



Town of Littleton Massachusetts

2024 Annual Report



Town of Littleton, Massachusetts



2024

ANNUAL TOWN REPORT

Including financial reports for the fiscal year ending June 30, 2024

The Annual Town Report is compiled by the
Office of the Select Board /Town Administrator
Town of Littleton
Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460

More information is available online at www.littletonma.org



At the Russell Street Elementary Cafeteria, they have given the lunchroom a new name: “The Shimmel Shack ... Alice’s Restaurant 2024” Her caring and compassionate demeanor was admired by all who knew her and will be missed.

Alice Shimmel



Alice Shimmel passed in the twilight of her life while giving everything she possibly could to those she felt needed it friends and family alike. Alice worked in the Cafeteria for the School Department in the Town of Littleton for over 30 years and as the Manager for the last many years. She interacted with students, parents, faculty and staff every day. Her favorite, by far, were the students that filled her days with their smiles and laughter. She gave back to them ten-fold.

When she wasn't working she was showing her love for family, friends and those that touched her life during her eight-year breast cancer battle. She took great pleasure in sewing hand-made pillows for other breast cancer patients at Emerson Hospital and continued to do this until she was no longer able to.

David Whitcomb



David Whitcomb was a lifelong resident of Littleton. He was a historian, most especially about Littleton history. Most people would love to be able to have even the smallest amount of knowledge of our loving Town that David had and would tell you about if you had the pleasure of sitting and talking with him.

He was a member of the Littleton Historical Society and a great supporter as well. You knew if you needed information you could go to the Society and get the history from David and he wouldn't miss a single detail.

David also shared a passion for photography with The Historical Society. Photography from around the Town. He was famous for his Littleton Historical Society Calendars. He had a way of capturing the historical homes throughout the Town and nature as well. He was a kind and gentle man that cared about this Town and wanted to share every bit of his knowledge and talent.

David volunteered for Meals on Wheels and at events with the seniors at the Senior Center when he was capable. He also spent time visiting with seniors that were sick, just needed a visitor, sent a card, provided food and other necessities for them.

Servitude to the Town of Littleton was always in the forefront of his life. He will be truly missed.

Barbara Holmer



Barbara Holmer was a kind and giving woman that would give the shirt off her back to anyone that she met, so it was said. Always a smile on her face that you might wonder what she was up to. She grew up on the Kimball Farm and learned from an early age to work hard, but to play hard as well. She believed that the best place for kids to grow up was on a farm. Barbara was not one to sit still, always looking for the next adventure. Her love for the outdoors came from growing up on the farm.

Barbara was a teacher for many years and always went back to help at the farm where her heart was. She used the knowledge she gained from growing up on the farm to pass down to her children, grandchildren and great-grandchildren.

Barbara made Littleton her forever home, once she married her husband, Jack. Together, they served the community through countless organizations as well as the First Baptist Church. For anyone that is familiar with Kimball's ice cream, Barbara was our "Kimball Farm Connection" though Kimball's is in Westford, many of us consider it part of Littleton and she was truly that connection.

Thank you for all that you did for Littleton, you are missed!

Eunice Matheson



Littleton is an agricultural/farming town, and one of the four last standing farms is the Spring Brook Farm of which Eunice Matheson was the matriarch. The farm has been in operation since 1713. Eunice and her husband Frank moved to Littleton in 1951 to operate the farm. Eunice took pride in the farm's history and the farm will continue to operate under her family's guidance. She was a representative of the USDA, NAFEC, secretary of the Middlesex County Farm Bureau and secretary of the Mass Farm Bureau. She traveled to Washington many times with her husband to lobby for agriculture and was invited to lunch with President Clinton. Her love for keeping the Spring Brook Farm strong is what makes Littleton farms even more important.

Eunice graduated from Littleton High School. Sadly, she was the last surviving member of her graduating class. She will be missed in so many ways, but especially the farming world. We are all grateful for what she has contributed to Littleton to keep us an agricultural/farming town.

George Davis



George Henry Davis was a well-known business owner of Littleton. If you knew “Li’l Peach” you knew it was synonymous with George. He had an extensive career managing several restaurants and pharmacies before coming to Littleton and becoming owner/operator of the Li’l Peach establishment, which later became Tedeschi’s. He was one of the cornerstones for the Littleton business community. Many called him the “Arnold Palmer” of the convenience store circuit, George was known for his innovations with cream, sugar and coffee and his luscious coif.

If you were lucky to have come across him at any time, you would have found him to be positive and full of life. I don’t think he ever had a bad day, seeing the silver lining in every cloud, he always brought the best out in everyone. He was a philanthropic man, a model enthusiast, a puzzle master, a first-class golfer, a master in all things he did (you just had to ask him he would tell you) you might say a man of many talents.

George stayed active in many charities in his hometown of Lunenburg, but we always believed that Littleton was his second home. George was a member of the Tahattawan Masons, a charitable foundation that he felt strongly about.

For many years, it was said that all of Littleton issues were resolved at Li’l Peach, that a specific group of Littleton “voters” held Town Meetings at Li’l Peach with George overseeing their every move and every comment as they discussed the goings on of all things Littleton. Li’l Peach never was the same when George decided to retire. The Town Meetings stopped, the discussions changed to a new location, but the memories will live on forever.

Richard Hoole



Richard Hoole, known as Rick to his friends and family, passed after leaving Littleton several years ago. Rick was an exceedingly kind; quiet and generous man whose wit left a lasting mark on those that knew him. Raising a family here in Littleton meant the world to him, and was sad when the family had grown, and they felt it was time to move north. They were happy with the where they decided to move as it was where he and his family loved to spend family vacations. Rick spent countless hours and many years donating his time, to what he did not feel was work, giving back to Littleton ensuring that each deserving student was given the opportunity to receive monies that had been afforded the Community by generous benefactors. He was on the Trust Fund Commission and worked tirelessly with his small board to do things the right way. Rick will surely be missed by all those whose lives he touched.

Gary Wilkins



Gary was the second of two farming families to lose the head of their family. Gary was the Patriarch of the Wilkins family whose family owns Gary's Farmstand in Littleton, as well as Wilkin's Farmstand in Pepperell.

Gary's stature could be intimidating; however, he was a kind and gentle man. He was known for his generous spirit, infectious laughter and a smile that could light up any room. He worked on the farm from early in the morning until late at night and when he got a chance would wait on those that came to his farmstand day and night. He was the heart and soul of the farm and his passion for his work was untouchable. He loved working the field, picking the corn and various crops, but loved chatting with his customers and friends alike.

Gary's life was a testament to the impact how one man could impact a community in such a positive way. A resident said when he first moved to Littleton Gary had an "honor system" of paying, which he said he could not believe. People would put what they felt "they could afford" or what they thought they owed and put it in a tin and take the vegetables. If they needed to come back and pay that worked too.

"THE" Gary of Gary's Farmstand will be remembered not only for his contributions to agriculture, the Town of Littleton, its residents, but also the warmth and kindness he extended to everyone with whom he encountered.



Table of Contents

General Government

| | | |
|----|----------------------------|---|
| 1. | Select Board | 1 |
| 2. | Town Administrator Message | 3 |
| 3. | Town Counsel | 5 |
| 4. | Human Resources | 6 |
| 5. | Facilities | 8 |

Finance & Budget

| | | |
|----|------------------------------|----|
| 1. | Town Accountant | 11 |
| 2. | Town Treasurer | 23 |
| 3. | Commissioners of Trust Funds | 40 |
| 4. | Tax Collector | 44 |
| 5. | Assessor | 46 |

Inspectional Services

| | | |
|----|---|----|
| 1. | Land Use (Building, Electric, Plumbing & Gas) | 49 |
| 2. | Board of Health | 51 |

Public Safety

| | | |
|----|-------------------|----|
| 1. | Fire Department | 53 |
| 2. | Police Department | 56 |

Public Works & Utilities

| | | |
|----|---------------------------|----|
| 1. | Highway Department (DPW) | 65 |
| 2. | Electric Light Department | 67 |
| 3. | Water Department | 69 |

Leisure Services

| | | |
|----|---|----|
| 1. | Elder & Human Services | 71 |
| 2. | Littleton Community Television | 73 |
| 3. | Parks, Recreation and Community Education | 76 |
| 4. | Reuben Hoar Library | 83 |

Our Schools

| | | |
|----|-------------------------|----|
| 1. | Superintendent's Report | 87 |
| 2. | Shaker Lane School | 91 |
| 3. | Russell Street School | 95 |
| 4. | Middle School | 97 |
| 5. | High School | 99 |

Table of Contents

Committees & Commissions

| | | |
|-----|--|-----|
| 1. | Cemetery Commission | 103 |
| 2. | Clean Lakes Committee | 105 |
| 3. | Community Preservation Committee | 108 |
| 4. | Historical Commission | 109 |
| 5. | Conservation Commission | 111 |
| 6. | Affordable Housing Trust | 114 |
| 7. | Zoning Board of Appeals | 115 |
| 8. | Permanent Municipal Building Committee | 116 |
| 9. | Planning Board | 118 |
| 10. | Shaker Lane School Building Committee | 121 |

| | |
|-------------------------------|------------|
| Elected Town Officials | 123 |
|-------------------------------|------------|

| | |
|--------------------------------------|------------|
| Federal & State Officials | 125 |
|--------------------------------------|------------|

| | |
|---------------------------------|------------|
| Appointed Town Officials | 126 |
|---------------------------------|------------|

| | |
|----------------------------------|------------|
| Directory (Phone Listing) | 127 |
|----------------------------------|------------|

| | |
|--|------------|
| Town Clerk – Statistics, Results of Elections | 129 |
|--|------------|

| | |
|--|------------|
| Annual & Special Town Meeting Results | 139 |
|--|------------|

Select Board

2024 was a busy year for the Select Board. In December 2023, the Select Board hired our new Town Administrator James Duggan. In June 2024, the Select Board hired Steele McCurdy as our Fire Chief. Both bring a great deal of expertise and will help to lead Littleton into the future.

Sewer construction continued throughout the Littleton Common district. The construction of the sewer allows for the redevelopment at 550 King Street, which when completed will include a mixture of residential, commercial, and retail spaces. The Select Board's expectation is that the combination of the sewer, 550 King Street, and other properties in the common district has the potential to expand our commercial tax base and transform our Common area into a pleasant and walkable destination.

The construction of the Center at Shattuck Street continued with an expected opening in May of 2025. This facility will house our Senior Center, Elder and Human Services, and the Veterans Affairs offices. This beautiful facility will allow our seniors a safe place to dine, socialize, and exercise, as well as providing more space for meetings and other events.

The updating of 36 King Street – the former Indian Hill Music Center – continues with an expected completion of Spring 2025. Once completed, this facility will host the Parks and Recreation department and the School Administration offices.

The effort to find a caretaker for the Nagog Hill Orchard continues. In May 2024, the Select Board and Orchard Working Group brought an article to Town Meeting to allow the orchard to be sold for agricultural use. That article narrowly failed, so the Select Board issued an RFP for lease of the APR land and selected a new potential tenant. Negotiations continue with a hopeful resolution for the 2025 growing season. The Board is looking to protect the remaining land

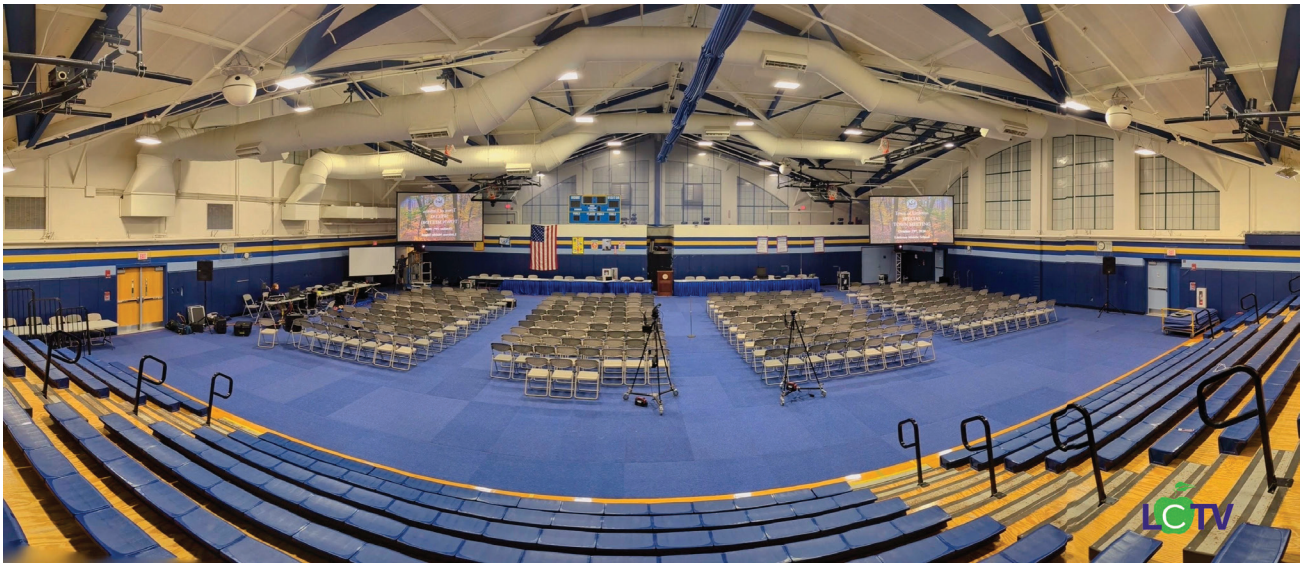
and buildings in perpetuity (conservation and historical restrictions).

The Select Board initiated a Charter Commission to review and improve how our town government functions. This commission will investigate best practices and make recommendations for how Littleton government should function going forward. The Commission was appointed in early 2025 with expected results for Town Meeting approval expected in late 2026 or early 2027.

Other initiatives included launching a monthly newsletter and a biweekly podcast to improve communications, working with the Finance Committee to update and streamline policies, and reviewing of the Select Board and Human Resource policies.

The Select Board would like to thank the town employees who work hard to support to the Select Board, other board and committees, and the residents of Littleton.

Respectfully,
Mark Rambacher, Karen Morrison, Matthew Nordhaus, Chuck DeCoste, Gary Wilson



Town Administrator Message

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

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

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

rately elected Board/Commissions.

MAJOR ACCOMPLISHMENTS

- The construction of the new Center on Shattuck (Senior Center Building) broke ground in spring 2024, and has been on schedule and within budget. The Town Administrator's Office has worked closely with representatives from the Permanent Building Committee, the Owner's Project Manager (OPM), the Designer, Contractor, and the Department of Elder and Human Services (EHS) attending weekly construction meetings. The Center on Shattuck is scheduled to host a ribbon cutting ceremony on May 16, 2025.
- The renovation of the former Indian Hill Music School began in 2024. The planned renovation is to relocate the School Administration and the Parks, Recreation, and Community Education (PRCE) Department from where they are currently housed at 37 Shattuck Street. The Town Administrator's Office is working in partnership with representatives of the Permanent Municipal Building Committee (PMBC), Owners Project Manager (OPM), Designer and contractor. The anticipated opening is scheduled for the summer of 2025.
- The Town submitted a Statement of Interest to the Massachusetts School Building Authority (MSBA) to subsidize a portion of the construction of a new Pre-Kindergarten to 2nd grade elementary school, replacing the current Shaker Lane Elementary School. The Town Administrator's Office is working in partnership with the Permanent Municipal Building Committee (PMBC) and School Administration to hire an Owners Project Manager (OPM) and designer services firm to shepherd the project through the MSBA multi-step process.
- At the Massachusetts Municipal Association's (MMA) 2024 Annual Website Design Contest, the Town of Littleton was recognized with a 2nd place award recognizing the town's outstanding website based on criteria that include content, visual appeal, ease of navigation, presentation of statistics and data, alerts and **notifications**.

Town Administrator Message

Winners are recognized and given a plaque during an awards ceremony at the MMA Annual Meeting and Trade Show.

- Successfully managed the May 7, 2024, Annual Town Meeting, and October 29, 2024 Special Town Meeting processes.

DEPARTMENTAL GOALS

Staff/Departments – Hired the town's first Facilities Manager that will oversee all the necessary care, custody and maintenance of the various town (municipal) buildings and grounds.

Human Resources Department - Work with the Collins Center on identifying areas to be reviewed and changes implemented, if required.

- A. Personnel Bylaw
- B. Handbook/Policies
- C. Collective Bargaining Agreements
- D. Classification & Compensation Study
- E. Records Management Strategies/Clean-up
- F. Disability Insurance
- G. Training Program Development
- H. Annual Department Calendar

Union Collective Bargaining Agreement (CBA)

– Work with the Human Resources Department and Department Heads to settle the CBA's for the four unions in town.

Fire and Police Chief's – Work with the Select Board, new Fire Chief, Police Chief and our State Legislative Delegation for the need of immediate financial support from the State to continue to safely and effectively operate the Emergency Medical Response System of our community because of the closure of the Nashoba Valley Medical Center (NVMC) on August 31, 2024.

Charter Review – Identified the Department of Revenue, Division of Local Services (DLS) to evaluate whether the town should pursue changing the town's governance. DLS' recommendation was to change to a Town Manager form of government. Worked with the Select Board and Collins Center on identifying and implementing

the establishment of a Charter Review Committee, which will review and make recommended changes to the Town of Littleton's governance.

Capital Projects –

- Facilitating and monitoring the reuse of the former Indian Hill property for the relocation of the School Administration and Parks Recreation and Community Education.
- Facilitating and monitoring the construction of the new Senior Center Building, with a May 16, 2025 scheduled opening.
- Participate and guide the ongoing Massachusetts School Building Authority (MSBA) Shaker Lane Elementary School project.
- Support the ongoing Town Center sewer construction project.
- Coordinate municipal-related needs associated with the prospective redevelopment efforts at 550 and 410 Great Road.

BUDGET NARRATIVE

Personal Services – FY2026 staffing budget is increasing by \$16,512 or 3.5%, compared to the FY 2025 budget. The increase is attributable to the cost-of-living adjustments and step increases of the Town Administrator's Office personnel. This budget includes 3.5 FTEs.

Expenses - The FY2026 expense line is level funded. Expenses include funding to support the Town Administrator's Office including conferences/meetings, travel, matching grant funds, and dues and subscriptions. The total Town Administrator's Office budget is increasing by \$16,512, or 3.5%.

Town Counsel

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting, or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

The following is a list of the 2024 judicial and administrative appeals:

3. DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a 35 year old definitive subdivision plan. The case has been inactive since 1996.

5. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 1781CV02814. The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act. In this case, abutters to the property appealed the Commission's decision under the local bylaw. In November 2022, the Superior Court issued an Order and Judgment affirming the Conservation Commission permits. An appeal was filed by the abutters in 2023 and remains pending. The case is fully briefed and awaits an order from the Appeals Court scheduling argument.

8. HOMELIT REALTY TRUST v. LITTLETON PLANNING BOARD, Middlesex Superior Court No. 2081CV01860. The parties reported to the Superior Court in December 2023 that this case had settled, and the parties were scheduled to file a stipulation of dismissal with the Court by May 2024. The settlement between the private parties (plaintiff and developer) ultimately fell through, however, and the matter was placed back on track for a trial. At this point, the parties advised the Superior Court that the developer had recently created and sold several new "ANR" lots from the land that made up its approved open space subdivision; this made that open space subdivision impossible to construct as the Planning Board had approved it. As a result, the Superior Court granted a motion for judgment on the pleadings filed by the plaintiff and the Planning Board. The result of this ruling is that the underlying decision approving the open space subdivision is null and void, and this case is now concluded.

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

Harrington Heep LLP
Littleton Town Counsel

Human Resources

Address: 37 Shattuck Street, Town Hall, Third Floor, Room 307.

Hours: 8:00am – 6:00pm, Monday
8:00am – 4:30pm, Tuesday through Thursday
8:00am – 12:30pm, Friday

Telephone: 978-540-2455

Email: hr@littletonma.org

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

Human Resources Staff:

Michelle A. Vibert, HR Director
Brianna Pichel, HR Generalist

Department Mission Statement:

The Human Resources Department is dedicated to fostering an inclusive and skilled workforce that embodies the values of our community. We strive to attract, develop, and retain exceptional talent who are committed to serving with integrity, compassion, and excellence. By promoting equitable practices, providing comprehensive training and development opportunities, and ensuring a supportive workplace culture, we aim to enhance employee engagement and productivity.

Our mission is to empower our employees to make a positive impact on the lives of the citizens we serve, while upholding the highest standards of professionalism and accountability in local government operations.

The human resources function plays an important role for all Town, School, and Light and Water employees by working in partnership with all departments. The Human Resources Department is responsible for administering employee and retiree benefits, managing compensation and classification plans, recruitment/retention of employees, training/professional development, employee/labor relations, ensuring compliance with all employment-related

laws & regulations, mental health and wellness, and many other areas focusing on quality of the work environment for all employees.

We serve as an employee advocate and a management partner. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore, our employees are our most important commodity. The Human Resources Department is typically the first point of contact for all potential candidates and new employees to Littleton. We strive to reach the most appropriate candidate pool and therefore will also post on the Massachusetts Municipal Association, LinkedIn, and Indeed websites. All employment opportunities are posted on our Town website, <https://ma-littleton.civicplus.com/Jobs.aspx>.

Personnel Advisory Committee:

Our department works closely with the Personnel Advisory Committee to review and make recommendations to the Select Board, Town Meeting or other Boards or Committees on all current and proposed personnel policies and procedures, classification plans, compensation schedules and other matters, which directly affect non-union employees. The members are:

| | |
|-----------------|---------------------|
| William Schmidt | Chair |
| Kevin Brogan | Vice Chair |
| Gary Wilson | Member |
| Anita Harding | Member |
| Michelle Vibert | Member, HR Director |

Staff Engagement Committee:

The Staff Engagement Committee is an important aspect of the Human Resources Department. The Committee's purpose is to:

- Foster a positive and inclusive workplace culture that enhances employee engagement, satisfaction, and well-being.
- Serve as a collaborative bridge between staff and management by promoting open communication, gathering and addressing employee feedback, and implementing ini-

tatives that recognize and celebrate contributions.

- Commit to providing opportunities for professional growth, enhancing collaboration, and ensuring that every employee feels valued and empowered within our organization.
- Strive to cultivate a thriving workplace that aligns with our organizational values and supports our shared mission.

Accomplishments in 2024

Over the past year, the Human Resources Department provided professional development opportunities to various departments in leadership training, technical skills, and personal development. We improved the hiring process for all departments to streamline hiring and onboarding, improving the experience for candidates and resulting in decreased hiring timelines. With the assistance of the Staff Engagement Committee, we have successfully organized town-wide events including a summer barbeque, ice cream social, offering participation in holiday crafts, a Halloween gathering, holiday luncheon, and other events to boost morale and foster a sense of community. We have conducted several thorough job analyses and collaborated with department heads and staff to ensure that job descriptions were accurately aligned with the Town of Littleton needs and market trends. Successfully reclassifying existing positions and creating new roles in certain departments improved organizational efficiency and operation, resulted in enhanced role clarity, and supported the Town of Littleton's growth objectives by introducing critical new roles that addressed emerging demands in those departments.

Goals for Fiscal Year 2026

The Human Resources Department will focus on expanding training and development opportunities to enhance employee skills and career advancement, ensuring that all human resources policies and practices comply with current labor laws and regulations and Select Board policies,

continue to explore creative options for recruitment and retention of employees by reviewing existing policies, focus on developing and implementing employee engagement programs and recognition that foster a positive workplace culture with the assistance of the Staff Engagement Committee, and promote wellness incentives that support mental and physical health. We are in the infancy stages of conducting a classification and compensation study for non-union positions.

The demands on human resources functions have continually increased and there are indications that those will continue. Factors such as a competitive labor market, evolving workforce dynamics, recruitment challenges, employee training needs, and compliance with ever-changing federal and state laws and regulations all contribute to the need for more human resources hours and mid-management level talent. The Town of Littleton faces challenges such as attracting and retaining talent in a climate of rising job opportunities, improving employee engagement and recognition, and adapting to employee requests for schedule flexibility and remote work options. Further, the growing need for benefit, classification, and compensation administration and complexity of employee and labor relations emphasizes the importance of dedicated professional human resources support.

By setting these goals, the Human Resources Department will not only address immediate challenges but also position the organization for long-term success in a dynamic labor market.

Facilities

FACILITIES: MISSION OF THE OFFICE

The Littleton Facilities Department is dedicated to maintaining, preserving, and enhancing the town's buildings, grounds, and infrastructure to ensure a safe, efficient, and welcoming environment for all residents, employees, and visitors. The Facilities Department consists of a newly hired Facilities Manager and a Maintenance Supervisor who work together to provide the best preventive maintenance and possible solutions for the Town's facilities. Our mission is to protect the town's assets, plan for future growth, honor its history, and foster a sense of community pride while meeting the evolving needs of Littleton's citizens and keeping finances in mind.

DESCRIPTION OF DEPARTMENTAL SERVICES

The Facilities Department is committed to excellence, responsiveness, and stewardship, ensuring that every facility operates at its highest potential and contributes to the quality of life in Littleton. There is a broad range of responsibilities for the Facilities Department. In general, the department oversees all the utilities to the town's facilities and ensures all the building equipment is functioning and well maintained, through the various seasons. This includes:

- Overseeing the Life Safety Systems
- Providing elevator safety
- Ensuring Security
- Supervising daily cleanliness
- Maintaining safety and functionality of the equipment in the buildings
- Managing snow and ice removal

Through proactive maintenance, sustainable energy practices, and collaborative efforts among vendors and other departments, we support the vital services provided by the following:

- Police and Fire Departments
- Library
- Town Hall
- Senior Center
- Cemetery

- Indian Hill at 36 King Street
- Historical Society
- Nagog Hill Orchard

The Facilities Department responds to any maintenance emergencies that may occur in the Town's buildings 24/7!

Calendar Year 2024 Major Accomplishments:

- Eric Derba, Facilities Director/ADA Coordinator, was hired to enable the growth of the Facilities Department in Littleton
 - Completed repairs to preserve and clean out Nagog Orchard buildings for potential lease
 - Attended the weekly Owner Architect Contractor (OAC) meetings for the Indian Hill – 36 King Street project, and the Center on Shattuck Street project to promote accountability
- Members of the department attend the weekly Owner Architect Contractor (OAC) meetings, which are critical to ensure accountability and provide any change orders that may arise. The meetings are followed by an onsite walk-through for project verification and overseeing, with all involved parties. Issues are resolved as they occur by collaborative work, keeping the best interest of the town in mind. The department also attends all Public Municipal Building Committee (PMBC) meetings and represents the town from a facilities perspective, providing any additional support or insight needed to ensure the success of the projects.

The Facilities Department is currently conducting a study to identify needs for the cemetery building, as they have changed over the years, and the building ages. In addition, the town is working with Green Communities, who have been conducting energy audits of all the facilities. Most of this work is weather stripping and insulation related. Additionally, the Facilities Department is working with the Police Department to convert the entire Police Station, which is open 24 hours, to all LED lighting. This should provide a substantial and immediate return on

investment.

2025 Department Goals

- Fully implement MaintainX software, to allow staff to enter maintenance requests.
- Convert as many buildings to LED lighting as possible in the coming weeks, starting with the Police Department. This project will realize ROI within the year.
- Move Land Use and Buildings, Planning, Board of Health, Conservation Commission departments to the second floor of Town Hall or elsewhere, allowing much needed space.
- Continue providing maintenance support to the various Town buildings

Department Members:

Eric Derba, Facilities Director/ADA Coordinator
George Dumas, Maintenance Supervisor



Town Accountant

DEPARTMENT DESCRIPTION

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

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

Much of the activity of the Accounting Department involves the day-to-day management of the Town's finances, including for FY24; \$62.9M expended from the general fund budget and \$5.5M from enterprise funds (water and sewer). The Department also monitors and reviews all operating and capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a bi-weekly basis the Department processes the warrant with hundreds of invoices for payment to vendors for services and supplies procured. (Note: M = Million)

FY2024 HIGHLIGHTS

The Town continues to enjoy the benefits of maintaining Standard & Poor's highest bond rating. The rating reflects their view of the town's strong management, budgetary performance,

budgetary flexibility, liquidity, adequate debt and contingent liability profile, and strong institutional framework. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating."

OPERATING BUDGET—FY24

The FY24 Budget totaled \$56.4M with \$55.8M from raise and appropriate, and \$580,000 from Free Cash. The budget was changed to add accountability, transparency, and be reflective of true town service costs. In FY24 Cherry Sheet State Aid totaled \$6.5M or 8% higher than FY23 and Cherry Sheet Assessments totaled \$1.37M or 1.9% lower than FY23.

Consistent new growth revenues have helped mitigate some of the impact of the reduced state aid revenues. The tax levy increase of 3.7% (2.5% plus new growth) for FY24 compared to FY23. The tax levy is the major source of funding for the Town Operations, representing 63% of the total available recurring revenue. The Town's Finance Committee Reserve Fund was reduced in FY24 and reflects stability in current unexpected expenditures.

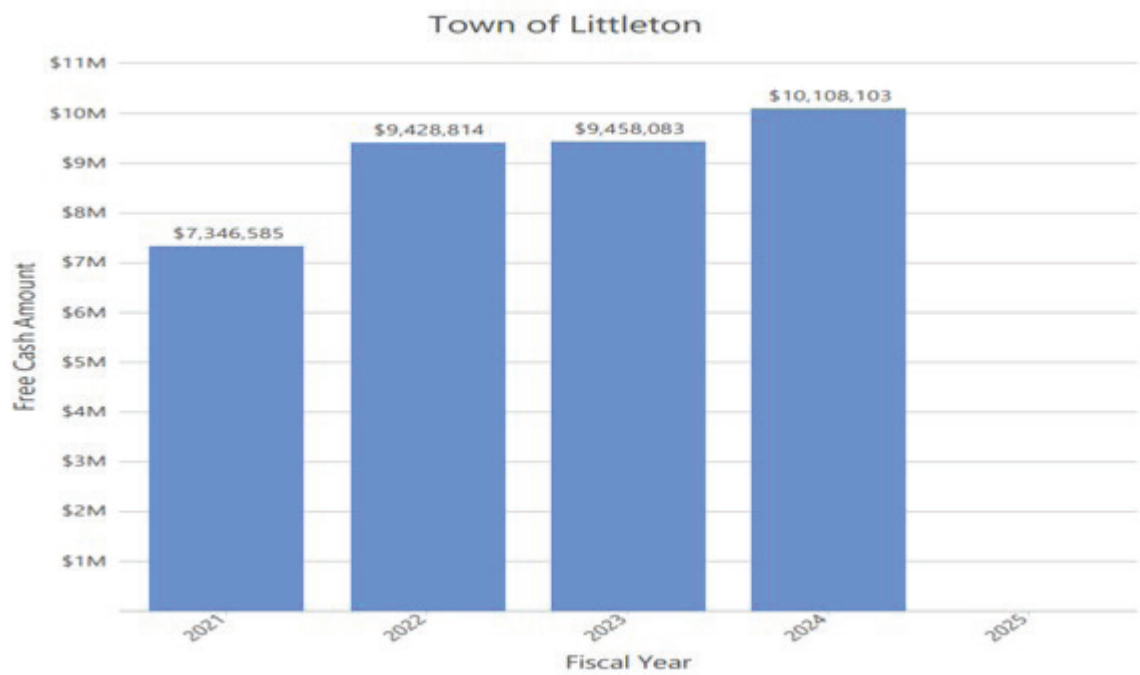
The Town's reserves were augmented by transfers from the Undesignated Fund balance of \$3.5M going to our stabilization, capital and OPEB funds, increasing our reserves per the Financial Policy.

EXCLUDED DEBT SERVICE

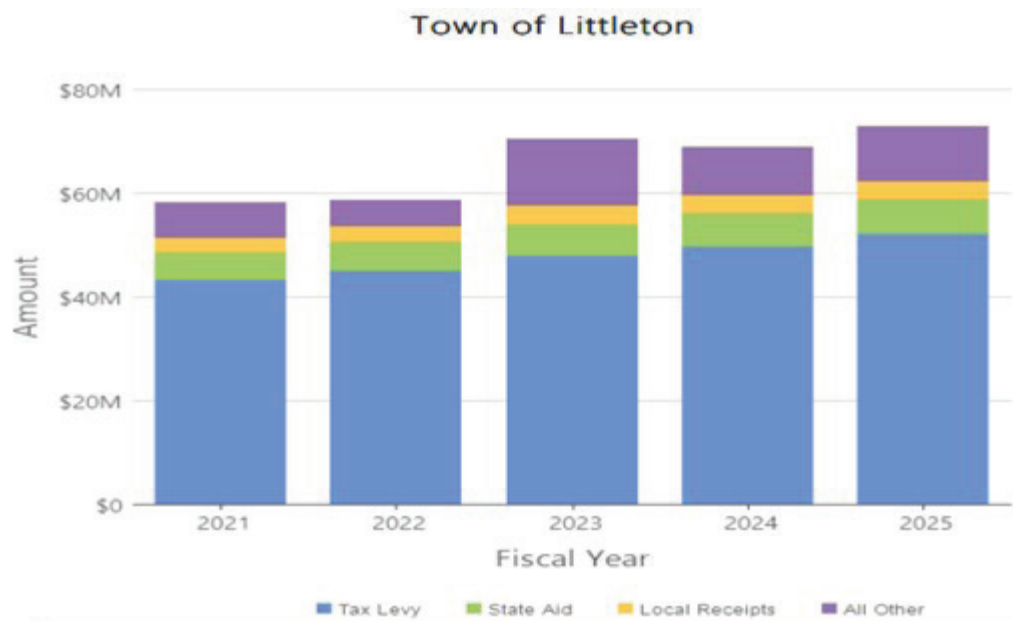
By previous design, the Town has funded the Debt Exclusion (DE) Stabilization account in a manner for use as an offset to raising the full amount of revenue allowed – directly reducing the tax rate to effect savings to the residents. For FY24 our funding strategy included by using \$396,409 from the Debt Exclusion Stabilization account, thereby reducing additional taxation outside of the levy limit.

Michelle Reynolds, Town Accountant

Free Cash Certifications



Revenue by Source



| Revenue Source | 2021 | 2022 | 2023 | 2024 | 2025 |
|----------------|------------|------------|------------|------------|------------|
| Tax Levy | 43,301,920 | 45,161,561 | 47,997,794 | 49,780,498 | 52,269,277 |
| State Aid | 5,416,256 | 5,607,857 | 6,036,069 | 6,536,508 | 6,699,250 |
| Local Receipts | 2,886,102 | 3,001,500 | 3,726,227 | 3,504,121 | 3,468,018 |
| All Other | 6,692,065 | 4,981,201 | 12,740,204 | 8,990,521 | 10,411,139 |
| Total Receipts | 58,296,344 | 58,752,119 | 70,500,294 | 68,811,649 | 72,847,684 |

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

Town Accountant

FY 2025 Operating Budget

| | FY2023 | FY2024 | FY2025 |
|---|----------------|----------------|----------------|
| | ACTUAL | BUDGET | RECOMMENDED |
| <u>GENERAL GOVERNMENT</u> | | | |
| TOWN REPORT / TOWN MEETING | | | |
| Expenses | <u>30,866</u> | <u>31,800</u> | <u>31,800</u> |
| Total TOWN REPORT / TOWN MEETING | 30,866 | 31,800 | 31,800 |
| MODERATOR | | | |
| Expenses | <u>100</u> | <u>100</u> | <u>100</u> |
| Total MODERATOR | 100 | 100 | 100 |
| SELECT BOARD | | | |
| Salaries & Wages | 14,000 | 14,000 | 0 |
| Expenses | 30,800 | 12,800 | 17,800 |
| MAGIC/MAPC Assessments & Grant Match | <u>0</u> | <u>0</u> | <u>0</u> |
| Total SELECT BOARD | 44,800 | 26,800 | 17,800 |
| TOWN ADMINISTRATOR | | | |
| Salaries & Wages | 395,047 | 414,877 | 474,103 |
| Expenses | <u>20,500</u> | <u>20,500</u> | <u>18,600</u> |
| Total TOWN ADMINISTRATOR | 415,547 | 435,377 | 492,703 |
| FINANCE COMMITTEE | | | |
| Salaries & Wages | 800 | 800 | 800 |
| Expenses | <u>500</u> | <u>500</u> | <u>500</u> |
| Total FINANCE COMMITTEE | 1,300 | 1,300 | 1,300 |
| RESERVE FUND | | | |
| Expenses | <u>295,000</u> | <u>295,000</u> | <u>245,000</u> |
| Total RESERVE FUND | 295,000 | 295,000 | 245,000 |
| TOWN ACCOUNTANT | | | |
| Salaries & Wages | 293,254 | 306,891 | 250,703 |
| Expenses | <u>70,250</u> | <u>88,250</u> | <u>101,585</u> |
| Total TOWN ACCOUNTANT | 363,504 | 395,141 | 352,288 |
| AUDIT | | | |
| Expenses | <u>0</u> | <u>0</u> | <u>0</u> |
| Total AUDIT | 0 | 0 | 0 |
| ASSESSOR | | | |
| Salaries & Wages | 225,875 | 241,261 | 254,045 |
| Expenses | <u>46,125</u> | <u>64,875</u> | <u>69,925</u> |

Town Accountant

| | | | |
|--|----------------|----------------|----------------|
| Total ASSESSOR | 272,000 | 306,136 | 323,970 |
| TREASURER | | | |
| Salaries & Wages | 260,147 | 323,539 | 335,313 |
| Expenses | <u>23,575</u> | <u>24,600</u> | <u>18,350</u> |
| Total TREASURER | 283,722 | 348,139 | 353,663 |
| TAX COLLECTOR | | | |
| Salaries & Wages | 85,176 | 89,102 | 93,620 |
| Expenses | <u>37,050</u> | <u>37,050</u> | <u>35,850</u> |
| Total TAX COLLECTOR | 122,226 | 126,152 | 129,470 |
| TOWN COUNSEL | | | |
| Expenses | <u>260,000</u> | <u>260,000</u> | <u>280,000</u> |
| Total TOWN COUNSEL | 260,000 | 260,000 | 280,000 |
| HUMAN RESOURCES | | | |
| Salaries & Wages | 205,880 | 185,462 | 220,601 |
| Expenses | <u>180,600</u> | <u>171,600</u> | <u>151,600</u> |
| Total HUMAN RESOURCES | 386,480 | 357,062 | 372,201 |
| INFORMATION SYSTEMS | | | |
| Salaries & Wages | 184,642 | 197,272 | 204,099 |
| Expenses | <u>468,000</u> | <u>500,000</u> | <u>500,080</u> |
| Total INFORMATION SYSTEMS | 652,642 | 697,272 | 704,179 |
| TAX TITLE | | | |
| Expenses | <u>16,000</u> | <u>16,000</u> | <u>16,000</u> |
| Total TAX TITLE | 16,000 | 16,000 | 16,000 |
| TOWN CLERK | | | |
| Elected Salaries | 95,631 | 101,101 | 106,217 |
| Salaries & Wages | 60,344 | 63,330 | 66,545 |
| Expenses | <u>8,050</u> | <u>8,350</u> | <u>14,600</u> |
| Total TOWN CLERK | 164,025 | 172,781 | 187,361 |
| ELECTIONS & REGISTRATIONS | | | |
| Salaries & Wages | 4,000 | 4,000 | 4,000 |
| Expenses | <u>34,688</u> | <u>38,350</u> | <u>51,800</u> |
| Total ELECTIONS & REGISTRATIONS | 38,688 | 42,350 | 55,800 |
| CONSERVATION COMMISSION | | | |
| Salaries & Wages | 92,974 | 82,321 | 108,562 |
| Expenses | <u>17,150</u> | <u>19,450</u> | <u>16,600</u> |
| Total CONSERVATION COMMISSION | 110,124 | 101,771 | 125,162 |
| PLANNING BOARD | | | |

Town Accountant

| | | | |
|-----------------------------|--------------|--------------|--------------|
| Salaries & Wages | 0 | 185,142 | 218,729 |
| Expenses | <u>4,370</u> | <u>2,575</u> | <u>2,575</u> |
| Total PLANNING BOARD | 4,370 | 187,717 | 221,304 |

APPEALS BOARD

| | | | |
|----------------------------|--------------|------------|------------|
| Salaries & Wages | 0 | 0 | 0 |
| Expenses | <u>1,400</u> | <u>300</u> | <u>300</u> |
| Total APPEALS BOARD | 1,400 | 300 | 300 |

Land Use

| | | | |
|-----------------------|--------------|---------------|---------------|
| Salaries & Wages | 316,238 | 204,203 | 69,980 |
| Expenses | <u>2,080</u> | <u>24,000</u> | <u>24,000</u> |
| Total Land Use | 318,318 | 228,203 | 93,980 |

VOTED TOTAL GENERAL GOVERNMENT

| | | | | |
|---------------------------------------|----------|------------------|------------------|------------------|
| Salaries & Wages | 1 | 2,234,008 | 2,413,301 | 2,407,315 |
| Expenses | 2 | <u>1,547,104</u> | <u>1,616,100</u> | <u>1,597,065</u> |
| VOTED TOTAL GENERAL GOVERNMENT | | 3,781,112 | 4,029,401 | 4,004,380 |

PUBLIC SAFETY

POLICE

| | | | |
|---------------------|----------------|----------------|----------------|
| Salaries & Wages | 2,367,104 | 2,447,378 | 2,616,692 |
| Expenses | <u>187,000</u> | <u>241,186</u> | <u>259,900</u> |
| Total POLICE | 2,554,104 | 2,688,564 | 2,876,592 |

FIRE / EMS DEPARTMENT

| | | | |
|------------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 1,901,160 | 2,191,641 | 2,427,595 |
| Expenses | <u>272,815</u> | <u>267,775</u> | <u>300,412</u> |
| Total FIRE / EMS DEPARTMENT | 2,173,975 | 2,459,416 | 2,728,007 |

DISPATCH

| | | | |
|-----------------------|--------------|--------------|--------------|
| Salaries & Wages | 681,965 | 688,625 | 689,821 |
| Expenses | <u>1,500</u> | <u>1,500</u> | <u>7,950</u> |
| Total DISPATCH | 683,465 | 690,125 | 697,771 |

BUILDING DEPARTMENT

| | | | |
|----------------------------------|---------------|--------------|--------------|
| Salaries & Wages | 177,641 | 211,194 | 256,216 |
| Expenses | <u>11,330</u> | <u>6,650</u> | <u>6,950</u> |
| Total BUILDING DEPARTMENT | 188,971 | 217,844 | 263,166 |

EMERGENCY MANAGEMENT

| | | | |
|-----------------------------------|--------------|--------------|--------------|
| Expenses | <u>6,575</u> | <u>5,075</u> | <u>5,075</u> |
| Total EMERGENCY MANAGEMENT | 6,575 | 5,075 | 5,075 |

CROSSING GUARDS

| | | | |
|------------------|--------------|----------|----------|
| Salaries & Wages | <u>5,000</u> | <u>0</u> | <u>0</u> |
|------------------|--------------|----------|----------|

Town Accountant

| | | | | |
|---|----------|------------------|------------------|------------------|
| Total CROSSING GUARDS | | 5,000 | 0 | 0 |
| CANINE CONTROL | | | | |
| Expenses | | <u>36,000</u> | <u>36,500</u> | <u>38,325</u> |
| Total CANINE CONTROL | | 36,000 | 36,500 | 38,325 |
| VOTED TOTAL PUBLIC SAFETY | | | | |
| Salaries & Wages | 3 | 5,132,870 | 5,538,838 | 5,990,324 |
| Expenses | 4 | <u>515,220</u> | <u>558,686</u> | <u>618,612</u> |
| VOTED TOTAL PUBLIC SAFETY | | 5,648,090 | 6,097,524 | 6,608,936 |
| PUBLIC WORKS | | | | |
| DPW | | | | |
| Salaries & Wages | | 875,073 | 877,801 | 869,590 |
| Expenses | | <u>237,760</u> | <u>103,600</u> | <u>109,250</u> |
| Total DPW | | 1,112,833 | 981,401 | 978,840 |
| ROADWAY REPAIRS | | | | |
| Expenses | | <u>826,800</u> | <u>1,014,000</u> | <u>1,029,500</u> |
| Total ROADWAY REPAIRS | | 826,800 | 1,014,000 | 1,029,500 |
| PARKS | | | | |
| Salaries & Wages | | 180,710 | 188,727 | 188,238 |
| Expenses | | <u>77,000</u> | <u>87,000</u> | <u>90,600</u> |
| Total PARKS | | 257,710 | 275,727 | 278,838 |
| SNOW & ICE | | | | |
| Salaries & Wages | | 68,000 | 68,000 | 68,000 |
| Expenses | | <u>132,000</u> | <u>132,000</u> | <u>132,000</u> |
| Total SNOW & ICE | | 200,000 | 200,000 | 200,000 |
| TRANSFER STATION | | | | |
| Salaries & Wages | | 151,240 | 154,068 | 157,125 |
| Expenses | | <u>298,500</u> | <u>304,500</u> | <u>312,000</u> |
| Total TRANSFER STATION | | 449,740 | 458,568 | 469,125 |
| STREET LIGHTING | | | | |
| Expenses | | <u>18,200</u> | <u>18,200</u> | <u>17,000</u> |
| Total STREET LIGHTING | | 18,200 | 18,200 | 17,000 |
| SUSTAINABILITY COMMITTEE | | | | |
| Expenses | | <u>0</u> | <u>2,000</u> | <u>2,000</u> |
| Total SUSTAINABILITY COMMITTEE | | 0 | 2,000 | 2,000 |
| DPW - Wastewater/Stormwater Management | | | | |
| Expenses | | <u>361,861</u> | <u>590,153</u> | <u>698,249</u> |
| Total Wastewater/Stromwater Mgmt | | 361,861 | 590,153 | 698,249 |

Town Accountant

B&M CROSSING

| | | | |
|-------------------------------|--------------|--------------|--------------|
| Expenses | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> |
| Total B&M CROSSING | 3,000 | 3,000 | 3,000 |

LANDFILL CLOSURE

| | | | |
|-------------------------------|----------|----------------|----------------|
| Expenses | <u>0</u> | <u>130,000</u> | <u>130,000</u> |
| Total LANDFILL CLOSURE | 0 | 130,000 | 130,000 |

CEMETERY DEPARTMENT

| | | | |
|----------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 197,410 | 214,275 | 176,790 |
| Expenses | <u>15,750</u> | <u>19,065</u> | <u>26,100</u> |
| Total CEMETERY DEPARTMENT | 213,160 | 233,340 | 202,890 |

VOTED TOTAL PUBLIC WORKS

| | | | | |
|---------------------------------|----------|-------------------------|-------------------------|-------------------------|
| Salaries & Wages | 5 | 1,472,433 | 1,502,871 | 1,459,744 |
| Expenses | 6 | <u>1,970,871</u> | <u>2,403,518</u> | <u>2,549,699</u> |
| VOTED TOTAL PUBLIC WORKS | | 3,443,304 | 3,906,389 | 4,009,443 |

HEALTH & HUMAN SERVICES

HEALTH DEPARTMENT

| | | | |
|--------------------------------|---------------|----------------|----------------|
| Salaries & Wages | 83,588 | 120,000 | 151,061 |
| Expenses | <u>10,800</u> | <u>0</u> | <u>11,200</u> |
| Total HEALTH DEPARTMENT | 94,388 | 120,000 | 162,261 |

NASHOBA ASSOCIATED BOARD OF HEALTH

| | | | |
|---|----------|---------------|---------------|
| Expenses | <u>0</u> | <u>35,000</u> | <u>35,000</u> |
| Total NASHOBA ASSOCIATED BOARD OF HEALTH | 0 | 35,000 | 35,000 |

ANIMAL INSPECTOR

| | | | |
|-------------------------------|----------|----------|----------|
| Salaries & Wages | <u>0</u> | <u>0</u> | <u>0</u> |
| Total ANIMAL INSPECTOR | 0 | 0 | 0 |

NURSING SERVICES

| | | | |
|-------------------------------|---------------|---------------|---------------|
| Expenses | <u>10,000</u> | <u>15,000</u> | <u>15,000</u> |
| Total NURSING SERVICES | 10,000 | 15,000 | 15,000 |

MENTAL HEALTH SERVICES

| | | | |
|-------------------------------------|----------|----------|----------|
| Expenses | <u>0</u> | <u>0</u> | <u>0</u> |
| Total MENTAL HEALTH SERVICES | 0 | 0 | 0 |

ELDER AND HUMAN SERVICES

| | | | |
|---------------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 329,389 | 351,390 | 380,251 |
| Expenses | <u>52,885</u> | <u>55,516</u> | <u>44,194</u> |
| Total ELDER AND HUMAN SERVICES | 382,274 | 406,906 | 424,445 |

VETERANS AGENT

| | | | |
|-----------------------------|---------------|---------------|---------------|
| Salaries & Wages | 8,209 | 8,209 | 8,414 |
| Expenses | <u>11,910</u> | <u>11,910</u> | <u>11,910</u> |
| Total VETERANS AGENT | 20,119 | 20,119 | 20,324 |

VETERAN BENEFITS

| | | | |
|-------------------------------|----------------|----------------|----------------|
| Expenses | <u>175,000</u> | <u>175,000</u> | <u>175,000</u> |
| Total VETERAN BENEFITS | 175,000 | 175,000 | 175,000 |

DISABILITY COMMISSION

| | | | |
|------------------------------------|--------------|--------------|--------------|
| Expenses | <u>1,200</u> | <u>1,200</u> | <u>1,200</u> |
| Total DISABILITY COMMISSION | 1,200 | 1,200 | 1,200 |

VOTED TOTAL HEALTH & HUMAN SERVICES

| | | | | |
|--|----------|----------------|----------------|----------------|
| Salaries & Wages | 7 | 421,186 | 479,599 | 539,726 |
| Expenses | 8 | <u>261,795</u> | <u>293,626</u> | <u>293,504</u> |
| VOTED TOTAL HEALTH & HUMAN SERVICES | | 682,981 | 773,225 | 833,230 |

CULTURE AND RECREATION

REUBEN HOAR LIBRARY

| | | | |
|----------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 617,309 | 653,481 | 685,513 |
| Expenses | <u>177,250</u> | <u>193,100</u> | <u>204,650</u> |
| Total REUBEN HOAR LIBRARY | 794,559 | 846,581 | 890,163 |

PARKS AND RECREATION

| | | | |
|-----------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 202,892 | 208,249 | 219,218 |
| Expenses | <u>43,040</u> | <u>45,000</u> | <u>50,000</u> |
| Total PARKS AND RECREATION | 245,932 | 253,249 | 269,218 |

PATRIOTS DAY

| | | | |
|---------------------------|----------|----------|----------|
| Expenses | <u>0</u> | <u>0</u> | <u>0</u> |
| Total PATRIOTS DAY | 0 | 0 | 0 |

MEMORIAL DAY

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

HISTORICAL COMMISSION

| | | | |
|------------------------------------|--------------|--------------|--------------|
| Expenses | <u>4,480</u> | <u>4,480</u> | <u>4,480</u> |
| Total HISTORICAL COMMISSION | 4,480 | 4,480 | 4,480 |

Town Accountant

CULTURAL COUNCIL

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

SHADE TREE COMMITTEE

| | | | |
|-----------------------------------|--------------|--------------|--------------|
| Expenses | <u>5,000</u> | <u>5,000</u> | <u>5,000</u> |
| Total SHADE TREE COMMITTEE | 5,000 | 5,000 | 5,000 |

VOTED TOTAL CULTURE AND RECREATION

| | | | | |
|------------------|-----------|----------------|----------------|----------------|
| Salaries & Wages | 9 | <u>820,201</u> | <u>861,730</u> | <u>904,731</u> |
| Expenses | 10 | <u>234,620</u> | <u>254,430</u> | <u>270,980</u> |

| | | | | |
|---|--|------------------|------------------|------------------|
| VOTED TOTAL CULTURE AND RECREATION | | 1,054,821 | 1,116,160 | 1,175,711 |
|---|--|------------------|------------------|------------------|

OTHER GENERAL GOVERNMENT

MUNICIPAL BUILDING COMMITTEE

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

PUBLIC BUILDINGS

| | | | |
|-------------------------------|----------------|----------------|----------------|
| Salaries & Wages | 138,089 | 191,998 | 224,820 |
| Expenses | <u>558,100</u> | <u>703,500</u> | <u>714,639</u> |
| Total PUBLIC BUILDINGS | 696,189 | 895,498 | 939,459 |

PROPERTY & LIABILITY INSURANCE

| | | | |
|---|----------------|----------------|----------------|
| Expenses | <u>500,000</u> | <u>530,000</u> | <u>583,000</u> |
| Total PROPERTY & LIABILITY INSURANCE | 500,000 | 530,000 | 583,000 |

CENTRAL COMMUNICATIONS

| | | | |
|-------------------------------------|----------------|----------------|----------------|
| Expenses | <u>115,000</u> | <u>115,000</u> | <u>115,000</u> |
| Total CENTRAL COMMUNICATIONS | 115,000 | 115,000 | 115,000 |

FUEL

| | | | |
|-------------------|----------------|----------------|----------------|
| Expenses | <u>155,000</u> | <u>170,000</u> | <u>187,000</u> |
| Total FUEL | 155,000 | 170,000 | 187,000 |

| | | | | |
|---|----|------------------|------------------|------------------|
| VOTED TOTAL OTHER GENERAL GOVERNMENT | | | | |
| Salaries & Wages | 11 | 143,089 | 196,998 | 229,820 |
| Expenses | 12 | <u>1,348,100</u> | <u>1,518,500</u> | <u>1,599,639</u> |
| VOTED TOTAL OTHER GENERAL GOVERNMENT | | 1,491,189 | 1,715,498 | 1,829,459 |

EDUCATION

| | | | | |
|--|--|-------------------|-------------------|-------------------|
| LITTLETON SCHOOL DEPARTMENT | | | | |
| Education Budget | | <u>23,050,247</u> | <u>24,433,262</u> | <u>25,488,928</u> |
| Total LITTLETON SCHOOL DEPARTMENT | | 23,050,247 | 24,433,262 | 25,488,928 |

| | | | | |
|--|--|----------------|----------------|----------------|
| TECHNICAL SCHOOL EXPENDITURES | | | | |
| Education Budget | | <u>738,406</u> | <u>781,592</u> | <u>894,143</u> |
| Total TECHNICAL SCHOOL EXPENDITURES | | 738,406 | 781,592 | 894,143 |

| | | | | |
|------------------------------|----|-------------------|-------------------|-------------------|
| VOTED TOTAL EDUCATION | | | | |
| Education Budget | 13 | <u>23,788,653</u> | <u>25,214,854</u> | <u>26,383,071</u> |
| VOTED TOTAL EDUCATION | | 23,788,653 | 25,214,854 | 26,383,071 |

EMPLOYEE BENEFITS

| | | | | |
|--|--|------------------|------------------|------------------|
| EMPLOYEE/RETIREE BENEFITS | | | | |
| Unemployment | | 100,000 | 84,000 | 84,000 |
| Medicare | | 421,165 | 450,000 | 450,000 |
| Life Insurance | | 24,000 | 24,000 | 24,000 |
| Short/Long Term Disability | | 23,000 | 25,000 | 0 |
| Medical / Health Insurance | | 5,111,510 | 5,485,225 | 5,850,469 |
| County Retirement | | 2,757,015 | 3,073,432 | 2,885,731 |
| Longevity | | 0 | 0 | 0 |
| Other | | 22,000 | 25,000 | 25,000 |
| Tuition Reimbursement | | 0 | 0 | 0 |
| Workers Comp Insurance | | <u>203,000</u> | <u>205,000</u> | <u>205,000</u> |
| Total EMPLOYEE/RETIREE BENEFITS | | 8,661,690 | 9,371,657 | 9,524,200 |

| | | | | |
|--------------------------------------|----|------------------|------------------|------------------|
| VOTED TOTAL EMPLOYEE BENEFITS | | | | |
| Expenses | 14 | <u>8,661,690</u> | <u>9,371,657</u> | <u>9,524,200</u> |
| VOTED TOTAL EMPLOYEE BENEFITS | | 8,661,690 | 9,371,657 | 9,524,200 |

