the retirement of Don Callahan after many years of dedicated service. We also welcomed Steve Nelson as a Production Assistant, working at our water treatment plant and pumping stations.

In addition to routine maintenance activities, our staff oversaw the installation of the new water main on Goldsmith St. as part of that road's reconstruction project. From Littleton Common to Shaker Lane, the new 12" main is in service, replacing the old 10" transite that had become increasingly prone to failure. We continue 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. Both our operators and utility specialists are on call 24 hours a day, 7 days a week to respond to emergencies. A number of capital improvements are planned for the coming year and can be tracked by viewing our website.

Since exceeding the EPA lead limit by one sample in 2009, we were required to take two comprehensive rounds of samples this year. We are pleased to the report that of the 41 homes sampled in the two rounds of testing in 2010 for lead and copper levels in tap water, all have tested well below the limits set by the Massachusetts Department of Environmental Protection (DEP) and the federal Environmental Protection Agency (EPA). These results, from samples taken October through December, replicate those from the April through June sampling period, in that none exceed the action level. This latest round of sampling should fulfill the water department's accelerated sampling schedule and allow it to return to a more standard protocol.

As we plan for the consumptive requirements of the community, we are proceeding with the development of the Cobb's Pond site, which will include geotechnical testing, pumping and isotope analysis in anticipation of well installation.

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

Respectfully submitted by,

Ivan Pagacik, Chair

Balance Sheet - June 30, 2010

ASSETS		LIABILITIES AND SURPLUS	
	<u>2010</u>		<u>2010</u>
Current and Accrued Assets		Current and Accrued Liabilities	
Cash	\$ 156,567	Accounts payable	\$ 294
Accounts receivable	193,539	Current portion long-term debt	1,599,572
Accrued unbilled revenues	182,797	Accrued liabilities	33,295
Materials and supplies	68,440		
Total Current and Accrued Assets	601,343	Current and Accrued Liabilities	1,633,161
Noncurrent Assets		Long-term Debt	
Prepaid bond costs	86,834	Employment Benefits Payable	126,487
Total plant, at cost	14,323,328	Bonds payable	2,038,750
Less: Accumulated depreciation	4,707,892	Long-Term Liabilities	2,165,237
Net Plant in Service	9,615,436	Total Liabilities	3,798,398
Construction in progress		Net Assets	
Total Noncurrent Assets	9,702,270	Invested in capital assets, net of related debt	6,062,417
Total Assets	\$10,303,613	Unrestricted net assets	442,798
		Total Net Assets	6,505,215
		Total Liabilities and Surplus	\$ 10,303,613

FIRE DEPARTMENT

It is the mission of the Littleton Fire Department to provide protection of lives and property through a combination of emergency response and loss prevention services.

The Fire Department ended the year with a call volume of 1448 emergency calls for the year. The run volume of 1448 emergency responses was an increase of 10% from last years' run volume, even though the March floods created a very busy month the overall impact to the run volume was expected for a typical storm season. This year had a rather busy brush season which kept our emergency run volume steady with several large brush fires in neighboring communities that each turned into several day events over the summer. Fire prevention and the on-duty crews handled over 1700 routine events; this includes inspections, permitting, fire alarm work, fire drills and pre-planning of commercial buildings. The volume continues to increase in 2010 in these types of activities due to primarily a proactive fire prevention effort and a very cooperative community.

The Explorer Post has once again become active after several years of dormancy. Jim Ray, Jeff Surprenant, Jeff Pichel and Scott Wodzinski have stepped forward as department members and become the Post advisors. The post is made up of Littleton high school students that have revitalized the Post and are moving ahead strongly. There are currently 16 members of the Post who meet twice a month and attend training sessions and drills. Through donations they all have enough protective gear to participate in many types of fire service activities including first responder medical training, CPR, use of breathing apparatus, search and rescue techniques, the use of ladders, apparatus functions and movement of fire hose. These are only basic skills that they will hopefully later on utilize to become certified firefighters.

Emergency management played a large role in the department last March and April with the flooding of Spectacle Pond area. This flooding was further hampered by the collapse of the culvert that runs underneath Great Rd. (Rt. 119). This event lasted over 3 weeks and truly put the abilities of Littleton to run a large multi-jurisdictional incident to test. The cooperation of all of the town's agencies as well as many neighboring towns and state agencies allowed for the roadway to reopen in a third of the initially predicted time for repairs. Many townspeople and businesses were impacted by this event through loss of property, business or the increased travel time and inconvenience of traveling the detour route for 3 weeks. In the end Littleton was able to show others working together can solve even huge problems much faster than remaining stubborn and independent and trying to resolve it on your own.

I would like to again 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. The fire training has taken on several new tasks this year. One of which is to utilize the "Thatcher House" on Sanderson Rd. as a training ground. They have utilized this property through the building of props and demos so that the department can have as real life training as possible. This group of dedicated firefighters has been able to do this with minimal cost to the department. This allows for the firefighters to maintain a higher level of competency in their "core skills". The 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 combination forces in the area and they continue to be known for their quality and dedication. As our economic times worsen and all of us are impacted the department will need strong continued community support as we adjust staffing patterns to provide the timeliest efficient service available.

Emergency Response Statistics

Fire/Explosion:	
Structure fires	12
Brush fires / illegal burning	24/8
Chimney fires	4
Vehicle fires	9
Overpressure/rupture	15
Alarm Investigations, false alarm, smoke investigations	159
Mutual aid to neighboring towns	12

Fire Safety, Inspectional and Public Education Services

The fire prevention division of department, along with the entire day shift staff, continued to have another busy year with fire safety inspections, education, code enforcement, box plug-outs and pre-incident survey/plans totaling over 1800 tasks during the year. They conducted over 230 various types of

inspections that included both businesses as well as residential properties. Close to 40 fire drills were conducted which included all of the schools and several businesses such as the Life Care of Nashoba Valley nursing home and Minute Man Arc. Fire prevention did see an increase in code enforcement issues which initially appear to be related to a decline in the economy and a lack of system maintenance. Overall business declines and lack of available capital were frequently cited as reasons for these failures to maintain.

The day shifts 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 over 80 local businesses actively participated with department in preparing site plans that in the future will protect responding firefighters, workers, occupants and the general public when an event occurs in their place of business. Business owners have joined up with the department to invest in purchasing a new meter that will more rapidly identify any toxic levels of materials commonly found in their facilities in the event of a spill or any type of exposure.

Permits and Fee Schedule:

Home smoke and carbon monoxide detector and oil burner inspections are done on Tuesday and Thursday of each week and can usually be scheduled within 24 hours of calling the station at (978) 540-2302. Each time a home is either refinanced or sold a smoke and CO detector inspection is required before the closing can occur. Please remember to plan accordingly for an inspection in the event adjustments are required. 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 2010, 546 open-air burning (brush) permits were issued. Many of these permits were activated several times during the season bringing the total permits activated to over 1500. Burning season begins January 15th and runs through May 1st of each year. Burn permits are available at the station beginning January 1st each year. Burning hours are between 10AM and 4PM but you must call (978-540-2399) each day when you burn to confirm that burning will be allowed that day and activate the permit by simply leaving the permit number on the recording.

FIRE DEPARTMENT PERMITS ARE REQUIRED FOR:

OPEN AIR BURNING	\$10.00
RESIDENTIAL SMOKE/CO 1 UNIT	\$25.00
RE-INSPECTION	\$25.00 / PER
2 UNITS	\$100.00
3-6 UNITS	\$150.00
MORE THAN 6 UNITS	\$ 500.00
LPG STORAGE	\$50.00
OIL BURNER INSTALLATION	\$50.00
ABOVE GROUND TANK INSTALLATION	\$50.00
UNDERGROUND TANK REMOVAL	\$60.00
TRANSFER TANK	\$50.00
DUMPSTER PERMIT	\$25.00

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FIRE ALARM	\$50.00
SPRINKLER SYSTEM	\$50.00
527 CMR PERMITS WITH INSPECTION	\$50.00
527 CMR PERMITS NOT REQUIRING INSPECTION	\$25.00
BLASTING PERMIT 3 SHOTS	\$50.00
BLASTING PERMIT QUARRY (1 MONTH)	\$50.00
RECORD, REPORTS, COPIES	\$5.00
DETAIL 1 FIREFIGHTER (4 HR MINIMUM)	\$42.00



The March 2010 Culvert collapse work on Rt. 119. 1.7 million Gallons of water a day being pumped



2010 Explorer Members participating in a search and rescue over Rt.119 drill in Prouty Woods

FIRE DEPARTMENT

FIRE CHIEF

Stephen E. Carter

ADMINISTRATIVE ASSISTANT

Terry Trioli

CAREER FF/EMT

Steele McCurdy, Capt.

Keith Dunn

Scott Holt

Lindsay McGloughlin

Alan Sundquist

Tom Clancy

ON-CALL EMERGENCY SERVICES PROVIDERS

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DEPUTY CHIEF

James Ray

CAPTAINS

James Cahill

Joseph Rock

FIREFIGHTERS:

FF/EMT Don Beltrami

FF/EMT Ed Burg

FF/EMT Terrance Gardner

FF Mark Hickox

FF/EMT Matt Moniz (*LOA serving in the US Army in the European/Middle East Theatre*)

FF/EMT Colin Osgood

FF Jeff Pichel

FF Jeff Surprenant

EMT:

EMT Keith Hevenor

EMT Denise Moniz

EMT Mireille Nollet

EMT Brenda Johanson

EMT Tim Lapin

COMPANY 4 and Specialists:

Phil Swenson

DEPUTY CHIEF

Scott Wodzinski

LIEUTENANTS

Michael Denehy

Teresa Rock

Thomas Kneeland

David McGloughlin

FF/EMT Eric Byam

FF/EMT Michael Deblasio

FF/EMT Mike Gassiraro

FF John McNamara

FF/EMT Tim Pacheco

FF/EMT Anthony Polk

EMT Suzanne Klein

EMT Rob Moran

EMT Tina Moscaritolo

EMT Chris Kaiser

EMT Rich Landers

Alexander McCurdy

FINANCE COMMITTEE

To the residents of Littleton:

The Finance Committee is pleased to prepare this informational report containing our recommendations for the FY11 budget as well as recommended fiscal guidelines for the Town. It is our hope that this sharing of information prior to Town Meeting will enable voters to better understand the many issues facing the Town today and their impact on the budget recommendations made herein. The data presented here is based on information available as of mid-April 2010. Any significant changes to these figures will be presented at Town Meeting.

The Role of the Finance Committee

The Littleton Finance Committee consists of seven members, each appointed to a three-year term. Two members are appointed by the Selectmen, two by the School Committee, one by the Board of Assessors,

one by the Moderator and one by the Light and Water Commissioners. This appointment procedure allows for a diverse group with overlapping terms and expertise.

The primary function of the Finance Committee (FinCom) is to review departmental budgets and submit a balanced budget (Article 4 of the Annual Town Warrant) to Town Meeting. In addition to this statutory budget responsibility, the FinCom has a set of specified financial management responsibilities including:

- Managing a small reserve fund account to meet unforeseen expenditures within the current budget year;
- Conducting public hearings on budgets and other financial matters that may come before the Town;
- Establishing fiscal guidelines for Town Officials for use in preparing their budget requests and capital planning needs;
- Participating in sub-committees requiring financial input or guidance, and;
- Providing financial feedback or input to Town boards or employees.

Committee members are assigned as liaisons to each department, board or committee to facilitate communication and understanding of the issues during the budget process as well as throughout the year. The FinCom's role, however, is limited to making recommendations to Town Meeting or the appropriate governing body. The decision-making responsibility rests with the elected officials and those who vote at Town Meeting and general elections.

Fiscal Year 2011 Budget Pressures

The Town continues to deal with the financial difficulties presented to us during the past several years. A weak state economy has placed increased burdens on local town governments to provide for the escalating costs associated with the delivery of services to the community. The dismal state of our nation's economy has made this situation even more acute. Through prudent financial planning and a conservative approach to spending, our community has been able to weather the cuts in local aid payments by the state, but we have serious concerns about our ability to do so in the long-term. Should state revenues continue to decline over the next several years, further reductions in such aid will seriously impact our town's services.

The Finance Committee and the Board of Selectmen approved an updated financial policy that strengthened many of the guidelines that have been incorporated in the Town budgets since FY05. Following these guidelines over the past several years has enabled the Town to be better prepared for these adverse changes in the economy. Our updated policy, presented at the end of this report, formalizes these guidelines to help us prepare for the uncertainty of the next few budget cycles as the economy and State finances rebound. Until that time, we will face some tough decisions regarding spending as we attempt to balance current and future needs against declining revenues. It is the Finance Committee's job to evaluate all options and provide Town Meeting with the best possible recommendation for the long-term financial health of the Town.

The Finance Committee's primary goal during each budget cycle is to maintain the financial stability of the Town. In addition to this goal we attempt to fund the desired levels of services to be provided to the citizens of the Town. The ability to fund all departments to the desired levels is difficult in the best of times, and in challenging years such as this, impossible. The best we can recommend is to essentially level-fund the budget for all departments, including the schools.

Littleton, like many of its neighbors, is facing many challenges that require Town officials and citizens to make difficult decisions. Growth in our population, quality of life, level of services and affordability to live in the Town can often be in conflict with each other. With each new residence come additional roads to maintain, children to educate, and neighborhoods to safeguard. Studies have shown that although this property is added to the tax roll, the cost of services provided exceeds the tax collected. If taxes are increased to cover the needs, Littleton may become unaffordable to some of its citizens, changing the character of the Town. If these needs are not covered, Littleton may become undesirable to some citizens.

The primary budget conflict stems from several factors. Proposition 2 ½ allows a Town to increase the levy capacity 2.5% from year to year plus any added new growth. This, along with State Aid and local receipts, forms the basis of available revenue to be allocated. Simply put, in order to manage the long-term balance of revenues and expenses without a Proposition 2 ½ override demands that growth in expenses cannot be allowed to outpace revenue growth.

While determining this year's recommended budget, the Finance Committee kept these priorities in mind. We would:

- Not recommend or support an operational override for FY11;
- Maintain level- funding for all town departments and the School Department;
- Not recommend a Cost of Living Adjustment (COLA);
- Provide for step increases and longevity payments for Town employees;
- Provide funding for a Facilities Manager to oversee the maintenance for all Town and School buildings.
- Provide funding for road repairs;
- Provide funding for capital equipment.

Total revenues projected for FY11 have seen a modest increase. Net State aid, based on the initial Cherry Sheet from the Governor's budget, will decrease slightly on the Town-side and be level-funded for the School department. The Legislature has forecast that they may cut 4% from local aid and Chapter 70 (School funding) for FY11. Should this take place, it will put additional pressure on this budget, particularly in the School Department where they may have to dip further into their reserves or have to reduce staff. The final numbers from the Legislature may necessitate modifications to the budget presented in this report. New growth estimates are much less than last year and other non-tax receipts are showing no significant increases.

The change to quarterly tax billing continues to help the Town to better manage cash flow and not experience periods of cash short-falls which, in past years, forced the Town to borrow and incur unexpected interest costs.

The Finance Committee, in recommending a budget for FY11, has managed to fund nearly all the priority projects shown above. We were unable to fund a Facilities Manager at the present time due to these other priorities and lower overall growth in revenues. The committee realizes the importance of this position given the significant increases in new and rehabilitated Town properties. The Finance Committee and the Board of Selectmen will continue to plan for the filling of this position as soon as a stable funding source for the new hire and an adequate maintenance budget can be identified.

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Changes in Revenues FY11 vs. FY10 (in dollars)

This chart details the revenue growth contained in the FY11 budget.

<u>Item</u>	<u>Amount</u>
Total Revenue FY10	\$ 33,006,069
Add: additional revenue sources	
Allowed 2 ½ % Levy Increase	561,170
New Growth	175,000
Increase in Other Available Funds	39,927
Increase in Debt/Capital Exclusion	498,829
Less: Decrease in Local Receipts	(61,500)
Decrease in Free cash	(275,880)
Decrease in State Aid (Cherry Sheet)	(130,444)
Net Revenue Growth	<u>\$ 807,102</u>
Non-recurring revenue adjustments	
Add: Change in transfers of prior year funds	(31,725)
Net Change in Total Revenues	<u>\$ 775,377</u>
Total Revenue FY10	<u>\$ 33,781,446</u>
% Revenue Growth	2.35%

The net revenue growth % for FY11 is 2.35%. This % was also 2.35% last year.

Changes in Expenditures FY11 vs. FY10

<u>Item</u>	<u>Amount</u>
Total Expenditures FY10	\$ 33,001,388
Changes in expense items	
Decrease in Town Operating budget	(292)
Increase in debt service & exclusions	399,691
Decrease in Cherry Sheet charges	(552)
Increase in School Budget	6
Decrease in other expenditures	(146,114)
Increase in warrant articles	22,125
Increase in health ins & pension costs	409,222
Increase in Nashoba Tech assessment	94,722
Net Change in Total Expenditures	<u>\$ 778,808</u>

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Total Expenditures FY10	<u>\$33,780,196</u>
% Expenditure Growth	2.36%

This chart details the growth in expenses contained in the FY11 budget.

A budget surplus of \$1,250 exists at this time.

The above chart shows the realities of what the FinCom has been faced with in proposing the FY11 budget. The revenue increase comes from expected increases in the levy and new growth, which is slightly off-set by declines in State Aid and available cash.

The use of non-recurring revenues over the past years, coupled with prior decreases in State aid, has added to the budget pressures experienced by the Town. During the 3 year period between FY04 and FY06, for example, a total of \$953,431 in one-time revenues were used to cover operating budget shortfalls. Although these transfers were done to balance their respective budgets, their impacts continue to be felt year after year as we attempt to cover those additional expenses without the availability of those revenues. In FY11, no non-recurring revenue transfers were made. The Finance Committee has taken a strong stance against the use of non-recurring revenue streams. This opposition has been a major contributing factor in the financial health of the Town.

Moving forward, three items have been, and will continue to be, major contributors to the expenditure levels of the Town: debt service, the school budget and employee benefit costs.

Debt Service

The Town enters FY11 with total outstanding principal debt \$38,848,843 with associated future interest costs of \$12,267,600 for total debt service of \$51,116,443. These figures do not include projects that have yet to be permanently bonded or debt incurred by the Water Department. Bonds for the Police Station and other minor projects were issued during FY10 and are included in the above figures for the first time.

Reimbursements from the State for the High School and Shaker Lane construction projects offset \$13,944,551 of the above total debt service. Payments on debt issued for the Light Department, for which the Town will be reimbursed, total an additional \$1,454,215. Cell tower revenues, covering an additional \$998,528, support some recent debt incurred for the purchase of land. Funds from the Community Preservation Act offset \$463,000 of additional debt costs. This leaves a net of \$34,256,149 in total Town supported debt service. Of this total, \$23,528,558 in principal and interest payments has been issued as debt exclusion, where the year-to-year debt service payments are raised outside of the normal Proposition 2 ½ levy calculation. The FinCom has advocated limiting future debt within the operating budget of the Town. We have recommended, and feel that it is absolutely necessary, that any future construction projects, such as the proposed track be done as debt exclusions.

Adding debt to the Town, similar to households using credit cards, places the burden of payment onto future years and constrains operating budgets. The Town continues to feel that impact in FY11. The debt service within the operating budget of the Town (total debt service *less* reimbursements *less* debt exclusion items) represents 5.27% of the adjusted revenues of the Town. This percentage stood at 5.67% in FY10 and is reflective of the FinCom's resistance to borrow within Prop 2½. The FinCom has been working to reduce this portion of the debt service payment below the stated guideline of 5%.

Even as we achieve this level we feel that future debt issuance within Prop 2 ½ must be kept to a minimum.

In the current year's budget we have allowed for an increase of \$100,000 to the borrowing authorization for the replacement of the water main associated with the repaving of Goldsmith Street. The debt service associated with this project is minimal for the Town as the Water Department will begin to make the payments from water revenues in FY12. The Finance Committee does not foresee the need to issue further debt in order to continue with the 10-year road reconstruction project. Projections currently show that the operating budget impact can be minimized through the use of State Chapter 90 highway funds and regular road repair dollars already allocated within the operating budget. In FY11, a total of \$490,700 is set aside within the operating budget for both the Goldsmith Street debt service and funding for the road project. The Finance Committee is committed to following the current road repair plan as a baseline. Any available funding during the project lifecycle should be used to decrease the need for future borrowings.

While decreased debt payments provide additional funds for spending in other areas, the Finance Committee feels that it is necessary to set aside these savings to fund capital purchases or other one-time expenditures. These funds should not be allowed to re-enter the operating budget where expenses normally compound at a rate greater than new available revenues.

This year, the Finance Committee has not recommended the use of capital exclusions to fund items that normally would have been borrowed in previous years. This decision has been taken in recognition of the current economic climate, but will continue to be option in future years. A capital exclusion is similar to a debt exclusion in that the payment is raised outside of the normal Proposition 2 ½ levy calculation. However, a capital exclusion raises the total amount of the funds needed all at once, essentially paying cash for our purchase instead of using our credit card. A capital exclusion does impact the tax rate of the Town since it raises funds outside of Proposition 2 ½ for a single year. *(Specific impacts to the tax rate will be discussed later in this report.)* This funding mechanism enables the Town to decrease the amount of debt service and free up dollars within the operating budget to maintain the level of services required.

During this budget cycle all Town departments were asked to update their projected capital needs for the next ten years. The information has been compiled in a fashion that enables the planning process for these major capital purchases to become much more efficient. The Finance Committee has also identified capital purchases and projects that are likely candidates for capital exclusions over the next few years. It is our hope that the Town and Town Meeting approve the use of capital exclusions as a strategy to help strengthen and ensure the financial well being of Littleton.

School Budget

The Littleton Public Schools are the major recipient of Town Meeting appropriation. There is no question as to the value of a quality school system within the Town and the need for the community to provide its children with a quality education and proper foundation for their future.

The responsibility of the School Committee is to provide quality education and to advocate for an ever-improving system based on the educational needs of the children, the desires of the community, and statutory requirements. It is the responsibility of the FinCom to recommend to Town Meeting an appropriation that it believes is sufficient to meet those educational needs represented by the School Department budget, as well as to provide for the safety, protection and other services to the community within the limited resources available to the Town.

In the FY11 budget process, the FinCom recommends a Town appropriated school budget of \$14,428,679, or level funding when compared to the FY10 appropriation. A level funded Town appropriation accompanied by level funded Chapter 70 dollars from the State may require the School Department to use their reserves to a greater extent than in previous years. As detailed in the paragraphs below, the Finance Committee has discussed this alternative with the School Department. Both Committees are aware of the potential impacts this may have on the School budget in future years and will work together to implement a plan to manage the impacts to the Schools and the Town in constructing future budgets.

The Finance Committee is also supporting \$47,000 in capital appropriations to fund the ongoing replacement of HVAC units at the Shaker Lane school and replacement of older existing computers at the high school.

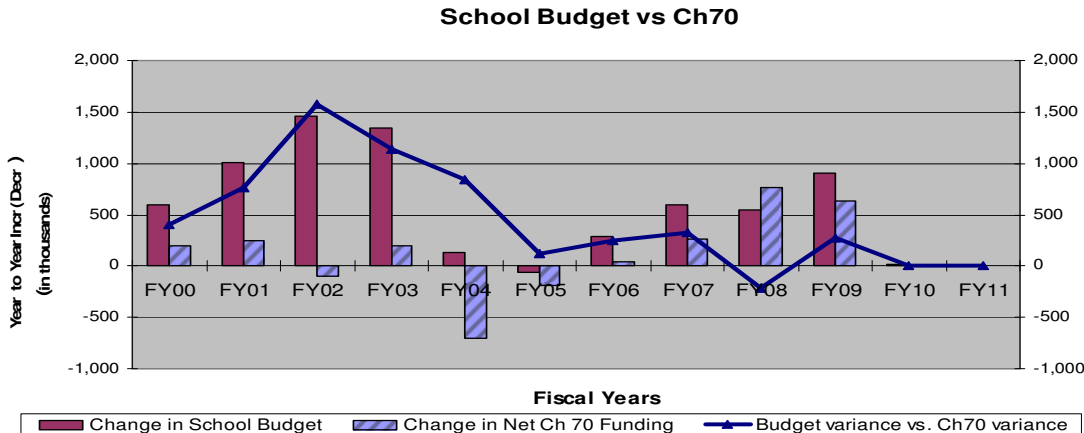
The FinCom makes its recommendation by taking into account salary increases, special education spending, maintenance and utility costs and balancing those needs against the funds available to the Town.

In addition to the Town's appropriation, the school system also funds its operations using available grants, donations and revolving funds. The use of these funds is incorporated into the current level of programs and staffing found in the schools with the unspent balance providing a cushion for the School Committee to access for unexpected costs such as special education without asking the Town to provide additional funding. The school department expects to end FY11 with a balance of \$400,000 in their revolving fund accounts.

The use of \$140,000 of these funds in FY11 will decrease the reserves within the revolving funds to their lowest levels in years. The Finance Committee has worked closely with the School Committee over the past three years in increasing these reserves and decreasing the school's dependence on using these funds within the operating budget. While the Finance Committee has agreed with the use of these funds in preparing the FY11 budget, we believe that spending these funds must be minimized in future budgets. Spending in excess of revenues cannot continue to occur since the fund balance could be exhausted within a year or two. Since the spending levels are incorporated into the current levels of programs provided by the school system, once these funds are exhausted, the school system will either be forced to cut programs or ask the Town to fund the shortfall in addition to its normal budget increase. The Finance Committee continues discussions regarding the use of revolving funds with the School Committee.

Chapter 70 is the funding that the Town receives from the state to supplement the school's operating budget. Starting in 2006, the state made changes to the distribution of Chapter 70 funding across the Towns of Massachusetts. Prior to 2006, it was clear that Littleton was not receiving its fair share of Chapter 70 funding. The correction implemented to bring Littleton up to par in Chapter 70 funding compared to similar Towns is now complete. Going forward, the increases that Littleton has enjoyed will not continue. We originally projected that the Town would need to fund a \$500,000 budget deficit in a projected level-services school budget at the point in time when Chapter 70 funding returned to normal levels. This shortfall has been offset through a combination of federal ARRA funds and revolving funds totaling \$439,086 to cover the deficit this year. If the school budget continues to grow and outpace projected future Town revenues, there will be a severe shortfall in the school operating budget. This is due to the fact that approximately 70% of the school budget is linked to employee wages that have historically compounded at 5% - 6%. Additional staffing increases this number and will also increase a potential budget shortfall.

The chart below outlines the correlation between the year to year change in the school budget and Chapter 70 funding. The Town has increased the school operating budget at levels greater than the increases in Chapter 70 funding in 9 of the past 12 years. The projected funding shortfall occurred when Chapter 70 was level funded by the legislature, as opposed to the increases shown from FY07 to FY09. Note that at this writing the legislature is expected to cut Chapter 70 funding by approximately 4.0% for FY11.



With the spending of the revolving funds and federal stimulus funds in addition to the Town's appropriation total spending for the school system in FY11 is projected to be \$14,866,330, a 3.0% increase over FY10. This amount does not include Town provided employee benefit costs as well as costs for other Town services provided to the school system. Currently this figure is \$2,689,350. Debt service payments will account for an additional \$3,246,912. In total, estimated school related spending in FY11 will be approximately \$21.9 million (64.9% of the total Town budget).

Russell Street School Renovation Project – The Town will receive a 47.84% reimbursement of qualified expenses for this project from the state. The good news is that the project was originally approved at \$13,400,000, but is coming in at about \$10,500,000. *This project and its impact to the tax rate will be discussed later in this report.*

Looking to the future, these issues cause increasing concern for the Finance Committee. Without significant new recurring revenue growth, the total spending of the Town on the school system will continue to increase as a percentage of overall spending, and adversely affect other vital Town services.

The Outlook for the Future

The FinCom continues to try to achieve a balance between revenues and expenses in order to provide the citizens of the Town the services they require and expect. The lack of any significant new revenue sources becoming available in the near term and the continuing State Aid cuts from Beacon Hill have made achieving this balance very difficult. This year we have attempted to budget our available funds in such a way as to maintain Town services at current levels. In general, we have been able to provide, at minimum, near level-services funding to all departments while continuing to work to meet the challenge of rising employee costs for both salaries and benefits. The only FY11 budgeted salary increases are step and lane increases dictated by current contracts.

Stabilization – The Stabilization fund is estimated to end FY10 at approximately \$1,500,000. For the fourth consecutive year, no stabilization funds will be expended in the operating budget due to the use

of available free cash and the savings currently incorporated within the revenue stream of the Town. Beginning in the FY06 budget, the FinCom incorporated a savings component to the revenue stream of the Town. *See the Financial Policy later in this report.* This savings component is based on the premise that any new revenue stream should not be fully added to the operating budgets of the Town. Free cash and/or stabilization must be allowed to grow in order to begin to cover our capital costs both now and in the future. A minimum of 10% of recurring revenue growth and 100% of the year-to-year reduction in debt service within the levy must be set aside each year. In addition we cannot allow non-recurring revenues to be added to the operating budget of the Town. Our ability to allow our stabilization fund to grow has been a major contributing factor in the Town's bond rating increase to AA. This rating increase will decrease borrowing costs and interest rate levels for future bond issues potentially saving the Town more in long term costs than any short term benefit that may have been derived from a withdrawal from these funds.

Debt Management – Additional borrowings must be held to a minimum. While we continue to support our practice of paying for big-ticket capital purchases by the use of capital exclusions rather than borrowing, the amount of exclusion dollars has been decreasing over the past few years. The Town is able to fund only limited capital purchases inside the levy during this FY11. Debt service within the levy decreases substantially over the next few years. This reduction in debt levels cannot be allowed to be added dollar for dollar to the operating budgets. The Financial Policy requires that 100% of these dollars be set-aside in free cash for future capital plan use or to the stabilization account. The Finance Committee, as we did for the Middle School and new Police Station, will recommend debt exclusions for major capital programs in the future. State reimbursement for the Russell Street School project will be 47.84% or approximately \$5.48 million towards the total project cost of \$10.5 million. This total cost is down from the budgeted \$13.9 million. The town is expecting to bond this project during Quarter 2 of calendar 2011.

Capital Outlays – The Finance Committee recommends that the Town engage in and execute capital planning that fully meets the Town's needs. Beyond major capital projects (the Russell St. School renovation, etc.) current capital equipment needs remain ever present. For the past number of years the Town has addressed these capital needs through a combination of funding both inside the tax levy and through one time capital exclusions. This approach has helped the Town keep pace while having the benefit of not increasing Town borrowing. For FY11 the Selectmen have decided on minimal capital spending within Prop 2 ½ only. As the list of unfilled capital requirements grows and is put off into the future, the dollar amounts and service needs rapidly become unmanageable. All town departments (including the Schools) have put together their prioritized capital needs. Going forward the Town NEEDS to agree upon, COMMIT to, and IMPLEMENT a capital spending plan which funds what we can inside Prop 2 ½ and utilizes capital exclusions as a fiscally responsible tool to fund ongoing capital needs.

Operating Budgets – Spending by all departments must be controlled. This is extremely important especially when faced with consecutive years of decreasing or slight increases to the Town's revenues. Additional personnel will be added only in situations where a direct benefit in cost efficiencies can be realized or where the safety of the community would be compromised. Further, as personnel costs consume more than 70% of the operating budget, the Board of Selectmen and the School Committee are urged to take a very conservative fiscal approach to wage negotiations with our unions. Considering the severe economic pressures on our operating budget, the Finance Committee is again recommending a 0% increase for all contracts to be negotiated in the coming year. Without new tax revenue, the Town's revenues will not keep pace with increases in expenses. Each year revenue growth without new taxes is limited by Proposition 2 ½ to 2 1/2 % of the prior year's budget plus the amount of new growth. However, beyond contractual pay increases there are step increases, lane changes, and

benefits built into the Town's labor contracts that alone can account for 3% to 4% increases year to year.

Interest rates – The Town has benefited over the past several years from declining interest rates. The Town has implemented strong fiscal policies (attached at the end of this report). Managing to these policies has aided the Town in receiving an upgraded Bond rating (AA). This has resulted in lower interest debt payments for the Town.

The Town continues to experience favorable cash flow since it moved from a semi-annual to a quarterly real estate tax payment. On top of the beneficial cash flow that the Town experienced from the change in billing, the Town has also seen sizable growth in investable cash, as much of the positive cash flow from the quarterly bill payments has earned additional interest income for the Town. With the decline in interest rates, the Town can no longer rely on the same amount of interest income that has been generated in the past. Clearly, there is an offset, as future borrowings will be made in this same lower interest rate environment, but the ability to generate and rely upon additional revenue through interest income is an example of a revenue source that is diminishing, at least in the short-term for the Town.

Revenues – As with most communities the Town needs to find new sources of revenue where possible. Increasing fees for services has brought in some additional revenue, but not at the recurring and increasing levels that are needed to sustain increasing expenses. Unfortunately, such fees can be burdensome on certain segments of a community and may be viewed as an additional tax, which is not shared by all.

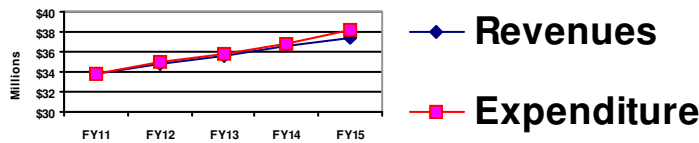
New growth for FY11 is budgeted to be \$175,000. This is DOWN from the \$450,000 level enjoyed a few short years ago.

By having entered into the Economic Target Area (ETA) in 2006, the Town is attempting to reach economic development goals that consist of utilizing and redeveloping the existing commercial space within the Town and attracting technology companies which can create jobs and add to the tax base without drawing on or dramatically impacting Town resources. The Tax Increment Financing (TIF) sub-committee developed the strategy for the Town and successfully negotiated the TIF with the owners of the several properties. This has led to the re-development of 550 King Street now being occupied by IBM and Curtis Wright at 151 Taylor Street.

While these ETA actions could result in significant future new growth increases, the Finance Committee continues to take a more conservative approach in forecasting the finances of the Town. We cannot take some of these future projects or revenue streams into account too early and bank future projects or expenses on them. If a current project, capital purchase, or contractual obligation cannot stand on its own using known revenues streams or normal projected increases to these revenue streams, we cannot and will not recommend the expenditure to the Town.

The following chart shows the estimated revenues and expenditures for the Town over the next five years. These assumptions, as are all the numbers included in this document, are based on levels of revenues and expenses which the FinCom feels are most likely to occur given the Town's most recent financial history, the current economy and levels of services and projects currently in progress or likely to occur within the next few years. Even with controlled expenditures that track in step with a slightly increasing recurring revenue base and minimal additional debt the expected revenues generated by the Town over this time period will not keep up with estimated expenditures. Additional

revenue sources must be found; preferably those that when added to the tax base, do not create a demand for additional services.