DEBT SERVICE

| | | | | |
|----------------------------|--|------------------|------------------|------------------|
| 710 LONG TERM DEBT | | 3,054,872 | 2,799,532 | 2,992,173 |
| 720 SHORT TERM DEBT | | <u>500,000</u> | <u>595,000</u> | <u>1,950,350</u> |
| Total DEBT SERVICE | | 3,554,872 | 3,394,532 | 4,942,523 |

| | | | | |
|---------------------------------|----|------------------|------------------|------------------|
| VOTED TOTAL DEBT SERVICE | | | | |
| Expenses | 15 | <u>3,554,872</u> | <u>3,394,532</u> | <u>4,942,523</u> |
| VOTED TOTAL DEBT SERVICE | | 3,554,872 | 3,394,532 | 4,942,523 |

Town Accountant

TRANSFERS TO/FROM GENERAL FUND

TRANSFERS INTO GENERAL FUND

Transfer In - From: Ambulance Revolving Fund

| | | | | |
|-------------------------|----|----------|----------|----------|
| To: Fire/EMS Department | 16 | -525,000 | -525,000 | -525,000 |
|-------------------------|----|----------|----------|----------|

Transfer In - From: Wastewater Settlement

| | | | | |
|------------------|----|---------|---------|---------|
| To: Debt Service | 17 | -17,274 | -17,274 | -17,274 |
|------------------|----|---------|---------|---------|

Transfer In - From: Library Grant

| | | | | |
|------------------|----|---|---|---------|
| To: Debt Service | 18 | 0 | 0 | -171,50 |
|------------------|----|---|---|---------|

Transfer In - From: Oak Hill Cell Tower

| | | | | |
|------------------|----|---|---|---|
| To: Debt Service | 19 | 0 | 0 | 0 |
|------------------|----|---|---|---|

Transfer In - From: Newtown Hill Cell Tower

| | | | | |
|------------------|----|---|---|---|
| To: Debt Service | 20 | 0 | 0 | 0 |
|------------------|----|---|---|---|

Transfer In - From: Bond Premium

| | | | | |
|------------------|----|---------|---------|---------|
| To: Debt Service | 21 | -15,321 | -13,456 | -11,593 |
|------------------|----|---------|---------|---------|

Transfer In - From: Debt Exclusion Stabilization

| | | | | |
|------------------|----|----------|----------|----------|
| To: Debt Service | 22 | -300,000 | -396,409 | -349,879 |
|------------------|----|----------|----------|----------|

Transfer In - From: Community Preservation

| | | | | |
|------------------|----|---------|---------|----------|
| To: Debt Service | 23 | -73,775 | -71,713 | -188,700 |
|------------------|----|---------|---------|----------|

| | | | | |
|--|--|----------|------------|------------|
| Total TRANSFERS INTO GENERAL FUND | | -931,370 | -1,023,852 | -1,263,946 |
|--|--|----------|------------|------------|

TRANSFERS OUT OF GENERAL FUND

| | | | | |
|--------------------------------|----|-----------|-----------|-----------|
| Transfer Out - OPEB Trust Fund | 24 | 2,575,985 | 1,870,000 | 1,578,812 |
|--------------------------------|----|-----------|-----------|-----------|

| | | | | |
|--------------------------------------|----|---|---|---|
| Transfer Out - Recreation Enterprise | 25 | 0 | 0 | 0 |
|--------------------------------------|----|---|---|---|

| | | | | |
|--|--|-----------|-----------|-----------|
| Total TRANSFERS OUT OF GENERAL FUND | | 2,575,985 | 1,870,000 | 1,578,812 |
|--|--|-----------|-----------|-----------|

FUNDING SUMMARY

| | | | |
|---|-------------------|-------------------|-------------------|
| Salaries & Wages | 10,223,787 | 10,993,337 | 11,531,660 |
| Expenses (including transfers out of General Fund | 20,670,257 | 21,281,049 | 22,975,034 |
| Education | <u>23,788,653</u> | <u>25,214,854</u> | <u>26,383,071</u> |
| Total Operating Budget | 54,682,697 | 57,489,240 | 60,889,765 |
| Transfers into General Fund | <u>-931,370</u> | <u>-1,023,852</u> | <u>-1,263,946</u> |
| Net Operating Budget | 53,751,327 | 56,465,388 | 59,625,819 |



Town of Littleton CONSOLIDATED BALANCE SHEET FOR 2024 13

| OBJ | OBJ DESCRIPTION | NET CHANGE FOR PERIOD | ACCOUNT BALANCE |
|---------------------|--------------------------------|--------------------------|----------------------|
| ASSETS | | | |
| 102000 | PETTY CASH | .00 | 2,632.00 |
| 104000 | POOLED CASH | 9,669.89 | 24,204,375.58 |
| 121018 | 18 PERSONAL PROPERTY TAX | .00 | 3,232.68 |
| 121019 | 19 PERSONAL PROPERTY TAX | .00 | 17,335.76 |
| 121020 | 20 PERSONAL PROPERTY TAX | .00 | 10,965.37 |
| 121021 | 21 PERSONAL PROPERTY TAX | .00 | 9,230.58 |
| 121022 | 22 PERSONAL PROPERTY TAX | .00 | 10,907.28 |
| 121023 | 23 PERSONAL PROPERTY TAX | .00 | 33,847.85 |
| 121024 | 2024 PERSONAL PROPERTY | .00 | 31,688.66 |
| 122021 | 21 REAL ESTATE TAX | .00 | 184.11 |
| 122022 | 22 REAL ESTATE TAX | .00 | 1,572.04 |
| 122023 | 23 REAL ESTATE TAX | .00 | -24.77 |
| 122024 | 2024 REAL ESTATE TAX | .00 | 392,875.14 |
| 123000 | OVERLAY (ABATE/EXEMP) | .00 | -856,846.36 |
| 124000 | TAX LIENS RECEIVABLE | .00 | 426,634.71 |
| 125100 | ASSESSOR I & E RECEIVABLE | .00 | 600.00 |
| 125300 | DEFERRED PROP TAX RECEIVABLE | .00 | 94,942.71 |
| 126018 | 18 MOTOR VEHICLE EXCISE | .00 | 3,443.65 |
| 126019 | 19 MOTOR VEHICLE EXCISE | .00 | 5,350.63 |
| 126020 | 20 MOTOR VEHICLE EXCISE | .00 | 5,368.65 |
| 126021 | 21 MOTOR VEHICLE EXCISE | .00 | 8,544.02 |
| 126022 | 22 MOTOR VEHICLE EXCISE | .00 | 20,195.05 |
| 126023 | 23 MOTOR VEHICLE EXCISE | .00 | 30,258.34 |
| 126024 | MOTOR VEHICLE EXCISE 2024 | .00 | 149,355.18 |
| 144100 | BETTERMENT PAID IN ADVANCE | .00 | 17,646.49 |
| 144400 | STREET BETTERMENT NOT YET DUE | .00 | 7,971.84 |
| 188000 | TAX FORECLOSURE | .00 | 393,344.32 |
| | TOTAL ASSETS | 9,669.89 | 25,025,631.51 |
| LIABILITIES | | | |
| 202000 | ACCOUNTS PAYABLE | .00 | -833,401.93 |
| 211000 | ACCRUED PAYROLL | .00 | -1,747,223.69 |
| 252000 | UNCLAIMED ITEMS/TAILINGS | .00 | -7,302.09 |
| 252100 | TAILINGS-CITIZENS P/R | .00 | -2,224.83 |
| 252200 | TAILINGS-MELLON A/P | .00 | -2,675.50 |
| 252300 | TAILINGS-EASTERN P/R | .00 | -180.59 |
| 252400 | TAILINGS-EASTERN A/P | .00 | -1,843.30 |
| 252500 | TAILINGS - GARNISHMENTS | .00 | -2,331.70 |
| 255100 | PERFORMANCE BONDS PAYABLE | .00 | -307,188.54 |
| 261000 | DEFERRED REVENUE REAL/PERS TAX | .00 | 358,167.29 |
| 262200 | DEFERRED REVENUE TAX TITLE/DEF | .00 | -427,697.95 |
| 262300 | DEFERRED REVENUE TAX FORECLOSE | .00 | -393,344.32 |
| 262350 | DEFERRED REVENUE TX DEFERRALS | .00 | -94,942.71 |
| 263000 | DEFERRED REVENUE MOTOR VEHICLE | .00 | -222,515.52 |
| 266000 | DEFERRED REV BETTERMENT | .00 | -45,048.13 |
| | TOTAL LIABILITIES | .00 | -3,729,753.51 |
| FUND BALANCE | | | |
| 321100 | FUND BALANCE RES FOR ENCUMBRNC | -2,070,782.56 | -2,070,782.56 |



Town of Littleton CONSOLIDATED BALANCE SHEET FOR 2024 13

| OBJ | OBJ DESCRIPTION | NET CHANGE FOR PERIOD | ACCOUNT BALANCE |
|---------------------|---|--------------------------|-----------------------|
| FUND BALANCE | | | |
| 324000 | F/B RESERVED FOR EXPENDITURES | 3,253,041.00 | -7,125,951.28 |
| 325000 | F/B RESERVED FOR PETTY CASH | .00 | -2,632.00 |
| 327100 | F/B RESVD FOR PREMIUM - RSS | .00 | -28,066.38 |
| 327200 | F/B RESVD FOR PREMIUM - MS | -210.00 | .00 |
| 327300 | F/B RESVD FOR PREMIUM - POLICE | 210.00 | -13,644.98 |
| 328000 | F/B RES FOR APPROPRIATION | 874,376.30 | -295,489.58 |
| 359000 | FUND BALANCE UNDESIGNATED | -3,167,209.42 | -11,835,758.51 |
| 359200 | FB SNOW/ICE DEFICIT | .00 | 76,447.29 |
| 381500 | ESTIMATED REVENUE | -84,707,137.25 | 5,008,348.19 |
| 383000 | APPROPRIATIONS CONTROL | 91,731,701.90 | -6,436,338.08 |
| 388000 | BUDGETARY FUND BAL | -7,024,564.65 | 1,427,989.89 |
| 389000 | BUD FB RES FOR ENC | 2,070,782.56 | -5,172.56 |
| 391000 | REVENUE CONTROL | 64,739,246.01 | .00 |
| 393000 | EXPENDITURE CONTROL | -63,638,341.22 | .00 |
| 394000 | ENCUMBRANCE CONTROL | -2,070,782.56 | 5,172.56 |
| | TOTAL FUND BALANCE | -9,669.89 | -21,295,878.00 |
| | TOTAL LIABILITIES + FUND BALANCE | -9,669.89 | -25,025,631.51 |

Town Treasurer

Treasurer's Report Outstanding Bond Debt as of June 30, 2024

| | | | | | |
|--|----------------------|----------------------|------------|---|--|
| <u>Light Department</u> | NONE | | | | |
| <u>Sub Total - Light Department Debt</u> | | - | | - | |
| <u>Water Department</u> | | | | | |
| 8/1/2014 Capital Improvements Well #2 | 118,300.00 | 30,000.00 | 8/15/2026 | | |
| 2/1/2010 Water Capital Improvments | 191,088.00 | 45,000.00 | 2/1/2029 | | |
| 8/1/2014 Cobbs Well | 178,800.00 | 80,000.00 | 8/15/2031 | | |
| 8/1/2014 Well #2 Design | 194,700.00 | 100,000.00 | 8/15/2033 | | |
| 8/1/2014 Water Capital Improvments | 274,200.00 | 140,000.00 | 8/15/2034 | | |
| 8/1/2014 Well #2 Redevelopment | 3,720,000.00 | 2,035,000.00 | 8/15/2034 | | |
| 6/24/2022 Cedar Hill Water Tank | 2,715,000.00 | 2,435,000.00 | 6/15/2042 | | |
| 5/1/2021 Water Capital - PFAS | 899,328.00 | 574,378.14 | 1/15/2041 | | |
| 5/18/2018 Water Betterment | 803,900.00 | 560,000.00 | 5/15/2038 | | |
| 11/21/2023 Water MCWT Whitcomb/PFAS | 19,627,950.00 | 19,627,950.00 | 1/15/2054 | | |
| <u>Sub Total - Water Department Debt</u> | <u>28,723,266.00</u> | <u>25,627,328.14</u> | | | |
| <u>Sewer Department</u> | | | | | |
| 6/24/2022 Land Acquisition - Sewer | 1,435,000.00 | 1,285,000.00 | 6/15/2042 | | |
| <u>Sub Total - Sewer Department Debt</u> | <u>1,435,000.00</u> | <u>1,285,000.00</u> | | | |
| <u>Town Debt - Inside Prop 2 1/2</u> | | | | | |
| 5/22/2020 Land Acquisition - Lucy's Land-refunding | 44,000.00 | 22,000.00 | 5/1/2029 | | |
| 5/22/2020 Bldg Renovation-Houghton Roof-refunding | 78,000.00 | 45,000.00 | 5/1/2029 | | |
| 11/18/2021 Cobbs Land-refunding | 117,000.00 | 91,000.00 | 11/15/2030 | | |
| 11/18/2021 Goldsmith Street-refunding | 419,000.00 | 325,000.00 | 11/15/2030 | | |
| 4/13/2017 Septic Loan Program #3 | 282,674.00 | 197,222.00 | 1/15/2037 | | |
| 3/29/2018 Land Acquisition - Boxborough Rd | 300,000.00 | 120,000.00 | 3/15/2028 | | |
| 3/29/2018 Alumni Field | 2,355,000.00 | 940,000.00 | 3/15/2028 | | |
| 5/18/2018 Fire Station Construction | 5,650,100.00 | 3,940,000.00 | 5/15/2038 | | |
| 5/22/2020 Library Construction | 4,595,000.00 | 3,655,000.00 | 5/1/2040 | | |
| 1/18/2021 Library Design | 1,327,500.00 | 1,190,000.00 | 11/15/2041 | | |
| 1/18/2021 Library Construction #2 | 1,170,000.00 | 1,050,000.00 | 11/15/2041 | | |
| <u>Sub Total - Town Debt - Inside Prop 2 1/2</u> | <u>16,338,274.00</u> | <u>11,575,222.00</u> | | | |

Town Debt - Outside Prop 2 1/2

| | | | | |
|------------|---------------------------------------|--------------|--------------|------------|
| 3/29/2018 | Waste Water Treatment Fac-refunding | 566,000.00 | 80,000.00 | 3/15/2025 |
| 3/29/2018 | Middle School - refunding | 3,235,000.00 | 1,000,000.00 | 3/15/2027 |
| 5/22/2020 | Police Station Design-refunding | 105,000.00 | 53,000.00 | 5/1/2028 |
| 1/23/2008 | Middle School - Low Interest Loan | 2,142,297.00 | 535,572.15 | 11/1/2028 |
| 5/22/2020 | Police Station Construction-refunding | 2,445,000.00 | 1,359,999.99 | 5/1/2029 |
| 11/18/2021 | Russell St School - Design-refunding | 78,000.00 | 62,000.00 | 11/15/2030 |
| 11/18/2021 | Russell St School - Constr-refunding | 2,093,500.00 | 1,637,000.00 | 11/15/2030 |

| | | |
|---|----------------------|---------------------|
| <u>Sub Total - Town Debt - Outside Prop 2 1/2</u> | <u>10,664,797.00</u> | <u>4,727,572.14</u> |
|---|----------------------|---------------------|

| | | |
|--------------------------|----------------------|----------------------|
| <u>Total - Town Debt</u> | <u>27,003,071.00</u> | <u>16,302,794.14</u> |
|--------------------------|----------------------|----------------------|

| | | |
|-------------------------|----------------------|----------------------|
| <u>Total - All Debt</u> | <u>57,161,337.00</u> | <u>43,215,122.28</u> |
|-------------------------|----------------------|----------------------|

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

| | | |
|-----------|----------------------------------|------------|
| CPA Funds | Houghton Roof | 53,000.00 |
| CPA Funds | Land Acquisition - Lucy's Land | 26,000.00 |
| CPA Funds | Cobbs Land | 104,000.00 |
| CPA Funds | Land Acquisition - Boxborough Rd | 150,000.00 |

| | | |
|---|----------|-------------------|
| <u>Total - Town Debt Reimbursements</u> | <u>-</u> | <u>333,000.00</u> |
|---|----------|-------------------|

| | |
|--|----------------------|
| <u>Net Town Debt remaining (Inside Prop 2 1/2)</u> | <u>11,242,222.00</u> |
|--|----------------------|

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|---|--------------------------|--|----------------------|--------------------------|-----------------|
| ACCOUNTANT | | | | | |
| | REYNOLDS, MICHELLE | TOWN ACCOUNTANT | 96,537.28 | - | 96,537.28 |
| | GOUVEIA, ASHLEY | ASSISTANT ACCOUNTANT | 68,291.15 | - | 68,291.15 |
| | COTE, JULIA | FINANCIAL ANALYST | 32,000.31 | - | 32,000.31 |
| | MARTINEC, ROBERT | FINANCIAL ANALYST | - | 19,318.53 | 19,318.53 |
| ACCOUNTANT DEPARTMENT TOTAL | | | 196,828.74 | 19,318.53 | 216,147.27 |
| ASSESSORS | | | | | |
| | MILLER, KATHERINE | CHIEF ASSESSOR | 112,890.83 | - | 112,890.83 |
| | AXON, HANNA | ASSESS CLRK/LISTER | 66,464.08 | - | 66,464.08 |
| | PREHL, KIMBERLY | ASSESS CLRK/LISTER | 64,075.80 | 1,438.16 | 65,513.96 |
| | IANNAcone, APRIL | ASSISTANT ASSESSOR | 20,454.26 | 2,778.34 | 23,232.60 |
| | GLENCROSS, NATHAN | ASSESS CLRK/LISTER | - | 6,642.48 | 6,642.48 |
| ASSESSORS DEPARTMENT TOTAL | | | 263,884.97 | 10,858.98 | 274,743.95 |
| BUILDING | | | | | |
| | MOREHOUSE, WILLIAM | INSPECTOR OF WIRES | 89,200.56 | 7,173.36 | 96,373.92 |
| | PELLETIER, BRENDA | OFFICE COORDINATOR - LANDUSE & BUILDINGS | 68,397.94 | 10,663.35 | 79,061.29 |
| | FONTAINE, HENRY | BLDG COMMISSIONER | 25,861.78 | - | 25,861.78 |
| | KENNEY, MEGHAN | ADMIN STAFF ON CALL | - | 12,996.48 | 12,996.48 |
| | MULLEN, EDWARD | BLDG COMMISSIONER | 10,450.00 | - | 10,450.00 |
| | BELINSKY, GARY | ALT INSPECTOR WIRES | - | 3,298.35 | 3,298.35 |
| BUILDING DEPARTMENT TOTAL | | | 193,910.28 | 34,131.54 | 228,041.82 |
| CEMETERY | | | | | |
| | BAILEY, THOMAS | CEMETERY SUPT | 76,614.00 | 1,968.91 | 78,582.91 |
| | HEFFERNAN, IAN | ASSIST CEMETERY SUP | 69,919.40 | 1,499.58 | 71,418.98 |
| CEMETERY DEPARTMENT TOTAL | | | 146,533.40 | 3,468.49 | 150,001.89 |
| CONTROL CTR / DISPATCH | | | | | |
| | CARROLL, JOSEPH | COM OFFICER | 70,077.47 | 30,597.04 | 100,674.51 |
| | RACETTE, KYLA | COM OFFICER | 72,564.30 | 17,782.57 | 90,346.87 |
| | GRAHAM, NOAH | COM OFFICER | 64,987.31 | 19,869.04 | 84,856.35 |
| | HARROLD, WILLIAM | COM OFFICER | 72,413.04 | 11,879.93 | 84,292.97 |
| | WILSON, KAITLYN | COM OFFICER-PT | 61,290.90 | 10,113.84 | 71,404.74 |
| | ZAFERACOPOULOS, ADAM | COM OFFICER | 59,894.95 | 10,972.98 | 70,867.93 |
| | BUCK, BRIAN | COM OFFICER | 45,011.10 | 19,241.23 | 64,252.33 |
| | MURNANE, SAMANTHA | COM OFFICER | 47,562.60 | 15,609.78 | 63,172.38 |
| | DIPERRI, JOCELYN | COM OFFICER-PT | - | 18,009.76 | 18,009.76 |
| | PEREIRA, IAN | COM OFFICER-PT | - | 12,996.72 | 12,996.72 |
| | SANTIAGO, KELLEY | COM OFFICER | 10,593.56 | 174.98 | 10,768.54 |
| | LEBLANC, HEIDI | COM OFFICER | 9,119.81 | 27.42 | 9,147.23 |
| | PAGNOTTA, JOSEPH | COM OFFICER-PT | - | 4,140.90 | 4,140.90 |
| | HOENSHALL, ELIZABETH | COM OFFICER-PT | - | 2,696.16 | 2,696.16 |
| | PROIA, JONATHAN | COM OFFICER-PT | - | 2,262.48 | 2,262.48 |
| | YOUNG, KELLY | COM OFFICER-PT | - | 216.08 | 216.08 |
| CONTROL CTR / DISPATCH DEPARTMENT TOTAL | | | 513,515.04 | 176,590.91 | 690,105.95 |
| ELDER AND HUMAN SERVICES | | | | | |
| | TRETIK, ELIZABETH | DIR EHS | 103,324.00 | - | 103,324.00 |
| | DEMICHELE, AMY | EHS OUTREACH COORD | 78,177.64 | - | 78,177.64 |
| | REGO, ALICIA | EHS OUTREACH COORD | 72,637.22 | - | 72,637.22 |
| | RAYMOND, SUSAN | ADMIN ASST-COA | 27,088.58 | 7,673.70 | 34,762.28 |
| | SARVELA, NICOLE | ASSIST DIRECTOR EHS | 17,850.14 | 1,300.48 | 19,150.62 |
| | KENT, RICHARD | EHS VAN DRIVER | - | 13,544.97 | 13,544.97 |
| | PALMER, SAMUEL | EHS VAN DRIVER | - | 12,591.35 | 12,591.35 |
| | CAMPBELL, NEIL | EHS VAN DRIVER | - | 9,259.19 | 9,259.19 |
| | HADDAD, STEVEN | EHS VAN DRIVER | - | 5,694.91 | 5,694.91 |
| | MURPHY, MEGAN | EHS PROGRAM COORDINATOR | 10,809.60 | - | 10,809.60 |
| | SANDERS, GEORGE | EHS SENIOR TAX PROGRAM | - | 3,832.50 | 3,832.50 |
| | GREENWOOD, MARY ANN | EHS SENIOR TAX PROGRAM | - | 2,355.00 | 2,355.00 |
| | JOWERS, DAVID | EHS SENIOR TAX PROGRAM | - | 2,295.00 | 2,295.00 |
| | GARSTKA, MARSHA | EHS SENIOR TAX PROGRAM | - | 2,250.00 | 2,250.00 |
| | STREETER, RAYMOND | EHS SENIOR TAX PROGRAM | - | 2,223.00 | 2,223.00 |
| | DONNELLY TAVOULARIS, ANN | EHS SENIOR TAX PROGRAM | - | 2,130.00 | 2,130.00 |
| | QIAN, NAN-XIN | EHS SENIOR TAX PROGRAM | - | 2,085.00 | 2,085.00 |
| | DONNELLY, MAUREEN | EHS SENIOR TAX PROGRAM | - | 2,047.50 | 2,047.50 |
| | FRANZEK, CYNTHIA | EHS SENIOR TAX PROGRAM | - | 1,980.00 | 1,980.00 |
| | LARSEN, MARGARET | EHS SENIOR TAX PROGRAM | - | 1,972.50 | 1,972.50 |
| | OGILVIE, NATALIE | EHS SENIOR TAX PROGRAM | - | 1,927.50 | 1,927.50 |
| | MORRISON, NANCY | EHS SENIOR TAX PROGRAM | - | 1,687.50 | 1,687.50 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non- Pensionable Earnings | 2024 Earnings * |
|---|---------------------|------------------------|-------------------------|---------------------------------|-----------------|
| | MCGRATH, PHYLLIS | EHS SENIOR TAX PROGRAM | - | 1,672.50 | 1,672.50 |
| | FREDETTE, ANDRE | EHS SENIOR TAX PROGRAM | - | 1,650.00 | 1,650.00 |
| | SHETHAR, ALAN | EHS SENIOR TAX PROGRAM | - | 1,620.00 | 1,620.00 |
| | TRUNDY, PAULA | EHS SENIOR TAX PROGRAM | - | 1,620.00 | 1,620.00 |
| | MACIVER, DONALD | EHS SENIOR TAX PROGRAM | - | 1,582.50 | 1,582.50 |
| | DONNELLY, DEBORAH | EHS SENIOR TAX PROGRAM | - | 1,567.50 | 1,567.50 |
| | HAMM, HELEN | EHS SENIOR TAX PROGRAM | - | 1,560.00 | 1,560.00 |
| | LORD, LINDA | EHS SENIOR TAX PROGRAM | - | 1,560.00 | 1,560.00 |
| | DESTEFANO, BARBARA | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | MILLER, GEORGE | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | WHITCOMB, DAVID | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | ROUNCE, ROBERT | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | FIDLER, DONALD | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | HAUG, JAMES | EHS SENIOR TAX PROGRAM | - | 1,500.00 | 1,500.00 |
| | LINDMARK, SUSAN | EHS SENIOR TAX PROGRAM | - | 1,477.50 | 1,477.50 |
| | BAILEY, HELEN | EHS SENIOR TAX PROGRAM | - | 1,458.75 | 1,458.75 |
| | RICE, ABIGAIL | EHS SENIOR TAX PROGRAM | - | 1,425.00 | 1,425.00 |
| | IRWIN, CYNTHIA | EHS SENIOR TAX PROGRAM | - | 1,376.25 | 1,376.25 |
| | MCPHERSON, MARY | EHS SENIOR TAX PROGRAM | - | 1,320.00 | 1,320.00 |
| | CONVERSE, MARILYN | EHS SENIOR TAX PROGRAM | - | 1,278.75 | 1,278.75 |
| | BERA, AUDREY | EHS SENIOR TAX PROGRAM | - | 1,275.00 | 1,275.00 |
| | FOUGSTEDT, SUSAN | EHS SENIOR TAX PROGRAM | - | 1,249.20 | 1,249.20 |
| | GEANISIS, MARGARET | EHS SENIOR TAX PROGRAM | - | 1,245.00 | 1,245.00 |
| | PILLITTERI, DAVID | EHS SENIOR TAX PROGRAM | - | 1,230.00 | 1,230.00 |
| | STEWART, JEAN | EHS SENIOR TAX PROGRAM | - | 1,200.00 | 1,200.00 |
| | CYR, BEVERLY | EHS SENIOR TAX PROGRAM | - | 1,185.00 | 1,185.00 |
| | UNKEL, BETSY | EHS SENIOR TAX PROGRAM | - | 1,173.75 | 1,173.75 |
| | BERTOLINO, ANGELA | EHS SENIOR TAX PROGRAM | - | 1,166.25 | 1,166.25 |
| | BUCKLES, RICHARD | EHS SENIOR TAX PROGRAM | - | 1,147.50 | 1,147.50 |
| | CURTIN, MILDRED | EHS SENIOR TAX PROGRAM | - | 1,110.00 | 1,110.00 |
| | ROMILLY, DONNA | EHS SENIOR TAX PROGRAM | - | 1,091.25 | 1,091.25 |
| | SWEATT, ANNE | EHS SENIOR TAX PROGRAM | - | 1,080.00 | 1,080.00 |
| | KINSELLA, ANNE | EHS SENIOR TAX PROGRAM | - | 1,072.50 | 1,072.50 |
| | GARCIA, DENIS | EHS SENIOR TAX PROGRAM | - | 1,050.00 | 1,050.00 |
| | CHILDS, MARTHA | EHS SENIOR TAX PROGRAM | - | 1,035.00 | 1,035.00 |
| | AUSTERMANN, DEBORAH | EHS SENIOR TAX PROGRAM | - | 960.00 | 960.00 |
| | ZOTO, MARGARET | EHS SENIOR TAX PROGRAM | - | 956.25 | 956.25 |
| | LYONS, JANE | EHS SENIOR TAX PROGRAM | - | 930.00 | 930.00 |
| | COOK, PAUL | EHS SENIOR TAX PROGRAM | - | 877.50 | 877.50 |
| | HORLOR, KARYN | EHS SENIOR TAX PROGRAM | - | 847.50 | 847.50 |
| | BOWLES, CATHERINE | EHS SENIOR TAX PROGRAM | - | 821.25 | 821.25 |
| | DEPETRINI, ERNESTO | EHS SENIOR TAX PROGRAM | - | 810.00 | 810.00 |
| | SMITH, BETTY | EHS SENIOR TAX PROGRAM | - | 780.00 | 780.00 |
| | IRWIN, DAVID | EHS SENIOR TAX PROGRAM | - | 750.00 | 750.00 |
| | CORBIN, SHARON | EHS SENIOR TAX PROGRAM | - | 712.50 | 712.50 |
| | STETSON, ELEANOR | EHS SENIOR TAX PROGRAM | - | 686.25 | 686.25 |
| | MCLAUGHLIN, ROBERT | EHS SENIOR TAX PROGRAM | - | 675.00 | 675.00 |
| | OGILVIE, BEVERLY | EHS SENIOR TAX PROGRAM | - | 667.50 | 667.50 |
| | DOUGLAS, DIANE | EHS SENIOR TAX PROGRAM | - | 645.00 | 645.00 |
| | WENZ, MICHELE | EHS SENIOR TAX PROGRAM | - | 637.50 | 637.50 |
| | CLYDE, SANDRA | EHS SENIOR TAX PROGRAM | - | 630.00 | 630.00 |
| | SAYLOR, STEVEN | EHS SENIOR TAX PROGRAM | - | 615.00 | 615.00 |
| | JESENSKY, ANTHONY | EHS SENIOR TAX PROGRAM | - | 585.00 | 585.00 |
| | MORRISON, BRUCE | EHS SENIOR TAX PROGRAM | - | 525.00 | 525.00 |
| | RUSSELL, MARSHA | EHS SENIOR TAX PROGRAM | - | 517.50 | 517.50 |
| | HUNT, JAMES | EHS SENIOR TAX PROGRAM | - | 435.00 | 435.00 |
| | SILL, DAVID | EHS SENIOR TAX PROGRAM | - | 412.50 | 412.50 |
| | ROMILLY, ROBERT | EHS SENIOR TAX PROGRAM | - | 408.75 | 408.75 |
| | DICENZO, PAUL | EHS SENIOR TAX PROGRAM | - | 397.50 | 397.50 |
| | LEONARD, VIRGINIA | EHS SENIOR TAX PROGRAM | - | 345.00 | 345.00 |
| | JOWERS, MARY | EHS SENIOR TAX PROGRAM | - | 330.00 | 330.00 |
| | COSTIN, DIANE | EHS SENIOR TAX PROGRAM | - | 315.00 | 315.00 |
| | REGAN, JOHN | EHS SENIOR TAX PROGRAM | - | 202.50 | 202.50 |
| | MCCUMBER, CHRISTINA | EHS SENIOR TAX PROGRAM | - | 150.00 | 150.00 |
| | WENZ, LAURANCE | EHS SENIOR TAX PROGRAM | - | 127.50 | 127.50 |
| | MOHAMMED, SHARIFFA | EHS SENIOR TAX PROGRAM | - | 105.00 | 105.00 |
| | DISPENSA, KAREN | EHS SENIOR TAX PROGRAM | - | 90.00 | 90.00 |
| | GLINES, SUSAN | EHS SENIOR TAX PROGRAM | - | 90.00 | 90.00 |
| | OLDEN, ELAINE | EHS SENIOR TAX PROGRAM | - | 52.50 | 52.50 |
| ELDER AND HUMAN SERVICES DEPARTMENT TOTAL | | | 309,887.18 | 142,419.30 | 452,306.48 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------------|-----------------------------|---|----------------------|--------------------------|-----------------|
| FACILITIES | | | | | |
| | DERBA, ERIC | FACILITIES MANAGER | 40,584.00 | - | 40,584.00 |
| | DUMAS, GEORGE | BLDG MAINT SUPV | 76,776.44 | 1,648.63 | 78,425.07 |
| | FACILITIES DEPARTMENT TOTAL | | 117,360.44 | 1,648.63 | 119,009.07 |
| FIRE | | | | | |
| | COFFEY, SEAN | FIRE CHIEF | 169,635.48 | 13,151.46 | 182,786.94 |
| | FOSTER, SHAWN | FIREFIGHTER/EMT | 80,326.68 | 57,555.77 | 137,882.45 |
| | REGER, JOSEPH | FIREFIGHTER/EMT | 87,240.12 | 43,180.96 | 130,421.08 |
| | DEBLASIO, MICHAEL | FIREFIGHTER/EMT | 85,905.36 | 37,675.56 | 123,580.92 |
| | LLOYD, RYAN | FIREFIGHTER/EMT | 73,427.39 | 49,876.66 | 123,304.05 |
| | DAVID, TYSON | FIRE LIEUTENANT | 87,943.22 | 35,066.19 | 123,009.41 |
| | GARDNER, TERENCE | FIRE LIEUTENANT | 93,694.84 | 27,859.26 | 121,554.10 |
| | SAWICKI, DANIEL | FIREFIGHTER/EMT | 81,557.07 | 35,914.62 | 117,471.69 |
| | ROSS, MATTHEW | FIREFIGHTER/EMT | 79,603.95 | 37,174.57 | 116,778.52 |
| | POWERS, TIMOTHY | FIRE LIEUTENANT | 94,118.11 | 21,678.85 | 115,796.96 |
| | DUNN, KEITH | FIRE LIEUTENANT | 94,780.63 | 18,662.93 | 113,443.56 |
| | MCCURDY, ALEXANDER | FIRE CHIEF | 105,178.56 | 8,000.00 | 113,178.56 |
| | CONNOR, ROBERT | FIRE CHIEF | 109,066.95 | 3,879.65 | 112,946.60 |
| | STUMP, GREGORY | FIREFIGHTER/EMT | 77,887.58 | 29,379.25 | 107,266.83 |
| | ST GELAIS, BRIAN | FIREFIGHTER/EMT | 83,888.07 | 18,474.37 | 102,362.44 |
| | KILGALLAN, MICHAEL | FIREFIGHTER/EMT | 75,529.50 | 20,608.70 | 96,138.20 |
| | CARLIN, SHAWN | FIRE PREVENT OFFICER | 65,763.18 | 6,721.57 | 72,484.75 |
| | RINN, MICHAEL | EXEC ASST FIRE | 66,237.20 | 480.49 | 66,717.69 |
| | CLANCY, GEORGE | FIRE CHIEF | 43,087.16 | 22,907.70 | 65,994.86 |
| | MACIEL, MATTHEW | FIREFIGHTER/EMT | 43,700.51 | 20,665.34 | 64,365.85 |
| | TOBIN, KYLE | FIREFIGHTER/EMT | 33,104.50 | 13,965.38 | 47,069.88 |
| | FAVREAU, PATRICK | FIREFIGHTER/EMT | 33,787.13 | 7,895.21 | 41,682.34 |
| | PELTIER, CANDACE | FIREFIGHTER/EMT | 26,313.86 | 7,345.56 | 33,659.42 |
| | BROWN, BRANDON | FIREFIGHTER/EMT | 15,374.68 | 5,803.84 | 21,178.52 |
| | PACHECO MONTERO, KEIDI | FIREFIGHTER/EMT | 14,894.43 | 5,424.73 | 20,319.16 |
| | CLANCY, ZACHARY | ON CALL FF/PARA | 12,038.38 | 8,189.83 | 20,228.21 |
| | ROCK, TERESA | ON CALL FF/EMT ADV | - | 17,138.84 | 17,138.84 |
| | ROCK, MACKENZIE | ON CALL EMT | - | 13,109.83 | 13,109.83 |
| | ROCK, JOSEPH | ON CALL FIRE CAPTAIN | - | 8,654.19 | 8,654.19 |
| | LOWE, CHARLES | ON CALL FF/EMT | - | 8,202.28 | 8,202.28 |
| | CAHILL, JAMES | ON CALL FIRE CAPTAIN | - | 994.40 | 994.40 |
| | KNEELAND, THOMAS | ON CALL FIRE LT | - | 978.01 | 978.01 |
| | MARSHALL, GREGORY | ON CALL FF/EMT | - | 887.40 | 887.40 |
| | SCARSDALE, GRAYLEN | ON CALL FF/PARA | - | 878.90 | 878.90 |
| | PARLON, SEAN | ON CALL FF/EMT | - | 299.00 | 299.00 |
| | CHABOT, BRIAN | ON CALL FF/EMT | - | 229.71 | 229.71 |
| | RAMBACHER, CALVIN | ON CALL EMT-PROBTN | - | 172.48 | 172.48 |
| | KANE, DANIEL | ON CALL FF/PARA | - | 51.70 | 51.70 |
| | FIRE DEPARTMENT TOTAL | | 1,834,084.54 | 609,135.19 | 2,443,219.73 |
| HEALTH | | | | | |
| | DAGLE, FRANCIS | HEALTH DIRECTOR | 84,877.26 | - | 84,877.26 |
| | GRECO, MEAGHAN | OFFICE COORDINATOR - BOH & CONSERVATION | 4,692.88 | - | 4,692.88 |
| | HEALTH DEPARTMENT TOTAL | | 89,570.14 | 0.00 | 89,570.14 |
| HIGHWAY | | | | | |
| | JAHNLE, STEPHEN | DIR PUBLIC WORKS | 126,051.60 | - | 126,051.60 |
| | WHITTEN, STEVEN | HIGHWAY SUPT | 109,578.40 | - | 109,578.40 |
| | KELSON, DEREK | HIGHWAY WRK FOREMAN | 84,266.72 | 15,274.18 | 99,540.90 |
| | ANDERSON, BENJAMIN | PARKS WRK FOREMAN | 73,151.56 | 8,311.85 | 81,463.41 |
| | ARNOTT, ANTHONY | EQUIP OP/LABORER III | 66,774.32 | 14,631.95 | 81,406.27 |
| | MCKELVIE, BRUCE | GENERAL FOREMAN | 69,436.86 | 9,263.78 | 78,700.64 |
| | PEDERSON, DONALD | EQUIP OP/LABORER II | 64,668.27 | 11,394.72 | 76,062.99 |
| | UPPERMAN, CHRISTOPHER | TRANS STN OP | 71,188.72 | 1,555.95 | 72,744.67 |
| | OBER, JARRETT | EQUIP OP/LABORER III | 60,281.57 | 10,019.25 | 70,300.82 |
| | DEVLAMINCK, NICHOLE | BUS ADM PUBLIC WORKS | 69,202.01 | 436.21 | 69,638.22 |
| | ASHLEY, PHYLLIS | TRANS STN ASST OP | 62,592.70 | 1,466.69 | 64,059.39 |
| | DAVIDSON, OWEN | DPW LABORER | 56,572.69 | 7,210.34 | 63,783.03 |
| | LEONARDI, JAMES | DPW LABORER | 51,765.01 | 6,959.40 | 58,724.41 |
| | FOX, BRYAN | HIGHWAY MECHANIC | 43,536.31 | 10,213.42 | 53,749.73 |
| | GRAHAM, TODD | EQUIP OP I /LABORER | 30,980.31 | 10,127.11 | 41,107.42 |
| | KIERNAN, MICHAEL | HIGHWAY MECHANIC | 22,254.96 | 3,409.96 | 25,664.92 |
| | RACCA, MICHAEL | EQUIP OP I /LABORER | 14,375.34 | 5,356.89 | 19,732.23 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|---|-------------------------|--------------------------|----------------------|--------------------------|-----------------|
| | VALERI, VINCENTO | EQUIP OP/LABORER III | 15,771.89 | 2,747.18 | 18,519.07 |
| | WILLIS, DAMYAN | EQUIP OP/LABORER III | 14,628.93 | 2,305.08 | 16,934.01 |
| | GRAY, ANDREW | HIGHWAY SEAS LABORER | - | 11,469.02 | 11,469.02 |
| | KAZANJIAN, THOMAS | HIGHWAY SEAS LABORER | - | 10,454.04 | 10,454.04 |
| | NORDHAUS, PETER | HIGHWAY SEAS LABORER | - | 7,089.18 | 7,089.18 |
| | MERCIER, ZACHARY | HIGHWAY SEAS LABORER | - | 5,978.86 | 5,978.86 |
| HIGHWAY DEPARTMENT TOTAL | | | 1,107,078.17 | 155,675.06 | 1,262,753.23 |
| Human Resources | | | | | |
| | VIBERT, MICHELLE | HR DIRECTOR | 118,966.06 | - | 118,966.06 |
| | PICHEL, BRIANNA | HR GENERALIST/BENEFI | 70,216.81 | - | 70,216.81 |
| | SAYLOR, ANNETTE | ADMIN STAFF ON CALL | - | 2,249.93 | 2,249.93 |
| Human Resources DEPARTMENT TOTAL | | | 189,182.87 | 2,249.93 | 191,432.80 |
| Information Systems | | | | | |
| | GLENCROSS, NANCY | INFORMATION SYS MGR | 121,580.52 | - | 121,580.52 |
| | MCLAUGHLIN, THOMAS | INFORMATION SYS TECH | 78,210.40 | - | 78,210.40 |
| Information Systems DEPARTMENT TOTAL | | | 199,790.92 | 0.00 | 199,790.92 |
| Land Use | | | | | |
| | TOOHILL, MAREN | ASST DIR LU/BDS/TP | 104,013.81 | - | 104,013.81 |
| | KENNEY, MICHAEL | LOCAL BLDG INSPECTOR | 63,598.40 | 2,698.02 | 66,296.42 |
| | MATHEWS, COOPER | ASSISTANT TOWN PLANNER | 63,847.17 | - | 63,847.17 |
| | PEARSON, TIMOTHY | ASST CONSER AGENT | 40,559.38 | 22,488.69 | 63,048.07 |
| | GREEN, AMY | CONSERVATION COORD | 54,467.92 | - | 54,467.92 |
| | SULLIVAN, EDWARD | PLUMBING GAS INSP | 44,641.92 | - | 44,641.92 |
| | RHEAUME-PACITTI, LUCIA | DEPT CLERK-PLANNING | 9,843.82 | 22,691.76 | 32,535.58 |
| | CORMIER, JOSEPH | ALT PLUMBING AND GAS | - | 3,830.72 | 3,830.72 |
| Land Use DEPARTMENT TOTAL | | | 380,972.42 | 51,709.19 | 432,681.61 |
| Littleton Community Television | | | | | |
| | CRORY, MARK | LCTV EXEC DIRECTOR | 103,913.60 | - | 103,913.60 |
| | DOLAK, KIRBY | LCTV PROGRAM SUPV | 82,187.60 | - | 82,187.60 |
| | REID, JUDITH | LCTV VID PROD COORD | 56,148.01 | - | 56,148.01 |
| | CASALETTO, NICHOLAS | LCTV PROGRAM COORDINATOR | - | 22,821.09 | 22,821.09 |
| Littleton Community Television DEPARTMENT TOTAL | | | 242,249.21 | 22,821.09 | 265,070.30 |
| LIBRARY | | | | | |
| | ALVAREZ, SAMUEL | LIB DIRECTOR | 112,840.81 | - | 112,840.81 |
| | CONBOY, MICHAEL | LIB ASST DIR | 75,806.40 | - | 75,806.40 |
| | OUELLETTE HADUCH, DIANN | LIB SR LIBR CHILDREN | 67,624.88 | 43.10 | 67,667.98 |
| | CELONA, MEGAN | LIB SR LIBR CIRC | 63,071.08 | 144.72 | 63,215.80 |
| | PALMER, SUSAN | LIB OFFICE COORD | 62,658.22 | - | 62,658.22 |
| | SILL, JEANNE | LIB SENIOR TECH | 45,379.33 | 6,237.00 | 51,616.33 |
| | BERNARDI, JULIE | LIB SR LIBR CIRC | 50,083.53 | - | 50,083.53 |
| | DELGADO, TRACY | LIBRARY TECH - BENEF | 41,464.09 | - | 41,464.09 |
| | HAMILTON, JENNIFER | LIB TECHNICIAN | 12,955.16 | 19,181.14 | 32,136.30 |
| | HENRY, JEFFREY | LIB TECHNICIAN | - | 27,041.90 | 27,041.90 |
| | YAMASHITA, ATSUKO | LIB PROCESS CLRK | - | 18,632.15 | 18,632.15 |
| | TABER, JAMES | LIB ASSISTANT | - | 18,414.67 | 18,414.67 |
| | FREDERICKSEN, JULIE | LIB TECHNICIAN | 14,050.16 | - | 14,050.16 |
| | TOTTEN, AMY | LIB ASSISTANT | - | 12,246.88 | 12,246.88 |
| | LEDoux, SETH | LIB ASSISTANT | - | 11,214.39 | 11,214.39 |
| | QUINN, JENNIFER | LIB ASSISTANT | - | 3,204.49 | 3,204.49 |
| | ZIZZA, MIRIAM | LIB ASSISTANT | - | 563.16 | 563.16 |
| | KEOHANE, ABIGAIL | LIB ASSISTANT | - | 466.20 | 466.20 |
| LIBRARY DEPARTMENT TOTAL | | | 545,933.66 | 117,389.80 | 663,323.46 |
| LIGHT | | | | | |
| | LAWLER, NICHOLAS | LELD GENERAL MGR | 254,933.60 | 62,619.63 | 317,553.23 |
| | KETCHEN, DAVID | LELD ASST GEN MGR | 191,669.11 | 39,192.02 | 230,861.13 |
| | ROOKS, ROBERT | LELD LEAD LINEMAN | 151,126.08 | 65,433.10 | 216,559.18 |
| | HUNT, ROBERT | LELD GEN LINE FRMN | 177,638.26 | 35,151.87 | 212,790.13 |
| | LAVERTY, PATRICK | LELD ENG AND OPS MANAGER | 159,502.60 | 52,267.67 | 211,770.27 |
| | GUILLOT, THOMAS | LELD LEAD LINEMAN | 143,268.44 | 62,480.47 | 205,748.91 |
| | SNYER, TREVER | LELD LEAD LINEMAN | 144,079.94 | 31,251.54 | 175,331.48 |
| | ROOKS, ERICA | LELD BUSINESS MGR | 167,439.41 | 2,354.02 | 169,793.43 |
| | DUTCHER, MICHAEL | LELD LEAD LINEMAN | 141,698.52 | 26,558.83 | 168,257.35 |
| | LANCIANI, JOHN | LELD SR ENG TECHN | 146,430.97 | 2,904.39 | 149,335.36 |
| | FIORIELLO, JOSEPH | LELD LINEMAN 1ST | 106,587.10 | 32,197.73 | 138,784.83 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|-------------------------------|------------------------------|----------------------|--------------------------|---------------------|
| | MCFARLAND, MATTHEW | LELD DISTRB SUPV | 131,385.63 | 2,286.12 | 133,671.75 |
| | DETERRA, JOSHUA | LELD ELECTRICAL ENG | 130,529.71 | - | 130,529.71 |
| | LYONNAIS, MELISSA | LELD BUS OFFICE SUPV | 125,122.74 | 1,728.30 | 126,851.04 |
| | LIZOTTE, DAVID | LELD GEN LINE FRMN | 50,561.68 | 68,110.60 | 118,672.28 |
| | DUHAMEL, GAVIN | LELD LINEMAN 3RD | 82,223.79 | 29,843.09 | 112,066.88 |
| | ADLEY, CHRISTOPHER | LELD ENGINEERING TEC | 101,321.57 | 950.14 | 102,271.71 |
| | AUSTERMANN, CHRISTOPHER | LELD MAINT COORD | 89,150.00 | 11,491.09 | 100,641.09 |
| | DAME, RYAN | LELD LINEMAN 3RD | 83,817.00 | 16,443.50 | 100,260.50 |
| | LUTHER, ALEXANDER | LELD MECH FLEET SUPV | 89,773.60 | 6,578.63 | 96,352.23 |
| | COKONIS, DEREK | LELD LINEMAN 3RD | 82,045.52 | 10,342.27 | 92,387.79 |
| | REARDON, CONNOR | LELD ENRGY EFFIC ENG | 86,855.82 | 1,444.75 | 88,300.57 |
| | WIRZBICKI, DAVID | LELD PROCMT COORD | 86,344.40 | 1,950.47 | 88,294.87 |
| | FITZGERALD, SANDRA | LELD BUSINESS SERV | 85,482.80 | 731.80 | 86,214.60 |
| | BONILLA, LUIS | LELD LINEMAN 3RD | 70,740.40 | 11,252.13 | 81,992.53 |
| | PINARD, JAKE | LELD LINEMAN 3RD | 71,187.42 | 9,417.93 | 80,605.35 |
| | KARR, SARA | LELD EXEC ASST | 74,902.23 | 5,479.72 | 80,381.95 |
| | GRIMES, BRIAN | LELD LINECLEARANCE 2 | 74,188.00 | 3,165.40 | 77,353.40 |
| | DUFOUR, HALEIGH | LELD BUSINESS SERV | 72,596.40 | 2,009.44 | 74,605.84 |
| | PELOQUIN, PHILIP | LELD FLEET AND FACILITY TECH | 63,800.00 | 5,448.08 | 69,248.08 |
| | NICHOLS, ALICIA | LELD BUSINESS SERV | 64,450.80 | 23.29 | 64,474.09 |
| | WOODWARD, LAURA | LELD STAFF ACCT | 53,168.86 | 754.79 | 53,923.65 |
| | DEMAURO, DEBORAH | LELD DAY PORTER | 37,284.80 | - | 37,284.80 |
| | DECOSTE, BRADY | LELD UTILITY WORKER | 13,190.40 | 22,226.02 | 35,416.42 |
| | STEWART, WILLIAM | LELD UTILITY WORKER | - | 22,530.80 | 22,530.80 |
| | TUPPER, LANDEN | LELD SUMMER GIS ASST | - | 14,432.00 | 14,432.00 |
| | MERRITT, CATHERINE | LELD ELECTRICAL ENG | 10,769.23 | - | 10,769.23 |
| | DONAHUE, JOSEPH | LELD SUMMER GIS ASST | - | 8,000.00 | 8,000.00 |
| | LIGHT DEPARTMENT TOTAL | | 3,615,266.83 | 669,051.63 | 4,284,318.46 |