FY2012

We began the planning for the FY11 budget with our annual budget message to Town departments asking them to prepare a level-funded budget and a budget reflecting a 5% reduction. Departments were told not to expect increases in personnel or new programs that were not supported by a new and sustainable revenue stream. In developing our forecast for FY11, it was anticipated that any additional revenues available to the Town would be used primarily to fund capital items that were pushed off in last year's capital expenditures, step and lane increases in salaries (dictated by union contracts) and funding for the road repair plan.

Despite cuts in state aid and local receipts we have been able to put together a budget which will have a minimal impact to current services, does not result in personnel layoffs, and allows us to allocate some money to capital purchases while still providing funding for our road repair plan.

Our general position on operational overrides has not changed. In order to avoid funding consecutive years of overrides, Town spending must be controlled. In the short-term, if new programs are needed, it will be necessary to eliminate existing programs of lower priority and re-direct the resources. The FinCom will only recommend future operational overrides when all other financing mechanisms have been exhausted and the long-term impact of this permanent increase can be sustained and integrated within an overall financial plan. We do not, and will not recommend building operating budgets that hinge on the passage of an operational override every year.

Warrant Articles

The Finance Committee has taken a position on all finance related Warrant Articles. Unlike last year, we do not support all of the articles. Those articles that we are in favor of represent expenses that the Finance Committee believes cannot be deferred. Capital purchases for various department equipment requests total \$289,120 - *Article (8)*. This includes needed equipment for the Police, Fire and Highway departments. One article of note that FinCom voted not to support is the funds for Track Design and Development – *Article (9)*. This article was rejected on a split vote. The Fincom believes that this project, including design should be funded as a debt exclusion, and not as part of the towns operating budget.

Debt Exclusions

There are no debt exclusion articles appearing on this year's warrant. Renovations continue at the Russell Street School, a debt exclusion article that was approved at last year's Town Meeting in the amount of \$13,400,000. On the horizon, if the new track that is being discussed moves forward into the construction phase, the Finance Committee will recommend that this project be funded as a debt exclusion. We feel that that the Town Meeting voters should be aware of this as they vote to approve \$35,000 for the next phase of the project this year.

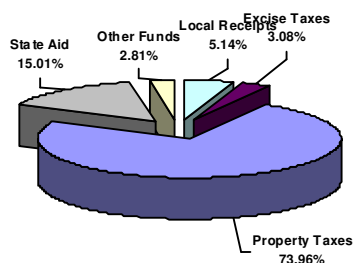
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FY11 Budget Details

REVENUE SOURCES - WHERE THE TOWN RAISES THE FUNDS IT NEEDS TO OPERATE

<u>Revenue Source</u>	<u>FY11 Amount</u>	<u>Comments</u>
Property Taxes	\$24,985,432	
State Aid	\$5,069,877	Includes \$1.1 million reimbursement from State for High School & Shaker Lane debt
Transfers from Other Funds	\$948,705	Includes reimbursements from the Light department, Cell Funds & CPA Fund
Local Receipts	\$1,737,432	Other Town revenues & fees
Excise Taxes	\$1,040,000	Estimated receipt
Total Town Revenue	\$33,781,446	

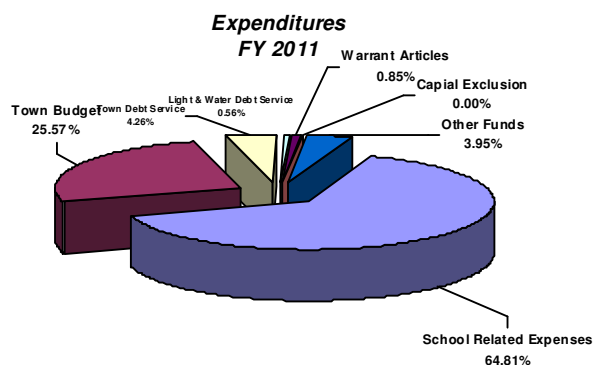
**Revenue Sources
FY 2011**



Expenditures - Where the Town spends the money it raises

<u>Expenditure</u>	<u>FY11 Amount</u>	<u>Comments</u>
School Budget	\$14,428,679	Level funding from FY10
Debt Service - Schools	\$3,246,912	Shaker Lane, HS, MS & Russell St projects
School Capital Exclusions	0	
Charter/School Choice	\$966,821	Students attending other schools
Nashoba Tech Assessment	\$590,670	Students attending Nashoba Tech HS
School Related Expenditures in Town Budget	<u>\$2,689,350</u>	
Total School Related Exp.	\$21,922,432	64,90% of Total Town Expenditures
Town Budget	\$8,650,540	Town Departments Only including \$555,043 for road repairs
Town Debt Service	\$1,440,178	
Light Dept Debt Service	\$189,705	Expense is reimbursed by L&W
Warrant Articles	\$289,120	Capital
Capital Exclusions -Town	\$0	
Other Funds	\$1,335,221	Includes \$325,000 snow & ice deficit
Total Town Expenditures	\$33,780,196	

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Real Estate Tax Levy Ceiling Calculation

FY10 total real and personal property value *	\$1,451,398,874
Add: FY11 estimated new development	<u>9,694,950.39</u>
Total property value	\$1,461,093,824
	<u>x 2 ½ %</u>
Levy Ceiling	\$36,527,346

* Does not include current year revaluation

Levy Limit Calculation

FY 10 Levy Limit	\$22,446,795
x 2 ½ %	561,170
Add: New Growth	<u>175,000</u>
FY 11 Levy Limit	\$22,182,965
Add: Debt Exclusion	1,802,467
Capital Exclusion	<u>0</u>
Total Levy Limit with Debt Exclusion	\$24,985,432

In the above calculations the Town is allowed to assess taxes to the levy limit of \$24,985,432 since it remains below the \$36,527,346 levy ceiling.

The Town currently has debt exclusions for the following projects:

<u>Project</u>	<u>Original Balance</u>	<u>FY11 Payments</u>
WasteWater treatment system		\$142,626
Middle School project	\$7,554,000	\$843,174
Frost/Whitcomb Land	\$700,000	\$45,845
Morrison Land	\$1,768,000	\$153,900
Police Station	\$6,285,308	\$554,644
Less: SBA Settlement		\$(17,274)
Less: Self Help Grant		\$(18,000)
Less: Bond premiums		<u>\$(18,128)</u>
Total Current Debt Exclusion		\$1,686,787
Proposed New Debt Exclusions:		

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<u>Project</u>	<u>Original Balance</u>	<u>FY11 Payments</u>
Russell St Renovation	\$5,700,000	<u>115,680</u>
Total Debt Exclusions		\$1,802,467

Property Taxes¹

Current property tax rates in Littleton for FY10 average \$16.36 per \$1,000 of assessed property value. The Town uses a split tax rate that assigns a different rate depending on property classification.

Residential property is taxed at \$14.63 / \$1,000 while commercial and personal property is taxed at a higher rate of \$23.11 / \$1,000.

While the ultimate decision of setting the tax rate rests with the Board of Selectmen, the FinCom estimates the impact to property tax bills when compiling the budget by using the same set of options used by the Selectmen when setting the current year's tax rate. Any changes to these options will affect the estimated residential rate. The overall tax rate is not affected.

Our estimates include new growth and current property valuations. Revaluations, which are done every three years by the Town Assessor's Office, or interim valuation adjustment assumptions, are not included in the estimates described. The revaluation process does not affect the total amount of taxes that the Town can raise, since that is capped by the levy limit. It will affect the tax rate paid by the property owner. As property valuations rise, the tax rate should fall. As property values fall, the tax rate should rise. For this reason, while we will show an estimate for a tax rate, it is important to look at the tax bill amount for the property value shown.

Using the budget submitted by the FinCom we estimate the average tax rate for the Town for FY11 to be approximately \$17.10 with an estimated residential rate of \$15.30. The chart on the following page factors in the property values reflected in the first column and includes the impacts of all debt exclusion items recommended by the FinCom and reflective of an approximate 4.50% tax increase in the average tax rate and a 4.59% increase in the residential tax rate.

Estimated Residential Tax Bills FY11

Residential Property Valuation	Annual Tax Bill FY10	Estimated Annual Tax Bill FY11	Increase FY11 Tax Bill
\$350,000	\$ 5,120	\$ 5,355	\$ 235
\$368,309 (Median)	\$ 5,388	\$ 5,635	\$ 247
\$400,000	\$ 5,852	\$ 6,120	\$ 268
\$500,000	\$ 7,315	\$ 7,650	\$ 335

Capital Exclusion Impacts

As previously mentioned capital exclusions raise funds outside of Proposition 2½ similar to debt exclusions, which have been utilized by the Town previously. Capital exclusions, however, raise the entire project costs in a single year in order to avoid the ongoing debt service costs associated with borrowings. There are no capital exclusions for discussion for FY11. Even though this in essence

¹ Tax data is estimated based on current information and past practices. It is provided as a reference in this report to enable the taxpayer to make informed decisions.

provides a “break” to the tax payers for FY11, which is a “good thing”, it is the Finance Committee’s opinion that this is not fiscally prudent for the Town. The majority of the \$289,000 in capital spending planned for the Town in the FY11 budget is related to necessary routine maintenance and existing leases. Since most of the capital spending is tied to existing commitments, the funding for new capital equipment is not sufficient, therefore the list of capital needs for the Town continues to grow and get pushed off into future years.

Debt Exclusion Impacts

The Town bonded the Police station in February 2010. FY11 will be the first year that that full impact of the payment for the Police station bond will be realized. In FY11 the total debt service for the Police station will be \$539,856, net of the associated bond premium. This represents \$0.37 of the \$17.10 estimated average tax rate for FY11 and will account for \$121.54 (or \$0.33 of the \$15.30 estimated residential rate) of the annual tax bill on the median value \$368,309 property.

The interest costs for the Police station bond are significantly less than previously projected due to the favorable interest rate environment and the upgrade of the Town’s bond rating by S&P to AA. The rating increase makes the bonds issued by the Town more appealing to investors, lowering the interest rate. In addition, the Town no longer needs to have bond insurance, cutting our costs to issue new bonds. This rating increase is a direct result of the FinCom and Board of Selectmen’s development and commitment to follow the financial policy put in place back in FY05. That policy was revised and strengthened in January 2010 by a vote of both boards.

The Russell Street School project cost has been reduced to \$10.5 million from its original \$13.9 million. This project, for the repair and renovation of the school, was approved at last year’s Special Town Meeting. The Massachusetts School Building Authority (MSBA) will cover 47.84% of this cost. The fully realized debt service for the borrowing of these funds would not occur most likely until FY12. Based upon current market conditions it is difficult to predict the interest rate that this borrowing will be bonded at, however, if the Police station is used as a proxy, once bonded, the debt service for the Russell Street School should be roughly \$500k in FY12.

Conclusion

Despite a downward trending economy and continuing cuts in Local Aid money from the State, the overall financial stability of the Town has been improving over the past several fiscal years. During the downturn in the State’s economy in FY02 through FY06 the Town struggled as did most Towns throughout the Commonwealth. State aid declined and Town services were cut. The Finance Committee had forecast the potential impacts to the Town, however spending was allowed to continue and non-recurring revenues were used to cover budget increases. The Finance Committee established stronger financial policies and practices after the override of FY06 to protect the Town from future potential operational overrides. In this, the fifth year of these policies, the Town is much stronger financially and the current fiscal crisis on Beacon Hill has not forced the Town to propose operational overrides or the drastic service cuts that many other communities are facing today.

The Town must not spend every tax dollar collected and increase budgets at will. Spending must be controlled and revenue cannot be assumed to increase each and every year. Reserves must be allowed to increase. Portions of new revenues should be held outside the operating budget and used for capital purchases or other one-time only expenses. If we unconditionally increase budgets that compound at 6% per year using tax dollars that compound at only 2 ½% per year, then the Town will face the cuts in services that we experienced in the economic crisis of FY02-FY06.

The Selectmen and School Committee must negotiate union contracts that put the financial well being of the Town first and foremost. For instance, a negotiated 3% salary increase becomes a 5% - 6% increase after all steps, longevity and lane changes are taken into account. We simply cannot afford to compound our Town-wide payroll at 5% - 6% per year.

Moving forward, each department must be able to stand-alone and justify the services it provides to the Town with the Town ultimately deciding the levels of services it requires. To that end, we urge all citizens to become involved in the budget process and voice their opinions to not only the FinCom, but also the Board of Selectmen and other Town Boards and Committees as appropriate.

HISTORICAL COMMISSION

The Historical Commission reports that it carried out its mission of preserving Littleton history in 2010. We met the second Wednesday of each month and at special meetings when necessary.

The Commission was very pleased that plans were being made for Littleton's 300th Anniversary.

The Commission was notified that the Baptist Church was applying for Community Preservation funds for the renovation of its clock tower. The Commission sent a letter to Community Preservation Committee that the Baptist Church was historic and therefore eligible to receive CPA funds for their project.

The Commission invoked a demolition delay on the historic property at 194 Hartwell Avenue known as the Bradford Sampson house. After the six month period and efforts by the owner and Commission to find an alternative to demolition the Building Inspector was authorized to permit the demolition.

The Commission agreed that the carriage shed located behind what was Ken's Restaurant had no historic significance and could be demolished.

Patriots Day was successfully celebrated on April 19. The presence of the Boxborough Minutemen brought additional interest to the event.

The Commission was alerted that the historic Thacher House was being damaged. However a visit by members determined this was not so.

The Commission's efforts to save the Long Store were stymied when the owner asked that no further action be taken regarding the Store.

The commission is concerned about the future of the stone chamber on Whitcomb Avenue opposite Dufours. James Clyde, Superintendent of Roads had previously informed us that Whitcomb Avenue would be resurfaced and widened. He agreed that an exception could be made to allow the stone chamber to remain but that the Commission should communicate this to the selectmen.

Respectfully submitted by,
Ronald Goddard, Chairman

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, Michael Hayes, Barry Nawoichik, Shawn Bernard, Jesus Benitez and Joshua Gould, Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator and Phyllis Ashley, Assistant Transfer Station Operator.

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 1991 tons (Decrease of 194 tons or 9.75% from CY-2009) of municipal solid waste for transfer and disposal at Covanta Energy in Haverhill, MA at a rate of \$83.63 per ton. With your help the Town also accepted and recycled 979.75 tons of general materials. (32.9% recycling rate)

The Selectmen voted to switch the Transfer Station from flat fee based disposal to a "Pay As You Throw" system starting on October 1st 2010. The PAYT system charges the users for each bag of trash thrown away. This system encourages more recycling and we have seen dramatic decreases in the amount of trash disposed of under this plan. I would like to thank everyone for making the transition to this new system and their continued support for the future.

ROAD RECONSTRUCTION:

Goldsmith Street: The final reconstruction of Goldsmith Street was completed. Mass DOT was able to complete the project within the budget approved at the start of the project. The Mass DOT resident engineers did an excellent job during construction keeping the project moving as fast as possible while still keeping quality construction and fiscal responsibility as their first priority. I would like to thank them for their dedicated service and sound advice throughout project. P J Albert Inc. of Fitchburg, MA, the contractor for the project, also deserves credit and thanks for a job well done.

Crane Road; P J Albert Inc. of Fitchburg, MA was the contractor for the reconstruction of this road. They installed approximately 2,148 of drain pipe, 17 catch basins, 14 drain manholes, 1,422 tons of asphalt pavement and 5,380 feet of asphalt berm.

Road Design Engineering: We requested proposals from road design engineers for the engineering and design for the reconstruction of Bruce Street and a portion of Whitcomb Avenue. Ted Doucette and Richard Crowley are 2 Littleton residents and members of various other town committees who helped write the request for proposals for engineering services, interviewed the prospective engineering firms and helped with the evaluation of the proposals submitted. I would like to thank them for their assistance with this project and ongoing support. After careful evaluation and thought the firm of Green International Affiliates, Inc. of Westford, MA was chosen for the engineering services required for the two roads. The road design should be completed during the winter of 2010/2011 so that the roads can be put out to bid in the spring of 2011 for reconstruction starting shortly after that.

NEWLY ACCEPTED PUBLIC WAYS: None

EQUIPMENT REPLACEMENT/REFURBISHMENT:

A new Chevrolet K-2500 tool truck with plow was approved and purchased for the General Foreman. The final year of a three year lease for the Camoplast sidewalk tractor with a plow and snow blower was approved. The purchase of a rear boom flail mower was approved and purchased. The refurbishment of a 2000 Mack RD-690S hook lift truck was approved at the fall Town meeting.

SNOW & ICE:

The town plows approximately 62 miles of public roads, 4 schools, Police Station, Fire Station, Town Hall, 300 King Street (Castle in the Trees playground), Center of town parking lot, Highway Department and the Transfer Station. The town also plows approximately 14 miles of sidewalks. We supplement the 9 town plow trucks with plowing sub-contractors.

PRIVATE WAYS (SNOW & ICE REMOVAL):

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

Respectfully submitted by,

James E. Clyde, Operations Manager

INFORMATION SYSTEMS

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

COMPLETED PROJECTS:

This past year we implemented the process of electronic signatures. E-signatures have enabled us to accelerate transactions throughout the organization with convenience and ease. It has reduced the time

it takes to obtain required signatures on documents and increased the accuracy of the workflow process. Departments throughout the town have increased efficiency by using the fully

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DESIGN COMPLIANT PROCESS:

In the Town Clerk's office, the following applications were installed to improve the facilitation of Boards & Committees and Vitals Licensing. The Ethics, Elections, Boards, Commissions, Conflict of Interest and Campaign Finance Tracking System (EBCTS) will help to maintain people whether it positions, committee members, vacancies, term conditions or contact information. The Vitals Registry System (VRS) will help with issuing and recording Marriage, Birth and Death Certificates.

For the past year, we have spent a lot of time and energy researching a better solution for applying and issuing Permits from our Building, Planning, Board of Health, and Conservation departments. After many demonstrations and a lot of research within our surrounding towns, we chose FBgov – Solutions for Government by Government. It is a web-based solution that allows for access from anywhere with internet access. Citizens will be able to apply for permits online at their own convenience. Our plan is to be fully functioning by the 2nd quarter of this year.

Again last year, the town website received the e-government award with distinction. *Littleton was among 90 communities earning the e-Government Award with Distinction in 2010.*

An enhancement to our website this past year is the use of on-line payments. Citizens are now able to pay Excise, Real Estate and Personal Property taxes online through the website.

Our citizens have come to rely on town news, department information, reports, notices and up-to-date meeting and event calendars, as well as, the Board's and Committee's meeting agendas and minutes. We continue to encourage feedback and suggestions for the site.

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, Cemetery and Parks and Recreation departments operate with 65 workstations and 6 Windows servers. All workstations were upgraded to Windows 2007. An employee training class was held at the Town Hall to go over changes and additional features in Windows 2007.

The recommended nominal replacement rate for systems is 20% each year.

Nancy Glencross
Information System Manager

PARK AND RECREATION COMMISSION

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

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

Park and Recreation Commission members for 2009 included: Brian Richter, Chairman; Fred Freund, Vice-Chairman; Geralyn Miller, Secretary; Gary Austin, James Ray (*until April 2010*) replaced by Stephen Gentile (*May 2010*) after the election.

Department Operations:

Nearly 90% of Department operations are funded from program revenues and user fees, not from the town tax levy. It is with this notion in mind that the Department seeks to maintain high-quality programming at little cost to the tax payer. Revenues from beach stickers, for example, fully subsidize the payroll for lifeguards. In addition, in 2009, the Department took over full responsibility for the field maintenance budget (with labor supplied by the Highway Department). Assuming this financial burden (formerly funded from tax dollars) resulted in 3% increase in fees for all programs during 2009, but we were able to NOT INCREASE FEES in 2010. For 2010, we remained level-serviced *and* level-funded.

2010 Department Financial Snapshot

FUND	REVENUES	EXPENSES	NET
<i>Recreation Revolving</i>			
Camp Tahattawan	\$140,000.00	(\$110,000.00)	\$30,000.00
Camp Prouty	\$15,000.00	(\$13,500.00)	\$1,500.00
beach/aquatics	\$110,000.00	(\$95,000.00)	\$15,000.00
sports camps	\$45,000.00	(\$32,000.00)	\$13,000.00
sports clinics	\$10,500.00	(\$9,800.00)	\$700.00
afterschool recreation	\$5,000.00	(\$4,200.00)	\$800.00
1/2 day middle school	\$10,000.00	(\$9,000.00)	\$1,000.00
special events	\$12,000.00	(\$7,500.00)	\$4,500.00
fundraisers/scholarships	\$1,200.00	\$0.00	\$1,200.00
			\$0.00
<i>Community Education</i>			\$0.00
Kids' Adventures	\$70,000.00	(\$52,000.00)	\$18,000.00
After school enrichment	\$15,000.00	(\$15,000.00)	\$0.00
adult enrichment	\$14,000.00	(\$14,000.00)	\$0.00

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trips	\$9,000.00	(\$8,500.00)	\$500.00
driver's education	\$107,050.00	(\$85,000.00)	\$22,050.00
Sports Leagues			
Baseball	45000.00	(42000.00)	\$3,000.00
Soccer	74000.00	(65000.00)	\$9,000.00
Basketball	20000.00	(17000.00)	\$3,000.00
Lacrosse	35000.00	(27000.00)	\$8,000.00
Flag Football	10000.00	(9000.00)	\$1,000.00
Football	13000.00	(13000.00)	\$0.00
Field Maintenance	\$22,500.00	(\$24,500.00)	(\$2,000.00)
Personnel			
Transfer to GF for Payroll		(\$60,000.00)	
Transfer to GF Benefits		(+/- 70,000)	
NET TOTALS	\$783,250.00	(\$713,000.00)	\$250.00

* Numbers are approximate.

*The amount of the Town contribution is approximately \$72,000 for one and a half employees. We currently (built into the program expenses) pay for three and a half additional full-time employees and the benefits package for two members.

Program & Event Highlights:

This year the Department ran over 500 programs and events. The Community Education division of the Department provides a line of quality enrichment and education-based programming for adults and children. The quarterly brochure is distributed to over 21,000 homes in Littleton and the surrounding communities. Community Education Division highlights included Friday Karate classes, the 6-week Kids Adventure Summer Enrichment Program and an extraordinary variety of adult classes taught by highly-skilled professionals.

The Summer Camp and Swim season was also a great success. With over 230 children signed-up for Town-offered swimming and boating lessons and nearly 650 beach stickers sold (a steady number from 2009, and an increase of nearly 300 from 2008), Long Lake was an area of great use this past season. This year, we implemented a Junior Lifeguard program for youth's ages thirteen to fifteen who would like to become Lifeguards when they are older. The program met with huge success with almost fifty teens and 'tweens'.

Under Kate and Erin's direction, the Aquatics Management continued to institute bi-monthly in-service training sessions and mandatory staff meetings to increase lifeguard professionalism and accountability. Comments were made throughout the season that Long Lake is a great family spot and the progress the Aquatics staff was making was well recognized by patrons and townspeople alike. We used nearly two thousand dollars of money raised in the beach's snack shat to repair the older sunfish sailboats and our fleets boasted seven beautiful boats last summer; our new sailing camp was full each week it ran!

Camp Tahattawan had another terrific summer season with all seven week-long sessions at maximum capacity—175 children! Highlights this year included trips to Breezy Picnic Grounds, Co-Co Key Water Resort, and a walking tour of historic Salem, MA which included admission to the Pirate Museum. Camp staff continued to incorporate learning components into camp including daily specialty sessions of: science and nature, music and drama, arts and crafts, and sports and games. Each of these

segments of our curriculum is taught by a certified teacher with a Master's Degree in their field. Camp Director, Jessica Connelly completed her Master's Degree in Elementary Education in 2009, and her extensive knowledge improved the enrichment qualities of Camp Tahattawan. During the season, Camp's afternoons were filled with group-play, fun on the camps inflatable water-slide, and trips to the lake for sailing, boating and free swim.

Lastly, while programming requires a significant portion of the Department's staffing hours, Director Kate Hodges spent a great portion most of the year working with her team to create a Town-Owned, Public Driver's Education Program. She worked with the State of Massachusetts Department of Transportation to develop student curriculum and guidelines for the new "*Littleton Driving School*." The first class took place in January of 2010 and was an immediate success. With nearly thirty-five potential drivers in the first session, word spread that the Department had a great Driving School at a fraction of the cost compared to those in neighboring communities (Chelmsford Auto, Christo's of Action.) To date, the school has licensed nearly one hundred drivers and the enrollments continue to increase.

Kate continued to work on a more user-friendly and transparent accounting and budget process for the Commission which she completed during the winter season. She continued to distribute quarterly expenditure and revenue reports which included program highlights and Department accomplishments. In addition, a system of budgeting with coincides with the goals for the Department was implemented, and made the process more 'user-friendly' for Commissioners and staff members. In April of 2010, The Commission held their first public goal setting session which aided the staff in their policies and progress with operation as a whole.

In addition to all the behind-the-scenes work that the Department did this year, the team (with the help of the Commissioners) ran **SEVEN** large-scale special events in 2010 including: Fire and Ice at Fay Park, The Father-Daughter Valentine's Dance, The Bunny Breakfast and Spring Egg Hunt, Adult Formal Dinner Dance at the Westford Regency, Drive-In Movie at the Beach, Littleton-Palooza, and the Holiday Helpers Project. All these events were well attended and people in the community commented as to how much they appreciated their efforts in building such great 'community spirit.' As a Commission, we are so pleased to see how many people really enjoy the Department and all the hard-work we put in to make sure Littleton's Department is the best in the area.

In conclusion, 2010 was a fabulous year of for expansion and progress within the Department. We are making great strides towards our goal of serving the people of Littleton better. As always, should you have an idea for a program or any comments about our operation or existing program offerings, please do not hesitate to contact us via email at: littletonrec@littletonma.org or you can call Kate Hodges, our Director, via phone at (978) 540-2490.

PERMANENT MUNICIPAL BUILDING COMMITTEE

During 2010, the Permanent Municipal Building Committee (PMBC) worked on several projects. Those projects included the police station, Houghton Memorial Building, roof repair on the library and the replacement of the track facility at the Russell Street School.

Police Station

Though the Police Station project has been closed out, there are still warranty issues to be resolved. The **PMBC**, along with the architect and contractor, continued to monitor and take action on any and all items requiring attention.

Houghton Memorial Building

The slate roof replacement project was closed out in July of 2010. Following completion of the slate roof replacement, the PMBC was authorized to take on 2 additional jobs on that building. Part of the roof repair included the replacement of the gutters and down spouts. Upon connecting the new down spouts to the existing underground drainage system, it was determined that the existing system was in failure. The failed system was removed and a new one was installed. Also noticed during construction was the poor condition of the window lintels at the 5 basement windows. Since the lintels have structural value, it was determined that it was necessary to replace them. All but one has been replaced. The onset of winter delayed the completion of the job until the spring of 2011.

Town Hall Roof

The section of roof at the school department end of the building is in need of major repairs or replacement. Plans are being made to perform the work in the spring of 2011. Minor repairs to the library section of the roof were necessary and done in December.

Track Facility

A feasibility study for the track was completed prior to the annual town meeting in May. At the May town meeting, \$35,000 was appropriated to continue the design and development of a track/and or multi-purpose field facility. At a meeting involving the Board of Selectmen (BOS), School Committee (SC), Littleton Track Organization (LTO) and the PMBC, it was determined that Gale Associates, who performed the feasibility study, would continue with the project through the design and development stage.

The PMBC gave a presentation that included options for a facility at various sites with multiple designs and costs. It was agreed by all parties to proceed with the option that placed the least financial burden on the town which keeps the track facility at its present site. Through the next phase, Gale Associates and the PMBC held several public meetings seeking public input on the project. The School Committee and LTO were also active with input for the project. In February, Gale Associates completed its work. A presentation for funding of the facility to the citizens has yet to be determined.

This past year saw several changes for the PMBC. Newly-elected school committee member Chuck DeCoste replaced School Committee member Paul Avella. The committee wishes to recognize Paul's 4 years of service on the PMBC and will miss his valuable knowledge and humor. Also joining the committee was Bill Cole. Bill ran a construction business in town for many years. More recently, Bill joined the staff at Town Hall as the building maintenance supervisor. The administrative side of the committee also changed. For several years, the Littleton Electric Light and Water Departments (LELWD) provided administrative services. Those services are now provided by staff at Town Hall. Information on this is available at the town's website. The committee thanks the LELWD for their years of support. LELWD'S Kevin Goddard was the construction administrator to the committee. The PMBC wishes to thank Kevin for the years of dedicated service he provided.

Respectfully submitted by,

Joseph S. Collentro, Chairman

PLANNING BOARD

The Planning Board held 26 meetings during 2010. These meetings included an “All Board” meeting on February 1, 2010 regarding the quarry and rock crushing operations at Aggregate Industries, a joint meeting with the Board of Selectmen on June 21, 2010 to appoint Steve Wheaton to the Planning Board until the May 2011 election, a July 8 joint meeting with the Board of Selectmen, Appeals Board, and Sign Bylaw Review Committee for a presentation on a proposed General Sign Bylaw, followed by a July 8 joint meeting with the Selectmen, Appeals Board, Board of Health, and Conservation Commission regarding the Village on the Common project.

Zoning Amendments: The May 2010 Town Meeting brought the successful culmination of planning work on zoning amendments for the Littleton Common and surrounding areas, assisted through a “District Local Technical Assistance Grant” by consultants from the Metropolitan Area Planning Council (MAPC). The Board spent a considerable amount of time carefully planning and drafting several proposed bylaws to bring to the May 2010 Special Town Meeting regarding zoning in and around the Littleton Common. The outcome of work since 2009 guided the development and passage of two new zoning districts, the “Village Common” Business District, located at the historic common area, and the “Littleton Village Overlay District West-Beaver Brook Area” generally located near the common and to the west. These bylaws are intended to set the framework for development that fits with the Town character once additional infrastructure requirements are addressed. Work on additional bylaws to protect farmland is continuing, and will continue in 2011.

The Fall 2010 Special Town Meeting approved a new zoning bylaw regarding “Flood Insurance Rate Maps and Flood Insurance Study”, keeping the Town in good standing with FEMA regarding flood insurance and flood protection policy.

Planning Board members continue to remain active on numerous committees, including the Community Preservation Committee, Permanent Municipal Building Committee, Russell Street School Building Committee, Sign Bylaw Review Committee, Littleton Common Sewer Feasibility Study Committee, Littleton MBTA Advisory Committee, Organization of Permitting Boards and Departments Study Committee, Crematory Committee, and Quarry Committee.

Residential Development: There were very few applications for residential developments in 2010, with no Definitive Subdivision applications and no Preliminary Subdivision applications. One application was received to modify the previously-approved Chestnut Farms Definitive Subdivision, and the Board anticipates completing review of this request early in 2011. One request to extend the timeframe to complete a Definitive Subdivision was approved for The Village at Newtown Hill, previously approved in 2008. A total of 4 ANR (Approval Not Required under the State Subdivision Control Law) plans were submitted, all were approved, creating one new residential lot. No applications for Over-55 Residential Developments were submitted, although two such developments are currently under construction: Shelburne Village off White Street, and The Village at Reed Lane off Harvard Road. There were no applications for Shared Residential Driveways during 2010.

The Planning Board and Tree Warden issued two Scenic Road Special Permits: Lots 1 and 2 Whitcomb Avenue, two residential building lots.

Commercial Development: Applications for commercial development continued at a moderately slow pace. Several applications for new commercial development were approved in 2010, with new Site Plan Review applications for a Northeast Public Power Association (NEPPA) training facility at the

Littleton Electric Light and Water Department site; for Aggregate Industries to move equipment within their quarry site; ongoing farm-related operations at Pickard Farm on Great Road; a new church facility at 509 Newtown Road; reconstruction of a commercial building at 60 Taylor Street; and new cell tower and equipment at the Littleton Water Department Beaver Brook well site. One existing Site Plan Modification to revise a loading ramp was also approved.

One Wireless Telecommunications Special Permit application was approved for a new monopole for T-Mobile at 519 Great Road on property owned by the Littleton Water Department.

Aquifer and Water Resource District Special Permits were approved or extended for 60 Taylor Street, 550/560 King Street, 260 Ayer Road, Monarch Drive, 509 Great Road, 85 Russell Street, and 200 New Estate Road.

The Planning Board office, located in Room 303 of Town Hall, is open from 9:00 a.m. to 4:00 p.m. Mondays, Tuesdays, Thursdays, and Fridays. Planning Board meetings are held on Thursday evenings, usually the second and fourth Thursdays of the month.

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. The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year. Please feel free to call the Planning Board Office at 978/540-2425 or email at MToohill@littletonma.org with any questions.

Respectfully Submitted by,

Mark Montanari, Chairman

POLICE DEPARTMENT

Mission Statement: *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.*

The year 2010 found the Littleton Police Department celebrating their first year anniversary in the Town's new Police Headquarters, which was initially occupied on 28 October 2009. As part of that momentous occasion the department hosted an open house, which was fully coordinated and overseen by Lt. Matthew King, and celebrated the occasion with no less than 500 residents and interested persons. Departmental members had the great opportunity to meet many new and established citizens and share their pride in our new work-home.

Our first year in the new station proved to be very successful and reinforced all of the hard work that was put into the planning phase of the project and the quality of its construction. The building functions as planned and facilitates the safe, secure, and efficient in-house operations of the Littleton Police Department. In addition to policing functions within the facility the Thomas W. O'Dea Community Room has been a very active venue for Town of Littleton boards and committees, civic groups, associations, and various trainings associated with municipal and police functions. If you would like to

schedule a meeting in that space you can do so through the Littleton Police web site, which can be accessed through the Town web site at littletonma.org. I would like to also acknowledge the outstanding work that Bill Cole, Facilities Maintenance Manager for the Town, and his cleaning team headed by Lucy Braga, do in keeping the entire facility so clean and orderly. For the limited amount of time they are budgeted for they do an amazing job.

A few of the departmental officers have been formally recognized for their good work during the year, although they all do exemplary work on your behalf. As a result of an internet based Attempted Kidnapping Case Lt. Matthew King, Detective Jeff Patterson and Detective Matt Pinard were recognized for their commitment to the safety of our community's youth by the organization "Community Voices", which is a statewide child advocacy group. Due to the good work of these officers, one Daniel O'Brien is currently serving time in jail for making a train and bus trip from Virginia to meet and kidnap one of our female juvenile residents. An award plaque currently hangs in the station lobby commemorating their and the department's efforts on your behalf.

I would also like to recognize the fact that Officer Ed Bussiere has been certified as a Drug Recognition Expert. A DRE specializes in the detection, testing, and prosecution of individuals that are operating a motor vehicle while under the influence both legal and illegal substances, to include alcohol, prescription drugs, illicit drugs, and any combination of those substances. Officer Bussiere received instruction in an intense two week course held at Camp Edwards, then participated in practical exercises in Lawrence Mass. and Phoenix Arizona. All of Officer Bussiere's training was funded by state grants and drug forfeiture monies. Officer Bussiere is one of only a handful of DREs in the area and has had a number of successful detections within Littleton and area municipalities since certification.