PARKS AND RECREATION

| | | | | |
|------------------------|----------------------|-----------|-----------|-----------|
| DAY, ALICIA | PRCE DIRECTOR | 97,444.00 | - | 97,444.00 |
| MICHALSKI, TIMOTHY | PRCE ASST DIR | 94,170.70 | - | 94,170.70 |
| KAZANJIAN, JON | PRCE PROGRAM COOR | 83,866.31 | 3,543.84 | 87,410.15 |
| GENETTI, KELSEY | PRCE PROGRAM COOR | 60,561.69 | 7,136.34 | 67,698.03 |
| BERG, RACHEL | PRCE PROGRAM COOR | 63,384.09 | 1,384.49 | 64,768.58 |
| WARNOCK, ABIGAIL | PRCE CAMP ASSIST DIR | 45,227.07 | 9,183.15 | 54,410.22 |
| KIRSCH, MELANIE | PRCE OFFICE COORD | 49,833.14 | 382.10 | 50,215.24 |
| FREUND, HALEY | PRCE CAMP ASSIST DIR | 9,629.77 | 11,683.17 | 21,312.94 |
| BROWNSON, GRETA | PRCE AQUATICS DIR | - | 13,778.63 | 13,778.63 |
| HORNBECK, PAYSON | PRCE CAMP ASSIST DIR | - | 10,469.80 | 10,469.80 |
| MONTGOMERY, EVAN | PRCE HEAD LIFEGUARD | - | 9,926.26 | 9,926.26 |
| BELL, MEGAN | PRCE CAMP DIRECTOR | - | 9,882.10 | 9,882.10 |
| BABERS, SIDNEY | PRCE SPEC CRS COORD | - | 9,433.34 | 9,433.34 |
| RENWICK, KELLY | PRCE PRESCH INSTRUCT | - | 9,018.64 | 9,018.64 |
| MACNEIL, CONNOR | CE INSTRUCTOR I | - | 8,650.31 | 8,650.31 |
| INFERRERA, NICHOLAS | PRCE CAMP LEAD I | - | 8,642.54 | 8,642.54 |
| BELL, EMILY | PRCE CAMP LEAD I | - | 8,507.07 | 8,507.07 |
| HOENSHELL, CATHRYN | PRCE CAMP LEAD I | - | 8,497.80 | 8,497.80 |
| DOUCETTE, REAGAN | PRCE CAMP NURSE | - | 8,219.75 | 8,219.75 |
| WOODWARD, JOHN | PRCE HEAD LIFEGUARD | - | 8,163.80 | 8,163.80 |
| MURPHY, CORINNE | PRCE CAMP LEAD I | - | 8,131.74 | 8,131.74 |
| MURPHY, WILLIAM | PRCE CAMP SPECIALIST | - | 7,829.15 | 7,829.15 |
| HALLORAN, MAITI | PRCE CAMP SR COUNSLR | - | 7,789.84 | 7,789.84 |
| GALVIN, DOROTHY | PRCE CAMP LEAD I | - | 7,223.49 | 7,223.49 |
| OKEEFFE, PAIGE | PRCE CAMP LEAD I | - | 6,939.08 | 6,939.08 |
| PARKINSON, LIAM | PRCE CAMP LEAD I | - | 6,902.37 | 6,902.37 |
| PRADEEP, PRATHIK | PRCE CAMP LEAD I | - | 6,814.58 | 6,814.58 |
| KAZANJIAN, CHRISTOPHER | PRCE CAMP JR COUNSLR | - | 6,621.07 | 6,621.07 |
| MASTORAKOS, OLIVIA | PRCE SPEC CRS COORD | - | 6,352.96 | 6,352.96 |
| HEGARTY, JAMESON | PRCE LIFEGUARD I | - | 6,275.63 | 6,275.63 |
| GARCIA, LAVINIA | PRCE CAMP LEAD I | - | 6,015.26 | 6,015.26 |
| MYEROV, EMILY | PRCE CAMP LEAD I | - | 5,753.02 | 5,753.02 |
| HUNT, GRACE | PRCE CAMP LEAD I | - | 5,738.59 | 5,738.59 |
| SIMPSON, KATHRYN | PRCE CAMP LEAD I | - | 5,737.10 | 5,737.10 |
| SCHIERING, LANDYN | PRCE CAMP SPECIALIST | - | 5,623.64 | 5,623.64 |
| LEFEBVRE, JUSTIN | PRCE CAMP JR COUNSLR | - | 5,620.44 | 5,620.44 |
| FRISOLI, MARK | PRCE CAMP LEAD I | - | 5,607.84 | 5,607.84 |
| MANNO, JUSTIN | PRCE CAMP LEAD I | - | 5,400.60 | 5,400.60 |
| KIVLIN, KARRINGTON | PRCE CAMP LEAD I | - | 5,327.28 | 5,327.28 |
| DILLMAN, SUSAN | PRCE CAMP SPECIALIST | - | 5,289.36 | 5,289.36 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|---------------------------------------|------------------------|--------------------------|----------------------|--------------------------|-----------------|
| | DRESSEL, AMBER | PRCE CAMP LEAD I | - | 5,249.70 | 5,249.70 |
| | DILLMAN, PETER | PRCE CAMP SPECIALIST | - | 5,248.37 | 5,248.37 |
| | CARBONEAU, JACQUELINE | PRCE CAMP LEAD I | - | 5,243.32 | 5,243.32 |
| | MIZZONI, EMILY | PRCE CAMP LEAD I | - | 5,241.13 | 5,241.13 |
| | CROWLEY, MARGARET | PRCE CAMP LEAD I | - | 5,133.43 | 5,133.43 |
| | RYAN, ALLISON | PRCE LIFEGUARD I | - | 4,899.29 | 4,899.29 |
| | CORROW, CHLOE | PRCE CAMP LEAD I | - | 4,770.24 | 4,770.24 |
| | NUGENT, ALESSANDRA | PRCE LIFEGUARD I | - | 4,528.31 | 4,528.31 |
| | FARWELL, JORDYN | PRCE CAMP SR COUNSLR | - | 4,503.41 | 4,503.41 |
| | SLAVINSKY, ZACHARY | PRCE LIFEGUARD I | - | 4,468.52 | 4,468.52 |
| | DINOIA, JULIA | PRCE CAMP SR COUNSLR | - | 4,422.31 | 4,422.31 |
| | YOUNG, ANNA | PRCE CAMP JR COUNSLR | - | 4,396.28 | 4,396.28 |
| | GUSTAINIS, GABRIEL | PRCE CAMP JR COUNSLR | - | 4,294.05 | 4,294.05 |
| | ARORA, ISHAAN | PRCE CAMP JR COUNSLR | - | 4,207.80 | 4,207.80 |
| | BEAN, ELIZA | PRCE LIFEGUARD I | - | 4,199.68 | 4,199.68 |
| | AUGUSTE, STEFON | PRCE CAMP JR COUNSLR | - | 4,103.55 | 4,103.55 |
| | KAPLAN, DYLAN | PRCE CAMP LEAD I | - | 4,098.52 | 4,098.52 |
| | PETIT, GRACIE | PRCE CAMP SR COUNSLR | - | 4,039.06 | 4,039.06 |
| | PANDA, AREEN | PRCE CAMP JR COUNSLR | - | 3,991.44 | 3,991.44 |
| | SINHA, RANIT | PRCE CAMP JR COUNSLR | - | 3,954.30 | 3,954.30 |
| | GLEASON, CONOR | RECREATION ATTENDANT | - | 3,897.53 | 3,897.53 |
| | SCHOCKLIN, EVAN | PRCE CAMP LEAD I | - | 3,750.45 | 3,750.45 |
| | PITTORINO, AVA | PRCE CAMP SR COUNSLR | - | 3,681.04 | 3,681.04 |
| | DE SCHEPPER, CHARLOTTE | PRCE SAILING INSTRUCTOR | - | 3,653.42 | 3,653.42 |
| | GIBBONS, LIAM | PRCE SNACK HUT MGR | - | 3,617.84 | 3,617.84 |
| | CURRIE, SAMUEL | PRCE CAMP JR COUNSLR | - | 3,545.36 | 3,545.36 |
| | NUGENT, BEN | PRCE SAILING INSTRUCTOR | - | 3,489.20 | 3,489.20 |
| | KOBALY, NORAH | PRCE CAMP SR COUNSLR | - | 3,469.71 | 3,469.71 |
| | LEVENSAIOR, HANNAH | PRCE CAMP ASSIST DIR | - | 3,418.97 | 3,418.97 |
| | COPP, NIALL | PRCE LIFEGUARD I | - | 3,337.34 | 3,337.34 |
| | GILBERT, GABRIELLA | PRCE CAMP JR COUNSLR | - | 3,258.75 | 3,258.75 |
| | BEST, RORY | PRCE SAILING INSTRUCTOR | - | 3,252.34 | 3,252.34 |
| | MACNEILL, CALLUM | RECREATION ATTENDANT | - | 3,225.88 | 3,225.88 |
| | JODKA, RYANN | PRCE CAMP JR COUNSLR | - | 3,218.70 | 3,218.70 |
| | CASTILLO, TYLER | PRCE CAMP LEAD I | - | 3,217.17 | 3,217.17 |
| | BADAL, BINAMRA | PRCE LIFEGUARD I | - | 3,168.28 | 3,168.28 |
| | INFERRERA, KIMBERLY | PRCE CAMP JR COUNSLR | - | 3,164.10 | 3,164.10 |
| | CORBEIL, SAMANTHA | PRCE CAMP JR COUNSLR | - | 3,061.52 | 3,061.52 |
| | KINNEY, THOMAS | PRCE CAMP JR COUNSLR | - | 3,020.66 | 3,020.66 |
| | BRANCO, TYLER | PRCE LIFEGUARD I | - | 3,008.91 | 3,008.91 |
| | CAOQUETTE, SPENCER | PRCE LIFEGUARD I | - | 2,993.21 | 2,993.21 |
| | LAFRANCE, AMAYA | PRCE CAMP JR COUNSLR | - | 2,889.26 | 2,889.26 |
| | BADAL, BIGYA | PRCE LIFEGUARD I | - | 2,540.14 | 2,540.14 |
| | PROULX, AMY | PRCE LIFEGUARD I | - | 2,265.31 | 2,265.31 |
| | DUNN, IAN | PRCE SAILING INSTRUCTOR | - | 2,060.42 | 2,060.42 |
| | MILNER, ZACHARY | PRCE SEAS PROG COORD | - | 1,854.76 | 1,854.76 |
| | BLAINE, LINNEA | PRCE SPEC CRS COORD | - | 1,845.02 | 1,845.02 |
| | MARINI, ZORA | PRCE SAILING INSTRUCTOR | - | 1,659.81 | 1,659.81 |
| | SPADAFINO, GWEN | PRCE CAMP LEAD I | - | 1,121.19 | 1,121.19 |
| | BLAINE, SOPHIE | PRCE CAMP JR COUNSLR | - | 1,100.70 | 1,100.70 |
| | NETH, THAIYENA | PRCE CAMP LEAD I | - | 793.81 | 793.81 |
| | RAY, JAMES | PRCE CAMP ASSIST DIR | - | 785.64 | 785.64 |
| | SAHOO, ASISH | PRCE CLUB LEAD COUNSELOR | - | 358.64 | 358.64 |
| PARKS AND RECREATION DEPARTMENT TOTAL | | | 504,116.77 | 454,213.96 | 958,330.73 |

POLICE

| | | | | |
|--------------------|---------------------|------------|------------|------------|
| LANDRY, DOUGLAS | POLICE SERGEANT | 145,121.00 | 121,814.03 | 266,935.03 |
| PINARD, MATTHEW | POLICE CHIEF | 189,582.84 | 13,252.44 | 202,835.28 |
| CASEY, BRIAN | POLICE OFFICER | 81,986.00 | 102,451.09 | 184,437.09 |
| WODZINSKI, MEGAN | POLICE DETECTIVE | 82,448.17 | 91,460.77 | 173,908.94 |
| PATTERSON, JEFFREY | POLICE DEPUTY CHIEF | 136,459.80 | 36,032.52 | 172,492.32 |
| FERREIRA, JAMES | POLICE OFFICER | 69,661.52 | 94,096.69 | 163,758.21 |
| BUSSIERE, EDMOND | POLICE OFFICER | 74,592.36 | 88,404.51 | 162,996.87 |
| CAMELO, DERRICK | POLICE SERGEANT | 96,151.25 | 66,785.21 | 162,936.46 |
| RICHARD, RYAN | POLICE OFFICER | 78,930.00 | 83,202.98 | 162,132.98 |
| ABU, ILYAS | POLICE OFFICER | 77,826.08 | 66,430.80 | 144,256.88 |
| FERNANDEZ, PABLO | POLICE SERGEANT | 105,043.24 | 37,273.15 | 142,316.39 |
| ODONOGHUE, PATRICK | POLICE DETECTIVE | 85,922.04 | 51,601.42 | 137,523.46 |
| KILEY, BRYAN | POLICE OFFICER | 77,518.52 | 59,932.24 | 137,450.76 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|-------------------------|-----------------------|--------------------------------|----------------------|--------------------------|-----------------|
| | TOCCI, KIMBERLY | POLICE SERGEANT | 92,722.64 | 32,576.40 | 125,299.04 |
| | RICHARD, JARED | POLICE OFFICER | 77,362.32 | 38,525.76 | 115,888.08 |
| | MERCHANT, ZACHARY | POLICE OFFICER | 72,380.96 | 42,318.96 | 114,699.92 |
| | MORINE, JAMES | POLICE OFFICER | 73,912.48 | 39,314.75 | 113,227.23 |
| | SCOLA, MARC | POLICE SERGEANT | 95,874.16 | 14,905.72 | 110,779.88 |
| | SORENSEN, DEREK | POLICE OFFICER | 72,339.44 | 34,521.44 | 106,860.88 |
| | JONES, BRIAN | POLICE OFFICER | 74,991.92 | 27,343.41 | 102,335.33 |
| | MICHEL, ERIC | POLICE OFFICER | 80,710.32 | 21,548.30 | 102,258.62 |
| | BOWEN, JESSE | POLICE OFFICER | 65,345.24 | 25,898.96 | 91,244.20 |
| | HAWTHORNE, PATRICK | CIVILIAN TRAFFIC REGULATOR | 36,193.31 | 43,733.49 | 79,926.80 |
| | MURPHY, KIMBERLY | EXEC ASST POLICE | 66,392.66 | 3,579.88 | 69,972.54 |
| | KEEFE, BRIAN | POLICE OFF RESERVE | - | 56,317.25 | 56,317.25 |
| | RENTSCHLER, FREDERICK | POLICE OFF RESERVE | - | 42,027.26 | 42,027.26 |
| | WELCH, DAVID | CIVILIAN TRAFFIC REGULATOR | - | 31,957.00 | 31,957.00 |
| | LANDI, JAMES | CIVILIAN TRAFFIC REGULATOR | - | 25,662.50 | 25,662.50 |
| | KEATON, JAMES | CIVILIAN TRAFFIC REGULATOR | - | 25,000.20 | 25,000.20 |
| | ONEIL, RAYMOND | CIVILIAN TRAFFIC REGULATOR | - | 24,551.00 | 24,551.00 |
| | FRECHETTE, DAVID | POLICE OFF RESERVE | - | 23,364.00 | 23,364.00 |
| | JANAKOS, JOHN | POLICE OFF RESERVE | - | 17,580.55 | 17,580.55 |
| | OBRIEN, WARREN | POLICE OFF RESERVE | - | 12,891.59 | 12,891.59 |
| | TOWER, PHYLLIS | ANIMAL CONTROL OFFICER | 5,834.16 | 6,498.62 | 12,332.78 |
| | COLE, WILLIAM | BUILDING MAINTENANCE CUSTODIAN | - | 8,437.88 | 8,437.88 |
| | WILSON, GARY | CIVILIAN TRAFFIC REGULATOR | - | 1,512.00 | 1,512.00 |
| POLICE DEPARTMENT TOTAL | | | 2,115,302.43 | 1,512,804.77 | 3,628,107.20 |

SCHOOLS

| | | | | |
|-------------------|--------------------------|------------|-----------|------------|
| CLENCHY, KELLY | SUPERINTENDENT | 205,299.60 | 4,000.00 | 209,299.60 |
| HARRINGTON, JOHN | PRINCIPAL | 157,513.09 | - | 157,513.09 |
| SNOW, LYN | DIR PUPIL PERS SERVC | 143,135.55 | - | 143,135.55 |
| STEELE, ELIZABETH | CURRICULUM DIRECTOR | 139,798.11 | - | 139,798.11 |
| KANE, MICHELLE | PRINCIPAL | 133,519.99 | - | 133,519.99 |
| MARK, STEVEN | BUSINESS MANAGER | 132,660.75 | - | 132,660.75 |
| EVERHART, JASON | PRINCIPAL | 130,025.06 | - | 130,025.06 |
| COMEAU, KEITH | ASST PRINCIPAL | 117,615.03 | 2,000.00 | 119,615.03 |
| HIRTLE, ZACHARY | TEACHER SPEC ED | 111,049.87 | 7,716.75 | 118,766.62 |
| FINNERTY, VALERIE | TEACHER SCIENCE | 114,208.58 | 3,980.00 | 118,188.58 |
| TURNER, TRACY | TEACHER SPEC ED | 113,531.08 | 3,217.00 | 116,748.08 |
| ELMORE, JULIE | TEACHER MATH | 116,240.87 | 60.00 | 116,300.87 |
| PASCUCCI, DAVID | TEACHER ENGLISH | 113,880.13 | 924.00 | 114,804.13 |
| JARVIS, MICHAEL | SUMMER SCHOOL NO PENSION | 106,613.21 | 7,669.44 | 114,282.65 |
| DEACON, REBECCA | ASST PRINCIPAL | 111,499.94 | 2,000.00 | 113,499.94 |
| ARNOLD, ERIK | TEACHER SPEC ED | 112,305.58 | - | 112,305.58 |
| KELLEY, ELIZABETH | TEACHER WLD LANG | 111,859.87 | 120.00 | 111,979.87 |
| LEVANGIE, MATTHEW | ASST PRINCIPAL | 109,560.03 | 2,000.00 | 111,560.03 |
| ROMANO, ANDREA | ASST PRINCIPAL | 108,540.01 | 2,000.00 | 110,540.01 |
| BENTLEY, ERIK | SCHOOL MAINTENANCE | 66,358.30 | 43,341.63 | 109,699.93 |
| ORZECZ, PAUL | LIBRARY /MEDIA SPEC | 107,543.14 | 1,739.00 | 109,282.14 |
| GILLEN, MARGARET | TEACHER WLD LANG | 108,362.87 | 859.00 | 109,221.87 |
| PERRY, MEREDITH | TEACHER PHYSICAL ED | 109,163.44 | - | 109,163.44 |
| BACKMAN, NELINA | TEACHER ENGLISH | 108,716.08 | - | 108,716.08 |
| LYNN, MICHAEL | TEACHER PHYSICAL ED | 107,759.00 | 140.00 | 107,899.00 |
| TRACANNA, DIANE | TEACHER ENGLISH | 107,523.37 | - | 107,523.37 |
| BEARDEN, DANIELLE | TEACHER MATH | 106,775.37 | 569.90 | 107,345.27 |
| BRIDGE, HILARY | TEACHER MUSIC | 106,963.63 | - | 106,963.63 |
| MITCHELL, SUSAN | TEACHER MATH | 106,532.57 | - | 106,532.57 |
| GILLEN, MICHAEL | TEACHER SCIENCE | 106,490.87 | - | 106,490.87 |
| KENNEY, PERRY | TEACHER KINDGTN | 106,434.37 | - | 106,434.37 |
| HOSSFELD, EMILY | TEACHER ART | 105,458.52 | 739.00 | 106,197.52 |
| TETREALT, AMY | TEACHER SPANISH | 106,172.37 | - | 106,172.37 |
| BELL, BETH | TEACHER KINDGTN | 106,172.37 | - | 106,172.37 |
| MORGAN, ELIZABETH | TEACHER SCL STUDIES | 106,123.70 | - | 106,123.70 |
| BALLARD, HOLLY | SPCH THERPST/PATHOL | 105,422.37 | 581.05 | 106,003.42 |
| TOMBENO, RICHARD | TEACHER ENGLISH | 105,182.37 | 739.00 | 105,921.37 |
| SCLAR, DANYA | SCHOOL PSYCHOLOGIST | 105,558.37 | 240.00 | 105,798.37 |
| GILES, KAREN | TEACHER GRADE 1 | 105,797.80 | - | 105,797.80 |
| DONLON, KIMBERLY | TEACHER SPEC ED | 105,558.25 | - | 105,558.25 |
| MAWN, REBECCA | TEACHER READING | 105,422.37 | - | 105,422.37 |
| MAMOS, KRISTEN | TEACHER PRE-K | 104,848.94 | 500.30 | 105,349.24 |
| LOVE, HEATHER | TEACHER GRADE 3 | 105,296.37 | - | 105,296.37 |
| BURGESS, JUDITH | TEACHER SPEC ED | 105,296.25 | - | 105,296.25 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|--------------------------|-----------------------|----------------------|--------------------------|-----------------|
| | MISKINIS, WILLIAM | TEACHER SCL STUDIES | 105,149.37 | - | 105,149.37 |
| | GILMAN, ALLISON | SPED TEAM CHAIR | 105,069.60 | - | 105,069.60 |
| | MCKINLEY, RITA | TEACHER READING | 104,819.24 | - | 104,819.24 |
| | SHOEMAKER, TODD | TEACHER TECHNOLOGY | 103,878.13 | 739.00 | 104,617.13 |
| | BERLINGER, SARAH PARROTT | TEACHER SCIENCE | 103,351.44 | 739.00 | 104,090.44 |
| | KERN, LAURA | TEACHER MATH | 103,885.94 | - | 103,885.94 |
| | MCMANUS, KRISTIN | TEACHER SCL STUDIES | 103,599.13 | - | 103,599.13 |
| | MCCOOK, KATHERINE | TEACHER ENGLISH | 103,113.94 | - | 103,113.94 |
| | BARRY, ELIZABETH | TEACHER ENGLISH | 101,998.13 | 851.00 | 102,849.13 |
| | CHRISTY, CHRISTOPHER | GUIDANCE COUNSELOR | 102,555.85 | 128.00 | 102,683.85 |
| | COCHIS, ROSARIA | TEACHER SPEC ED | 102,402.01 | 250.15 | 102,652.16 |
| | QUESNEL, JACLYN | SCHOOL PSYCHOLOGIST | 100,849.94 | 1,667.60 | 102,517.54 |
| | BURNDRETT, CHRISTINA | TEACHER SPEC ED | 101,758.94 | 750.00 | 102,508.94 |
| | HICKS-DESJARDINS, TORI | TEACHER LATIN | 101,998.94 | - | 101,998.94 |
| | BULLOCK, ALLYSON | TEACHER GRADE 1 | 101,998.94 | - | 101,998.94 |
| | MACGREGOR, HEIDI | TEACHER STEM INTERG | 101,966.94 | - | 101,966.94 |
| | ABATE, PAMELA | TEACHER MATH | 101,949.94 | - | 101,949.94 |
| | MCMAHON, MAUREEN | SCHOOL PSYCHOLOGIST | 100,870.08 | 1,017.05 | 101,887.13 |
| | PETERSON, CYNTHIA | SPCH THERPST/PATHOL | 101,872.94 | - | 101,872.94 |
| | SCHOFFEL, JESSICA | TEACHER GRADE 3 | 101,758.94 | - | 101,758.94 |
| | HURLEY, MICHELLE | TEACHER KINDGTN | 100,849.94 | - | 100,849.94 |
| | LEIGHTON, RACHEL | ADJUSTMENT COUNSELOR | 100,581.14 | - | 100,581.14 |
| | BARTH, MICHELLE | TEACHER KINDGTN | 100,381.14 | - | 100,381.14 |
| | HARTE, KELLI | TEACHER KINDGTN | 98,884.29 | 469.12 | 99,353.41 |
| | PATTERSON, NICOLE | TEACHER GRADE 4 | 99,036.13 | - | 99,036.13 |
| | HOGAN, SARA | TEACHER SPEC ED | 98,739.30 | - | 98,739.30 |
| | MANHEIMER, AMY | TEACHER MATH | 98,656.94 | - | 98,656.94 |
| | PRATT, CHERYL | TEACHER GRADE 2 | 98,607.14 | - | 98,607.14 |
| | RAPOSA, LAURA | TEACHER GRADE 5 | 98,481.14 | - | 98,481.14 |
| | SMITH, MICHELE | TEACHER GRADE 3 | 98,312.13 | - | 98,312.13 |
| | KOOB, SARAH | TEACHER READING | 98,296.73 | - | 98,296.73 |
| | REGO, ELIZABETH | TEACHER MATH | 98,292.63 | - | 98,292.63 |
| | DIRUSSO, MAUREEN | TEACHER FRENCH | 97,458.14 | - | 97,458.14 |
| | BUONACORE, TRICIA | TEACHER HEALTH | 96,497.13 | 739.00 | 97,236.13 |
| | HOLM, VANESSA | TEACHER GRADE 2 | 96,266.84 | - | 96,266.84 |
| | HUTCHINS, CRYSTAL | SPCH THERPST/PATHOL | 95,222.13 | 750.00 | 95,972.13 |
| | KAMPERSAL, SHARON | TEACHER ENGLISH | 94,313.13 | 750.00 | 95,063.13 |
| | JONES, JENNIFER | TEACHER GRADE 4 | 94,313.13 | - | 94,313.13 |
| | ABBOTT, JENNIFER | TEACHER ENGLISH | 93,663.00 | - | 93,663.00 |
| | GILLETTE, GREGORY | TEACHER PHYSICAL ED | 92,312.00 | 739.00 | 93,051.00 |
| | PAGINGTON, ANDREA | TEACHER SPEC ED | 92,279.00 | 369.50 | 92,648.50 |
| | LORD, JULIE | INSTR TECHN COORD | 90,066.02 | 2,500.00 | 92,566.02 |
| | FERNANDEZ, FERNANDO | SCHOOL CUSTODIAN | 65,512.00 | 26,322.48 | 91,834.48 |
| | SOARES, ANNMARIE | TEACHER GRADE 3 | 91,645.20 | - | 91,645.20 |
| | CROTEAU, NATALIE | TECHN SYS COORD | 90,066.03 | 1,500.00 | 91,566.03 |
| | MADYDA, JENNIFER | TEACHER GRADE 2 | 91,403.00 | - | 91,403.00 |
| | WALSH, RYAN | TEACHER HIST/SCL ST | 90,868.29 | - | 90,868.29 |
| | SHIRE-SUSSER, SHERRI | SPCH THERPST/PATHOL | 90,823.78 | - | 90,823.78 |
| | MOORE, BETH | TEACHER GRADE 1 | 90,590.77 | - | 90,590.77 |
| | DUARTE, RACHEL | TEACHER KINDGTN | 89,938.43 | - | 89,938.43 |
| | ALLEN, JONATHAN | TEACHER GRAPHIC ART | 87,871.57 | 476.24 | 88,347.81 |
| | KRISTIE, KERRY | TEACHER GRADE 3 | 87,361.65 | - | 87,361.65 |
| | ROPER, REBECCA | TEACHER GRADE 1 | 86,611.65 | - | 86,611.65 |
| | FINN, CHRISTINE | TEACHER SCIENCE | 85,141.71 | - | 85,141.71 |
| | BRYANT, SAMANTHA | ACCOUNTS PAYABLE MGR | 83,487.82 | 1,640.51 | 85,128.33 |
| | DENNIS, JOSEPH | TEACHER SCL STUDIES | 84,210.94 | - | 84,210.94 |
| | MCCARTHY, KATHLEEN | SCHOOL NURSE | 84,130.67 | - | 84,130.67 |
| | METCALFE, AMY | TEACHER GRADE 4 | 83,529.12 | - | 83,529.12 |
| | FIORI, TERESA | BRD CERT BEHV ANALYST | 82,184.36 | 150.00 | 82,334.36 |
| | SUNDBERG, JENNIFER | TEACHER SPEC ED | 82,121.85 | - | 82,121.85 |
| | STANTON, JESSICA | TEACHER READING | 81,588.97 | - | 81,588.97 |
| | GOFF, JENNIFER | TEACHER MATH | 81,350.00 | - | 81,350.00 |
| | FEUDO, JENNIFER | TEACHER SPEC ED | 80,266.51 | 750.00 | 81,016.51 |
| | ETHIER, MARY | OCCUP THERAPIST | 80,877.87 | - | 80,877.87 |
| | JOHNSON, CATHERINE | TEACHER SPEC ED | 75,019.08 | 5,812.75 | 80,831.83 |
| | DYADKO, ANNA | ADJUSTMENT COUNSELOR | 80,188.09 | - | 80,188.09 |
| | HEMMIS, KRISTEN | TEACHER ART | 79,620.78 | 150.00 | 79,770.78 |
| | BENSON, MELISSA | ADJUSTMENT COUNSELOR | 77,733.01 | 1,862.00 | 79,595.01 |
| | SAPP, KATHRYN | BRD CERT BEHV ANALYST | 79,555.34 | - | 79,555.34 |
| | PORELL, CHRISTINE | SCHOOL NURSE | 79,305.45 | - | 79,305.45 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|--------------------------|----------------------|----------------------|--------------------------|-----------------|
| | STURTZ, RAINA | TEACHER PRE-K | 77,583.57 | 1,552.50 | 79,136.07 |
| | MAILHOT, BRIANNA | TEACHER SPEC ED | 78,284.90 | 750.00 | 79,034.90 |
| | BOTKO, LEAH | FOOD SERVICES DIR | 76,941.15 | 1,500.00 | 78,441.15 |
| | GRESKO-CAULFIELD, ANGELA | TEACHER ENGLISH | 77,583.57 | - | 77,583.57 |
| | ELDREDGE, MATTHEW | TEACHER SCIENCE | 76,976.30 | - | 76,976.30 |
| | LANG, KATHERINE | TEACHER SPEC ED | 71,566.07 | 4,663.20 | 76,229.27 |
| | MULONE, DOROTHY | EXECUTIVE ADMIN ASST | 74,868.40 | 200.00 | 75,068.40 |
| | MASON, JESSICA | TEACHER GRADE 5 | 74,854.89 | - | 74,854.89 |
| | BRIDEAU, DUSTIN | TEACHER SCL STUDIES | 73,424.51 | 1,108.50 | 74,533.01 |
| | SNOW, KERRY | TEACHER SPEC ED | 73,429.90 | 750.00 | 74,179.90 |
| | GARLISI, SHAYNA | TEACHER GRADE 2 | 73,304.73 | 340.06 | 73,644.79 |
| | MESTRE-PRICE, MARY ANN | TEACHER SPANISH | 73,308.22 | - | 73,308.22 |
| | HOLMAN, KAITLIN | TEACHER MATH | 73,303.73 | - | 73,303.73 |
| | AVERSO, TINA | ADM ASST SPEC ED DIR | 72,568.40 | 514.24 | 73,082.64 |
| | PHILPOT, MARY | SCHOOL NURSE | 72,995.82 | - | 72,995.82 |
| | TEMPLE, CHERYL | PRINCIPAL | 66,709.04 | 5,089.13 | 71,798.17 |
| | DURKIN, AMY | TEACHER SCIENCE | 71,300.55 | 369.50 | 71,670.05 |
| | JOHNSON, JACQUELYN | TD DIRECTOR | 71,200.04 | - | 71,200.04 |
| | COOK, RACHEL | TEACHER ENG LAN LRN | 70,670.51 | - | 70,670.51 |
| | SLOAN, MELISSA | TEACHER PRE-K | 70,315.55 | - | 70,315.55 |
| | CORROW, BETTINA | PAYROLL COORDINATOR | 65,337.87 | 3,844.41 | 69,182.28 |
| | DUSSI, JESSICA | TEACHER GRADE 1 | 68,936.93 | 163.28 | 69,100.21 |
| | ANGELO, SARA | TEACHER GRADE 5 | 67,933.14 | - | 67,933.14 |
| | SHELDON, ASHLEY | TEACHER MUSIC | 67,329.61 | - | 67,329.61 |
| | SMITHLIN, ZACHARY | TEACHER PHYSICAL ED | 67,252.10 | - | 67,252.10 |
| | YORK, AMY | OCCUP THERAPIST | 65,744.28 | 136.72 | 65,881.00 |
| | DIONNE, CHRISTAL | TEACHER SCIENCE | 65,062.43 | - | 65,062.43 |
| | FRANCESCHI, MEREDITH | TEACHER GRADE 5 | 63,973.43 | - | 63,973.43 |
| | LE, JENNIFER | GUIDANCE COUNSELOR | 62,453.66 | 1,084.05 | 63,537.71 |
| | TECCE, TRACY | TEACHER GRADE 4 | 62,717.53 | 468.45 | 63,185.98 |
| | GILMORE, CHRISTINE | EXEC ASST PRINCIPAL | 61,252.82 | 1,924.04 | 63,176.86 |
| | DANIELLO, SARAH | ADJUSTMENT COUNSELOR | 62,938.49 | - | 62,938.49 |
| | LEONARD, MATTHEW | TEACHER ART | 61,965.42 | - | 61,965.42 |
| | CALEY, CASSANDRA | DW SCHOOL NURSE | 61,472.23 | 240.00 | 61,712.23 |
| | MACDONALD, COLLIN | PRINCIPAL | 61,566.72 | - | 61,566.72 |
| | GERMAIN, ZOE | TEACHER GRADE 3 | 61,109.57 | - | 61,109.57 |
| | MICHAUD, DENNIS | TEACHER SCIENCE | 60,854.28 | - | 60,854.28 |
| | BREEN, JOHN | OUT OF DIST COORD | 60,571.44 | - | 60,571.44 |
| | STALFORD, SAMANTHA | TEACHER SPEC ED | 58,842.00 | 1,683.68 | 60,525.68 |
| | DECOSTE, ADAM | TEACHER MATH | 59,537.78 | 851.00 | 60,388.78 |
| | GILMORE, LIAM | TEACHER SPEC ED | 60,321.35 | - | 60,321.35 |
| | KEMPTON, JUNE | ADMIN ASST PRINCIPAL | 56,467.87 | 2,404.30 | 58,872.17 |
| | SMITH, MADISON | TEACHER HIST/SCL ST | 57,940.82 | 851.00 | 58,791.82 |
| | PELLEGGRI, KATHRYN | TEACHER GRADE 5 | 58,298.41 | - | 58,298.41 |
| | MUNNELLY, MARGARET | TEACHER GRADE 1 | 57,965.01 | - | 57,965.01 |
| | SULLIVAN, CHARLES | TECH NETWRK SPT SPEC | 57,281.19 | 625.00 | 57,906.19 |
| | MELBY, CHRISTOPHER | TEACHER FRENCH | 57,137.50 | 739.00 | 57,876.50 |
| | PALMER, KAYLA | TEACHER GRADE 4 | 57,291.26 | - | 57,291.26 |
| | FRONTAIN, CODY | TECH SPECIST AIDE | 53,864.80 | 3,326.87 | 57,191.67 |
| | SULLIVAN, KATHLEEN | SCHOOL NURSE | 53,269.68 | 3,573.52 | 56,843.20 |
| | HADLEY, TAMARA | SCHOOL CUSTODIAN | 43,951.63 | 12,712.93 | 56,664.56 |
| | ROY, RICHARD | SCHOOL CUSTODIAN | 44,202.92 | 12,447.07 | 56,649.99 |
| | TOMPKINS, ALLYSON | TEACHER ENGLISH | 55,736.06 | 739.00 | 56,475.06 |
| | MOURA-CONLON, PAULA | PHYSICAL THERAPIST | 56,013.40 | 240.00 | 56,253.40 |
| | LINEHAN, KATIE | TEACHER SPEC ED | 52,067.21 | 4,125.20 | 56,192.41 |
| | SILVA, RACHEL | TEACHER MATH | 55,734.55 | - | 55,734.55 |
| | MCKEEMAN, ELISABETH | TEACHER PRE-K | 55,381.94 | - | 55,381.94 |
| | JUNG, LISA | TEACHER MUSIC | 55,381.82 | - | 55,381.82 |
| | ANDERSON, JILLIAN | ADMIN ASST PRINCIPAL | 55,206.24 | - | 55,206.24 |
| | SOLOMONIDES, KAREN | ADM ASST CURRCLM DIR | 46,823.34 | 7,330.10 | 54,153.44 |
| | BENULLO, NANCY | GUIDANCE SECRETARY | 53,710.96 | 255.94 | 53,966.90 |
| | DEE, PETER | SCHOOL CUSTODIAN | 44,073.20 | 9,859.85 | 53,933.05 |
| | TRAVIS, JULIANA | TEACHER GRADE 4 | 53,581.20 | - | 53,581.20 |
| | HICKMAN, NOAH | TECH SPECIST AIDE | 52,835.94 | 404.00 | 53,239.94 |
| | GARVEY, JOAN | ADMIN ASST PRINCIPAL | 52,433.28 | 450.00 | 52,883.28 |
| | GANSENBERG, TIMOTHY | TEACHER MUSIC | 52,723.35 | - | 52,723.35 |
| | BENTLEY, ROBERT | TEACHER PHYSICAL ED | 52,067.21 | 253.14 | 52,320.35 |
| | CEGALIS, SARAH | TEACHER SPEC ED | 14,831.39 | 37,235.82 | 52,067.21 |
| | MCNAUGHT, ERICA | TEACHER TRANS | 51,613.25 | - | 51,613.25 |
| | BRAZINSKI, ANN | TEACHER GRADE 1 | 50,518.55 | - | 50,518.55 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|--------------------------|--|----------------------|--------------------------|-----------------|
| | FITZPATRICK, KERRY | SCHOOL SECRETARY | 49,818.96 | - | 49,818.96 |
| | LIPOMI, LOUIS | SCHOOL CUSTODIAN | 44,073.20 | 5,493.25 | 49,566.45 |
| | JOHNSON, TIMOTHY | SCHOOL CUSTODIAN | 44,202.92 | 3,007.03 | 47,209.95 |
| | PARE, JOAN | ADMIN ASST PRINCIPAL | 46,676.16 | 450.00 | 47,126.16 |
| | GALLEGO-HEKKALA, JOCELYN | ADM ASST CURRCLM DIR | 46,460.00 | 82.00 | 46,542.00 |
| | SHERWOOD, SAMUEL | SCHOOL CUSTODIAN | 43,611.83 | 2,814.73 | 46,426.56 |
| | PETTENGILL, SUE | TEACHER ENG LAN LRN | 45,100.32 | 750.00 | 45,850.32 |
| | FURBUSH, BELIA | TEACHER KINDGTN | 45,825.90 | - | 45,825.90 |
| | MACLEOD, LOLA | SCHOOL CUSTODIAN | 44,073.20 | 1,162.31 | 45,235.51 |
| | CABRAL, KEVIN | APPL BEHAVR ANL ASST | 42,155.28 | 3,000.00 | 45,155.28 |
| | MORRISSEY, HENRIETTA | TD ASST DIR | 43,417.98 | - | 43,417.98 |
| | LOWNEY, HALEY | TEACHER SPEC ED | 42,716.43 | - | 42,716.43 |
| | TOWER, SHANE | TEACHER PHYSICAL ED | 42,032.04 | - | 42,032.04 |
| | TURBIDE, LISELOT | TEACHER SPEC ED | 41,023.66 | - | 41,023.66 |
| | WYSOKOWSKI, CHRISTINE | TEACHER MUSIC | 39,996.00 | - | 39,996.00 |
| | KELLY, MARYLOUISE | CAFETERIA MANAGER | 31,772.38 | 7,192.50 | 38,964.88 |
| | KONZ, PETER | TEACHER SPEC ED | 38,857.43 | - | 38,857.43 |
| | DESILETS, MARGARET | OUT OF DIST COORD | 38,769.18 | - | 38,769.18 |
| | TEEL, KELLICIE | APPL BEHAVR ANL ASST | 38,438.12 | - | 38,438.12 |
| | BARRY, EMILY | ADJUSTMENT COUNSELOR | 36,560.54 | - | 36,560.54 |
| | BEHAN, MICHELE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 35,480.59 | 660.00 | 36,140.59 |
| | WARD, CASEY | TEACHER GRADE 2 | 34,982.07 | 1,099.65 | 36,081.72 |
| | UVELLO, CHRISTINE | OCCUPATIONAL THERAPIST - PT | 35,139.36 | - | 35,139.36 |
| | YODER, NICOLA | SCHOOL SECRETARY | 34,878.92 | - | 34,878.92 |
| | HEALY, GRACE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 30,435.40 | 4,000.00 | 34,435.40 |
| | LEBLANC, LAURIE | READING TUTOR | 33,768.94 | - | 33,768.94 |
| | BOWEN, ALEV | TD GROUP LEADER | 33,484.71 | - | 33,484.71 |
| | CAMILLIERI, CAROLYNNE | TEACHER SCIENCE | 32,563.26 | - | 32,563.26 |
| | MOODY, LESLIE | TEACHER SPEC ED | 32,304.42 | - | 32,304.42 |
| | HILBERG, ALEIGHA | SUBSTITUTE LONG TERM | - | 31,529.12 | 31,529.12 |
| | ONEILL, TIMOTHY | EDUCATIONAL SUPPORT PROFESSIONAL | 31,066.81 | 110.00 | 31,176.81 |
| | MORTON, SARA | LIBRARY TUTOR | 30,607.08 | - | 30,607.08 |
| | WERLING, DIANE | CAFETERIA MANAGER | 30,000.92 | 505.80 | 30,506.72 |
| | FUHS, BRANDIE | CAFETERIA MANAGER | 28,732.40 | 1,261.50 | 29,993.90 |
| | OLDENQUIST, DONNA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 29,452.98 | 510.00 | 29,962.98 |
| | DONOVAN, STEPHEN | BUILDING SUBSTITUTE | 29,770.53 | - | 29,770.53 |
| | OBRIEN, RHEA | BUILDING SUBSTITUTE | 29,666.07 | - | 29,666.07 |
| | CIARFELLA, KATHLEEN | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,199.16 | 1,315.00 | 29,514.16 |
| | HAMWEY, DEBORAH | EDUCATIONAL SUPPORT PROFESSIONAL | 28,801.98 | 675.00 | 29,476.98 |
| | RITCHIE, PERRI | EDUCATIONAL SUPPORT PROFESSIONAL | 29,369.35 | - | 29,369.35 |
| | RAMIREZ, CONNIE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,626.27 | 450.00 | 29,076.27 |
| | DINOIA, JENNIFER | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,771.03 | 120.00 | 28,891.03 |
| | DOLAK, PATRICIA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,262.83 | 585.00 | 28,847.83 |
| | LUCIANO, ABIGAIL | EDUCATIONAL SUPPORT PROFESSIONAL | 28,581.39 | 255.00 | 28,836.39 |
| | RICHTER, KAREN | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,067.96 | 750.00 | 28,817.96 |
| | BLOM, MATTHEW | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,648.94 | 135.00 | 28,783.94 |
| | AUTIO, CATHY | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,219.83 | 540.00 | 28,759.83 |
| | OLIVER, HANNAH | EDUCATIONAL SUPPORT PROFESSIONAL | 28,117.28 | 570.00 | 28,687.28 |
| | RILEY, DAVID | ENERGY EDUCATION MGR | - | 28,599.60 | 28,599.60 |
| | LEONARD, JUSTIN | ADJUSTMENT COUNSELOR | 28,595.32 | - | 28,595.32 |
| | MCINNIS, TRICIA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,472.51 | - | 28,472.51 |
| | STULL, TARA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,184.56 | 165.00 | 28,349.56 |
| | LYONS, CONNOR | EDUCATIONAL SUPPORT PROFESSIONAL | 26,835.98 | 1,482.50 | 28,318.48 |
| | LANDFORS, ALLISON | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,251.16 | 45.00 | 28,296.16 |
| | ENGEN, SHEALEE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,064.72 | 135.00 | 28,199.72 |
| | HIRTLE, JENNIFER | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,115.47 | 15.00 | 28,130.47 |
| | ROBUCCIO, NICO | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 28,082.24 | - | 28,082.24 |
| | EMMONS, CAROLYN | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 27,585.86 | 300.00 | 27,885.86 |
| | SCARINGELLA, JOANN | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 26,675.80 | 765.00 | 27,440.80 |
| | PARK, CHOONAH | EDUCATIONAL SUPPORT PROFESSIONAL | 27,289.81 | - | 27,289.81 |
| | DODD, BRIANNA | TEACHER HISTORY | 27,189.72 | - | 27,189.72 |
| | CLARK, AMANDA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 26,840.80 | 75.00 | 26,915.80 |
| | MONDAL, MOHUA | EDUCATIONAL SUPPORT PROFESSIONAL | 26,700.40 | 105.00 | 26,805.40 |
| | SRIRAM, SUMATHI | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 26,448.94 | - | 26,448.94 |
| | DEVOGEL, MICHELLE | CAFETERIA MANAGER | 20,121.25 | 6,227.36 | 26,348.61 |
| | DAVIS, MELISSA | TEACHER GRADE 5 | 26,301.15 | - | 26,301.15 |
| | DIFIORE, ELIZABETH | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 25,539.29 | 120.00 | 25,659.29 |
| | MCCARTHY, SHANNON | TD COORDINATOR | 25,551.56 | - | 25,551.56 |
| | BENTLEY, LISA | EDUCATIONAL SUPPORT PROFESSIONAL | 25,005.89 | 330.00 | 25,335.89 |
| | MOORE, SARAH | TEACHER HISTORY | 25,288.65 | - | 25,288.65 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|------------------------|--|----------------------|--------------------------|-----------------|
| | LOWNEY, TARA | TEACHER GRADE 4 | 25,044.03 | - | 25,044.03 |
| | DONARUMA, DARLENE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 23,806.54 | 465.00 | 24,271.54 |
| | HEVENOR, KRISTINA | LIBRARY TUTOR | 23,782.46 | - | 23,782.46 |
| | SALUNKHE, ARCHANA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 16,818.71 | 6,504.72 | 23,323.43 |
| | BARSHAK, JULIA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 23,278.83 | - | 23,278.83 |
| | MANDELLA, ZACHERY | EDUCATIONAL SUPPORT PROFESSIONAL | 23,076.75 | 30.00 | 23,106.75 |
| | CARAVOULIAS, SUZANNE | EDUCATIONAL SUPPORT PROFESSIONAL | - | 22,788.80 | 22,788.80 |
| | MIRABELLA, AMY | CAFETERIA WORKER | 20,546.91 | 2,088.00 | 22,634.91 |
| | MILLER, CHRISTOPHER | TD COORDINATOR | 21,715.63 | - | 21,715.63 |
| | GABRIEL, JULIA | SUBSTITUTE LONG TERM | - | 21,674.37 | 21,674.37 |
| | HENDLEY, SYDNEY | TEACHER PHYSICAL ED | 21,132.00 | - | 21,132.00 |
| | HUSSON, DIANNE | AP CLERK | - | 20,534.30 | 20,534.30 |
| | VENDITTI, EMILY | CAFETERIA MANAGER | 20,029.08 | 356.70 | 20,385.78 |
| | PICILLO-SAUCIER, MEGAN | TEACHER SPEC ED | 20,227.86 | - | 20,227.86 |
| | KROL, OLIVIA | TEACHER SPEC ED | 20,227.86 | - | 20,227.86 |
| | OLDENQUIST, JULIA | CAFETERIA MANAGER | 15,189.17 | 4,617.10 | 19,806.27 |
| | MCALLISTER, MATTHEW | SCHOOL CUSTODIAN | 16,198.80 | 3,434.78 | 19,633.58 |
| | TRISCHITTA, SUSANNE | TEACHER SPEC ED | 19,215.72 | - | 19,215.72 |
| | MULCAHY, MARYKATE | ADJUSTMENT COUNSELOR | 19,215.72 | - | 19,215.72 |
| | COLE, COLLEEN | TD GROUP LEADER | 18,024.78 | 707.98 | 18,732.76 |
| | POTENZA, JULIANNE | EDUCATIONAL SUPPORT PROFESSIONAL | 15,852.89 | 2,802.39 | 18,655.28 |
| | SANNELLA, MARY | SCHOOL SECRETARY | 17,693.57 | - | 17,693.57 |
| | CUSANO, MADELYN | EDUCATIONAL SUPPORT PROFESSIONAL | 17,152.41 | 375.36 | 17,527.77 |
| | STONE, DENIELLE | CAFETERIA WORKER | 17,505.34 | - | 17,505.34 |
| | WEIR, JULIE | EDUCATIONAL SUPPORT PROFESSIONAL | 16,982.54 | 495.00 | 17,477.54 |
| | NELSON, CELESTE | CAFETERIA WORKER | 17,220.34 | - | 17,220.34 |
| | VACHON, LILIANA | TEACHER GRADE 1 | 17,006.22 | - | 17,006.22 |
| | ASGARY, NEEKA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 16,591.60 | 30.00 | 16,621.60 |
| | SMITH, SHELBY | CAFETERIA MANAGER | - | 16,460.89 | 16,460.89 |
| | CHANG, YU SHAN | SUBSTITUTE LONG TERM | - | 16,448.28 | 16,448.28 |
| | GRAHAM, CHRISTINE | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 15,894.78 | 390.00 | 16,284.78 |
| | CHEETHAM, ASHLEY | SCHOOL SECRETARY | 16,075.92 | - | 16,075.92 |
| | O'NEILL, TRACEY | SUBSTITUTE TEACHER | - | 15,735.49 | 15,735.49 |
| | BLAIR, ELIZABETH | EDUCATIONAL SUPPORT PROFESSIONAL | 14,756.91 | 150.00 | 14,906.91 |
| | MORENO, LINDA | EDUCATIONAL SUPPORT PROFESSIONAL | 14,100.68 | - | 14,100.68 |
| | CHERUKURI, SWAPNA | EDUCATIONAL SUPPORT PROFESSIONAL | 13,813.83 | 15.00 | 13,828.83 |
| | KALDENBERG, CASEY | COACH | - | 13,738.00 | 13,738.00 |
| | CORRIVEAU, LINDA | CAFETERIA WORKER | 13,220.33 | 464.00 | 13,684.33 |
| | TURNER, LEICA | SUBSTITUTE LONG TERM | - | 13,660.24 | 13,660.24 |
| | MAYO, MORGAN | EDUCATIONAL SUPPORT PROFESSIONAL | 2,098.14 | 11,088.00 | 13,186.14 |
| | SIMMONS, ANDREA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 12,962.64 | - | 12,962.64 |
| | CLARKE, NATIA | CAFETERIA WORKER | - | 12,643.35 | 12,643.35 |
| | VITAL, RAPHAEL | CAFETERIA MANAGER | 12,450.64 | - | 12,450.64 |
| | MELANSON, AMY | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 10,982.32 | 30.00 | 11,012.32 |
| | BELLIVEAU, ELIZABETH | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 10,820.12 | - | 10,820.12 |
| | JADHAV, SMITA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 10,785.62 | - | 10,785.62 |
| | CADOGAN, KATIE | EDUCATIONAL SUPPORT PROFESSIONAL | 10,445.16 | 165.00 | 10,610.16 |
| | VOLIS, KRISTINA | CAFETERIA WORKER | 10,415.48 | - | 10,415.48 |
| | BURGESS, KIMBERLY | SUBSTITUTE LONG TERM | - | 10,279.50 | 10,279.50 |
| | COOK, SUSAN | CAFETERIA WORKER | 5,899.50 | 3,908.25 | 9,807.75 |
| | FREIRE, GLEYSSIMAR | SCHOOL CUSTODIAN | 8,191.26 | 1,569.75 | 9,761.01 |
| | BARNES, NATASHA | CAFETERIA WORKER | 9,734.36 | - | 9,734.36 |
| | MARSH, ELLEN | SUBSTITUTE TEACH RET | - | 9,712.53 | 9,712.53 |
| | KIRKPATRICK, AMBER | TD GROUP LEADER | 5,967.00 | 3,745.26 | 9,712.26 |
| | LILES, APRIL | COACH | - | 9,098.00 | 9,098.00 |
| | CALCAGNI, CYNTHIA | TD GROUP LEADER | - | 9,080.41 | 9,080.41 |
| | WIBLE, JEAN | EDUCATIONAL SUPPORT PROFESSIONAL | 9,076.85 | - | 9,076.85 |
| | CAVALLO, DIANE | SUBSTITUTE TEACHER | - | 8,948.72 | 8,948.72 |
| | EBRAHIM, DIANA | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 8,542.20 | 60.00 | 8,602.20 |
| | CLARK, TASHA | SUBSTITUTE TEACHER | - | 8,259.61 | 8,259.61 |
| | DRINKWATER, SARAH | TD GROUP LEADER | 6,246.00 | 1,482.61 | 7,728.61 |
| | MADEIRA, MATTHEW | SCHOOL CUSTODIAN | 3,866.94 | 3,560.29 | 7,427.23 |
| | SANFORD, ELDIS | SUBSTITUTE TEACHER | - | 7,368.38 | 7,368.38 |
| | WERLING, GAVIN | STUDENT ASSISTANT | - | 7,338.79 | 7,338.79 |
| | MAHONEY, CHRISTOPHER | SCHOOL CUSTODIAN | 6,707.61 | 405.38 | 7,112.99 |
| | SMITH, ELIZABETH | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 7,046.24 | - | 7,046.24 |
| | ROY, DIJI | EDUCATIONAL SUPPORT PROFESSIONAL | 6,806.29 | - | 6,806.29 |
| | RAPOSA, DIANE | TD GROUP LEADER | - | 6,634.29 | 6,634.29 |
| | BOWEN, KARYA | TD COORDINATOR | 6,275.67 | - | 6,275.67 |
| | BUSSIÈRE, MACEY | SUBSTITUTE TEACHER | - | 6,190.95 | 6,190.95 |

Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|------|-----------------------|--|----------------------|--------------------------|-----------------|
| | CARDONA, ARTURO | SCHOOL CUSTODIAN | 5,188.80 | 913.45 | 6,102.25 |
| | MARTINEC, SENA | SUBSTITUTE TEACHER | - | 5,996.90 | 5,996.90 |
| | HASTINGS, RICHARD | COACH | - | 5,913.00 | 5,913.00 |
| | LIZOTTE, KEVIN | COACH | - | 5,913.00 | 5,913.00 |
| | STRANGE, TYLER | COACH | - | 5,913.00 | 5,913.00 |
| | SILVA, CARLEY | SCHOOL CUSTODIAN | 5,488.56 | 343.04 | 5,831.60 |
| | ANGELO, LETIZIA | TD GROUP LEADER | - | 5,797.08 | 5,797.08 |
| | LACROIX, GISLAINE | EDUCATIONAL SUPPORT PROFESSIONAL | 5,484.34 | - | 5,484.34 |
| | SHIMMEL, ALICE | CAFETERIA MANAGER | 5,329.06 | - | 5,329.06 |
| | FLANAGAN, LAODICE | CAFE SUBSTITUTE | - | 5,187.58 | 5,187.58 |
| | BOWEN, KALVIN | TD ASSISTANT | - | 5,000.93 | 5,000.93 |
| | PAINTER, THEODORE | COACH | - | 4,640.00 | 4,640.00 |
| | DEBONVILLE, ANGELINA | COACH | - | 4,640.00 | 4,640.00 |
| | FERRANTE, CARLO | COACH | - | 4,611.00 | 4,611.00 |
| | KONTOFF, JANE | COACH | - | 4,549.00 | 4,549.00 |
| | PARKINSON, MARK | COACH | - | 4,549.00 | 4,549.00 |
| | RYZI, RICHARD | COACH | - | 4,549.00 | 4,549.00 |
| | WINKELMANN, ALEXANDER | COACH | - | 4,549.00 | 4,549.00 |
| | SULLIVAN, SEAN | COACH | - | 4,549.00 | 4,549.00 |
| | WEST, JACK | STUDENT ASSISTANT | - | 4,488.00 | 4,488.00 |
| | KINGSLEY, CASSONDRA | SUBSTITUTE TEACHER | - | 4,467.06 | 4,467.06 |
| | PLETCHER, JENNIFER | SUBSTITUTE NURSE | - | 4,462.75 | 4,462.75 |
| | SAVELA, KAITLIN | SUMMER SCHOOL PENSIONABLE | - | 4,400.00 | 4,400.00 |
| | BLAKE, APRIL | CAFETERIA WORKER | 4,063.56 | - | 4,063.56 |
| | MAYNARD, ERIC | COACH | - | 3,909.00 | 3,909.00 |
| | STEARNS, PATRICK | COACH | - | 3,798.00 | 3,798.00 |
| | BOCK, CARA | SUBSTITUTE TEACHER | - | 3,767.09 | 3,767.09 |
| | BUCCHIERI, STEFAN | TECH SPECIST AIDE | 3,730.14 | - | 3,730.14 |
| | HARDY, ALLISON | COACH | - | 3,724.00 | 3,724.00 |
| | WILSON, RYAN | COACH | - | 3,724.00 | 3,724.00 |
| | BLANCHARD, MICHAEL | COACH | - | 3,724.00 | 3,724.00 |
| | BUSSIERE, EMMA | SUBSTITUTE TEACHER | - | 3,583.10 | 3,583.10 |
| | MACNEIL, GLEN | COACH | - | 3,457.00 | 3,457.00 |
| | REYNOLDS, BRETT | COACH | - | 3,422.00 | 3,422.00 |
| | MACADAMS, STEPHANIE | COACH | - | 3,355.00 | 3,355.00 |
| | GETTINGS, RITA | CAFE SUBSTITUTE | - | 3,309.78 | 3,309.78 |
| | PETTUS, LAUREN | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 1,884.96 | 1,376.40 | 3,261.36 |
| | HANLON, MACGREGOR | COACH | - | 3,218.25 | 3,218.25 |
| | HOFFMANN, MICHAEL | DRAMA SUPPORT | - | 3,096.00 | 3,096.00 |
| | SHUFRIN, LAURIE | COACH | - | 2,974.00 | 2,974.00 |
| | WADDEN, JOHN | COACH | - | 2,974.00 | 2,974.00 |
| | RICHER, RYAN | COACH | - | 2,974.00 | 2,974.00 |
| | ROSSANO, JOSEPH | COACH | - | 2,974.00 | 2,974.00 |
| | ST GELAIS, KAITLYN | STUDENT ASSISTANT | - | 2,888.52 | 2,888.52 |
| | REGO, MARY ANN | EDUCATIONAL SUPPORT PROFESSIONAL | 2,859.78 | - | 2,859.78 |
| | OLIVO, SABRINA | CAFETERIA WORKER | - | 2,707.50 | 2,707.50 |
| | RAINEY, ALEXA | TD GROUP LEADER | 2,620.80 | - | 2,620.80 |
| | REGAN, SHAE | COACH | - | 2,593.00 | 2,593.00 |
| | FRIEDMAN, LYNNE | CAFETERIA WORKER | - | 2,584.00 | 2,584.00 |
| | WOLF, CINDY | SUBSTITUTE TEACHER | - | 2,408.90 | 2,408.90 |
| | LYNN, AUSTIN | SUBSTITUTE TEACHER | - | 2,387.01 | 2,387.01 |
| | CHO, PILYOUNG | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 2,165.46 | - | 2,165.46 |
| | ELLIS, BETH ANN | CAFETERIA WORKER | - | 2,162.72 | 2,162.72 |
| | REID, JOHN | COACH | - | 2,013.00 | 2,013.00 |
| | WIGHT, RACHEL | CAFE SUBSTITUTE | - | 1,926.38 | 1,926.38 |
| | FRONTAIN, KATELYN | SCHOOL CUSTODIAN | 914.76 | 914.76 | 1,829.52 |
| | HORNBECK, PAUL | SCORE KEEPER | - | 1,805.10 | 1,805.10 |
| | DOANE, ROSANNE | SUBSTITUTE TEACHER | - | 1,789.68 | 1,789.68 |
| | MOREHOUSE, ASHLEY | SUMMER SCHOOL PENSIONABLE | - | 1,748.46 | 1,748.46 |
| | RIDGE, ERIN | STUDENT ASSISTANT | - | 1,738.39 | 1,738.39 |
| | VICTOR, ZEANDRE | CAFETERIA WORKER | - | 1,720.27 | 1,720.27 |
| | PALMER, SAMUEL | COACH | - | 1,711.00 | 1,711.00 |
| | CAQUETTE, DAVID | COACH | - | 1,711.00 | 1,711.00 |
| | NORDHAUSEN, EMMA | SUBSTITUTE TEACHER | - | 1,659.22 | 1,659.22 |
| | ROCK, ALEXIS | DRAMA SUPPORT | - | 1,500.00 | 1,500.00 |
| | ANJOORIAN, MICHAELA | SUBSTITUTE TEACHER | - | 1,454.24 | 1,454.24 |
| | CAULFIELD, OLIVIA | STUDENT ASSISTANT | - | 1,443.75 | 1,443.75 |
| | MEUSEL, GUINEVERE | SUBSTITUTE TEACHER | - | 1,359.28 | 1,359.28 |
| | GROSKIN, DEBRA | SUBSTITUTE TEACHER | - | 1,305.00 | 1,305.00 |
| | COUTURE, BRENDA | SUBSTITUTE TEACH RET | - | 1,302.95 | 1,302.95 |