The LPD was able to re-fill two patrol officer and one dispatch positions while staying within budgetary constraints. Those hiring initiatives were accomplished through the reallocation of funds from overtime and the ability to avoid back-filling many shift vacancies due to increased coverage. We are now at full staffing levels for Communication Officers but continue to hold one patrol vacancy. This is the closest that the department has been to full staffing levels in the past five years. The recommended staffing level for police officers in a community such as Littleton, according to the Department of Justice and based on our population, is 18. With that I would like to welcome Officer Brian Casey, Officer Michael Crory, and Communications Officer Michael Stander to our family and your community. I know they have and will continue to serve you in an exemplary manner.

I would be remiss if I did not thank all of the members of the Littleton Police Department, which consists of 16 police officers, 5 dispatchers, an administrative assistant, and 11 part time employees within those same positions. These men and women perform admirably on a daily basis and take tremendous pride in their service to you. It is my pleasure to be associated with them professionally and have a part in their good work.

Below you will find some comparative statistics from the last 4 years. When viewing the table you will note that many of the areas presented have decreased. Many of the increases, in the area of criminal offenses, can be attributed to the economy. We have had a recent increase in internet scams targeting our elder population, one of which found a resident losing \$82,000. of savings. If any of you have a question concerning a contact you receive over the internet please contact us immediately. The old adage of "if it appears too good to be true..." still holds true. We have also had a significant increase in Breaking and Entering incidents, which includes residential and commercial/industrial. We have implemented a program of increased building checks, to include residential (when individuals are on vacation) and business (during the evening and late night hours), which is reflected in the table, in an attempt to address that trend.

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Traffic continues to be one of your and our major concerns, as it affects the largest group of our population on a daily basis, and we continue to address it through enforcement. There has been an alarming rise in motor vehicle accidents over the last year, which indicates the ever increasing transient traffic that we, as a community, continue to deal with. It is also an example of how the many distractions that we deal with while driving affects our ability to operate a motor vehicle in a safe manner.

You should be pleased to see that there is a continued increase in reported "Suspicious Activity" as it indicates that you remain vigilant in assisting us in protecting our community.

Again, we thank you; our friends, neighbors, fellow tax payers, and citizens for the support you continue to show us. We serve you on a daily basis to the best of our ability and take pride in our efforts to ensure your safety and security. Be mindful of your surroundings and please report anything that you find suspicious, out of the ordinary, or obviously wrong, even if you feel it is "nothing". The effectiveness of the Littleton Police Department depends on your assistance and partnership.

Respectfully Submitted by,
John M. Kelly, Chief of Police

Incident Type	2007	2008	2009	2010	Difference	% Change From previous Year)
<i>(Partial List)</i>						
Rape	2	7	4	3	-1	-25.00%
Assault and Battery	34	41	58	47	-11	-18.97%
Break and Entry	24	33	33	49	16	48.48%
Larceny	110	101	103	101	-2	-1.94%
Motor Vehicle Theft	3	5	6	5	-1	-16.67%
Vandalism	66	60	61	49	-12	-19.67%
Weapons Violations	5	4	9	7	-2	-22.22%
Drug laws	55	61	62	63	1	1.61%
Family Offenses	39	41	63	54	-9	-14.29%
Arrests	245	198	201	169	-32	-15.92%
Vehicle Tows	384	375	315	276	-39	-12.38%
Disturbances (Gnrl)	104	134	106	78	-28	-26.42%
Family Disturbances	50	49	58	75	17	29.31%
Noise Complaint	33	29	53	85	32	60.38%
Suspicious Activity	473	481	532	596	64	12.03%
Internet Crimes	19	22	26	37	11	42.31%
Building Checks	2623	3859	7214	13182	5968	82.73%
Medical Emergencies	512	552	587	619	32	5.45%
Burglar Alarms	442	464	443	461	18	4.06%
MVA Personal Injury	44	37	41	46	5	12.20%
MVA Property Damage	163	180	134	185	51	38.06%
Total Calls For Svcs. (All incidents)	10205	10206	16327	22079	5752	35.23%
Total Traffic Citations	1317	2060	1923	2387	464	24.13%
Total Citation Fines	\$135,795.00	\$88,566.00	\$62,005.00	\$82,470.00	20465	33.01%



Littleton Police Department

FULL TIME OFFICERS

Chief John M. Kelly	34JK
98 Aug 3	
Lieutenant Matthew J. King	30MK
02 Oct 22	
Sergeant Robert R. Romilly	29RR
99 Jul 1	
Sergeant David P. Leslie	26DL
08 Aug 14	
Sergeant Lisa A. Bonney	38LB
98 Sep 1	
Sergeant Robert A. Raffaelo	40RR
08 Oct 6	
Detective Jeffrey M. Patterson	60JP
02 Jun 3	
Detective/SRO Matthew J. Pinard	64MP
02 Jul 22	
Officer John M. Janakos	39JJ
03 Jul 1	
Officer Robert J. Bielecki	62RB
02 Jul 22	
Officer Pablo S. Fernandez	15PF
02 Dec 11	
Officer Edmond D. Bussiere	36EB
06 Oct 2	
Officer Timothy M.W. Schaeffer	44TS
06 Nov 27	
Officer Patrick L. O'Donoghue	37PO
07 Apr 16	
Officer Brian M. Casey	49BC
10 Jun 7	
Officer Michael L. Crory	50MC
10 Jun 7	

FULL TIME DISPATCHERS

Dispatch Sup. Timothy G. Bemis	03TB
03 Jul 1	
Comm. Officer Samuel N. Welch	07SW
03 Jan 1	
Comm. Officer John M. Murphy	11JM
00 Feb 22	

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Comm. Officer Terence Gardner	13TG
10 Jun 21	
Comm. Officer Michael J. Stander	05MS
10 Jun 21	

FULL TIME BY-LAW

Administrative Asst. Pamela D.A. Cvitkovich
08 Oct 27

PART TIME OFFICERS – Cruiser & Detail Shifts

Officer John M. Murphy	59JM
01 Jan 29	
Officer Michael J. Stander	51MS
09 Apr 14	

PART TIME OFFICERS – Detail Shifts ONLY

Officer Douglas J. Cook	46DC
77 Nov 14	
Officer Robert F. Sabourin	47RS
79 Jul 31	
Officer John P. Corbett	58JC
91 Dec 30	
Officer Scott R. Holt	SRH
05 May 1	
Officer Richard E. Landers	66RL
05 Jul 1	
Officer Gordon N. Clark	GNC1
06 Jan 5	
Officer Timothy G. Bemis	43TB
09 Apr 14	

PART TIME DISPATCHERS

Comm. Officer Brian M. Casey	09BC
10 Jun 7	
Comm. Officer Michael L. Crory	06MC
10 Jun 7	

REUBEN HOAR LIBRARY

New Faces

During the last fiscal year the library saw several changes to its personnel. After fifteen years leading the library, Marnie Oakes, its capable and talented director, retired in April. The trustees hired Laura Zalewski, the former assistant director from Lucius Beebe Library in Wakefield, as the new director. Winifred Flint worked at the Circulation Desk from November 2009 through May 2010 but left to take the position of Head of Circulation at the Boxford Town Library in May. Jenna Cantino was hired as a library technician in May.

Circulation – Gioia Clyde, Senior Librarian

The Reuben Hoar Library is considered a small library (based on population), however, it ranks 98th out of 366 libraries in the state for total circulation. The library ranked 38th in the state for circulation per capita (23.5), and 49th for circulation per hour open (105.5). These figures are truly remarkable considering the population of Littleton is only 9,239.

Technical Services – Helen Graham and Betty Smith, Senior Librarians

6,613 “physical” items were added to the collection in fiscal 2010. But patrons also got the benefit of 1,975 downloadable audio books and 263 e-books. The library is a member of the Merrimack Valley Library Consortium, and all 35 member libraries share the downloadable collection from OverDrive. Playaways (MP3 players pre-loaded with an audio book) were also very popular with library patrons.

Children’s Services – Diann Haduch, Senior Librarian, Jeanne Sill, Senior Library Technician

Out of the 348 libraries in the state that had summer reading programs, Littleton ranked 58th for participation of children under 11 in the program. The summer reading program, Starship Adventure @Your Library was a huge success. Children were entertained and enlightened by Creature Teachers, the Hampstead Players, Moonship Productions, crafts and much more. Maya, the listening dog, visited the Children’s Room weekly to hear stories. And the children read and read and read!

Diann Haduch visited “My School”, the local preschool, to read stories as part of early literacy skill development which is so important to children of that age.

The Early Learning Station, an interactive, educational game station for preschoolers and up, remains a popular destination in the Children’s Room.

Teen Services – Linda Schreiber, Senior Librarian

Tweens and teens enjoyed several programs this fiscal year including a Halloween Costume party, Duct Tape crafts, and mural making. Linda Schreiber visited the 6th, 7th, and 8th grades to book-talk popular teen books.

Interlibrary Loan – Andrea Curran, Senior Library Technician

There was a 13% increase over last year’s book requests that were filled for Littleton patrons from other libraries around the state and the country. Most of them arrive in less than a week.

Public Services – Jenna Cantino, Margaret Geanisis, Doreen Morse, Susan Palmer, Library Technicians

Programming is a key element for a public library. It allows the library to reach out to members of the community for specific purposes. An example of adult programming is the Brown Bag Network Group. This networking group, specifically for job seekers, has approximately 50 members, and celebrated its first year in February. Six people have found jobs since the group started its meetings.

Library technicians provide front line services to the public by checking out and checking in books, answering questions, and guiding people’s book selections. The staff also schedules the library’s meeting rooms.

Administration –Marnie Oakes/Laura Zalewski, Library Director; Kathy Coughlin, Administrative Assistant

The Director has many responsibilities, some of which include building issues, staff evaluations, programming, website maintenance, Facebook updates, long range planning, publicity, assisting with weeding, collection development, advising trustees on library policies, and other activities. The

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Administrative Assistant is in charge of scheduling library staff, ordering supplies, paying invoices, preparing payroll and hundreds of other activities to keep the library moving forward.

Volunteers

Volunteers at the library assist in many ways. They shelve books and materials, make phone calls, gather statistics, dust, help with the Summer Reading Program, and many other activities. The library is grateful this past year for the help of so many people:

Becky Ashman	Mary Jowers	Noah Pratt
Katie Bradford	Christina Kaiser	Michael Ray
Kelly Bradford	Zubeda Khan	Bonita Robbins
Nancy Carl	Allison Kristofik	Marianne Roberts
Danielle Conceison	Rachel Kilpatrick	Victoria Rodgers
Sue Cooney	Kay Landreth	Andrew Sammarco
Aimee Dwyer	Amanda Lawson	Suzanne Schmitt
Katie England	Virginia Lefoy	Lori Sill
Chuck Faraci	Carol Lodi	Natalia Slattery
Geneva Faraci	Alyssa Mackersie	Zachary Slursberg
Eliza Glatkowski	Tracey Mackersie	Jordan St. Cyr
Jen Goldstein	Samantha Maylott	Emily Stratton
Bailey Grullon	Misty McCarthy	Samantha Sullivan
Laura Hevenor	Dalton Middleton	Brianna Szabo
Elizabeth Imbrogna	Marina Middleton	Anabel Torres
Matthew Jowers	Christine Miller	Brandon Wandell

The Senior Tax volunteers work at various town departments for a reduction in their property taxes. The library is grateful to the following seniors for selecting the library as the place they wanted to work.

Marie Allen	Robert Anderson	Ellen Araujo
Fernando DeLuca	Linda Fischer	Carole Hansen
Helen Heithaus	Walter Heithaus	Rosemary Jackson
Lois Meier	Robert Meier	David McGivern
Mary McPherson	Eileen Paskow	Ann Louise Payson
Claire Russo	Bruce Russell	Leslie Russell
Richard Schreiber	Linda Stone	

The Friends of the Reuben Hoar Library support the library financially through their projects, such as the Fall and Spring Book Sale, Valentine Cookie Sale and other fund raisers. Due to the generosity of the Friends, the library is able to offer “extras” to the community, such as a pass program that offers reduced admission to many local museums, adult programming, and most of the activities for the summer reading program.

Hopefully, the above lists are complete; however, if someone was inadvertently left out, please contact the library and your name will be added to the online copy of this report.

DONATIONS AND GRANTS

Between July 1, 2009 and June 30, 2010, the library received generous donations of \$25,250 from the following:

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Helen G. Hauben Foundation

Aline Davis
Pamela Frattalone

John C. and Eunice B. Morrison Charitable Foundation.

Carol A. Perry

Henry Vincent Couper Charitable Foundation

Christina Thurber Knupp

Gift funds are used for materials, furnishings, and services not provided in the library budget funded by the town.

Donations were also made to the Reuben Hoar Library Fund at the Community Foundation of North Central Massachusetts. This fund was created for donations towards a planning and design grant for future library expansion. Gifts from this fund from the following donors totaled \$13,449.

Reuben Hoar Library Fund Donors

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Grants of \$1,200 came from the Northeast Massachusetts Regional Library System, the Littleton Conservation Trust, and the Littleton Cultural Council.

Grants of \$1,290 came from the Northeast Massachusetts Regional Library System, the Littleton Conservation Trust and the Littleton Cultural Council. The Littleton Conservation Trust purchased books

For the library collection as well as paying for programs.

In addition to funding “Creature Teachers” for the summer reading program, the Littleton Conservation Trust purchased books for the library collection.

SCHOOL COMMITTEE

This year, the Littleton School Committee bid adieu to Charlie Ellis after six years of service on the committee, four of which as the committee chairman, and welcomed new member Chuck DeCoste. The committee thanks Charlie for his public service to the students of Littleton.

Following May town elections, the committee reorganized and elected Shawna Stea as Chairman, Paul Avella as Vice-Chairman with Nancy Mizzoni elected as Secretary.

Other committee reassignments included Paul Avella stepping down as the school committee’s representative on the School Building Committee and the Permanent Municipal Building Committee. Chuck DeCoste replaced him.

In a year of continued transition, Dr. Diane Bemis, Superintendent retired after four years at the helm of the Littleton School District. She oversaw many improvements in infrastructure, curriculum, and an overall enhanced educational climate. The School Committee thanks Dr. Bemis for her years of service to the children of Littleton, and wishes her a relaxed and well-deserved retirement.

With the departure of Dr. Bemis, the school committee engaged Dr. Joseph Buckley to serve as interim superintendent. Upon the direction of the school committee, Chairwomen Shawna Stea formed a superintendent search committee comprised of town residents, faculty, parents, faculty and a high school

student. The school committee charged the search committee to cast a nation-wide net in search of the best-fit candidate. Following extensive research, many meetings, very long hours, and 37 candidates later, the search committee forwarded four potential candidates for the full school committee's attention and action in January 2011.

During 2010, the district experienced numerous improvements. Most notably among these was the Russell Street Elementary School (RSS) renovation. Superior support from the Town's people throughout the process, and prompt action by the superintendent the previous year, netted much needed financial support from the Massachusetts School Building Authority (MSBA), without which the project would have been unaffordable.

Under the guidance of Chairman Richard Crowley, the School Building Committee worked diligently, rigorously following each step of this major undertaking, culminating in a "big check" ceremony with Tim Cahill, Massachusetts State Treasurer in the newly renovated RSS. Treasurer Cahill presented various representatives of Littleton with a reimbursement check of \$4,973,562. During the presentation, Treasurer Cahill congratulated the many people involved in bringing the project to fruition both, early and under budget. Much appreciation goes out to all those who helped make this possible.

Acknowledging the increasing financial burdens placed on the school district, the committee and leaders from the various bargaining units serving the district work assiduously to arrive at fair and equitable agreements. These negotiations kept the entire school committee very busy, especially Paul Avella and Mike Fontanella, who served as lead negotiators for the district.

Budget considerations permeated the course of the entire year. Increased responsibilities mandated by state and federal regulations once again were not offset by an increase in requisite funding. For 2011, the committee expects this continuing trend to persist.

In spite of the continued increases in costs to the school district, the committee was able to structure the budget so that another year passed without any increases to activity, athletic, or busing fees. This was possible due to the hard work of the district's staff, administrators, and the school committee's budget subcommittee members, Nancy Mizzoni and Mike Fontanella, and the continued generosity of very many people in the Town.

One area where costs bucked the upward trend was the district's energy costs. This was due to the continuing success of the Educational Energy program the district has under contract with the *Educational Energy Institute*. In this, the second full year of a four-year contract, the district produced a total program energy savings of over \$587,000.

Responding to an increased awareness of bullying and its toxic effects, the policy subcommittee and the safety and security subcommittee collaborated to produce a new anti-bullying policy. This policy was the offshoot of a newly enacted state law designed to help and protect all students and staff in the school district. Not to neglect other areas of importance to students and staff, policy subcommittee members, Paul Avella and Chuck Decoste continued the ongoing policy review/revision process.

In conjunction with the Fire and Police department, the Safety and Security Committee continued to review all Crisis Management protocols.

The School Committee wishes to thank the faculty, staff, and the administration for their efforts in implementing the final year of our three-year School Improvement plans. Thanks also go out to the staff for their dedication and commitment to our children. We are very fortunate to have so many volunteers in

our community who devote thousands of hours of service every year in order to complement the quality of educational services the district delivers.

Equally, the committee thanks the Board of Selectmen and the Finance Committee for their unceasing efforts to support public education in Littleton. Without their very substantial cooperation, many of this year's successes would not have been possible.

Finally, the School Committee will continue to advocate for the highest quality educational program for the children of Littleton while simultaneously serving as trusted stewards of resources so generously provided by the people of Littleton.

SCHOOL DEPARTMENT

SUPERINTENDENT REPORT

It has been a very productive and busy year for the Littleton Public Schools. The following is a brief review of some of our more prominent accomplishments during 2010. The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs to advance student achievement. The district-wide Professional Development Council again provided on-line registration and enhanced choices for teachers during release days. The School District offered extensive teacher professional training in the Response to Intervention (RTI) program, which was fully implemented into the literacy program last year at Shaker Lane School and fully implemented this year at Russell Street School with the help of many wonderful volunteers and our very dedicated teachers. Virtual High School (VHS) offerings at the Middle School continue to be offered to grades 6, 7 and 8, with additional VHS and AP classes at the High School. The Grades 6 – 12 English Language Arts Department entered the textbook adoption phase in our five-year Curriculum Review Cycle. ELA department members worked diligently to select classroom libraries to support independent reading and a range of titles to support a varied and diverse curriculum for both Littleton Middle School and Littleton High School for years to come. The Kindergarten Full Day program continues to offer many options for parents, extending opportunities for 2, 3 or 4 full days in addition to the 5 day program.

Littleton is one of eight districts in collaboration with the University of Lowell participating in a three-year federally-funded Teaching American History Grant. Thus far, eight elementary and secondary social studies teachers have had the opportunity to pursue graduate study through this grant.

Creating safe environments for our students in school, at home, and within the community is a key strategic goal. The Administrative Council and the School Committee's Safety and Security Sub-Committee planned a series of parent seminars on a variety of topics. The Middlesex District Attorney's Office presented effective prevention and intervention strategies for parents to help their children use the Internet, cell phones, and social networking sites in a safe manner.

Results of the Youth Risk Behavior survey were received in the fall and presented to the School Committee by James Byrne, consultant. This survey was taken in March, 2010 by students in grades 6, 8 and 10. The data provides the school district and the community with a profile of healthy and risky behaviors.

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The district's leadership team developed the Bullying Prevention and Intervention Plan. Building principals sought parental/public input through school site councils and evening forums. The Pupil Personnel (PPS) Director coordinated completion of the plan and submitted it to DESE, ensuring compliance for the district.

We welcomed Mr. Mark Branco as the Principal of Littleton Middle School in July, joining us after his years at Groton-Dunstable Middle School as the assistant principal. The school security video monitoring system district-wide is working well as are the cameras installed in all computer labs and parking lots. We adopted an advanced communication system, Alert Now, this year to provide a continuing flow of important information to all parents and staff.

The school district budget process continued to evolve as each cost center was carefully examined. Ongoing meetings with the Littleton Finance Committee allowed us to share financial updates from the legislation and engage in meaningful conversations about school finances. The 10-year capital improvement plan, in collaboration with the town, will continue to be refined.

Special thanks go to the many senior citizens who continue to volunteer in our schools and at the central office, and to the many town organizations and private citizens who have given funds, goods and services to support and enhance our programs for the children. Also a very big thank you to Ed Howard of Ed's Weenies, who continues to donate all his tips to the school libraries. To date he has donated over \$10,000 for the continued updating of our school library collection.

The Littleton Public Schools Goals for 2010

The School Committee is encouraged by the accomplishments of the students, administrative team, faculty, support staff, volunteers and parents in 2010. We continue to foster our strong relationships with other town boards, committees and the community at-large and we seek input and support from parents and the community, embracing continued collaboration within and throughout the community.

To enhance our curricular and instructional programs we have used our American Recovery and Reinvestment Act funds, (ARRA), to bolster our educational materials and to spend forward in anticipation of another austere budget season. We will continue to seek alternative funding and partnerships to support district-wide and school improvement plans as evidenced by this year's donations from the Littleton Rotary club, the Tedeschi and Integra golf tournament donations for the Arts programs, Vincent Couper Trust funds, the Kimball Trust funds, Littleton Education Funds, The Littleton Light and Electric Department, and the Littleton Cultural Council. The Littleton Rotary will continue the "Young Leonard" Awards Program for young science entrepreneurs, as well as promoting the second annual essay writing contest and visual arts Awards programs. In order to help all students strive to reach their maximum potential, we will also continue to recruit, train, evaluate and retain highly qualified staff from local colleges and universities and provide meaningful and appropriate professional development opportunities during release days.

The safety of our students is of great importance to all of us. The Safety and Security Subcommittee continues to work on enhanced safety for all our students by recommending the first annual prom night all-night party. They will also continue to refine and provide meaningful parent seminars on a variety of safety topics.

Through these efforts and more, we aim to always reflect our Core Values of Respect, Responsibility, Integrity and Accountability.

Diane G. Bemis, Ph.D., Superintendent of Schools, retired, Sept. 2010
Joseph E. Buckley, Ed.D., Interim Superintendent of Schools

SHAKER LANE SCHOOL PRINCIPAL REPORT

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

Shaker Lane offers both nursery and pre-kindergarten programs for three to five year old children. Our programs, all of which are inclusive, offer a three day, half-day program for three year olds; a four day half-day program for four year olds; and a five day full-day program which is multi-age. Both nursery and pre-kindergarten experiences provide secure, inviting success oriented environments which meet the cognitive, emotional, social and physical needs of the whole child at his or her level of development.

In kindergarten, we offer a full-day kindergarten program for those families that are interested. The longer school day allows more time to explore concepts, and more time to practice and learn the outcomes. We once again offered several options for children in Kindergarten at Shaker Lane in 2010-2011. All kindergarten students attended kindergarten in the morning for the entire school year. In addition, parents could choose to extend their child's kindergarten day to 3:15 on a fee basis. Besides choosing a half-day or full day program, parents could choose to have their child attend either two, three or four full-days. In September of 2010, we extended our school day by thirty minutes for all kindergarten students. Children who do not stay for an afternoon are bused home, leaving at 12:00 p.m. 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. A transitional program provides for children who may not be developmentally ready to enter grade one.

In January of 2010 we continued our first year of RTI (Response to Intervention) at Shaker Lane in the area of reading. This three tiered intervention model was developed to ensure that each student received appropriate high quality instruction. Our research based instruction focuses on the 5 major areas of reading (phonemic awareness, phonics, vocabulary, fluency, and comprehension). All students receive instruction in our core program (*Treasures*) during the Tier I block. During a thirty-minute Tier II block, all students - those who are exceeding expectations, those who are meeting grade level benchmarks, and those who are struggling – receive instruction that is designed to meet their individual needs. Tier III is designed to provide services for students who require additional interventions. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and **response to interventions**. We began our second year of RTI in September of 2010. All students in K-2 were assessed using the DIBELS (Dynamic Indicator of Early Literacy Skills) and placed in the appropriate intervention groups. Students are assessed three times yearly to determine if benchmarks have been met.

The Arts continue to be an important part of the curriculum at Shaker Lane. A major goal of our art program is to provide our students with a comfortable and positive art experience, while instilling self-confidence and self expression. In the winter of 2010 we had our first exhibition of ART at the Indian Hill Center for the Arts. Musicians from Indian Hill had visited our school and done a jazz performance for our grade 2 students earlier in the school year. This performance served as inspiration for second grade students during the school year as they completed many different art pieces, which ultimately were part of the exhibition. We continued this program into the fall of 2010 as Indian Hill musicians once again came

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to Shaker Lane. Our music program focuses on developing a love and appreciation for music. In the spring of 2010, parents and community members once again had a chance to see and hear many of the artistic endeavors of our students at our annual Art Show and at the Second Grade Spring Concert. Students at Shaker Lane also participate in weekly physical education and library classes.

We are very fortunate to have a very active group of parents at Shaker Lane. Our PTA supports many activities during the course of the school year. We once again began our school year at Shaker Lane by welcoming students and families back to school at our annual Book Fair and Pizza Night. Our PTA supports the students, staff, parents and administrators at Shaker Lane financially, as well as, by offering enriching activities and events for all to enjoy. In February of 2010 the PTA sponsored the sixth 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, and our now equally famous basket raffle. We celebrated Dr. Seuss' birthday in March with Author/Illustrator Week 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. 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.

An important part of the culture at Shaker Lane continues to be our HEART program. HEART stands for Honesty, Effort, Acceptance, Respect and Take Responsibility. Through direct teaching and modeling, along with constant visual and verbal reminders throughout our community, it is our hope that these core values will become embedded in our culture. They are a clear representation of what we believe in as a school community and represent our standards for high expectations for learning and behavior for both students and faculty. We are committed to: developing a climate that promotes respectful, caring and responsible behaviors improving self esteem and social skills; helping our students avoid inappropriate behaviors; providing effective and logical consequences for unacceptable behavior.

The Shaker Lane School Council at Shaker Lane School formulates the School Improvement Plan and to review the school's budget. The School Council is presently focusing on five district goals:

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

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

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

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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 395 students, we currently have seven third grade, six fourth grade and six fifth grade classrooms with a class size average overall of 21 students per classroom. We have been fortunate to be able to maintain stable class size over the last several years. We presently have 62 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 three through five. Our staff has remained stable for the last several years, as well. This year Teryl Sawosik was appointed to a fourth grade teaching position. Previously, Teryl served as a fourth grade special education assistant.

Last year Russell Street School went through a major repair/renovation project. Beginning the summer of 2009, the entire contents of the school was removed and stored for phase one of the project which included asbestos removal. During the 2009-10, the renovations took place throughout the school year with fifth grade students moved at the middle school for the year. For the first half of the year, half of the building was sealed off for renovations while third and fourth grade students and staff remained in the other half of the building. Renovations included a new HVAC system, upgraded electrical, new flooring, new lighting and ceilings and ADA compliance. In February 2010, the entire content of the building was packed up and moved to the newly renovated side of the building while the third phase of the project took place. All windows throughout the building were replaced. The project was completed for the start of the 2010-11 school year, four months ahead of schedule. Russell Street is now an updated, beautiful, energy efficient school in which the community can take pride for many years to come.

As always, we strive to continuously improve at the Russell Street School. Our School Council, with staff, parent and community representatives meets monthly and is responsible for developing the School Improvement Plan. For the last several years we have focused our improvement on the following district goals.

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

We are currently in the third year of the Plan and will be begin the process for developing a new Plan in line with the District Strategic Plan. Our highly skilled and qualified teachers focus on curriculum, instruction and assessment throughout the year to ensure that all of our students will be proficient in the core content areas. Teachers 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 all 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 assessments, students are also assessed in writing in fourth grade and science and technology in fifth grade. MCAS results, combined with school based assessment results in reading, writing and math give us a comprehensive overview of how well our students are mastering the curriculum standards at each grade level. From this data, we are then able to determine areas of focus for improvement with curriculum and instruction. This year we have developed and implemented a math intervention program to provide further instruction to students in grades four and five who scored below proficient on spring 2010 math MCAS. Students identified through use of MCAS data, will receive targeted math instruction during and/or after school throughout the year to improve their math skills leading them to proficiency of the grade level math standards.

In our effort to continually improve our instruction, our staff has been involved in implementing the Response to Intervention (RTI) model for reading. We formed study groups, spoke with other professionals, attended conferences and workshops, made site visits to other schools and did our own research. In the winter of 2010, we implemented the RTI model with all students in grades three and four receiving thirty minutes of targeted instruction twice a week during a designated RTI instructional block. A three tiered intervention model was developed to ensure that each student received targeted, high quality instruction. Like Shaker Lane, our research based instruction focuses on the five major areas of reading (phonemic awareness, phonics, vocabulary, fluency, and comprehension). In this model, all students receive instruction in our core program during the Tier I block. During a thirty-minute Tier II block, all students - those who are exceeding expectations, those who are meeting grade level benchmarks, and those who are struggling – receive instruction that is designed to meet their individual needs. Tier III is designed to provide services for students who require additional interventions. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and **response to interventions**. Data collection is monitored throughout the year, to determine whether interventions are working for our students who demonstrate areas of weakness in any component of reading performance. We are currently in our first full year of implementation and have increased the RTI instructional block to four thirty minute blocks of targeted instructional time for all students each week.

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 students that learning is important. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop a positive self-image. Our focus on social development is fostered through our "Reach for the Stars" school wide program which focuses on monthly themes that are taught at each grade level in all classrooms. The monthly themes provide teachers to use activities that instill the values that all children will need to become responsible citizens in their school and community. We meet as a school community once a month to celebrate our accomplishments and acknowledge our students' special talents.

This year we have placed a major emphasis on developing practices and procedures in response to the anti bullying legislation that was passed in May 2010. We are in the process of investigating social competence curricula/programs that address the needs of children in developing the social skills they need to demonstrate life long good citizenship. All staff members have been trained to recognize bullying behavior as well as the "gateway" behaviors that may lead to bullying behavior. All students have received instruction about bullying with a focus on both what constitutes bullying and cyberbullying behavior and the role of bystanders in bullying behavior.

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, 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.

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. This is an area where Russell Street has experienced tremendous growth in the last year. From the building project, overhead LCD projectors have been installed in all classrooms. We have expanded our access to the Internet and student resources continue to grow. All of our classrooms are wired for the Internet, and we now have two computer labs and at least one computer in each classroom. Through the generosity of our PTA we have increased our Interactive White Boards from three to eleven Smart Boards or Promethean Boards to give teachers and students interactive access to the Internet within their classrooms. These tools provided opportunities for teachers to provide instruction that better meets the learning needs of all students in the classroom.

In my ninth year as the Russell Street School Principal I am most appreciative of the support I have received from staff, students, parents and community. As always, our parents and PTA have been exceptional in their support of our teachers and students throughout the year. We appreciate all that they do, and the time they contribute to make our jobs easier. I would also like to extend my appreciation to our interim superintendent, Dr. Joseph Buckley and members of our School Committee for their support and commitment given to the children of Littleton.

Jane R. Hall, Principal

LITTLETON MIDDLE SCHOOL PRINCIPAL REPORT

The Littleton Middle School community is made up of approximately 380 students in grades six, seven and eight; 50 staff members; a hardworking PTA and School Council; numerous volunteers; supportive parents; and a community that is dedicated to providing our students with a quality public school education. The life of a young adolescent is filled with an enormous amount of educational, social, and emotional growth. Together, we continue to provide our students with a wide variety of rigorous, high quality educational experiences that will prepare them to be lifelong learners and productive, responsible citizens in an emerging global society.

LMS is a "teamed" middle school. Each grade level consists of one teacher in each of the following subject areas: English/Language Arts, Math, Science, Social Studies, World Language, and Special Education. Our Unified Arts team is made up of teachers in the following subjects: Band, Chorus, General Music, Library, Computers, Art, Physical Education and Health. As a result of this concept, teams are provided with common planning time which is used in a variety of ways including designing interdisciplinary lessons, coordinating grade level activities, and discussing the individual and collective needs of their students. Our students benefit greatly from this model as it provides each of them with a core group of adults that forms a small learning community within the larger school community. At LMS, we recognize the importance of educating the "whole child." In addition to our core and unified arts curricula, we provide our students with a wide variety of learning experiences that allow them to develop and apply new or developing knowledge and skills in areas such as:

- Interscholastic sports: field hockey, soccer, golf, basketball, track, softball, baseball, and cheerleading.
- Intramural sports

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- After school clubs: Art Club, Green Team, Cooking Club, Health Club, Robotics Club, Roots and Shoots, Play Writing Club, Student Council, National Junior Honor Society, School Magazine, Musicals
- Virtual High School
- Science Fair
- Art Show
- Concerts
- Nature's Classroom (grade 6)
- Washington D.C. Trip (grade 8)
- Variety of curriculum related field trips

At the middle school we provide a variety of opportunities for students to become active and supportive members of their school and local communities. Student organizations such as Roots & Shoots, Green Team, Health Club, Student Council, and National Junior Honor Society just to name a few, have been responsible for numerous community service projects already this year. It is important to mention that many middle school staff members also organize community support programs in addition to those sponsored by individual student groups. This collective focus on community service is another important component of educating the “whole child.” Some examples of the great work done this past year are:

- Coats for Kids
- Giving Tree
- Trick –or–Treat for Unicef
- Boo Grams for Unicef
- Turkey Trot food drive
- Loaves and Fishes Food Pantry food drive
- Toys for Tots
- Helping Hands
- Recycling initiatives
- Pennies for Patients
- Relay for Life

Shortly after becoming the principal of LMS on July 1, 2010, I began making many observations, collecting data, and meeting as many community members as possible in order to gain a better understanding of the overall operations and culture of the middle school, school district and this community. Since that time, I have worked collaboratively with various stakeholders to identify areas of strength, areas that are in need of improvement and initiatives that should be explored or implemented, all in an effort to improve the overall quality of our school.

As many of you are aware, last spring an anti-bullying law was passed. In an effort to maintain a safe and socially enjoyable learning environment for all students, we have taken many steps in the right direction. We have added a parent notification policy in regards to discipline. We have designed a behavior referral form that will help us to track all incidents related to student behavior. We have instituted an anti-bullying pledge for students and parents that will help us all work together to maintain a positive climate at our school. We have held the “Balance of Power” assemblies in an effort to begin to have a common understanding of what it means to be a person of character.

We have established a Character Education Committee made up of parents, teachers, and the principal. This committee has met twice this year and will meet monthly through June. The goal of this committee is to “assist the principal with choosing and implementing short term and long term

programs that will provide our students with a variety of age appropriate learning opportunities related to social emotional learning/good citizenship/character education.” The committee has designed a program evaluation criterion and is currently reviewing multiple programs. It is our intent to enter next year with a specific school-wide program.

We have done many things at the middle school to improve teaching and learning. We have restructured the master schedule in an effort to gain valuable minutes in each of our class periods. We have done a large amount of MCAS analysis and discussed the implications that the data has on curriculum and instruction. We have designed grade level MCAS Prep Programs that will provide all students with a variety of opportunities to improve upon and practice content specific and test taking skills related to MCAS. Our students who are struggling in math are provided with intervention opportunities during this same block or through our new Math Lab program.

Each teacher has been updating and revising his/her curriculum maps so that they are reflective of the work that is currently being done in the classroom. These maps are used in a variety of ways:

- As a running record of our current practice
- As tools to strengthen the content connections between each grade level
- As guides to assure fidelity of implementation

Members of the English/Language Arts and Special Education teams have been working on teaching and assessing open response questions and answers. They have provided the staff with training in a specific instructional methodology and grading rubric in an effort to standardize our practices in all disciplines across all grade levels.

The World Language and Math departments at the middle school have been very busy working on designing new program models, curriculum revisions, and textbook adoption.

This past October, Littleton Middle School celebrated the Month of the Young Adolescent by incorporating some special activities into the school program. We were very pleased with the positive feedback that came as a result. Some of these activities were:

- On October 4th, in recognition of National Custodial Workers Day, the middle school community thanked Mr. Rodriguez for his continued dedication to our school.
- Grade level essay and poster contests were held at each grade level.
- Principal for a Day: A student was chosen to shadow the principal for a day.
- Over one hundred and thirty parents took part in eat lunch with your child(ren) week.
- During the final week of October, the Health Club organized a school wide celebration of Red Ribbon Week. Students made and displayed signs and ribbons throughout the school, designed individual paper links that were put together to form an all school “chain,” signed a pledge, and received bracelets to wear with red clothing on the last day.
- Shadow Day was held on Friday, October 22nd. Special guests from the community were invited to each shadow a student for the day. This gave our guests an opportunity to experience school life from a student’s perspective.

The LMS School Council has been working with the staff and me to develop our two year school improvement plan that will run from July1, 2011 through June 30, 2013. It is my hope that by developing a focused plan, we will be positioned to continue working on specific goals that will lead to continuous improvement in teaching and learning. The school council will also be reviewing and updating our school handbook. I am very thankful to have such a dedicated group of people serving on this team.

The middle school benefits greatly from a community that values and supports the education of our up and coming community members. Without organizations such as the PTA, LEF, LCC, SEPAC, and Rotary, we would not be able to provide the same quality programs and/or materials that we do now. Our students also benefit greatly from various types of volunteers who provide math support, help out in the library, chaperone field trips, and work with after school clubs and teams. By serving on School Committee, School Council, PTA, SEPAC, the LMS Character Education Committee, participating in public meetings, or working behind the scenes on any number of school related programs, parents and community members serve as role models for our students and provide authentic examples of how adults can be active and supportive members of their community. We value our current relationships with various stakeholders within the local community and look forward to developing new relationships as well.

The LPS vision statement tells us that “the community will continue to be an active and contributing partner in the education and schooling of each child” and that the “partnership of students, teachers, support staff, administrators, and the community, excelling at what they do and acting with strong conviction and deep commitment, will bring about a higher quality education in Littleton.” I believe that in many ways these statements are reflective of who we are as a community. It is my hope that we can continue to work together in the best interest of all of our students and provide them with the highest quality education possible that includes the development of a deep rooted sense of belonging. Littleton Middle School is a special place in a wonderful community.

Mark Branco, Principal

LITTLETON HIGH SCHOOL PRINCIPAL REPORT

Littleton High School continues its strong tradition as a vibrant and thriving learning environment. We are proud of our talented faculty, motivated students, and supportive parents and community members.

Nevertheless, the local and international economic troubles are still very much with us and on our mind; accordingly, budgets remain tight and funding for lots of our aspirations, particularly technology initiatives, is on hold. Yet, despite the significant financial challenges, Littleton High School kept moving forward in 2010 with the allocation of federal stimulus funds and additional teaching sections assigned to department chairs. Department chairs now teach five classes instead of three; as a result, we added ten teaching sections that helped reduce class sizes at a time when a number of neighboring schools were slashing budgets, cutting staff and increasing class sizes.

Consistent with the custom of the principal’s annual report, you will find as you read the following seasonal highlights some impressive accomplishments for Littleton High School during 2010.

Winter 2010

Just before the December holiday vacation, alumni from the Class of 2009 returned to present experiences and lessons of the college admission process and college life. The Guidance Department also hosted a College Planning Night for Juniors and their parents in January.

LHS hosted folk/rock musicians, the Adam Ezra Group, the Friday before February Vacation. Students learned about song writing and concert preparations as well as performed with the band. Some of our talented faculty also participated in the concert with students.

Departments made their annual revisions to the Program of Studies. We added a new mathematics course entitled *Advanced Algebra and its Applications* and daily blocks for laboratory time in AP

Biology and AP Physics. Department chairs also made a special presentation to parents of incoming freshmen about course selection and the transition process.

Throughout the winter and spring, staff developed, presented and participated in a number of district professional development opportunities that were centered on individual teacher goals, department initiatives, and the district strategic plan.

As recipients of a recent grant, we were able to enlist the expertise of educational consultants Donna Simone and Judy Garvey who met with teachers, conducted observations and a needs assessment of how we can better differentiate instruction and assist struggling students. Their examination of *Inclusive Practices* at LHS and recommendations will make the collaboration between special education and general education even stronger.

Forty-eight students took the National Latin Exam on March 10. Thirty-one received special recognitions for their performance including Isaiah Thomas who earned a perfect score.

The NHS led by their advisors and Littleton resident/school nurse Carla Dumas organized a successful Blood Drive on March 11th. The traditional LHS Spirit week was held the week of March 15th.

The Winter sports season featured a number of notable events. The Boys Basketball team became League Champions for the first time in 23 years and played in both the Clark and MIAA Tournaments. They finished with a record of 17-6. The Girls Basketball team qualified for the MIAA tournament and finished with an 8-12 record. The Boys and Girls Indoor Track teams completed a third season as a varsity program and several athletes earned distinction by competing at the district level. The Varsity Ice Hockey team finished 5-11-4.

Spring 2010

The high-stakes MCAS exams were administered between March and June. Ninety-one percent of the participating students scored proficient or advanced in English language arts and science. Ninety percent of our participating students scored proficient or advanced in math. With a couple of exceptions, all students passed this state mandated graduation requirement on the first try. The faculty continues to do an excellent job of examining student results and making any necessary instructional adjustments.

Sixty nine students took 106 AP (Advanced Placement) exams in May. Littleton High School had seven students named AP scholars based on receiving a grade of 3 or higher on three or more AP exams. Four students received recognition as AP Scholars with Honor based on an average grade of at least 3.25 on all AP exams taken, and grades of 3 or higher on four or more of these exams. One student received recognition as an AP Scholar with Distinction because of an average grade of at least 3.5 on all AP exams taken, and grades of 3 or higher on five or more of these exams.

Informative and well received parent/community forums around cyber safety, social host laws, and safe driving were held in the spring.

Detective Matthew Pinard, our school resource officer, and the high school administration facilitated a special school assembly and automobile accident reenactment on April 29 that educated juniors and seniors about the dangers of drunk driving. This dramatic experience demonstrated the excellent collaboration of Littleton School, Police and Fire Departments and the Middlesex District Attorney's Office.

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The Littleton high school featured the play “Godspell” April 30- May 2, and received rave reviews.

The Junior/Senior Prom was held on May 14 at the Colonial Inn in Gardner. Despite the downpours, students and staff enjoyed the evening under a well-enclosed tent.

Traditional senior events and Spring Banquets dominated our evening calendar in May. The seniors took their traditional final trip together aboard the *Spirit of Boston* and enjoyed lunch cruise around Boston Harbor.

The Humanitarian Club sponsored the June *Relay for Life* and raised tens of thousands for cancer research. Ms. Susan Harvey, social studies teacher and club advisor, was instrumental in the planning and fundraising success.

The Baseball team qualified for MIAA Tournament and finished 10-9. Several outdoor track athletes competed at the district level. 2010 marked the inaugural year for the Girls’ Varsity Lacrosse team. The Boys Lacrosse team in its third year as a varsity program achieved a record of 14-4, became League Champions and qualified for MIAA Tournament.

Littleton High School granted 96 seniors diplomas at the 122nd commencement on June 4. We are especially grateful to the Littleton Scholarship Trust which awarded \$100,000 in college scholarships to graduating seniors and alumni. In addition, Littleton students received \$7,100 from independent scholarships at graduation.

Summer 2010

Littleton High School’s new Assistant Principal, Cheryl Temple, joined us on July 1, 2010. Former Assistant Principal Anthony Loprete became Assistant Principal at North Reading High School.

Music teacher Rachel Sowers moved to Ohio in May, and new music teacher Hilary Bridge joined us in the summer.

World Language department chair Carol Watson left for a teaching position in her hometown French/Spanish teacher Wendy Perkins took her place. Math teacher Mandeep Mangat resigned, and Danica Johnston came aboard as a Math teacher and Girls’ varsity soccer coach. Part-time math teacher Beverly Baxter also joined the LHS faculty.

Nurse Carla Dumas departed for a position at a local clinic, and Lily Prevost, R.N., became the new high school nurse.

Science department chair Dennis Mahoney departed in June to become an Assistant Principal at Wilmington High School. Part-time Chemistry teacher Dr. Janet Schrenk also left. Full-time Chemistry and Physics teacher, Mr. Michael Gillen, joined us.

The English department 6-12 had the good fortune to update their book collection and instructional materials with over \$45, 000 in purchases through federal stimulus money.

Our freshman and new student orientation was held on Tuesday, September 1st. Assistant Principal Cheryl Temple was instrumental in organizing all the student volunteers and helping the students feel welcome and more comfortable with their new school. The day included a tour of the campus, a student panel presentation, and a forum led by counselors, administrators and the athletic director. Littleton

Rotary demonstrated their generosity once again by donating t-shirts for all the new students and volunteers. There are currently 98 members of the Class of 2014.

Fall 2010

Teachers working in teams completed curriculum reviews and revisions as a part of focused professional development days and faculty meeting time. A summary status report will be compiled and presented in 2011.

Conversations commenced about the deliberate integration and curriculum documentation of what is now popularly described as 21st century skills. These skills involve such things as *Teamwork, Research Skills, Creativity/Innovation, Formal Presentations, Information/Media Literacy, and Cross-Cultural Interaction*. The Secondary Curriculum Council and academic departments will take on this topic in their work ahead.

A team made of counselors, administrators and the school nurse met weekly to plan a revamping of the SST (Student Support Team). A well-defined structure and process will be documented and presented to faculty in the 2010-2011 school year.

As a part of early release days and monthly faculty meetings, we held several staff trainings for the new *Edline* Parent Portal which will enable parents and students to view teacher posted schedules, assignments, updates, progress reports and grades.

Staff also received training in the District Anti-Bullying plans and procedures in accordance with the new law signed into effect on May 3, 2010.

Our Back to School Night was held on September 16th and Parent/Teacher Conferences were held on November October 21st.

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

We once again received a grant from the Exxon/Mobil Educational Alliance thanks to Gary Archer, owner of Archer's Mobil in Littleton. The grant is specifically allocated to the enhancement of math and science programs.

The National Honor Society inducted 19 members on November 9th.

All the high school staff contributed to a significant energy cost savings program, and the high school was rated as 37.5% more energy efficient since the program started in 2008. The district has saved hundreds of thousands in costs due to energy conservation measures that are skillfully managed by Fernando Fernandez, Bill Meagher and David Riley.

We held a wonderfully successful Career Fair on December 15 that featured guest speakers representing over 40 career fields. Students completed Career Inventories prior to the fair, and were matched with career presenters based upon their ranked interests. We had over 40 career fields represented. A special thank you goes to Dorothy Greco, parent, and our Guidance Department who organized this whole event.

Littleton High School Fall Athletic teams completed another successful season. Boys Soccer Team had an outstanding 15-3-2 record and qualified for MIAA Tournament. The Girls' Soccer Team also had a

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great season under new head coach Danica Johnston. They had a 12-6-2 record and also qualified for the MIAA Tournament. The Golf team with new head coach Todd Shoemaker qualified for the MIAA Tournament. The Girls Varsity Field Hockey finished 8-6-5 and qualified for the MIAA Tournament. The Varsity Football team qualified for the MIAA playoffs for the fourth straight year and completed the season with 7-5 record; unfortunately, the Tigers lost the annual Thanksgiving Day Football Game against the Ayer Panthers by a surprising 8-0 score on November 25.

We are grateful for the service of the following School Council members: faculty representatives Danya Sclar, Cheryl Harrington, and Maureen Palange; parent representatives Sue Duncan, Ed Fultz, Diane Walsh; community representative David Heitmeyer; student representatives Kaitlin O'Neil and Alex Pratt. We are also much appreciative of the PTA (Parent Teacher Association) and LEF (Littleton Education Foundation) who continue their generous support of initiatives at LHS.

Looking forward to 2011 and beyond, we have a major area for sustained attention and energy: the commencement of our Self-Study and preparations for the re-accreditation evaluation by NEAS&C (New England Association of Schools & Colleges) in 2013. Community members can expect much more information about this important undertaking in next year's annual report.

As we noted last year, Littleton High School, like all learning institutions, recognizes that we have room for growth and improvement. Our team of educators is dedicated to facilitating this growth and improvement as we continually work to deliver an excellent educational experience and better serve our students.

John M. Harrington, Ed.D, Principal

Enrollment by Grades October 1, 2010

Grade	Boys	Girls	Total
PreK	23	22	45
K	59	56	115
T	13	9	22
1	46	45	91
2	50	75	125
3	77	71	148
4	62	62	124
5	59	66	125
6	74	63	137
7	53	64	117
8	55	69	124
9	48	51	99
10	42	54	96
11	60	65	125
12	39	54	93
TOTALS	760	826	1586

Ten-Year History - Enrollment

Year	Total Enrollment October 1	Number Increase/D ecrease	Percent Increase/ Decrease
1999	1,425	+44	+3.2
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
2008	1,652	+42	+2.6
2009	1,607	-45	-2.7
2010	1,586	-21	-1.3

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Number of School Choice (non-resident) students attending Littleton Public Schools: 54

Number of Littleton Students attending Nashoba Valley Technical School: 47

Students from Littleton attending special classes in out of district schools: 36

Enrollment - 2009-10		
	District	State
Total Count	1,607	957,053
Race/Ethnicity (%)		
African American or Black	2.2	8.2
Asian	2.4	5.3
Hispanic or Latino	0.7	14.8
Multi-race, Non-Hispanic	0.7	2.2
Native American	0.1	0.3
Native Hawaiian or Pacific Islander	0.0	0.1
White	93.9	69.1
Gender (%)		
Male	48.4	51.3
Female	51.6	48.7
Selected Populations (%)		
Limited English Proficiency	0.9	6.2
Low-Income	1.4	32.9
Special Education	18.4	17.0
First Language Not English	0.9	15.6

Educator Data - 2009-10		District	State
Total # of Teachers		100.0	69,908.9
Percentage of Teachers Licensed in Teaching Assignment		99.8	97.1
Total Number of Classes in Core Academic Areas		427	280,489
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified		100.0	97.3
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified		0.0	2.7
Student/Teacher Ratio		16.1 to 1	13.7 to 1
Grades Offered:		PK, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	
Total Schools	Schools with 2009-10 NCLB Accountability Status		
(#)	(#)	(%)	
4	0	0.0	

	NCLB Accountability Status	Performance Rating	Improvement Rating
ENGLISH LANGUAGE ARTS	No Status	Very High	On Target
MATHEMATICS	No Status	High	No Change

	All Schools	High Poverty Schools	Low Poverty Schools
Percentage of Teachers Licensed in Teaching Assignment	99.8	-	99.8
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	-	100.0
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	-	0.0

SCHOOL BUILDING COMMITTEE

The renovation of the Russell Street School began in January of 2009 with the award of the Architect Drummey Rosane Anderson Inc. Architects (DRA) from Newton. This was followed by three

construction phases, one during the summer of 2009, and the second phase during the fall of 2009. This second phase was completed on February 11, 2010 which allowed the students and teachers to move into the first portion of the renovated classrooms. For the first time since the school was built in 1966 the students were protected with a fully code compliant sprinkler system and fire alarm system. The newly renovated space was now heated by a state of art boiler system, had all new electrical systems, lighting, HVAC, and finishes. The School went on to complete the final third phase of construction almost two and a half months early in September 2010.

As the project was coming to a close during the summer of 2010, the State Treasurer, Timothy P. Cahill along with the Executive Director of the Massachusetts School Building Authority Ms. Katherine Craven learned about the School's outstanding performance for finishing ahead of schedule and under budget. On July 30 2010 they visited the Russell Street School to better understand how the project managed to do so well. They were suitably impressed and agreed to assist the Town with additional matching funds to purchase new furniture, equipment, technology, and re finish the old gym floor. These additional purchases would complete the renovation. Throughout the fall of 2010 the project finished up by replacing classroom desks, whiteboards, and technology equipment with 47.8% of the funds coming from the MSBA. The Town's portion came from the project budget so no additional finds were needed from the Town. The project finished almost three million dollars under budget.

As Chairman of the School Building Committee, I would like to take this opportunity to express my thanks to the Massachusetts School Building Authority, Taxpayers of Littleton, the students, teachers, and staff of the Russell Street School, the Selectmen, the Building Department, the Fire Department, the Littleton Light and Water Department, the Littleton Highway Department, and of course the Treasurers Department with special thanks to Bonnie Holstein and Steve Venuti for helping this process through the financial forest that needed to be negotiated to reach our goal, and our most special thanks to Principal Jane Hall for giving herself and her time to the countless meetings and off hours, helping to strategize and plan so the educational program would not be compromised one bit. We wish to note that without her dedication, and the help of all those who participated in the process, the success to date would not have been possible.

Respectfully submitted by,

Richard P. Crowley, Chairman

TAX COLLECTOR

Below is a list of tax balances as of January 1, 2010 and ending December 31, 2010, as reported.

	Debit	Credit	Uncollected
Tax Year 2006-2008			
<u>Uncollected as of Jan 1, 2010</u>			
Motor Vehicle Excise	\$24,858.65		

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	Debit	Credit	Uncollected
Rescind of Abatement	335.93		
Refunds	<u>590.18</u>		
Total Debit	\$25,784.76		
<u>Collected</u>			
Motor Vehicle Excise		\$3,476.94	
<u>Abated</u>			
Motor Vehicle		<u>604.76</u>	
Total Credit		\$4,081.70	
<u>Uncollected as of Dec 31, 2010</u>			
Motor Vehicle Excise			<u>21,703.06</u>
Total Uncollected			\$21,703.06
Tax Year 2009			
<u>Uncollected as of Jan 1, 2010</u>			
Real Estate	126,017.01		
CPA	791.89		
Personal Property	773.60		
Motor Vehicle Excise	36,969.39		
Refunds	15,615.52		
Rescind of Abatement	58.73		
Motor Vehicle Comm	<u>9,137.33</u>		
Total Debit	\$189,363.47		
<u>Collected</u>			
Real Estate		18,728.91	
CPA		92.95	
Motor Vehicle Excise		<u>\$35,752.66</u>	
		\$54,574.52	
<u>Abated</u>			
Real Estate		11,618.98	
Personal Property		1,153.09	
Motor Vehicle Excise		<u>\$2,870.73</u>	
Total Credit		\$15,642.80	
<u>Tax Title</u>			
Real Estate		<u>698.94</u>	
CPA		107,288.10	
Total Tax Title		\$107,987.04	
Total Credit		\$178,204.36	
<u>Uncollected as of 12/31/2010</u>			
Personal Property			579.24
Motor Vehicle Excise			<u>10,579.87</u>

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	Debit	Credit	Uncollected
Total Uncollected			\$11,159.11
Taxes Year 2010			
<u>Uncollected as of Jan 1, 2010</u>			
Real Estate	11,952,394.53		
CPA	118,510.40		
Street Betterment	945.33		
Street Betterment Interest	319.13		
Water Betterment	7,223.85		
Water Betterment Interest	3,220.22		
Septic Betterment	8,017.87		
Septic Betterment Interest	4,324.71		
Electric Lien	2,113.31		
Water Lien	111.81		
Lien Charge	125.00		
Refunds	54,387.57		
Personal Property	412,186.95		
Real Estate Comm	21,614.36		
CPA	188.72		
Motor Vehicle Excise	<u>1,083,101.42</u>		
Total Debit	\$13,668,785.18		
<u>Collected</u>			
Real Estate		11,664,098.85	
CPA		116,798.02	
Street Betterment		897.68	
Street Betterment Interest		304.83	
Water Betterment		7,223.85	
Water Betterment Interest		3,220.22	
Septic Betterment		8,017.87	
Septic Betterment Interest		4,324.71	
Electric Lien		735.87	
Water Lien		111.81	
Lien Charge		100.00	
Personal Property		420,941.15	
Motor Vehicle Excise		<u>1,019,591.82</u>	
Total Collected		\$13,246,366.68	
<u>Abated</u>			
Real Estate		48,734.86	
CPA		375.28	
Personal Property		\$824.56	
Motor Vehicle Excise		<u>22,231.55</u>	
Total Abated		72,166.25	
<u>Tax Title</u>			
Real Estate		187,927.60	
CPA		1,153.50	
Street Betterment		47.65	
Street Betterment Interest		<u>14.30</u>	

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	Debit	Credit	Uncollected
Total Tax Title		\$189,143.05	
Total Credits		\$13,507,675.98	

Uncollected as of December 31, 2010

Real Estate			104,473.96
CPA			494.20
Electric Lien			1,377.44
Lien Charge			25.00
Personal Property			3,825.35
Motor Vehicle Excise			<u>50,913.25</u>
Total Uncollected			\$161,109.20

Tax Year 2011

Uncollected as of Jan 1, 2010

Real Estate	\$24,684,815.19
CPA	128,049.01
Street Betterment	4,654.21
Street Betterment Interest	4,008.92
Water Betterment	6,415.12
Water Betterment Interest	2,784.59
Septic Betterment	8,017.87
Septic Betterment Interest	3,923.81
Electric Lien	4,178.05
Water Lien	159.24
Lien Charge	150.00
Personal Property	1,039,156.25
MLC's	11,000.00
Registry Marking	4,920.00
Tax Collector's Fees	42,810.00
Motor Coach Fees	11,232.00
Tax Title Advertising	125.00
Interest	48,010.68
Duplicate Bill Fees	4,521.00
Refunds	7,402.48
Betterment Release	28.00
Roll Back 61A	2,707.26
Advance Street Betterment	13,583.99
Adv Street Bett Interest	8.69
Advance Water Betterment	1,756.00
Advance Water Betterment	<u>34.50</u>
Total Debit	\$26,034,451.86

Collected

Real Estate	11,490,555.77
CPA	3,248.83
Personal Property	360,147.30
MLC'S	11,000.00
Registry Marking	4,920.00

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	Debit	Credit	Uncollected
Tax Collector Fees		42,810.00	
Motor Coach Fees		11,232.00	
Tax Title Advertising		125.00	
Interest		48,010.68	
Duplicate Bill Requests		4,521.00	
Betterment Release		28.00	
Roll Back 61A		2,707.26	
Advance Street Betterment		13,583.99	
Adv Street Bett Interest		8.69	
Advance Water Betterment		1,756.00	
Advance Wat Bett Interest		<u>34.50</u>	
Total Collected		\$11,994,689.02	
<u>Abated</u>			
Real Estate		65,358.51	
CPA		966.62	
Street Betterment		885.80	
Street Betterment Interest		<u>885.76</u>	
Total Abated		\$68,096.69	
Total Credits		\$12,062,785.71	
Real Estate			13,136,303.39
CPA			123,833.56
Street Betterment			3,768.41
Street Betterment Interest			3,123.16
Water Betterment			6,415.12
Water Betterment Interest			2,784.59
Septic Betterment			8,017.87
Septic Betterment Interest			3,923.81
Electric Lien			4,178.05
Water Lien			159.24
Lien Charge			150.00
Personal Property			<u>679,008.95</u>
Total Uncollected			\$13,971,666.15

TOWN TREASURER

Outstanding Bond Issues as of June 30, 2010

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				
12/15/1999	Light Department Operations			1/1/2019

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	Center	2,500,000.00	1,170,000.00	
12/15/2007	Light Dept - Op Center refunding	(1,170,000.00)	(1,170,000.00)	1/1/2019
12/15/2007	Light Dept - Op Center refunding	1,248,000.00	1,230,666.66	9/15/2018
Sub Total - Light Department Debt		2,578,000.00	1,230,666.66	
<u>Water Department</u>				
2/15/1999	Ultrafiltration #1- Water Dept refunding	1,485,000.00	645,000.00	12/1/2014
1/15/2003	Water Tank - Water Department	1,332,000.00	845,000.00	1/15/2023
5/15/2005	Nashoba Rd - Water Department	350,000.00	250,000.00	5/15/2023
12/15/2007	Ultrafiltration #2 -Water Dept refunding	414,225.00	320,625.00	9/15/2016
2/1/2010	Water Capital Improvments	191,088.00	191,088.00	2/1/2029
2/1/2010	Ozone Generator	86,609.00	86,609.00	2/1/2018
Sub Total - Water Department Debt		3,858,922.00	2,338,322.00	
<u>Town Debt - Inside Prop 2 1/2</u>				
12/15/2007	Town Offices renovation - refunding	256,550.00	183,750.00	9/15/2015
12/15/2007	Fire House renovations - refunding	77,050.00	56,250.00	9/15/2016
2/15/1999	Matawanakee Betterment	450,000.00	180,000.00	12/1/2018
12/15/1999	Shaker Lane	4,670,000.00	2,205,000.00	1/1/2019
12/15/2007	Shaker Lane - Refunding	(2,205,000.00)	(2,205,000.00)	1/1/2019
12/15/2007	Shaker Lane - Refunding	2,352,000.00	2,319,333.34	9/15/2018
1/15/2003	Sidewalks	150,000.00	30,000.00	1/15/2012
1/15/2003	Police Land	525,000.00	315,000.00	1/15/2022
1/15/2003	High School	23,795,000.00	15,465,000.00	1/15/2023
5/15/2005	Land Acquisition - Hartwell	575,000.00	400,000.00	5/15/2023
5/15/2005	Land Acquisition - Prouty	500,000.00	350,000.00	5/15/2024
7/15/2005	Cemetery Land	375,625.60	75,000.00	7/15/2010
10/1/2005	Clean Lakes	140,000.00	28,000.00	10/1/2010
4/29/1999	Septic Loan Program #1	199,806.72	77,702.76	2/1/2017
11/15/2002	Septic Loan Program #2	189,473.68	115,260.52	8/1/2020
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	150,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	195,000.00	2/1/2029
Sub Total - Town Debt - Inside Prop 2 1/2		32,395,506.00	19,940,296.62	
<u>Town Debt - Outside Prop 2 1/2</u>				
1/15/2003	Land Acquisition - Morrison	1,768,000.00	1,030,000.00	1/15/2020
5/15/2005	Waste Water Treatment Facility	1,760,000.00	1,310,000.00	5/15/2025
1/15/2008	Middle School	7,554,000.00	6,730,000.00	3/15/2027

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1/23/2008	Middle School - Low Interest Loan	2,142,297.00	2,035,182.00	11/1/2028
12/15/2007	Land Acq - Frost Whit refunding	322,175.00	249,375.00	9/15/2016
2/1/2010	Police Station Construction	6,023,303.00	6,023,303.00	2/1/2029
2/1/2010	Police Station Design	300,000.00	300,000.00	2/1/2028
Sub Total - Town Debt - Outside Prop 2 1/2		19,869,775.00	17,677,860.00	
Total - Town Debt		52,265,281.00	37,618,156.62	
Total - All Debt		58,702,203.00	41,187,145.28	

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

<u>Source</u>		
State	High School	11,844,651.00
State	Shaker Lane	1,889,910.00
CPA Funds	Houghton Roof	195,000.00
CPA Funds	Land Acquisition - Lucy's Land	150,000.00
Cell Tower		
Funds	Land Acquisition - Hartwell	400,000.00
Cell Tower		
Funds	Land Acquisition - Prouty	350,000.00
Cell Tower		
Funds	Clean Lakes	28,000.00
Total - Town Debt Reimbursements		14,857,561.00
Net Town Debt remaining (Inside Prop 2 1/2)		5,082,735.62

Funds under care of the Town Treasurer as of June 30, 2010

General Fund	\$ 18,680,620.51
Chapter 32B Trust Fund	1,348,069.70
Law Enforcement Trust Fund	8,369.35
Arts Lottery	7,431.37
Conservation	153,759.62
Stabilization	1,543,332.13
Land Acquisition Fund	2,129.88
Electric Depreciation Fund	3,762,176.01
Electric Rate Stabilization Fund	7,243,215.53
Electric Retirement Trust Fund	927,502.46
Miscellaneous Performance Bonds	357,400.86
Trust Funds managed by the Trust Fund Commissioners	<u>3,095,016.73</u>
	<u>\$</u>

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	37,129,024.15
	\$
Cash Balance June 30, 2009	39,751,146.05
	\$
Cash Receipts	87,126,441.21
	\$
Cash Disbursements	(89,748,563.11)
	\$
Ending Cash June 30,2010	37,129,024.15

The above report reflects the cash and bond balances of the Town as of June 30, 2010.

Respectfully submitted by,
Steven Venuti, Treasurer

Employee Total Earnings - January-December 2010

Dept	Employee	Title	2010 Earnings *
<u>ACCOUNTANT</u>			
	HOLSTON, BONNIE-MAE	ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET	75,752.12
	BARRETT, MARY M	ASSISTANT ACCOUNTANT	19,706.01
	REYNOLDS, MICHELLE L	ASSISTANT ACCOUNTANT	13,329.48
	MANCHUSO, JANICE E	FINANCE TECH TEMP	4,093.68
<u>ASSESSORS</u>			
	MILDREN, KENNETH P	CHIEF ASSESSOR	68,266.40
	FREITAS, LORRAINE I	ASSESSOR ANALYST	41,683.10
	HARDING, ANITA M	ASSESSOR ANALYST	41,683.10
<u>BUILDING</u>			
	BERNIER, ROLAND J	BUILDING COMMISSIONER	68,416.40
	ADEMA, MAUREEN G	ADMIN ASSISTANT	27,115.68
<u>CEMETERY</u>			
	SULLIVAN, CRAIG W	GROUNDSKEEPER	45,691.82
	TAYLOR, LAURIE A	CEMETERY LABORER	34,331.15
<u>COLLECTOR</u>			
	QUINN, REBECCA J	TAX COLLECTOR	54,090.40
<u>CONSERVATION COMMISSION</u>			
	HAMPSON, HEATHER MARIE	ADMIN ASSISTANT	30,197.63
<u>CONTROL CTR DISPATCH</u>			
	MURPHY, JOHN M	DISPATCHER	73,082.72
	BEMIS, TIMOTHY G	DISPATCH SUPERVISOR	68,215.30
	WELCH, SAMUEL N	DISPATCHER	54,290.28
	GARDNER, TERRANCE M	DISPATCH	36,087.89

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STANDER, MICHAEL J	DISPATCHER	26,936.88
ALLAN, MICHELE D	ON CALL DISPATCH	408.24
<u>COUNCIL ON AGING</u>		
SLOBODA, CAROLYN	COA DIRECTOR	36,981.80
	OUTREACH COORDINATOR/ RESPITE	
MAEDER, CONSTANTINA B	CARE	34,429.03
LARSEN, MARGARET C	SENIOR WORK PROGRAM	30,112.09
OGILVIE, GEORGE R	MART DRIVER	25,223.75
CAMPBELL, NEIL T	MART DRIVER	10,620.04
HARLOW, CAROLYN R	MART DISPATCHER	5,923.00
LYNN, JUDITH A	SENIOR WORK PROGRAM	5,625.58
HARLOW, NORMAN K	MART DRIVER	4,860.00
FOSTER, PATRICIA F	MART DISPATCHER	4,560.00
ARMSTRONG, DONALD P	SENIOR TAX PROGRAM	1,069.29
CORBIN, SHARON L	SENIOR TAX PROGRAM	935.04
KENT, RICHARD	SENIOR WORK PROGRAM	815.04
INGHAM, JOAN R	SENIOR WORK PROGRAM	695.04
CHASE, DOROTHEA	SENIOR WORK PROGRAM	515.04
ALLEN, MARIE A	SENIOR WORK PROGRAM	504.00
AMES, JOHN	SENIOR WORK PROGRAM	504.00
ARTHUR, HAROLD F	SENIOR WORK PROGRAM	504.00
BANKS, DAVID K	SENIOR WORK PROGRAM	504.00
BERA, AUDREY M	SENIOR WORK PROGRAM	504.00
BROWN JR, WILLIAM C	SENIOR WORK PROGRAM	504.00
COOK, ELEANOR R	SENIOR WORK PROGRAM	504.00
CRORY, MARY P	SENIOR WORK PROGRAM	504.00
CURTIN, MILDRED T	SENIOR WORK PROGRAM	504.00
DIBACCO, ROSEMARIE	SENIOR WORK PROGRAM	504.00
DIGIACOMO, JAMES R	SENIOR WORK PROGRAM	504.00
DOUGLAS-ARAUJO, ELLEN	SENIOR WORK PROGRAM	504.00
EWING, WILLIAM H	SENIOR WORK PROGRAM	504.00
FRIDAY, RICHARD W	SENIOR WORK PROGRAM	504.00
GATES JR, JOHN C	SENIOR WORK PROGRAM	504.00
HALLORAN, JOYCE S	SENIOR WORK PROGRAM	504.00
HARDING, DAVID C	SENIOR WORK PROGRAM	504.00
HOLT, MARY R	SENIOR WORK PROGRAM	504.00
JESENSKY, ANTHONY	SENIOR WORK PROGRAM	504.00
KAMB, BARBARA W	SENIOR WORK PROGRAM	504.00
LANCIANI, CURTIS J	SENIOR WORK PROGRAM	504.00
MASSAPICA, JOHN F	SENIOR WORK PROGRAM	504.00
MITRANO, GAIL S	SENIOR WORK PROGRAM	504.00
MONGELLI, NANCY M	SENIOR WORK PROGRAM	504.00
NELSON, PRISCILLA T	SENIOR WORK PROGRAM	504.00
NEWMAN, JOYCE	SENIOR WORK PROGRAM	504.00
OGILVIE, NATALIE	SENIOR WORK PROGRAM	504.00
PETKEWICH, KATHERINE A	SENIOR WORK PROGRAM	504.00
PROTASOWICKI, DELIA D	SENIOR TAX PROGRAM	504.00
QUINN, FRANCIS E	SENIOR WORK PROGRAM	504.00
RILEY, MARGARET R	SENIOR WORK PROGRAM	504.00
ROY, JOSEPHINE A	SENIOR WORK PROGRAM	504.00
RUSSELL, MARSHA B	SENIOR WORK PROGRAM	504.00