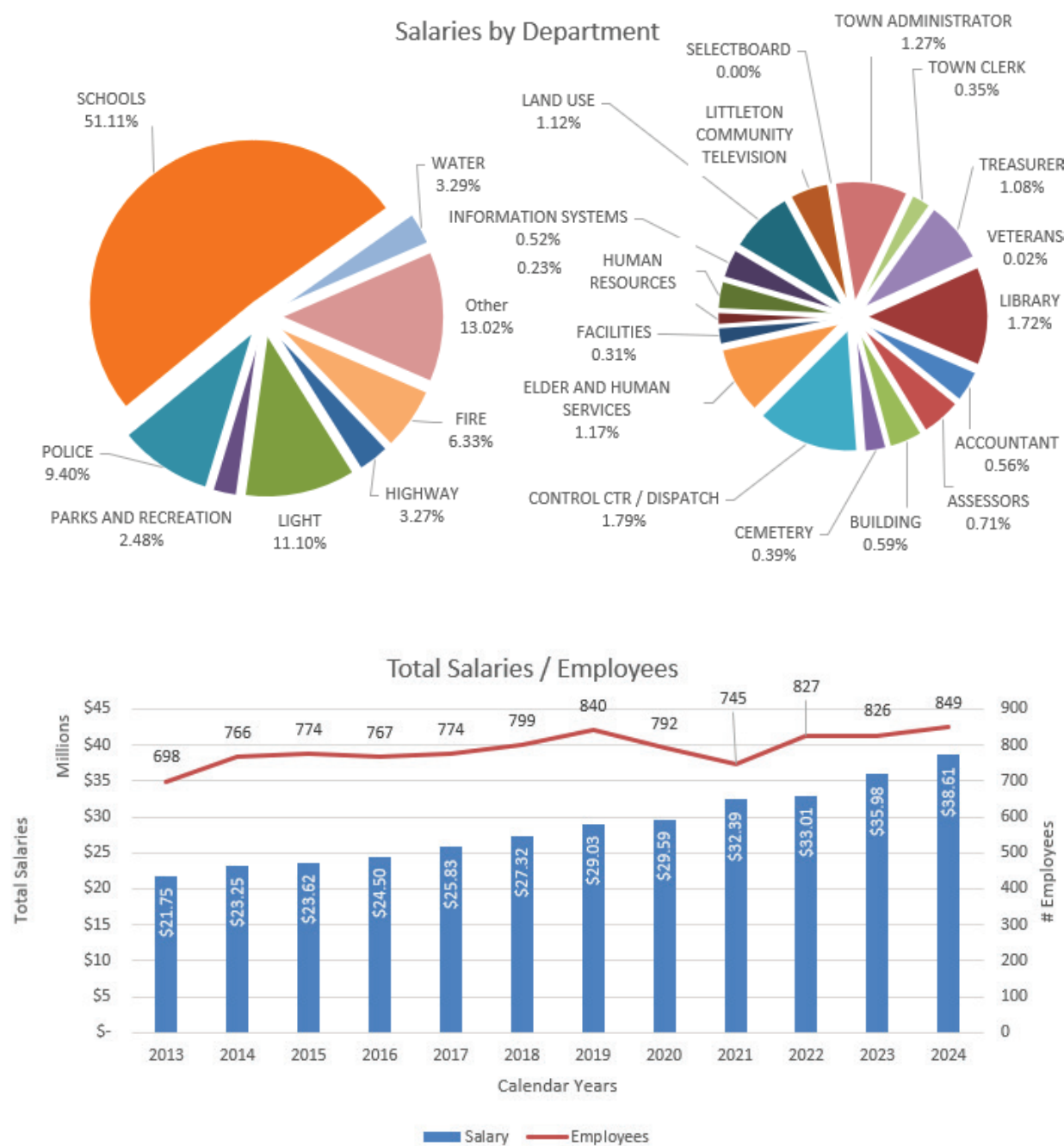
Employee Total Earnings - January-December 2024

| Dept | Employee | Title | Pensionable Earnings | Non-Pensionable Earnings | 2024 Earnings * |
|-------------------------------------|-----------------------|--|----------------------|--------------------------|-----------------|
| | FUSCO, REBECCA | STUDENT ASSISTANT | - | 1,265.55 | 1,265.55 |
| | ROWE, KEIRA | STUDENT ASSISTANT | - | 1,191.00 | 1,191.00 |
| | BRADSHAW, ANDREW | COACH | - | 1,189.00 | 1,189.00 |
| | MYERS, THOMAS | SUBSTITUTE TEACHER | - | 1,183.85 | 1,183.85 |
| | HOLLAND, BETHANY | EDUCATIONAL SUPPORT PROFESSIONAL SPEC ED | 1,177.03 | - | 1,177.03 |
| | MACGREGOR, PAUL | SCORE KEEPER | - | 1,117.60 | 1,117.60 |
| | MCDERMOTT, MARC | COACH | - | 1,072.75 | 1,072.75 |
| | JEFFRIES, LAURA | SUMMER SCHOOL PENSIONABLE | - | 1,040.00 | 1,040.00 |
| | RUEL, ISABELLA | TD ASSISTANT | - | 1,036.20 | 1,036.20 |
| | MARRESE, NANCY | GAME TICKET SALES | - | 1,027.50 | 1,027.50 |
| | DELORENZO, LYNN | GAME TICKET SALES | - | 922.50 | 922.50 |
| | SMITH, JADE | CAFETERIA WORKER | - | 855.00 | 855.00 |
| | FEUDO, MADISON | SUBSTITUTE TEACHER | - | 802.05 | 802.05 |
| | YUEN, SYDNEY | CAFE SUBSTITUTE | - | 796.14 | 796.14 |
| | ANDERSON, JENARA | CAFETERIA WORKER | - | 789.75 | 789.75 |
| | DECOSTE, HEATHER | DRAMA SUPPORT | - | 750.00 | 750.00 |
| | NEUFELL, SHEA | STUDENT ASSISTANT | - | 741.00 | 741.00 |
| | DOHERTY, CASSIDY | TD GROUP LEADER | - | 700.00 | 700.00 |
| | CORROW, TYLER | SUBSTITUTE TEACHER | - | 659.19 | 659.19 |
| | WEBB-JONES, FAITH | STUDENT ASSISTANT | - | 624.00 | 624.00 |
| | FELTON, CYNTHIA | CAFETERIA WORKER | - | 623.07 | 623.07 |
| | GRANEY, EMMA | SUBSTITUTE LONG TERM | - | 615.18 | 615.18 |
| | WILSON, JENNIFER | SUBSTITUTE NURSE | - | 602.55 | 602.55 |
| | BERGMAN, JULIE | SUBSTITUTE TEACHER | - | 596.79 | 596.79 |
| | COHEN, NOREEN | SUBSTITUTE TEACH RET | - | 579.38 | 579.38 |
| | SAGER, ANDREW | SUBSTITUTE TCH ASST | - | 535.74 | 535.74 |
| | CORBY, ASPEN | STUDENT ASSISTANT | - | 530.40 | 530.40 |
| | RAINE, HANNAH | SUBSTITUTE TEACHER | - | 458.35 | 458.35 |
| | ST JOHN, JULIA | CAFE SUBSTITUTE | - | 228.57 | 228.57 |
| | COTE, ALEXANDER | STUDENT ASSISTANT | - | 208.90 | 208.90 |
| | MCCARTHY, ALISON | SUBSTITUTE TEACHER | - | 178.58 | 178.58 |
| | BALZOTTI, EMILY | SUBSTITUTE TEACHER | - | 153.99 | 153.99 |
| | PRATAPA, HAMSIKA | STUDENT ASSISTANT | - | 148.20 | 148.20 |
| | RUEL, MAYA | TD ASSISTANT | - | 92.70 | 92.70 |
| | RODRIGUEZ VEGA, ANCOR | SUBSTITUTE TEACHER | - | 66.31 | 66.31 |
| SCHOOLS DEPARTMENT TOTAL | | | 18,856,266.40 | 876,994.12 | 19,733,260.52 |
| <u>TOWN ADMINISTRATOR</u> | | | | | |
| | DUGGAN, JAMES | TOWN ADMINISTRATOR | 187,724.00 | 17,089.50 | 204,813.50 |
| | FERRARA, RYAN | ASST TOWN ADMIN/FINANCE DIRECTOR | 148,990.80 | - | 148,990.80 |
| | MONTGOMERY, LISA | EXEC ASST TOWN ADM | 71,982.42 | - | 71,982.42 |
| | DICKERSON, DIANNE | EXEC ASST TOWN ADM | 57,682.01 | 978.70 | 58,660.71 |
| | FEDELE, MARILYN | MEETING CLERK | - | 4,193.14 | 4,193.14 |
| | HEBERT, KELLIE | ASST TOWN ADMIN/FINANCE DIRECTOR | - | 1,750.77 | 1,750.77 |
| TOWN ADMINISTRATOR DEPARTMENT TOTAL | | | 466,379.23 | 24,012.11 | 490,391.34 |
| <u>TOWN CLERK</u> | | | | | |
| | CRORY, DIANE | TOWN CLERK | 103,163.60 | - | 103,163.60 |
| | SAMMARCO, ANDREW | ASSISTANT TOWN CLERK | 31,035.96 | 1,598.67 | 32,634.63 |
| TOWN CLERK DEPARTMENT TOTAL | | | 134,199.56 | 1,598.67 | 135,798.23 |
| <u>TREASURER</u> | | | | | |
| | HEALY, ROBIN | TOWN TREASURER | 100,332.06 | - | 100,332.06 |
| | RICHARDS, DEBORAH | TAX COLLECTOR | 90,954.21 | - | 90,954.21 |
| | KOUVO, KIMBERLY | ASST TREASURER | 89,189.04 | 2.02 | 89,191.06 |
| | WHITE, CAITLIN | PR BENEFITS COORDI | 71,982.45 | - | 71,982.45 |
| | CAIN, REBECCA | FINANCE PAYR COORD | 65,655.23 | - | 65,655.23 |
| TREASURER DEPARTMENT TOTAL | | | 418,112.99 | 2.02 | 418,115.01 |
| <u>VETERANS</u> | | | | | |
| | BOROSKI, JOHN | VETERANS' AGENT | - | 8,164.06 | 8,164.06 |
| | DESTEFANO, CHARLES | VETERAN TAX PROGRAM | - | 435.00 | 435.00 |
| | FEDELE, RICHARD | VETERAN TAX PROGRAM | - | 195.00 | 195.00 |
| VETERANS DEPARTMENT TOTAL | | | 0.00 | 8,794.06 | 8,794.06 |
| <u>WATER</u> | | | | | |
| | DENARO, PAUL | LWD PROD SUPV ENG | 135,203.17 | 4,106.45 | 139,309.62 |
| | LEGER, GREGORY | LWD FOREMAN | 123,371.25 | 14,738.21 | 138,109.46 |
| | WOITOWICZ, ALLAN | LWD FOREMAN | 99,457.20 | 19,453.22 | 118,910.42 |
| | SILVERMAN, MATTHEW | LWD WATER QUALITY MANAGER | 113,903.04 | 1,582.15 | 115,485.19 |

Employee Total Earnings - January-December 2024

| | | | Pensionable | Non- Pensionable | |
|-----------------------|------------------------|--------------------------|---------------|---------------------|-----------------|
| Dept | Employee | Title | Earnings | Earnings | 2024 Earnings * |
| | SAMMARCO, CHRISTOPHER | LWD UTILITY SPEC | 91,937.34 | 16,884.88 | 108,822.22 |
| | AHEARN, MATTHEW | LWD PROD OPER | 87,299.97 | 20,943.31 | 108,243.28 |
| | GODFREY, COREY | LWD SYSTEM MANAGER | 104,099.98 | 2,485.95 | 106,585.93 |
| | MARCOS, KYLE | LWD PROD OPER | 84,220.33 | 21,233.45 | 105,453.78 |
| | GAVIN, JAMES | LWD WST WATR ENG TEC | 99,874.98 | - | 99,874.98 |
| | PERRON, MARK | LWD UTILITY SPEC | 90,995.56 | 6,613.06 | 97,608.62 |
| | WALSH, JOSHUA | LWD ENVIROMENTAL ANALYST | 66,461.67 | - | 66,461.67 |
| | OBRIEN, TYLER | LWD OP ASSISTANT | 63,260.00 | - | 63,260.00 |
| | VEASIE, JAY | LWD FOREMAN | - | 2,919.84 | 2,919.84 |
| | WATER DEPARTMENT TOTAL | | 1,160,084.49 | 110,960.52 | 1,271,045.01 |
| | | | | | |
| Total Salaries - 2024 | | Employee count - 851 | 33,600,510.68 | 5,005,848.50 | 38,606,359.18 |

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



Commissioners of Trust Funds

2024 Annual Report Market Overview

The S&P 500 Index finished the year at 5,881.63, a year over year increase of 23.31% for the 2024 calendar year. The S&P U.S. Aggregate Bond Index increase 1.82% on the year.

Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$6,085,880 and finished the year with a balance of \$6,691,309. The Funds' investment income in 2024 was \$210,142. During 2024 the Commissioners authorized a \$40,000 transfer for a relaxation/mindfulness room at Russell Street School. Disbursements from The Fund for budgetary uses and scholarships totaled \$180,727. Among the disbursement were scholarships from the Frank M. Kimball Second Fund (Kimball II) and the John C. & Eunice B. Morrison Charitable Foundation Scholarship Fund (Morrison Fund). The Trust Fund Commissioners are the administrators for these funds, and we were pleased to award scholarships totaling \$60,000 from the Morrison Fund and Kimball II Fund in 2024. The Trust Funds are also a major contributor to the Littleton Scholarship Trust. In 2024 the Trust Funds contributed \$40,000 to the Scholarship Trust.

Commissioner Comments

In 2024 The Fund's portfolio performance reflected an increase of 11.63%, the fund performed the three benchmark targets by 28 to 67 basis points. The income earned, which is a combination of income from the Fund's investments positions as well as capital gains distributed from the activity within the investments, was \$210,142 for 2024. This is an increase of \$35,965 over 2023, it is consistent with the overall goals of the Fund.

We wish to thank the Scholarship Selection Committee members Aaron Morse, Fred Faulkner, Mary Herndon, Melinda Hobausz and Stephen Gentile who screened the many applicants and provided the Commissioners with excellent recommended candidates. We would also like to thank Stephen Gentile for his 7 years of service on the Scholarship Committee.

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

Commissioners of Trust Funds
Betsy Bohling, Fred Faulkner and Steven Venuti

Commissioners of Trust Funds

TRUST FUND BALANCES

| FUND | Principal Account Balance as of 12/31/24 | Expendable Funds Account Balance as of 12/31/24* | Total Trust Fund Balance 12/31/2024 | 2024 Income |
|------------------------------|--|--|-------------------------------------|--------------|
| Cemetery Perpetual Care | \$397,528.12 | 442,831.61 | \$840,359.73 | \$25,532.86 |
| J. Goldsmith Common School | 5,383.13 | 17,744.17 | 23,127.30 | 740.96 |
| C. Hildreth | 69,288.84 | 228,338.12 | 297,626.96 | 9,516.94 |
| L. Johnson High School | 9,203.01 | 27,037.71 | 36,240.72 | 1,217.73 |
| F. M. Kimball | 97,259.22 | 189,070.89 | 286,330.11 | 8,947.27 |
| M. H. Kimball | 192,870.10 | 487,394.08 | 680,264.18 | 21,727.03 |
| B. Sampson Education | 206,200.63 | 429,856.48 | 636,057.11 | 19,933.79 |
| L. H. Zappy | 8,599.94 | 28,552.99 | 37,152.93 | 1,183.54 |
| B. Sampson Relief of Animals | 32,577.16 | 125,038.09 | 157,615.25 | 4,937.44 |
| A. Tuttle Lyceum | 46,521.37 | 82,973.91 | 129,495.28 | 4,052.42 |
| Reuben Hoar Library | 539,065.85 | 1,154,906.95 | 1,693,972.80 | 53,765.54 |
| F.M. Kimball II Fund | 151,437.06 | 312,898.74 | 464,335.80 | 14,741.90 |
| Doris Warren Education Fund | 139,762.60 | 286,720.31 | 426,482.91 | 13,374.45 |
| Clancy Lyceum | 3,720.76 | 6,493.10 | 10,213.86 | 319.64 |
| FB Morrison Charitable Fund | 500,000.00 | 472,033.83 | 972,033.83 | 30,150.84 |
| Totals | \$2,399,417.79 | \$4,291,890.98 | \$6,691,308.77 | \$210,142.35 |

* includes Realized & Unrealized Gains & Losses

Commissioners of Trust Funds

| TRUST FUND INVESTMENTS | | | | |
|------------------------|---|----------------------------|-----------------------|----------------------------|
| NUMBER OF SHARES | | MARKET VALUE 12/31/2024 | Dividend Per Share | Estimated Annual Income |
| | Preferred / Other Stocks | | | |
| 5,677.047 | Destra Flaherty & Crumrine Preferred and Income Fund | \$94,977.00 | 0.77 | \$4,359.40 |
| | Total Preferred / Other Stocks | \$94,977.00 | | \$4,359.40 |
| | Exchange Traded Funds | | | |
| 8,892.097 | Wisdomtree US Largecap | \$691,716.23 | 1.56 | \$13,861.36 |
| | Total Exchange Traded Funds | \$691,716.23 | | \$13,861.36 |
| | Mutual Funds | | | |
| 4,777.020 | iShares Russell Top 200 Growth EFT | \$1,123,889.50 | 0.41 | \$1,958.58 |
| 2,939.807 | Federated Hermes Mdt Mid-Cap Growth Fund Institutional | \$182,121.04 | 0.00 | \$0.00 |
| 5,947.619 | American Century Small Cap Value | \$62,747.38 | 0.13 | \$792.22 |
| 18,458.171 | Delaware Ivy Mid-Cap Income Opportunities | \$334,092.90 | 0.32 | \$5,983.31 |
| 1,315.711 | Neuberger Berman Small Cap Growth Fund | \$65,719.76 | 0.00 | \$0.00 |
| | Total Mutual Funds | \$1,768,570.58 | | \$8,734.11 |
| | International / Global Equity Mutual Funds | | | |
| 4,139.199 | Brown International Small Company | \$103,190.23 | 0.00 | \$9.11 |
| 10,606.434 | Causeway International Small Cap | \$143,186.86 | 0.74 | \$7,813.11 |
| 13,438.925 | Cullen Emerging Market High Dividend | \$169,196.07 | 0.42 | \$5,600.13 |
| 63,707.225 | Janus Henderson Global Equity Income | \$385,428.71 | 0.50 | \$31,917.32 |
| 15,240.820 | John Hancock International Growth | \$412,873.81 | 0.21 | \$3,202.86 |
| | Total International / Global Equity Mutual Funds | \$1,213,875.68 | | \$48,542.53 |
| | Alternatives | | | |
| 21,130.933 | American Beacon Managed Futures Strategy Fund | \$211,309.33 | 0.05 | \$961.46 |
| 46,101.887 | Vest U.S. Large-Cap 20% Buffer Strategies Fund CI Y | \$368,354.08 | 0.00 | \$0.00 |
| | Total Alternative Mutual Funds | \$579,663.41 | | \$961.46 |
| | Domestic Bond Mutual Funds | | | |
| 11,448.079 | Artisan High Income | \$104,177.52 | 0.67 | \$7,654.19 |
| 16,711.022 | Diamond Hill Short Duration Securitized Bond Fund CI I | \$166,274.67 | 0.62 | \$10,327.41 |
| 44,521.815 | Fidelity Advisor Mortgage Securities Fund | \$427,854.64 | 0.38 | \$16,708.06 |
| 12,349.698 | Fidelity Intermediate Treasury Bond Index Fund | \$116,704.65 | 0.31 | \$3,876.48 |
| 20,550.141 | Fidelity Long Term Treasury Bond Index Fund | \$188,444.79 | 0.34 | \$7,064.21 |
| 22,751.327 | Guggenheim Total Return Bond Fund | \$533,518.62 | 1.11 | \$25,240.94 |
| 19,573.759 | Performance Trust Total Return Bond Fund CI Institutional | \$381,688.30 | 0.87 | \$16,960.13 |
| | Total Domestic Bond Mutual Funds | \$1,918,663.19 | | \$87,831.42 |
| | International Bond Mutual Funds | | | |
| 46,101.800 | Janus Henderson Developed World | \$355,905.90 | 0.23 | \$10,732.50 |
| | Total International Bond Mutual Funds | \$355,905.90 | | \$10,732.50 |
| | Money Market Mutual Funds | | | |
| 71,888.240 | Fidelity Government Money Market Premium | \$71,888.24 | 0.04 | \$3,134.33 |
| 1.300 | Fidelity Govt Money Market Capital Reserves | \$1.30 | 0.04 | \$0.05 |
| | Total Money Market Mutual Funds | \$71,889.54 | | \$3,134.38 |
| | Total Accrued Interest | | | |
| | Total Trust Funds | \$6,695,261.53 | | \$178,157.16 |

Commissioners of Trust Funds

Asset Category



| ASSET CATEGORY | VALUE (%) |
|-----------------------------|------------|
| Large-Cap Growth | 16.79 |
| Intermediate Core-Plus Bond | 13.67 |
| Large-Cap Value | 10.33 |
| Intermediate Govt Bond | 8.13 |
| Foreign Large-Cap Growth | 6.17 |
| Foreign Large-Cap Value | 5.76 |
| Defined Outcome | 5.50 |
| Global Bond-USD Hedged | 5.32 |
| Mid-Cap Value | 4.99 |
| Systematic Trend | 3.16 |
| Long-Term Govt Bond | 2.81 |
| ⊕ Remaining | 17.38 |
| Total: | 100 |

12/31/2024

Additions & Disbursements from Funds - Yr ending December 31, 2024

| <u>Fund</u> | <u>Additions</u> | <u>Disbursements</u> | <u>Reason for Disbursement</u> |
|------------------------------|--------------------|----------------------|----------------------------------|
| Cemetery Perpetual Care | \$87,000.00 | \$6,000.00 | Survey easterly lot line |
| J. Goldsmith Common School | - | \$1,000.00 | RS Mindfulness Room |
| C. Hildreth | - | \$12,000.00 | RS Mindfulness Room |
| L. Johnson High School | - | \$5,000.00 | RS Mindfulness Room |
| F. M. Kimball | - | \$8,000.00 | Scholarship Awards |
| M. H. Kimball | - | \$25,000.00 | RS Mindfulness Room |
| B. Sampson Education | - | \$20,000.00 | Scholarship Awards |
| L. H. Zappy | - | \$1,000.00 | RS Mindfulness Room |
| B. Sampson Relief of Animals | - | \$0.00 | |
| A. Tuttle Lyceum | - | \$3,454.00 | Disbursement to Littleton Lyceum |
| Reuben Hoar Library | - | \$40,833.51 | FY24 Library Budget |
| F.M. Kimball II Fund | - | \$26,500.00 | Scholarship Awards |
| Doris Warren Education Fund | - | \$12,000.00 | Scholarship Awards |
| Clancy Lyceum | - | \$273.00 | Disbursement to Littleton Lyceum |
| FB Morrison Charitable Fund | - | \$24,000.00 | Scholarship Awards |
| Totals | \$87,000.00 | \$185,060.51 | |

Tax Collector

SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2024

REAL ESTATE

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|---|-------------------------------|--------------|-------------|--------------|
| 2024 | \$48,004,366.00 | \$47,458,919.00 | \$207,142.00 | \$54,570.00 | \$392,875.00 |
| 2023 | \$401,227.00 | \$417,718.00 | \$0.00 | \$16,466.00 | -\$25.00 |
| TOTAL | \$48,405,593.00 | \$47,876,637.00 | \$207,142.00 | \$71,036.00 | \$392,850.00 |

PERSONAL PROPERTY

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|---|-------------------------------|-------------|----------|--------------|
| 2024 | \$1,794,557.00 | \$1,659,498.00 | \$81,620.00 | | \$53,439.00 |
| 2023 | \$53,438.00 | \$19,591.00 | | | \$33,847.00 |
| 2022 | \$11,769.00 | \$862.00 | | | \$10,907.00 |
| 2021 | \$9,784.00 | \$554.00 | | | \$9,230.00 |
| 2020 | \$11,646.00 | \$680.00 | | | \$10,966.00 |
| 2019 | \$17,336.00 | | | | \$17,336.00 |
| 2018 | \$3,233.00 | | | | \$3,233.00 |
| TOTAL | \$1,901,763.00 | \$1,681,185.00 | \$81,620.00 | \$0.00 | \$138,958.00 |

MOTOR VEHICLE EXCISE

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|---|-------------------------------|-------------|-------------|--------------|
| 2024 | \$1,941,523.00 | \$1,775,847.00 | \$28,518.00 | \$12,197.00 | \$149,355.00 |
| 2023 | \$503,258.00 | \$471,930.00 | \$16,077.00 | \$15,007.00 | \$30,258.00 |
| 2022 | \$140,746.00 | \$116,802.00 | \$5,708.00 | \$1,959.00 | \$20,195.00 |
| 2021 | \$15,084.00 | \$6,447.00 | \$114.00 | \$21.00 | \$8,544.00 |
| 2020 | \$5,836.00 | \$467.00 | | | \$5,369.00 |
| 2019 | \$6,245.00 | \$793.00 | \$101.00 | | \$5,351.00 |
| 2018 | \$3,493.00 | \$50.00 | | | \$3,443.00 |
| TOTAL | \$2,616,185.00 | \$2,372,336.00 | \$50,518.00 | \$29,184.00 | \$222,515.00 |

COMMUNITY PRESERVATION ACT SURCHARGE

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|---|-------------------------------|------------|----------|------------|
| 2024 | \$423,459.00 | \$417,573.00 | \$2,111.00 | \$184.00 | \$3,959.00 |
| 2023 | \$4,164.00 | \$4,331.00 | | \$165.00 | -\$2.00 |
| TOTAL | \$427,623.00 | \$421,904.00 | \$2,111.00 | \$349.00 | \$3,957.00 |

Tax Collector

SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2024

SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|--|----------------------------------|--------|----------|-------------|
| 2024 | \$38,910.00 | \$21,263.00 | | | \$17,647.00 |
| 2023 | | | | | \$0.00 |
| TOTAL | \$38,910.00 | \$21,263.00 | \$0.00 | \$0.00 | \$17,647.00 |

STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|--|----------------------------------|--------|----------|------------|
| 2024 | \$9,300.00 | \$1,329.00 | | | \$7,971.00 |
| 2023 | | | | | \$0.00 |
| TOTAL | \$9,300.00 | \$1,329.00 | \$0.00 | \$0.00 | \$7,971.00 |

WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|--|----------------------------------|--------|----------|---------|
| 2024 | \$367.00 | \$367.00 | | | \$0.00 |
| 2023 | | | | | \$0.00 |
| TOTAL | \$367.00 | \$367.00 | \$0.00 | \$0.00 | \$0.00 |

ELECTRIC LIEN (INCLUDES INTEREST)

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|--|----------------------------------|--------|----------|---------|
| 2024 | \$9,103.00 | \$9,103.00 | | | \$0.00 |
| 2023 | | | | | \$0.00 |
| TOTAL | \$9,103.00 | \$9,103.00 | \$0.00 | \$0.00 | \$0.00 |

WATER LIEN (INCLUDES INTEREST)

| Fiscal Year | Outstanding July 1, 2023 & Committed FY24 | Collected/Liened to Treasurer | Abated | Refunded | Balance |
|-------------|--|----------------------------------|--------|----------|---------|
| 2024 | \$9,714.17 | \$9,714.17 | | | \$0.00 |
| 2023 | | | | | \$0.00 |
| TOTAL | \$9,714.17 | \$9,714.17 | \$0.00 | \$0.00 | \$0.00 |

Board of Assessors



| HISTORIC TAX RATES | | |
|--------------------|-------|-------|
| Fiscal Year | Res | CIP |
| 2025 | 14.86 | 22.94 |
| 2024 | 14.84 | 23.11 |
| 2023 | 16.25 | 25.37 |
| 2022 | 17.71 | 28.05 |

Assessing Department Responsibilities

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

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

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

Abatements

- Real Estate
- Personal Property
- Motor Vehicle/Excise

Chapter Land

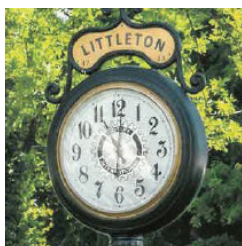
- Applications
- Liens
- Maintenance

Personal Exemptions

- Veteran
- Senior
- Surviving spouse
- Blind
- Hardship

Additionally...

- Real Estate Tax Deferrals
- Personal Property Forms of List
- 3ABC/Charitable Organizations
- Income and Expense Forms/Maintenance
- Abutter's Lists
- Various reporting information for real estate and personal property



Assessor's Summary

Fiscal Year 2025 was an interim year. The housing market in Littleton is levelling out. There is limited inventory with some homes sitting for longer than in previous years. After two years of double-digit price increases, home prices only increased 3.39%.

The average home assessment increased from \$672,106 in FY2024 to \$694,868 in FY2025.

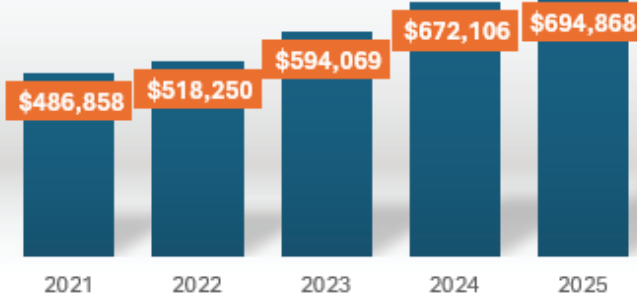
Assessments are based on MLS qualified sales from calendar year 2023. Commercial and retail properties are still struggling with vacancy while industrial properties are holding their value and, in some instances, seeing growth.

The Assessor's office is fully staffed. During the summer of 2024 the Assessor's office hired a summer intern to assist with cyclical inspections. We are happy to report that we are almost completely up to date on all commercial, industrial, residential and personal property inspections. We are currently working with the Department of Revenue for our FY2026 certification. Values are certified each year, however every 5th year a more stringent revaluation is conducted to ensure quality assessing procedures along with fair and equitable values. If you have any questions regarding your valuation, or you need assistance with the abatement filing process, please call our office at 978-540-2410.

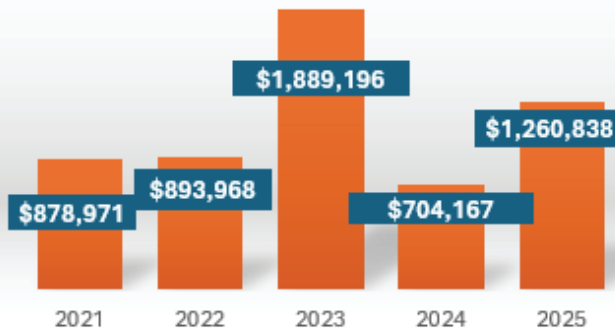
-Katherine Miller, Assessor

Board of Assessors

Average Single Family Home Values



New Growth Revenue



CIP Shift – A portion of the Residential tax burden is shifted to Commercial, Industrial & Personal Property of Businesses. This is known as a split tax rate.

| Fiscal Year | CIP Value | Total Value | R/O % of Total Value | CIP % of Total Value | Lowest Res Factor Allowed | Max CIP Shift Allowed | Res Factor Selected | CIP Shift |
|-------------|-------------|---------------|----------------------|----------------------|---------------------------|-----------------------|---------------------|-----------|
| 2021 | 488,403,163 | 2,177,676,478 | 77.5723 | 22.4277 | 0.855439 | 1.500000 | 0.890130 | 1.38002 |
| 2022 | 465,447,483 | 2,278,307,942 | 79.5705 | 20.4295 | 0.807440 | 1.500000 | 0.893450 | 1.41500 |
| 2023 | 560,689,419 | 2,639,034,268 | 78.7540 | 21.2460 | 0.865112 | 1.500000 | 0.893450 | 1.39496 |
| 2024 | 641,114,948 | 2,997,201,963 | 78.6096 | 21.3904 | 0.863945 | 1.500000 | 0.893449 | 1.39157 |
| 2025 | 697,379,295 | 3,138,253,827 | 77.7781 | 22.2219 | 0.857145 | 1.500000 | 0.892256 | 1.37711 |



| Parcel Count for Major Classes | | | | | | |
|--------------------------------|---------------|----------------------|-------|--------------|------------------------|----------------|
| | Single Family | Single Family Values | Condo | Condo Values | Commercial/ Industrial | Com/Ind Values |
| 2025 | 3106 | 2,158,259,800 | 213 | 94,451,800 | 181 | 568,192,700 |
| 2024 | 3108 | 2,088,905,600 | 187 | 90,410,900 | 181 | 535,092,900 |
| 2023 | 3102 | 1,842,800,600 | 187 | 77,047,100 | 180 | 491,308,449 |
| 2022 | 3079 | 1,595,690,500 | 179 | 66,503,800 | 182 | 379,604,300 |

Cyclical Inspections

What are they: The Massachusetts DOR requires the Assessors to verify every property record card for accuracy by conducting a full inspection of the property at least once every 10 years.

How is it done: The Assessor's Office concentrates on inspecting 1/10th of the town annually. Assessors will go door-to-door requesting inspection. If no one is home or our timing is inconvenient, we will leave a door tag requesting you contact us to make an appointment.

What kind of things are verified at inspection:

- *Square Footage/Measurements
- *Renovations & Additions
- *Yard Items- Decks, Patios, Pools etc.
- *Quality & Conditions
- *Heating Systems, AC units, Solar
- *Flooring Type
- *Finished Basements & Attics
- *Outbuildings- Sheds, Barns, Garages, Pool Houses, etc.

| Exemptions for FY2024 | | |
|---|-------|---------------------|
| Clause: | Count | Value |
| 17D (Elderly, Surviving Spouse, or Minor Child) | 7 | \$2,450.00 |
| 22(Disabled Veteran) | 39 | \$33,257.58 |
| 22E (Disabled Veteran 100%) | 13 | \$22,216.99 |
| 37A(Blind) | 4 | \$3,477.62 |
| 41D (Senior 65+) | 6 | \$4,225.86 |
| CPA | 18 | \$998.17 |
| Deferrals | 3 | \$23,791.60 |
| Total | | \$90,417.82 |
| Work-Off Programs: | | |
| Senior Work Off | 79 | \$92,982.75 |
| Veterans Work Off | 10 | \$10,411.50 |
| Total | | \$103,394.25 |

Respectfully Submitted,
Katherine Miller, Assessor
Hanna Axon, Assistant Assessor
Kim Prehl, Field Lister

Building, Plumbing, Wiring & Gas

Land Use & Building Department Mission Statement

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

2024 Annual Report

The Building Department consists of:
Henry Fontaine – Building Commissioner
Bill Morehouse – Inspector of Wires
Edward Sullivan – Gas/Plumbing Inspector

2024 MAJOR ACCOMPLISHMENTS

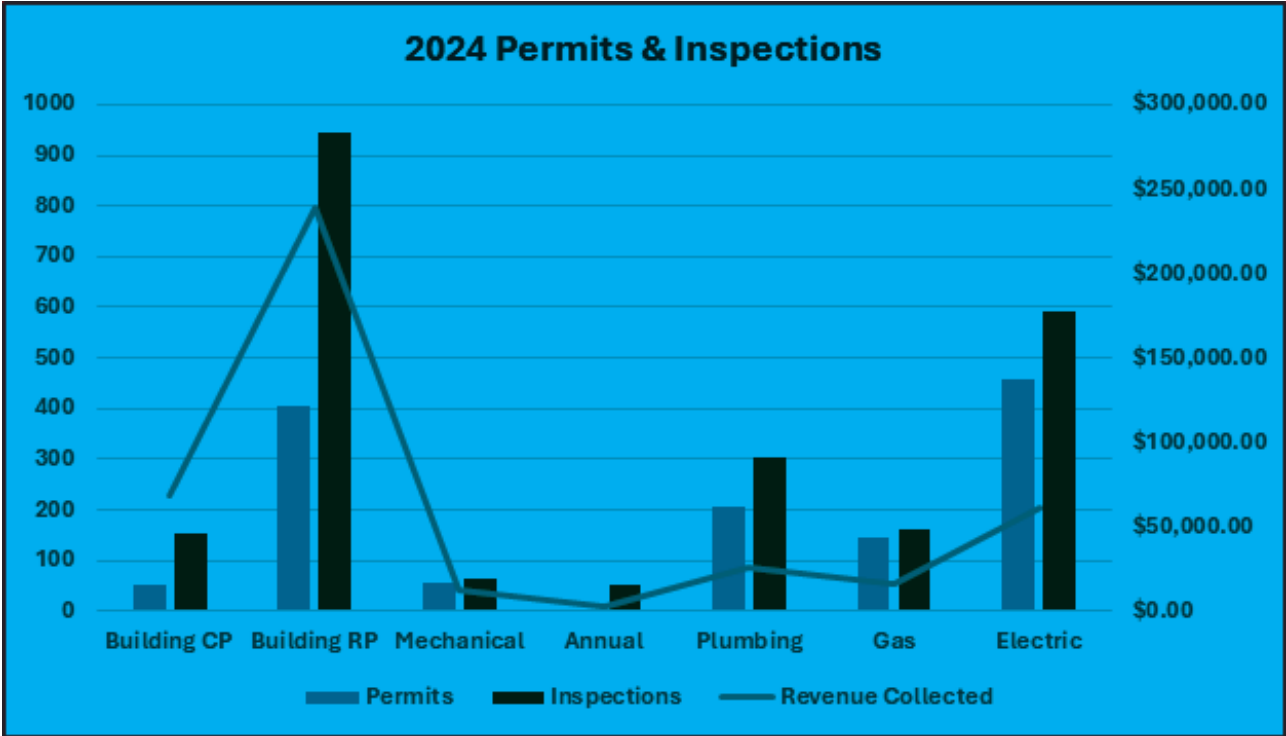
- Completed implementation of the Land Use and Buildings Department and the relocation of the office to the lower level of Town Hall.
- Maintained Land Use services while being short-staffed.
- Completed and implemented the online Annual Inspections, Application Process, Payments and Inspection scheduling for the Building Inspector and Fire Prevention officer.
- Designed the Annual Inspection Certificate for establishments
- Created a renewal process to alert establishments of the renewal due date 30 days prior to the due date.

2024 Goals include:

- Continue software implementation to allow more efficient workflow of the Building Department permit process.
- Offer more fluid report generation and technical data to other departments.
- Offer public online application and payment
- Continue development of customized forms for tracking ongoing projects and annual renewal campaign
- Coordinate annual inspections with the Fire Department
- Continue scanning of all documents, to facilitate user access online
- Continue to review and issue permits for construction ensuring compliance with the State Building Code; FY25 and FY26 will bring significant economic development, including Northern Bank and King Street Common.

Building, Plumbing, Wiring & Gas

2024 Permits Issues and Inspections Preformed



- **Permits Issues** (Building, Gas, Electrical, and Mechanical) – **1323**
- **Inspections Conducted** – **2272**
- **Revenues Collected** – **\$425,167.50**

Respectfully submitted
Henry Fontaine, Building Commissioner
Email HFontaine@littletonma.org
Phone # 978-540-2420

Board of Health

Nashoba Associated Boards of Health (NABH) has continued to support the Littleton Board of Health in addressing environmental and public health challenges. In May 2024, the Town of Littleton voted to establish its own health department, officially ending its partnership with NABH in June 2025. Health Department staff work closely with NABH during this transition.

Public Health Achievements: In 2024, NABH advanced regional public health through key grants, including the Public Health Excellence (PHE) Grant and the Contact Tracing and Case Investigation (CT/CI) Grant. Since 2022, the PHE Grant has funded additional staff, strengthening inspection, outreach, and education efforts. Meanwhile, the CT/CI Grant has supported a full-time Public Health Nurse and enhanced data tracking capabilities. These initiatives have reinforced NABH's ability to provide high-quality, equitable public health services, ensuring a resilient and adaptable system for its communities.

Environmental Health

The Littleton Health Department and the Nashoba Sanitarian collaboratively address environmental health priorities. In addition to the Health Department staff, the Nashoba Sanitarian is also available both at the NABH Ayer office and during regular office hours at Town Hall. Key activities in 2024 included:

- Food Service Licensing and Inspections: 136
- Recreational Permitting and Inspections: 20
- Housing & Nuisance Investigations: 23
- Private Well Permits: 5
- Soil Testing (perc tests & soil evaluation holes): 71
- Septic System Plan Reviews: 34
- Septic System Inspections: 118
- Septic Permits Issued: 29

Community Health Nursing

Nashoba's Community Health Nursing program, guided by the American Nurses Association (ANA) Standards of Public Health Nursing Practice, continues to provide critical services. The

nursing team conducts communicable disease investigations in collaboration with the Massachusetts Department of Public Health (MDPH) epidemiology team and offers ongoing support to community members. Core responsibilities include:

- Working with MDPH and other local boards of health to identify and manage clusters of disease/exposures in the district.
- Working with school nurses and childcare providers in the district to provide information, offer advice and support.
- In conjunction with our Health Agents, we work with individuals in challenging living conditions (unsanitary, hoarded) to facilitate services to mitigate situations which would allow an individual to remain in their home.

Communicable Disease Investigations (2024)

- Babesiosis: 2
- Cyclosporiasis: 1
- Eastern Equine Encephalitis: 1
- Ehrlichiosis: 1
- Group A Streptococcus: 2
- Haemophilus Influenzae: 1
- Human Granulocytic Anaplasmosis: 3
- Influenza: 66
- Novel Coronavirus (SARS-CoV-2, MERS, etc.): 157
- Salmonellosis: 1
- Shiga Toxin-Producing Organism: 1
- Streptococcus Pneumoniae: 1
- Tuberculosis (latent): 7

Nursing staff monitored 61 residents with TB infections (non-contagious) and managed 2 active TB cases within the district. Littleton remains classified as a low-risk TB community by MDPH.

Community Health Education and Communication

The NABH Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in September 2021 to better serve the district. In 2024, the PHE/CS provided timely,

Board of Health

, relevant public health information with a focus on the social determinants of health (SDOH).

Educational efforts included:

- Disseminating public health alerts and resources to residents and stakeholders.
- Organizing workshops and outreach programs to promote community health.
- Offering guidance on a wide range of health topics, including immunizations, chronic disease management, head lice, and safe drug/sharps disposal.

Department Goals: As a newly established department, our focus is on strengthening our ability to serve the community. A key priority over the next year is advancing the townwide Community Health Needs Assessment (CHNA) to identify health priorities and service gap concerns from community members. Using this data, we will collaborate with stakeholders to develop a Community Health Improvement Plan (CHIP) to guide future initiatives and programming.

All Board of Health regulations are under review and going through an amendment process to align with current public health standards. This July, Littleton will welcome its first internal nursing staff. As part of this effort, the department is actively completing the state certification process to become a certified immunization site. Achieving this certification will enhance access to essential health services and strengthen the town's emergency preparedness capabilities. To improve efficiency and streamline processes there will be a transition this year of all permitting and inspections, from paper to electronic via the Opengov platform. This transition also includes the ongoing digitization of all past departmental records.

The department will be prioritizing program development and actively pursue available grant funding through the year, with a strong focus on mental health and substance abuse, including a strategic plan for opioid settlement funds.

Additionally, we remain vigilant in monitoring COVID-19 and emerging diseases, ensuring the community stays informed and protected.

Respectfully submitted,

Health Department Staff

Francis Daigle, Health Director

Meaghan Greco, Office Coordinator

Board of Health Members

Matt Wayson, Chair

Kevin Davis, Vice Chair

Kevin Baker

Gino Frattallone

Daniel Kane

Fire Department

Message from the Fire Chief

On behalf of the Littleton Fire Department, we are pleased to share our 2024 Annual Report. This document highlights our performance across essential areas—including emergency response, training and education, and fire prevention measures such as inspections, community outreach, and code enforcement.



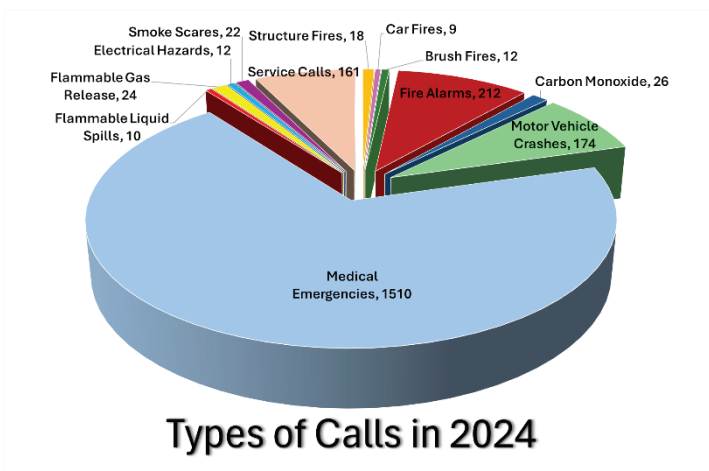
Our Mission statement, "We will provide the highest quality professional Fire and EMS services in order to protect life and property in our community." Our Mission is CLEAR, Commitment: We are dedicated to serving our citizens to make our community a safe place to live and work. Leadership: We are role models within our community and are an example of what emergency service personnel should be. Excellence: We strive for excellence in all we do through constant improvement process and employee development opportunities. Action Oriented: We will not rest on our laurels but will strive for constant self-improvement. Ready: We are always prepared to meet any challenge.

In 2024, the department experienced a loss of several members, leaving eight vacancies by July 1st. To address this, Kyle Tobin and Patrick Favreau were hired in July, followed by Keidi Pacheco Montero and Brandon Brown in October. Andrew Taylor and Nick Corcoran joined at the end of the year, and Logan Leblanc and Christopher Waggett were brought on in January 2025, fully staffing the department. With nearly 40% of the career staff hired in 2024, an emphasis on training and professional development will drive the success of the organization in future years.



Major Accomplishments in 2024

- New Leadership for the department with the appointment of Chief of Department Steele McCurdy.
- Lieutenant Tyson David was promoted as the new officer of Group 4.
- Firefighter/Paramedic Greg Stump was appointed as the new EMS Coordinator.
- Recruited 8 new career members from July to December.
- Firefighter/Paramedic Daniel Sawicki was appointed as the SAFE Coordinator.
- Firefighter/EMT Andrew Taylor was appointed to the role of Fire Prevention.
- Acquired and deployed a new Service truck, called Service 1 replacing Car 11. This service truck allows the membership to maintain the station during storms and respond with special hazards trailers when necessary.



Emergency Calls for Service

In 2024, the Littleton Fire Department broke another record with 2,458 calls for service. This is an increase of over 6% from 2023 and over 17% in 5 years. While we expect a typical growth of approximately 3% in emergency call volume, the much higher increase in calls for service coupled with the closure of Nashoba Valley Medical Center placed considerable pressure on the department. A significant increase seen in a single year is not

unheard of, however careful attention will be paid in any trends that may create pressures on the emergency response system.

Community initiatives and training

Car Seat Program

In 2024, the Littleton Fire Department proudly secured nearly \$6,000 in car seats through the State Car Seat Distribution Grant program. This support has empowered us to provide and expertly install new car seats, ensuring the safety of our youngest community members. By partnering with esteemed organizations like Deb's Beds, the Devens Shelter, and Rosebud & Jo, we completed 88 comprehensive seat checks and distributed 46 car seats. We remain committed to safeguarding our community by offering ongoing car seat inspections and support for proper usage.

CPR Training Program

Our CPR Training Program continues to make a life-saving impact. Throughout 2024, we delivered hands-on CPR and First Aid training to 96 participants across 18 dynamic classes, all in accordance with American Heart Association guidelines. This initiative not only equips community members with essential emergency response skills but also provides them with an official certification to act confidently during critical situations.

Littleton Community Emergency Response Team (CERT)

The Littleton CERT is a vital asset in our community's emergency preparedness. Comprised of dedicated volunteers, CERT members receive extensive training in disaster response, basic medical aid, search and rescue, fire safety, and overall emergency preparedness. Their expertise and readiness enhance our local response efforts, supporting first responders during crises and reinforcing community resilience through ongoing public safety education.



Fire SAFE (Safety and Fire Education) Program

Our Fire SAFE Program has been instrumental in advancing fire prevention and safety awareness throughout Littleton. In 2024, this initiative engaged residents, schools, businesses, and community groups by providing practical education on fire hazards, effective evacuation planning, smoke alarm maintenance, and the proper use of fire extinguishers. By empowering our community with essential knowledge, we are actively reducing fire-related risks and promoting a safer living environment for all.

Priorities for 2025 and beyond

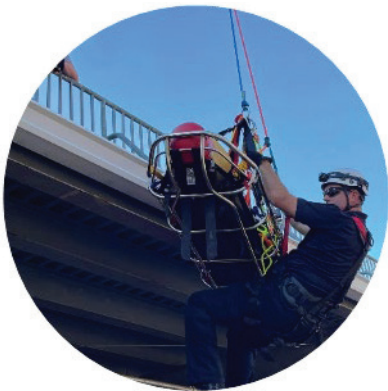
As Littleton continues to grow and change, the Littleton Fire Department will be there to meet the new challenges head-on. It is imperative that the departments staffing, leadership models and equipment align with the needs of the community. By proactively predicting growth and needs of the community, the department can be prepared for many eventualities.

With the rapid rate of growth in the community and likewise call volume, it is a reasonable expectation that the department will need additional personnel to maintain services at the current level. One of the major challenges faced in Littleton is the instances of multiple, simultaneous calls. While the region has a robust mutual aid system, this system was built to be more focused on extraordinary situations rather than an everyday tool to answer calls. With this in mind, careful monitoring of mutual aid is consistently conducted to ensure that the staffing in Littleton matches our demands.

Fire Department

Coupled with the growth will be the need for inspectional services. In late 2024, Andrew Taylor came to Littleton to be our Fire Prevention Officer. His experience and knowledge will allow an overhaul of our systems and practices over the next several years.

Over the next 5 years, the department will need to embark on an aggressive capital improvement plan aimed at replacing older and often unreliable equipment with state-of-the-art, mission-built equipment. By equipping our personnel with the right equipment, we can leverage practices to maximize the fire department's effectiveness and efficiency.



Community Engagement

In 2024, the Littleton Fire Department's Community Room was proudly utilized over 254 times, hosting a wide range of events, meetings, and activities. This space continues to serve as a valuable resource for local organizations and groups, reinforcing our commitment to fostering community engagement and collaboration.

Littleton Fire is actively engaged in the community through a variety of events that bring residents together and promote safety. Throughout the year, they host five Senior Veteran’s Breakfasts, an October Fire Department Open House, and a joint Fire and Police Department Senior Cookout. Families can enjoy seasonal activities like Trunk or Treat for Halloween and the December Tree Lighting Ceremony, where Santa makes a special arrival. The department also supports safety initiatives with car seat events in August and September at Rosebud & Jo, a May Touch A Truck event, and Christmas tree pickup. Littleton Fire remains dedicated to fostering community connections and public safety.

Fire Department Roster

Fire Chief - Steele McCurdy
Deputy Chief - Sean Coffey

| Group 1 | Group 2 | Group 3 | Group 4 |
|-------------------|-----------------------|---------------------|-----------------|
| Lt. Tim Powers | Lt. Keith Dunn | Lt. Terence Gardner | Lt. Tyson David |
| Brian St. Gelais | Mike Deblasio | Matthew Ross | Dan Sawicki |
| Ryan Lloyd | Joseph Reger | Mike Kilgallen | Shawn Foster |
| Brandon Brown | Kyle Tobin | Logan Leblanc | Greg Stump |
| Nicholas Corcoran | Keidi Pacheco Montero | Christopher Waggett | Patrick Favreau |

Executive Assistant - Michael Rinn

Fire Prevention Office - Andrew Taylor

Call Department - Per-Diem Members

| | | | | |
|-------------------|------------------|-------------------|------------------|--------------|
| Capt. Joseph Rock | Lt. Tom Kneeland | Graylen Scarsdale | Charles Lowe | Brian Chabot |
| Teresa Rock | Sean Parlon | Zachary Clancy | Calvin Rambacher | |
| Mackenzie Rock | Greg Marshall | | | |

Police Department

MESSAGE FROM THE CHIEF: To the Residents of Littleton,

It is with great pride that I present this year's annual report on the progress and achievements of the Littleton Police Department. Our commitment to enhancing public safety, fostering community relationships, and maintaining the highest service standards remains unwavering.

The mission of the Littleton Police Department is to protect and serve the residents and business community of Littleton by delivering the highest-quality police service with professionalism and integrity. We strive to maintain and enhance the qualities of life through an effective community policing philosophy with a guardian mindset while enforcing the laws of the commonwealth fairly and impartially.

Last year, our department was fortunate to secure several grants that significantly strengthened our capabilities and resources. These grants are a testament to our ongoing efforts to seek innovative funding solutions that will better serve the community while minimizing the financial burden on taxpayers. Here is a list of some of the grants we received:

- **Body-Worn Camera Grant:** This funding has allowed us to equip our officers with state-of-the-art body-worn cameras, enhancing transparency, accountability, and safety for both our officers and the public.
- **AED Grant:** Through this grant, we have acquired additional Automated External Defibrillators (AEDs), ensuring our officers are better prepared to respond to medical emergencies and save lives.
- **Department of Justice Grant:** We are incredibly excited to announce that this grant enabled us to purchase a new K9 truck. This vehicle is an essential addition to our fleet, supporting our K9 program and ensuring our K9 team can effectively respond to various operational needs.
- **MIAA Wellness Grant:** This grant screened a number of officers and staff for cardiovascular health to promote and teach officers about their general wellness while promoting the safety and well-being of our staff.
- **E911 Grants:** This grant provides funding to our E911 and Co-response program.
- **US Senator Patrick Lahey Ballistic Vest Grant:** This grant provides up to 50% reimbursement grant to purchase vest for our officers.
- **Municipal Road Safety Grant:** This grant provided our community the ability to address road safety issue by driving directed patrol on to lower speed, texting and crosswalk enforcements.

As a chief, it's my goal to continue guiding our department into 21st-century policing. This past summer, the Littleton Police Department was proud to be one of nine Massachusetts Police Departments recognized with the prestigious FBI-LEEDA Trilogy Award, a testament to our commitment to professional development and leadership excellence.



Police Department

The Trilogy Award is presented to law enforcement agencies that have all their supervisors and command staff successfully completed FBI-LEEDA's three core leadership courses: the Supervisor Leadership Institute, the Command Leadership Institute, and the Executive Leadership Institute. These programs are designed to enhance leadership skills, foster effective communication, and promote ethical decision-making at every level of an organization.

As we look ahead 2025 and beyond, the Littleton Police Department remains committed to pursuing additional resources and partnerships to enhance our service to the community. Together, we will continue to build a safer and stronger Littleton.

To keep up to date with the Littleton Police Department, I encourage you to follow our social media sites, Facebook, Twitter, and Instagram at @LittletonMAPD to learn about the daily and weekly activities that our officers and department engage in.

Thank you for your continued support.

Chief Matthew J. Pinard

Communications Center:

Our Communications Center is staffed by eight full-time dispatchers who are available 24/7 to answer calls. Last year, our communications officers answered to approximately 20,877 service calls, of which 2,645 were emergency 911 calls requiring a rapid response. To enhance our dispatchers' effectiveness, we have made significant updates to our dispatch center. One key improvement is the implementation of the "RAPID SOS" program. This program securely links life-saving data from connected devices, apps, and sensors to safety agents, 911, and first responders across the commonwealth.

Last year, we also focused on strengthening our team by recruiting and training new employees to meet the growing demands of our community. The addition of skilled personnel has enhanced our ability to provide seamless communication during emergencies and maintain the high standard of service our residents expect. Additionally, our communication center's success is supported by key grants that enable us to invest in training, technology, and operational improvements:

Police Department

- **MA911 Training Grant:** This grant provided funding for comprehensive training programs, ensuring that our dispatchers remain well-prepared to handle complex and high-pressure situations.
- **MA911 Support & Incentive Grant:** These funds have allowed us to maintain and enhance our infrastructure, ensuring the reliability of our communication systems and the safety of our community.

Looking ahead for 2025, The Littleton Police Communication Center will remain committed to excellence, adapting to the evolving needs of our community and embracing opportunities for innovation. We are grateful for the support of these grant programs, which enable us to provide exceptional service and maintain the safety and security of Littleton.