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SAART, MARIE D	SENIOR WORK PROGRAM	504.00
SABOURIN, MARIA	SENIOR WORK PROGRAM	504.00
SANDERS, GEORGE A	SENIOR WORK PROGRAM	504.00
SMITH, DON O	SENIOR WORK PROGRAM	504.00
SOULE, LOIS J	SENIOR WORK PROGRAM	504.00
SWEATT, ANNE M	SENIOR WORK PROGRAM	504.00
WIELINSKI, SUSAN J	SENIOR WORK PROGRAM	504.00
RAYMOND, SUSAN C	SENIOR WORK PROGRAM	494.40
BOWERS, JOHN W	SENIOR WORK PROGRAM	452.00
ANDERSON, ROBERT O	SENIOR WORK PROGRAM	431.04
FOUGSTEDT, SUSAN	SENIOR WORK PROGRAM	431.04
LAUBACH, CONNIE L	SENIOR WORK PROGRAM	431.04
LYONS, JANE V	SENIOR WORK PROGRAM	431.04
MCCORMACK, JAMES E	SENIOR WORK PROGRAM	431.04
MORSE, ROBERT A	SENIOR WORK PROGRAM	431.04
PASKOW, FRANCES E	SENIOR TAX WORKER	431.04
POPLIN, JULIA E	SENIOR WORK PROGRAM	431.04
CHRISFIELD, JANE M	SENIOR WORK PROGRAM	423.04
BUCKLES, RICHARD L	SENIOR TAX PROGRAM	415.04
PAYSON, DARRELL	SENIOR WORK PROGRAM	412.00
HJERPPE, PER	SENIOR WORK PROGRAM	396.00
MEIER, LOIS A	SENIOR WORK PROGRAM	382.00
STREETER, RAYMOND W	SENIOR WORK PROGRAM	379.04
GREGORY, ALBERT R	SENIOR WORK PROGRAM	378.00
TIRONE, CHARLES L	SENIOR WORK PROGRAM	360.00
RIGOLI, BEVERLY A	SENIOR WORK PROGRAM	344.00
MCPHERSON, MARY A	SENIOR WORK PROGRAM	334.00
HANSEN, CAROLE L	SENIOR WORK PROGRAM	297.04
LYNCH, JUDITH A	SENIOR WORK PROGRAM	276.00
STONE, LINDA	SENIOR WORK PROGRAM	269.04
COZZENS, DONALD	SENIOR WORK PROGRAM	264.00
RUSSELL, LESLIE A	SENIOR WORK PROGRAM	256.00
RUSSELL, BRUCE R	SENIOR WORK PROGRAM	248.00
ZOTO, MARGARET	SENIOR WORK PROGRAM	247.04
COZZENS, MARGARET M	SENIOR WORK PROGRAM	240.00
AMIRAULT, JOAN M	SENIOR WORK PROGRAM	232.00
BROWNSON, ROBERT M	SENIOR WORK PROGRAM	220.00
RUSSO, CLAIRE F	SENIOR WORK PROGRAM	208.00
STETSON, ROBERT E	SENIOR WORK PROGRAM	208.00
FISHER, LYNDIA J	SENIOR WORK PROGRAM	184.00
LAZARUS, ARTHUR G	SENIOR WORK PROGRAM	176.00
MCPHERSON, BILL N	SENIOR WORK PROGRAM	170.00
FINDLAY, FREDERICK E	SENIOR WORK PROGRAM	168.00
MCGIVERN, DAVID E	SENIOR WORK PROGRAM	163.04
TREPANIER, LOIS J	SENIOR WORK PROGRAM	148.00
WOODBINE, RICHARD D	SENIOR WORK PROGRAM	140.00
DELUCA, FERNANDO C	SENIOR WORK PROGRAM	136.00
HEREFORD, WILLIAM G	SENIOR WORK PROGRAM	136.00
RICHIE, CAROL M	SENIOR WORK PROGRAM	132.00
LINDGREN, ELAINE M	SENIOR WORK PROGRAM	131.04
GREGORY, BERNICE P	SENIOR WORK PROGRAM	126.00

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MEIER, ROBERT J	SENIOR WORK PROGRAM	122.00
MACIVER, DONALD	SENIOR WORK PROGRAM	120.00
PAYSON, ANN LOUISE	SENIOR WORK PROGRAM	110.00
STETSON, ELEANOR J	SENIOR WORK PROGRAM	104.00
ZANNINI, BETTY J	SENIOR WORK PROGRAM	96.00
HUNT, JAMES H	SENIOR WORK PROGRAM	92.00
SAMMARCO, JEANINE G	SENIOR WORK PROGRAM	80.00
LAPIN, RUTH A	SENIOR WORK PROGRAM	68.00
BOWERS, SALLY H	SENIOR WORK PROGRAM	52.00
GIRARD, PAULETTE L	SENIOR WORK PROGRAM	29.04
TIRONE, MARGARET ELLEN	SENIOR WORK PROGRAM	24.00

FIRE

CARTER, STEPHEN E	FIRE CHIEF	87,442.05
HOLT, SCOTT R	FIREFIGHTER	70,217.49
SUNDQUIST, ALAN M	FIREFIGHTER	69,740.13
MCCURDY III, ALEXANDER S	CAPTAIN	67,686.60
DUNN, KEITH D	FIREFIGHTER	57,714.83
CLANCY, GEORGE T	FIREFIGHTER	57,354.55
MCGLOUGHLIN, LINDSAY ANN	FIREFIGHTER	56,836.71
TRIOLI, THERESA	ADMIN ASSISTANT	25,862.00
CAHILL, JAMES	FIRE LIEUTENANT	10,757.76
WODZINSKI, SCOTT T	ON CALL FIRE LIEUTENANT	10,487.00
POLK JR., ANTHONY C	ON CALL FIRE/EMT	9,066.25
MCGLOUGHLIN, DAVID C	ONE CALL EMT	8,986.89
KNEELAND JR., THOMAS J	ON CALL EMT	8,434.32
	ON CALL EMT/FIREFIGHTER - ATHLETIC	
MONIZ, DENISE A	OFFICIAL	7,842.32
MCNAMARA, JOHN L	ON CALL FIRE/EMT	7,379.27
DENEHY JR, MICHAEL T	ON CALL FIRE	7,258.67
GASSIRARO, MICHAEL J	ON CALL EMT	7,179.00
MONIZ, MATTHEW J	ON CALL EMT/FIRE	5,561.20
ROCK, JOSEPH E	ON CALL FIRE/EMT	5,536.36
DEBLASIO, MICHAEL W	ON CALL EMT	5,485.12
JOHANSON, BRENDA A	EMT	5,279.36
BELTRAMI, DONALD A	ON CALL EMT/FIRE	5,064.88
RAY, JAMES L	ON CALL FIRE LIEUTENANT	5,013.91
ROCK, TERESA L	ON CALL FIRE/EMT	4,496.14
BYAM, ERIK B	PT ON CALL EMT/FIRE	3,387.00
BURG, EDWARD J	P/T EMT	3,105.53
HEVENOR, KEITH V	ON CALL FIRE/EMT	2,886.58
SURPRENANT, JEFFREY J	ON CALL FIRE	2,882.40
PICHEL, JEFFREY C	EMT/ON CALL FIRE	2,858.44
SMITH, JASON A	ON CALL EMT	2,376.41
MOSCARITOLO, CHRISTINA	ON CALL EMT	2,075.90
HICKOX, MARK S	ON CALL FIRE/EMT	1,964.07
LEFEBVRE II, DAVID R	ON CALL EMT/FIREFIGHTER/DISPATCH	1,755.54
KAISER, CHRISTOPHER W	ON CALL EMT	1,522.20
WITHERELL, MARK	ON CALL FIRE	1,310.34
NOLLET, MIREILLE	ON CALL EMT	1,277.01
KLEIN, SUZANNE S	ON CALL FIRE/EMT	912.28
PACHECO, TIMOTHY P	ON CALL EMT	907.34

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OSGOOD, COLIN	ON CALL FIRE/EMT	331.76
LAPIN, TIMOTHY W	EMT	24.00
MORAN, ROBERT M	ON CALL EMT	23.52

HIGHWAY

CLYDE, JAMES E	OPERATIONS MANAGER	81,588.40
TEBBETTS, DANIEL G	GENERAL FOREMAN	66,483.94
GODDARD, PATRICK G	PARK WORKING FOREMAN	58,954.24
DEVOGEL, JAMES	HIGHWAY WORKING FOREMAN	58,305.18
WALKER, STANLEY S	EQUIPMENT OPERATOR/LABORER	58,037.32
MACFADGEN, WILLIAM E	MECHANIC	57,853.78
HAYES, MICHAEL P	EQUIPMENT OPERATOR/LABORER	57,756.08
NAWOICHIK, BARRY A	EQUIPMENT OPERATOR/LABORER	57,575.61
BERNARD, SHAWN P	EQUIPMENT OPERATOR/LABORER	53,969.09
BENITEZ, JESUS	EQUIPMENT OPERATOR/LABORER	51,508.65
GOULD, JOSHUA T	EQUIPMENT OPERATOR	51,205.60
TOCCI, CATHERINE M	ADMINISTRATIVE ASSISTANT	40,118.23
UPPERMAN, CHRISTOPHER P	TRANSFER STATION OPERATOR	33,764.08
ASHLEY, PHYLLIS A	ASSISTANT TRANSFER STATION OPERATOR	26,458.84

LIBRARY

OUELLETTE HADUCH, DIANN M	SENIOR LIBRARIAN	39,467.56
ZALEWSKI, LAURA A	LIBRARY DIRECTOR	39,415.49
SILL, JEANNE B	SENIOR LIBRARY TECHNICIAN	34,884.06
COUGHLIN, KATHRYN J	ADMIN ASSISTANT	31,703.23
GRAHAM, HELEN	SENIOR LIBRARIAN	31,237.13
CLYDE, GIOIA M	SENIOR LIBRARIAN	30,240.34
CURRAN, ANDREA	SENIOR LIBRARY TECHNICIAN	29,609.55
SCHREIBER, LINDA A	SENIOR LIBRARIAN	27,039.08
OAKES, MARJORIE H	LIBRARY DIRECTOR	22,539.52
MORSE, DOREEN A	LIBRARY TECHNICIAN	17,786.09
SMITH, BETTY L	SENIOR LIBRARIAN	14,963.57
PALMER, SUSAN M	LIBRARY TECHNICIAN	12,440.86
GEANISIS, MARGARET A	LIBRARY TECHNICIAN	9,561.77
FILIPE, CYNTHIA A	ADMINISTRATIVE ASSISTANT	8,353.15
CANTINO, JENNA M	LIBRARY TECHNICIAN	4,792.05
COHEN, MAXWELL S	LIBRARY ASSISTANT	2,116.80
PENDLETON, SALLY	LIBRARY ASSISTANT	1,336.23

LIGHT DEPARTMENT

DANOS, SAVAS C	GENERAL MANAGER	161,158.83
EDWARDS, SCOTT E	ASSISTANT GENERAL MANAGER	146,660.32
HUNT, ROBERT P	LINEMAN 1ST CLASS	115,838.41
LAWLER, NICHOLAS P	SYSTEM ENGINEER	108,480.65
BROWN, ALAN D	COMP SYST.MGR	106,907.84
LARSEN, SCOTT A	LEAD LINEMAN	106,290.25
GIOUMBAKIS, EVANGELOS	LEAD LINEMAN	105,273.05
STEWART, JONATHAN C	WORKING FOREMAN	102,570.90
YOUNG JR, GERALD A	BUSINESS MANAGER	101,743.95
MCFARLAND, MATTHEW J	LINEMAN 1ST CLASS	96,418.62
LANCIANI, JOHN D	ELECTRIC SERVICE TECHNICIA	89,885.42

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LIZOTTE, DAVID A	LEAD LINEMAN	88,647.60
GODDARD, KEVIN P	PR/MARKETING MANAGER	88,040.36
PATTERSON, DANIEL	MECHANIC-FLEET/FACILITIES	82,392.18
CALLAHAN, DONALD	LINEMAN 2ND CLASS	79,017.23
MOSCARIELLO, GERALD E	LIGHT DEPT MAINT.	66,243.26
BURNHAM, TODD A	APPRENTICE LINEMAN	66,047.35
GOUVEIA, MICHAEL J	IT SYSTEMS ANALYST	64,000.06
THOMPSON, MARION L	ASSOC. ACCOUNTANT	62,315.40
BOURASSA, RICHARD D	METER TECHNICIAN	59,657.20
SNYER, TREVER T	APPRENTICE LINEMAN	58,248.78
TAYLOR, RICHARD WARE	LINEMAN FIRST CLASS, STEP III	58,247.48
	INVENTORY/PROCUREMENT	
GOODY, MICHAEL S	COORDINATOR	55,890.00
HUNT, JUDITH A	BUSINESS SERVICES	49,551.09
CAMPBELL, ERLINE J	BUSINESS SERVICES	48,082.00
FRASER, MARGARET C	OPERATIONS ASSISTANT	45,738.40
GILMORE, SUSAN	BUSINESS SERVICES	31,909.44
SILVERIA, JONI W	SR. ADMINISTRATIVE ASSISTANT	30,518.22
STEWART, WILLIAM	CONTRACT HIRE	20,720.00
CHAPMAN, LORI ANN	BUSINESS SERVICES	20,367.00
LAMACHIA, ELAINE M	BUSINESS SERVICES	19,345.00
BAILEY, EILEEN C	BUSINESS SERVICES	14,417.50
<u>PARKS AND REC</u>		
HODGES, KATE I	PARK AND RECREATION DIRECTOR	62,437.92
MARTEL, SHARON R	PRCE ASSISTANT DIRECTOR	45,795.53
GOEBEL, ERIN	PRCE PROGRAM SPECIALIST	36,434.24
STRANGE, KRISTEN	CE INSTRUCTOR 1	27,654.20
DARLING, GREGORY S	SAILING COORDINATOR	14,698.20
ADLEY, CHRISTOPHER	INTERN	12,129.65
JOHNSON, DEAN A	AQUATICS DIRECTOR	10,005.63
CONNELLY, JESSICA J	CAMP DIRECTOR - TAHATTAWAN	8,199.53
JOHNSON, ANDREW L	HEAD GUARD	6,295.00
JACKSON, ERIC A	CAMP SPECIALIST - SCIENCE	5,770.78
KIRKLAND, HENRY D	DRIVER'S ED INSTRUCTOR	5,746.00
HART, STEVEN	HEAD GUARD	5,276.59
ADLEY, CONNOR J	SNACK HUT ATTENDANT	4,559.95
ORSINI, DAVID J	CAMP ASST DIRECTOR	4,251.60
WATKINS, MORGAN	CAMP SPECIALIST - ART	4,241.70
DARGIN, MICHAEL J	INTERN	4,189.89
CARNEY, MARY M	PROUTY DIRECTOR	4,180.00
TOWNE, DANIEL K	ASSISTANT DIRECTOR	4,070.50
RYAN, TIMOTHY M	SWIM INSTRUCTOR	3,914.69
MURRAY, JUSTIN C	COUNSELOR	3,572.55
PEASE, GREGORY J	SAILING INSTRUCTOR	3,545.67
LEE, KEVIN R	SPECIAL ACTIVITIES	3,531.65
MARTEL, KIMBALL	CAMP COUNSELOR, PROUDY	3,449.05
GOULD, JENNIFER E	CAMP SPECIALIST-SPORTS	3,120.20
MCLAREN, JAYE E	LEAD COUNSELOR	3,115.51
SHAFFERY, PETER R	LIFEGUARD	3,089.33
DOUGHERTY, MARGARET A	LEAD COUNSELOR	3,065.55
MILLER, ANGELA M	LIFEGUARD	3,060.17

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LIVINGSTON, SARAH E	LIFEGUARD	3,025.60
GODDARD, SARAH M	COUNSELOR	2,994.81
NADOW, MELYSSA ABBY	COUNSELOR	2,774.30
TONER, ALYSSA N	LEAD COUNSELOR	2,762.56
EARLY, WILLIAM E	CAMP COUNSELOR	2,750.87
RAUKER, PATRICK A	LIFEGUARD	2,675.00
REMICK, STEPHEN B	LEAD COUNSELOR	2,638.74
RICHTER, COURTNEY L	JUNIOR COUNSELOR	2,631.58
RICHTER, EMILY S	CAMP COUNSELOR	2,603.06
LEVINE, LUCIE H	JUNIOR COUNSELOR	2,503.57
OTTO, MEREDITH E	CAMP COUNSELOR	2,484.79
GOULD, DANIELLE P	SENIOR COUNSELOR	2,440.07
OSLIN, DAVID J	JUNIOR COUNSELOR	2,423.82
DOUCETTE, LAURA L	LEAD COUNSELOR	2,415.55
FREUND, SHAWN F	SPEICAL ACTIVITIES	2,406.07
ROBINSON, D'SEAN I	CAMP COUNSELOR	2,387.00
MILLER, RICHELE A	LEAD COUNSELOR	2,304.59
ADLEY, HANNAH M	SPECIAL ACTIVITIES	2,247.04
SHOULTS, JACKSON P	JUNIOR COUNSELOR	2,235.64
ROPER, MILDRED A	JUNIOR COUNSELOR	2,173.48
ARENA, RACHEL M	SENIOR COUNSELOR	1,986.19
JOHNSON, ALLYSON T	SPECIAL ACTIVITIES	1,879.75
RAUKER, TYLER M	LIFEGUARD	1,777.50
BENULLO, NICHOLAS S	JR. COUNSELOR	1,561.89
BURGOYNE, KAREN A	ADMIN CLERK	895.72
SHAFFERY, JOHN M	LIFEGUARD	780.00
BOWEN, KARYA S	CE TEACHER'S AIDE	691.01

PLANNING BOARD

TOOHILL, MAREN A	PLANNING BOARD SEC	52,873.75
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POLICE

KELLY, JOHN M	POLICE CHIEF	116,109.10
RAFFAELLO, ROBERT A	SERGEANT	94,709.67
LESLIE, DAVID P	SERGEANT	91,135.66
ROMILLY, ROBERT R	SERGEANT	86,176.96
KING, MATTHEW	LIEUTENANT	85,499.86
BONNEY, LISA A	SERGEANT	84,440.06
FERNANDEZ, PABLO S	POLICE OFFICER	84,052.12
PINARD, MATTHEW J	DETECTIVE / SRO	83,893.12
PATTERSON, JEFFREY M	DETECTIVE	83,743.78
O'DONOGHUE, PATRICK	POLICE OFFICER	81,064.78
BUSSIERE, EDMOND D	POLICE OFFICER	80,939.62
SCHAEFFER, TIMOTHY	POLICE OFFICER	80,095.62
BIELECKI, ROBERT J	POLICE OFFICER	74,164.68
JANAKOS, JOHN M	POLICE OFFICER	67,514.88
CASEY, BRIAN M	POLICE OFFICER	56,059.86
CRORY, MICHAEL L	POLICE OFFICER	39,403.63
CVITKOVICH, PAMELA	ADMIN ASSISTANT	35,275.71
COOK, DOUGLAS J	RESERVE OFFICER	30,893.37
LANDERS, RICHARD E	RESERVE OFFICER	15,871.70
CORBETT, JOHN P	RESERVE OFFICER	10,425.26

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CLARK, GORDON N	RESERVE OFFICER	6,414.00
SABOURIN, ROBERT	RESERVE OFFICER	2,410.64
<u>SCHOOLS</u>		
BEMIS, DIANE G	SCHOOL SUPERINTENDENT	114,748.22
HARRINGTON, JOHN M	PRINCIPAL HIGH SCHOOL	111,844.30
PETERSON, DIANNA L	DIR PUPIL PERSONNEL SERVICES	104,419.86
FAHERTY, RICHARD M	PRINCIPAL SHAKER LANE	99,627.44
HALL, JANE R	PRINCIPAL RUSSELL STREET	99,143.79
AJEMIAN, GERI LYN	CURRICULUM DIRECTOR	96,349.27
MARK, STEVEN F	BUSINESS MANAGER	90,321.56
POULTER, GAIL M	TEACHER	87,633.00
TATA, BRIAN R	MEDIA SPECIALST	84,196.52
LYNN, MICHAEL J	TEACHER	83,840.79
CONSTANTINE, DONNA M	TEACHER	83,654.33
PETERSON, JOAN K	SCHOOL PSYCHOLOGIST	83,179.12
CAOQUETTE, MAUREEN	TEACHER	82,742.65
KENNEY, PERRY S	TEACHER	82,258.35
SCLAR, DANYA JUSTINA	PSYCHOLOGIST	82,206.33
HIBBARD, KATHLEEN	TEACHER	81,737.99
SEWELL, ROBIN L	TEACHER	81,509.58
MARRESE, NANCY A	TEACHER	81,005.65
FINNERTY, VALERIE D	TEACHER	80,493.29
PISTORINO, MARILYN M	TEACHER	79,727.98
WEINBERG, RANDI B	SPEECH PATHOLOGIST	79,721.16
MATHURIN, JUSTINE A	GUIDANCE COUNSELOR	78,877.29
LEVINE, MARK J	TEACHER	78,460.47
DYER, MARIAN A	TEACHER	78,122.62
ELMORE, JULIE L	TEACHER	78,096.37
INGEMIE, MARIE	TEACHER	77,167.29
CHAMBERAS, BARBARA R	TEACHER	76,957.61
STEPHENSON, BETH	TEACHER	76,921.36
STRONG, JEFF A	TEACHER	76,772.24
DOKUS, JUDITH R	TEACHER	76,495.73
PRICE, MARGARET K	TEACHER	76,454.91
DRIBEN, ELAINE	TEACHER	76,386.16
STRICKLAND, SHERRILL M	TEACHER	76,264.57
HILL, SANDRA	TEACHER	76,168.99
DONLON, KIMBERLY D	TEACHER	75,677.48
BACKMAN, NELINA E	TEACHER	74,480.57
DORFMAN DANIELLO, SARAH	GUIDANCE COUNSELOR	73,686.16
MARSH, ELLEN W	TEACHER	73,391.46
PACKER, MARJORIE L	TEACHER	73,243.31
ZWOLINSKI, CATHERINE A	TEACHER	73,030.91
MCCORMICK, CAROL	SCHOOL ADJUSMENT COUNSELOR	73,022.82
BOLAND, HELEN O	TEACHER	72,885.32
MAWN, REBECCA A	TEACHER	72,395.81
DONAHUE, PAULA J	TEACHER	72,354.86
HICKS-DESJARDINS, TORI E	TEACHER	71,230.18
BULLOCK, ALLYSON B	TEACHER	70,994.66
COCHIS, ROSARIA A	TEACHER	70,687.92
BUONACORE, TRICIA A	TEACHER	70,633.18

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SMITH, MICHELE B	TEACHER	70,632.98
BALLARD, HOLLY	TEACHER	70,349.83
ORCIONE, JANEL M	TEACHER	69,434.57
FLOURNOY, JOSEPH	TEACHER	69,334.15
ANDERSON, KAREN L	TEACHER	68,821.30
OKUN, ALISON B	TEACHER	68,438.65
LOVE, HEATHER D	TEACHER	67,878.43
MORGAN, ELIZABETH G	TEACHER	67,863.55
GIABBAI, TODD M	TEACHER	66,961.53
TETREAU, AMY L	TEACHER	66,961.53
BERLINGER, SARAH PARROTT	TEACHER	66,597.13
HOGAN, DANIEL C	TEACHER	66,535.55
OGDEN, KELLY A	TEACHER	66,130.80
HOGAN, SARA J	TEACHER	66,086.26
TRACANNA, DIANE M	TEACHER	66,064.73
PRATT, CHERYL A	TEACHER	65,721.82
SHERMAN, BEVERLY	TEACHER	64,646.28
ELLIOTT, CHAD R	TECHNOLOGY COORDINATOR	64,113.72
KELLEY, ELIZABETH A	TEACHER	63,850.86
COBURN, BARBARA A	TEACHER	63,289.69
ROGERS, KELLY	TEACHER	63,238.26
CHRISTY, CHRISTOPHER S	GUIDANCE COUNSELOR	63,060.56
PASCUCCI, DAVID M	TEACHER	62,801.44
BERGMAN, STEVEN L	TEACHER	62,048.23
REPAAL, STEVEN C	TEACHER	61,913.60
HOLM, VANESSA J	TEACHER	61,601.54
ROBERTS, MARLEE S	TEACHER	61,553.94
PALANGE, MAUREEN C	TEACHER	61,553.60
JOHNSON, KAREN E	TEACHER	61,553.60
HOLM, EVELYN C	TEACHER	61,444.64
HENSHAW, JOHN P	TEACHER	60,498.80
WORDEN, KIMBERLY A	TEACHER	60,460.98
PANISH, PAMELA S	TEACHER	59,615.36
BELL, BETH L	TEACHER	59,244.48
MEAGHER JR., WILLIAM F	SCHOOL MAINTENANCE	58,995.58
LEIGHTON, RACHEL A	GUIDANCE COUNSELOR	58,744.48
FONTAINE, REBECCA	BCBA	57,956.78
PETTENGILL, SUE W	TEACHER	57,808.81
MACINTYRE, THOMAS M	TEACHER	57,710.91
TOBIA, JESSICA L	TEACHER	57,378.62
HIRTLE, ZACHARY M	TEACHER	57,222.41
SCHOFFEL, JESSICA L	TEACHER	57,198.70
HARRINGTON, CHERYL A	TEACHER	56,874.80
JANOCH, JEANNE B	.8 TEACHER	56,550.39
TOMBENO, RICHARD M	TEACHER	56,308.41
BURNDRETT, CHRISTINA A	TEACHER	55,655.73
RAPOSA, LAURA A	TEACHER	55,318.23
RICHARD, JENNIFER M	OCCUPATIONAL THERAPIST	55,165.90
BEATON, KIMBERLY D	TEACHER	54,370.31
HULL, MARTHA J	TD DIRECTOR	54,228.45
STONE, BARBARA J	TEACHER	54,226.81

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MAHONEY, DENNIS P	TEACHER	54,122.21
FERNANDEZ, FERNANDO A	SCHOOL CUSTODIAN	54,010.16
BARRY, ELIZABETH R	TEACHER	53,690.43
HARVEY, SUSAN M	TEACHER	53,136.05
MCEACHERN, MICHAEL R	COMPUTER ASSIST & TECH	52,477.72
BARTH, MICHELLE A	TEACHER	51,911.05
RYAN, KATHLEEN M	TEACHER	51,718.84
MORAN, KEVIN F	PRINCIPAL MIDDLE SCHOOL	51,480.19
WATSON, CAROL A	TEACHER/DEPARTMENT HEAD	50,449.20
COSGRAVE, DIANNE J	TEACHER	50,130.68
BREUER, KATHI S	TEACHER	50,009.18
KOOB, SARAH E	TEACHER	49,812.92
IRELAND, BRENN A E	TEACHER	49,716.18
POPOLIZIO, EMILY W	TEACHER	49,678.13
WAHLBERG, MICHELLE J	TEACHER	49,661.29
NOLAN, JANET A	GUIDANCE COUNSELOR	49,427.81
PERRY, MEREDITH M	TEACHER	49,073.85
MACGREGOR, HEIDI	TEACHER	48,996.18
OVERCASH JR, JOHN R	FOOD SERVICES DRIECTOR	48,800.14
SANDERSON, PAMELA S	.8 TEACHER	47,711.24
DONOVAN, SUSAN M	ADMIN ASST TO SUPT	47,300.76
MAMOS, KRISTEN A	.7 TEACHER	46,960.69
PFANNEBECKER, LILLIAN	TEACHER	46,555.66
BRANCO, MARK W	PRINCIPAL MIDDLE SCHOOL	45,978.25
GILLETTE, GREGORY W	TEACHER	45,924.79
NANTO, CYNTHIA A	TEACHER	45,753.09
MISKINIS, WILLIAM P	TEACHER	44,900.23
HLYTEK, NANCY B	ABA THERAPIST	44,892.73
JOHNSON, TRACEY C	.7 TEACHER	44,708.93
MCKINLEY, RITA C	TEACHER	44,475.46
JONES, JENNIFER C	TEACHER	44,268.23
SEABURG, PAMELA	PAYROLL CLERK	44,026.40
LOPRETE, ANTHONY J	ASSISTANT PRINCIPAL HIGH SCHOOL	43,965.58
DIONNE, DEBRA M	ADMIN ASST TO PRINCIPAL	43,540.60
CANALE, PHILIP L	TEACHER	43,492.55
TEMPLE, CHERYL A	ASST PRINCIPAL HIGH SCHOOL	43,102.50
HOSSFELD, EMILY	TEACHER	43,077.57
RYDER, NICOLE A	TEACHER	42,867.79
WADE, DOROTHY E	.6 TEACHER	42,455.21
TRIPI, ROBIN M	.6 TEACHER	42,380.21
CLAFFEE, REBECCA	TEACHER	42,005.95
AVERSO, TINA E	ADMIN ASST TO SPED DIRECTOR	41,888.25
RICHARDS, DEBORAH A	AP CLERK	41,888.25
POWERS, ELIZABETH M	TEACHER	41,390.47
CUNNINGHAM, DIANNA K	TEACHER	41,108.95
SHOEMAKER, TODD P	TEACHER	40,765.80
ROPER, CYNTHIA L	NURSE	40,656.44
MULONE, DOROTHY J	ADMIN ASST TO PRINCIPAL	40,503.90
FANELLI, LISA M	SPED TEACHER	38,997.28
OKSANISH, SALLY A	.6 TEACHER	38,938.19
IGNAZIO, STEPHANIE M	.6 TEACHER	38,177.83

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SAYLOR, ANNETTE M	ADMIN ASST TO PRINCIPAL	37,134.72
SOWERS, RACHEL D	TEACHER	37,061.50
SANTOS, ZILDO	SCHOOL CUSTODIAN	36,800.82
MCCARTHY, KATHLEEN T	NURSE	36,484.89
KROBOCK, CAITLIN	THERAPIST	36,196.41
FARAGO, CONSTANCE M	ADMIN ASST TO PRINCIPAL	35,771.78
ROMANO, ANDREA L	.6 TEACHER	35,247.02
GRIFFITHS, JASON	COMPUTER TECHNICIAN	34,599.89
RODRIGUEZ, JEAN C	SCHOOL CUSTODIAN	34,533.57
CORMIER, VIRGINIA K	GUIDANCE SECRETARY	32,986.32
FALCO, ANGELA M	SYSTEM PSYCHOLOGIST	31,035.00
MANGAT, MANDEEP K	TEACHER	30,695.00
ETHIER, MARY	OCCUPATIONAL THERAPIST	30,377.39
YARBROUGH, JAN	ABA THERAPIST	30,307.01
ANDRADE, BELIA G	SPEECH AIDE	29,903.53
SANTOS, HENRIQUETA	SCHOOL CUSTODIAN	29,366.86
BUCKLEY, JOSEPH E	INTERIM SUPERINTENDENT	29,193.22
DE SOUSA, MOACIR	SCHOOL CUSTODIAN	28,050.78
SAWOSIK, TERYL M	TEACHER	27,352.16
UVELLO, CHRISTINE M	OCCUPATIONAL THERAPIST	26,857.29
CORROW, BETTINA F	ADMIN ASST TO DIR CURR.	26,473.69
DERY, JOANNE	TEACHER ASSISTANT	26,145.80
WEBSTER, GRETCHEN O	READING TUTOR	26,107.20
PERKINS, WENDY S	TEACHER	25,868.73
GRESKO-CAULFIELD, ANGELA		
CORRINE	ABA THERAPIST ASSISTANT	25,304.30
WHITTLES, JEANINE M	TD COORDINATOR	24,836.10
YORK, AMY L	OT/COTA	24,379.71
HEIM, VALERIE A	TD COORDINATOR	23,714.69
TSUJI, YUKIE	TEACHER	23,344.57
WRIGHT, KATHLEEN	TEACHER	22,875.20
DUMAS, CARLA M	NURSE	22,660.56
SEVIGNY, RONALD A	SCHOOL CUSTODIAN	22,380.00
PARE, JOAN M	SCHOOL SECRETARY	22,228.14
LANDAU, RUTH	TEACHER ASSISTANT	22,218.91
KEMPTON, JUNE R	SCHOOL SECRETARY	22,055.80
THIBEAULT, SUSAN R	TEACHER ASSISTANT	22,014.70
MCGRATH, AMY	TEACHER ASSISTANT	21,740.78
CARREIRA, ROSALINA P	TEACHER ASSISTANT	21,617.32
ENGLUND, BARBARA C	.5 LIBRARIAN	21,433.81
DISPENSA, KAREN	TD PROGRAM LIAISON	20,942.12
TAYLOR, NANCY	TEACHER ASSISTANT	20,841.55
OLDENQUIST, DONNA A	TEACHER ASSISTANT	20,495.34
PINZINO, ELIZABETH K.	BCBA	20,214.70
STURTZ, RAINA L	ABA ASSISTANT	20,204.10
DONARUMA, DARLENE K	TEACHER ASSISTANT	20,067.83
RILEY, DAVID H	ENERGY EDUCATION MANAGER	20,000.00
DOLAK, PATRICIA F	TEACHER ASSISTANT	19,900.83
HARTFORD, JANICE J	.8 NURSE	19,858.46
BOUTIETTE, DEBORAH A	TEACHER ASSISTANT	19,752.69
WODZINSKI, CLAIRE A	TEACHER ASSISTANT	19,680.49

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BEHAN, MICHELE A	TEACHER ASSISTANT	19,674.23
TERELLA, KAREN M	TEACHER ASSISTANT	19,673.36
MEREDITH, DEBRA L	TEACHER ASSISTANT	19,612.10
RICHTER, KAREN S	TEACHER ASSISTANT	19,586.25
GARVEY, JOAN M	TEACHER ASSISTANT	19,577.10
TULLEY-LEONE, MARTHA T	TEACHER ASSISTANT	19,533.76
MALERBI, CAROLYN J	TEACHER ASSISTANT	19,525.17
DEFURIA-WELLMAN, DONNA	TEACHER ASSISTANT	19,524.51
CAPPUCCI, CATHERINE S	TEACHER ASSISTANT	19,499.00
WOLF, CINDY L	TEACHER ASSISTANT	19,480.48
SORACCO, MARY E	TEACHER ASSISTANT	19,472.49
WILKERSON, AMBER LYNN	TEACHER ASSISTANT	19,442.84
HALL, SACHKO	TEACHER ASSISTANT	19,435.23
NICHOLS, SUSAN	TEACHER ASSISTANT	19,434.45
LYNCH, ERRIKA S	TEACHER ASSISTANT	19,288.66
AUSTIN, JANET A	TEACHER ASSISTANT	19,267.40
HART, SUSAN M	TEACHER ASSISTANT	19,260.15
SHIMMEL, ALICE M	CAFE MANAGER	19,216.46
BRIDGE, HILARY B	TEACHER	19,068.90
LEGER, KORI A	TD GROUP LEADER	18,853.94
CHILTON, DEBORAH	TEACHER ASSISTANT	18,850.06
GEELEN, LAURA A	TEACHER ASSISTANT	18,764.62
MAILLET, LISA M	TEACHER ASSISTANT	18,720.36
ABRUZZESE, JULIA	LIBRARY PARA	18,643.90
SAPIENZA, MICHELLE	TEACHER ASSISTANT	18,629.18
RUVICH, RACHEL M	TEACHER ASSISTANT	18,538.02
EDMONDS, MARGARET E	MATH TUTOR	18,521.33
SPELIOTIS, MARY	TEACHER ASSISTANT	18,358.47
TOBIN, NICOLE L	GROUP LEADER	18,224.84
MAYLOTT, CAROLINE R	TEACHER ASSISTANT	18,138.48
FEUDO, JENNIFER B	TEACHER ASSISTANT	18,110.76
RAMIREZ, CONNIE K	TEACHER ASSISTANT	17,903.06
GRIFFIN, JEAN	CAFE MANAGER	17,504.88
BYRNE, JAMI A	TEACHER ASSISTANT	17,447.70
MAGNER, HOLLY K	LIBRARY PARA	17,445.48
SERIO, MICHELLE K	TEACHER ASSISTANT	17,292.45
CLARK, SANDRA E	TEACHER ASSISTANT	17,119.97
HARVEY, BARTLETT	SUBSTITUTE	16,935.00
KILLORAN, JAMES D	TEACHER ASSISTANT	16,610.05
CABRAL, KEVIN M	ABA THERAPIST ASST	16,312.50
WILSON, ANN H	TEACHER ASSISTANT	16,041.12
JOHNSTON, DANICA A	TEACHER	15,986.43
GENTILE, KIMBERLY A	TEACHER ASSISTANT	15,666.31
ROBBINS, JAMES L	SCHOOL PSYCHOLOGIST	15,418.52
SANNELLA, MARY A	TEACHER ASSISTANT	15,385.26
SMITH, JOANNE L	TEACHER ASSISTANT	15,270.85
GILLEN, MICHAEL J	TEACHER	14,979.64
KRAMPF, JODI S	TEACHER ASSISTANT	14,826.98
BOWEN, ALEV	TD GROUP LEADER	14,753.25
COLEMAN, MARY E	TD SUPERVISOR	14,317.65
DOWNING, MARY GAIL	TEACHER-RETIRED/SUB	14,268.56

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FUMIA, LISA A	CAFE MANAGER	14,250.85
ALVARADO, ANDREA M	CAFE MANAGER	13,942.39
SCHRENK, JANET L	.4 TEACHER	13,434.00
LORD, JULIE	TEACHER ASSISTANT	13,307.79
HOLT, MARIE L	.2 TEACHER	12,320.64
GRACEFFA, MICHAEL J	SUBSTITUTE/COACH	12,063.02
MAYNARD, CHERYL A	TD GROUP LEADER	12,048.67
DEVELLIS, MARYLOUISE	CAFE MANAGER	11,604.23
MCGOVERN, MILDRED A	CROSSING GUARD	11,406.00
PROULX, LINDSEY	.8 NURSE	11,195.12
WARNER, KRISTEN F	TEACHER ASSISTANT	11,181.46
KISH, SHEILA J	.4 TEACHER	10,820.80
PREVOST, LILLIET	NURSE	10,656.16
NELSON, CELESTE R	CAFE WORKER	9,590.40
MICKLE, LEEANN C	CAFE WORKER	9,369.68
AUTIO, CATHY G	TEACHER ASSISTANT	9,274.46
CHANDLER, TONI	SUBSTITUTE	9,020.22
GAGNON, DIANA L	CAFE WORKER	8,770.69
CRORY, MARK	.2 TEACHER	8,500.57
SCARINGELLA, JOANN	TEACHER ASSISTANT	8,456.72
ROFFEE, MARGIE M	TEACHER ASSISTANT	8,371.44
ERSLAND, KRISTEN A	TD GROUP LEADER	7,950.65
BOWEN, NANCY E	SUBSTITUTE	7,924.89
BAXTER, BEVERLY	.6 TEACHER	7,610.56
RODENHIZER, JUDITH E	TEACHER ASSISTANT	7,419.94
ABRUZZESE, JOHN J	COACH	7,366.00
RUNGO, LISA A	VAN MONITOR	6,911.78
LYNCH, KATHIANNE S	CAFE WORKER	6,867.75
GOULD, DONNA E	.2 NURSE	6,810.30
CLARK, JAMES J	SUBSTITUTE	6,566.25
HULINGS, SHIRLEY A	CAFE WORKER	6,286.75
RODRIGUEZ, DEBRA L	CAFE WORKER	6,207.94
LOVING, ELAYNE G	TD AIDE	5,734.64
THOMPSON, TRACEY V	SUBSTITUTE	5,526.00
HIGGINS, KATHLEEN A	ROSETTA STONE PARA	5,476.20
HARVEY, JOAN	VAN MONITOR	5,133.41
PETERSON, KRISTIN E	CAFE WORKER	5,015.44
GERMAIN, ZOE S	SUBSTITUTE	5,015.00
BARNARD, LORI A	SUBSTITUTE	4,969.50
LOMBARD, MICHAEL	COACH	4,853.00
SCHNEIDER, HOWARD	COACH	4,853.00
CANTRELL, CAROLYN	SUBSTITUTE	4,680.84
CRAMPTON, BARBARA J	TD ADMIN ASSISTANT	4,614.57
ZANE, HARRY B	SUBSTITUTE	4,590.00
PENNEY, NANCY J	TEACHER ASSISTANT	4,557.87
SKODA, MARY P	SUBSTITUTE	4,508.76
DECAMILLIS, FRANK	COACH	4,276.50
SZYDLO, FAITH B	TD GROUP LEADER	4,148.99
GUILMARTIN, BELLA	SUBSTITUTE TEACHER	3,940.40
KARPINSKY, SUE	COACH	3,920.00
MAGNETTE, KAY	TD GROUP LEADER	3,776.20

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FERRANTE, CARLO	COACH	3,766.00
SMITH, MICHAEL T	COACH	3,766.00
WHITCOMB, TIMOTHY H	COACH	3,751.00
SAUCIER, MARC	CLUB ADVISOR	3,734.50
COOPER, DONNA	TEACHER ASSISTANT	3,616.77
LEWIS, MARCUS D	COACH	3,455.00
MCGINTY, ANNE B	TEACHER ASSISTANT	3,312.66
DAUPHINAIS, ETHAN	TD ASST	3,212.54
STALL, ROBERT A	COACH	3,178.00
MIZZONI, MARGARET	COACH	3,088.00
AUSTERMAN, KARL	COACH	3,057.00
MIZZONI, MARK	COACH	3,057.00
LANDERS, ELIZABETH A	SUBSTITUTE	2,975.88
ROMILLY, SHARON	SUBSTITUTE	2,930.76
WHITCOMB, CHRISTINE I	COACH	2,774.00
BEAM, ERIKA J	COACH	2,747.00
MACMAHON, NOELLE G	SUBSTITUTE	2,735.00
PISANO, BARBARA A	TEACHER (.5)	2,694.20
MARTINEC, SENA L	SUBSTITUTE	2,679.02
NANTO, NOELLE G	TD ASST	2,587.00
MCCARTHY, EDWARD	COACH	2,439.00
ZSCHAU BERGMAN, MARYANN	DRAMA DIRECTOR	2,411.00
ANDERSON, STEPHEN	COACH	2,151.00
AUSTIN, GARY	COACH	2,151.00
MORRIS, HENRY	COACH	2,130.00
MOREIRA, LAUREN I	TD ASST	2,105.50
FRIDAY, NANCY L	CAFE SUBSTITUTE	2,092.00
NEVINS, JOELLYN M	RETIREE/SUB	2,040.00
FEDELE, MARILYN A	SC SECRETARY	1,988.00
PARE, DEBORAH E	SUBSTITUTE	1,834.50
BAIR, ELIZABETH	TD ASST	1,740.30
KILPATRICK, KELLEY	TD ASST	1,564.22
SCHOFIELD, MAURA C	SUBSTITUTE	1,551.25
HAMILTON, JENNIFER W	SUBSTITUTE	1,538.26
BADGER, BARBARA	TD GROUP LEADER	1,440.12
HUSSEY, MARK	SUBSTITUTE	1,425.00
MAHER, CHRISTOPHER T	TD ASST	1,280.08
PALMASON, HILARY A	TD ASST	1,276.58
LEVINE, P. NANCY	SUBSTITUTE	1,275.40
BOYLE, JUDITH A	SUBSTITUTE NURSE	1,200.00
WHITTLES, GEOFFREY I	TD ASST	1,154.62
RAPOZA, NANCY A	GROUP LEADER	1,028.16
	SENIOR WORK PROGRAM/CAFE	
MCGRATH, FRANCINE T	SUBSTITUTE	980.00
DRINKWATER, HEATHER J	TD AIDE	960.00
JONES, COLLEEN	TD ASST	868.68
IMBROGNA, ELIZABETH	TD ASST	743.20
SHEARER, TREVOR	TD ASST	703.30
VOLZ, HEIDI A	VAN MONITOR	686.84
KNUPP, CHRISTINE T	SUBSTITUTE	600.00
CAREY, SUSAN	SUBSTITUTE	535.00

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MCMAHON, PATRICIA M	SUBSTITUTE	510.00
HOOLE, SUSAN R	SUBSTITUTE	500.00
JANOCH, ALYSSA	SUBSTITUTE	494.00
MCGREGOR, PAMELA S	CAFE SUBSTITUTE	432.00
LOSCH, CHRISTOPHER M	TD SUBSTITUTE	429.00
ARENA, PAMELA N	SUBSTITUTE	356.25
RUSSO, JACLYN M	SUBSTITUTE	299.25
MARTINEC, RAINA P	SUBSTITUTE	285.00
WADMAN, NICOLE E	SUBSTITUTE GROUP LEADER TD	246.88
LONG, KATHRYN M	SUBSTITUTE	75.00
LARSEN, PAMELA J	SUBSTITUTE	71.25
PALMER, TANYA	SUBSTITUTE	59.38
<u>SELECTMEN</u>		
BERGMAN, KEITH A	TOWN ADMINISTRATOR	109,200.00
GLENCROSS, NANCY C	IT MANAGER	56,136.32
GIBBONS, JENNIFER R	EXEC ASST TO THE TA	49,902.43
COLE, WILLIAM THOMAS	CUSTODIAN	42,874.24
MCRAE, JOHN ALLEN	VETERANS AGENT	6,283.45
<u>TOWN CLERK</u>		
CRORY, DIANE F	TOWN CLERK	50,214.55
LORD, LINDA R	ADMIN CLERK	30,652.32
<u>TREASURER</u>		
VENUTI, STEVEN	TREASURER	63,960.40
ESSMAN, ANN H	ASSISTANT TREASURER/PAYROLL	49,036.64
KENNEY, MARLENE	ADMINISTRATIVE ASSISTANT	43,342.19
<u>WATER DEPARTMENT</u>		
MORSE, MICHAEL J	UTILITY SPECIALIST III	78,082.58
DENARO, PAUL J	WATER PRODUCTION SPECIALIST	76,472.50
ASH, JOHN W	PRODUCTION ASSISTANT	74,252.77
PERRON, MARK L	UTILITY SPEC.STEP 1/TPO, STEP 1	72,590.14
TAYLOR, THOMAS W	UTILITY SPECIALIST	67,775.65
VEASIE, JAY A	UTILITY SPECIALIST	67,748.60
GIORDANO, FRANK M	WATER OPS SUPERVISOR	54,591.26
SHIMMEL, NICHOLAS J	UTILITY LABORER III	47,647.32
CALLAHAN, DONALD J	WATER OPS SUPERVISOR	46,090.79
NELSON, STEVEN A	WATER TREATMENT SYSTEMS OPERATOR	39,827.20

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

TOWN CLERK

VITAL STATISTICS

At the recommendation of the Registry of Vital Records and United States Department of State we will no longer be printing vital records in the Town Reports. This will help to protect the privacy of the individuals as well as help to curb identity theft. We will maintain the lists of names and dates in the

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Office of the Town Clerk for anyone interested in reviewing them. The following statistics are filings in the Town:

Number of Births: 112
Number of Marriage Intentions filed: 42
Number of Deaths: 108
Dogs Licensed in 2010: 808 (Unlicensed over 300)
Total Receipts: \$8,717.00

MONDAY, NOVEMBER 8, 2010 at 7:00 PM SPECIAL TOWN MEETING

Commonwealth of Massachusetts

Middlesex, ss.

The meeting was called to order by Town Moderator Timothy Goddard at 7:00 OM at the Littleton Middle School Gymnasium 55 Shattuck St., Littleton.

ARTICLE 1 Bills of Prior Years

Declared a unanimous vote that the Town will raise and appropriate the sum of \$33.96 from to pay unpaid bills from prior fiscal years:

Municipal Mangement Associates Selectmen \$33.96 FY 2010

ARTICLE 2 FY 2011 Budget Amendments

Declared a unanimous vote that the Town will amend the FY 2011 Operating Budget, as adopted pursuant to Article 4 of the May 3, 2010 Annual Town Meeting, by adjusting budget line items.

FY 2011		FY 2011 Budget	
Line Item/Budget	Budget	Adjustment	Adjusted
300 School Department	\$14,428,679	+548,397	\$14,977,076
Total Appropriated Budgets	\$31,154,038	+548,397	\$31,702,435

ARTICLE 3 Fund Collective Bargaining Agreements

Declared a vote that the Town will raise and appropriate the following sums necessary to fund the cost items contained in collective bargaining agreements between the Town and its employee unions.

Collective Bargaining Agreement	Department/Budget	Amount
Massachusetts Coalition of Police, Local 204 (Police)	210 Police/Dispatch	\$10,450
Massachusetts Coalition of Police, Local 204A (Dispatch)	210 Police/Dispatch	\$2,490
Local 4599, I.A.F.F. (Fire)	220 Fire	\$3,300
AFSCME Council 93, Local 1703 (Highway)	420 Highway	\$5,490

ARTICLE 4 Amend Classification and Compensation Plan

Declared a vote that the Town will amend Chapter 33 of the Town Code, Personnel, to amend Schedule A of the Classification and Compensation Plan to read as follows:

FY 2011 CLASSIFICATION & COMPENSATION PLAN Schedule A, Permanent Full and Part-time Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1 hourly	\$8.82	\$ 9.13	\$9.44	\$9.79	\$10.11	\$10.47	\$10.85
annual	18,416.16	19,063.44	19,710.72	20,441.52	21,109.68	21,861.36	22,654.80
2 hourly	10.97	11.35	11.77	12.17	12.59	13.04	13.49
annual	22,905.36	23,698.80	24,575.76	25,410.96	26,287.92	27,227.52	28,167.12
3 hourly	13.79	14.27	14.77	15.30	15.83	16.38	16.95
Annual	28,793.52	29,795.76	30,839.76	31,946.40	33,053.04	34,201.44	35,391.60
4 hourly	15.87	16.41	16.98	17.58	18.20	18.84	19.50
Annual	33,136.56	34,264.08	35,454.24	36,707.04	38,001.60	39,337.92	40,716.00
5 hourly	16.65	17.22	17.82	18.46	19.12	19.77	20.46
annual	34,765.20	35,955.36	37,208.16	38,544.48	39,922.56	41,279.76	42,720.48
6 hourly	17.48	18.10	18.72	19.37	20.07	20.76	21.48
annual	36,498.24	37,792.80	39,087.36	40,444.56	41,906.16	43,346.88	44,850.24
7 hourly	18.35	19.01	19.66	20.35	21.06	21.81	22.55
annual	38,314.80	39,692.88	41,050.08	42,490.80	43,973.28	45,539.28	47,084.40
8 hourly	19.28	19.95	20.65	21.37	22.11	22.89	23.69
annual	40,256.64	41,655.60	43,117.20	44,620.56	46,165.68	47,794.32	49,464.72
9 hourly	20.24	20.95	21.66	22.43	23.22	24.05	24.88
annual	42,261.12	43,743.60	45,226.08	46,833.84	48,483.36	50,216.40	51,949.44
10 hourly	21.25	22.00	22.76	23.55	24.39	25.24	26.14
annual	44,370.00	45,936.00	47,522.88	49,172.40	50,926.32	52,701.12	54,580.32
11 hourly	26.56	27.50	28.45	29.44	30.49	31.54	32.65
annual	55,457.28	57,420.00	59,403.60	61,470.72	63,663.12	65,855.52	68,173.20
12 hourly	33.21	34.37	35.58	36.80	38.09	39.45	40.82
annual	69,342.48	71,764.56	74,291.04	76,838.40	79,531.92	82,371.60	85,232.16
13 hourly	38.19	39.53	40.91	42.34	43.81	45.34	46.93
annual	79,740.72	82,538.64	85,420.08	88,405.92	91,475.28	94,669.92	97,989.84

and further to vote to raise and appropriate a sum of \$13,500 for the purpose of funding a one percent (1%) salary schedule increase for permanent full and part-time positions governed by said schedule.

ARTICLE 5 M.H. Kimball Trust Fund Expenditure

Declared a vote that the Town will amend the action taken under Article 11 of the May 3, 2010 Annual Town Meeting by substituting "Littleton High School" for "Russell Street Elementary School", so that the action to be taken pursuant to said Article 11 is to transfer \$9,800 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of procuring and installing ceiling-mounted LCD projectors at the Littleton High School and costs related thereto.

ARTICLE 6 FY 2011 Supplemental Capital Expenditures

The Town voted separately to items 1 through 5 and approved said articles as declared and no by a vote of 68 yes to 157 no to item 6 only, to raise and appropriate the sum of \$176,00 to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described below in items one through five.

1. Shattuck Street Building Roof Repairs – \$120,000 to be expended by the Permanent Municipal Building Committee for repairs to the roof of the Shattuck Street Building, including the library and school administration; Approved
2. Library Self Check Station - \$11,000 to be expended by the Library Trustees for a self check station and desk adaptation; Approved

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3. Ball field renovations - \$12,000 to be expended by the Park and Recreation Commission for field repairs at the Russell Street and Middle School Properties; Approved
4. Refurbish 2000 Mack Lift hook sander # 18 - \$20,000 to be expended by the Highway Department to refurbish the 2000 Mack Lift hook sander #18; Approved
5. Shaker Lane Flooring - \$13,000 to be expended by the School Committee to replace/repair the flooring at the Shaker Lane School; Approved
6. Crematory Feasibility Study - \$30,000 to be expended by the Board of Selectmen for a crematory feasibility study. Defeated

ARTICLE 7 Rescind Unused Borrowing Authorizations

Unanimously voted by the Town to rescind the borrowing authorized for the following articles and following un-issued amounts, or to take any other action relative thereto:

Town Meeting Vote	Project	Authorization	Amount Issued	Total to be Rescinded
03/07/05 STM Article 2	Construct New Middle School	\$4,000,000	\$3,564,105	\$435,895
11/5/07 STM Article 17	Ozone Generator	\$100,000	\$86,609	\$13,391
10/20/08 STM Article 3	New Police Station Construction	\$6,285,308	\$6,023,303	\$262,005
5/4/09 STM Article 5	Houghton Memorial Building Roof Replacement	\$215,000	\$195,000	\$20,000
5/4/09 STM Article 6	Acquisition of Yapp Conservation Land	\$650,000	\$150,000	\$500,000

ARTICLE 8 Rescind Pay-As-You-Throw

No motion was made by the Moderator for Article 8 as it was a non-binding referendum. A presentation was done but the motion of the floor failed by a vote of 70 yes to 141 no to request a change of the 'PAY-AS-YOU-THROW' procedure of the Transfer Station. We want to rescind the vote of the Board of Selectmen for this process.

ARTICLE 9 Acquisition of Cobb Conservation Properties

Passed by the necessary 2/3rds vote by checklist and ballot that the Town will: (i) authorize the Board of Selectmen to acquire by purchase, gift or eminent domain for open space purposes under the Community Preservation Program, the fee interest in certain parcels of real estate on Crory Lane owned by the Emily B. Cobb Trust, containing 16.39 acres, more or less, shown as Assessors Map R3, Parcels 21, 22, and 23, comprising 9.99 acres abutting the Yapp Conservation Land; and Assessors Map R01, Parcel 15-9 comprised of 6.4 acres abutting Cobb's Pond, a copy of which maps are on file in the Office of the Town Clerk, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission; (ii) appropriate \$745,000 to pay costs of purchasing the property described herein, including the payment of all costs incidental and related thereto, and that to meet this appropriation \$323,955.68 shall be raised by borrowing under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, which borrowing shall be reduced to the extent of any grants or gifts received by the Town of account of this project, and the following amounts shall be transferred from available funds as follows:

- (i) \$147,859.62 Conservation Fund
- (ii) \$ 78, 519.64 Oak Hill Cell Tower Fund

- (iii) \$ 45,535.18 Newtown Hill Cell Tower Fund
- (iv) \$ 2,129.88 Land Acquisition Fund
- (v) \$ 47,000.00 Community Preservation Open Space Fund
- (vi) \$100,000.00 Community Preservation Undesignated Fund Balance

provided that to the extent any federal, state or other funds are or become available for the purposes outlined in this Article, including amounts that may be available for this project from the Commonwealth's Division of Conservation Services Land and Water Conservation Fund (LWCF) or its Local Acquisitions for Natural Diversity (LAND) Program, the Board of Selectmen and any other applicable boards or commissions of the Town are authorized to apply for and accept such funds and (iii) authorize the Board of Selectmen and the Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition or purchase or grants; and to authorize the Board of Selectmen and the Conservation Commission to convey to the Littleton Conservation Trust, for no consideration, a perpetual conservation restriction on said land as authorized by Chapter 184, Sections 31 through 33 inclusive of the General Laws, allowing conservation and passive recreation uses on the land acquired pursuant to this vote, within the meaning of Chapter 40, Section 8C of the General Laws.

Total Ballots Cast 206

Yes 186 No 20

Necessary 2/3rds vote would be 138 Yes, so passed by requirement.

ARTICLE 10 Zoning Amendments - Flood Insurance Rate Maps and Flood Insurance Study

Unanimously voted by the Town to amend the Zoning Map and Zoning By-Law of the Town of Littleton as follows:

1. Delete § 173-72 in its entirety and insert in its place the following:

§ 173-72. Applicability

All land lying below certain control elevation (United States Geological Survey datum) as shown on the Zoning Map shall be considered wetlands, deemed to be subject to seasonal or periodic flooding. And all special flood hazard areas within the Town of Littleton designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program, shall be considered floodplains. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Littleton are panel numbers 25017C0209E, 25017C0216E, 25017C0217E, 25017C0218E, 25017C0219E, 25017C0228E, 25017C0236E, 25017C0237E, 25017C0238E, 25017C0239E, 25017C0241E and 25017C0243E dated June 4, 2010. The exact boundaries of the floodplain may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Building Inspector. Within Zone A, where the base flood elevation is not provided on the FIRM, the applicant shall obtain any existing flood elevation data, which shall be reviewed by the Building Inspector or the Board of Appeals for its reasonable use toward meeting the requirements of this chapter.

2. Amend §173-73.D by deleting the words "the Flood Boundary and Floodway Maps" and inserting in their place "the FIRM".
3. Amend §173-73 by deleting subsection E in its entirety and inserting new subsections E, F, and G as follows:

E. Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

F. Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

G. All development in the floodplain, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations."

4. Amend the first sentence of § 173-74 by deleting "§ 173-73C" and inserting therefor "§ 173-73.B and §173-73.C"

5. Renumber existing § 173-75 as §173-76, and insert a new §173-75 as follows:

§ 173-75. Notification of watercourse alteration.

In a riverine situation, the Building Commissioner or Board of Appeals shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities
- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104
- NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110"

The meeting was adjourned at 9:25P.M.

The warrant was properly posted according to Town By-Law and MGL with return of service so signed by Constable Chief John M Kelly. The full warrant is available in the Clerk's Office.

MONDAY, MAY 3, 2010 ANNUAL TOWN MEETING

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:00P.M. at the Charles Forbes Kaye Gymnasium at the Littleton Middle School, Russell St. Littleton. Once again the Consent Calendar was used for all non-controversial Articles for Town Meeting. The Town Moderator explained the Consent Calendar and announced all Articles that had been chosen to be on the Consent Calendar. Town Moderator announced anyone may place a hold on these Articles and they will be discussed and decided if it should remain on the Consent Calendar. All Consent Calendar Articles will be voted as a whole and will need unanimous votes to continue in such fashion. Articles placed on the Consent Calendar and voted unanimously to approve are as follows: **Articles 1, 3, 5, 11, 12, 13, 14, 15, 16 and 17.**

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ARTICLE 1 Town Officers

Voted unanimously through Consent Calendar to approve the following appointments: Fence Viewers: William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox; Field Drivers: Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Bill McKetridge, Ronald Pollack, Brian Pollack, Michele Roche, and Tom Wood.

ARTICLE 2 Annual Report

Voted unanimously that the Town accept all printed reports of Town Officers and Committees as published in the 2009 Annual Town Report.

ARTICLE 3 Bowrrowing Authorization

Voted unanimously through Consent Calendar that the Town will 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, 2010, in accordance with the provisions of Chapter 44, ction 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 FY 2011 Operating Budget

Declared a vote by the necessary majority that the Town will raise and appropriate the sum of 30,536,688, and transfer from the funds specified herein the sum of \$624,586, for a total of \$31,161,274, to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2010.

114 MODERATOR			
Personal Services	\$0	\$0	\$0
Expenses	<u>100</u>	<u>100</u>	<u>100</u>
Total 114	100	100	100
122 SELECTMEN / TOWN ADMINISTRATOR			
Personal Services	150,605	157,340	158,400
Expenses	17,572	12,070	11,870
MAGIC Assessment	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
Total 122	169,777	171,010	171,870
131 FINANCE COMMITTEE			
Personal Services	-	-	-
Expenses	<u>393</u>	<u>500</u>	<u>500</u>
Total 131	393	500	500
132 RESERVE FUND			
Expenses	<u>168,209</u>	<u>150,000</u>	<u>150,000</u>
Total 132	168,209	150,000	150,000
135 FINANCE AND BUDGET			
Personal Services	483,145	482,007	489,933
Expenses	48,077	40,205	35,010
Audit	<u>36,450</u>	<u>27,000</u>	<u>27,000</u>
Total 135	567,672	549,212	551,943
151 LEGAL			
Expenses	<u>174,994</u>	<u>100,000</u>	<u>100,000</u>
Total 151	174,994	100,000	100,000
155 INFORMATION SYSTEMS			
Personal Services	52,590	55,175	57,070

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	Expenses	<u>77,090</u>	<u>67,350</u>	<u>65,459</u>
	Total 155	129,680	122,525	122,529
161 TOWN CLERK				
	Elected Salaries	-	45,652	47,283
	Personal Services	59,774	16,008	16,008
	Expenses	1,124	1,500	1,500
	Transfer In – Dog Tax Fund	-	-	<u>(2,200)</u>
	Total 161	60,898	63,160	62,591
162 ELECTIONS & REGISTRATIONS				
	Personal Services	-	-	-
	Expenses	<u>9,700</u>	<u>8,700</u>	<u>8,700</u>
	Total 162	9,700	8,700	8,700
171 CONSERVATION COMMISSION				
	Personal Services	15,683	18,848	19,491
	Expenses	1,000	1,000	1,000
	Transfer In - Wetland Fund	-	<u>(3,165)</u>	<u>(5,050)</u>
	Total 171	16,683	16,683	15,441
175 PLANNING BOARD				
	Personal Services	44,735	42,110	45,585
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	45,910	43,285	46,760
176 APPEALS BOARD				
	Personal Services	5,447	5,638	4,829
	Expenses	<u>1,679</u>	<u>1,200</u>	<u>1,200</u>
	Total 176	7,126	6,838	6,029
191 BUILDING MAINTENANCE				
	Personal Services	40,820	42,982	42,982
	Expenses	<u>413,736</u>	<u>316,556</u>	<u>311,556</u>
	Total 191	454,556	359,538	354,538
193 GENERAL INSURANCE				
	Expense	<u>268,837</u>	<u>300,000</u>	<u>300,000</u>
	Total 193	268,837	300,000	300,000
194 EMPLOYEE/RETIREE BENEFITS				
	Expenses	3,286,940	4,119,366	3,628,688
	Other Post Employment Benefits Liability Fund			900,000
	Transfer In - EMS Enterprise	(33,914)	(63,718)	(68,703)
	Transfer In - Recreation Revolving	-	<u>(14,393)</u>	<u>(14,393)</u>
	Total 194	3,253,026	4,041,255	4,445,492
196 Town Report / Town Meeting				
	Expenses	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Total 196	5000	5000	5000
210 POLICE / DISPATCH				
	Personal Services	1,453,553	1,397,939	1,393,938
	Expenses	<u>102,228</u>	<u>95,510</u>	<u>100,061</u>
	TOTAL 210	1,555,781	1,493,449	1,493,999
220 FIRE DEPARTMENT				
	Personal Services	446,868	422,976	422,976
	Expenses	<u>33,580</u>	<u>21,948</u>	<u>21,948</u>
	Total 220	480,448	444,924	444,924
241 BUILDING DEPARTMENT				
	Personal Services	92,208	92,980	92,750

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	Expenses	3,089	5,430	5,430
	Transfer In - Inspectional Revolving	-	<u>(2,730)</u>	<u>(3,000)</u>
	Total 241	95,297	95,680	95,180
300	SCHOOL DEPARTMENT			
	Budget	14,202,677	14,428,673	14,428,679
	Transfer In - LH Zappy Trust	(200)	(200)	(700)
	Transfer In - Hildreth Trust	(1,500)	(1,500)	(6,000)
	Transfer In - Goldsmith Trust	(100)	(100)	(500)
	Transfer In - Johnson Trust	<u>(200)</u>	<u>(200)</u>	<u>(750)</u>
	Total 300	14,200,677	14,426,673	14,420,729
301	NASHOBA TECH ASSESSMENT			
	Expenses	<u>565,875</u>	<u>495,948</u>	<u>597,906</u>
	Total 301	565,875	495,948	597,906
420	HIGHWAY DEPARTMENT			
	Personal Services	657,963	668,216	677,986
	Expenses	416,698	470,846	461,071
	Streetlights	30,070	33,077	33,077
	Wastewater	119,067	50,000	50,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>47,961</u>	<u>110,000</u>	<u>100,000</u>
	Total 420	1,274,565	1,334,945	1,324,940
422	ROADWAY REPAIRS			
	Expenses	<u>480,000</u>	<u>464,800</u>	<u>469,448</u>
	Total 422	480,000	464,800	469,448
423	SNOW & ICE			
	Personal Services	99,300	67,115	68,000
	Expenses	<u>328,097</u>	<u>83,750</u>	<u>84,000</u>
	Total 423	427,397	150,865	152,000
491	CEMETERY DEPARTMENT			
	Personal Services	104,671	77,325	77,325
	Expenses	24,916	17,800	17,800
	Transfer In: Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(18,897)</u>	<u>(20,000)</u>	<u>(18,897)</u>
	Total 491	98,690	63,125	64,228
510	HEALTH DEPARTMENT			
	Personal Services	26,558	26,540	26,240
	Expenses	886	1,235	1,235
	Assessment - Nashoba BOH	21,027	21,650	21,027
	Assessment - Nashoba Nursing	8,182	8,250	8,182
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	1,300	1,300	1,300
	Transfer In - B.Sampson Animal Fund	<u>(500)</u>	<u>(500)</u>	<u>(2,500)</u>
	Total 510	61,233	62,255	59,264
541	COUNCIL ON AGING			
	Personal Services	55,404	55,432	56,385
	Expenses	<u>13,917</u>	<u>13,416</u>	<u>12,462</u>
	Total 541	69,321	68,848	68,847
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	659	750	750
	Veteran Benefits	<u>9,196</u>	<u>12,000</u>	<u>12,000</u>
	Total 543	14,855	17,750	17,750

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610 REUBEN HOAR LIBRARY			
Personal Services	354,844	355,265	351,522
Expenses	64,950	62,658	67,400
Merrimack Valley Assessment	28,552	30,489	31,714
Transfer In - Library Trust Funds	<u>(15,000)</u>	<u>(15,000)</u>	<u>(17,500)</u>
Total 610	433,346	433,412	433,136
630 PARK AND RECREATION DEPARTMENT			
Personal Services	76,097	140,388	140,388
Expenses	2,963	-	-
Park Maintenance	16,029	6,800	6,800
Transfer In - Revolving Wages	-	(60,550)	(60,550)
Transfer In - Revolving Fields	<u>(26,960)</u>	<u>(6,800)</u>	<u>-</u>
Total 630	68,129	79,838	86,638
690 Other CULTURE & RECREATION			
Historical	69	700	700
Memorial Day	500	500	500
Patriot's Day	-	<u>50</u>	<u>50</u>
Total 690	569	1,250	1,250
710 LONG TERM DEBT	4,167,486	4,178,104	4,611,119
720 SHORT TERM DEBT	15,229	301,118	265,680
Transfer In - Cemetery Trust	(98,500)	(25,000)	(13,000)
Transfer In - Self Help Grant	(18,000)	(18,000)	(18,000)
Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower	(40,000)	(40,000)	(40,000)
Transfer In - Newtown Hill Cell Tower	(59,479)	(57,204)	(49,929)
Transfer In - Clean Lakes	(31,850)	(30,310)	(28,770)
Transfer In - Bond premium	-	-	(18,915)
Transfer In - Community Preservation	-	-	(36,250)
Transfer In - Light Dept	<u>(202,991)</u>	<u>(196,014)</u>	<u>(189,705)</u>
Total Debt Service	3,714,622	4,095,420	4,464,956
<u>FUNDING SUMMARY</u>			
TOTAL Net Budgets	29,450,730	30,251,645	31,161,274
Total Transfers In	<u>577,365</u>	<u>584,658</u>	<u>624,586</u>
TOTAL Appropriated Budgets	28,873,366	29,666,987	30,536,688

ARTICLE 5 Electric Light Operating Budget

Voted unanimously through the Consent Calendar that the Town will vote the 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 such expenses of the plant as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other so designated account of said plant and may be expended without further appropriation for such additions to such plant as may be authorized by the Electric Light Board and any unexpended balance of said excess shall be returned to the Town Treasurer.

ARTICLE 6 Water Enterprise Fund Operating Budget

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Voted by simple majority and declared a vote that the Town appropriate \$1,992,560 from the Water Enterprise Fund to fund the operation of the Water Department for the fiscal year beginning July 1, 2010. Actual table is available in the warrant in the Clerk's Office.

ARTICLE 7 Emergency Medical Services Enterprise Fund

Declared a vote by simple majority that the Town appropriate \$405,610 from the Emergency Medical Services (EMS) Enterprise Fund to fund the operation of the EMS Department for the fiscal year beginning July 1, 2010. Actual table is available in the warrant in the Clerk's Office.