COMMUNICATIONS CENTER UPDATES



TEXT 911

K9 Milo, K9 Vojak, and Officer Casey: Making a Difference in Littleton and Beyond

The Littleton Police Department is proud to recognize the incredible work of K9 Milo, K9 Vojak, and their dedicated handler, Officer Casey. This dynamic team has made a significant impact, not only within the Littleton community but also in neighboring towns, through their specialized skills and unwavering commitment to public safety.

K9 Milo and K9 Vojak, with their unique skills in search-and-rescue operations, narcotics detection, and community outreach, have proven to be invaluable assets. Whether it's locating missing persons, aiding in critical investigations, or ensuring the safety of large public events, their contributions have significantly enhanced the safety and security of our region, leaving us all impressed and reassured.

Last year, thanks to a Department of Justice Assistance Grant (JAG), K9 Milo, K9 Vojak, and Officer Casey are now benefiting from a brand-new K9 cruiser. This vehicle, equipped with climate control to ensure the safety and comfort of our K9 partners while enhancing the team's

Police Department

operational efficiency. The addition of this cruiser has allowed the team to respond more effectively to incidents and provide an even higher level of service to the community.

We are deeply grateful for the support of our community, which makes this program possible. The dedication of Officer Casey, K9 Milo, and K9 Vojak, along with the support of our community, exemplifies the Littleton Police Department's commitment to excellence and to serving our community with professionalism, compassion, and integrity. Your support is integral to our success and we value it greatly.



K9 VOJAK



K9 MILO

COMMUNITY POLICING

Community policing promotes organizational strategies by fostering partnerships and employing problem-solving techniques to proactively address the conditions that lead to public safety issues. Last year, the Littleton Department participated in a variety of events, including Autism Awareness Month, the Pink Patch Campaign, Coffee with a Cop, the Veterans' Breakfast, Shop with a Cop, women's self-defense classes, ALICE Active Shooter lectures, Toys for Tots, and our annual Open House.

Our community policing program focuses on both intervention and prevention through collaboration with schools, social services, and other stakeholders in the community. These initiatives have improved public safety, enhanced social connections, and increased our community's resilience to crime. Most importantly, they have brought our community and the police closer together in person.

Police Department



COA PD & FD LUNCH



OPEN HOUSE TOURS



SPECIAL OLYMPICS



SHOP WITH A COP

OFFICER WELLNESS

Officers who are mentally or physically incapacitated cannot adequately serve their communities and may pose a danger to themselves, their fellow officers, and the people they serve. Last year, the Chief of Police continued to prioritize officer wellness. We recognized the significant impact that police and dispatch work can have on the physical and mental health of our staff.

We remain committed to the health and well-being of our officers, understanding that their wellness is crucial for maintaining the high level of service our community expects and

Police Department

deserves. We made significant progress in this effort by emphasizing cardiovascular health, which is a vital aspect of overall wellness.

Thanks to a grant from the Massachusetts Interlocal Insurance Association (MIIA), late last year, we were able to provide comprehensive cardiovascular health screenings for the majority of our department. After a careful selection process, we partnered with SIGMA Health, a trusted provider specializing in health screenings for first responders. Their expertise ensured that our officers received thorough evaluations tailored to the unique demands of law enforcement. At the end of the evaluation each person was provide a nutrition guidelines and on-line telehealth support moving forward.

This initiative not only identified potential health risks early but also empowered our officers with the knowledge and resources to take proactive steps toward improving their health. By prioritizing preventive care, we are fostering a culture that values long-term wellness and resilience.

We are proud to lead by example in addressing the health needs of our team and remain committed to finding innovative ways to support their physical and mental well-being. Healthy officers are the foundation of a strong, effective department, and this investment reflects our dedication to the safety and success of both our officers and the community they serve.



OFFICER SHOWING PULL-UPS

OFFICER FERRIERA

TRAINING

In 2024, our department remained steadfast in our commitment to professional development, following The Massachusetts Peace Officer Standards and Training (POST) Commission-

Police Department

mandated re-certification in-service training. This comprehensive training, comprising 40 hours of academy time and 8 hours of department-selected training, saw our Officers return to Lowell Police Academy. They completed a range of required in-service courses, including Fire Responder/CPR, Implicit Bias, Domestic Terrorism, Defensive Tactics, legal updates, Longevity in Law Enforcement, and Incident Stress Debriefing. We also continued our successful partnership with the Middlesex Sheriffs, who provided their Mobile Training Unit for updates and scenario-based training.

Last year, we also selected former Communications Officer Zaferacopoulos to Attend the Lowell Police Academy. This decision was the result of a thorough and rigorous selection process, ensuring that the best candidate was chosen. Following this process, former Communications Officer Adam Zaferacopoulos was chosen to attend and complete the Lowell Police Academy. This opportunity represented an important step in his journey to becoming a sworn police officer and serving the Littleton community in an expanded role.

The Lowell Police Academy provided Adam with comprehensive training in areas such as community policing, legal standards, crisis intervention, and tactical operations. Upon successfully completing the academy, Adam joined the ranks of the Littleton Police Department as a sworn officer, ready to serve and protect our community in new and meaningful ways.



RANGE TRAINING



**CHIEF PINARD AT OFC.
ZAFERACOPOULAS GRADUATION**

Police Department

LITTLETON POLICE SPECIAL SERVICES DIVISION

The Littleton Police Department's Special Services detectives continue to play a vital role in addressing major cases that impact our community. Their work often involves close collaboration with local and federal partners, including the Drug Enforcement Agency (DEA). These partnerships allow our detectives to leverage additional resources, expertise, and intelligence to combat complex issues such as drug-related crimes and other serious offenses. Their efforts contribute significantly to the safety and well-being of Littleton and the surrounding communities



DEA PUBLIC SAFETY AWARD

Furthermore, these Investigations and follow ups require a great deal of time for interviewing, conducting surveillance, and pursuing leads developed during the course of the investigations. The in-depth reports for these types of investigations are often complex and at times requires the application of arrest and search warrants. Detectives assigned to Special Services must be prepared to investigate a large variety of crimes. Our Detectives must be familiar with many types of investigative techniques to investigate any criminal activity occurring within the community.

In 2024 Littleton Police Department investigated and facilitated the prosecution of variety of major cases ranging from major financial crimes, drug trafficking and warrant searches. Last year detectives were recognized with a prestigious "Public Safety Award" by the United States Drug Enforcement Administration (DEA) for their exceptional work in combating drug trafficking.

This recognition stems from a major investigation that led to the arrest of a drug trafficker in possession of 22 pounds of cocaine. The case exemplified the diligence, skill, and teamwork of

Police Department

our patrol officer and detectives, whose efforts removed a significant quantity of dangerous narcotics from our community and disrupted a critical link in the drug trade.

The investigation was conducted in close collaboration with the DEA and other law enforcement partners, showcasing the importance of interagency cooperation in addressing complex and far-reaching criminal activity. This operation not only highlights the expertise of our detectives but also underscores the Littleton Police Department's unwavering commitment to protecting our community from the devastating effects of illegal drugs. With that every year we continue to also host Drug Take Back Day in hopes to educate our community to any unwanted drugs that are find in the common house hold cabinets.

IN CLOSING:

As you read through some of the highlighted work completed by our department, you know our work is not done. We are looking forward to the great things that our department will accomplish in 2025. Thank you for being involved, for your partnership, and for caring about our communities. It is only through working together that we will achieve our greatest success. I encourage you all to reach out and come to our station if you have questions about the work that we do, and "IF YOU CANT STOP, WAVE."

Highway Department

Department of Public Works

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

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

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

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

Capital Equipment:

The Department was able to replace the street sweeper, infield groomer and asphalt hot box via the Towns capital plan. The Department also received capital funding for a feasibility study for the Public Works facility. The study will assess the current facility and look towards the future for needs of the Department.

Highway Department:

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

The Highway Department received \$397,562 in Chapter 90 funds, as well as the annual share of local funding. This funding is used to maintain 66 miles of public roads in Littleton and consultant costs for larger roadway improvement projects. In 2024 we were able to complete pavement preservation projects and full reconstruction on approximately 6.2 miles of Town roads.

Resurfacing projects took place Hartwell Ave, Lawrence Street, Jillian Way and Foster Street. Pavement preservation was done on various

streets in Town. Phase 1 of the Foster Street reconstruction began in the fall under MassDOT's Transportation Improvement Project program. This project includes new drainage, watermain, reconstructed roadway and new shared use path for pedestrians and bicycles. Limits of this project are from the Taylor Street intersection to Balsam Lane. Personnel also worked with a contractor to install sidewalk on Taylor Street from the Amazon facility to the Foster Street intersection.

The Highway Department has also conducted numerous small patch repairs on the remaining roads in town and placed over 130 tons of asphalt on various roads in town. Multiple drainage projects and repairs were completed in various locations. A replacement program for the street signs in ongoing with a new design to meet current standards.

Drainage improvements were made by staff on Hartwell Ave, Kimball Street, Emerson Drive and Gristmill Road. Staff also worked with consultants on a Stormwater infrastructure asset management system grant.

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

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

Highway Department

Winter Operations:

The Highway Department plows and treats 66 miles of public roads, 14 miles of sidewalks, 5 miles of private roads and all the municipal and public safety buildings, schools, and parks. Twelve pieces of town equipment and 11 contracted pieces were used. There were multiple weather events the highway department had to respond to in 2023, during those weather events the Town used approximately 2,300 tons of salt.

Parks Department:

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

In 2024 the Parks Staff worked with a contractor to install an irrigation well at Koerper Field and staff upgraded the irrigation. Parks staff also continues to utilize a Turf Tank to line athletic fields to allow manpower to complete other tasks. Staff also made multiple irrigation system repairs and adjustments.

Transfer Station:

The Transfer Station consists of 2 full-time staff. In 2024, over 1750 residential vehicle sticker permits were issued. Highway personnel made 215 trips hauling waste and recycling to the appropriate facilities. Staff worked with Highway staff to refurbish the maintenance garage and two storage containers.

2024 Totals:

Waste

- 570 Tons – Solid Waste
- 116 Tons – C+D Materials
- 54 Tons—bulk waste

Recyclables

- 68 Tons – Glass
- 42 Tons – Metal + Tin
- 52 Tons – Plastic
- 245 Tons - Paper/Cardboard
- 154 ea.—Mattresses

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

Littleton Electric Department

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2024.

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

While power outages in Littleton and Boxborough are infrequent, they do happen. LELWD customers can now visit the online Outage Center to see which neighborhoods are without power. Customers can also check the map to confirm LELWD is aware of an outage in their



area. The new Outage Center map is made possible by a recent upgrade in meter technology that continuously monitors the system and immediately reports outages.

Each year LELWD assesses the vulnerability of our electric infrastructure to identify critical

areas to improve. This year we began replacing many new poles and infrastructure in the Hill Road area of Boxborough. These upgrades will help increase reliability and decrease common equipment failures that happen during harsh weather events such as heavy winds, rain, and snow.

LELD's substation relays serve as the intelligence behind many critical functions and protective measures in our distribution system. To enhance performance, LELD has begun upgrading existing relays with more advanced models. These upgrades will integrate controls directly into the devices, streamlining wiring within the control cabinets.

LELD spent 261% (\$207,101) more than the required spending per Residential Conservation Services Program Regulations on energy efficiency and sustainability programs in 2024. The Green Rewards Program spent \$67,000 in customer rebates, \$50,000 in solar rebates, \$17,000 in electric vehicle incentives, planted 76 trees, and supports the option for customers to use 100% renewable energy.

LELD has installed a Level 3 EV Fast Charger located at the municipal parking lot on Stevens Street in the Common. LELD worked with town officials, local business owners and a licensed electrician to install this charger for public use. Portions of this project were funded by the Massachusetts Electric Vehicle Incentive Program grant. The Town of Littleton had also received a grant from Mass EVIP to install a Level 2 EV charger at 300 King Street which is the parking lot for the Castle in the Trees playground. LELD worked with the Parks & Recreation Department along with other Town staff to facilitate the installation and coordinate management of this charger for public use.

In 2024, LELD provided annual financial and in-kind contributions to the Town and continued to

Littleton Electric Department



support many programs and initiatives. Grants were given to the Littleton Police Department, Parks & Recreation Department, and Littleton Fire Department.

For more information, please visit our website, www.llewd.com.

Respectfully submitted,

Board of Electric Light Commissioners

Dick Taylor, Chairman

Scott Larsen, Vice-Chairman

Melissa Hebert, Secretary/Clerk

Joe Knox, Member

Ivan Pagacik, Member



Littleton Water Department

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2024.

LWD's newly developed water source on Taylor Street, the Trumbull Well, will provide an additional supply to its existing service area in Littleton, and allow LWD to expand water distribution to Boxborough. The expansion will support a small portion of Western Boxborough by providing safe and reliable drinking water to the residents. Installation of new water main to connect Trumbull Well to the Whitcomb Avenue Water Treatment Plant, and carry water into Boxborough, has begun. Expanding water sources and infrastructure is crucial for ensuring access to clean, plentiful water for the community.

New sewer and water mains have been installed from the Common, down stretches of Great Road and King Street. Crews have pressure tested pipes and manholes for leaks. In addition, crews completed clean up, removal of equipment, and painted lines on the municipal lot at Stevens Street. This project is scheduled to be completed in 2025.



At the new wastewater resource recovery facility (WRRF) at 242 King Street, steel framing, wall and roof panel installation have been completed. With the building enclosed, interior work will continue. At the groundwater discharge site adjacent to the Littleton High School, infiltration

testing was completed to determine if the leach field has additional capacity. LWD is also evaluating different locations for another ground water discharge site.

LWD was honored by Massachusetts Water Works Association for its commitment to removing PFAS and providing clean drinking water. The 2024 MWWA Community Award recognizes a community water system that exemplifies the highest standards of water works practice. Also,



Paul Denaro (middle), Senior Engineering Technician, and Allan Voitowicz (right), Water Foreman, received the Water Works Pride Award. This award recognizes individuals who give extra effort to make a difference in the water works profession. Paul and Allan were among water works professionals from across the country who traveled in 2022 to Jackson, Mississippi, to provide mutual aid to that city's water system.

Littleton Water Department

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

For more information, please visit our website, www.lclwd.com.

Respectfully submitted,

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



Elder and Human Services



Elder and Human Services Department / Council on Aging

Address: 33 Shattuck St, Town Hall, Second Floor

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

Telephone: 978-540-2470

Monthly newsletter available at www.littletonma.org/elder-and-human-services

Elder and Human Services Staff

Liz Tretiak, Director

Amy DeMichele, Asst Director

Alicia Rego, Outreach Coordinator

Megan Murphy, Program Coordinator

Sue Raymond, Administrative Assistant

Neil Campbell, Van Driver

Rich Kent, Van Driver

Sam Palmer, Van Driver

Steve Haddad, Van Driver

Council on Aging Board

Marjorie Payne, Chair

Anita Harding, Vice Chair

Susan Melander

Jeanne Sill

Joe Knox

Marilyn Fedele

Ary Newcombe

Mary-Ann Peachey

John Peachey

The **Mission** of EHS/COA is to be the focal point of all aspects of healthy aging, and to enrich and enhance our community by advancing wellness, connection, and engagement. We promote healthy aging through health, wellness, educational, cultural and recreational programs, and services.

Our **Vision** is to promote healthy aging to all residents and be a well-known hub of resources and support to help residents on their aging journey. We will provide ongoing opportunities for engagement and connection through our programming and services to enrich lives and foster connection with the community.

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

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



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

Elder and Human Services

Programs, Outreach, and Services: In calendar year 2024, the EHS Department recorded at least 12,650 program sign in's promoting wellness, connection, and lifelong learning. In addition to this, Outreach logged 8,314 points of contact with nearly 800 residents of all ages.

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



1,173 people served



2,117 van rides



12,510 total events held



2,456 bags of food delivered



4,749 fitness sign-in's



756 health screenings completed



7,497 Meals on Wheels



125 S.H.I.N.E. appointments



6,199 Senior Tax Work Off Hours

New Building Project: The Council on Aging Board spent the past several years advocating for a senior center building and raising awareness of the need. In early 2024, the Town, Commodore Builders, and Vertex as our OPM, broke ground on The Center on Shattuck Street. The occasion was marked with speeches from our legislators and community stakeholders. In the summer of 2024, we came together again and celebrated a Topping Off Ceremony, with a beam-signing event, as we placed the final steel beam on the building. In late-2024, State Rep. James Arciero and State Sen. Jamie Eldridge presented a check for \$100,000 to the town for the installation of solar panels on the new building. The building construction is scheduled to be complete in March of 2025, with furniture delivery in April, and grand opening scheduled for May 2025.



Littleton Community Television



LCTV stands for Littleton Community Television where the Community means you, Littleton's residents

We have three cable channels running 24/7 with local news, opinions, entertainment created for and by you. PEG is an acronym for Public, Education, and Government, consequently the names of our three channels. Most of our operating funding is through franchise agreements with the town's two Cable Providers, Comcast and Verizon. We also operate a 4th cable channel, BXB-TV Government channel, for the Town of Boxborough. LCTV operating expenses are covered by an Intermunicipal Agreement (IMA). Resources are available to residents and town departments.

LCTV staff will provide technical assistance and/or training so that residents and town departments may utilize:

- Green screen studio for tv shows, telethons, photography projects, and more
- Podcast studio for conversational shows on Spotify, Pocket Casts, YouTube, & our channels
- OWL conference room webcams for hybrid meetings (restricted to town boards and committees meeting within respective town buildings)
- Cameras, tripods, microphones for off-site recordings
- iMacs with Final Cut Pro for editing video projects

Ways to become involved in LCTV Productions. Document events. If your student plays a sport or is involved in an activity, we invite you to be trained in using LCTV gear to document it for airing.

Outreach for your non-profit. If you belong to a non-profit organization, please send us a graphic (.ppt, .png, .jpg) with your organization or event details to air on our Community Bulletin Board (CBB).

Become a Video Vendor/Media Tech or Producer. A great way to stay in touch with what is happening around town is to be an LCTV Video Vendor/BXB-TV Media Technician. If you are interested in learning to use the broadcast production gear and cover any of the community televised meetings, please contact us at lctvstaff@littletonma.org

We encourage anyone who has an interest in becoming a producer, intern, or just learning some new social media skills to contact the studio at 978-540-2488 or lctv@littletonma.org.



Littleton Community Television Accomplishments for 2024:

Department-wide:

- Nick Casaletto joined the team as the new part-time program coordinator helping with the BXB-TV and the many non-broadcast meetings that needed processing and posting online.
- Podcast Studio built with many thanks to Scouting America Troop 20 Eagle Candidate Tom Glorioso
- Senior Center technical assistance for A/V multimedia systems

Littleton Community Television

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

Technical assistance provided for:

- EHS Highlights
- Littleton Common
- Small Town
- Straight Talk with George Sanders
- Rotary Carnival Promos
- Loaves & Fishes Quilt Raffle
- Quilts of Valor
- EHS Presents: Ukulele, Gardner Heist, AI ChatGPT
- Senior Follies Movie Fundraiser
- Storytime with Santa
- Photos with Santa at Holiday Bazaar
- Caregivers Practical Guide and Emotional Guide

Community Provided Programs:

- Dave Does Stuff
- Blessed Trinity
- Getting Healthy with Holly
- CBB slides from Library & PRCE

LCTV Education Channel (Comcast 22, Verizon 36) ...

LCTV Produced Programs:

- LPS Concerts (All Town Band, LHS Spring, LMS Spring, RSS Spring, LHS Winter, LMS Winter)
- LHS Senior Events (Graduation, Senior Awards, NHS Senior Recognition, Senior Parade, ...)
- LHS Football
- Flag Football Championships
- Scholarship Awards Ceremony
- NVTHS Basketball
- NVTHS Football
- LHS Basketball
- LHS Soccer Playoffs

Technical assistance provided for:

- Tigers Today Podcast
- Parker Charter School Soccer Photo Montage

Community Provided Programs:

- Vikings News Network
- Other shows from Nashoba Tech TV/Media

LCTV Government Channel (Comcast 9, Verizon 37/HD 2137) ...

- 172 broadcasted meetings
 - 55 non-broadcasted meetings processed and posted online
 - o36 using OWL; 19 Zoom virtual only
 - 2 Annual/Special Town meetings (plus 3 pre-town meeting shows)
 - 2 PSAs: Beat the Heat & Cemetery Commissioners
 - LELWD – 4 Public Forums, 1 Water Line Extension Info Session, Several Watts & Drops Episodes
 - Election Coverage: Candidate Spots, From the Clerk's Desk, Candidates' Night
 - Center at Shattuck Street: Groundbreaking & Topping off Ceremonies, plus live feed on YouTube
 - Specials: MBTA Communities, AHT Aging in Place, BOH EEE emergency, Climate Change Forum
 - Town Events: LFD Chief Clancy Retirement, Memorial Day, Veterans' Day
- ### BXB-TV Government Channel (Boxborough Comcast 9, Boxborough Verizon 39) ...
- 78 broadcasted meetings
 - 1 Annual/Special Town meeting

BXB-TV Event Channel (online only) for special events and non-broadcasted recorded meetings

- 9 non-broadcasted meetings processed and posted online
 - Specials: League of Women Voters, Mass DOT Rt 111 Bridge Info Session
 - FSBC site visits and tours of LFD and BFD
- Find BXB-TV on demand at: cloud.castus.tv/vod/boxborough

LCTV's Photography Services for Littleton and Boxborough–

- Candid photos at several community events: LFD, BFD, & LPD Open Houses, LPS Retirement, LWD Ribbon Cutting, Tree Lightings, Apfelbaum Memorial Service at Fay Park, Perkins Woods Ribbon Cutting, Old Box Village Charrettes, Craft Food Hall, and many more...

Littleton Community Television

- Formal Profile Photos for Littleton Police Department
- Group photography and Photoshop processing for Town Hall Department Calendar Project



LCTV Future Growth

As more residents “cut the cord” from Cable Providers, our major source of funding, LCTV is being asked to provide more with less funding. Residents are requesting more government transparency. They also desire hyper-local news as we’ve experienced the loss of Community Newspapers. In planning for the future, we are looking for new ways to fund the department’s services to continue broadcasting Government meetings, their processing and web hosting. We want to continue photography services, the newly launched Podcasts, and other Community outreach services that fall outside the realm of traditional cable TV. Please remember who provided you with all local news and information during COVID19 – LCTV and BXB-TV.

Contributors:

Mark Crory, Executive Director
Kirby Dolak, Production Supervisor
Judy Reid, Production Coordinator
Nick Casaletto, Program Coordinator



| Ways to Find LCTV: | |
|--|---|
| Comcast Channels Public 8, Education 22, Government 9 | Verizon Channels Public 38, Education 36, Government 37/HD 2137 |
| LCTV on demand cloud.castus.tv/vod/littleton | LCTV on YouTube (Please Like & Subscribe) https://www.youtube.com/c/lctv01460 |
| LCTV on Spotify  | LCTV on PocketCasts  |
| Photos Town of Littleton MA's Flickr account https://www.flickr.com/photos/160614032@N07/albums/ | LCTV on Facebook https://www.facebook.com/LittletonCommunityTV |

Parks, Recreation and Community Education



PARKS, RECREATION, & COMMUNITY EDUCATION



Parks & Recreation Commission:

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

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

Meetings are generally held on the second Tuesday of every month in the Community Room in the Littleton Police Department at 6:30pm. The meetings are held in person but offer an online link for public accessibility. These meeting are also recorded and rebroadcasted by LCTV and available on LCTV in demand.

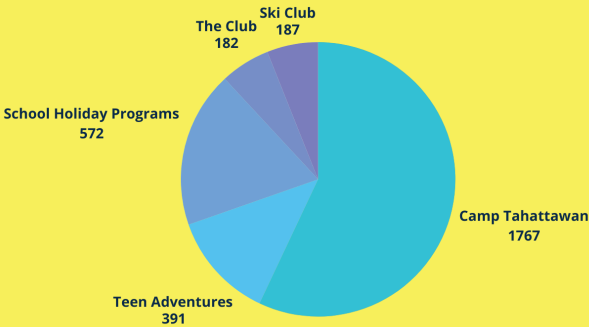
The Park and Recreation Commission members for 2024 concluded as: Solomon Marini, Chair; Peter Church, Vice-Chair; Scott Brown, member; Kevin Mitrano, member; and Kathryn Jacobsen, member.

Parks. Recreation and Community Education



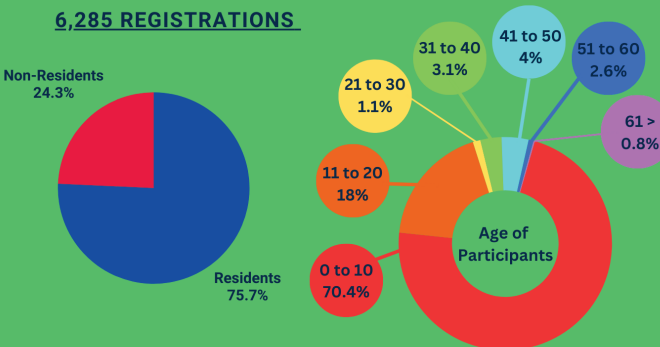
PRCE RAN 454 PROGRAMS IN 2024

FY 2024 TOP 5 PROGRAMS
(NUMBER OF PARTICIPANTS)



FISCAL YEAR 24 STATISTICS

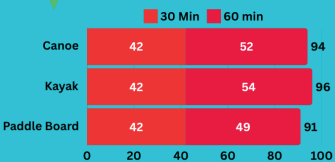
6,285 REGISTRATIONS



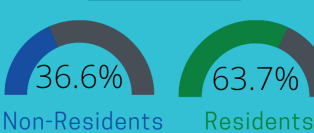
IN 2024 WE SERVED 46% OF THE LITTLETON POPULATION WITH OUR PROGRAMMING.*

*THIS DOES NOT INCLUDE SPECIAL EVENTS

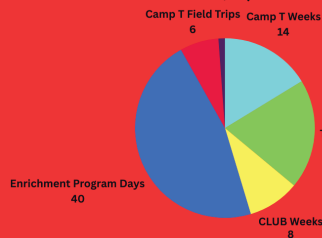
LONG LAKE RENTALS



LONG LAKE SEASON PASS HOLDERS



YOUTH SCHOLARSHIP FUND
Total amount funded = \$18,803.00



HOLIDAY HELPERS

- 27 Littleton families enrolled
 - 61 kids enrolled
- 721 requested items fulfilled
- Total amount of donated wants and needs given away: \$28,995.80

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

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

Major Departmental Operations:

In 2024 PRCE's organizational chart included: the PRCE Director, Assistant Director, Recreation Supervisor, two Program Coordinators and an Office Coordinator. Our seasonal employment increased in fiscal year 2024 due to increased registration in our overall summer programming. Historically, we have employed around 75 seasonal staff members, but this summer the number rose to nearly 90. About 40% of our seasonal employees are teens and college students that still live here in Littleton. That provides an economic benefit of about \$174,525 of the revolving fund wages going towards employing Littleton residents.

During the school year, our seasonal staffing drops significantly to fewer than 10 employees, primarily supporting the CLUB afterschool program and the preschool program, which runs from September through June.

Since the implementation of the revolving fund, all seasonal, full-time, and part-time positions focused on programming are funded through revolving fund wage lines, including their benefits. The Director's and Assistant Director's salaries, as well as benefits, along with half of the Office Coordinator's annual salary, are paid through the Town of Littleton's General Fund.

Parks. Recreation and Community Education

Park and Facility Renovations:

In the 2024 calendar year there were a renovations that either took place or were started and are still in the process of completion.

In May 2024 we were awarded a grant from the Doug Flutie, Jr. Foundation for Autism to obtain a communication board for Castle in the Tree. "Individuals with autism and other developmental delays commonly experience social deficits, which inhibit their ability to communicate effectively with others. Visual aids support a wide range of learners, including verbal, neuro-typical peers and promote inclusion of people with differing abilities. This communication board will support individuals in initiating conversations with peers, navigating social situations, and expressing themselves." We hope the addition of the communication board provides more inclusive and accessible opportunities at 300 King Street.



In June 2024 a permanent walk way was built to replace the main section of the seasonal access mats and allow access to those with mobility issues year round rather than seasonally. This project was also approved by the Conservation Commission and Disability Commission. Thank you to Highway for helping out with the curb connections and J. Scott Excavation for their hard work and beautiful job on the pathway.

In January 2024 the renovation of 36 King Street began with the intention to make it a home for PRCE and the Littleton Public Schools Central office. This renovated building will house the PRCE office, provide a new space for the CLUB, our afterschool program, and provide shared programming space and a theatre. The current completion date is projected for the end of June 2025.

At the 2024 October Special Town meeting the town voted to approve the supplemental funding to build new tennis courts at the Middle School and renovate Whitcomb ball field. By the end of December 2024 the Town had signed a contract with Activitas and has a tentative design with the timeline of all work to be completed by the start of fall 2025. This innovative plan allows us to efficiently rework the field space that we currently have to now fit enough space at the high school for soccer that elevates space issues that we had in the past. It also allows us to use the newly resurfaced High School courts as pickle ball space that we have been missing for a year due to the new Senior Center being built on the Town hall tennis court site.

Parks, Recreation and Community Education

Program & Special Event Highlights:

In 2024 PRCE ran 454 programs and served over 6,200 participants. This was a 16% increase in programming from last year. The department was also awarded a \$27,295 grant from United Way to help with the funding of our CLUB after school program. Lastly, the department was awarded the Massachusetts Recreation and Parks Association (MRPA) Agency of the year for program outreach, specifically for our Adult Recess program that was created by Jon Kazanjian in 2023.

The programs and events for 2024 included:

Special Events:

- Trunk or Treat
- Touch-A-Truck
- Holiday Helpers
- Ties and Tiaras Dance
- Egg Hunt/ Bunny Breakfast
- 3rd Thursdays (*May, June, July, and Aug.*)
- Oktoberfest

Aquatics:

- Long Lake Fishing Program
- Long Lake Community Sailing
- SUP Yoga
- Beach Yoga
- Boat Rentals

Youth Programs:

- The CLUB – Afterschool Program
- Youth Ski and Snowboard Club (SL, RSE, MS)
- Youth Ultimate Frisbee
- Early Release Field Trips
- February & April Vacation Programs
- Half-Day Field Trips (SL, RSE, MS)

2024 Touch-A-Truck



2024 Long Lake Community Sailing



2024 Ski Club



Parks, Recreation and Community Education

Youth Programs:

Afterschool Tennis Programs
Afterschool Multi-Sports Programs
S.T.E.A.M Afterschool Programs
Kid's Cooking Classes
Magic Workshops
Practice Preschool
Can you Dig-it?



2023-2024 CLUB- Afterschool Program

Adult Recreational Sports & Leagues:

Adult Basketball (indoor)
Adult Cornhole League
Adult Softball
Adult Flag Football
Adult Indoor Futsal
Adult Volleyball
Adult Recess
Adult Pickleball



2024 Adult Recess

Summer Activities:

Teen Adventures
Camp Tahattawan

- Camp T Preschool Day Camp
- Tahattawan Explorations (TX)
- Playground Program
- Counselor-In-Training Program

Weekly Sports Camps
(LEAP) Enrichment Afterschool programs
Counselor-In-Training Program
Mountain Biking Programs



2024 Camp T Summer Day Camp

Parks, Recreation and Community Education

Community Education: (Multigenerational)

- Arts & Craftsmanship
- S.T.E.A.M. programs
- Adult Fitness & Yoga
- Fun & Leisure
- Health & Safety
- World Languages
- Gardening & Cooking
- Resume Writing & Career Guidance
- Puzzle Clash



This past year PRCE put on eleven special events for the residents of Littleton. Oktoberfest, Trunk or Treat, Holiday Helpers Trivia Night, Ties and Tiaras Dance, Bunny Breakfast and Egg Hunt, Touch-A-Truck, Third Thursdays (May, June, July, and August). The PRCE department strives to provide special events for all ages and to the residents of the Littleton and surrounding communities. We hope to continue offering our special events throughout the years and are determined to stay innovative with creating new community-building events and ways to support these endeavors for the future.

School Year Programs:

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

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

One important area, during the school year, that we focus providing programming is on early release and half days, as well as, February and April School vacation weeks. There are 11 half days that occur throughout this calendar year. These are days when the kids are out of school by late morning, but parents need to be at work and need care for their children.

Parks, Recreation and Community Education

Summer Season:

The summer version of our Littleton Enrichment Afterschool Programs (Summer LEAP) had enrichment programs like Camp Invention, Theater of Creativity, and Challenge Island camps. The majority of the LEAP schedule focused on S.T.E.M. and outdoor sports camps. Additionally, this summer we offered archery, field hockey, soccer, basketball, football, lacrosse, track and field, volleyball, and multi-sports programs.

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

Our Teen Adventures program was based out of the CLUB house at 41 Shattuck Street this summer. The field trips were focused on outdoor experiences but included some new experiences like Level 99, TD Garden Tour, Woo Sox Game; and some great classic trips like surfing, Canobie Lake, and Boston Harbor Cruises.

Camp Tahattawan is the biggest program for the PRCE department and provides a week long day camp experience for children Pre-K through 5th grade. The camp has specialized program blocks in the areas of art, music, science, technology, and sports. On Fridays the whole camp goes on a fieldtrip or experiences a special event. The second week in August we have to leave Shaker Lane Elementary so the school can prep for the start of the new school year. Programming is still needed up until school starts so we offer a Playground Program which is an alternative to the field trip based Tahattawan Explorations program. This allowed families the option to let their children in grades K through 4th to have a safe and fun outdoor program experience without the travel of TX. The Playground Program was based out of 300 King (Castle in the Trees), Long Lake Beach, and the Clubhouse. We programmed out each day with structured activities and free play time. For the older kids Tahattawan Explorations provides youth with a field trip experience every day of the week and serves children in grades 4 through 8.

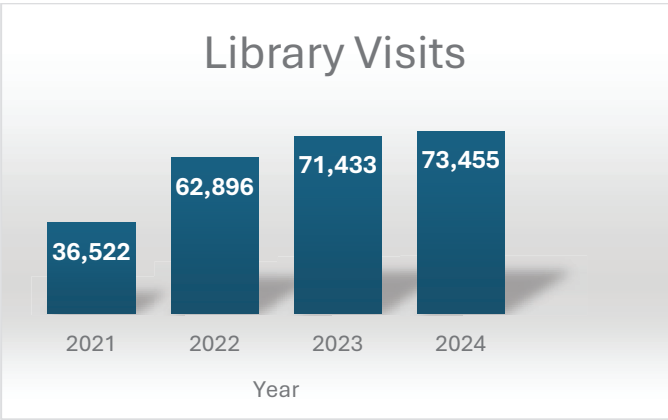
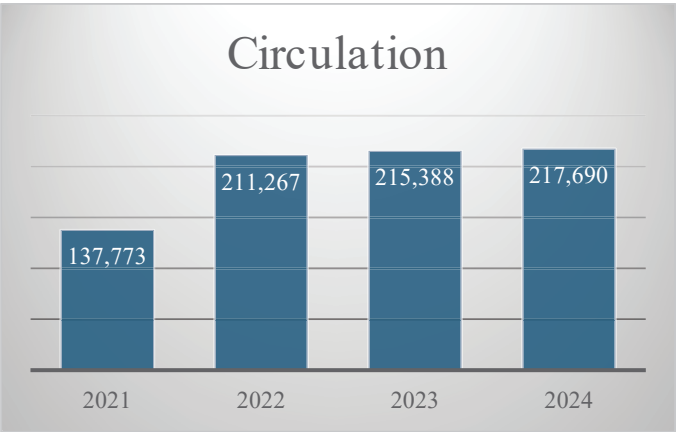
As always we'd like to thank all of the support and donations that we have had for the Holiday Helpers Program and the Youth Scholarship Program throughout 2023. Most notably the Littleton Rotary, the Mighty Oak Foundation, Denise Flaherty Pagacik Scholarship Fund, Acton Toyota, and the Littleton Paperstore.

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

Reuben Hoar Library

2024 Reuben Hoar Library Annual Report

We are thrilled to share our 2025 Annual Report, highlighting the remarkable growth, achievements, and impact of our institution over the past year. The library continues to be a vital hub for education, literacy, and community engagement, serving as a welcoming space for learning, creativity, and connection. Our dedicated staff, volunteers, and the Friends of the Reuben Hoar Library have worked tirelessly to expand our offerings, improve accessibility, and enhance the overall experience for our patrons. We remain committed to fostering lifelong learning and innovation while ensuring that the library remains a dynamic and inclusive resource for all.



Key Metrics

- Total Circulation & Collection Use: 217,690
- Total Program Attendance: 6,509
- Total Visitors: 73,455
- Total Holdings: 169,102
- Total Databases: 68
- Museum Passes: 21
- Audiobooks: 6,300
- DVDS/Blu-ray: 7,300
- eBooks: 300,000

Expanding Library Programs

In 2025, we placed strong emphasis on expanding our programming for children, teens, and adults. These initiatives have provided engaging, educational, and social opportunities for all ages, reinforcing our role as a cultural and learning hub.

Children's Programming

Our children's programs continue to inspire young learners, fostering early literacy and creativity. Through interactive Storytimes, craft sessions, and special events such as our Summer and Winter Reading programs, we have encouraged a love of reading and learning among our youngest patrons.

Teen Programming

Recognizing the importance of engagement for young adults, we have expanded our teen programming to include a Teen Advisory Board, Dungeons and Dragons programs, and hands-on STEM activities such as 3-D printing. These initiatives have provided a safe and enriching environment for teens to explore their interests, develop new skills, and build community connections.

Adult Programming

Our adult programming has continued to grow, offering a wide range of educational and cultural opportunities, including author talks, live music, book clubs, arts and crafts programs, adult board game nights, financial and gardening classes along with genealogy, and wellness seminars. These programs have fostered lifelong learning, personal growth, and meaningful community interactions.

Staff Development and Training

Our dedicated staff remains committed to professional growth and development, ensuring the highest level of service for our patrons. This year, staff members have undertaken a range of training programs, including CPR and AED certification, workshops on the role of artificial intelligence in libraries, advanced customer service training, and LGBTQ awareness education. By continuously enhancing their skills and knowledge, our team remains well-equipped to meet the evolving needs of our community with professionalism and inclusiveness.



Community Impact and Looking Ahead

Beyond providing access to materials and technology, we continue to be a space for collaboration, innovation, and personal enrichment. Our dedicated staff and volunteers remain committed to delivering exceptional service and expanding our offerings to meet the evolving needs of our patrons.

Looking forward to 2026, we are committed to expanding educational initiatives, fostering a deeper love of reading, and broadening our digital resources to better serve our patrons. We eagerly anticipate new opportunities to innovate and evolve, ensuring that the Reuben Hoar Library remains a center for lifelong learning, intellectual growth, and literary exploration.

In Appreciation

We extend our sincere gratitude to the Friends of the Reuben Hoar Library who support all our programs, especially children and teen programming. For the twenty museum passes their support provides to our patrons every year. Also, for their tireless work supporting the library through fundraising activities such as the Book Sale Room, two book sales, and Library Mini-Golf programs. Your enthusiasm and engagement drive our continued success, and we look forward to another year of growth, innovation, and community enrichment.

We'd also like to say goodbye to some of the staff which left us this year, including Jeanne Sill for her many years of dedication and service to the library. She will be missed for all she brought to us and the many children she helped to educate throughout the years.

This year we also welcomed some new staff, including Abigail Keohane and Karla Whittaker, to our Circulation department.

We are incredibly proud of the accomplishments and impact the Reuben Hoar Library has had over the past year. Through dedication, perseverance, and a shared commitment to excellence, we have continued to serve as a pillar of learning and community engagement. As we move forward, we are eager to build upon this success, embracing new opportunities and challenges to create an even stronger future for our library and those we serve.





Superintendent's Report

Superintendent's Report 2024

Littleton Public Schools is excited about the potential of building a better Shaker Lane School. Since being accepted into the Massachusetts School Building Authority's (MSBA) "Building With Us Program," we have worked diligently through their collaborative process to create a plan and design for a new school for grades PreK-2. If approved by the Town of Littleton, this project will be funded with support from the MSBA and the Town of Littleton.

Throughout 2024 many staff members came together for visioning, programming, and planning sessions in which we designed a new PreK-2 school that allows for authentic, engaging, and collaborative learning experiences for our youngest learners. The Shaker Lane School has provided a warm and welcoming place for our students to begin their educational journey in Littleton; however, education and our learners have changed significantly since 1961, when Shaker Lane first opened its doors to students. In the chart below, you can see comparisons between traditional and modern schools. Our Shaker Lane building is set up to be a traditional school, while our educators are utilizing teaching strategies that align with 21st-century learning, as depicted in the modern school column.

We will continue to provide updates and gather feedback from our community throughout the process. There are many discussions and decisions that need to be made as we continue through the different phases of the project. We are committed to replicating the warmth and fond memories that much of our community has of Shaker Lane School in the new building! Public discussions and votes will be required for this project as it continues. Please keep an eye out for information as the building project progresses.

In addition to the Shaker Lane School Building Project, our district has had another successful

year. Between rigorous curriculum and coursework, athletic activities, theatre productions, music concerts, art shows, student work exhibitions, family events, changing regulations, and much more, our students, staff, and families have been quite busy throughout the year!

One of the ballot questions from the November 2024 election centered on MCAS and the connection of MCAS to high school graduation. To graduate from an MA public high school, students must successfully attain a competency determination and complete local graduation requirements. Previously, the Department of Elementary and Secondary Education (DESE) designated a student's competency determination through earning a passing score on the required MCAS assessments in English Language Arts, Math, and Science. However, this has now changed due to the results of the November ballot questions.

As a result of the November ballot question #2, the MCAS is no longer a way for students to demonstrate competency determination to graduate from high school. As such, it is now a local decision and responsibility to determine competency determination requirements. Please see below the competency determination requirement that the Littleton School Committee voted upon and approved.

The satisfactory completion, by earning a passing grade on the coursework listed below, will serve as the student's competency determination (CD) as defined by the Massachusetts Department of Elementary and Secondary Education.

- English 10 or equivalent or higher, and
 - Algebra I and Geometry, or equivalent or higher, and
 - Biology or Physics or Chemistry or Technology and Engineering, or equivalent or higher
- Achieving CD means completing coursework certified by Littleton Public Schools, which shows mastery of the skills, competencies, and knowl-

Superintendent's Report

edge contained in the state academic standards and curriculum frameworks.

To earn a diploma and graduate from Littleton High School, a student must earn the competency determination as stated above and complete the local graduation requirements. While this law change means that MCAS is no longer tied to a high school diploma, MCAS is still tied to the district's performance at the state level. The MCAS results are also helpful to students, families, and educators in determining how their students are performing compared to state standards and their peers.

Analyzing student achievement data informs our curricular decisions and supports targeted individualized instruction within our classrooms. Each year, our administrators and educators consistently focus on data analysis to monitor individual student and sub-group academic growth. We do this analysis with the use of MCAS, MAP Growth, and a variety of other diagnostic tools.

The 2024 Grade 10 MCAS data demonstrates how our students are working hard to meet the rigorous state standards set forth by the Department of Elementary and Secondary Education. On the 2024 Grade 10 ELA MCAS, 66% of Littleton students were Meeting or Exceeding Expectations, with 10% scoring at the Exceeding Expectations Level. On the Grade 10 Math MCAS, 66% of Littleton students were Meeting or Exceeding Expectations, with 19% scoring at the Exceeding Expectations Level. On the STE (science, technology, engineering) MCAS, 71% of Littleton students were Meeting or Exceeding Expectations, with 26% scoring at the Exceeding Expectations Level. Our administration and educators continue to be involved in detailed and extensive data analyses of the spring 2024 MCAS results and incorporate key findings as our students continue to grow and learn.

In addition to our commitment to academic achievement, we emphasize student wellness

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

Our district continues to enhance our curricular programs and instructional practices to advance student achievement. High-quality curricular materials and universally designed instructional practices are essential to support student learning. Our curriculum review process affords us the opportunity to review curricular materials every five to six years, ensuring that they remain current, inclusive, and are high-quality resources. This year, our elementary educators are working diligently and incredibly hard to implement a new literacy curriculum called Wit & Wisdom. This year, we successfully updated curricular resources for grades 6 through 12 in the History and Social Sciences and World Language departments, after completing those curricula reviews last spring. This year, we are reviewing our grades 6-12 math curriculum and grades K-12 health and wellness curriculum. We look forward to completing these reviews and providing updated curricular materials tailored to meet all students' needs.

Access to quality professional development and learning is essential in providing staff with opportunities to keep abreast of best practices and fostering an environment that is committed to excellence. Our school district continues to embrace the importance of staff development at the district, school, and individual levels. Over the past summer and fall, staff engaged in opportunities to educate themselves through individual coursework on a variety of topics, including Universal Design for Learning, Shel-

Superintendent's Report

tered English Immersion, Strategies related to Student Anxiety, Technology and AI Impact, Creating Digital Projects, Vocabulary Development, Immigrant Families, Literacy Instruction, Trauma-Informed Teaching, and much more. As we continue throughout the year, we continue to support learning for all learners, including our staff. As a district, we continue collaborating with neighboring districts to learn and enhance our practices.

District-wide upgrades in technology remained a key focus throughout the year, providing upgrades to technology and infrastructure tailored toward effective teaching and learning. In addition to the typical upgrades and updates, our instructional technology staff have played a vital role in discussing AI in education. As we all know, it is a rapidly changing world, and technology is a leader in making changes. Our technology department, with other instructional staff, continue to learn, evaluate, and create guidelines for the safe use and implementation of updating technology. We are fortunate to have a dedicated technology team that is consistently working on improving our systems while supporting the district within a changing landscape.

Budget considerations continued to be a focus throughout the year. When preparing our FY26 budget request, we were mindful of the town's request to minimize cost increases. As a result, we submitted a budget that minimized cost increases and allowed us to continue providing quality programming for all students. I would like to thank our staff, administrators, and School Committee for their hard work and dedication in ensuring our students continue to be well supported. I also want to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Thank you for your continued support of our

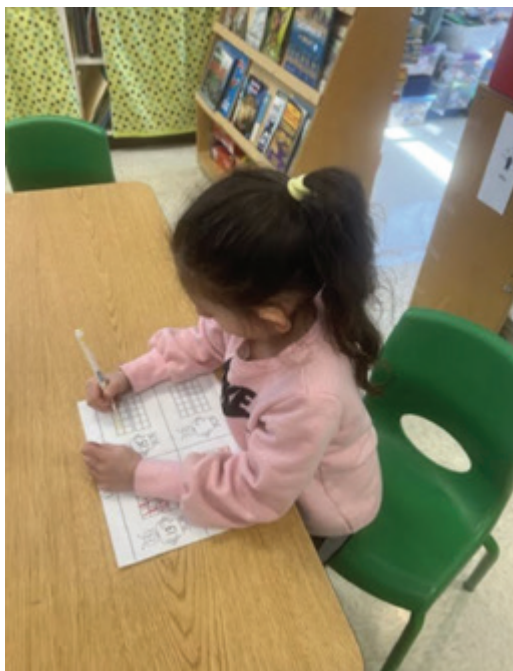
schools and district. We are looking forward to a strong finish to the school year!

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



Shaker Lane School

The Shaker Lane School, serving grades PreKindergarten through Grade Two, is the first stage of a child's educational experience in the Littleton school community. Our primary goal is to provide a nurturing, inviting, success-oriented environment that meets the cognitive, emotional, social, and physical needs of the whole child at their 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 so-



ciety. Our dedicated staff provides quality-learning experiences for all members of our school family within a caring environment, setting high expectations for achievement, behavior, and social interactions.

Shaker Lane houses the integrated PreK program for three and four-year-old children. We currently offer two half-day programs for mixed-aged three and four-year-old children and one full-day program for mixed-aged three and four-year-old children. Our morning half-day program runs

Monday - Friday from 9:00 am - 11:30 am and our afternoon half-day program runs Monday - Thursday from 12:00 pm - 2:30 pm. We continue to offer our PACE (Personalized Academic and Comprehensive Education) program, which is a highly specialized special education program designed to comprehensively address the needs of students with developmental, neurological and cognitive impairments. The preschool PACE program provides opportunities for highly structured direct instruction as well as inclusion in our integrated preschool programs, determined by goals developed and needs identified by each student's IEP Team. All our PreK classrooms provide secure, inviting success-oriented environments that meet the cognitive, emotional, social, and physical needs of the whole child at their level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social, and motor skills. Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Each child is provided with open-ended curriculum activities where they can experience success as they learn and develop at their own rate.

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

Social and Emotional Learning is a focus at Shak-

Shaker Lane School

er Lane that we re-evaluate each year. We are dedicated to providing instruction and interventions that target the needs of our students. We continue to evaluate the supports we currently have in place for students and are exploring other ideas to help children strengthen the social and emotional needs we are experiencing. The HEART Program which encompasses Honesty, Effort, Acceptance, Respect, and Taking Responsibility continues to be the moral code we thread throughout our day. These ideals are a clear representation of what we believe in as a school community. Our staff continues to instruct students with the Second Step program. This evidence-based curriculum incorporates lessons on skills for learning, empathy, emotion management, and problem-solving. We are in our second year of implementing a trimester block of time each week for students to be exposed to additional social-emotional learning with one of our Unified Arts Teachers. These lessons help students understand and manage their emotions, feel and show empathy for others, estab-



lish healthy relationships, set positive goals, and make responsible decisions.

This year, we are working to incorporate a variety of culturally responsive experiences for students. In the fall, we had our second annual Cultural Fair. This event stemmed from a Community, Culture, and Diversity survey we

conducted in the Spring of 2023. Through this survey, we learned about what cultural experiences our families were interested in our school recognizing. This year we offered families at the Russell Street School to join us in this celebration. We had over a dozen families share their culture with our school communities. Expanding on our VR Goggle experiences to certain locations around the world, plus-plus blocks to replicate flags around the world, and the opportunity for families to say hello in their language we collaborated with Eloquence Dance Centre and local families where students performed an Irish Step and Bollywood Style dance. These two performances were the highlight of the night and created a wonderful representation of our community's culture. School administrators continue to select a book a month to read to classrooms that focus on a variety of diverse topics. Throughout the year, we look forward to exploring other diverse experiences for our students.

Our Community Meetings continue to focus on HEART. Each year we focus our Community Meetings on ways we can help the communities in and around Littleton through compassion projects. This year we partnered with Tackle Hunger's Souper Bowl of Caring and Loaves and Fishes to collect canned goods. In two weeks, we collected over 350 cans to help our community. Our compassion projects reinforce ways students can be contributing citizens in our community.

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

We continue to support a foundational reading approach that incorporates Foundations as our

Shaker Lane School

phonics program and Heggerty as a phonemic awareness curriculum support. After an extensive ELA curriculum review, the district decided to bring on the knowledge building curriculum Wit and Wisdom. This program builds students' knowledge of a topic providing a leveled base of information to help support reading, writing, and comprehension. The district has provided professional development through Great Minds, collaboration with other districts who have been implementing the program, and time to prepare for lesson implementation. We continue to assess students three times a year through an Early Literacy Screener in grades K-2 as well as MAP testing in Grade 2.

In Math, Shaker Lane continues to implement the Into Math curriculum in grades K-5. We continue to discuss best practices for this programming which includes professional development through Lesley College. Assessments in grades 1 and 2 indicate another strong year of progress and mastery of skills with this programming in place. This year, the district introduced a math fluency program called Reflex, which is available to all second-grade students to help them prac-



tice their math facts. In the coming years, we will evaluate the effectiveness of this program.

Some of our Professional Development sessions this year included:

- ELA Wit & Wisdom Program
- Curriculum Mapping
- Various Staff-Led PD Session

The Unified Arts Program continues to be an important part of the curriculum at Shaker Lane. The hiring of a full-time Music Teacher and full-time Physical Education Teacher has allowed us the opportunity to expand our offerings for students. Our PE teacher continues to consult with the district's Adaptive Physical Education Teacher to offer an Adaptive PE class to our PACE classroom. Students in our PACE classrooms have the opportunity to join their regular education PE class as well as their Adaptive PE class where they are able to find success at their own pace. This year our Music Teacher has extended invitations to families to come into their child's music class and play the instrument they are an expert in. This has been well received by families with close to 10 participants taking part in this offering. This has proved to be a worthwhile experience where our students are receiving rich and meaningful experiences in these areas. The Shaker Lane School was accepted into the Massachusetts School Building Authority's funding program in 2019. The MSBA is a program that provides funds to school districts across Massachusetts to help offset the cost of renovating or building a new school. At the Town Meeting in October of 2024, the Shaker Lane Building Committee presented the project overview. The SLBC has completed their Feasibility Study and voted for the building of a new school on the current Shaker Lane School property. They have offered multiple tours to town residents and held a coffee and information session at the Senior Diner in January. The SLBC will present again at the Town Meeting in May. Prior to the Town Meeting, in the fall, where a vote will be taken to move the project forward, the SLBC will continue to share information with town residents informing individuals with the project updates. At any time should a resident desire to

learn more about the project, please visit the

Shaker Lane School

school district's website to connect to the building project's site: <https://sites.google.com/littletonps.org/shaker-lane-school-project/home>.

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

Respectfully,
Michelle Kane
Principal

Russell Street School

Russell Street School, serving students in grades three through five, is the second stage of the child's educational experience in Littleton. Providing a bridge between the primary school experience and middle school, RSS is committed to creating a rigorous academic environment while fostering the social and emotional growth of each child. Our standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the creativity within each child. With an enrollment of approximately 373 students, we currently have six third grade, six fourth grade and six fifth grade classrooms with an average class size of approximately 21 students per classroom. The RSS team is comprised of a dedicated group of individuals including professional and support personnel to meet the needs of all of our students. We work closely with the Concord Area Special Education Collaborative (CASE) and provide space for one classroom of students.

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

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

PreK-12.

The RSS staff is focused on providing the best education possible to all of our learners. We are currently in our first year of implementation for our new ELA curriculum, Wit and Wisdom. Teachers have participated in professional development and have spent considerable time planning and preparing for the knowledge building lessons in Wit and Wisdom. Russell Street School educators also continue to focus on Universal Design for Learning (UDL) to assist all students in their educational experience.

We have high expectations for all members of our community as both academic learners and citizens. Standards for conduct and learning are set high, and students are provided the support necessary to find success and build confidence in their academics as well as art, music, physical education and technology. Additionally, we have a very active library at RSS. RSS students also focus on STRIPE (Safety, Taking responsibility, Respect, Integrity, Perseverance and Empathy). This year, Russell Street School has implemented new STRIPE initiatives such as the Cafeteria Cup, Reflex Raffles, and brought back monthly school wide meetings. Each meeting focuses on a different element of STRIPE and brings the school together as a community.

We continue to closely monitor the social and emotional well-being of our students, and we continue to focus on social-emotional learning at RSS using the Second Step curriculum. More than ever before it is important for us to maintain an environment that fosters the social and emotional learning of all children. We are committed to focusing on diversity, equity, inclusion and belonging (DEIB) in our school community. Russell Street was grateful to be included in the Cultural Fair hosted at Shaker Lane this year. The school psychologist, school counselor, administrators, and educators are able to focus on the mental health and well-being of our students with specific attention to stress and anxiety.

Russell Street School

Russell Street School also values its partnership with organizations that help further the school's goals. The RSS PTA is a dedicated group of individuals who work hard to enrich the experience our students receive at school through funding a variety of projects and hosting family friendly activities. They coordinate with The Silver Unicorn Bookstore to provide successful book fairs for our RSS families. In addition, the PTA has generously funded many projects and initiatives to provide enrichment for our students. From bringing in guest teachers like Andrew Green from Potato Hill Poetry to field trips to school-wide enrichment activities, the PTA has been instrumental in maintaining strong programming for students. We value a well-rounded educational experience for the children of Russell Street School, and the PTA and our RSS families play a major role in helping us make this a reality.