ARTICLE 8 Capital Items from Available Funds

Declared a vote by simple majority that the Town vote to transfer from the Undesignated Fund Balance the sum of \$289,120 for capital projects and purchases itemized below:

- A. Police Cruiser leases - \$40,500 to be expended by the Police Department; 3rd year (final) on 3 @ \$13,500.
- B. Fire Command Vehicle lease -\$6,000 to be expended by the Fire Department to lease a vehicle for Fire Department. Said payment will cover the fourth year's payment of a five-year lease.
- C. Highway Sidewalk Plow lease - \$45,000 to be expended by the Highway Department for the purpose of paying the lease on the sidewalk plow. Said payment will cover the third year's payment of a three-year lease.
- D. Fire Major Equipment Repair -\$13,125 to be expended by the Fire Department for the purpose of major equipment repairs and upkeep.
- E. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for the purpose of major equipment repairs and upkeep.
- F. Shaker Lane Univents - \$27,000 to be expended by the School Committee for the purpose of replacing univent HVAC units at the Shaker Lane School.
- G. School Technology - \$20,000 to be expended by the School Committee for the purpose of purchasing new and replacement computer systems with printers and accessories for various school departments.
- H. Town Hall HVAC - \$9,000 to be expended by the Board of Selectmen for the purpose of repairing HVAC units at the Shattuck St building.
- I. Highway 1-ton tool truck - \$48,495 to be expended by the Highway Department for the purpose of purchasing a new 1-ton vehicle with plow as a replacement for an existing 2002 vehicle with mileage in excess of 100,000.
- J. UHF Radio Upgrade - \$40,000 to be expended by the Fire Department as matching funds for a Fire ACT regional UHF radio upgrade grant.
- K. Rear Boom Flail Mower - \$25,000 to be expended by the Highway Department to replace a 2003 model.

ARTICLE 9 Track Design and Development

Declared a vote by majority that the Town will amend the action taken under Article 11 of the Annual Town Meeting held on May 4, 2009, and will transfer from the Undesignated Fund Balance the sum of \$35,000 to be expended by the Permanent Municipal Building Committee, as directed by the Town Meeting for expenses incidental and related thereto to continue the design and development of a track and/or multi-purpose field facility.

ARTICLE 10 Community Preservation FY 2011 Budget

Declared a vote by the Town to approve the appropriations and reserves itemized from FY 2011 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation.

Appropriations total \$41,250.00 and the Reserve \$117,344.56 totaling \$158,594.56. Table printed in warrant and available in the Clerk's Office.

ARTICLE 11 M.H. Kimball Trust School Grant Funds

Voted unanimously through the Consent Calendar that the Town will transfer \$9,800 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of procuring and installing ceiling-mounted LCD projectors at the Russell Street Elementary School and costs related thereto.

ARTICLE 12 Personnel By-law Amendments

Voted unanimously through the Consent Calendar that the Town will amend Chapter 33 of the Town Code, Personnel, as follows:

1. Amend the Personnel By-law to use the term "Personnel Board" uniformly throughout by striking all references to "Personnel Committee", "Committee on Personnel", and, when used in reference to the Personnel Board, "Committee", and inserting in place thereof "Personnel Board".
2. Amend §33-2 to provide for staggered three-year terms for Personnel Board members by deleting the second sentence of the second paragraph of §33-2 and replacing it with the following:

The Town department head and employee at large shall be elected by their peers for a term of two years so arranged that the term of one shall expire each year. All other appointments to the Board shall be made by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least one member shall expire each year.
3. Add the category of On-Call/Temporary Employee throughout the Personnel By-law, as follows:
 - a. Amend §33-7 by inserting after "d. Seasonal Employee" the following definition "e. On-Call/Temporary Employee: Any non-benefit eligible employee whose duration of employment with the Town is on an on-call or temporary basis." and by relettering each existing subsection accordingly;
 - b. Amend §33-8.B by adding "d. On-Call/Temporary" so that said section reads as follows: "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; d. On-Call/Temporary These categories will determine an employee's eligibility for benefits as specified by this By-Law."
4. Amend §33-13 to read as follows: "A *step increase* 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, *unless otherwise exempted by attached schedules*. When an employee reaches the top step of the grade they will no longer be eligible for a step increase."
5. Amend the Classification and Compensation Plan by deleting "FY 2010" and inserting in place thereof "FY 2011", with no changes in the dollar amounts contained in said plan.
6. Amend Schedule A of the Classification and Compensation Plan as follows:
 - a. Delete "Outreach Coordinator" at Grade 5 and add "Coordinator for Outreach and Respite Care" at Grade 7;
 - b. Add "Department Clerk" at Grade 4; and
 - c. Reclassify "Assistant Treasurer" from Grade 7 to Grade 9.
7. Amend Schedule B as follows:
 - a. Add "On-Call Meeting Clerk" at \$11.65 per hour; and
 - b. Add "PR&CE Preschool Coordinator/Lead Coordinator" at \$15.00 per hour.
8. Amend Schedule C, Temporary/Seasonal Park & Recreation Department positions, as follows:
 - a. Add Grade 10 at Step 1, \$19.00; Step 2, \$19.57; Step 3, \$20.16; Step 4, \$20.6; and Step 5, \$21.38;
 - b. Amend "Counselor – Tahattawan" to read "Senior Counselor – Tahattawan" at Grade 2;

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- c. Add “Snack Hut Manager” and “Lead Counselor – Tahattawan” at Grade 3;
 - d. Add “Summer Program Coordinator” at Grade 5;
 - e. Reclassify “Camp Specialist – Music” from Grade 5 to Grade 6;
 - f. Reclassify “Sailing Coordinator” from Grade 6 to Grade 7;
 - g. Reclassify “Preschool Teacher” from Grade 6 to Grade 10;
 - h. Delete “Camp Tahattawan Assistant Director” and add “Assistant Director/CIT Director – Tahattawan” at Grade 6;
 - i. Reclassify “Camp Director – Tahattawan” from Grade 7 to Grade 8;
 - j. Add “Assistant Director – Prouty” at Grade 7; and
 - k. Add “Tennis Instructor,” “Golf Instructor,” and “Special Programs Instructor” at Grade 9.
9. Add Schedule C-1, Temporary/Seasonal/Fee-based Community Education Enrichment Program, as follows:

Grade	Step 1	Step 2	Step 3
1	8.50	8.93	9.37
2	14.00	14.70	15.44
3	20.00	21.00	22.05
4	25.00	26.25	27.56
5	30.00	31.50	33.08
6	35.00	36.75	38.59

Grade 1 - Community Education Teachers Aide
Grade 2 - Community Education Assistant
Grade 3 - Community Education Instructor 1
Grade 4 - Community Education Instructor 2
Grade 5 - Community Education Instructor 3
Grade 6 - Community Education Instructor 4

10. Add Schedule D, Fire Department On-Call, as follows:

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$8.17					
2	\$11.76	\$12.01	\$12.26	\$12.51	\$12.76	\$13.01
3	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00	\$13.25
4	\$13.89	\$14.14	\$14.39	\$14.64	\$14.89	\$15.14
5	\$14.66	\$14.91	\$15.16	\$15.41	\$15.66	\$15.91
6	\$14.87	\$15.12	\$15.37	\$15.62	\$15.87	\$16.12

Grade 1

Probationary Fire Fighter or Emergency Medical Technician

Grade 2

On Call Fire Fighter

On Call Emergency Medical Technician

Grade 3

On Call Fire Fighter/ EMT

Grade 4

On Call Lieutenant

Grade 5

On Call Captain

Grade 6

On Call Deputy Chief

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief.

ARTICLE 13 Revolving Funds

Voted unanimously by the Consent Calendar that the Town will authorize the following Fiscal Year 2011 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws:

- (1) Wiring/Plumbing/Gas Inspections: to allow receipts from wiring and plumbing fees to be segregated into a special account; and with funds therefrom, up to a limit of \$75,000 annually, to be expended to compensate the Wiring, Plumbing and Gas Inspectors, under the direction of the Building Commissioner, with the prior year's fund balance to be available for expenditure;
- (2) Dog By-law Enforcement: to allow receipts from dog license fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for costs associated with by-law enforcement, under the direction of the Town Clerk, with the prior year's fund balance to be available for expenditure;
- (3) Cemetery Lots: to allow receipts from the sale of lots and grave opening fees to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for associated administrative costs, under the direction of the Cemetery Commission, with the prior year's fund balance to be available for expenditure;
- (4) Alarm Box Repairs: to allow receipts from alarm box fees to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for repairs to alarm boxes, under the direction of the Fire Department, with the prior year's fund balance to be available for expenditure;
- (5) CPR Courses: to allow receipts from CPR course fees to be segregated into a special account; and with funds therefrom, up to a limit of \$2,000 annually, to be expended for CPR course costs, under the direction of the Fire Department, with the prior year's fund balance to be available for expenditure;
- (6) Sealer of Weights and Measures: to allow receipts from sealer fees to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended to compensate the Sealer, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;
- (7) Fire Safety Act Compliance: to allow receipts from Fire Safety Act fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended for associated administrative costs, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;
- (8) M.A.R.T.: to allow receipts from reimbursement from M.A.R.T. bus fees to be segregated into a special account; and with funds therefrom, up to a limit of \$68,000 annually, to be expended for wages and expenses for senior van operation, under the direction of the Council on Aging, with the prior year's fund balance to be available for expenditure;
- (9) Pet Cemetery: to allow receipts from pet cemetery fees to be segregated into a special account; and with funds therefrom, up to a limit of \$20,000 annually, to be expended for associated administrative costs, under the direction of the Cemetery Commission, with the prior year's fund balance to be available for expenditure;
- (10) Community Education: to allow receipts from community education fees to be segregated into a special account; and with funds therefrom, up to a limit of \$80,000 annually, to be expended for wages and associated administrative costs, under the direction of the Park & Recreation Commission, with the prior year's fund balance to be available for expenditure;
- (11) Spectacle Pond Cell Tower: to allow receipts from the Spectacle Pond Cell Tower rent to be segregated into a special account; and with funds therefrom, up to a limit of \$40,000 annually, to be expended for debt service for the Clean Lakes program, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure; and

(12) Legal Advertisements: to allow receipts paid by applicants for advertising costs to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for legal advertising costs, under the direction of the Board of Appeals, with the prior year's fund balance to be available for expenditure.

ARTICLE 14 Chapter 90 Road Improvements

Voted unanimously by the Consent Calendar that the Town will appropriate funds available from the Massachusetts Highway Department in the amount of \$285,847 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

ARTICLE 15 By-law Amendment: Digital Plan Submittals

Voted unanimously by the Consent Calendar that the Town will amend the Town Code, by inserting a new Chapter 138, as follows:

Chapter 138, PLANS, FILING OF

§ 138-1. Electronic Files.

To facilitate maintaining the Town of Littleton's records, for example the assessor's tax maps, an electronic file (the "standard digital file") of definitive subdivision plans and plans for which approval under the subdivision control law is not required pursuant to G.L. c.41, §81P shall be filed with the Planning Board within 15 business days after endorsement. The standard digital file shall comply with Level III of the current version of the Mass GIS "Standard for Digital Plan Submission to Municipalities" (hereafter "the standard"), available on the Internet at <http://www.mass.gov/mgis/standards.htm>. The standard digital file submitted must comply with Level III of the standard, and the vertical datum shall be the North American Vertical Datum 1988.

Upon written request, the Planning Board may waive the requirement for submitting the standard digital file or for complying with Level III of the standard. In place of the Level III requirement, the Planning Board may allow submission of a standard digital file that complies with Level I. Any request for a waiver must include a statement as to why submitting a digital file is not possible or why the requirement should be for Level I of the standard."

ARTICLE 16 Compensating Balance Agreement

Voted unanimously by the Consent Calendar that the Town will authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2011, pursuant to Chapter 44, Section 53F of the General Laws.

ARTICLE 17 Senior Work Program

Voted unanimously by the Consent Calendar that the Town will request the Board of Assessors to commit \$50,000, from the FY 2011 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.

ARTICLE 18 Library Fines

Unanimously voted that the Town will amend the Town Code, Chapter 118, Library, by deleting §118-1. "Detention of materials; enforcement," which currently reads as follows: "Whoever detains a book, magazine, newspaper, pamphlet, manuscript, phonographic record, audiotape, videotape, museum pass or other item which belongs to the Town Library for thirty (30) days after a written notice to such person or to such person's parent or guardian, if a minor, containing a copy of this chapter and notice that such materials have been kept past the time allowed by the regulations of the library, has been sent by certified mail from the librarian thereof shall pay to the library, in addition to the overdue fines provided

by Paragraph 6 of its circulation policy and all costs of replacement, an additional fine of twenty-five dollars (\$25.). The Town Librarian will be the enforcing person.”

MONDAY, MAY 3, 2010 SPECIAL TOWN MEETING

At 7:30PM the Annual Town meeting was adjourned until such time as the articles of STM are completed. Town Moderator, Timothy Goddard called the STM to order.

ARTICLE 1 Bills of Prior Years

Voted unanimously by the Town to transfer \$205.70 from Line 194 Employee/Retiree Benefits of the FY 2010 Operating Budget as adopted under Article 4 of the May 4, 2009 Annual Town Meeting to pay for unpaid bills from previous fiscal years.

ARTICLE 2 FY 2010 Line Item Transfers

Voted unanimously by the Town to amend the FY 2010 Operating Budget, as adopted under Article 4 of the May 4, 2009 Annual Town Meeting, by adjusting budget line items.

ARTICLE 3 Acquisition of Cobb Conservation Properties

ARTICLE 4 Zoning Amendment: Littleton Village Common District

Voted by the Town to accept the zoning amendments as stated below:

(Area A)

§ 173-2. Terms defined.

In this chapter, the following terms shall have the following meanings unless other meanings as required by the context or are specifically prescribed:

ACCESSORY BUILDING OR USE -- A building not attached to any principal building, or a use customarily incidental to and located on the same lot with the principal building or use.

ACCESSORY DWELLING -- A separate dwelling unit created within or as an extension to a single-family dwelling.

ADULT USE ESTABLISHMENTS - [Added 9-22-1997 STM, Art. 9] The following are businesses classified as "adult use" establishments:

CONCEPT PLAN – [Added 5-5-2007 ATM, Art. 14] A development plan, building plans, impact analyses and other materials as required herein, subject to approval by two-thirds vote of the Town Meeting;

- A. ADULT USE -- Adult Use means a use (whether partially or in its entirety) of a building or business for the purpose of engaging in the sale, display, hire, trade, exhibition, or viewing of materials or entertainment depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c.272, § 31.
- B. ADULT BOOKSTORE -- An establishment having as a substantial or significant portion of its stock in trade, books, magazines, and other matter which are distinguished or characterized by their emphasis depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c.272, § 31. For purposes herein, "substantial or significant portion of stock" shall mean more than twenty percent (20%) of the subject establishment's inventory stock or more than twenty percent (20%) of the subject premise's gross floor area.
- C. ADULT LIVE ENTERTAINMENT ESTABLISHMENTS -- An establishment, which as a form of entertainment, regularly features:

- (1) person or persons to perform in a state of nudity as defined in G.L. c. 272, § 31; or allows a person or persons to work in a state of nudity as defined in G.L. c. 272, § 31; or;
 - (2) films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction of description of anatomical areas or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.
- D. ADULT MOTION-PICTURE THEATER -- An enclosed building with a capacity of 50 persons or more used for presenting material (motion picture films, video cassettes, cable television, slides or any other such visual media) distinguished by an emphasis on matter depicting, describing, or relating to nudity, sexual conduct or sexual excitement as defined in G.L. c. 272, § 31 and which excludes minors by virtue of age.
- E. ADULT MINI MOTION-PICTURE THEATER -- An enclosed building with a capacity for less than 50 persons, or single booths, or video screens, used for presenting material distinguished by an emphasis on matter depicting, describing, or relating to nudity, sexual conduct or sexual excitement as defined in G.L. c. 272, § 31 and which excludes minors by virtue of age.
- F. ADULT VIDEO STORE -- An establishment having as a substantial or significant portion of its stock in trade, for sale or rent, motion picture films, video cassettes and similar audio/visual media, which are distinguished or characterized by their emphasis depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31. For purposes herein, "substantial or significant portion of stock" shall mean more than twenty percent (20%) of the subject establishment's inventory stock or more than twenty percent (20%) of the subject premise's gross floor area.

AGRICULTURAL SIGNS -- Signs associated with an agricultural use as referenced in Section 3 of M.G.L., Ch. 40A, offering for sale, produce and other farm products, with the sign identifying the farm and indicating only the name and price of the farm products which are for sale during the season that the sign is displayed. [Added 5-4-1996 ATM, Art. 23]

BUILDING HEIGHT -- The vertical distance from the mean finish grade of the ground adjoining the building to the highest point of the roof (or parapet) for flat or shed roofs, to the deckline for mansard roofs and to the mean height between eaves and ridge for gable, hip and gambrel roof. Not included are spires, cupolas, television antennas or other parts of structures which do not enclose potentially habitable floor space.

CAMPGROUND -- Premises used for travel trailers, campers, tents or temporary overnight facilities of any kind where a fee is charged.

CAMPING, SUPERVISED -- Facilities for a continuing supervised recreational, health, educational, religious and/or athletic program, with persons enrolled for periods of not less than one (1) week and with group dining if overnight accommodations are included.

COMMERCIAL POWER GENERATION -- Premises principally used for the generation of electric power, other than by a municipal or other public utility. [Added 5-9-1988 ATM, Art. 12]

CONFERENCE CENTER -- Premises principally used for business or professional conferences, seminars or training, with less than one-third of the floor area on the premises devoted to room rental for transient trade. (If the percentage is larger, the use is considered a hotel or motel.) [Added 5-9-1988 ATM, Art. 12]

DATA-PROCESSING CENTER -- Premises principally used for the storing or processing of information by computer. [Added 5-9-198 ATM, Art. 12]

DWELLING -- A building or part of a building used exclusively as the living quarters for one (1) or more families.

DWELLING, SINGLE-FAMILY -- A dwelling other than a mobile home, singly and apart from any other building, used exclusively for residential purposes for one (1) family.

EXTENSIVE RECREATION -- Golf courses laid out substantially in accordance with the usual requirements or specifications of the United States Golf Association, ski areas and other recreational uses of similar nature which primarily use and preserve open space, together with clubhouses and appurtenant facilities, whether or not operated for profit. Such appurtenant facilities may include provisions for

recreational activities not directly connected with the use of open space, provided that in no event shall structures occupy more than five percent (5%) of the lot area.

EXTERIOR SURFACE WALL AREA -- The surface area of a single side of a building, including glass and doors, but not including roof area.

FAMILY -- Any number of individuals living and cooking together as a single housekeeping unit, plus no more than three (3) boarders or lodgers. [Amended 9-14-1992 STM, Art. 13]

FLAGS -- A piece of fabric identifying a nation, state, city or town, expressing a political statement, but not advertising sales, special events, or changes in the nature of an operation. [Added 5-4-1996 ATM, Art. 23]

INSIGNIA -- An identifying symbol. [Added 5-4-1996 ATM, Art. 23]

LODGING HOUSE -- A dwelling in which rooms are rented as an accessory use to more than three (3) and fewer than ten (10) unrelated individuals. [Amended 9-14-1992 STM, Art. 13]

LOT -- A continuous parcel of land, in single or joint ownership, with legally definable boundaries.

LOT AREA -- The horizontal area of the lot exclusive of any area in a street or recorded way open to public use. At least ninety percent (90%) of the lot area required for zoning compliance or thirty-six thousand (36,000) square feet, whichever is less, shall be land not under water nine (9) months or more in a normal year and not wetland as defined by the Wetland Protection Act [Amended 5-9-1988 ATM, Art. 14]

LOT COVERAGE -- The percentage of lot area covered by structures and roofs or by structures, roofs, and paving. [Amended 5-9-1988 ATM, Art. 14]

MANUFACTURING -- Transformation of materials or components into new products, including fabrication, processing, finishing or packaging. [Added 5-9-1988 ATM, Art. 12]

MIXED USE: A combination of residential and commercial uses, arranged vertically (in multiple stories of buildings), or horizontally (adjacent to one another in one or more buildings within a lot).

MOBILE HOME -- A movable or portable dwelling unit on a chassis, designed for connection to utilities when in use and designed without the necessity of a permanent foundation for year-round living.

MOTOR VEHICLE SERVICE STATION -- Premises devoted to retail sale of fuel and lubricants and/or washing of motor vehicles and/or repair services and/or sales or storage of motor vehicles. [Amended 5-8-1995 ATM, Art. 30]

MUNICIPAL EDUCATION STRUCTURE -- A building used by the Town of Littleton for public education purposes. [Added 6-15-2000 STM, Art. 2]

REMOTE SECONDARY ACCESS -- Property access to a business or group of businesses in addition to the principle property access. [Added 5-4-1996 ATM, Art. 23]

RESEARCH AND DEVELOPMENT -- Industrial or commercial experimentation, design, nonroutine testing or construction of prototypes, but with any continuous production limited to pilot plant use of not more than twenty-five percent (25%) of the floor area on the premises. [Added 5-9-1988 ATM, Art. 12]

RESIDENTIAL SOCIAL SERVICE FACILITY -- A dwelling where care and supervision, either licensed, contracted or supervised by a federal or state agency, is provided to individuals who are handicapped, aged, disabled or undergoing rehabilitation. The term includes halfway houses but not nursing homes or foster homes.

SELF-STORAGE FACILITY -- An establishment consisting of a structure or group of structures containing separate storage spaces, possibly of varying sizes, leased or rented for dead storage as individual leases. Individual storage spaces shall be leased or rented to tenants who are to have access to said space for the purpose of storing or removing personal property. No individual storage space shall exceed nine hundred (900) square feet of gross floor area. [Added 5-8-2000 ATM, Art. 27]

SETBACK -- An area open to the sky, located between a street or other property line and any structure or element thereof, other than a fence, wall, other customary yard accessory or projection allowed to encroach on building lines by the State Building Code, measured perpendicular to the street or property line.

SIGN -- Any device displaying, or any display of, any letter, work, picture, symbol or object designed to inform or attract the attention of persons not on the premises on which such device or display is located, including billboards and any such internally or decoratively illuminated building surface other than unobstructed window glass.

SIGN AREA -- The surface area within a single continuous perimeter enclosing all of the display area, but not including structural members not bearing advertising matter, unless internally or decoratively lighted. One side only of flat, back-to-back signs shall be counted.

STRUCTURE -- A combination of materials assembled at a fixed location to give support or shelter, such as a building, retaining wall which retains four (4) or more feet of unbalanced fill, fences over six (6) feet high, swimming pools that contain water over twenty-four (24) inches in depth and two hundred and fifty (250) square feet of surface area or the like. The word "Structure" shall be construed, where the context requires, as though followed by the words "or parts thereof." [Amended 5-7-2001, ATM, Art. 20]

TEMPORARY SIGNS -- Any sign displayed for up to a maximum of 30 days. [Added 5-4-1996 ATM, Art. 23]

TOXIC OR HAZARDOUS MATERIALS -- All liquid hydrocarbon products, including but not limited to gasoline, fuel and diesel oil, and also any other toxic, caustic or corrosive chemicals, radioactive materials or other substance controlled as being toxic or hazardous by the Division of Hazardous Waste under the provisions of Chapter 21(c) of the General Laws.

TRUCK TERMINAL -- Premises principally used for the parking, dispatching and maintenance of trucks and/or loading or unloading of cargo into vehicles, but with only incidental storage on the premises, and not including such activities if accessory to a principal use, such as a warehouse or processing operation. [Added 5-9-1988 ATM, Art. 12]

WAREHOUSING, DISTRIBUTION CENTER -- Premises used primarily for indoor storage of goods and materials for later distribution or use but not for sale on the premises, with or without accessory truck terminal facilities. [Added 5-9-1988 ATM, Art. 12]

WHOLESALE -- Sale of commodities in quantity for resale or further processing, with only incidental retail sales, if any. [Added 5-9-1988 ATM, Art. 12]

WINDOW SIGNS -- Signs painted or fastened to window glass and signs immediately inside window glass. [Added 5-4-1996 ATM, Art. 23]

WIRELESS TELECOMMUNICATIONS TOWER AND FACILITIES -- A wireless telecommunications facility, shall include towers, antennae, panels, and appurtenant structures designed to facilitate the following types of services: cellular telephone service, personal communications services, and enhanced specialized mobile radio service. [Added 2-10-1997 STM, Art. 3]

§ 173-22. Establishment of districts.

A. Districts enumerated.

- (1) For the purpose of this chapter, the Town of Littleton is hereby divided into the following types of zoning districts:

Residence District	* R
Business Districts	
Village Common	VC
Business	B
Industrial Districts	
Industrial A	I-A
Industrial B	I-B

- (2) In addition, there are Wetlands, Floodplains, Aquifer and Water Resource Districts.

B. Zoning Map. The boundaries of these districts are defined and bounded on the set of maps entitled "Zoning and Property Maps, Littleton, Mass.," originally dated May 10, 1980, as most recently amended, on file with the Town Clerk. These maps and all explanatory matter thereon are hereby made part of this chapter. Zoning

boundaries, except for wetlands, shown on the map entitled "Zoning Map," dated February 1, 1973, as most recently revised, shall be for information only.

- C. Boundary lines. Except when labeled to the contrary, boundary or dimension lines shown approximately following or terminating at street, railroad or utility easement center or layout lines, boundary or lot lines or the channel of a stream shall be construed to be actually at those lines; when shown approximately parallel, perpendicular or radial to such lines shall be construed to be actually parallel, perpendicular or radial thereto. When not locatable in any other way, boundaries shall be determined by scale from the map. Whenever the exact location of zoning boundary lines cannot be determined under the provisions stated above, the location of such lines shall be determined by the Board of Appeals.

§ 173-26. Use Regulations Schedule.

A. Principal uses.

Uses	R	Districts			
		VC	B	IA	IB
AGRICULTURAL USES					
Farm, greenhouses	Y	Y	Y	Y	Y
RESIDENTIAL USES					
Single-family dwelling	Y	Y	Y	N	N
2-family dwelling (new)	N	N	N	N	N
2-family dwelling (conversion) ¹	A	A	A	N	N
Multifamily dwelling	N	N	N	N	N
Mixed Use	N	P	N	N	N
Nursing home ²	A	Y	Y	N	N
Lodging house	Y	Y	Y	N	N
Mobile home park	N	N	N	N	N
Residential social service facility ³	A	A	A	N	N
Over 55 Housing Development ^P	N	N	N	N	
[Added 11-8-2005 STM, Art. 4]					
COMMERCIAL USES [Amended 5-9-1988, Art. 12]					
Major commercial use (Article XVIII)	N	P	P	P	P
If not a major commercial use:					
Office, bank, data-processing center	N	Y	Y	Y	Y
Theater or cinema	N	P	P	N	P
Retail sales, service	N	Y	Y	N ⁸	Y
Motel, hotel, conference center	N	N	N	P	N
Motor vehicle service station	N	A	A	A	A
Restaurant	N	Y ⁴	Y ⁴	Y ⁴	Y ⁴
Adult use establishments	N	N	N	P	N
[Added 9-22-1997 STM, Art. 9]					
INDUSTRIAL USES [Amended 5-9-1988, Art. 12]					
Major industrial use (Article XVIII)	N	P	P	P	P
If not a major industrial use:					
Wholesaling, warehousing, distribution center	N	N	N	Y ⁷	Y ⁷
Manufacturing	N	N	N	Y ⁷	Y ⁷
Research and development	N	N	N	Y	Y

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Asphalt batching plants	N	N	N	N	N
Open storage and bulk storage	N	N	N	Y ⁵	Y
Truck terminal					
4 or fewer trucks on premises	N	N	N	Y	Y
More than 4 trucks	N	N	N	N	N
Public utilities	N	Y	Y	Y	Y
Wireless telecommunications tower and facilities [Added 2-10-1997 STM, Art. 3]	N ⁹	N ⁹	N ⁹	P	P
Commercial power generation	N	N	N	N	N
Self-storage facilities [Added 5-8-2000 ATM, Art. 27]	N	N	N	P	P

INSTITUTIONAL USES

School

Exempt by statute (MGL C. 40, § 3)	Y	Y	Y	Y	Y
Other	N	Y	Y	Y	Y
Church or other religious use	Y	Y	Y	Y	Y
Fraternal, charitable and nonprofit organization	A	Y	Y	Y	Y
Library, museum, hospital	Y	Y	Y	Y	Y
Conversion of municipal building ⁶	P	P	P	P	P
Municipal use not elsewhere more specifically cited	Y	Y	Y	Y	Y

RECREATIONAL USES

Indoor sporting area, health club, bowling, tennis or similar uses	N	Y	Y	Y	Y
Camping, supervised	A	A	A	A	A
Campground	N	A	A	N	A
Extensive recreation	S	Y	Y	S	Y
Other principal uses with externally observable attributes similar to uses permitted above	A	A	A	A	A
Other principal uses	N	N	N	N	N
On-site disposal of toxic or hazardous materials [Added 5-9-1988 ATM, Art. 14]	N	N	N	N	N

B. Accessory uses. (See Articles XII and XIII.)

Roadside stands (agricultural)	Y	Y	Y	Y	Y
Home occupations (See § 173-54)	Y	Y	Y	Y	Y
Accessory dwelling (See Article XIII)	A	A	A	N	N
Parking in compliance with § 173-32	Y	Y	Y	Y	Y
Signs in compliance with Article VIII	Y	Y	Y	Y	Y
Wholesale and retail mercantile business accessory to manufacturing	N	Y	Y	Y	Y
Accessory scientific uses (§ 173-55)	A	A	A	A	A
On-site disposal of toxic or hazardous materials [Added 5-9-1988 ATM, Art. 14]	N	N	N	N	N
Helicopter landing facility [Added 5-9-1988 ATM, Art. 14]	N	N	N	N	N
Mobile home (§ 173-56) [Added 5-9-1988 ATM, Art. 15]	A	A	A	A	A
Wireless telecommunications tower	N ⁹	N ⁹	N ⁹	P	P

and facilities [Added 2-10-1997
STM, Art. 3]

Other customary accessory uses

Y Y Y Y Y

NOTES:

¹See § 173-68, Conversion of dwellings.

2A special permit for a nursing home in a residential area shall not be granted unless the plans, in accordance with which the nursing home is to be constructed, show that it will comply with the following conditions: no structure is to be erected within six hundred (600) feet of a street line or within two hundred (200) feet of a side line or rear line; ingress and egress are onto a street over a way or a right-of-way with a width of fifty (50) feet or more; there is a lot area of ten thousand (10,000) square feet for each bed in the facility; no building facade or roof has length exceeding one hundred fifty (150) feet without a horizontal break of at least three (3) feet.

³Provided that all building code, health and Zoning By-Law requirements are met and that the specific premises are not unsuitable in relation to the needs of the persons being cared for. [Amended 5-3-1993 ATM, Art. 20]

⁴However, food may not be sold directly to persons remaining in their vehicles, and the use requires a special permit if food is to be sold packaged for takeout (other than where the takeout is clearly incidental to service for on-premises consumption). [Amended 5-9-1988 ATM, Art. 12]

⁵Only if screened. See § 173-27B.

⁶See § 173-69, except when proposed use is permitted by the existing zoning.

7No maintenance or service of trucks as an accessory use if more than four (4) trucks on premises. [Added 5-9-1988 ATM, Art. 12]

⁸Except "P" if there is more than fifty thousand (50,000) square feet gross floor area in other nonresidential uses on the lot or within two thousand (2,000) feet of the boundary of the lot and the use is contained in a structure chiefly devoted to other permitted uses and the use occupies not more than ten percent (10%) of the structure's floor area. [Added 5-9-1988 ATM, Art. 12]

⁹Except if the proposed location is on municipally owned or controlled land, or fully enclosed within an existing Church steeple, then a special permit is required from the Planning Board. [Added 2-10-1997 STM, Art. 3]

§173-20. Special Design Provisions for the Village Common District.

The Planning Board shall consider the following additional design criteria in conducting Site Plan Review for projects in the Village Common zoning district. The Planning Board may adopt additional Design Guidelines to advance the goals of the Village Common.

Design Goals

Buildings and renovations shall be of a design similar to or compatible with traditional architecture in the Town of Littleton in terms of scale, massing, roof shape, spacing and exterior materials. The design standards are intended to promote quality development consistent with the Town's sense of history, human scale and pedestrian-oriented village character.

Building Scale

The size and detailing of buildings shall reflect the community preference for moderate-scale structures that resemble houses or barns, and do not resemble “big box shopping centers”. New buildings and/or substantial alterations shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Such features include varied facades, rooflines, roof heights, materials, and details such as brick chimneys or shutters.

Buildings shall relate to the pedestrian scale by:

- Including appropriate architectural details to add visual interest along the ground floor of all facades that face streets, squares, pedestrian pathways, parking lots, or other significant pedestrian spaces.
- Articulate the base, middle, and top of the façade separated by cornice, string cornices, step-backs or other similar features.
- Continuous lengths of flat, blank walls adjacent to streets, pedestrian pathways, or open spaces shall not be permitted.

Roof Form

New construction, including new development above existing buildings and/or substantial alterations shall incorporate gables or other traditional pitched roofs form which will be consistent with the historic architecture of the Town of Littleton. Flat roofs are discouraged.

Medical equipment located on roofs shall be screened, organized and designed as a component of the roof design, and not appear to be a leftover or add-on element.

Entrances

All primary commercial and residential building entrances shall be visible from the right-of-way and the sidewalk, and shall have an entrance directly accessible form the sidewalk.

Doors shall not extend beyond the exterior façade into pedestrian pathways.

External Materials and Appearance

Predominant wall materials shall have the appearance of wood, brick or stone painted or coated in a *[natural]* non-metallic finish. Cladding materials should be consistent on all facades with the exception of special design elements such as gables or dormers. Awnings and canopies shall be compatible with the architectural style of the building. Colors and patterns used for awning and canopies shall be subdued and compatible with existing awnings on adjacent buildings

Except for minor trim, the building shall avoid the appearance of reflective materials such as porcelain enamel or sheet metal. Window panes shall be non-reflective.

Ground floor commercial building facades facing streets, squares, or other significant pedestrian spaces shall contain transparent windows encompassing a minimum of 40 percent of the façade surface.

Wherever possible, existing historic structures on the site shall be preserved and renovated for use as part of the development.

Any alteration of or addition to an existing historic structure shall employ materials, colors and textures as well as massing, size, scale and architectural features that are compatible with the original structure. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Landscaping

To the maximum extent possible projects in the Common Area shall provide pedestrian-friendly amenities, such as wide sidewalks/pathways, outdoor seating, patios, porches or courtyards. Site landscaping shall be maximized.

Links/sidewalks designed to connect parking areas with adjacent developments are encouraged to further the goal of providing safe pedestrian access to businesses within the Littleton Common.

Service Areas, Utilities and Equipment

Service and loading areas and mechanical equipment and utilities shall be unobtrusive or sufficiently screened so that they are not visible from streets or primary public open spaces and shall incorporate effective techniques for noise buffering from adjacent uses. Waste disposal areas shall follow all relevant requirements of the current Littleton zoning by-law.

Sustainable Building Design

It is desirable that new buildings constructed in the Littleton Common Area comply with the current Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council to the maximum extent feasible.

Vehicle and Pedestrian Features

Vehicle, pedestrian and bicycle features shall be designed to provide a network of pathways, and promote walking within the Littleton Common area. Curb cuts shall be minimized.