We realize the importance of the role technology plays in providing students with the skills they will need to be successful in life and career. At Russell Street School, students learn the specific skills associated with using technology in an appropriate and respectful manner through our Digital Citizenship program. With a 1:1 Chromebook Program, students are able to practice skills in school and at home. Our STEM integration specialist has worked tirelessly with our technology department to teach and model the tools and programs that our teachers need to educate our students. Russell Street School also understands the value of being at the forefront of new and emerging technologies. Many faculty members are at the forefront of understanding how AI will shape the future for our learners. Students are also using virtual reality to extend and enrich their understanding of topics and concepts.

As educators, we are extremely fortunate to work in Littleton. In my first year as the RSS principal, I am grateful to be a part of such a vibrant

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

Respectfully,
Collin M. MacDonald

Littleton Middle School

Littleton Middle School believes that success in school means more than high grades and test scores. In addition to a rigorous academic program, we work to address the whole child by providing opportunities for students to explore personal and academic interests, connect with peers and adults to foster meaningful relationships, as well as develop the scholastic and social skills necessary for success in high school and beyond. We are committed to providing and maintaining a safe, welcoming, engaging, challenging, and well-rounded learning environment for all members of our learning community that is focused on growth and continuous improvement.

Who We Are:

- A learning community of approximately 371 students in grades 6-8.
- Each grade level team advances student growth in English Language Arts, mathematics, science, social studies, world language and special education, as well as our Unified Arts team that teaches health, physical education, computer education, art, and music to students in all three grades.
- The entire student population is supported by educators working with each other to provide additional opportunities for growth in literacy, mathematics, organization, and special needs instruction: English Language Learning, speech/language therapy, occupational therapy, Literacy Lab, and Math Lab.
- We offer our students a wide variety of extra-curricular clubs and athletic programs that allow them to develop and apply new knowledge. We also provide a variety of opportunities for students to become active and supportive members of their school and local communities through programs such as student council, National Junior Honor Society, and Project 351.
- Students have opportunities to explore their musical, artistic, theatrical and technical talents through theater productions such as Newsies Jr, regular band concerts, and other artistic demonstrations.

Overall Performance:

- Our middle school students continued to demonstrate strengths and growth in all major content areas this year:
 - o Reached “Meeting or Exceeding” Status on our DESE School Report Card for overall growth.
 - o Recognized again by US News as one of Massachusetts’ top middle schools.
- We maintained our status as a New England League of Middle Schools “Spotlight School,” and one of only six schools in the state of Massachusetts to earn that distinction.
- Our educators cultivate a culture of success and belonging through their commitment to the implementation of Universal Design for Learning (UDL) in their lessons and assessments, our weekly advisory program, after school help, clubs and numerous other actions that help everyone at LMS to engage and invest in their personal and collective progress.

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

Respectfully,
Jason D. Everhart
Principal



Littleton High School

As we reflect upon 2024, we see again that Littleton High School experienced an active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

Littleton High School serves students in grades nine through twelve and is accredited by the New England Association of Schools & Colleges (NEAS&C). With ten school-based and over twenty-five available online AP Courses, Littleton High School had 50 AP Scholars (15 Scholars with Honor and 12 Scholars with distinction) in May 2024.

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

Boston Magazine ranked Littleton High School among the top high schools (#7) in Greater Boston in August 2024. While we remain cautious with rankings and comparisons among schools, it is nice to be recognized as such a high performing school. We appreciate the outside validation of the quality of our high school, and the dedicated efforts of so many to offer an outstanding educational experience.

Facilities Upgrades and Campus Projects
A new concrete walkway and patio near the Main Entrance was installed in the summer. The VESDA fire prevention system was upgraded in the Auditorium. New flooring for six classrooms was installed in the World Language wing. The

cafeteria obtained a new stove and steam kettle. A new A/C/ unit was installed in the technology network and server room. As part of a district-wide upgrade, LHS received new handheld portable radios. The Class of 2024 provided new picnic tables as their Class Gift.

The town-wide Music Concert featuring student musicians from grades 5-12 took place on February 5. This year's Spring Musical featured *Seussical*, which ran March 22- March 24. The LHS Band, Chorus, Jazz Band, Guitar Class, and Art Program hosted a wonderful Spring Concert and Art Show on May 9. LHS hosted 18 students and 2 teachers visiting from Valladolid, Spain October 16-October 28. The Band performed at its annual Suites and Sweets event on November 7. LHS Drama performed the play *The Man Who Came for Dinner* from November 22 to 24. The LHS Band and Chorus showcased their talents once again at the annual Winter Concert on December 4.

As part of his annual Athletic Update, LPS Athletic Director Mike Lynn reported, "The 2023-2024 school year marked another successful year for the Littleton High School Athletics Program. In all, we won 5 League Championships, 3 District Championships, and 2 State Championships. We also saw our participation numbers hold steady with 291 of our 489 students playing at least one sport equating to a 60% actual participation rate and we had 614 total participants in our programs."

"The 2024-2025 school year is off to an excellent start as well. At the time of writing this entry, we've already won League Championships in Girls' Soccer, Girls' Basketball, and Boys' Ice Hockey. Additionally, we've won another District Championship in Boys' Cross Country. Lastly, our participation rate continues to hold steady and we're hoping to meet or exceed last year's mark."

The annual LHS College Fair on March 20th

Littleton High School

included an array of college admission representatives to appeal to the varied interests of LHS students. The Junior/Senior Prom was held at Mechanics Hall in Worcester on April 26th.

New England Association of Schools and Colleges (NEASC) Collaborative Conference, April 10-11, 2024

A team of five members, assigned by the Commission on Public Schools to Conduct a Collaborative Conference Visit, made their official visit to Littleton High School in April 2024. This conference focused on reviewing LHS's alignment to NEASC Standards: Learning Culture, Student Learning, Professional Practices, Learning Support, and Learning Resources.

The visiting team spent two days conducting their visit; reviewed the school's self-reflection documents, which had been prepared for the examination; met with administrators, teachers, other school and system personnel, students and parents; and, observed classes to determine the degree to which the school aligns with the Standards for Accreditation. The team also reviewed the proposed priority areas for the school's growth plan to be developed as part of the Accreditation process.

The Commission on Public School, at its June 24, 2024 meeting, reviewed the report from the Collaborative Conference Visit and voted to award Littleton High School continued Accreditation.

Littleton High School is committed to student learning, a caring environment, and educational excellence. As part of an annual review and follow-up to the Collaborative Conference report, the LHS School Leadership Team and School Council will update and attend to our School Improvement Plan goals for 2024-2027. The following lists some areas of note

- Develop methods of assessing what proficiency looks like for each aspect of the vision of a graduate and develop and implement a for-

mal process to assess and communicate each learner's progress toward achieving the vision of a graduate

- In line with the LPS Curriculum Renewal Cycle, complete all curriculum maps in a common format for all courses in all departments across the school

- Provide more common planning time and interdisciplinary opportunities for teachers as they examine student work, review curriculum, adjust instructional practices, and fully assess the vision of a graduate

- Develop more community partnerships to increase internship opportunities

- Update the school improvement plan to include priority areas around the vision of a graduate, curriculum, and common planning time

- Develop and implement a well-designed, clearly communicated, and documented Multi-Tiered System of Support (MTSS) framework at LHS that further supports students academic and social-emotional learning.

Traditional senior events and spring banquets filled our evening calendar in May. The seniors took their traditional final trip together on May 28 and enjoyed the ferry ride and day at Oak Bluffs, Martha's Vineyard.

The Class of 2024 graduation took place three days later on Friday, May 31. We are especially grateful to the Littleton Scholarship Trust which awarded generous college scholarships to graduating seniors and alumni.

In closing, we express our continual gratitude for the service of all our leadership team and School Council members who gather each month to discuss and make plans in key areas: Curriculum, Instruction, Assessment, Technology, Professional Development, Community/Communication, and Climate/Culture. We are also very appreciative of the PTA (Parent Teacher Association), LEF (Littleton Education Foundation), LABA (Littleton Athletic Booster Association), and Littleton Drama & Music Boosters who continue their gener-

Littleton High School

ous support of initiatives at LHS.

As always, we appreciate the support of our community in making Littleton High School a great place to learn, grow, and prepare for life beyond school.

Respectfully submitted,

John M. Harrington, Ed.D.
Principal



Cemetery Commission

The Littleton Cemetery Commission is responsible for the stewardship and management of Westlawn Cemetery and the Town's Old Burying Ground. The daily operations and care of these sacred spaces are carried out by a full-time Cemetery Superintendent and Assistant Cemetery Superintendent, as well as a seasonal staff member, all appointed by the Commission.

The year 2024 brought continued progress for the Commission and our department as we remained committed to providing the highest level of service to the community. Throughout the year, our staff maintained the cemetery grounds and administrative facilities while ensuring respectful and compassionate service to those visiting or seeking assistance. A total of 43 burials were performed (27 full burials, 16 cremations).

One of the most significant milestones of the year was the completion of the first phase of cemetery expansion around the Sullivan Loop at Westlawn. This project added much-needed grave spaces within the newly developed acre of land surrounding the Loop to meet the growing demand for burial lots. These newly developed grave spaces became available for public purchase on October 1st. The completion of this phase marks an essential step in the long-term expansion of Westlawn Cemetery. This and all future expansions are possible thanks to a generous land bequest from the estate of Charlotte Hartwell in 2017.

We are pleased to report that historic gravestone preservation efforts continued in 2024 at Westlawn Cemetery, with the third phase of conservation completed in the early summer. A total of 18 historic monuments, dating back to the 18th and 19th centuries, were professionally cleaned, stabilized, and conserved by Fannin and Lehner of Concord, MA.

Phase Four began in August and is expected to conclude by the early summer of 2025. Approximately 20 more gravestones will be profession-

ally preserved during this phase. The Cemetery Commission remains dedicated to preserving these culturally and historically significant gravestones and is grateful for the continued partnership and support of the Community Preservation Committee and the Historical Commission.

Tree maintenance and removal efforts remained a priority for the department this year. Several hazardous trees were removed from the grounds at Westlawn, and additional pruning was completed to improve public safety and enhance the aesthetics of the grounds. Pollinator-friendly trees and shrubs were planted to replace those removed. The Commission will develop a tree care and management plan in 2025 to proactively protect the health of cemetery trees.

At a public hearing on August 19th, a new cemetery fee and service schedule was adopted, taking effect on October 1st. This update allows us to better meet operational needs and expand services to the community. Additionally, a new department canopy was acquired and is now available for families and funeral homes to use during services.

The administrative building received much-needed updates this year, thanks to the generous contributions of Chris Austerman, Brady DeCoste and Phil Peloquin of the Littleton Electric Light and Water Department. Their efforts included painting, installing new ceiling tiles, and upgrading lighting fixtures in the lobby. We are deeply grateful to Chris, Brady, Phil, and the Electric Light & Water Department for their hard work.

Additionally, the department secured funding from the Town in FY25 to obtain a formal conditions assessment of the administrative building, originally constructed in 1993. A Request for Proposals for this work was prepared in fall 2024 and is expected to be released in early 2025. Once completed, the conditions assessment will

Cemetery Commission

guide future improvements and maintenance efforts.

We were deeply saddened by the passing of John Shepple in August. John was a valued member of our department through the Town's Senior Volunteer Program and made a lasting impact on the beautification of Westlawn Cemetery. We extend our heartfelt gratitude for his dedicated service to the Town.

This year, we welcomed seasonal staff member Connor McNiel, who provided valuable assistance during the busier summer and fall months. His contributions helped ensure the smooth operation of cemetery services during peak times.

Westlawn Cemetery continued to serve as an important gathering place for community traditions. The cemetery was once again the site of the Town's annual Memorial Day ceremony, with volunteers placing flags on every military grave to honor our Veterans. The Boy Scouts also held flag retirement ceremonies at the cemetery throughout the year.

The Commission extends its sincere appreciation to Cemetery Superintendent Thomas Bailey and Assistant Cemetery Superintendent Ian Hefferman for their unwavering commitment to the care and management of Westlawn Cemetery and the Old Burying Ground.

We also wish to thank our Senior Volunteers David Jowers, George Miller, and Don Fidler for their ongoing support through the Town's Senior Volunteer Program.

A special thanks goes out to the Littleton Electric Light and Water Department, the Director of Public Works, Stephen Jahnle, and DPW Superintendent Steven Whitten for their assistance throughout the year. We also greatly appreciate the contributions of the Town's Veterans' Agent, John Boroski, and Susan Fougstedt.

As always, we remain committed to serving the community with care and respect. Please do not hesitate to contact our department with any questions or concerns.

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



Clean Lakes Committee

Committee Objectives & Evolution

The CLC works to preserve and improve Littleton's publicly accessible streams and ponds. Our town's surface waters have sustained residential development, manufacturing facilities and farms along their shores, accommodating recreational activities and beach facilities, while still providing shelter and sustenance to area wildlife. The impact of human activity has taken a toll on our ponds and streams, accelerating eutrophication and upsetting their ecological balance. The CLC employs conscientious lake management practices to rectify these conditions.

Through our affiliation with the Littleton Electric Light and Water Department (LELWD), we have undertaken projects that address the sustainability of our town's surface waters. We work toward improvements that will benefit all of Littleton's residents and encourage everyone to experience the pleasures of our ponds and waterways. Similarly, we seek the support of partners and stakeholders who recognize the importance of our work.

While the Littleton Light & Water Commissioner's financial support was foundational again this year, the CLC sought and received funding from multiple sources. We secured grants for major projects through the Community Preservation Committee (CPC). The Westford Healthy Lakes and Ponds Collaborative matched funding from the Water Commissioners dollar-for-dollar for projects at Lake Matawanakee/Forge Pond. Additionally, funds for an engineering study of drawdown improvements were contributed by the Friends of Forge Pond. The CLC also appealed to the Select Board to receive funds directly through the town this year and plan to partner with the Park and Recreation Commission to secure funds for Long Lake for FY 2026.

The CLC consists of 11 members, from lake association representatives and their alternates to at-large members. 2024 saw several personnel changes – predominantly with our Water De-

partment Liaison. The year started as expected with Matt Silverman assisted by Joshua Walsh. By May, Matt's promotion to Water & Sewer Superintendent and Joshua's increased workload brought us Assistant Conservation Agent Tim Pearson. His familiarity with environmental regulations and a facility with permits, forms and contracts proved an asset. His tenure will be short-lived however since Tim is expected to be promoted to head conservation agent in 2025.

Our meetings are open to the public and are usually held on the second Thursday of the month at 6:00pm. We have moved from the LELWD Operations Center to room 233 in the Elder & Human Services (EHS) wing of the Town Offices at 37 Shattuck St, where our meetings are recorded for LCTV and shared through a Zoom link. Meeting agendas and approved minutes are posted on the Littleton Town website.

News Items From 2024

OSRC Littleton's 2023 Open Space & Recreation Plan (OSRC) was completed this year. Prior to being published it was amended specifically to sound the alarm that we need a stronger focus on preserving our town's surface waters. Our ponds and streams needn't be purchased like conservation land – they are, of course already here. But they can be lost if they are neglected. They are as important to the character of the town and our quality of life here as any tract of land – perhaps even more so. They are “open space” unlike any other – as well as centers of recreation. And as aging water bodies, they will require more care and attention than we currently provide.

Invasive Plants & Floating Islands CLC annual budget has tripled in 2 years due to an unprecedented increase in invasive aquatic plants in Lake Matawanakee and Spectacle Pond, and the appearance of floating island-like masses of organic debris in Long Lake. The initial burst in aquatic growth occurred in 2023, as did the floating debris. While Spectacle Pond and Lake

Clean Lakes Committee

Matawanakee are linked and part of the Merimack River Watershed, the trend does not seem to be network wide. At Long Lake, part of the Concord River Watershed, this is the first recorded occurrence of stationary organic debris islands. They consist of decaying plant matter from the lake bottom that have become entangled in the lily pads 60-80 feet offshore near Elm Rd and Lake Shore Dr.

A New Funding Source Three CLC projects won support of the Community Preservation Committee this year and were approved for funding at the annual Town Meeting. Removal of the floating islands and eco harvesting at Long Lake, removal of invasive water chestnut in Doleful Pond and the relocation and extension of the path to the small craft launch at Mill Pond.

Hard Times for Funding Initiatives Westford's Healthy Lakes & Ponds Collaborative lost its requested funding through a failed override. This will jeopardize future joint projects at Lake Matawanakee/Forge Pond.

CLC Stakeholders Come Together Town Administrator Jim Duggan organized a CLC Stakeholders Meeting to alert town groups and committees of the funding needs of the CLC and the condition of Littleton's ponds and streams. Attendees included representatives from LELWD, Cons Com, Parks, Recreation and Community Education (PRCE), Community Preservation, Select Board and the Finance Committee. Jim announced plans for the town to begin funding the CLC in FY 2026.

CLC Calendar In addition to our Annual and 5-Year Budgets a CLC Calendar has been developed to better plan projects, secure permits, apply for funding and review our progress with stakeholders.

Chairman's Message Regulations were the year's greatest frustration. It defined the year. The CLC has always secured permits and au-

thorization for the work that it oversees. This year was no different. But this year regulations seemed to conspire against us. It started in 2023 with eco harvesting. There was a stipulation that no more than 100 cu yds of plants could be removed from Long Lake or Spectacle Pond. Lake Matawanakee held a separate permit with no such restriction. Curious. While 99 cu yds is a lot of debris, much remained in Spectacle Pond in 2023. And there wasn't enough funding that year to do a thorough job at Lake Matawanakee either.

This year the 99 cu yd restriction held for all three lakes, including the floating debris on Long Lake. Most of the floating islands were successfully removed and thankfully there were very few invasives in Long Lake. Not so at Matawanakee and Spectacle Pond – the remaining plants there will produce a bumper crop in 2025. In March we noted that the Orders of Conditions that permitted management of invasive and nuisance plants had to be updated and extended, then they'd be good for another three years. By May the Cons Com had extended the Orders of Conditions for mechanical harvesting. Except for Spectacle Pond - where permitting had to be secured through MassWildlife's National Heritage & Endangered Species Program, since Spectacle Pond is home to Blandings Turtles. Ayer's Conservation Commission had to sign off too, because a small part of Spectacle Pond borders Ayer. By the time all parties agreed it was August, long past the ideal harvesting date.

Reviewing this second disappointing season last fall, the CLC resolved that we should meet the challenge and secure permits that would allow a greater yield – a minor dredging permit would allow 5000 cu yds of debris per pond. Work started in October with the expectation that the minor dredging permit would be in place by spring 2025. We arranged financing for Spectacle Pond and Lake Matawanakee so that the proliferation of aquatic invasives could finally be arrested. Tim contacted David Wong

Clean Lakes Committee

at the Massachusetts Department of Environmental Protection for a Q&A about the permit application and came back with crushing news. It was unlikely that the permit would be granted before the fall of 2025 due to the time it would take to process.

It's conceivable that Lake Matawanakee and Long Lake could employ herbicides for a season, but with Spectacle Pond's proximity to a town well herbicides are not an option.

We will battle on – and succeed. –

Jon Folsom

Community Preservation Committee

The Community Preservation Act was adopted in Littleton on May 12, 2007. Since then, Littleton has raised over \$8m for open space protection, historic preservation, affordable housing, and outdoor recreation. Funds are raised through a 1% surcharge we contribute through our property taxes and other municipal funds contributed from the town (known as blended funds). The CPA statute also created statewide Community Preservation Trust Fund, administered by the Department of Revenue, which provides distributions each year to communities that have adopted CPA. Last year, we received \$148,344 from the state trust fund. These funds allow us to complete projects that might not otherwise be supported or financed.



Community Preservation Committee (As of 12/31/24)

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

| 2024 Revenue Allocations | Surcharge \$821,348 | State Match \$148,344 |
|--------------------------|---------------------|-----------------------|
| Open Space | 40% | 30% |
| Historic | 18% | 15% |
| Community Housing | 20% | 15% |
| Recreation | 21% | 15% |
| Administration | 1% | 0% |
| Undesignated | 0% | 25% |

| Projects Approved at May 2024 Town Meeting | Reserve Category | CPA Request |
|--|------------------|-------------|
| Historic Marker & Plaque Replacement | Historic | \$9,990 |
| Westlawn Cemetery Gravestone Preservation | Historic | \$9,950 |
| Cloverdale Phragmites Control | Open Space | \$27,300 |
| Land Acquisition and Preservation Support Fund | Open Space | \$30,000 |
| Clean Lakes Eco Harvesting in Long Lake | Open Space | \$27,000 |
| Clean Lakes Floating Island Removal in Long Lake | Open Space | \$50,000 |
| Clean Lakes Water Chestnut Harvesting at Doleful Pond (Newtown Hill Conservation Area) | Open Space | \$1,600 |
| | | |
| Clean Lakes Boat Launch Improvement at Mill Pond | Recreation | \$20,000 |
| 300 King Court Resurfacing | Recreation | \$32,110 |
| Long Lake Dock Replacement | Recreation | \$42,436 |
| Affordable Housing Trust Rental Assistance Program | Housing | \$90,000 |
| | | |

Historical Commission

The mission of the **Littleton Historical Commission (LHC)** is to preserve and maintain the unique history of Littleton. This manifests in many ways. The Historical Commission surveys buildings for historic significance, documents historic sites in the Massachusetts Cultural Resources Inventory System (MACRIS), develops historic Preservation Restrictions for specific buildings, and provides historic house signs and plaques for historic sites. We also respond to historic information requests from Town residents and committees, and collaborate with other Town boards on specific projects, among other activities. In 2024:

Historic preservation of 12 Robinson Road – As preservation, restoration, and rehabilitation of the historic farmhouse and barn at 12 Robinson Road continued, the LHC and our historic preservation consultant conducted several site visits to ensure that the rehabilitation work complied with the historic Preservation Restriction that we previously helped develop with Town Counsel. We also collaborated with the developer and Building Commissioner to find a way to preserve rather than demolish the historic barn.



Nagog Hill Orchard buildings – Members of the Orchard Working Group attended LHC meetings to discuss how the LHC could help document and preserve the buildings onsite as part of a future lease or sale of the orchard. None of the buildings are part of the Agricultural Preservation Restriction (APR), so they currently have no protection from demolition. The LHC and our historic preservation consultant researched the history of the main house, evaluated its architecture, and developed documentation which we submitted to the state MACRIS database of historic resources. Inclusion in MACRIS also can serve as a first step towards potential preservation of a building.



Durkee Farmhouse and Barn (260 Foster Street) – LHC held discussions with the Littleton Affordable Housing Trust (AHT), who owns the property, and the Building Commissioner to discuss potential options for joint affordable housing and historic preservation. The LHC and our consultant conducted a site visit of the buildings and provided documentation of the historic features as well as recommendations for historic preservation.



Historic markers – The LHC continued researching plaque manufacturers and their costs to provide new historic markers (plaques). We plan to replace several historic markers throughout Town that are old and have fallen into disrepair.

Historical Commission

The LHC reviewed proposed demolition permit applications pertaining to historic structures under the town's ***Demolition Delay Bylaw***. The Commission did not issue any demolition delays in 2024.

As it does each year, the LHC organized and held the Town's annual ***Patriot's Day Ceremony*** on April 19 at Liberty Square, with speeches from LHC and Select Board members, a musket salute by the Boxboro Minutemen, and a laying of wreaths at the monuments honoring the Minutemen of 1775 from Littleton and Boxborough who served in the Revolutionary War. The LHC also began preparations for a larger event in 2025 to honor the 250th Anniversary of Patriot's Day.

In addition, the LHC continued to support restoration of historic gravestones at ***Westlawn Cemetery***. We also continued discussions regarding the establishment of ***historic districts*** in Town.

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

Respectfully submitted by the Littleton Historical Commission,

Linda Stein, Chair
Rachael Robinson, Clerk
John Leger
Jonathan Liebowitz
Andrew Watt
Donna White

Conservation Commission

The Littleton Conservation Commission serves as the Town's agency for local environmental protection, enforcing the Massachusetts Wetlands Protection Act (WPA), as well as the Littleton Wetlands Bylaw. The Commission also provides stewardship to and manages over 1,000 acres of Town-owned conservation lands. The Commission is supported by the Conservation Agent and Assistant Conservation Agent.



The Commission reviews all state and local wetland regulatory filings as they are submitted. Public hearings are held, and site inspections are made to the respective properties.

Throughout the year, the Commission receives and reviews a steady stream of Applications.

Our work includes:

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

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

Stewards and volunteers are active in property and trail maintenance, boardwalk and kiosk construction, invasive plant control, wildlife preservation projects, and other activities that benefit Littleton's natural landscape. The Commission also holds Conservation Restrictions (CRs)

Conservation Commission

on 14 properties and owns 2 properties on which CRs are held by other conservation organizations. These CRs require annual inspections to confirm that they are in compliance with their respective restrictions and conditions, and more are currently being reviewed by the State.



Major 2024 accomplishments for the Commission and the Town included boardwalk construction at Cloverdale, Newtown Hill (Williams Trail) and Oak Hill (Sanderson Esker Trail). With the help of LCT, the Trail Crew and volunteers; construction of an ADA pathway from the Cloverdale parking lot to the beginning of the main boardwalk, and construction of an ADA viewing platform on the main boardwalk with the help of Jim O'Neil. The

town acquired Webster Woods Conservation Land which is now under the Care Custody and Control of the Conservation Commission. Invasive Species management continues across multiple Conservation Land properties. Invasive plant species management efforts were conducted at Cloverdale, Bumblebee Park, Mill Hill, and along Lake Shore Drive to control Phragmites, and at Brown's Woods to combat both Phragmites and burning bush.

The Amphibian Crossing Brigade program was conducted on Fort Pond Road and Oak Hill Road. During nighttime spring rains salamanders and frogs cross the roads to migrate to their vernal pool breeding grounds, with hundreds being killed by traffic. Over 35 dedicated volunteers helped cross 1000+ wood frogs, peepers, spotted salamanders, and the rare blue spotted/Jefferson complex salamanders.

Other events on Conservation land included:

- Friends of the Library Story Walks
- The annual Littleton Little Town Tree Hunt
- Eagle Scout and Girl Scout projects
- Townspeople continued to utilize the Yapp and Newtown Hill community gardens.
- Weed Warrior training continued in 2024 with several trainings.



Conservation Commission

At Long Lake Park and other conservation properties, the Conservation Trust’s bird box/habitat program, orchestrated by Trustee Dustin Neild once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows.

2025 Goals include:

- Maintain high level of responsiveness on regulatory matters.
- Continuing to educate the public about invasive species, through Weed Warrior trainings.
- Continuing the invasive species treatments across various Conservation Land properties.
- Build and provide more boardwalks on Conservation Land trails to provide safe access for trail users.
- Continuing coordination of the Amphibian Crossing Brigade.

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

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

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

Respectfully Submitted by the Commission:

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



Affordable Housing Trust Fund

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

2024 LAHT Accomplishments:

- Served cost-burdened residents in Littleton via the Littleton Rental Assistance Program (LRAP). During fiscal year 2024, expended \$36,250 in assistance to 15 households, providing up to \$250 monthly for rent assistance.
- Received a \$120,000 Housing Choice Grant from the Executive Office of Housing & Living Communities. This money will be used to issue Small Grants (up to \$7500) to qualifying household projects in Littleton for critical home repairs, enabling residents to remain in the community as long and as safely as possible.
- Collaborated with the Elder and Human Services, Building, and Planning Departments to promote and administer the Small Grants Program.
- Selected Habitat for Humanity as the developer for an affordable duplex at 119 Tahattawan Road parcel.
- Advanced due diligence for development of the Durkee parcel and secured Technical Assistance from Massachusetts Housing Partnership (MHP).
- Formalized a funding Grant Agreement with the Community Preservation Committee (CPC), as requested by the Littleton Finance Committee.

LAHT Funds:

As of June 30, 2024, the LAHT balance was \$1,039,986. The Trust’s primary source of fund-

ing is the Town’s Community Preservation Committee. The LAHT expects to expend a portion of these funds for the development of the Tahattawan and Durkee projects. FY2024 Revenue and Expenses for affordable housing initiatives:

| Revenues | FY2024 |
|---------------------|-----------|
| CPA Transfers | \$115,263 |
| Interest on Account | \$54,995 |
| Total Revenue | \$170,258 |
| Expenses: | |
| LRAP | \$36,250 |
| Consulting | \$987 |
| Tahattawan Project | \$223 |
| Durkee Project | \$9,324 |
| Total Expenses | \$46,784 |
| Net FY2024 | \$123,474 |

Affordable Housing Trust Members

Anna Jueston - Chairperson
Bartlett Harvey - Vice Chair
Anugs Michaels - Clerk
Marianne Heer
Susan Melander
Matthew Nordhaus
Mark Rambacher

Zoning Board of Appeals

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

- Rod Stewart
- John Field

Alternates: there are currently 0 alternates

In 2024, application fees collected by the board totaled **\$2,026.12**

Administrative Assistant: Lucia Pacitti

Expenses for the year were **\$1,342.16**. These expenses included Legal Ads, recording fees, postage, and other office supplies.

Respectfully submitted,
SHERRILL R. GOULD, CHAIRPERSON

The Zoning Board of Appeals (ZBA), hears and decides applications for special permits upon which the Board is empowered to act; the board hears and decides petitions for variances from the Zoning Bylaw, subject to criteria established by the State, appeals of unfavorable actions by the zoning enforcement or permit granting authority, and Comprehensive Permits.

During 2024 the board heard and provided decisions on the following petitions:

- Appeals: 0
- Special Permits: 0
- Variances: 4
 1. 82 Spectacle Pond Road, petition of Diane Bronder to allow the construction of a 2 car garage. Granted
 2. 10 Dogwood Road, petition of Eliza Woodbury to allow replacement of a garage. Granted.
 3. 26, 28 and 30 Cricket Lane, petition of Peter McAnespie to allow the demolition of an existing residence and construction of a new, single family dwelling upon 3 contiguous lots. Granted.
 4. 7 Checkerberry Lane, petition of Edward Legenza, to allow the construction of a 2 car garage. Granted.

BOARD MEMBERSHIP

Members:

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

Permanent Municipal Building Committee

2024 was a busy year for the PMBC, completing the HS Roof project and selecting contractors for the Senior Center and 36 King Street projects. During the year we lost one of our committee members, Brian Pasquale, who resigned due to conflicts with personal and professional obligations. Brian was instrumental in bringing the HS Roof project to a successful conclusion in the Spring of 2024. We also gained one member, Tim Harvey who brings his professional insights to the team.

Committee members:

| | |
|-----------------|------------|
| Stephen Moore | Chair |
| Bob Romily | Vice Chair |
| Mike Scadutto | Clerk |
| Bartlett Harvey | |
| Stacy Scott | |
| Tim Harvey | |



Senior (Shattuck) Center

2024 saw the majority of construction for Littleton's new facility, The Center on Shattuck. This 16,000 square foot, state of the art facility will be the future home of Littleton's Elder and Human Services department. Along with administration offices, Veteran Affairs services, and multiple exercise spaces. The facility will be equipped with a fully equipped kitchen and a large multi-purpose/dining room. The multi-purpose room will have the flexibility to subdivide into smaller conference rooms and also be utilized for pickleball activities.

Similar to the Library, the project delivery method is utilizing Construction Manager at Risk (CMR). The Construction Manager chosen for this project was Commodore Builders, who has been a trusted partner with the Town. Vertex Engineering is the Owners Project Manager (OPM) for the project.

The project is currently on time and on budget. Construction is scheduled to be complete in the spring of 2025 and the Town anticipates opening the doors to the Center on Shattuck in May 2025.



36 King Street

Following a successful vote at Annual Town Meeting, the Town and its OPM (Vertex) issued a Notice to Proceed to Classic Construction for the renovation of 36 King Street. The project scope is to renovate the previously purchased property to serve as the new location for the School Department and the Parks and Recreation Department. Scope of work includes (but not limited to) outfitting the basement for children services,



Permanent Municipal Building Committee

upgrading electrical, mechanical and plumbing systems, reinforcing structural elements, restoring the exterior siding, and installing a new roof. The project team has worked with both departments to utilize existing furniture to minimize the cost of furnishings. Classic Construction has been instrumental in identifying existing condition issues and presenting options to the town and OPM in order to maintain schedule and budget. Construction is scheduled to be substantially complete in late spring 2025 and the School and Parks and Recreation Departments will move from Town Hall shortly thereafter

Shaker Lane School Building Committee

Though not a PMBC project during the feasibility phase, three PMBC members serve on the SLS-BC: Steve Moore, Bob Romily and Mike Scaduto.

Thank you

to Marilyn Fedele who is our scribe and alternate historian.

We also acknowledge the great assistance and support received from: the Select Board, James Duggan, Ryan Ferrara, Lisa Montgomery, Dianne Dickerson, Michelle Reynolds, Laurie Cabral, Towns Clerk Diane Crory and Andrew Sammarco, Kelly Clenchy, Liz Tretiak and Kirby Dolak. Also, a separate acknowledgement and shout out/thank you to Kirby Dolak, and his team, for shepherding us through our Zoom meetings. Thank you also to our consultants and contractors including, but not limited to: The Vertex Companies (Bryan Fors), Commodore Builders, and CBI.

Respectfully Submitted by the Committee



Planning Board

Littleton Planning Board

The Planning Board is an elected board with five members, each member having a term of five years. The current Board and term expiration dates are:

| | |
|----------------------------|------|
| Jeffrey Yates, Chair | 2025 |
| Mark Montanari, Vice Chair | 2027 |
| Daryl Baker, Clerk | 2029 |
| Bartlett Harvey, Member | 2026 |
| Anna Hueston, Member | 2028 |

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

2024 HIGHLIGHTS:

- **MBTA Communities Multi-family Zoning:**

- + Public Workshop 3-19-24
- + Public Survey 4-1-24
- + Public Hearing 4-4-24
- + Zoning Proposal for MBTA Communities Bylaw Passed at the May 7, 2024, Town Meeting
- + District Compliance Application filed in July, with additional responses filed August
- + Littleton remains in “Interim Compliance” until final approval from the State

- **Marijuana Zoning Bylaw Amendment:**

- + Public Hearing 4-4-24, 8-1-24 and 9-12-24
- + Marijuana Zoning Bylaw Amendment Passed at the Oct. 29, 2024, Special Town Meeting
- + Work to further reduce the number of Marijuana Cultivation facilities in Town is scheduled in 2025.

- **Grants:** Planning Staff supports various grant applications, including Community One Stop Grant applications. The Town has been successful in attracting several million dollars of planning and infrastructure grants.



Meetings and Permitting: Planning Board agendas in 2024 included permitting for commercial, residential, and mixed-use development proposals as well as ongoing planning initiatives. Planning Board members keep in mind the need for economic development that is consistent with community character and the goals outlined in our 2017 Master Plan and other more recent planning documents and initiatives. We continue to meet statutory timelines – as we make steady progress towards reaching the goals of the Town.

The Planning Board held **13** regular meetings during 2024 along with public outreach and special meeting sessions focused on the MBTA Communities multi-family zoning requirements and the Marijuana Zoning Bylaw Amendment.

Commercial development proposals reviewed in 2024 :

- 6 Spectacle Pond Road — Amend Commercial Site Plan
- 153 Taylor Street — Littleton Water Department’s new water supply source well
- 225 Taylor Street — Timeframe Extension to Master Planned Special Permit, Aquifer and Water Resource District Special Permit
- 234 Taylor Street — Amend Adult Use Marijuana Establishment and Water Resource District Special Permit, and Site Plan Decision for an addition
- 245 Foster Street — Preliminary Industrial Subdivision
- 550 Newtown Road — proposed expansion of Self-Storage Facility
- The Northern Bank — 265, 277, 287 and 289 Great Road, and 25 Robinson Road—compre-

Planning Board

hensive redevelopment with 5 new commercial buildings

Residential development proposals reviewed in 2024:

- 12 Robinson Road — 4-unit residential development to include renovation of the historic home
- 195 Tahattawan Road — ANR 7 lots total
- 65 Bruce Street — ANR no new lots
- 95 Taylor Street — Definitive Subdivision and Stormwater Management Permit with 3 lots

Mixed-Use development proposals in 2024:

- 550 King Street “King Street Common” - permitting included Preliminary and Definitive Subdivisions dividing the now-44-acre 550 King Street and 584 King Street parcel into 20 lots and amending the June 2022 approvals. We anticipate the first detailed Site Plan for Phase I development at King Street Common to be filed in 2025.

Planning Initiatives:

- **MBTA Communities/Littleton Station Area zoning**— With the assistance of Innes Associates as our consultant, the Town has come into interim compliance with MBTA Communities requirements.
- **Hazard Mitigation Plan** — Littleton’s Hazard Mitigation Plan has been drafted and is currently under review by FEMA and MEMA. This work will continue in 2025.

Goals for 2025:

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

- Bring the community into full compliance with MBTA Communities Multi-family zoning requirements
- Update Littleton’s Accessory Dwelling Unit By-law to comply with the new State requirements

- Update Littleton’s Floodplain Bylaw and FEMA FIRM Maps
- Update Littleton’s Marijuana Cultivation Facilities Bylaw
- Update Littleton Common Revitalization Road-Map to reflect current market conditions
- Initiate Zoning Diagnostic
- Respond quickly to all new and continuing applications and project concepts
- Work closely with property owners during project permitting and construction
- Continue to support the Affordable Housing Trust to address the need for affordable housing
- Research and apply for significant grant funding to help bring the Town’s goals to fruition, taking advantage of our prior foundational planning work, the availability of Federal and State infrastructure funding, and matching those goals of the community that can be moved forward with outside funding sources

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

Planning Board meetings are usually held the first Thursday of the month; agendas are posted in Town Hall, and also on the Town website www.littletonma.org. The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meeting agendas are generally focused on current permitting applications and actions to implement the Littleton Master Plan and similar planning studies. The Littleton Master Plan, adopted in April 2017 continues to guide the actions of the Planning Board— an update of the Master Plan is on the far horizon, with discussions as early as 2028 to identify funding and outline the process to update the Master Plan.

Planning Board

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

Respectfully Submitted:

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

Shaker Lane School Building Committee

In May, 2021, the School Department submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) for consideration of procuring State funding for the renovation/rebuild of the Shaker Lane Elementary School. The Town was accepted into the Eligibility Period (Module 1) of the state program.

The Shaker Lane School Building Committee (SLSBC) was established, as part of Forming the Project Team (Module 2). Members were selected as prescribed by the MSBA:

| | | |
|---------------------|------------|--------------------------------|
| Stephen Moore | Chair | PMBC Chair |
| Kelly Clenchy | Vice Chair | Superintendent of Schools |
| Stacy Lynn Desmaris | Clerk | School Board Committee Member |
| Charles DeCoste | | Select Board Member |
| Steven Venuti | | Finance Committee Member |
| Ryan Ferrara | | Town Administrator |
| Robert Romilly | | PMBC Vice Chair |
| Michael Scaduto | | PMBC Clerk |
| Michelle Kane | | SL Elementary School Principal |

The SLSBC's first order of business was to procure an Owner's Project Manager (OPM). Turner Townsend & Heery was selected and contracted in December 2023. The SLSBC and the OPM worked together to advertise, interview, and secure a Designer for the project.

Studio G was selected in May 2024. With the establishment of the Project Team, the project proceeded into the Feasibility Study (Module 3).

In June 2024, the SLSBC formed a Design/Site Sub-Committee to review and recommend potential sites and configurations of a possible renovated, addition/renovation, or a new Shaker Lane Elementary School. Studio G began and scheduled school tours, started assessments of the existing Shaker Lane building, scheduled visioning sessions with the School District and Staff and the District began forming the education program. Community outreach

consisted of an online survey, a project website, and an introductory informational video of the MSBA process.

The Team compiled this information and started drafting the Preliminary Design Program (PDP), a prescribed MSBA process which establishes the educational program, the initial space summaries, evaluation of existing conditions, site development requirements, and a preliminary evaluation of alternatives. On August 28, 2024, the SLSBC approved the PDP and directed the OPM to submit the PDP to the MSBA. On August 30, 2024, the OPM delivered the PDP to the MSBA.

The MSBA reviewed and commented on the PDP. The Project Team responded to the comments by the MSBA, and those answers were accepted by the MSBA. The project then entered the second part of the Feasibility Study (Module 3), the Preferred Schematic Report (PSR). The PSR will evaluate the 3 recommended options further developing the designs and cost estimates with the goal of identifying one option to proceed into Schematic Design (Module 4).

In October 2024, the SLSBC held joint meetings with the Board of Selectmen, the Finance Committee, and the School Committee on 10/16/24 and 10/23/24 to update the committees and the public on the status of the project. The SLSBC, the District, and Studio G made a short presentation to the Town at a Special Town Meeting on 10/29/24 to update the residents on the status and potential cost of the project.

In November 2024, the team held SLSBC Meetings on 11/13/24 and 11/19/24, both meetings held tours of the Shaker Lane school for the public. At the November 19, 2024, SLSBC meeting, the SLSBC approved the PSR and directed the OPM to submit the PSR to the MSBA. (See slides below for the selected siting of the new school)

On December 6, 2024, the OPM submitted the PSR to the MSBA. Comments from the MSBA expected mid- January 2025.

In 2025, The committee will meet monthly with various sub-committees meeting as needed.



Elected Town Officials

| POSITION | EXPIRATION | ADDRESS |
|---|------------|----------------------|
| | | |
| MODERATOR | | |
| Timothy D. Goddad | 2026 | 62 Edsel Road |
| | | |
| TOWN CLERK | | |
| Diane Crory | 2025 | 74 King Street |
| | | |
| BOARD OF ASSESSORS | | |
| Pamela Campbell | 2027 | 51 Boxboro Road |
| Debra J Brine | 2027 | 51 Boxboro Road |
| Peter Barbella | 2025 | 52 Goldsmith Street |
| Anita H Harding | 2025 | 19 Russell Street |
| Frederick J Freund | 2026 | 45 Birch Road |
| | | |
| SELECT BOARD | | |
| Charles J DeCoste | 2027 | 609 Newtown Road |
| Gary J Wilson | 2025 | 1 Wilson Ln |
| Mark J Rambacher | 2025 | 54 New Estate Road |
| Matthew Nordhaus | 2026 | 43 Starr Hill |
| Karen Lee Morrison | 2026 | 11 Spruce Street |
| | | |
| BOARD OF ELECGRIC LIGHT COMMISSIONERS/BOARD OF WATER COMMISSIONERS | | |
| | | |
| Dick Taylor | 2027 | 109 Goldsmith Street |
| Ivan Pagacik | 2025 | 123 Whitcomb Avenue |
| Scott Larsen | 2026 | 24 Ernies Drive |
| Joseph S. Knox | 2027 | 10 Brandy Hollow |
| Melissa A. Hebert | 2025 | 29 Grove Road |
| | | |
| SCHOOL COMMITTEE | | |
| Justin McCarthy | 2027 | 7 Stoney Stream Lane |
| Jeanine M Wood | 2027 | 12 Christina Street |
| Stacey Lynn Desmarais | 2025 | 1 Baron Way |
| Binal Kotak Patel | 2026 | 15 Douglas Road |
| Elaine P. Santelmann | 2026 | 227 Hartwell Avenue |
| | | |
| PLANNING BOARD - 5 YEAR TERM | | |
| Mark J. Montaniri | 2027 | 36 Tahattawan Road |
| Anna M. Hueston | 2028 | 55 JenniferStreet |
| Jeffrey Yates | 2025 | 22 Robinson Road |
| Daryl Kent Baker | 2029 | 71 Grist Mill Road |
| Bartlett Harvey | 2026 | 32 Lake Warren Drive |

Elected Town Officials

| POSITION | EXPIRATION | ADDRESS |
|--|------------|----------------------|
| | | |
| TRUSTEES OF THE REUBEN HOAR LIBRARY | | |
| Kimberly Harriman | 2027 | 8 Brant Lane |
| Stephanie Pesce Kraft | 2027 | 11 Orchid Drive |
| Sarah H Donovan | 2025 | 25 Manchester Drive |
| Katrina Wilcox Hagberg | 2026 | 156 Hartwell Avenue |
| Kristine Carlson Asselin | 2026 | 19 Rita Lane |
| Meera Gill | 2025 | 149 Hartwell Avenue |
| | | |
| PARK AND RECREATION COMMISSIONERS | | |
| Kevin M. Mitrano | 2026 | 78 Tahattawan Road |
| Scott R Brown | 2025 | 75 Grist Mill Road |
| Kathryn H Jacobsen | 2025 | 14 Wamesit Trail |
| Solomon Marini | 2027 | 149 Hartwell Avenue |
| E. Peter Church | 2027 | 9 Elmwood Road |
| | | |
| CEMETERY COMMISSIONERS | | |
| Carolyn L Mueller | 2027 | 11 Gray Farm Road |
| Andrew J Sammarco | 2025 | 20 Forest Road |
| Ivan Pagacik | 2026 | 123 Whitcomb Avenue |
| | | |
| BOARD OF HEALTH | | |
| Kevin E Baker | 2027 | 8 E Roxbury Drive |
| Daniel Kane | 2027 | 15 Whitetail Way |
| Matt Wayson | 2025 | 16 Moore Lane |
| Gino Frattallone | 2026 | 26 Harwood Avenue |
| Kevin Davis | 2025 | 35 Whitetail Way |
| | | |
| BOARD OF COMMISSIONERS OF TRUSTEE FUNDS | | |
| Betsy Bohling | 2026 | 116 Foster Street |
| Steven Venuti | 2025 | 164 Whitcomb Avenue |
| Fred Faulkner | 2027 | 141 Harwood Avenue |
| | | |
| HOUSING AUTHORITY - 5 YEAR TERM | | |
| Myra Jeanne Bracken | 2027 | 377 King Street |
| Bartlett Harvey | 2026 | 32 Lake Warren Dr |
| Gino Frattallone | 2025 | 26 Harwood Avenue* |
| Matthew Nordhaus | 2028 | 43 Starr Hill |
| Benjamin Hankins | 2029 | 19 Shattuck Street** |
| *Commonwealth Appointee | | |
| **Resident Elected | | |

Federal & State Officials

| | | |
|---|--|---|
| President of the United States | | Joseph R. Biden Jr. The White House 1000 Pennsylvania Avenue NW Washington, DC 20500 |
| | | |
| Governor of the Commonwealth | | Maura Healey (617) 725-4005 Office of the Governor Massachusetts State House 24 Beacon Street, Room 280 Boston, MA 02133 |
| | | |
| Senators in Congress | | Elizabeth Warren (202) 224-4543 Washington, DC Office 2 Russell Courtyard Washington, DC 20510 Edward J. Markey (202) 224-2742 Washington, DC Office 255 Dirksen Senate Office Building Washington, DC 20510 |
| | | |
| Representative in Congress <i>3rd Congressional District of Massachusetts</i> | | Lori Trahan (978) 459-0101 District Office—Lowell 126 John Street, Suite 12 Lowell, MA 01852 |
| | | |
| Senator in General Court | | James B. Eldridge (617) 722-1120 Middlesex-Worcester District MA State House 24 Beacon Street, Room 511-C Boston, MA 02133 James.Eldridge@masenate.gov |
| | | |
| Representative in General Court | | James Arciero (617) 722-2575 2nd Middlesex District MA State House 24 Beacon Street, Room 277 Boston, MA 02133 James.Arciero@mahouse.gov |

Town Appointed Officials

| | | |
|---|--|--|
| TOWN ADMINISTRATOR James Duggan | | FACILITIES DIRECTOR/ADA COORDINATOR Eric Derba |
| | | |
| ASSISTANT TOWN ADMINISTRATOR/DIRECTOR OF FINANCE Ryan Ferrara | | FACILITIES George Dumas |
| | | |
| TOWN COUNSEL Harrington & Heep | | BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER/ADA COORDINATOR Henry Fontaine—CBO |
| | | |
| TREASURER/COLLECTOR/ASSISTANT FINANCE DIRECTOR Robin Healy | | INSPECTOR OF WIRES Bill Morehouse |
| | | |
| CHIEF ASSESSOR Katherine Miller | | PLUMBING/GAS INSPECTOR Edward Sullivan |
| | | |
| POLICE CHIEF Matthew J Pinard | | DEPUTY PLUMBING/GAS INSPECTOR Joseph Cormier Jr. |
| | | |
| DEPUTY POLICE CHIEF Jeffrey Patterson | | GRAVES REGISTRATION OFFICER Thomas Bailey |
| | | |
| TAX COLLECTOR Deborah Richards | | NASHOBA VALLEY TECH. H.S Charles Ellis, District Representative Carl Melberg, Littleton Alternate |
| | | |
| INFORMATION SYSTEMS MANAGER Nancy Glencross | | VETERANS AGENT John Boroski |
| | | |
| DIRECTOR OF ELDER & HUMAN SERVICES Elizabeth Tretiak | | DIRECTOR OF PUBLIC WORKS Stephen Jahnle |
| | | |
| ASSISTANT TOWN CLERK/ELECTION WARDEN Andrew Sammarco | | HIGHWAY OPERATIONS MANAGER Steve Whitten |
| | | |
| FIRE CHIEF Steele McCurdy | | |
| | | |
| DEPUTY FIRE CHIEF Sean Coffey | | |

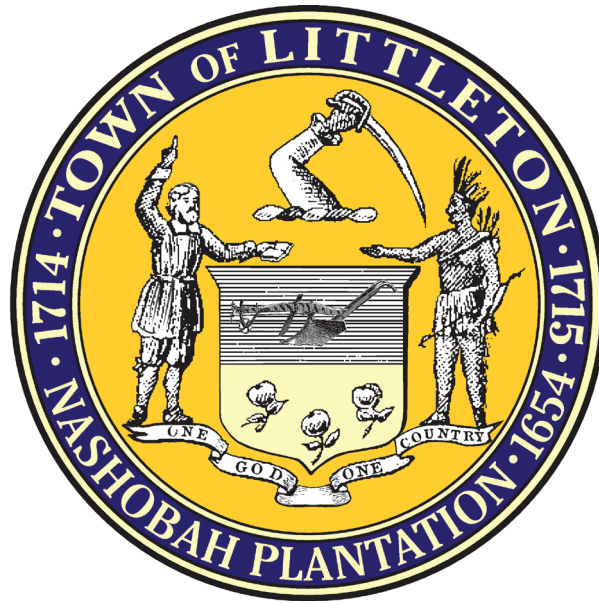
Directory Main Number 978-540-2400

| | | |
|--|--------------------------------|--------------|
| Accounting | Town Accountant | 978-540-2440 |
| Appeal of Zoning Decision | Board of Appeals | 978-540-2420 |
| Assessments | Board of Assessors | 978-540-2410 |
| Birth, Death and Marriage Certificates | Town Clerk | 978-540-2401 |
| Building Permits | Building Commissioner | 978-540-2420 |
| Cemeteries | Cemetery Commissioner | 978-540-2480 |
| Conservation Issues | Conservation Commission | 978-540-2428 |
| Dog Licenses | Town Clerk | 978-540-2401 |
| Dog Problems | Dog Officer | 978-540-2300 |
| Education Information | School Superintendent's Office | 978-540-2500 |
| Elderly Information | Elder and Human Services | 978-540-2470 |
| Elections and Voting Registration | Town Clerk | 978-540-2401 |
| Electricity | Light and Water Department | 978-540-2222 |
| | | |
| Fire & Ambulance | | |
| Emergencies | Fire Department | 9 1 1 |
| Fire Permits-General Calls | Fire Department | 978-540-2302 |
| Garbage and Refuse | Board of Health | 978-540-2430 |
| Gas Permits | Gas Inspector | 978-540-2423 |
| Health and Sanitation | Board of Health | 978-540-2430 |
| Highways and Streets | Highway Department | 978-540-2670 |
| Housing for the Elderly | Housing Authority | 978-486-8833 |
| Information Technology Office | Information Systems Manager | 978-540-2477 |
| Library | Reuben Hoar Library | 978-540-2600 |
| Nurse (Town) | Board of Health | 978-540-2430 |
| | | |
| 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 | 978-540-2423 |
| Recreation | Park & Recreation | 978-540-2490 |
| | | |
| Schools | | |
| Main Office | Shaker Lane Elementary | 978-486-3959 |
| Main Office | Russell Street Elementary | 978-540-2520 |
| Main Office | Middle School | 978-486-8938 |
| Main Office | High School | 978-952-2555 |
| Main Office | Superintendent | 978-540-2500 |
| Nashoba Valley Technical High School | Main Office | 978-692-4711 |

Directory Continued

| | | |
|---------------------------|----------------------------|--------------|
| Select Board | Town Administrator | 978-540-2460 |
| Tax Collections | Tax Collector | 978-540-2405 |
| Transfer Station Stickers | Transfer Station | 978-540-2671 |
| Treasurer | Town Treasurer | 978-540-2450 |
| 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 |

Town Clerk



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

Number of Births: 71

Number of Marriage Intentions filed: 45

Number of Marriage Licenses filed: 43

Number of Deaths: 99

Dogs Licensed in 2024: 813 (Unlicensed approximately 550)

Population According to our 2024 State System
10,126

Registered Voters: 7,879 (Inactive 10)

Non-Voters: 2,237

This is the most recent (end of year) information. This is why it is so important to return your census to the Clerk's Office. Our census information, as well as the information in our State System, is only as good as what we receive from you. When you move into Littleton it is important to visit the Clerk's Office and update your

residence and voting information.

The results of all elections and town meetings held in 2024 are as follows:

Each Election: Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00AM for the State, General & Primary Elections and 8:00AM for the Town Elections by our Election Warden. The ballot boxes were examined by the presiding police officer, each Election Machine (3) was set at zero (by the running of an official tape) posting same and so recorded. All polls were closed at 8:00PM for each 2024 Election.

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

March Primary Results

GENERAL INFORMATION

PRESIDENTIAL PRIMARY
DEMOCRATIC PARTY
TUESDAY, MARCH 5, 2024

| | | | | | |
|--------------------------|------|-------------------------------|------|---------------------|-----|
| PRESIDENTIAL PREFERENCE | | STATE COMMITTEE MAN | | KAREN LEE MORRISON | 865 |
| | | | | GRETCHEN O. WEBSTER | 851 |
| DEAN PHILLIPS | 52 | JAMES B. ELDRIDGE | 1094 | All others | 18 |
| JOSEPH R. BIDEN | 1052 | All others | 140 | | |
| MARIANNE WILLIAMSON | 27 | | | | |
| NO PREFERENCE | 87 | | | | |
| All others | 16 | | | | |
| | | STATE COMMITTEE WOMAN | | | |
| | | KARA M. LE TREIZE | | 979 | |
| | | All others | | 255 | |
| | | TOWN COMMITTEE | | | |
| | | TOWN COMMITTEE, LITTLETON, 35 | | | |
| | | Group | 756 | | |
| | | HELEN WILBER BAILEY | 842 | | |
| | | CHRISTINE P. BROWN | 824 | | |
| | | JANE CHRISFIELD | 824 | | |
| | | PAUL J. GLAVEY | 854 | | |
| | | STEPHEN R. GLINES | 809 | | |
| | | ERIN A. HEALY | 842 | | |
| | | ANNA MARIE HUESTON | 859 | | |
| | | ROBERT G. HUESTON | 815 | | |
| | | RICHARD LOMBARDY | 802 | | |
| | | DONALD MacIVER | 834 | | |
| | | KATHLEEN MARY O'CONNOR | 811 | | |
| | | JENNY E. OUTMAN | 809 | | |
| | | LINDA ANN TARICANO | 809 | | |
| | | JEANINE M. WOOD | 830 | | |
| | | MICHAEL H. ZELDIN | 790 | | |
| Total Ballots Cast | 2502 | | | | |
| Total Democratic Ballots | 1234 | | | | |
| (UOCAV BALLOTS ADDED) 4 | | | | | |

March Primary Results

PRESIDENTIAL PRIMARY
LIBERTARIAN PARTY
TUESDAY, MARCH 5, 2024

PRESIDENTIAL PREFERENCE

JACOB GEORGE HORNBERGER
MICHAEL D. RECTENWALD
CHASE RUSSELL OLIVER
MICHAEL TER MAAT
LARS DAMIAN MAPSTEAD
NO PREFERENCE
All others

STATE COMMITTEE MAN

MIDDLESEX & WORCESTER DISTRICT

2 WALTER J. ZIOBRO
2 All others 5

TOWN COMMITTEE

TOWN COMMITTEE, LITTLETON, 10

13 All others
5

10

STATE COMMITTEE WOMAN

MIDDLESEX & WORCESTER DISTRICT

6
3 All others 5

18

Total Ballots Cast 2502
Total Libertarian Ballots Cast 18
No UOCAVA's for Libertarian

March Primary Results

PRESIDENTIAL PRIMARY
REPUBLICAN PARTY
TUESDAY, MARCH 5, 2024

PRESIDENTIAL PREFERENCE

| | |
|-----------------|-----|
| CHRIS CHRISTIE | 15 |
| RYAN BINKLEY | 1 |
| VIVIK RAMASWAMY | 3 |
| ASA HUTCHINSON | 2 |
| DONALD J. TRUMP | 524 |
| RON DeSANTIS | 9 |
| NIKKI HALEY | 664 |
| NO PREFERENCE | 22 |
| All others | 10 |

STATE COMMITTEE MAN

| | |
|--------------------------------|-----|
| MIDDLESEX & WORCESTER DISTRICT | |
| DAVE H. LUNGER | 714 |
| All others | 536 |

STATE COMMITTEE WOMAN

| | |
|--------------------------------|-----|
| MIDDLESEX & WORCESTER DISTRICT | |
| CAROLINE STEWART CUNNINGHAM | 656 |
| Dottie Bisson | 48 |
| All others | 546 |

TOWN COMMITTEE

TOWN COMMITTEE, LITTLETON, 35

| | |
|-------------------------|-----|
| Group | 467 |
| GINO P. FRATTALLONE | 663 |
| HARVEY W. ATKINS, JR. | 621 |
| HENRY H. F. BAKER | 569 |
| LUIGI JOSEPH IACOVIELLO | 553 |
| All others | 19 |

| | |
|-------------------------------|------|
| Total Ballots Cast | 2502 |
| Total Republican Ballots Cast | 1250 |
| No UOCAVA Ballots Cast Rep. | |

May Annual Town Election

| OFFICIAL BALLOT | ANNUAL TOWN ELECTION 55 RUSSELL ST CHARLES FORBES KAYE GYMNASIUM | MAY 11, 2024 8:00AM |
|--|--|--|
| SELECT BOARD Three Year Term VOTE FOR ONE | ELECTRIC LIGHT COMMISSIONERS One Year Interim Term VOTE FOR ONE | PLANNING BOARD Five Year Term VOTE FOR ONE |
| CHARLES J DeCOSTE 900 609 Newtown Rd Candidate for Re-Election | MELISSA A HEBERT 1017 29 Grove Rd | DARYL KENT BAKER 583 71 Grist Mill Rd |
| JENNA KOERPER BROWNSON 307 142 Harvard Rd | (Write-In) 296 | JONATHAN MICHAEL VANCE 481 37 Shaker Ln |
| (Blanks/Write-In) 106 | | (Write-In) 249 |
| BOARD OF ASSESSORS Three Year Term VOTE FOR TWO | HOUSING AUTHORITY Three Year Interim Term VOTE FOR ONE | |
| (Write-In) Debra Brine 24 | MYRA JEANNE BRACKEN 1001 377 King St #1 | SCHOOL COMMITTEE Three Year Term VOTE FOR TWO |
| (Write-In) Pamela Campbell 26 | (Write-In) 312 | JUSTIN McCARTHY 917 7 Stoney Stream Ln Candidate for Re-Election |
| Blanks/Write Ins 2576 | | JEANINE M WOOD 870 12 Christina St |
| BOARD OF HEALTH Three Year Term VOTE FOR TWO | LIBRARY TRUSTEES Three Year Term VOTE FOR TWO | (Write-In) Danica Johnston 76 |
| KEVIN EDWARD BAKER 1008 210 Hartwell Ave Candidate for Re-Election | KIMBERLY H HARRIMAN 948 8 Brant Ln Candidate for Re-Election | (Write-In/Blanks) 763 |
| DANIEL EDWARD KANE 950 15 Whitetail Way Candidate for Re-Election | RICHARD CHRISTIANO 374 42 Powers Rd | TRUST FUND COMMISSIONERS Three Year Term VOTE FOR ONE |
| (Write-In) 668 | STEPHANIE PESCE KRAFT 729 11 Orchid Dr | FRED E FAULKNER 1011 141 Harwood Ave Candidate for Re-Election |
| CEMETERY COMMISSIONERS Three Year Term VOTE FOR ONE | (Write-In) 575 | (Write-In) 302 |
| CAROLYN L MUELLER 1058 8 East Roxbury Dr Candidate for Re-Election | (Write-In) | WATER COMMISSIONERS Three Year Term VOTE FOR TWO |
| (Write-Ins/Blanks) 255 | | DICK TAYLOR 887 109 Goldsmith St Candidate for Re-Election |
| | PARK & RECREATION COMMISSIONERS Three Year Term VOTE FOR TWO | MARK T HOLLINGER 632 44 Tahattawan Rd |

May Annual Town Election

GENERAL INFORMATION

| | | |
|---|--|--|
| ELECTRIC LIGHT COMMISSIONERS Three Year Term VOTE FOR TWO | SOLOMON MARINI 951 149 Hartwell Ave Candidate for Re-Election | JOSEPH S KNOX 744 10 Brandy Holw |
| DICK TAYLOR 891 109 Goldsmith St Candidate for Re-Election | E PETER CHURCH 927 9 Elmwood Rd | (Write-in/Blanks) 363 |
| MARK T HOLLINGER 632 44 Tahattawan Rd | (Write-In) 748 | (Write-in) |
| JOSEPH S KNOX 736 10 Brandy Holw | (Write-In) | WATER COMMISSIONERS One Year Interim Term VOTE FOR ONE |
| (Write-In) 367 | | MELISSA A HEBERT 990 29 Grove Rd |
| (Write-In) | | (Write-In/Blanks) 323 |
| (Write-In) | | |

YOU HAVE COMPLETED VOTING!

| | | | |
|---------------------------|--------------|---------------------------------------|-----------------|
| TOTAL BALLOTS CAST | 1313 | TOTAL REGISTERED VOTERS | 7594 |
| PRECINCT ONE | 440 | VOTER TURNOUT % | 17% |
| PRECINCT TWO | 385 | EARLY BALLOTS SENT/RETURNED | 1398/425 |
| PRECINCT THREE | 488 | EARLY VOTING % | 18.4% |
| IN-PERSON VOTERS | 888 | ABSENTEE BALLOTS SENT/RETURNED | 25/25 |
| IN-PERSON VOTER % | 11.7% | ABSENTEE VOTING % | <1% |

September State Primary

THE COMMONWEALTH OF MASSACHUSETTS
STATE PRIMARY
DEMOCRATIC PARTY
OFFICIAL
BALLOT
Tuesday, September 3, 2024

342

| SENATOR IN CONGRESS | | SENATOR IN GENERAL COURT MIDDLESEX & WORCESTER DISTRICT | | REGISTER OF DEEDS MIDDLESEX SOUTHERN DISTRICT | |
|----------------------|-----|--|-----|--|-----|
| | | Vote for ONE | | Vote for ONE | |
| ELIZABETH ANN WARREN | 902 | JAMES B. ELDRIDGE | 901 | MARIA C. CURATONE | 855 |
| BLANKS/WRITE INS | 66 | WRITE INS/BLANKS | 67 | WRITE INSS/BLANKS | 113 |

| REPRESENTATIVE IN CONGRESS DISTRICT | | THIRD | REPRESENTATIVE IN GENERAL COURT SECOND MIDDLESEX DISTRICT | | |
|--|-----|-------|--|-----|--|
| | | | Vote for ONE | | |
| LORI LOUREIRO TRAHAN | 906 | | JAMES ARCIERO | 888 | |
| BLANKS/WRITE/INS | 62 | | WRITE INS/BLANKS | 80 | |

| COUNCILLOR DISTRICT | | THIRD | CLERK OF COURTS COUNTY | | MIDDLESEX |
|----------------------------|-----|-------|---------------------------|-----|-----------|
| | | | Vote for ONE | | |
| MARILYN M. PETITTO DEVANEY | 415 | | MICHAEL A SULLIVAN | 847 | |
| MARA DOLAN | 489 | | WRITE INS/BLANKS | 121 | |
| WRITE INS/BLANKS | 64 | | | | |

Total Democratic Ballots Cast 968
(Including six UOCAVA)

September State Primary

THE COMMONWEALTH OF MASSACHUSETTS
STATE PRIMARY LITTLETON
REPUBLICAN PARTY
UNOFFICIAL
RESULTS
Tuesday, September 3, 2024

| SENATOR IN CONGRESS for ONE | Vote | SENATOR IN GENERAL COURT MIDDLESEX & WORCESTER DISTRICT Vote for ONE | REGISTER OF DEEDS SOUTHERN DISTRICT | MIDDLESEX Vote for ONE |
|--------------------------------|------|--|--|---------------------------|
|--------------------------------|------|--|--|---------------------------|

| | | | | | |
|----------------------|-----|------------------|-----|------------------|-----|
| ROBERT J. ANTONELLIS | 86 | BLANKS/WRITE-INS | 342 | BLANKS/WRITE-INS | 342 |
| IAN CAIN | 26 | | | | |
| JOHN DEATON | 227 | | | | |
| BLANKS/WRITE-INS | 3 | | | | |

| REPRESENTATIVE IN CONGRESS THIRD DISTRICT for ONE | Vote | REPRESENTATIVE IN GENERAL COURT SECOND MIDDLESEX DISTRICT Vote for ONE |
|---|------|--|
|---|------|--|

| | | | |
|------------------|-----|------------------|-----|
| BLANKS/WRITE-INS | 342 | BLANKS/WRITE-INS | 342 |
|------------------|-----|------------------|-----|

| COUNCILLOR DISTRICT ONE | THIRD Vote for | CLERK OF COURTS MIDDLESEX COUNTY for ONE | Vote |
|----------------------------|-------------------|--|------|
|----------------------------|-------------------|--|------|

| | | | |
|------------------|-----|------------------|-----|
| BLANKS/WRITE-INS | 342 | BLANKS/WRITE-INS | 342 |
|------------------|-----|------------------|-----|

342 REPUBLICAN BALLOTS CAST

November Election Results

The Commonwealth of Massachusetts
STATE ELECTION
Tuesday, November 5, 2024
LITTLETON

| ELECTORS OF PRESIDENT & VICE PRESIDENT | | REGISTER OF DEEDS | |
|--|------|--|------|
| Vote for ONE | | Vote for ONE | |
| AYYADURAI & ELLIS | 40 | MARIA C. CURTATONE | 3778 |
| DE LA CRUZ & GARCIA | 16 | WILLIAM "BILLY" TAURO | 1751 |
| HARRIS & WALZ | 4283 | WRITE IN/BLANKS | 1045 |
| OLIVER & TER MAAT | 60 | QUESTION 1 LAW PROPOSED BY INITIATIVE PETITION | |
| STEIN & CABALLERO-ROCA | 31 | | |
| TRUMP & VANCE | 2014 | | |
| WRITE-IN/BLANKS | 130 | | |
| SENATOR IN CONGRESS | | YES | 4517 |
| Vote for ONE | | NO | 1634 |
| ELIZABETH ANN WARREN | 3952 | BLANKS | 423 |
| JOHN DEATON | 2463 | | |
| WRITE IN/BLANKS | 159 | QUESTION 2 LAW PROPOSED BY INITIATIVE PETITION | |
| REPRESENTATIVE IN CONGRESS | | YES | 3617 |
| Vote for ONE | | NO | 2830 |
| LORI LOUREIRO TRAHAN | 4955 | BLANKS | 127 |
| WRITE IN/BLANKS | 1619 | | |
| COUNCILLOR | | QUESTION 3 LAW PROPOSED BY INITIATIVE PETITION | |
| Vote for ONE | | YES | 3306 |
| MARA DOLAN | 4677 | NO | 2937 |
| WRITE IN/BLANKS | 1897 | BLANKS | 331 |
| SENATOR IN GENERAL COURT | | | |
| Vote for ONE | | QUESTION 4 LAW PROPOSED BY INITIATIVE PETITION | |
| JAMES B. ELDRIDGE | 4840 | YES | 2622 |
| WRITE IN/BLANKS | 1734 | NO | 3704 |
| REPRESENTATIVE IN GENERAL COURT | | BLANKS | 248 |
| Vote for ONE | | | |
| JAMES ARCIERO | 4854 | QUESTION 5 LAW PROPOSED BY INITIATIVE PETITION | |
| WRITE IN/BLANKS | 1720 | YES | 2287 |
| CLERK OF COURTS | | NO | 4079 |
| Vote for ONE | | BLANKS | 208 |
| MICHAEL A SULLIVAN | 4724 | | |
| WRITE IN/BLANKS | 1861 | | |
| TOTAL BALLOTS CAST | | | |
| | 6585 | | |



Town Clerk

The Clerk's Office said goodbye to Kim Prehl who moved to the Assessors' Office. We wish her well in her new position and a big WELCOME to lifelong resident Andrew Sammarco as the new Assistant Town Clerk.

2024 was quite the year for the Clerk's Office with two primaries, one state election, one general election, one local election, one annual town meeting and one special town meeting. Where would this office be without the volunteers throughout the year? Crazy as it may seem volunteers dawned the halls of the second floor to assist once again with "vote by mail ballots" for the elections. From the beginning of February to the end of October, countless hours were spent putting together the ballot packets, we would never have gotten through it without volunteers. Thank you so very much for giving your time Jim & Sandy Clyde, Helen Hamm and Susan Fougstedt all tolled almost 10,000 ballots were sent out the doors to voters for all elections. That was quite the undertaking! Another special set of volunteers came in for the "pre-election" preps helping to get all the return ballot envelopes in order so that election day we could check them all in without a hitch. So special shout out to Linda Taricano, Cynthia and David Irwin, Beverly Cyr, Fred Faulkner, Mary Venuti, Diane Ross, Bartlett & Susan Harvey, Marilyn Fedele, Anita Harding, and Kathy Coughlin. Volunteers, at every turn, help elections run smoothly. As constraints happen with all budgets, this office can still look for volunteers that continue to say yes. YES, is what keeps the Clerk's Office moving to achieve their goals. Maureen Donnelly, Carolyn Mueller, Ronald Borges, Deb Austermann, Lee Ogilvie, Bob & Donna Romilly, George Sanders, Marilyn Converse, Chris McCumber, Ron & Mary Martin, Melissa Dunn, James Barkovic, Meg Rank, Ronda Kenger, Jeanine Wood, Carol Gravelle, Dianne Dickerson, Stoddard & Ky Melhado, Sue Raymond, David & Jeanne Sill, Bernard Farrell, John Tulley, Terri Nathanson, Marsha Garstka, Ray O'Neil, Helen Bailey, Kathy Zimmerman, Suzanne Fiske, Mark & Sarah Rambacher, Cathy Bowles, Lou Soracco, Cathy Regan, Marianne Heer, Pat Calichman, George Giordano, Dave Astolfi, Paul & Jenny Cook, Jo-Ann Dery, Joseph Signor, Andrea Curran, Linda Lord, James Carozza, Sheila Kish, Paula Bush, Brian Maher, Mila Veilleux, Nancy Morrison, Becky Hadden, Gayann Barbella, Deb Groskin, Virginia Leonard, Pam Frattallone, Louise Nichols, George Giordano, Lisa

Flanagan. Late night ballot counts and settlement of the write-ins that helped us to finish out the election night included Gary & Dulcey Lacroix and numerous election workers that have been mentioned before. You are all special and appreciated, thank you.

If I am looking at other departments that always assist the Office, the Highway Dept has assisted with the transporting of all the Clerk's equipment and then the muscle for setting up elections. LELWD, Ivan Pagacik and company, thanks for sending the troops at the end of the night to take everything down, put the booths away and remove the rugs. LPD for providing safety at all events ensuring there are no issues, which in Littleton we are fortunate with. To the school department for always graciously opening the school to us. Steve Mark for checking to see if all is good and if there is anything that is needed before our events. Erik Bentley, who helps set everything up and works right alongside the rest of the group to be sure everything gets done correctly. From the rugs to ensure the flooring in pristine condition to the tables and chairs for the workers. George Dumas who always makes the time and "drops" what he is doing during his busy schedule of taking care of the countless buildings to assist in any way he can or whatever we need. To all my co-workers for supporting the Clerk's office all year long as this was a busy one. Thank you all.

Of course, to the Townspeople for once again entrusting this office to me. It has been quite a year! Littleton always rises above and focuses on how to improve our Town and move forward. That is what makes us number one in so many ways. Let us continue to work together to continue to keep Littleton "OUR TOWN."

As we move forward to 2025 remember the Clerk's Office is here to serve YOU and are happy to do so.

TUESDAY, MAY 7, 2024, AT 7:00 PM
ANNUAL TOWN MEETING
TOWN OF LITTLETON

Timothy Goddard, Town Moderator, stated that the warrant had been properly executed and opened the Town meeting at 7:00pm. He started the meeting as he always does with the Pledge of Allegiance. Mia Clements led us with the National Anthem. Shortly thereafter the Town Meeting sang happy birthday to Mia and thanked her once again for her service to the Community. Mr. Moderator stated that there would be three recognitions of those that had passed in the previous year. First, our former Police Chief Matthew King and 30 year plus member of the force, former Select Board and finance committee member Richard Montminy and Athletic Director James McKenna, many have different memories of him all of whom made an impact on his life and will be remembered for their contributions to our community. He said he would like to turn it over to Select Board Chair Gary Wilson to recognize George “Thomas” Clancy, who retired in March of 2024 as Littleton’s Fire Chief. Gary said he was a man of great character. Tom received a standing ovation as he received a beautiful plaque from the Chair.

Steve Venuti gave a financial overview of the Town. Most importantly stating for the 10th consecutive year we have a Triple “A” bonding. We are presenting a balanced.

The Town Moderator gave the ground rules for the night including but not limited to: the emergency exits should they be needed. The 10 minute limit to previously approved presentations and rebuttals. Three minute chances to speak and only one chance to speak on a topic unless it is to respond to a question on a topic. All persons need to go through the moderator. No articles will be taken after 10:30pm unless the Town Meeting body so votes to do so and the articles can be finished by 11pm.

Consent calendar articles are as follows: Article 1, 2 (4/5ths Vote), 5, 6, 7, 9, 14, 16, 22, 23, 24, 27, and 28. The vote was taken through the clickers and it was so voted as follows. Everything must be a 80% or higher vote to pass. No articles held, so the list is being voted as one vote. Total vote:363; Yes votes 351; No votes 12, vote passes.

No affirmative action was taken on Articles 3, 31, 32 and 33. Articles 31, 32 and 33 were citizen petitions and were pulled by the petitioners.

ARTICLE 1
Annual Reports

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.
To see if the Town will vote to receive the reports of the Town Officers and Committees as contained in the 2023 Annual Town Report.

ARTICLE 2
Bills of Prior Years
[4/5ths vote required]

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.
To see if the Town will vote to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years, or to take any other action related thereto.

ARTICLE 3
FY 2024 Operating Budget Line-Item Transfers

NO AFFIRMATIVE ACTION TAKEN.

ARTICLE 4
FY 2025 Operating Budget

All non-held articles under Article 4 Total Votes 404; Yes Votes 388; No Votes 16 declared passed by Moderator. Held items Tax Title, Planning Board, Disability Commission Total Votes 402; Yes Votes 374; No Votes 28 so declared passed by Moderator.

The Town voted to raise and appropriate \$58,831,276, transfer from Certified Free Cash \$794,543, for a total of \$59,625,819, and transfer from the funds specified herein to defray the expenses of various departments of the Town as specified herein and to adjust the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2024.

ARTICLE 5
FY 2025 Water Enterprise Fund Operating Budget

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

To:

- (1) appropriate \$60,420 or any other sum or sums of money from the Water Betterment Fund for the payment of debt issued in connection with the Littleton Point Project; and,
- (2) appropriate \$8,414,860 or any other sum or sums of money from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2024 (detail below), or to take any other action related thereto.

| I. Water Enterprise Revenues | FY2024 Budget | FY2025 Budget |
|--|----------------------|----------------------|
| User Charges, Fees, Other Revenue | \$6,104,178 | \$6,564,860 |
| Betterment Collections | \$0 | \$60,420 |
| Enterprise Available Funds | \$1,900,000 | \$1,850,000 |
| Investment Income | \$0 | \$0 |
| Total Revenues | \$8,004,178 | \$8,475,280 |
| II. Costs Appropriated for the Enterprise Fund | | |
| Salaries and Wages | \$1,264,000 | \$1,364,000 |
| Expenses | \$2,210,178 | \$2,361,280 |
| Capital Outlay – Equipment | \$105,000 | \$95,000 |
| Capital Outlay – Improvements | \$2,825,000 | \$820,000 |
| Reserve Fund | \$200,000 | \$200,000 |
| Debt Principal and Interest | \$1,400,000 | \$1,785,000 |
| Special Purpose Appropriation - Water Main Replacement * | \$0 | \$1,250,000 |

| | | |
|--|-------------|-------------|
| Special Purpose Appropriation - PFAS Treatment at Beaverbrook TP** | \$0 | \$600,000 |
| Total Costs Appropriated for Enterprise Fund | \$8,004,178 | \$8,475,280 |
| III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund | | |
| Indirect Costs | \$0 | \$0 |
| Benefits | 0 | 0 |
| Pension Costs | 0 | 0 |
| Total Costs Appropriated for the General Fund | \$0 | \$0 |
| Total Costs | \$8,004,178 | \$8,475,280 |

* *Special Purpose Appropriation - Water Main Replacement, including engineering, design, construction, and installation of a new main throughout Town, and associated costs.*

** *Special Purpose Appropriation - PFAS Treatment at Beaverbrook Treatment Plant, including engineering, design, construction, and installation of PFAS treatment technology at Beaverbrook Treatment Plant, and associated costs.*

| |
|--|
| <p align="center">ARTICLE 6</p> <p align="center">Amend FY 2024 Water Enterprise Fund Operating Budget</p> |
|--|

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes. To transfer \$1,900,000 or any other sum or sums of money from “Capital Outlay – Improvements” to “Special Purpose Appropriation – Water Main Replacement along the Sewer Route” within the FY24 Water Enterprise Budget adopted under Article 6 of the May 1, 2023 Annual Town Meeting, to cover the cost of water line replacements coordinated in tandem with the Littleton Common Sewer Project.

| I. Water Enterprise Revenues | FY2024 Budget | FY2024 Budget Amended |
|--|----------------------|------------------------------|
| User Charges, Fees, Other Revenue | \$6,104,178 | \$6,104,178 |
| Betterment Collections | \$0 | \$0 |
| Enterprise Available Funds | \$1,900,000 | \$1,900,000 |
| Investment Income | \$0 | \$0 |
| Total Revenues | \$8,004,178 | \$8,004,178 |
| II. Costs Appropriated for the Enterprise Fund | | |
| Salaries and Wages | \$1,264,000 | \$1,264,000 |
| Expenses | \$2,210,178 | \$2,210,178 |
| Capital Outlay – Equipment | \$105,000 | \$105,000 |
| Capital Outlay – Improvements | \$2,825,000 | \$925,000 |
| Reserve Fund | \$200,000 | \$200,000 |
| Debt Principal and Interest | \$1,400,000 | \$1,400,000 |
| Special Purpose Appropriation - Water Main Replacement * | \$0 | \$1,900,000 |
| Special Purpose Appropriation - PFAS Treatment at Beaverbrook TP** | \$0 | \$0 |
| Total Costs Appropriated for Enterprise Fund | \$8,004,178 | \$8,004,178 |
| III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund | | |
| Indirect Costs | \$0 | \$0 |
| Benefits | 0 | 0 |
| Pension Costs | 0 | 0 |
| Total Costs Appropriated for the General Fund | \$0 | \$0 |
| Total Costs | \$8,004,178 | \$8,004,178 |

* *Special Purpose Appropriation - Water Main Replacement, including engineering, design, construction, and installation of a new main throughout Town, and associated costs.*

** *Special Purpose Appropriation - PFAS Treatment at Beaverbrook Treatment Plant, including engineering, design, construction, and installation of PFAS treatment technology at Beaverbrook Treatment Plant, and associated costs.*

| |
|--|
| <p align="center">ARTICLE 7</p> <p align="center">FY 2025 Sewer Enterprise Fund Operating Budget</p> |
|--|

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

To:

- (1) to appropriate \$200,000 or any other sum or sums of money from the Sewer Betterment Fund for the payment of debt issued in connection with the Littleton Common Sewer System Project; and,
- (2) appropriate \$698,249 or any other sum or sums of money from the Sewer Enterprise Fund to finance the operation of the Sewer Department for the fiscal year beginning July 1, 2024 (detail below), or to take any other action related thereto.

| I. Sewer Enterprise Revenues | FY2024 Budget | FY2025 Budget |
|--|----------------------|----------------------|
| User Charges, Fees, Other Revenue Sources | \$507,901.00 | \$698,249 |
| Betterment Collections | 0 | \$200,000 |
| Enterprise Available Funds | 0 | 0 |
| Investment Income | 0 | 0 |
| Total Revenues | \$507,901 | \$898,249 |
| II. Costs Appropriated for the Enterprise Fund | | |
| Salaries and Wages | \$95,600 | \$98,468 |
| Expenses | \$112,301 | \$144,831 |
| Capital Outlay – Equipment | 0 | 0 |
| Capital Outlay – Improvements | 0 | 0 |
| Reserve Fund | 0 | 0 |
| Debt Principal and Interest | \$300,000 | \$654,950 |
| Budgeted Surplus | 0 | 0 |
| Total Costs Appropriated for Enterprise Fund | \$507,901 | \$898,249 |
| III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund | | |
| Indirect Costs | \$0 | \$0 |
| Benefits | 0 | 0 |
| Pension Costs | 0 | 0 |
| Total Costs Appropriated for the General Fund | \$0 | \$0 |
| Total Costs | \$507,901 | \$898,249 |

ARTICLE 8
Appropriation & Borrowing Authorization
Purchase of Webster Property
[2/3rds vote required]

Conservation Commission Chair, Chase Gerbig gave a presentation to support the article. Total votes 449; Yes votes 403; No votes 46 passes by the necessary 2/3rds votes so declared passed by Town Moderator.

1. Authorize the Select Board to acquire by eminent or negotiate purchase or otherwise, including through G.L. c61 and G.L.61A. a certain property together with buildings thereon, known as the Webster Property, and which parcel of land is located on the westerly side of Bulkeley Road containing approximately 36.49, and further described as "Map R09, PCL. 5" on Plan of Land dated September 1, 2016 and recorded with Middlesex South Registry of Deeds as Plan No 1003 of 2016 (Assessor's Parcel R09-5-0), to be held in the care, custody

and control of the Conservation Commission for the purpose of conservation and passive recreation purposes, on such terms and conditions the Select board deems acceptable, and further, authorize the Select Board to enter into all agreements and execute any and all instruments as many be necessary on behalf of Littleton to affect said purchase;

2. Appropriate the sum of \$760,000 from the Community Preservation Act Open Space Reserve Fund for the acquisition of said Webster Property, including all legal and recording costs and any other costs associated therewith, of which \$730,000 shall be paid or transferred to the seller of the property as the purchase price or negotiated payment for purposes of eminent domain, and \$30,000 shall be used to pay for legal and recording costs and any other costs associated theewith;
3. Authorize the Select Board and the Conservation Commission to file on behalf of Littleton any and all applications deemed necessary for grants or reimbursements from the Commonwealth of Massachusetts pursuant to G.L. c.132A, §11, including but not limited to the Local Acquisitions for Natural Diversity (LAND) Grant program; and
4. Authorize the Conservation Commission to grant a conservation restriction pursuant to G.L. c.44B over said parcel, where legally required.

| |
|--|
| ARTICLE 9 Fiscal Year 2025 Free Cash Transfer to Community Preservation Committee (CPC) Blended Funds |
|--|

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

To vote pursuant to MGL C, 44B, Section 3b1/2, to appropriate/transfer to the Community Preservation Fund the following additional municipal revenues totaling \$287,136.00, which also increases the base for the CPA state matching funds:

| Transfer | Name of Capital Asset/Project | Project Description | Total Cost |
|---|--|--|-------------------|
| Transfer to CPC Housing Resources Reserves Fund | CPC Housing Resources Reserves Fund – Grimes Lane | Transfer of funding received from Grimes Lane Host Community Agreements from Free Cash to the CPC Housing Resources Reserves Fund. | \$50,000.00 |
| Transfer to CPC Housing Resources Reserves Fund | CPC Housing Resources Reserves Fund – Jones Meadow | Transfer of funding received from Jones Meadow Host Community Agreements from Free Cash to the CPC Housing Resources Reserves Fund. | \$6,000.00 |
| Transfer to CPC Reserves Fund Commission | Long Lake Dock Replacement - Parks, Recreation, and Community Education (PRCE) | Replacement of center dock at Long Lake Beach with Can Dock system. This project will be funded through the CPC program and the transfer from Free Cash will reimburse the CPC Fund. | \$42,436.00 |
| Transfer to CPC Open Space Fund | Lucy’s Land, Cobbs Lane, Boxborough Rd | Provide funding for the annual debt service payments for these prior land purchases | \$59,100.00 |

| Transfer | Name of Capital Asset/Project | Project Description | Total Cost |
|---|--------------------------------------|---|---------------------|
| Transfer to Historical Resources Reserve Fund | Houghton Building | Provide funding for the annual debt service payments for this prior project | \$11,250.00 |
| Transfer to Recreation Reserve Fund | Tennis Courts | Provide debt service payment for first-year debt service needed to construct the new tennis courts at the High School | \$118,350.00 |
| Free Cash Transfer to CPC | | | \$287,136.00 |

ARTICLE 10
Fiscal Year 2025 Community Preservation Budget

Total Votes cast 423; Yes votes 400; No votes 23, article passed so declared a vote by Moderator Goddard.
To:

(A) Appropriate or reserve from the FY2025 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Administrative Expenses: \$4,851.99
2. Open Space Debt Service: \$59,100 as follows:
 - Yapp – Lucy’s Land: \$5,100.00
 - Cobb: \$19,200.00
 - Williams-Boxborough Road: \$34,800.00
3. Historic Resources Debt Service: \$11,250.00
 - Houghton Building Roof: \$11,250.00
4. Recreation Debt Service: \$118,350.00
 - High School Tennis Courts: \$118,350
5. Open Space Reserves: \$219,279.60
6. Historic Resources Reserves: \$99,935.82
7. Housing Reserves: \$109,639.80
8. Recreation Reserves: \$114,491.79

(B) To transfer:

- \$9,990 from Historic Resource Reserves for historic marker and plaque replacement
- \$9,950 from Historic Resource Reserves for Westlawn Cemetery gravestone protection
- \$27,300 from Open Space Reserves for Cloverdale phragmites control
- \$30,000 from Open Space Reserves for Land Acquisition and Preservation Support Fund
- \$27,000 from Open Space Reserves for Clean Lakes echo harvesting in Long Lake
- \$50,000 from Open Space Reserves for Clean Lakes floating island removal in Long Lake
- \$1,600 from Open Space Reserves for Clean Lakes water chestnut harvesting at Doleful Pond
- \$20,000 from Recreation Reserves for Clean Lakes replacement of the boat launch at Mill Pond
- \$32,110 from Recreation Reserves for the resurfacing of 300 King Street play surface
- \$42,436 from Recreation Reserves for the replacement of the Long Lake dock
- \$90,000 from the Community Housing Reserves to the Littleton Affordable Housing Trust Rental Assistance Program

(C) And, to rescind the following unspent project balances:

- \$4,806.37 (FOUR THOUSAND EIGHT HUNDRED SIX DOLLARS AND THIRTY-SEVEN CENTS) from Article 9, Item 6 of the May 18, 2018, Annual Town Meeting, Regional Housing Services MAPC, said funds to be returned to the CPC Community Housing Reserve
- \$17,670.00 (SEVENTEEN THOUSAND SIX HUNDRED AND SEVENTY DOLLARS AND ZERO CENTS) from Article 12, Item 9 of the June 12, 2021, Annual Town Meeting, Wellington Couper Trail Connector Project, said funds to be returned to the CPC Recreation Reserve
- \$5,060.22 (FIVE THOUSAND AND SIXTY DOLLARS AND TWENTY-TWO CENTS) from Article 5 of the October 25, 2021, Special Town Meeting, Parks Recreation and Community Education (PRCE) Cloverdale and Town Forest Boardwalk Project, said funds to be returned to the CPC Recreation Reserve.

ARTICLE 11

Vote to Declare Nagog Hill Orchard as Surplus Property and Authorize the Select Board to Sell the Nagog Hill Orchard

[2/3rd Vote]

Total votes 407, Yes Votes 269, No votes 138; votes needed to pass for 2/3rds necessary vote 272 vote fails, so declared failed by Town Moderator Timothy Goddard, to see if the Town will vote to authorize the Select Board to sell portions of property known as the Morrison/Nagog Hill Orchard, more particularly described as the “Premises” below, comprised of 55.34 +/- acres of land, more or less (49 +/- acres of which are subject to an existing Agricultural Preservation Restriction), upon such terms and conditions as the Select Board may determine; and to authorize the Select Board to expand the existing Agricultural Preservation Restriction as the Select Board may determine; and to authorize the Select Board to convey or acquire a historic preservation restriction on portions of the Premises, as the Select Board may determine; and to execute, deliver, and grant or acquire such deeds, restrictions, instruments and agreements as it deems reasonable, appropriate and in the best interests of the Town to effectuate the transfer of title and the purposes of this article;

Premises: 102-A, 104, 105, 109, and 111, as shown on a plan entitled “Plan of Land in Littleton, Mass. Prepared for the Town of Littleton ~ Morrison Property ~, by David E. Ross Associates, Inc. dated May 2000, Plan No. 1343 of 2002; said lots contain the orchard, the main barn, and the dwelling.

Town Moderator Timothy Goddard took a five-minute break as many attendees were leaving and he felt best at this time.

The Moderator called the Town meeting back into session and he proceeded back with Article 12.

ARTICLE 12

Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)

Total votes 245, Yes votes 207, No votes 38 motion carries , so declared a vote to transfer from the Capital Stabilization Fund \$2,981,047, or any other sums of money, for the purpose of renovating and rehabilitating the former Indian Hill Music School (32/36 King Street) and any costs related and incidental thereto, for use by Town departments.

ARTICLE 13
Amend Zoning Bylaw
MBTA Communities Zoning Bylaw and Zoning Map Amendment
[Majority Vote]

Jeffrey Yates, chair of the Planning Board, declared that the Board held the duly posted and properly held Hearing on May 2, 2024, and the Board unanimously supported to Amend the Zoning Bylaw, the MBTA Communities Zoning Bylaw and Zoning Map Amendment. The Finance Committee spoke in support of this article stating that they do not normally speak to articles that do not have a financial impact to the Town; however, this would have repercussions if we do not vote for it as we would lose grants from the State. Total Votes 230, Yes votes 210, No votes 20 motion passes so declared a vote by Town Moderator to amend Chapter 173, the Zoning Bylaws, by:

1. Inserting in Section 173-22A(1) immediately below the existing entry for the Residence District (R), a new entry for the Littleton Station MBTA Communities Multi-family District (LSMFD).
2. Adding a new Article XXXIII, entitled Littleton Station MBTA Communities Multi-family District, as follows:

Article XXXIII Littleton Station MBTA Communities Multi-family District

§ 173-247. Purpose.

The purpose of the Littleton Station MBTA Communities Multi-family District (LSMFD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

- A. Encourage the production of a variety of housing sizes and types to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
- B. Locate “missing middle” housing adjacent to the Foster Street Commuter Rail Station to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality;
- C. Encourage connections between the commuter rail station and a community multi-use (pedestrian and bicycle) path;
- D. Increase the municipal tax base through private investment in new residential developments; and
- E. Promote recommendations of the Littleton Master Plan and the Littleton Station Village Vision Plan.

§ 173-248. Applicability.

- A. This LSMFD is an overlay district having a land area of approximately 30.1 acres in size that is superimposed over the underlying zoning district(s) and is shown as the Boundary of the Littleton Station MBTA Communities Multi-family Overlay District on the plan dated April 18, 2024.
- B. An applicant may develop multi-family housing located within this LSMFD in accordance with the provisions of this Article XXXIII.

- C. Underlying Zoning. The LSMFD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the LSMFD. Uses that are not identified in Article XXXIII are governed by the requirements of the underlying zoning district(s).
- D. The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the LSMFD. Except as specifically provided for in this Article, the following sections of this Chapter do not apply to real property located within the LSMFD:
- (1) Article VI Intensity of Use Regulations
 - (2) §173-16 et. seq. Site Plan Review
 - (3) § 173-32 Parking Requirements
 - (4) § 173-43 Screening
 - (5) Article XIX Open Space Development
 - (6) Article XX Shared Residential Driveways
 - (7) Should the provisions of this Article conflict with those found elsewhere in this Chapter, the provisions of this Article shall apply.

§ 173-249. Definitions

For the purposes of this Article XXXIII only, the following definitions apply:

- A. ACCESS DRIVE, PRINCIPAL – The paved way that allows vehicular access from the public street to buildings, driveways, and parking areas on the lot. The primary access drive may be constructed on an easement or as a subdivision way.
- B. APPLICANT – A person, business, or organization that applies for a building permit, or Site Plan Review, or Special Permit.
- C. AS OF RIGHT – Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
- D. BUILDING – A structure with a roof and walls and used or intended for supporting or sheltering any use or occupancy.
- E. DEVELOPMENT STANDARDS – Provisions of § 173-255. General performance standards and criteria made applicable to projects within the LSMFD.
- F. LOT – A continuous parcel of land, in single or joint ownership, with legally definable boundaries. A lot may be accessed by frontage on a public right-of-way, a subdivision way, or access easement.
- G. IMPERVIOUS SURFACE – The percentage of lot area covered by buildings, structures, roofs, and impervious paving.

- H. MULTI-FAMILY HOUSING – A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
- I. MULTI-FAMILY ZONING DISTRICT – A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
- J. PARKING, STRUCTURED – A building in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a building; or a vehicle parking area that is not underneath a building, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
- K. PARKING, SURFACE – One or more parking spaces without a built structure above the space. A solar panel and/or bike parking designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition and may be permitted by Site Plan approval.
- L. RESIDENTIAL DWELLING UNIT – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- M. SECTION 3A – Section 3A of the Zoning Act.
- N. SITE PLAN REVIEW AUTHORITY – The Littleton Planning Board shall be the Site Plan Review Authority.

§ 173-250. Permitting.

Site plan review by the Planning Board is required for the creation of, addition to, or substantial alteration of any structure or parking in the LSMFD, subject to § 173-255 General performance standards and criteria and § 173-258 Site Plan Review.

§ 173-251. Permitted Uses.

A. Residential

- a. Multi-family housing.
- b. Uses exempt by statute (MGL C. 40 §3)

B. Accessory Uses

- c. Roadside stands (agricultural)
- d. Home occupations
- e. Parking and parking structures in compliance with § 173-32
- f. Signs in compliance with Article VIII
- g. Solar panels installed above one or more parking spaces
- h. Bike storage
- i. Other customary accessory uses to multi-family use, including but not limited to associated infrastructure such as wastewater treatment facilities

- C. Within the LSMFD, multiple buildings and multiple uses are permitted on a single lot. A residential building in the LSMFD shall have no more than 12 residential dwelling units.

§ 173-252. [RESERVED]

§ 173-253. Dimensional Requirements.

Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the LSMFD are as follows:

- A. The minimum lot area shall be 1 acre.
- B. The minimum lot frontage shall be zero.
- C. The maximum building height is 35 feet or 2.5 stories, whichever is less.
- D. The minimum setback from the front property line is 50 feet. The minimum setback from a side or rear property line is 30 feet.
- E. The maximum Impervious Surface is 50%.
- F. The maximum density shall be six dwelling units per acre.
- G. Exceptions. The limitation on height of buildings shall not apply to roof-top mechanicals, and chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building. Roof-top mechanicals shall be screened.
- H. Exceptions: Renewable Energy Installations. The Site Plan Review Authority may waive the height and setbacks in this §173-253 to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a substantial detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space.

§ 173-254. Off-Street Parking

Except for the parking requirements below, which are applicable to development in the LSMFD, all other provisions of Article VII Parking Requirements apply.

- A. **Number of parking spaces.** The following **maximum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures. Parking may be located on an adjacent lot provided that the parking is within 400 feet and is subject to appropriate easement language to be recorded at the Registry of Deeds:

| Use | Maximum Spaces |
|--------------|---------------------|
| Multi-family | 1.5 spaces per unit |

- B. **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

| Use | Minimum Spaces |
|--------------|----------------------|
| Multi-family | 0.25 spaces per unit |

- C. **Bicycle storage.** Covered bicycle parking spaces shall be provided for no less than half the required bicycle spaces for that building.

§ 173-255. General performance standards and criteria.

- A. Development standards in the LSMFD are applicable to all multi-family development within the LSMFD. These standards are components of the Site Plan Review process in § 173-258. Site Plan Review.

- B. Site Design.

- a. **Connections.** Sidewalks shall provide a direct connection among building entrances to sidewalks, bicycle storage, and parking.
- b. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.
- c. **Screening for Parking.** Surface parking adjacent to a sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
- d. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
- e. **Plantings.** Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- f. **Lighting.** Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.
- g. **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened.
- h. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- i. **Stormwater management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, the Littleton Stormwater Management and Erosion Control Regulations, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

- C. Buildings: General.

- a. **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
- D. **Structures: Multiple Buildings on a lot.**
- a. Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
 - a. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
 - b. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
 - c. Building(s) with frontage on the street shall have a pedestrian entry facing the street.
- E. **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.
- F. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building facade.
- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the Public Access Drive.
 - b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
 - c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.
- G. **Design Guidelines.** The Site Plan Review Authority may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the LSMFD. Such Design Guidelines must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.
- H. **Waivers.** Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive by majority vote the requirements of this section, § 173-255 in the interests of design flexibility, including topographical changes and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the LSMFD.

§ 173-256. Affordability Requirements.

- A. **Applicability.** The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
- B. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

§ 173-258. Site Plan Review

- A. **Applicability.** Site Plan Review is required for all projects in the LSMFD. An application for Site Plan Review shall be reviewed by the Site Plan Review Authority for consistency with the purpose and intent of §173-247 through §173-257.
- B. **Other Sections of the Bylaw.** The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process, as applicable, and shall not require a Special Permit
- C. **Submission Requirements.** As part of any application for Site Plan Review for a project within the LSMFD submitted under § 173-251 through § 173-257, the Applicant must submit the following documents to the Site Plan Review Authority:
 - a. Application and fee for Site Plan Review.
 - b. Site plans that show the boundaries of the lot(s), existing and proposed topography, position of existing and proposed building(s) on the site, points of vehicular access to and from the site and vehicular circulation on the site and service entries, walkways, stormwater management, utilities, park or recreation areas, and landscape treatments, including any screening of adjacent properties.
 - c. Elevations of the building(s) showing the architectural design of the building.
 - d. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Site Plan Review Authority.
 - e. Narrative of compliance with the applicable design standards of this Article.
- D. **Timeline.** Site Plan Review should begin within 30 days of the submission of a complete application and should be completed expeditiously. The site plan review authority may, when appropriate, seek the input of other municipal boards or officials and any peer review deemed necessary. If the relevant board or official has not provided input within 35 days of the receipt of the application, the Site Plan Review Authority may assume that there is no objection and proceed with the review process. In general, site plan review should be completed no more than 6 months after the submission of the application.

- E. **Site Plan Review and Approval.** Site Plan approval for uses listed in §173-251. Permitted Uses shall be granted upon determination by the Site Plan Review Authority that the Applicant has submitted the required fees and information as set forth in Municipality's requirements for a Building Permit and Site Plan Review; and the project as described in the application meets the development standards set forth in §173-255. General performance standards and criteria. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.
- F. **Determinations.** The Planning Board shall approve a site plan only upon its determination of the following:
- a. Internal circulation and egress are such that traffic safety is protected, and access via minor streets servicing single-family homes is minimized.
 - b. Visibility of parking areas from public ways and residences is minimized, and lighting of these areas avoids glare on adjoining properties.
 - c. Major topographic changes or removal of existing trees is minimized.
 - d. Adequate access to each structure for fire and service equipment is provided.
 - e. Utilities and drainage in the vicinity either are or will be made adequate.
 - f. Methods of stormwater control and treatment as outlined in the Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition) are utilized to the maximum extent practicable.
- G. **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §173-256 Affordability Requirements.

§ 173-259. Severability.

If any provision of this Article XXXIII is found to be invalid by a court of competent jurisdiction, the remainder of Article XXXIII shall not be affected but shall remain in full force. The invalidity of any provision of this Article XXXIII shall not affect the validity of the remainder of the Town of Littleton's Zoning.

3. Amending the Zoning Map to show the parcels shown as "295 Foster Street (R10-2-2)" and "305 Foster Street (R10-2-1)" on the plan of land entitled Boundary of the Littleton Station MBTA Communities Multi-family Overlay District, dated April 18, 2024 to be located in the Littleton Station MBTA Communities Multi-family Overlay District.
4. Amending Article XXX. Village Common District, §173-217, Applicability, by inserting the following into Section B:
 - i. The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process,

as applicable, and shall not require a Special Permit. This paragraph applies only to the following parcels: 410 King Street (U09-28-0) and 450 King Street (U09-23-0).

5. Amending Article XXX. Village Common District, §173-217, Applicability, by inserting a new Section C to read as follows:

C. The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.

- a. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

and by re-lettering the existing Section C as D to account for said addition provided for above.

6. Amending Article XXXI. King Street Common Zoning District, §173-227, Applicability, by inserting the following into Section B:

- g. The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process, as applicable, and shall not require a Special Permit.

7. Amending Article XXXI. King Street Common Zoning District, §173-227, Applicability, by inserting a new Section C to read as follows:

C. The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.

- a. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

and by re-lettering the existing Section C as D to account for said addition provided for above.

| |
|---|
| <p style="text-align: center;">ARTICLE 14 Select Board Fiscal Year 2025 Departmental Revolving Funds</p> |
|---|

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.
that pursuant to Section 18-11(C) of the Town's General Bylaws, to set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2024, as follows:

| Revolving Fund | Expenditure Limit FY 2025 |
|---------------------------------------|------------------------------|
| Alarm Box Repairs (Fire Alarm System) | \$6,500 |
| CPR Courses | \$2,000 |

| Revolving Fund | Expenditure Limit FY 2025 |
|--|--------------------------------------|
| Sealer of Weights & Measures | \$25,000 |
| MART Bus fees | \$55,000 |
| Elder and Human Services (COA Recreation) | \$10,000 |
| Legal Advertisements (ZBA Advertising) | \$2,000 |
| Composting Bins (Sustainability Committee) | \$1,200 |
| LCTV Boxborough IMA | \$90,000 |
| School Department Transportation | \$250,000 |
| School Department One-to-One Technology | \$75,000 |
| School Department Non-Resident Tuition | \$80,000 |
| Community Gardens | \$280 |
| Parks, Recreation and Community Education | \$1,500,000 |

ARTICLE 15

Authorize use of ‘Prudent Investor Rule’ for Town Trust Funds

Total votes 171, yes votes 165, no votes 6 motion carries so declared passed by Town Moderator that the Town will accept the provisions of G.L. c.44, §54(b)(1), as most recently amended by Section 26 of Chapter 28 of the Acts of 2023, to allow Town trust funds to be invested using the so-called Prudent Investor Rule found in G.L. c.203C.

ARTICLE 16

Authorize Transfer from Multiple Trust Funds

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes that the Town will vote to transfer \$44,000 or any other sum or sums of money from the following trust funds for the following purposes and costs related thereto:

(1) Russell Street Elementary School Relaxation/Mindfulness room: \$40,000 for the design, construction, and equipping of the Russell Street Elementary School Relaxation/Mindfulness room, a dedicated space within the school to provide a calming and sensory-rich environment for students with autism and complex needs, said funds to be expended under the direction of the School Superintendent, from the following trust funds: M.H. Kimball Trust Fund, \$25,000; J. Goldsmith Trust Fund, \$1,000; C. Hildreth Trust Fund, \$12,000; L. Johnson Trust Fund, \$1,000; and L.H. Zappy Trust Fund, \$1,000; and

(2) Animal Assistance Care Program: \$4,000 from Bradford Sampson Relief of Animals Trust Fund, to fund the animal care assistance program.

ARTICLE 17
Amendment to Oak Hill Stabilization Fund
[2/3rd Vote]

Total Votes 168, Yes votes 165, No votes 3, 112 necessary to pass by 2/3rds – so declared passes by the necessary 2/3rds votes that the Town will to amend the purpose of the Oak Hill Stabilization Fund, adopted at the May 2, 2022 Annual Town Meeting under Article 17, to allow the funds to be used for the acquisition and maintenance of conservation land or preservation of water quality within the Town.

ARTICLE 18
Transfer Funds from the Oak Hill Stabilization Fund for use by the Conservation Commission

Total votes 152; Yes votes 151, No votes 1, motion passes by majority so declared by Moderator that the Town will appropriate \$20,000 or any other sum or sums of money from the Oak Hill Stabilization Fund to be utilized for projects under the direction of the Conservation Commission.

ARTICLE 19
Fiscal Year 2025 Capital Items from Available Funds

Total votes 149; Yes Votes 148; No Votes 1 motion passes by necessary majority as declared by Moderator that the Town will appropriate \$1,493,000 from Certified Free Cash or any other sum or sums of money, for the capital projects and purchases itemized and described below, and for all costs incidental and related thereto;

| Department | Name of Capital Asset/Project | Project Description | Total Cost |
|-------------------|--------------------------------------|---|-------------------|
| DPW - Parks | Infield Groomer/Edger Replacement | Replacement of a 2001 infield groomer. The groomer has 1,664 hours and is utilized for grading and grooming baseball and softball infields and Long Lake Beach. | \$39,000 |
| DPW - Highway | Street Sweeper Replacement | Replacement of a 2006 street sweeper. The sweeper has 4,174 hours, 17,281 miles and is in mechanical decline. | \$300,000 |
| DPW - Highway | Salt Brine System | New salt brine system for pre-treatment of roadways and parking lots during winter operations. | \$75,000 |
| DPW - Highway | Asphalt Hot Box Replacement | Replaces a 2014 asphalt hot box. | \$35,000 |
| DPW | Facility Feasibility Study | Feasibility Study for the Department of Public Works Facility. Study will review existing facility and analyze the needs as the Department grows with the community for either additions to the building or the potential for a new facility. | \$60,000 |

| Department | Name of Capital Asset/Project | Project Description | Total Cost |
|-------------------------|---|--|-------------------|
| Police | Vehicle Replacement | Replacement of three police vehicles. | \$200,000 |
| Police - Communications | Dispatch (911) Upgrade | Emergency Medical Dispatch priority phone answering for medical emergencies. | \$50,000 |
| Schools | High School Rooftop HVAC Replacements: RTAC-5, RTAC-6 | Replacement of two rooftop HVAC units. The units are original to the building and over 22 years old, with an expected life of 15 years. RTAC-5 services the administration and other office areas, and RTAC-6 services the band room and various offices and classroom areas. Note: Total estimated project cost is \$400,000, with \$280,000 dedicated in ARPA federal funding and the balance of \$120,000 from Free Cash. | \$120,000 |
| Schools | High School Flooring | To replace High School current vinyl composite tile (VCT) tiles. Flooring is cracking and deteriorating. In addition, there needs to be a moisture barrier installed between the VCT tiles and the concrete slab. | \$140,000 |
| Schools | High School Rooftop Unit (RTU) - Auditorium | Additional funding requested to supplement initial \$275,000 allocated at the May 1, 2023 Annual Town Meeting reflecting actual bids received by the Town. | \$125,000 |
| Land Use | Zoning Bylaw: Recodification - Step 2 | Request for funding for review and recodification of zoning bylaws. This is the second year of funding for a three-year program. Year two funding will be used to hire a consultant to update and re-codify zoning bylaws to address issues identified in the zoning diagnostic, and update sections that no longer meet the long-term goals of the community. | \$30,000 |
| Town Clerk | Poll Pads | Request is for the purchase of 10 poll pads with a maintenance plan. Poll pads would be utilized to expedite check in at Town Meeting and elections. | \$19,000 |
| Fire | Refurbish Engine 1 | Refurbishment to extend the useful asset life of the 2012 Engine 1. | \$175,000 |

| Department | Name of Capital Asset/Project | Project Description | Total Cost |
|---------------------|---|--|------------|
| | | Anticipated rehabilitation measures include repainting the body, overhauling the pump, repairing or replacing worn items on the chassis and upgrades to ensure compliance with NFPA standards. | |
| Fire | Replace Car 11 | Replacement of Car 11, a 2010 Chevrolet pickup with extensive corrosion throughout the frame and chassis. | \$95,000 |
| Cemetery Department | Administrative Building Conditions Assessment | A conditions assessment and improvement plan for the 30+ year old Cemetery Department's Administrative Building. | \$30,000 |

Total Capital Spending from Free Cash

\$1,493,000

ARTICLE 20

Fiscal Year 2025 Other Items from Available Funds

Total votes 149; Yes Votes 142; No Votes 7 motion passes by necessary majority as declared by Town Moderator that the Town transfer and appropriate \$241,145.28 from Certified Free Cash or any other sum or sums of money, for the projects and purposes itemized and described below, and for all costs incidental and related thereto;

| Department | Name of Capital Asset/Project | Project Description | Total Cost |
|---|--|---|--------------|
| Town Administrator's Office | Grant Writing Services | Request to hire a consultant to identify and pursue suitable grant opportunities. | \$25,000.00 |
| Human Resources Office | Update to Classification and Compensation Plan | Will support the hiring of a consultant to manage an update to the Town's Classification and Compensation Plan. | \$45,000.00 |
| Transfer to Special Injury Leave Indemnity Fund (May 7, 2018 STM Article 8) | Special Injury Leave Indemnity Fund | Payment into Special Injury Leave Indemnity Fund to raise account balance to \$350,000 | \$125,000.00 |
| Transfer to Opioid Special Revenue Fund | Opioid Special Revenue Fund | Transfer of funding received in Fiscal Year 2023 from Free Cash to the Opioid Special Revenue Fund | \$46,145.28 |

Total Other Items Spending from Free Cash

\$241,145.28

ARTICLE 21
Amend Senior Center Project Article
[2/3rds Vote]

Total votes 146; Yes Votes 135; No Votes 11; 98 votes necessary to pass- motion passes by necessary 2/3rds as declared by Town Moderator that the Town amend the vote taken under Section (6) of Article 20 of the May 2, 2022 Annual Town Meeting, to insert “and construction” as shown below in bolded text:

- (6) Amend the June 12, 2021 Annual Town Meeting Article 10 vote by increasing the amount of the borrowing from \$1,000,000 (one million dollars) to \$1,500,000 (one million five hundred thousand dollars) for the purpose of funding the design services **and construction** for the new Senior Center, including any costs related and incidental thereto, and to meet this appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow said sum under and pursuant to M.G.L. c. 44, §7(7), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that, in accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied;

ARTICLE 22
Fiscal Year 2025 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.
That the Town will appropriate \$458,006 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F ¾) by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$372,958 for the operation of the Littleton Community Television cable television studio, as follows: \$274,920 for salaries, \$95,286 for employee/retirement benefits, \$87,800 for operating expenses.

ARTICLE 23
Fiscal Year 2025 Compensation Grid

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.
That the Town will amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

By amending Schedule A Permanent Full and Part-time Employees, Schedules B, B-1 and B-2, effective July 1, 2024, by applying a two-point-five percent (2.5%) salary schedule adjustment, and by adopting Schedules as shown below.