Parking: To maintain a pedestrian-friendly environment, motor vehicle parking spaces shall be located behind or beside buildings wherever possible. Parking located directly between the building and the street alignment shall be discouraged.

Bicycle Parking: Bicycle parking shall be provided for all new development, shall be at least 50 percent sheltered from the elements, and shall be located as close as possible to the building entrance(s). Any property required to have bicycle parking may establish a shared bicycle parking facility with any other property owner within the same block.

Appointment of Design Advisory Team (DAT)

The Planning Board may, as its option, appoint a Design Advisory Team to assist in the review of any project in the Littleton Village Common Zone that requires Site Plan Review pursuant to Section 173-20. Members of the DAT shall include: one or more Planning Board member(s); professional architect(s); landscape architect(s) or design related professional(s); Historical Commission member(s); business owner(s).

The DAT will provide advisory professional design review assistance to the Planning Board.

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The DAT may also submit a written report to the Planning Board. The DAT will be appointed at a regularly scheduled meeting where public notice has been provided. At the direction of the Planning Board, a project applicant may be required to meet with the DAT to discuss resolution of design concerns.

§173-21. (Reserved)

Article XXIV, MIXED USE

§173-165. Special Permit

A. The Littleton Planning Board is hereby designated the Special Permit Granting Authority (SPGA) to grant special permits for mixed use development under the provisions of this article.

B. The SPGA may grant a special permit for mixed use development only upon finding that such use is in harmony with the general purpose and intent of the zoning bylaw and the proposal meets the specific provisions set forth under this bylaw. In granting the special permit, the SPGA may also specify conditions, safeguards and limitations concerning the use of the property associated therewith.

C. Site Plan Review, pursuant to Section 173-16, is required for all Mixed Use developments.

§173-166. Special Provisions.

Mixed Use development projects shall be granted special permits only in conformity with the following:

- A. Suitability of the site for Mixed Use development, including adequacy of the site in terms of the density of proposed uses.
 - Impact on the visual character of the business district and surrounding neighborhood.
 - Adequacy of pedestrian access to buildings, public spaces, and between adjacent uses.
 - Degree to which the proposed project complies with the goals of the Littleton Master Plan
- B. Mixed Use developments may include the following: studio, 1 and 2 bedroom units.
- C. The mix of uses shall be balanced and compatible and shall contribute to a vibrant village atmosphere, including a combination of ground floor street front uses such as retail, restaurant and offices.
- D. Ground floors of buildings fronting streets or public access ways shall be reserved for commercial uses except as specified below.
Dwelling units shall be allowed on ground floors of buildings as follows:
 - The building is set behind another building that has commercial uses on the ground floor, or
 - The residential portion of the ground floor of a building is set behind street-front retail/office/restaurant uses within the same building.
 or
 - The Planning Board determines that street-front residential uses will not have an adverse impact on the community of the commercial street front uses, and where such street-front residential uses will not be adversely affected by proximity to street and adjacent commercial uses.
- E. Parking requirements. Entrances to dwelling units shall be visible and accessible from any parking areas located in the rear of a mixed-use building. All entrances are to have sufficient illumination at night time.

The Planning Board, consistent with Section 173-32 Parking Requirements, will consider the following parking requirements for Mixed Use Projects:

1.5 spaces per dwelling unit for 1 and 2 bedroom units

1 space per 200 sq ft of retail

Intensity of Use Schedule [Amended 5-8-2000 ATM, Art. 26; 6-15-2000 STM, Art. 2]

District	Minimum Side, Rear Setbacks (Feet)						Maximum Lot Coverage (percent)	
	Minimum Lot Area (square feet)	Minimum Lot Frontage (feet)	Minimum Street Setback (feet)	Principal Building or Structure	Accessory Building or Structure	Maximum Building Height ¹⁰ (feet)	By Buildings Plus paving	by building
R	40,000	150	30 ^{8,9}	15	10	32	--	60
VC ¹	15,000	100	25 ¹¹	15 ⁶	15 ⁶	32	50 ⁷	80
B ¹	15,000	100	25 ⁸	15 ⁶	15 ⁶	32	50 ⁷	80
I-A	--	--	80 ⁵	50 ⁵	50 ⁵	40	30 ⁷	80
I-B ¹	--	--	30 ²	20 ³	20 ³	40 ⁴	35 ⁷	80

Minimum Side, Rear Setbacks

NOTES:

¹ Permitted residential use shall observe requirements of the residence district.

² Thirty (30) feet or one and one-half (1½) times the building height, whichever is greater.

³ Twenty (20) feet or height of building, whichever is greater.

⁴ Greater height may be allowed on special permit from the Planning Board upon its determination that such height is functionally essential for the operation of the activity and will cause no substantial increase in shadow cover or reduction in privacy on abutting premises.

⁵ In an Industrial A District, no building or other structure shall extend nearer than eighty (80) feet to a main public way or nearer than fifty (50) feet to a side or rear lot line or secondary public way, except when the public way divides an industrial and a residential district, the setback shall be one hundred fifty (150) feet; when the public way is a limited-access highway, the setback shall be twenty (20) feet; and the setback shall not apply to gatehouses, watchman's houses, electrical substations, gas or water meter stations or valve houses and similar one-story buildings, provided that they are of masonry construction and no larger than twelve by twelve (12 x 12) feet in plan and ten (10) feet in height to the eaves or to signs as limited by § 173-35. For this purpose, a "secondary public way" is defined as one entirely contained within the bounds of the industrial district, all others being main public ways. Also, when property ownership extends beyond the bounds of the industrial district, the boundary of the industrial district shall be considered the lot line for determining setbacks unless the use of the premises is also a permitted use in the adjoining district.

A smaller setback from a main public way, but not smaller than fifty (50) feet, may be authorized on special permit from the Planning Board, upon its determination that:

i) Either the topography of the site and its vegetation provide adequate visual screening for the building despite the smaller setback or the proposal is harmonious with its surroundings in architectural scale, use of materials, colors and landscape treatment; and also

ii) There are public interest benefits from the smaller setback, such as superior protection of natural features of the site or avoidance of sensitive areas or making feasible a desirable development not otherwise possible.

⁶ When abutting a residential use or district, twenty-five (25) feet, which shall contain no parking.

⁷ Provided, however, that the total of the gross floor area on all floors, not including cellars, shall not exceed four-tenths (0.4) times the combined land area of the site, plus any off-site areas used for ancillary parking under § 173-32 in Industrial I-A and I-B Districts, and shall not exceed six-tenths (0.6) times that combined area in business districts.

⁸ If more than one (1) street abuts the lot, then the additional street setback may be reduced one (1) foot for every two thousand (2,000) square feet under forty thousand (40,000) square feet of lot area, but to not less than fifteen (15) feet.

⁹ Where structures exist on the adjacent lot(s) on either side of the property, the street setback need not be greater than the average of the setbacks of the adjacent structures.

¹⁰ The maximum building height for a municipal education structure shall be no greater than fifty feet (50'); provided, however, that the Planning Board may issue a Special Permit authorizing this height restriction to be exceeded upon a finding that such restriction significantly and unreasonably interferes with use of the structure for an educational purpose.

¹¹ Within the Village Common zoning district, the Planning Board, as part of Site Plan Review, may determine that special circumstances render a lesser Minimum Street Setback adequate to meet the purposes of the Littleton zoning by law. If a lesser setback is allowed, the Planning Board may impose such conditions as it deems necessary. Such circumstances may include consistency with existing street setbacks and design that encourages a pedestrian environment

ARTICLE 5 Zoning Amendment: Littleton Village Overlay District West –Beaver Brook

(Area B)

A. Districts enumerated.

- (1) For the purpose of this chapter, the Town of Littleton is hereby divided into the following types of zoning districts:

Residence District	R
Business District	B
Industrial Districts	
Industrial A	I-A
Industrial B	I-B

- (2) In addition, there are Wetlands, Floodplains, Aquifer, Water Resource, and Littleton Village Overlay District West-Beaver Brook Area Districts.
- B. Zoning Map. The boundaries of these districts are defined and bounded on the set of maps entitled "Zoning and Property Maps, Littleton, Mass.," originally dated May 10, 1980, as most recently amended, on file with the Town Clerk. These maps and all explanatory matter thereon are hereby made part of this chapter. Zoning boundaries, except for wetlands, shown on the map entitled "Zoning Map," dated February 1, 1973, as most recently revised, shall be for information only.
- C. Boundary lines. Except when labeled to the contrary, boundary or dimension lines shown approximately following or terminating at street, railroad or utility easement center or layout lines, boundary or lot lines or the channel of a stream shall be construed to be actually at those lines; when shown approximately parallel, perpendicular or radial to such lines shall be construed to be actually parallel, perpendicular or radial thereto. When not locatable in any other way, boundaries shall be determined by scale from the map. Whenever the exact location of zoning boundary lines cannot be determined under the provisions stated above, the location of such lines shall be determined by the Board of Appeals.

ARTICLE XXV, LITTLETON VILLAGE OVERLAY DISTRICT WEST-BEAVER BROOK AREA § 173-167. Purpose and Intent.

A. The Littleton Village Overlay District West – Beaver Brook Area zoning bylaw is hereby established to promote:

- A variety and balance of commercial uses and retail uses, coordinated through a master plan process
- Economic development while remaining sensitive to environmental and surrounding residential area impacts.
- Building reuse and appropriate infill development
- Innovative and sustainable building and site design
- Integrated physical design and synergies between activities
- Existing industrial uses, as well as site redevelopment to allow for updated types of industrial uses
- Preservation and re-use of historic resources
- A pedestrian-friendly environment

B. The Littleton Village Overlay District West – Beaver Brook Area includes those portions of the Industrial A District (I-A), the Industrial B District (I-B) and the Village Common District to the North of the Great Road and West of King Street, all as shown on the map entitled "Littleton Village Overlay District West – Beaver Brook Area Zoning Map," dated April 22, 2010 and prepared by the Metropolitan Area Planning Council on file with the Town Clerk and hereby made a part of this chapter.

§ 173-168. Zoning Regulations in Effect; Conflict Provisions.

A. The Littleton Village Overlay District West – Beaver Brook Area bylaw shall not restrict, except as cited below, the rights of any owner who elects to utilize the existing underlying zoning district regulations to develop or redevelop land. If an owner elects to utilize the Littleton Village Overlay District—Beaver Brook Area bylaw to develop or redevelop land, the project shall conform to all applicable requirements of this bylaw, including any regulations or guidelines that may be adopted to support this bylaw.

B. In the event that an owner elects to utilize this bylaw to develop or redevelop land, then the underlying zoning in the Littleton zoning bylaw and the Littleton Village Overlay District West Beaver Brook Area bylaw shall together constitute the zoning regulations for this Area. All requirements of the underlying zoning districts, such as but not limited to, lot size, frontage, density, setbacks, height, parking and loading, stormwater control and treatment, and signage, shall govern, unless specifically modified by the Littleton Village Overlay District West – Beaver Brook Area bylaw.

C. If the provisions of this bylaw are in conflict with any other section of the Littleton zoning bylaw, the regulations of the Littleton Village Overlay District West—Beaver Brook Area shall govern.

D. For all purposes of this bylaw, the Planning Board is designated as the Special Permit Granting Authority (SPGA). All Special Permit applications made pursuant to this bylaw shall conform to the requirements of this bylaw and Section 173-7 of the Littleton zoning bylaw.

E. The Planning Board may adopt regulations for the implementation of this bylaw, including, but not limited to design guidelines that support the Littleton Village Overlay District West – Beaver Brook Area design standards.

§ 173-169. Master Planned Developments

Pursuant to Section 173-89. To further the purposes of the Littleton Village Overlay District West-Beaver Brook Area, projects involving less than 25 acres, but more than three (3) acres, may be approved by Master Planned Development special permit under Section 173-89 of the Littleton zoning bylaw. Such projects shall be subject to the additional requirements of this bylaw, and all other provisions of Section 173-89.

This type of special permit shall be known as the Master Planned Overlay Development Special Permit.

§ 173-170. Uses Allowed as part of a Master Planned Development.

Projects submitted as a Master Planned Development pursuant to this bylaw may include uses that are allowed by right in either the Industrial A or Industrial B zoning districts, and/or uses that may be authorized under Special Permit (as provided in Section 173-7) in either the Industrial A or Industrial B zoning districts. In addition, the following uses may be authorized by Master Planned Overlay Development Special Permit:

Assembly Uses	
Arena	Library
Art gallery	Motion picture theater
Bowling alley	Museum
Brewery, winery with restaurant	Pool/Billiard parlor
Church	Restaurant
Community hall	Skating rink
Dance hall (not including food or drink consumption)	Swimming pool
Exhibition hall	Symphony/ concert hall
Gymnasium (No spectator seating)	TV/radio station admitting an audience
Indoor swimming pool (No spectator seating)	Tennis court
Indoor tennis court (No spectator seating)	Theater
Lecture hall	Waiting areas in transportation terminal
Business Uses	
Animal hospital, kennel, pound	Electronic data processing
Bank	Post office
Civic administration	Print Shop
Clinic—outpatient	Professional services (architect, attorney, dentist, physician, engineer, etc.)
Educational occupancies above the 12 th grade	Telephone exchange
Mercantile Uses	
Department store	Retail store
Drug store	Sales room
Market	
Residential Uses	
Extended stay hotel, hotel	Assisted Living Facility
ACCESSORY USES	
Amusement arcade	Laundry
Banquet hall	Tavern/ bar

Barber/beauty shop	
--------------------	--

§ 173-171. Use Exceptions.

A. Variances for uses, per Section 173-6 B. (2) of the Littleton zoning bylaw shall not be permitted in any project submitted as a Master Planned Development.

B. The following uses, granted by Special Permit in the underlying Industrial Zones, shall not be allowed in any project submitted as a Master Planned Development: Adult Use Establishments, Motor Vehicle Service Stations and Mobile Homes.

§ 173-172. Concurrent Review and Granting of Special Permits.

At the proponent's option, applications for Special Permits for the Aquifer and Water Resource Districts (Section 173-61 thru 64) and Major Commercial or Industrial Use (Section 173-86 thru 88) if needed may be submitted and reviewed concurrently as part of the Master Planned Overlay Development approval process. Any additional Special Permits deemed to be required may also be submitted as part of the Master Planned Development approval process. If the Special Permit applications are not filed for concurrent review, they shall be filed once the Master Planned Development approval has been granted. The Planning Board encourages concurrent review of special permit applications.

§ 173-173. Concept Plan Approval.

Pursuant to Section 173-87, Town Meeting approval is required for retail use equal to or more than 60,000 square feet gross floor area as part of a Major Commercial or Industrial Use.

§ 173-174. Master Planned Development Approval.

The Planning Board as SPGA may grant a Master Planned Overlay Development Special Permit if it finds the criteria for approval, as outlined in Sections 173-175- thru 173-179 (below), Sections 173-89, and 173-7C, and, if applicable, in Sections 173-62 and 173-88B have been met. The Special Permit may include approval of both a schematic development plan, including phasing, and the proposed mix of uses in the development. If the project proponent elects to utilize Concurrent Review of Special Permits (Section 173-172 above), the findings required pursuant to the applicable Sections of the Littleton zoning bylaw must be met.

The decision of the Planning Board for Master Planned Development projects may be approval, approval with conditions, or denial of the requested Special Permit(s).

§ 173-175. General Performance Standards and Criteria.

The Planning Board shall consider the following general criteria before issuing a Special Permit for development within the Littleton Village Overlay District West – Beaver Brook Area:

- A. Adequacy of the site in terms of the size of the proposed use(s).
- B. Suitability of the site for the proposed uses(s).
- C. Adequacy of the provision of open space, its accessibility to the general public, and/or its association with adjacent or proximate open space areas.
- D. Impact on traffic and pedestrian flow and safety and access for emergency vehicles.
- E. Adequacy of pedestrian access to buildings and between public spaces.
- F. Impact on the visual character of the Littleton Village Overlay District West – Beaver Brook Area and surrounding neighborhood.
- G. Adequacy of utilities, including sewage disposal, water supply and storm water drainage.
- H. Potential impacts on the Town's aquifer.
- I. Degree to which the proposed project complies with the goals of the latest Littleton Master Plan and the provisions of this section.

§173-176. Design Standards.

In addition to the General Performance Standards and Criteria, the Planning Board shall consider the following Design Standards in reviewing any Master Planned Development application.

The design standards are intended to promote quality development emphasizing the Town's sense of history as a farming community and desire for contextual, pedestrian-scaled projects. To provide additional guidance, the Planning Board may promulgate more detailed Design Guidelines. All applications made pursuant to this bylaw shall be subject to the following Design Standards.

Building Scale and Massing

The size and detailing of buildings shall be pedestrian oriented and shall reflect community preference for moderate-scale structures that do not resemble "big box shopping centers".

Building design shall incorporate features to add visual interest while reducing appearance of bulk or mass. Such features include varied facades, rooflines, roof heights, materials, and architectural details. The Planning Board may, as part of a Master Planned Overlay Development Special Permit Approval, authorize an exception to the height limit upon a finding that the additional height is integral to the use and/or specific design of the structure(s).

Buildings shall relate to the pedestrian scale by:

Including appropriate architectural details to add visual interest along the ground floor of all facades that face streets, squares, pedestrian pathways, parking lots, or other significant pedestrian spaces.

Articulating the base, middle, and top of the facade separated by cornices, string cornices, step-backs or other articulating features.

Continuous lengths of flat, blank walls adjacent to streets, pedestrian pathways, or open spaces or visible from adjacent residential areas are to be minimized.

Entrances

For visibility and accessibility, all primary commercial building entrances shall be visible from the right-of-way and the sidewalk, and shall have an entrance directly accessible from the sidewalk.

Doors shall not extend beyond the exterior facade into pedestrian pathways.

Where parking is located to the rear of a building, entrances to the building are to be visible and accessible from the parking lot. All entrances are to have sufficient illumination at night time.

External Materials and Appearance

External building treatments shall relate to and be in harmony with surrounding structures. Predominant wall materials shall have the appearance of wood, stucco or stone. If painted or coated, only a non-metallic finish shall be used.

Except for minor trim, the building shall avoid the appearance of reflective materials such as porcelain enamel or sheet metal. Window panes shall be non-reflective.

Ground floor commercial building facades facing streets, squares, or other significant pedestrian spaces shall contain transparent windows encompassing a minimum of 40 percent of the facade surface.

Wherever possible, existing historic structures on the site shall be preserved and renovated for use as part of the development.

Any alteration of or addition to an existing historic structure shall employ materials, colors and textures as well as massing, size, scale and architectural features that are compatible with the original structure. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. Awnings and canopies shall be compatible with the architectural style of the building.

Screening of Mechanical Equipment

Mechanical equipment located on roofs shall be screened, organized and designed as a component of the roofscape, and not appear to be a leftover or add-on element.

Landscaping and Public Realm Enhancements

A minimum of 10 percent of the site shall remain open space that is designed and intended for public use, such as landscaped sitting areas. This category of open space shall be usable, unobstructed space that is not used for vehicle parking, vehicle circulation, loading spaces or pedestrian pathways or landscaping within vehicle parking lots. This category of open space shall not include streams, wetlands, ponds, rivers, certified vernal pools or other resource areas, or their associated buffer zones as identified under MGL Ch. 131 or the regulations thereunder.

Developments shall enhance the pedestrian environment by use of amenities such as wide sidewalks/pathways, outdoor seating, patios or courtyards, and/or appropriate landscaping. All structures, parking, pathways and other pedestrian amenities shall be designed to maximize ease of pedestrian access.

All developments shall be landscaped with appropriate low-water native vegetation.

Landscaping and screening plant materials within the Littleton Village Overlay District West – Beaver Brook Area shall not encroach on the public walkways or roadways in a way

that impedes pedestrian or vehicular traffic or blocks views of signs within the roadway alignment.

Vehicle, pedestrian, and bicycle features shall be designed to provide a network of pathways and promote walking within the Littleton Village Overlay District West – Beaver Brook Area. Driveways shall not occupy more than 25 percent of the frontage of any parcel, except for lots with a frontage of less than 40 feet. Curb cuts shall be minimized and subject to design review by the Board. The Board may require allowance for pedestrian and vehicular access to existing or future developments on abutting properties in order to facilitate pedestrian access and to minimize curb cuts.

Service Areas, Utilities and Equipment

Service and loading areas and mechanical equipment and utilities shall be unobtrusive or sufficiently screened so that they are not visible from streets or primary public open spaces and shall incorporate effective techniques for noise buffering from adjacent uses.

Vehicle and Bicycle Parking

Parking areas shall be designed to maintain a pedestrian-friendly environment. Large parking areas shall be located behind or beside buildings wherever possible. Generally, large parking areas parking shall not be located directly between the building and the street alignment.

Bicycle parking shall be provided for all new developments, and shall be at least 50 percent sheltered from the elements.

At least two bicycle parking or storage spaces shall be created for each commercial use within the site.

Bicycle parking or storage spaces shall be located as close as possible to the building entrance(s).

Any property owner required to have bicycle parking may elect to establish a shared bicycle parking facility with any other property owner within the same block to meet these requirements.

Sustainable Building Design

It is desirable that new buildings comply with the current Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council to the maximum extent feasible.

§ 173-177. Mix of Uses.

The proposed mix of uses in the project shall be balanced and compatible and shall contribute to a vibrant village atmosphere, including ground floor street-front uses comprised of retail, restaurant and office uses. Within the Littleton Village Overlay District West – Beaver Brook Area, hotels, with accessory banquet, eating, and drinking uses, theaters, performance spaces, etc. are encouraged.

§ 173-178. Site Plan Review.

Site Plan Review, as applicable pursuant to Section 173-16 thru 19, is required for any project that has received a Master Planned Overlay Development Special Permit. A sufficiently detailed site plan, meeting all of the requirements in Section 173-16 thru 19, may, at the applicant's option, be submitted for review and approval at the same time as the Master Planned Development application.

§ 173-179. Relationship to Aquifer and Water Resource Districts.

A. Purpose. This purpose of this section is to balance environmental constraints in Littleton's Aquifer and Water Resource Districts with appropriate redevelopment of industrial sites. The entire Littleton Village Overlay District West – Beaver Brook Area is within either the Aquifer District or the Water Resource District. Total potential site coverage within the Aquifer District is limited to 30% by Special Permit, and within the Water Resource District, to 50% by Special Permit. The provisions of this section allow for redevelopment of sites that currently exceed the 30% site coverage in the Aquifer District and the 50% site coverage in the Water Resource District.

B. Site Coverage. Unless otherwise specified in the Littleton Village Overlay District West – Beaver Brook Area bylaw, the maximum impervious site cover shall be limited to 30 percent of the total lot area in the Aquifer District and 50 percent in the Water Resource District, pursuant to Section 173-61 thru 64 as amended of the Littleton zoning bylaw. For the purposes of the Littleton Village Overlay District West – Beaver Brook Area, site cover shall include all impervious surfaces such as parking and building coverage.

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The Planning Board, by Special Permit, may allow for redevelopment that is equivalent to the same percent lot coverage as the existing impervious lot coverage, even if it exceeds the 30% and 50 % thresholds, provided that both of the following criteria are met

(1) The development incorporates current MA Department of Environment Protection (DEP) best management practices for storm water management, and the Storm Water Quality Control and Storm Water Quality Practices outlined in the *Town of Littleton Low Impact Design/Best Management Practices Manual*.

(2) There is no net increase in impervious site coverage.

All other provisions of the Aquifer and Water Resource Districts shall apply to all developments within this zone.

ARTICLE 6 Littleton Common Sewer Feasibility Study

Declared a majority voted that the Town will transfer from available funds a sum of \$50,000 from Line 194 Employee/Retiree Benefits [Unemployment Expense] of the FY 2010 Operating Budget as adopted under Article 4 of the May 4, 2009 Annual Town Meeting for a sewer feasibility study for Littleton Common.

ARTICLE 7 Roadway and Water Improvements

Unanimously voted by the Town to adopted under Article 3 of the Special Town Meeting held on May 5, 2008, as amended by vote of the Town under Article 7 of the Special Town Meeting held on May 4, 2009, is hereby further amended by increasing from \$1,000,000 to \$1,100,000 the amount of the appropriation and borrowing authorized thereunder to pay costs of roadway improvements and, where appropriate, water system improvements as roadways above them are being improved.

ARTICLE 8 Water Capital Improvements

NO AFFIRMATIVE ACTION WAS TAKEN.

ARTICLE 9 Other Post Employment Benefits Liability Fund

Declared a vote that the Town will accept the provisions of Chapter 32B, Section 20 of the General Laws to establish a separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund, to account for appropriations made to cover the unfunded actuarial liability related to retirees' health care and other post employment benefits.

The STM was so ordered adjourned and the Town Moderator so declared and the Town Meeting body returned to the business of the ATM.

SPECIAL STATE PRIMARY

JANUARY 19, 2010

All ballot boxes were set at zero before the opening of the polls. Littleton Police Dept. checked all precincts to be sure that there were no ballots in the boxes prior to the opening of the polls. The Election warden, Mildred McGovern declared the polls open at 7:00 A.M. The polling location was **Charles Forbes Kaye Gymnasium, on Russell Street, in said Town.** The polls were closed at 8:00 P.M. by Elections Warden, Mildred McGovern.

Total Votes Cast: 4271

VOTE FOR ONE:

SENATOR IN CONGRESS FOR THIS COMMONWEALTH

Scott Brown

2389

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Martha Coakley	1859
Joseph Kennedy	22
Write Ins/Blanks	1

The full warrant was posted as required by By-Law and MGL with return of service signed by Constable, Chief John M. Kelly. Full warrant posting is available in the Clerk's Office.

ANNUAL TOWN ELECTION SATURDAY, MAY 8, 2010

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

Total Ballots Cast: 1518*

Moderator:	One Year Term	Vote for One
Timothy D. Goddard, Incumbent	62 Edsel Rd	1249
Blanks/Write Ins		0269

Town Clerk:	Three Year Term	Vote for One
Diane Crory, Incumbent	74 King St	1252
Blanks/Write Ins		0266

Board of Selectmen:	Three Year Term	Vote for Two
Joseph S. Knox, Incumbent	10 Brandy Hollow	1010
Richard Carter	23 Robinson Rd	0799
Gregg Champney	110 Great Rd	0803
Blanks/Write Ins		0424

Board of Assessors:	Three Year Term	Vote for Two
James S Winroth, Incumbent	50 Bruce St	1004
Donald P. Armstrong	15 Moore Ln	1026
Blanks/Write Ins		1006

Cemetery Commissioner:	Three Year Term	Vote for One
David Badger, Incumbent	230 Harwood Ave	1215
Blanks/Write Ins		0303

Electric Light Commissioner:	Three Year Term	Vote for Two
Joseph McCumber, Incumbent	6 Apple Ridge Ln	1088
Ivan Pagacik, Incumbent	123 Whitcomb Ave	1115
Blanks/Write Ins		0833

Water Commissioner:	Three Year Term	Vote for Two
Joseph McCumber, Incumbent	6 Apple Ridge Ln	1074
Ivan Pagacik, Incumbent	123 Whitcomb Ave	1103
Blanks/Write Ins		0859

School Committee:	Three Year Term	Vote for One
Charles Ellis, Incumbent	16 Elizabeth St	0707
Charles DeCoste	4 Matthew Dr	0764
Blanks/Write Ins		0047

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Trust Fund Commissioner: David Stevens, Incumbent Blanks/Write Ins	Three Year Term 4 Masonbrook Ln	Vote for One 1087 0431
Housing Authority: Theresa Schwulst, Incumbent Blanks/Write Ins	Five Year Term 59 Tahattawan Rd	Vote for One 1102 0416
Board of Health: Ted Doucette, Incumbent Joseph Presti, Incumbent Blanks/Write Ins	Three Year Term 152 Whitcomb Ave. 12 Ernies Dr.	Vote for Two 1040 1029 0967
Library Trustee Mark Rambacher, Incumbent Laura Beltrami Blanks/Write Ins	Three Year Term 205 Hartwell Ave. 30 White Pine Dr.	Vote for Two 1075 1061 0900
Planning Board: Donald MacIver James P. Redmond Blanks/Write Ins	Five Year Term 43 Foster St 24 Edsel Rd.	Vote for One 0799 0582 0137
Park & Recreation Commissioner Gary E Austin, Incumbent Stephen Gentile Blanks/Write Ins	Three Year Term 162 Whitcomb Ave. 15 Ernies Dr.	Vote for Two 1069 1095 0872

The Warrant was properly posted with return of service as required by By-Law and MGL. Copy is available in Clerk's Office.

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 2010-2011 judicial and administrative appeals:

- 1) BERNIER v. PITTORINO, Superior Court No. MICV2010-4856-L2. Roland J. Bernier, Building Commissioner and Zoning Enforcement Officer, and the Town of Littleton filed this action for the purpose of enjoining certain activities at Defendants' property. The Superior Court granted the Plaintiffs' motion for a preliminary injunction on January 20, 2011.
- 2) OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON ET AL., US. District Court C.A. No. 06-11140-PBS and OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON, et al., Land Court No. 06-MISC-325883. These cases concern a proposed cell tower at 169 King Street. The U.S. District Court case has been closed administratively, but may be re-

opened by either party, and the Land Court case has been stayed, while the litigation concerning Omnipoint's ability to place a cell tower in Westlawn Cemetery remains pending.

3) HOOLE v. LITTLETON BOARD OF APPEALS and OMNIPOINT COMMUNICATIONS, INC., Land Court No. 08-MISC-389726 and HOOLE v. LITTLETON PLANNING BOARD and OMNIPOINT COMMUNICATIONS, INC., Land Court No. 09-MISC-394033. These two cases are appeals from neighborhood residents of a variance and the special permit authorizing Omnipoint's proposed cell tower in Westlawn Cemetery. The Land Court entered Judgment in favor of the Plaintiffs on September 29, 2010, and denied the Defendants' motion for reconsideration on February 22, 2011.

4) ALLEN, et al. v. LITTLETON BOARD OF APPEALS and LELIEVRE, Superior Court No. MICV2008-00311-L2. The Plaintiffs asked the Building Commissioner to declare that their neighbors' use of their residential lot violates the Zoning Bylaw. The Building Commissioner found no zoning violation, and the Board upheld his determination. This case is the Plaintiffs' appeal of the Board's decision. On July 6, 2009, the Superior Court (Walker, J.) denied a motion to dismiss filed by the neighbors, who are co-defendants in the case.

5) ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 02-MISC-281893. An action seeking a declaration that the three-year freeze on the Board of Health's new regulations is tolled during the pendency of litigation against the Town. This case has been inactive since 2003.

6) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court No. 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.

7) DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a 35 year old definitive subdivision plan. The case has been inactive since 1996.

8) 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.

9) ZAJAC v. KELLY and TOWN OF LITTLETON, Superior Court No. 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. This case has been inactive since March 2008.

10) CHARLES RIDGE REALTY, LLC, CHAPTER 11, US Bankruptcy Court for the District of Massachusetts, No. 07-40251-HB. On January 25, 2007 The Town filed a Notice of Appearance and request for service of documents. This case has been inactive since that time.

11) AQUARIUS SANCTUARY CENTER FOR HIGHER LEARNING AND HEALING, INC. v. LITTLETON BOARD OF APPEALS, Land Court No. 08-MISC-378178 (JCC). This case concerns Aquarius Sanctuary's claim that it is an educational use exempt from zoning pursuant to *M.G.L. c.40A, §3*, and that it may therefore continue to operate its business in a residentially zoned neighborhood. In a decision dated December 17, 2009, the Land Court denied Aquarius Sanctuary's motion for summary judgment.

12) CYR V. LITTLETON BOARD OF HEALTH and TOWN OF LITTLETON, Superior Court No. 10-252.MICV 2010-00101. Plaintiff's employment as an administrative assistant to the Board of Health was terminated in August 2009. Plaintiff filed this action on or about January 11, 2010. This case is in the discovery phase. Insurance counsel is representing the Town.

13) SILBERBERG V. TOWN OF LITTLETON, Land Court No. 08-MISC-381783. Plaintiff is a Littleton resident who claims she has gained title to a parcel of land adjacent to her property through adverse possession. The Town is claiming ownership to the same land. The parties were able to negotiate a settlement prior to trial, and judgment was entered settling the case on August 11, 2010. The parties agreed to divide the area in dispute into two parts, with the Town taking title to the portion bordering Long Lake.

14) SILBERBERG V. LITTLETON BOARD OF HEALTH, Superior Court No. 10-252. Plaintiff's septic system extends past the border of her property. The Board of Health issued an Order requiring her to correct this violation, and Plaintiff appealed to Superior Court. The violation occurred because the septic system extends into the area in dispute in the Land Court adverse possession case. Once the adverse possession case was settled, the parties agreed to dismiss this case. The case was dismissed on September 2, 2010.

15) COLICCHIO et al V. TOWN OF LITTLETON et al, Superior Court No. 06-04201. Case was brought in 2006. Plaintiffs were in an auto accident with a Littleton police officer. Due to inconsistencies in the service of the complaint on the Town, this case was dormant until late 2010. This case is now in the discovery phase. Discovery is set to end on June 30, 2011 and a pre-trial conference is scheduled for September 2011. Insurance counsel is representing the Town.

Miyares and Harrington
Littleton Town Counsel

VETERAN'S AGENT

The Office of Veterans Services is an extension of the Massachusetts Department of Veterans Services. The Veterans Service Officer 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 (very low income and minimal other financial assets) veterans and dependents may qualify for necessary financial assistance for food, shelter, clothing, housing supplies and medical care in accordance with a formula which takes into account the number of dependents, if any, and income from all sources.

Other eligible veterans will receive assistance in applying for state or federal (VA) benefits or 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 and entering Veterans Services in the search box for state benefits and www.va.com for VA benefits, or simply come to my office for a discussion and assistance.

During this calendar year, all requests for assistance have been processed or passed to other agencies for the needed help. All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed. There were thirteen (13) burials for veterans at the Westlawn Cemetery this year. We honor their service and mark their passing below:

Andrew A. Morris
John P. Sullivan

U.S. ARMY
U.S. AIRFORCE

WWII

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Mark D. Lurvey	U.S. ARMY	WWII
Marian Howe	U.S. AIRFORCE	
Phill Webber	U.S. ARMY	WWII
John C. Tepper	U.S. NAVY	
Paul R. Curley	U.S. Coast Guard	KOREA
Ralph W. Hitchcock	U.S. ARMY	WWII
Harold P. Coyle	U.S. NAVY	WWII
Richard Albert Olsen	U.S. NAVY	VIETNAM
Leon Griffin	U.S. AIR FORCE	KOREA
Gerald Germain	U.S. ARMY	WWII & KOREA
Jose A. Masaoy	U.S. NAVY	

Veterans and widows of veterans in need of assistance or information may contact John Boroski at 978-540-2485 or e-mail jboroski@littletonma.org. You may always visit the office in Room 222 at the Town House between 9:00 am and Noon on Monday and Thursday's.

Respectfully submitted,

John Boroski
Veterans Agent