TOWN OF LITTLETON, MASSACHUSETTS
FY 2025 CLASSIFICATION & COMPENSATION PLAN
SCHEDULE A, Permanent Full and Part-time Employees
Salaries shown are hourly and annual based on 52.2 weeks/year

| Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|

| | | | | | | | | | | |
|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | \$19.19 40,068.72 | \$19.67 41,070.96 | \$20.16 42,094.08 | \$20.66 43,138.08 | \$21.18 44,223.84 | \$21.71 45,330.48 | \$22.25 46,458.00 | \$22.81 47,627.28 | \$23.38 48,817.44 | \$23.96 50,028.48 |
| 2 | 20.15 42,073.20 | 20.65 43,117.20 | 21.16 44,182.08 | 21.70 45,309.60 | 22.24 46,437.12 | 22.80 47,606.40 | 23.37 48,796.56 | 23.95 50,007.60 | 24.55 51,260.40 | 25.16 52,534.08 |
| 3 | 21.15 44,161.20 | 21.68 45,267.84 | 22.23 46,416.24 | 22.79 47,585.52 | 23.35 48,754.80 | 23.93 49,965.84 | 24.53 51,218.64 | 25.14 52,492.32 | 25.77 53,807.76 | 26.42 55,464.96 |
| 4 | 22.20 46,353.60 | 22.77 47,543.76 | 23.33 48,713.04 | 23.91 49,924.08 | 24.51 51,176.88 | 25.12 52,450.56 | 25.75 53,766.00 | 26.40 55,123.20 | 27.06 56,501.28 | 27.74 57,921.12 |
| 5 | 23.32 48,692.16 | 23.90 49,903.20 | 24.50 51,156.00 | 25.11 52,429.68 | 25.74 53,745.12 | 26.38 55,081.44 | 27.05 56,480.40 | 27.73 57,900.24 | 28.41 59,320.08 | 29.13 60,823.44 |
| 6 | 24.49 51,135.12 | 25.10 52,408.80 | 25.73 53,724.24 | 26.37 55,060.56 | 27.04 56,459.52 | 27.72 57,879.36 | 28.40 59,299.20 | 29.12 60,802.56 | 29.85 62,326.80 | 30.60 63,892.80 |
| 7 | 25.71 53,682.48 | 26.34 54,997.92 | 27.01 56,396.88 | 27.69 57,816.72 | 28.37 59,236.56 | 29.09 60,739.92 | 29.82 62,264.16 | 30.56 63,809.28 | 31.32 65,396.16 | 32.10 67,024.80 |
| 8 | 27.00 56,376.00 | 27.68 57,795.84 | 28.36 59,215.68 | 29.08 60,719.04 | 29.81 62,243.28 | 30.55 63,788.40 | 31.31 65,375.28 | 32.09 67,003.92 | 32.90 68,695.20 | 33.73 70,428.24 |
| 9 | 28.62 59,758.56 | 29.33 61,241.04 | 30.06 62,765.28 | 30.81 64,331.28 | 31.58 65,939.04 | 32.38 67,609.44 | 33.18 69,279.84 | 34.01 71,012.88 | 34.86 72,787.68 | 35.72 74,583.36 |
| 10 | 30.33 63,329.04 | 31.09 64,915.92 | 31.87 66,544.56 | 32.66 68,194.08 | 33.48 69,906.24 | 34.32 71,660.16 | 35.17 73,434.96 | 36.05 75,272.40 | 36.95 77,151.60 | 37.86 79,051.68 |
| 11 | 32.15 67,129.20 | 32.95 68,799.60 | 33.78 70,532.64 | 34.62 72,286.56 | 35.50 74,124.00 | 36.39 75,982.32 | 37.29 77,861.52 | 38.22 79,803.36 | 39.18 81,807.84 | 40.16 83,854.08 |
| 12 | 34.08 71,159.04 | 34.94 72,954.72 | 35.82 74,792.16 | 36.72 76,671.36 | 37.64 78,592.32 | 38.58 80,555.04 | 39.54 82,559.52 | 40.54 84,647.52 | 41.54 86,735.52 | 42.58 88,907.04 |
| 13 | 36.47 76,149.36 | 37.38 78,049.44 | 38.30 79,970.40 | 39.27 81,995.76 | 40.25 84,042.00 | 41.26 86,150.88 | 42.29 88,301.52 | 43.35 90,514.80 | 44.43 92,769.84 | 45.54 95,087.52 |
| 14 | 39.02 81,473.76 | 40.00 83,520.00 | 40.99 85,587.12 | 42.01 87,716.88 | 43.06 89,909.28 | 44.14 92,164.32 | 45.25 94,482.00 | 46.38 96,841.44 | 47.54 99,263.52 | 48.73 101,748.24 |
| 15 | 41.75 87,174.00 | 42.79 89,345.52 | 43.86 91,579.68 | 44.96 93,876.48 | 46.08 96,215.04 | 47.23 98,616.24 | 48.42 101,100.96 | 49.63 103,627.44 | 50.87 106,216.56 | 52.15 108,889.20 |
| 16 | 45.08 94,127.04 | 46.43 96,945.84 | 47.82 99,848.16 | 49.25 102,834.00 | 50.73 105,924.24 | 52.25 109,098.00 | 53.82 112,376.16 | 55.43 115,737.84 | 57.09 119,203.92 | 58.81 122,795.28 |
| 17 | 47.79 99,785.52 | 49.22 102,771.36 | 50.70 105,861.60 | 52.21 109,014.48 | 53.78 112,292.64 | 55.39 115,654.32 | 57.05 119,120.40 | 58.76 122,690.88 | 60.54 126,407.52 | 62.35 130,186.80 |
| 18 | 50.66 105,778.08 | 52.17 108,930.96 | 53.74 112,209.12 | 55.35 115,570.80 | 57.01 119,036.88 | 58.72 122,607.36 | 60.50 126,324.00 | 62.31 130,103.28 | 64.19 134,028.72 | 66.10 138,016.80 |
| 19 | 53.70 112,125.60 | 55.31 115,487.28 | 56.97 118,953.36 | 58.67 122,502.96 | 60.43 126,177.84 | 62.24 129,957.12 | 64.11 133,861.68 | 66.03 137,870.64 | 68.01 142,004.88 | 70.05 146,264.40 |
| 20 | 56.92 118,848.96 | 58.62 122,398.56 | 60.38 126,073.44 | 62.19 129,852.72 | 64.05 133,736.40 | 65.97 137,745.36 | 67.95 141,879.60 | 69.99 146,139.12 | 72.09 150,523.92 | 74.25 155,034.00 |
| 21 | 60.33 125,969.04 | 62.15 129,769.20 | 64.00 133,632.00 | 65.93 137,661.84 | 67.91 141,796.08 | 69.95 146,055.60 | 72.05 150,440.40 | 74.21 154,950.48 | 76.43 159,585.84 | 78.73 164,388.24 |
| 22 | 63.95 133,527.60 | 65.88 137,557.44 | 67.86 141,691.68 | 69.89 145,930.32 | 72.00 150,336.00 | 74.16 154,846.08 | 76.38 159,481.44 | 78.68 164,283.84 | 81.04 169,211.52 | 83.48 174,306.24 |
| 23 | 67.79 141,545.52 | 69.83 145,805.04 | 71.92 150,168.95 | 74.08 154,679.04 | 76.30 159,314.40 | 78.59 164,095.92 | 80.95 169,023.60 | 83.38 174,097.44 | 85.87 179,296.56 | 88.45 184,683.60 |
| 24 | 71.85 150,022.80 | 74.02 154,553.76 | 76.23 159,168.24 | 78.52 163,949.76 | 80.87 168,856.56 | 83.29 173,909.52 | 85.79 179,129.52 | 88.37 184,516.56 | 91.02 190,049.76 | 93.75 195,750.00 |

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

No positions assigned

GRADE 2

No positions assigned

GRADE 3

No positions assigned

GRADE 4

Library Assistant

Building Maintenance Custodian

GRADE 5

Library Processing Clerk

GRADE 6

Administrative Staff-On Call

Department Clerk

GRADE 7

Cemetery Groundskeeper

LCTV – Video Production Coordinator

Library Technician

P/T Communications Officer

GRADE 8

Administrative Assistant – Elder & Human Services

Senior Library Technician

GRADE 9

Assessing Clerk/Field Lister

Library Office Coordinator

Land Use & Buildings Office Coordinator

Health & Facilities Office Coordinator

Payroll and Finance Coordinator

PRCE Office Coordinator

GRADE 10

Assistant Cemetery Superintendent

Assistant Conservation Agent

Assistant Town Clerk

Assistant Town Planner

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Financial Analyst

Reserve Police Officer

GRADE 11

Building Maintenance Supervisor

Business Administrator-Public Works

Cemetery Superintendent

Children's Services/Senior Librarian

Executive Assistant to the Town Administrator

Head of Circulation/Senior Librarian

HR Generalist/Benefit Administrator

Information Systems Support Technician

LCTV Program Supervisor

TOWN OF LITTLETON, MASSACHUSETTS

Payroll and Benefit Coordinator
PRCE Program Coordinator
Public Health Nurse
Senior Librarian
Technical Services/Senior Librarian
Young Adult Services/Senior Librarian
Alternate Inspector

GRADE 12

Assistant Assessor
Assistant Town Accountant
Conservation Agent
Elder and Human Services Outreach Coordinator
Inspector of Wires
Local Building Inspector
Plumbing & Gas Inspector

GRADE 13

Assistant Director of Elder and Human Services
Assistant Library Director
Assistant Tax Collector
Public Health Coordinator

GRADE 14

Assistant PRCE Director

GRADE 15

LCTV Executive Director

*Town Clerk***

Town Engineer
Town Planner
Assistant Treasurer/Collector/Payroll Manager
Town Accountant
Police Lieutenant

GRADE 16

Building Commissioner
Chief Assessor/Appraiser
Director of Elder and Human Services
Highway Superintendent
Human Resources Director
Information Systems Manager
Facilities Manager
Health Director
*Library Director**
PRCE Director
Town Treasurer/Collector/Assistant Finance Director

GRADE 17

*Deputy Fire Chief**
*Deputy Police Chief**

GRADE 18

Director of Public Works

GRADE 19

No positions assigned

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 20

Assistant Town Administrator/Finance Director

GRADE 21

*Chief of Police**

*Fire Chief**

GRADE 22

No positions assigned

GRADE 23

No positions assigned

GRADE 24

*Town Administrator**

Management contract () and elected (**) positions not subject to this By-law*

Schedule B

On-Call Meeting Clerk, \$15.68, Veteran's Agent, \$18.83, Civilian Traffic Regulator, \$41.00

Schedule B-1, Other Employees

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-----------------|---------------|---------------|---------------|---------------|---------------|
| 1 hourly | \$15.68 | \$16.00 | \$16.32 | \$16.65 | \$16.97 |
| 2 hourly | \$19.61 | \$20.00 | \$20.40 | \$20.81 | \$21.23 |

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

Schedule B-2, Temporary/Seasonal Employees

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|-----------------|---------------|---------------|---------------|---------------|
| 1 hourly | \$16.14 | \$16.45 | \$16.79 | \$17.13 |
| 2 hourly | \$17.26 | \$17.62 | \$17.96 | \$18.33 |
| 3 hourly | \$18.47 | \$18.85 | \$19.23 | \$19.62 |
| 4 hourly | \$19.77 | \$20.17 | \$20.56 | \$20.98 |

GRADE 1

No positions assigned

GRADE 2

Seasonal Highway Laborer

GRADE 3

Engineering Technician

GRADE 4

Seasonal Truck Driver/Laborer

Seasonal Laborer - Cemetery

ARTICLE 24

Capital Stabilization Fund

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

TOWN OF LITTLETON, MASSACHUSETTS

That the Town will transfer from Certified Free Cash the sum of \$1,499,882 or any other sum or sums of money to the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt service payment related thereto.

ARTICLE 25

Authorize the Transfer of Funds from the Capital Stabilization Fund to pay for a Portion of the 32/36 King Street Building (Former Indian Hill Music School)

Total votes 148; Yes votes 138, No votes 10 motion passes declared a vote that the Town will appropriate \$657,000 from the Capital Stabilization Fund to reduce the amount borrowed for the acquisition of 32/36 King Street (former Indian Hill Music School).

ARTICLE 26

Creation of School Building Stabilization Fund

[2/3rd Vote]

Total votes 136; Yes votes 126; No votes 10 Votes needed to pass for 2/3rds 91 – passed by necessary 2/3rd so declared by Moderator that the Town will adopt a new stabilization fund pursuant to G.L. c.40 §5B for the purpose of providing funds for the construction and/or rehabilitation of existing or new school buildings, reducing the amount of existing non-excluded debt service and/or the amount of debt needed to be placed when final debt issuance occurs for borrowing authorizations, for school building projects to be called the School Building Stabilization Fund, and transfer \$1,180,000 from Certified Free Cash to the School Building Stabilization Fund.

ARTICLE 27

Use of Debt Exclusion Stabilization Fund for FY 2025 Excluded Debt

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

That the Town will appropriate from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$349,878.99 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2024.

ARTICLE 28

Appropriation of Transportation Network Company Funds

Voted by consent calendar and clickers: Total vote:363; Yes votes 351; No votes 12, vote passes.

That the Town will appropriate the sum of \$2,604.17, or any other sum or sums of money, received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund pursuant to Chapter 187 of the May 7, 2024 Annual Town Meeting

TOWN OF LITTLETON, MASSACHUSETTS

Acts of 2016 (“An Act Regulating Transportation Network Companies”), § 8(c)(i), for calendar year(s) 2021, 2022 and 2023, to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure in the Town, including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, by expending said funds under the direction of the Department of Public Works for the painting of crosswalks and road markings and the performance of other road improvements.

ARTICLE 29

Fund Collective Bargaining Agreements

Total votes 139; Yes votes 133, No votes 6 motion passes by necessary majority declared passed by Moderaotr that the Town will raise and appropriate or transfer from available funds \$23,984 for Dispatch – Collective Bargaining Agreement-Littleton Dispatch Unit, MassCOP, Local 204A; \$138,361 for Highway/Transfer Station/Parks Collective Bargaining Agreement-AFSCME Council 93, Local 1703 for the purpose of funding any new collective bargaining agreements between the Town and its employee unions.

ARTICLE 30

Authorize Withdrawal from the Nashoba Associated Boards of Health (NABH)

Total votes 131; Yes 115, No 16 motion passes by the necessary majority that the Town will withdraw from the Nashoba Associated Boards of Health (NABH) effective as of July 1, 2025.

ARTICLE 31

Amend Town’s General Bylaw Regarding Marijuana Establishments

NO AFFIRMATIVE ACTION TAKEN

Petitioner asked that the article be referred back to the Littleton Planning Board for consideration it was so moved and seconded. A total vote was taken 131; Yes 118, No 13 and it was so moved.

Mr. Sanders, the petitioner said after much discussion with Council stated this is where it needs to be and greatly advised the Public Body agree.

To see if the Town will vote to amend the Town’s General Bylaw article by adding a new Section [INSERT BYLAW SECTION REFERENCE HERE], **MARIJUANA ESTABLISHMENTS**, that will provide as follows, with the understanding that in accordance with G.L. c.94G, S/s 3 (a)(2) such a bylaw also be approved by voters of the Town Meeting:

Section [INSERT BYLAW SECTION REFERENCE HERE]

Marijuana Establishments in the Town of Littleton:

1. Marijuana Cultivator
2. Craft Marijuana Cooperative

TOWN OF LITTLETON, MASSACHUSETTS

3. Marijuana Product Manufacturer
4. Marijuana Research Facility
5. Marijuana Testing Laboratory
6. Marijuana Micro-business
7. Marijuana Retail Facility
8. Medical Marijuana Facility
9. Marijuana Processing, Packaging, and Distribution

The Cannabis Control Commission of the Commonwealth of Massachusetts shall determine State regulations for Adult Use Marijuana. Towns and cities must determine their own regulations of marijuana operations to include controlling marijuana smell within a facility. A municipality may implement its own licensing process provided it does not conflict with State laws. This bylaw shall establish civil penalties for violations of operating a marijuana facility that allows marijuana smell to become a public nuisance in a community or selling marijuana products to a minor. An adult person is age 21 and older. A public nuisance is defined when a citizen complains of the smell of marijuana coming from any of the above establishments in the Town of Littleton that hamper a citizen enjoyment of their home, inside and outside, and the close surrounding of their environment.

Marijuana Grower Establishment Rooms

Growers are required to have a positive pressure in the growing room of marijuana; therefore, a grower is required to build and establish a growing room or rooms inside of a facility with [Negative Air Pressure Duct Pipe System] outside of the growing room(s) to control the marijuana smell. All marijuana smells shall be under control within the facility; discharge the marijuana smelling air through a [Negative Air Pressure Duct Pipe System] outfitted with [Carbon Charcoal Air Filtration] system and discharged to the outside environment.

Marijuana Smell in Areas within a Facility

Areas that are more likely to contain marijuana smell: coming from the growing rooms, in hallways, kitchens, products processing rooms, packing and storage rooms, products selling rooms, and receiving and shipping docks. These are areas in a facility that shall be tied into a [Negative Air Pressure Duct Pipe] with carbon charcoal filtration air system installed.

Negative Air Pressure Duct Pipe System

All marijuana establishments shall be outfitted with a [Negative Air Pressure Duct Pipe System] for the entire facility in the Town of Littleton. Upon passage of this bylaw will become the effective date for marijuana establishments to be outfitted with a [Negative Air Pressure Duct Pipe System], except for marijuana establishments that existed prior to the passage of this bylaw shall be given one (1) year from the effective date of this bylaw to update and outfit the entire facility with a [Negative Air Pressure Duct Pipe System] to remove the marijuana smell from the air within a facility.

Carbon Charcoal Air Filter

Carbon charcoal filters have special properties that allow it to remove volatile organic compounds (VOCs), odors and other gaseous pollutants from the air. Charcoal carbon filter is required for outfitting the [Negative Air Pressure Duct Pipe System] for marijuana establishments. Carbon air filter trap gas and vapor molecules on a bed of charcoal. Charcoal is called activated when it has been treated with oxygen

TOWN OF LITTLETON, MASSACHUSETTS

to open the pores of the carbon atoms, increasing the surface area of the charcoal, and making it very porous. This allows it to do a better job of absorbing harmful or foul gases including odors from smoke, pets, chemicals, mold, cooking, etc. Once these particles flow through the charcoal, they become attached to the surface and trapped, unable to return into the air. This results in cleaner, fresher smelling air on the outside of the facility through the carbon charcoal air filtration system.

Negative Air Pressure Duct Pipe System Filtration Cabinet Box

Shall be constructed large enough with extra slots for filters. The in-line duct pipe filtration system shall have as many carbons charcoal filters as possible that are required to eliminate the marijuana smell from becoming a nuisance in the community environment – the number of required filters will depend on the size of the facility operations. Before the carbon charcoal filters become fully saturated, testing must be done over a period. The [Negative Air Pressure Duct Pipe System] exhaust system ductwork discharging into the filtration cabinet box will require 30 to 60 days full startup operational testing to be evaluated daily until [marijuana smell] is detected coming from the outer outlet side of the filtration cabinet box. Such tests will determine the number of filter(s) needed for the operation and the number of days the filters need to be changed.

Report on Determined number days Filters shall be changed.

The establishment shall be required to send a report to the Littleton Planning Board of the number of days the operation requires the filters to be changed before detecting marijuana smell getting into the environment. The report shall be submitted within 30 days after the number of days is determined for replacing the carbon charcoal filters.

Carbon Filter

Carbon filter alone is not the solution to removing marijuana smell within a facility – carbon charcoal filtration tied into a [Negative Air Pressure Duct Pipe System] is the right way for all establishments to be outfitted to clean the marijuana smell out of the air inside of a facility here in Littleton.

Changing Carbon Charcoal Filter

The [Negative Air Pressure Duct Pipe System] for the facility must be [shut off], when removing used filters and installing new filters in the filter cabinet box.

Disposal of Carbon Charcoal Filters

Used carbon charcoal filters shall be sealed off in double sealed plastic bags, when disposed of.

ARTICLE 32

Public Hearing Requirements for Town of Littleton Projects

NO AFFIRMATIVE ACTION TAKEN

Petitioner asked that the article be referred back to the Littleton Select Board for consideration it was so moved and seconded.

TOWN OF LITTLETON, MASSACHUSETTS

Mr. Sanders, the petitioner said after much discussion with Council stated this is where it needs to be and greatly advised the Select Board that they should heed the advice of Council and him and start listening to the people.

To see if an update on any Town of Littleton project(s) shall be listed on an agenda as a Public Meeting Hearing; so, Littleton citizens and taxpayers can ask questions on the project(s) update.

ARTICLE 33

Voting Access for Littleton Residents

NO AFFIRMATIVE ACTION TAKEN

The Petitioner was unable to attend and asked that this be withdrawn without prejudice prior to Town Meeting. Though a voter spoke to keep it on the warrant, the Moderator stated that because he had stated it would not be spoken to earlier in the evening he did not see it fair to those voters. The voter withdrew his desire to do so with that understanding.

To see if the Town will vote to petition the state legislature to grant noncitizen permanent residents (Resident Aliens) in the Town of Littleton the ability to vote in all Littleton town meetings, elections, and actions and to serve on elected Littleton municipal boards and committees, or take any action in relation thereto.

Moderator Timothy Goddard thanked all that hung in for the evening and did the business of the Town. Thanked all that made the evening worked smoothly. With that he asked for a motion to dissolve. A motion was made and seconded and voted unanimously made. Moderator Goddard so declared it dissolved at 11:02pm and said THANK YOU AND SEE YOU IN THE FALL.

A TRUE COPY ATTEST
Diane Crory, Town Clerk



October 29, 2024, Special Town Meeting

7:00PM Charles Forbes Kaye
Gymnasium Littleton Middle School
55 Russell Street

The Special Town Meeting was opened at 7:06PM by Town Moderator, Timothy Goddard at the Charles Forbes Kaye Gymnasium, 55 Russell Street in said Littleton on Tuesday, the 29th day of October 2024. He stated that there were still a few people checking and so he would go over the preliminary information while they were doing so. And that we could begin the business of the Town Meeting shortly. Moderator Goddard pointed out the emergency exits and that they were to be used if necessary. He stated that the warrant had been properly posted and served.

The Moderator led us in the Pledge of Allegiance and then called up Mia Clement, from Littleton High School, to sing the National Anthem. Upon completion, Moderator Goddard thanked Miss Clement for another beautiful job. The Moderator stated that he had forgotten at our last meeting to recognize newly appointed Fire Chief Steele McCurdy and asked that we all give him a round of applause to welcome him back from Groton Fire.

Next, Town Moderator Goddard went on to talk about the rules of the evening and then to do a test of our Hand-Held Clickers to show all in attendance that their votes are counted and that no one's vote appeared on the screens with their name. Tim explained the Consent Calendar and how we normally would bundle articles together. He stated that there were only a few that he would be putting on the consent calendar, but cautioned that without a unanimous vote, due to the 9/10's necessity to pass on Article two we could either remove that article and revote or take that individual article as stand alone. This procedure has been in place since October 2017. He stated that the list of articles to be placed on the consent agenda were 2, 3, 6, 7, 8, 9, 11, & 12.

The Moderator also asked that everyone be sure that they had a copy of the Town Meeting Amendment Handout. As well, if voters forgot their Town Meeting Report at home to be sure to grab one at the check-in.

Town Moderator then went on to do a reading of the articles stating if persons wanting to hold or discuss any article simply say hold and if it was a simple question and could be answered easily, we would do so otherwise they would be pulled from the "Consent Agenda Articles". A hold was placed on Article 2 and was removed from the Consent calendar after

discussing that the Town Meeting did not want to take a vote that could potentially fail due to it being a 9/10ths vote. It was stated by the voter that we should not put articles on the Consent calendar that requires a 4/5th or 9/10ths in the future forcing a unanimous vote.

Those articles so declared passed by Consent by the Moderator. The motion was so moved, seconded and declared passed by Hand-Held Votes (Clickers): Yes Votes: 221; No Votes: 7; Total Votes Cast 228. Articles passed by consent vote: 3, 6, 7, 8, 9, 11 & 12.

ARTICLE 1

Report of the Shaker Lane School Building Committee

The Moderator then proceeded back to Article One: Unanimously voted that the Town will hear the report of the Shaker Lane School Building Committee. A ten-minute report was given by Studio G; Justin McCarthy, School Committee Chairman; Steve Venuti, Finance Committee Chairman and Michelle Kane, Shaker Lane School Principal. No questions were taken the purpose of the report was to bring the Townspeople up to date with where the Committee was with all things Shaker Lane.

At approximately 7:20pm there were 241 registered voters in attendance and voting. By 7:48pm there were 276 registered voters in attendance and voting.

At approximately 7:42pm Chase Gerbig, Co-Chairman of the Conservation Commission asked for a “point of order” regarding Article 10, stating that because the Select Board did not vote to declare a parcel of land in Article 10 as excess then the Conservation Commission cannot move forward with said article. Knowing that many voters were at the meeting for that specific article he felt it necessary to take this action as soon as possible so that the voters were not held to have the same action taken later in the evening. The Moderator stated that we could still take action on the article; however, hearing none stated that Article would be passed over.

ARTICLE 2

Bills of Prior Years

The vote being a 9/10ths vote it was so declared passed by the following: Yes Votes: 228; No Votes: 8; Total Votes Cast: 236; votes needed to pass 213. So declared passed by the necessary 9/10ths by the Moderator.

The Town voted by Hand-Held devices (Clickers) to transfer from available funds a sum of \$2,776.04 to pay unpaid bills from prior fiscal years as listed below:

| FY | Vendor | Description | Amount | Charge to: |
|---------------|-----------------------|-------------------|--------------------|---|
| 2023 and 2024 | Win Waste Innovations | Dumpster services | \$ 2,776.04 | 01192520-524020 (Facilities/Repair - Nagog Orchard) |
| | Total: | | \$ 2,776.04 | |

ARTICLE 3

Amend Article 11 from the October 17, 2020, Special Town Meeting

The Town voted in the Consent Calendar and clickers Total votes 228, 221 yes, 7 no motion carried to amend the borrowing authorization under Article 11 of the October 18, 2020 Special Town Meeting by striking any reference to the MassWorks Grant, with such authorization to permit the Town to borrow an amount of money not to exceed \$2,500,000 (Two Million Five Hundred Thousand Dollars and Zero Cents) to be paid by sewer rates for engineering, design, and construction of the Littleton Common Smart Sewer and for costs incidental and related thereto, including, but not limited to, the creation of bid documents, said sum to be expended under the authority of the Sewer Department, and to meet this appropriation, the Treasurer, with approval of the Select Board, is hereby authorized to borrow said sum under and pursuant to Sections 7(1) and 7(7) of Chapter 44 of the General Laws, or pursuant to any other enabling authority, including Chapter 29C of the General Laws (the Clean Water Trust) and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from the sewer revenues.

ARTICLE 4

Amend Article 10 of the November 1, 2023, STM – Supplemental Funding for Tennis Courts and Renovation of Whitcomb Field

The Town voted by Hand-Held Devices (Clickers) so declared by the Moderator passed by the necessary simple majority: Yes votes: 215; No votes: 36; Total votes cast: 251 to:

(1) Amend the following Town Meeting articles:

- a. Article 10 of the November 1, 2023 Special Town Meeting by striking the following language:

Appropriate **\$734,000** (Seven Hundred Thirty-Four Thousand Dollars) to design and construct tennis courts at Littleton High School for recreation purposes under the Community Preservation Act and to fund such design and construction, that **\$400,000** (Four Hundred Thousand Dollars) be appropriated from Community Preservation Act Fund balance and that **\$334,000** (Three Hundred Thirty-Four Thousand Dollars) be borrowed by the Treasurer, who is authorized with the approval of the Select Board, to issue any bonds or notes that may be necessary for that purpose, as authorized by General Laws Chapter 44B, § 11, or any other general or special law, for a period not to exceed the maximum number of years authorized by law.

And substitute the following language:

Appropriate **\$915,650** (Nine Hundred Fifteen Thousand Six Hundred Fifty Dollars) to design and construct tennis courts at the Littleton Middle School and renovate the Whitcomb Baseball Field, adjacent to the Russell Street Elementary School, any costs incidental and related thereto, for recreation purposes under the Community Preservation Act and to fund such design and construction, that **\$700,000** (Seven Hundred Thousand Dollars) be appropriated from Community Preservation Act Fund balance, that **\$200,000** (Two Hundred Thousand Dollars) be appropriated from the Community Preservation Act Recreation Reserve Fund, and that **\$15,650** (Fifteen Thousand Six Hundred Fifty Dollars) be transferred from the funds allocated to Town Office Space Need and Improvements Project under Article 12 of the May 2, 2022 Annual Town Meeting.

- b. Article 9 of the May 7, 2024, Annual Town Meeting by striking the last line of the chart and inserting, in place thereof the following:

| Transfer | Name of Capital Asset/Project | Project Description | Total Cost |
|-------------------------------------|--------------------------------------|--|-------------------|
| Transfer to Recreation Reserve Fund | Tennis Courts and Baseball Field | Provide funding for the design and construction of the Tennis courts at the Littleton Middle School and renovate the Whitcomb Baseball Field | \$118,350.00 |

And

- (2) Appropriate \$118,350 (One Hundred Eighteen Thousand Three Hundred Fifty Dollars) from the Community Preservation Act Recreation Reserve Fund to design and construct tennis courts at the Littleton Middle School and renovate the Whitcomb Baseball Field, adjacent to the Russell Street Elementary School, and including any costs incident and related thereto.

ARTICLE 5

Zoning bylaw amendment to “Article XXVII: Registered Marijuana Dispensaries” and “Article XXVIII: Adult Use Marijuana Establishments”

Jeffrey Yates, Planning Board Chairman stated that the Planning Board duly held the proper Public Hearing on August 1, 2024, and the vote was 5 – 0 in support of this article. The chairman gave the presentation in support of the article. The Moderator declared that the vote by the necessary 2/3rds vote. The Town voted by Hand-Held Devices (Clickers) Yes votes: 139; No votes: 49; Total votes: 188; Total needed to pass: 126, the following actions to regulate the use of marijuana in Town:

1. Amend the Town of Littleton’s Zoning Map by repealing the Registered Marijuana Overlay District as shown on the map entitled “Registered Marijuana Dispensary Overlay District Zoning Map” dated March 17, 2014;
2. Adopt a new MTC and Non-Retail Adult Use Overlay District, as shown on the map entitled “Medical Marijuana Treatment Center and Non-Retail Adult Use Marijuana Establishment Overlay District,” dated August 15, 2024, on file with the Town Clerk;
3. Amend Section 173-22A (2) of the Zoning Bylaw to read as follows:

In addition, there are Wetlands, Floodplains, Aquifer Water Resource, Littleton Village Overlay District West — Beaver Brook Area, MTC and Non-Retail Adult Use Overlay District and Adult Use Marijuana Retail Overlay District.

4. Strike the terms “Registered Marijuana Dispensary (RMD)” and “Medical Marijuana Treatment Center and/or Registered Marijuana Dispensary (RMD)” and their associated definition from Section 173-2 of the Zoning Bylaw; and
5. Revise the following definitions in Section 173-2 of the Zoning Bylaw:

MARIJUANA

Marijuana as defined in MGL c. 94G, § 1, 935 CMR 500 et seq. and 935 CMR 501 et seq.

MARIJUANA COURIER

An entity licensed to deliver marijuana and Marijuana Products directly to Consumers from a Marijuana Retailer, or directly to qualified patients from an MTC, but is not authorized to sell marijuana or marijuana products directly to consumers, qualified patients or caregivers and is not authorized to wholesale, warehouse, process, repackage, or white label.

MARIJUANA FOR ADULT USE

Marijuana and Marijuana products that are not designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined in 935 CMR 501 et seq.

MARIJUANA FOR MEDICAL USE

Means Marijuana that is designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined in 935

CMR 501 et seq.

6. Insert a new definition into Section 173-2 of the Zoning Bylaw in alphabetical order:

MEDICAL MARIJUANA TREATMENT CENTER (MTC)

An entity that holds a medical use marijuana license from the Cannabis Control Commission pursuant to Chapter 94I of the Massachusetts General Laws. Unless otherwise specified, MTC refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

7. Strike Article XXVII Registered Marijuana Dispensaries of the Zoning Bylaw in its entirety;

And

8. Strike Article XXVIII Adult Use Marijuana Establishments of the Zoning Bylaw in its entirety and insert, in place thereof, a new Article XXVIII, Marijuana Establishments and Medical Marijuana Treatment Centers, as follows:

ARTICLE XXVIII: Marijuana Establishments and Medical Marijuana Treatment Centers

§ 173-195. Purpose.

- A. To provide for Marijuana Establishments and Medical Marijuana Treatment Centers (“MTC”) in suitable locations and under reasonable conditions.
- B. To clarify that while an MTC may cultivate, process, and distribute marijuana, only those uses expressly authorized pursuant to a Special Permit issued in accordance with this Article XXVIII may occur at the premises.
- C. To regulate the siting, design, placement, operation, safety, monitoring, modification and removal of any Marijuana Establishment and MTC that may be located within the Town.
- D. To minimize the adverse impacts of any Marijuana Establishment and MTC on the Town, nearby properties, residential neighborhoods, schools and other places where minors congregate, local historic districts, and other land uses incompatible with said establishments.
- E. To limit the overall number of places where Marijuana may be sold and cultivated in Town.
- F. To establish that on-premises consumption shall not be permitted unless the Town votes to authorize on-premises consumption pursuant to M.G.L. c. 94G, § 3.

§ 173-196. Applicability.

- A. The commercial cultivation, production, processing, manufacturing, packaging, testing, retail or wholesale trade, distribution, transporting, dispensing, researching and studying of Marijuana for Adult Use or Medical Use is prohibited unless permitted as a Marijuana Establishment or MTC under this Article XXVIII.
- B. No Marijuana Establishment or MTC shall be established except in compliance with the provisions of this Article XXVIII.
- C. Nothing in this Article XXVIII shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs; nor shall any special permit issued pursuant to this Article XXVIII supersede federal, state or local laws.
- D. Where not expressly defined in § 173-2, all terms used herein shall be as defined in MGL c.94G, MGL c.94I, 935 CMR 500 et seq, and 935 CMR 501 et seq.

§ 173-197. Siting.

- A. The Adult Use Marijuana Retail Overlay District is hereby established as an overlay district as shown on the map entitled “Adult Use Marijuana Establishment Overlay District-Retail” dated March 27, 2018, on file with the Town Clerk and hereby made a part of this chapter. A Marijuana Retail Establishment may be sited within this Overlay District only, subject to all of the provisions of this Article.
- B. The MTC and Non-Retail Adult Use Overlay District is hereby established as an overlay district as shown on the map entitled “Medical Marijuana Treatment Center and Non-Retail Adult Use Marijuana Establishment Overlay District” dated August 15, 2024, on file with the Town Clerk and hereby made a part of this chapter. The following uses may be permitted within this Overlay District, subject to all of the provisions of this Article:

- (1) Marijuana Cultivator;
- (2) Craft Marijuana Cooperative;
- (3) Marijuana Product Manufacturer;
- (4) Marijuana Research Facility;
- (5) Marijuana Laboratory, including a Standards Laboratory or an Independent Testing Laboratory;
- (6) Marijuana Transporter;
- (7) Marijuana Microbusiness;
- (8) Marijuana Delivery Licensee, including Marijuana Courier and Marijuana Delivery Operator; and
- (9) Medical Marijuana Treatment Center.

§ 173-198. Limitations.

- A. The number of Marijuana Retailers within the Town shall not exceed the minimum number that are required by M.G.L. c.94G, §3(a)(2)(ii), to be allowed within the Town absent a ballot vote.

- B. The number of Delivery Licensees that may be located within the Town shall not exceed two.
- C. The number of MTCs within the Town shall not exceed one.
- D. The number of Marijuana Cultivators in Town shall not exceed one.
- E. The number of Craft Marijuana Cooperatives shall not exceed one.
- F. The number of Microbusinesses that cultivate marijuana within Town shall not exceed one.
- G. No Marijuana Establishment may deliver or cause the delivery of cannabis or marijuana products to consumers, including delivery of cannabis or marijuana products pursuant to a Delivery Endorsement or a Marijuana Delivery Agreement, unless specifically authorized by a special permit granted by the SPGA in accordance with this Bylaw or, for any Marijuana Establishment holding an existing special permit that is silent as to delivery, by a modification of such existing special permit granted by the SPGA. Such special permit or modification to an existing special permit, as applicable, shall be obtained prior to the commencement of any delivery activity.
- H. Marijuana Establishments shall not offer cannabis or marijuana products for consumption on the premises.

§ 173-199. Administration and procedure.

- A. Marijuana Establishment and MTC may be allowed in locations set forth in § 173-196 by special permit from the Planning Board (the “SPGA”) in accordance with M.G.L. c. 40A, § 9, only subject to the procedures, regulations, requirements, conditions and limitations set forth herein.
- B. Applicants for a special permit pursuant to this Article XXVIII are strongly encouraged to meet with the SPGA at a public meeting to discuss the proposed application for a new Marijuana Establishment or MTC and to discuss in general terms of the proposed establishment prior to the formal submission of an application.
- C. In addition to the standard Special Permit Application form, an applicant for a special permit under this Article shall also submit the following:
 - 1. A copy of the final, executed Host Community Agreement (“HCA”) or HCA waiver, as applicable, between the applicant and the Town of Littleton.
 - 2. A written description of the status of its application to the Cannabis Control Commission relative to the establishment at issue, or a copy of such license, as applicable.
 - 3. A list of any waivers of regulations that the applicant seeks to obtain from the

Cannabis Control Commission, or a copy of any such waivers that the Commission has issued to the applicant, as applicable.

4. Copies of all policies and procedures approved by the Cannabis Control Commission including without limitation the Marijuana Establishment or MTC's operating and safety procedures, or copies of such policies and procedures that the applicant intends to submit to the Commission, as applicable.

5. For applications that propose cultivation, information demonstrating that the applicant has considered the following factors in its design and its operating plan:

- (a) Identification of potential energy use reduction opportunities (such as natural lighting and energy efficiency measures), and a plan for implementation of such opportunities;
- (b) Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable;
- (c) Strategies to reduce electric demand (such as lighting schedules, active load management, and energy storage); and
- (d) Engagement with energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through the Littleton Light Department.

6. For establishments that propose the cultivation, processing, or manufacturing of marijuana, an odor control plan that incorporates the best available control technology to ensure that emissions do not violate M.G.L. c.111 and Section 173-200.J.

7. The quantity and source or sources of all marijuana and marijuana products that will be sold, as applicable.

8. The quantity of marijuana and marijuana products that will be cultivated, processed, manufactured, packaged, transported, tested, or studied, as applicable.

9. Written statement confirming that no marijuana or marijuana products will be smoked, burned, or consumed on the premises as part of the cultivation, manufacturing, testing or researching operations, as applicable, or a statement explaining how any such uses have been authorized by the Cannabis Control Commission.

10. Names and addresses of each owner, and where the owner is a business entity, the names and address of each owner of that establishment.

11. If applicable, a copy of the Applicant's Articles of Organization, a current Certificate of Legal Existence from the Commonwealth, and the most recent annual report.

12. Copies of all licenses and permits issued to the Applicant by the Commonwealth

of Massachusetts and any of its agencies.

13. Evidence that the applicant has site control and the right to use the proposed site as a Marijuana Establishment or MTC. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.

14. In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, the applicant shall provide details showing all exterior proposed security measures for the premises, including but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity. The site plan shall further delineate various areas of the Marijuana Establishment or MTC (indoors and outdoors) such as public access areas, employee only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation, loading and parking areas. Site plans and/or application narrative shall contain sufficient information so that the SPGA can evaluate the design and operational standards contained in this Article XXVIII.

15. In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, an applicant that proposes to provide delivery of cannabis or marijuana to consumers located off site (home delivery) shall include on the plans submitted to the SPGA any loading area to be used in connection with the home delivery operation, whether conducted by the establishment itself or a Marijuana Delivery Licensee, and/or the area where the establishment will park vehicles used for home delivery, including overnight parking. The applicant shall also provide a narrative description of how cannabis or marijuana will be loaded onto such vehicles for delivery. Additional traffic flow data shall be available upon request of the SPGA.

16. Certification to the SPGA that the applicant has filed copies of the special permit application as required by §173-199D.

D. Upon filing the special permit application with the SPGA, the Applicant shall simultaneously deliver copies of the full application to the Select Board, the Building Commissioner, the Board of Health, the Police Department, and the Fire Department.

§ 173-200. Special permit requirements.

A. Buffer Zones:

1. No Marijuana Establishment or MTC shall be located within 500 feet of any lot containing a licensed child care facility; public park, playground, athletic field or other public recreational land or facility; any use or facility where persons under the age of 18 commonly congregate to participate in scheduled or structured activities; religious facility; drug or alcohol rehabilitation facility; correctional facility, halfway house or similar facility; or any other non-located Marijuana Establishment or MTC. For purposes of § 173-200A.1, distances shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment or MTC is or will be located.

2. No Marijuana Establishment or MTC shall be closer than 500 feet from the nearest School Entrance, defined as the entrance(s) that provide ingress and egress to students of the preexisting public or private or private school providing education in kindergarten or any grades 1 through 12 at the time of the newspaper publication of the proposed Marijuana Establishment or MTC's community outreach meeting. For purposes of § 173-200A.2, the buffer zone distance of 500 feet shall be measured in a straight line from the geometric center of the Marijuana Establishment or MTC's Entrance, meaning the means the entrance or entrances that provides ingress and egress to Consumers, Registered Qualifying Patients and Caregivers to the Marijuana Establishment or MTC, to the geometric center of the nearest School Entrance, unless there is an Impassable Barrier within those 500 feet; in these cases, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the Marijuana Establishment or MTC's Entrance to the geometric center of the nearest School Entrance. As used in this subpart, Impassable Barrier shall mean a highway, public or private way or path, inaccessible structure, body of water, or other obstruction that renders any part of the 500-foot straight-line distance between a Marijuana Establishment or MTC's Entrance and a School Entrance inaccessible by a pedestrian or automobile.

B. The SPGA may reduce the minimum distance requirement in § 173-200A as part of the issuance of a special permit in the following instances only:

1. Issuance of a special permit for a Marijuana Establishment to an entity with an existing MTC in Littleton.
2. Renewal of a special permit for an existing Marijuana Establishment or MTC where the use has been established after issuance of the original special permit.
3. Change of permit holder for an existing Marijuana Establishment or MTC where the use has been established after issuance of the original special permit.
4. Where the SPGA determines that reduction in the minimum distance is necessary for purposes of maintaining consistency with state law and siting of Marijuana Establishments or MTCs.
5. The applicant demonstrates to the satisfaction of the SPGA that application of Section 173-200A will effectively prohibit the placement of a MTC within the Town.

C. A Marijuana Establishment or MTC that seeks to expand or alter its operations outside those outlined in its original special permit shall obtain a new or amended special permit. This includes an increase in a cultivation tier for Marijuana Establishments.

D. All delivery of cannabis or marijuana shall comply with the requirements of § 173-198.

E. The SPGA shall not issue any special permit that would cause the Town to exceed the

limits set forth in § 173-198.

- F. An MTC shall obtain a new special permit prior to converting to or collocating with a Marijuana Establishment. A Marijuana Establishment shall obtain a new special permit prior to converting to or collocating with an MTC.
- G. No smoking, burning, or consumption of any marijuana product shall be permitted at any Marijuana Establishment, except as may be authorized by law for purposes of cultivation, testing, research, or manufacturing.
- H. All shipping and receiving areas shall serve the Marijuana Establishment or MTC exclusively. In the case of a multi-use or multi-tenant site, the Marijuana Establishment or MTC shall be laid out and designed to ensure separation from other uses or tenants at the site.
- I. The Marijuana Establishment or MTC shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage.
- J. Air Quality:
 - 1. The Marijuana Establishment or MTC shall operate within an enclosed structure. For purposes of this Section, greenhouse shall qualify as an enclosed structure; provided § 173-200.J.2 and § 173-200.J.3 are satisfied.
 - 2. The Marijuana Establishment shall incorporate the best available control technology to ensure that emissions do not violate M.G.L. c.111.
 - 3. The Marijuana Establishment shall utilize the best available control technology to ensure that no odor from marijuana can be detected by a person with a normal sense of smell at the property line.
- K. Adequate lighting, including night lighting that provides for monitoring or building and site security, including those measures to prevent diversion of marijuana and marijuana products cultivated outdoors.
- L. A Marijuana Retailer shall post at a conspicuous location at the public entrance a sign that states "Only individuals 21 years of age or older, unless in possession of a registration card issued by the Cannabis Control Commission." The required text shall be a minimum of two inches in height. Signage shall otherwise be limited to that which is permitted under the Cannabis Control Commission's regulations and the Town's sign bylaw, as applicable.
- M. The Marijuana Establishment or MTC shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day, seven days a week.

- N. No special permit shall be issued unless the Applicant has executed a Host Community Agreement with the Town in accordance with M.G.L. c. 94G, § 3 or obtain an HCA waiver.
- O. Unless otherwise exempt by law, no special permit shall be issued until the Applicant has held a community outreach meeting, as defined in the Cannabis Control Commission's regulations.

§ 173-201. Special permit approval criteria.

The SPGA may issue a special permit for a Marijuana Establishment or MTC only if it finds that the project satisfies the requirements of § 173-7C, this Article XXVIII, and the following additional special permit criteria:

- A. The Marijuana Establishment or MTC is fully permitted by all applicable agencies within the Commonwealth of Massachusetts and is in compliance with all State laws and regulations; provided, however, that issuance of a valid final license pursuant to M.G.L. c. 94G or c. 94I may be a condition of the special permit.
- B. The proposed use is designed to minimize any adverse impacts on the on the residents of the Town.
- C. For a Marijuana Retail Establishment and MTC with a retail space, there shall be a secure indoor area for all customers.
- D. The Marijuana Establishment or MTC adequately addresses issues of vehicular and pedestrian traffic, circulation and parking, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

§ 173-202. Special permit conditions.

- A. The SPGA may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, including odor, protection of significant environmental resources and the preservation of community character of the surrounding area including, without limitation, the following:
 - 1. Minimization of the impacts of increased noise and traffic.
 - 2. Imposition of security precautions related to the high value of products and case transactions.
 - 3. Deterring the presence of unauthorized or ineligible persons at, or near, the Marijuana Establishment or MTC.
 - 4. Imposition of measures to prevent diversion of marijuana and marijuana products.
 - 5. Conditions related to the design and construction of the facility to improve safety,

security and conformance with community character.

6. Conditions, consistent with the State Building Code, relating to energy efficiency and conservation.
7. Conditions required to address impacts to air quality, including the imposition of odor control technologies and devices.

B. The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:

1. Hours of operation, including dispatch for any home delivery.
2. Compliance with the Host Community Agreement.
3. The submission of a copy of the license from the Cannabis Control Commission with the SPGA and the Building Commissioner prior to the issuance of a building permit, certificate of occupancy, or commencement of use, whichever occurs first.
4. The reporting of any incidents to the Littleton Police Department as required pursuant to 935 CMR 500.110(9) and 501.110(9) and within 24 hours of their occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
5. The reporting of any cease and desist order, quarantine order, suspension order, limiting sales order, notice of hearing or final action by the Cannabis Control Commission or the Division of Administrative Law Appeals, as applicable, regarding the Marijuana Establishment to the Building Commissioner within 48 hours of the applicant's receipt.
6. Copies of all reports submitted to any state agency, including, but not limited to, the reports required by 935 CMR 500.105(10)(d) and 501.105(10)(d) describing the establishment's liability insurance coverage and the annual security system audits required by 935 CMR 500.110(10) and 501.110(10) shall be submitted to the SPGA within five business days of submission to the State. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
7. Documentation to the SPGA that each Marijuana Establishment Agent or MTC Agent has completed training regarding the proper handling of marijuana prior to performing job functions. Such documentation must be provided to the Select Board within five business days of the completion of such training. Annually, the establishment shall provide documentation to the SPGA and the Select Board that all Marijuana Establishment Agents and MTC Agents have received at least eight hours of on-going training.

C. The issuance of a special permit pursuant to this Article shall also be subject to the

following:

1. The special permit shall expire within five years of the date of issue. If the applicant wishes to renew the special permit, an application to renew must be submitted at least 120 days prior to the expiration of the special permit.
2. Special permits shall be limited to the original applicant(s) and shall expire on the date the special permit holder ceases operation of the Marijuana Establishment or MTC.
3. The holder of a special permit shall annually file an affidavit with the Building Commissioner demonstrating that it is in good standing with respect to its license from the Cannabis Control Commission and any other applicable State licenses.
4. The holder of a special permit shall notify the Building Commissioner and the SPGA in writing within 48 hours of the cessation of operation of the Marijuana Establishment or MTC, or the expiration or termination of the permit holder's license from the Cannabis Control Commission.
5. The special permit shall expire upon the expiration or termination of an applicant's license from the Cannabis Control Commission.

§ 173-203. No accessory use Marijuana Establishments.

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

ARTICLE 6

**Amend Article 23 of the May 7, 2024, Annual Town Meeting (Schedule D
Permanent Full and Part-time Employees)**

The Town voted in the Consent Calendar, simple majority vote necessary to pass, to amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Advisory Committee by amending Schedules A (Permanent Full and Part-Time Employees) D, effective January 1, 2023, and by adopting the Schedules as shown below:

Schedule D, Fire Department On-Call

On-Call Stipend \$4.00/hour

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 hourly | \$15.6 8 | | | | | |
| 2 hourly | \$16.7 4 | \$17.0 8 | \$17.4 1 | \$17.7 6 | \$18.1 2 | \$18.4 7 |
| 3 hourly | \$17.4 0 | \$17.7 5 | \$18.1 1 | \$18.4 6 | \$18.8 3 | \$19.2 0 |
| 4 hourly | \$18.1 0 | \$18.4 5 | \$18.8 3 | \$19.2 0 | \$19.5 8 | \$19.9 7 |
| 5 hourly | \$18.6 2 | \$18.9 9 | \$19.3 7 | \$19.7 0 | \$20.0 8 | \$20.4 9 |
| 6 hourly | \$19.1 9 | \$19.5 7 | \$19.9 6 | \$20.3 7 | \$20.7 7 | \$21.1 9 |
| 7 hourly | \$19.7 7 | \$20.1 7 | \$20.5 6 | \$20.9 8 | \$21.4 0 | \$21.8 3 |
| 8 hourly | \$20.3 7 | \$20.7 7 | \$21.1 9 | \$21.6 1 | \$22.0 4 | \$22.4 9 |
| 9 hourly | \$20.9 8 | \$21.4 0 | \$21.8 3 | \$22.2 6 | \$22.7 0 | \$23.1 7 |
| 10 hourly | \$21.1 9 | \$21.6 1 | \$22.0 4 | \$22.4 9 | \$22.9 3 | \$23.3 9 |
| 11 hourly | \$26.5 0 | | | | | |

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

ARTICLE 7

Amend Article 4 of the November 1, 2023, Special Town Meeting

The Town voted in the Consent Calendar through the Hand-Held Devices (Clickers) to amend Article 4 of the November 1, 2023, Special Town Meeting, to expand allowable use of the appropriated \$400,000.00 (Four Hundred Thousand Dollars and Zero Cents) from the Capital Stabilization Fund from professional services for the renovation of the former Indian Hill Music School (36 King Street) to professional services and construction expenses for the renovation of the former Indian Hill Music School.

ARTICLE 8
Capital Transfers

Rescind and Reprogram Prior Capital Town Meeting Warrant Articles

The Town voted in the Consent Calendar through the Hand-Held Devices (Clickers) to:

(1) Transfer \$135,139.70 (One Hundred, Thirty-Five Thousand, Four Hundred and Nine Dollars and Seventy Cents), from the following unspent capital appropriations, which will thereby exhaust all of the available funds from the original appropriation, for the purposes of funding various capital projects for buildings under the care, custody and control of the Select Board; the work may include, but is not limited to feasibility studies, design, construction and repairs; and \$25,000 (Twenty-Five Thousand Dollars and Zero Cents), for Assessor's Department professional services support associated with the five-year recertification of residential/commercial/industrial property per Massachusetts Department of Revenue standards:

| Town Meeting Date | Transfer From: Capital Project (Town Meeting Article) | Remaining Balance | Transfer Out |
|--------------------------|--|--------------------------|---------------------|
| May 1, 2023 | ART 9 HS Roof Study | 22,800.00 | 22,800.00 |
| May 1, 2023 | ART 9 PRCE Truck | 11,992.00 | 11,992.00 |
| May 1, 2023 | ATR 9 Police Cruisers | 10,000.00 | 10,000.00 |
| May 1, 2023 | ART 9 DPW Ford Explorer | 81.95 | 81.95 |
| May 7, 2018 | ART 8 Master Plan | 3,420.09 | 3,420.09 |
| May 2, 2022 | ART 9 HS Security Alarm Control Panels Update | 22,466.75 | 22,466.75 |
| June 12, 2021 | ART 9 Middle School Paging System | 8,832.73 | 8,832.73 |
| June 12, 2021 | ART 9 Highway Dump Truck | 3,037.75 | 3,037.75 |
| June 12, 2021 | ART 9 Accounting - Chart of Accounts | 1,000.00 | 1,000.00 |
| May 6, 2019 | ART 8 Stormwater MS4 Permit | 76,508.43 | 76,508.43 |

(2) Transfer the unspent balance of \$10,000.00 (Ten Thousand Dollars and Zero Cents) or any other sum or sums of money, from Article 11 (Elder and Human Service Bicycle and Pedestrian Master Plan), of the June 12, 2021 Annual Town Meeting, to fund the design and construction of the extension of a sidewalk on Foster Street; and

- (3) Transfer the unspent balance of \$12,000 (Twelve Thousand Dollars and Zero Cents) or any other sums of money, from Article 8 (G. Master Plan Implementation Land Use Coordination), of the May 6, 2019 Annual Town Meeting, as follows: \$6,000 (Six Thousand Dollars and Zero Cents) to fund Geographic Information System (GIS) Support for the zoning diagnostic and recodification; and \$6,000 (Six Thousand Dollars and Zero Cents) to fund professional services in support of adopting the new FEMA Flood Insurance Rate Maps and updating the Zoning Bylaw to meet the “Accessory Dwelling Unit” requirements of the 2024 Affordable Homes Act.

ARTICLE 9

Amend Article 12 of the May 2, 2022, Annual Town Meeting

The Town voted in the Consent Calendar through the Hand-Held Devices (Clickers) to amend Article 12 of the May 2, 2022, Annual Town Meeting, to repurpose the \$50,000 (Fifty Thousand Dollars and Zero Cents) for a Nagog Orchard Building Feasibility Study for Nagog Hill Orchard-related expenditures.

ARTICLE 10

Transfer Care and Control of Lot 107 at the Nagog Hill Orchard to the Conservation Commission

NO AFFIRMATIVE ACTION WAS TAKEN ON THIS ARTICLE

ARTICLE 11

Fund Collective Bargaining Agreements

The Town voted in the Consent Calendar through the Hand-Held Devices (Clickers) to transfer from available funds \$117,170 (One Hundred Seventeen Thousand and One Hundred and Seventy Dollars) for the purpose of funding a new Collective Bargaining Agreement with Littleton Professional Firefighters’ Association, International Association of Firefighters, Local 4599.

ARTICLE 12

Authorize the Town Clerk to Fix Scrivener Errors to Town Bylaws Adopted by Town

Meeting

The Town voted in the Consent Calendar through the Hand-Held Devices (Clickers) to amend the General Bylaws to allow the Town Clerk to make non-substantive editorial revisions to the General Bylaws, by inserting a new Article III into Chapter 29, as follows:

Article III Editorial Revisions to General Bylaws

§ 29-5 Authority of the Town Clerk

The Town Clerk shall have the authority to assign appropriate numbers or letters to General Bylaw sections, subsections, paragraphs and subparagraphs and to make nonsubstantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering, and to make nonsubstantive editorial revisions or references regarding such numbering or lettering as contained within the bylaws to ensure accuracy and conformity.

Town Moderator, Timothy Goddard, thanked all those that attended. He asked for a motion to dissolve/ A motion was made and seconded and so voted. The meeting was dissolved at 8:47PM by Town Moderator, Timothy Goddard.

A True Copy

ATTEST:

Diane Crory, Town Clerk