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</table>
DEDICATION

The 2002 Annual Town Report
Is dedicated to Donald B. Prouty

On April 14, 2002 the town mourned the death of
Donald Prouty, genial and widely respected former
Moderator and Town Counsel. Don was old Littleton
to the core. On his retirement as Moderator in 1973, a
Resolution was read at Town Meeting "recognizing his
outstanding contribution for a quarter of a century to
one of America's most cherished forms of
representative government, the 'Town Meeting', and
praising his "integrity, skill, fine sense of humor, and
thorough knowledge of town affairs". He continued to
serve as Town Counsel for many years.

Don was 3 months old when he moved with his
parents to their new home at 32 Foster Street. A
graduate of Middlesex School, Harvard College and
Harvard Law School he served in the US Navy for 4
years; first, in command of a sub-chaser in the
invasions of Sicily and Salerno, then as navigator of a
heavy cruiser. He attained the rank of commander.

Returning to Littleton in 1946 he established a law
practice in Boston and upheld the over-125-year
tradition started by his great grandfather, and
continued by his grandfather and father, of commuting
daily on the B&M railroad. For nine years Don, his
wife Carey, and their two daughters lived at the top of Wilderness Road, then moved to the Foster Street
home in 1955, a lively place where 7 grandchildren and many relatives and friends congregated over the
years. Besides his commitment to the town, Don was Treasurer of First Church Unitarian and a Trustee
of Nashoba/Deaconess Hospital in Ayer.

Don was generous with his time, and with the beach, woodlands and amenities of his property.
Generations of youngsters remember the hair-raising rides he offered in his yellow jeep at the annual Fair
in Fay Park. The route up Wilderness Road to Long Lake cost 25 cents and was more exciting than any
theme park. Halloween brought hordes of little kids who year after year anticipated being scared by the
gutteral sound of a fog horn as they reached the darkened front door.

Kind, friendly, witty, outgoing, and with a wonderful capacity to make others feel special, Don is
remembered as a true gentlemen. His family and his town were privileged to have him in their lives. The
Selectmen would like to thank Carey Prouty for providing the biography and picture of Don.
The Board of Selectmen would like also to recognize the following individuals who served the Town of Littleton in various capacities for many years.

**ROBERT B. WALL, SR.**

A graduate of Columbia University and a Marine Corps Korean War Veteran, Mr. Wall served on the Littleton Finance Committee for many years and was also a member of the Littleton Rotary Club. He enjoyed woodworking and made furnished dollhouses, which he donated to the Littleton Christmas bazaar. He also volunteered at Camp Nashoba in Littleton, where he ran the woodworking shop. His contributions to the town will be long remembered.

**F. EVERETT REED**

An engineer by vocation and champion of peace and justice, Mr. Reed pursued both of those interests until ill health caused him to slow down last year. Known as the “conscience” of the Congregational Church of Littleton, Mr. Reed delivered updates at Sunday services on the church’s mission work for as long as he was able. He served on the building committee for the Littleton Junior/Senior High School on Russell Street, was active in many groups and committees at the Congregational Church, and was a veteran Town Meeting participant. His contributions will be sorely missed by his fellow church-goers and Town residents alike.

**JOSEPH ALO**

A Littleton High School graduate, Mr. Alo served on the Littleton Park and Recreation Commission for several years and was a member of St. Anne’s Church in Littleton. He enjoyed playing pool, golf and entertaining his friends. Always a gentleman he is missed by his family and fellow town residents.
# GENERAL INFORMATION

## WHERE TO CALL FOR TOWN INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Department/Office</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>Town Accountant</td>
<td>952-2307</td>
</tr>
<tr>
<td>Appeal of Zoning Decision</td>
<td>Board of Appeals</td>
<td>486-3732</td>
</tr>
<tr>
<td>Assessments</td>
<td>Board of Assessors</td>
<td>952-2309</td>
</tr>
<tr>
<td>Birth, Death, and Marriage Certificates</td>
<td>Town Clerk</td>
<td>952-2314</td>
</tr>
<tr>
<td>Building Permits</td>
<td>Building Commissioner</td>
<td>952-2308</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>Cemetery Commissioners</td>
<td>952-2324</td>
</tr>
<tr>
<td>Emergency Mgmt.</td>
<td>Emergency Management Office</td>
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<tr>
<td>Conservation Issues</td>
<td>Conservation Commission</td>
<td>486-9537</td>
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<tr>
<td>Dog Licenses</td>
<td>Town Clerk</td>
<td>952-2314</td>
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<td>Dog Problems</td>
<td>Dog Officer</td>
<td>952-2353</td>
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<tr>
<td>Education Information</td>
<td>School Superintendent's Office</td>
<td>486-8951</td>
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<tr>
<td>Elderly Information</td>
<td>Council on Aging</td>
<td>952-2362</td>
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<tr>
<td>Elections and Voting, Registration</td>
<td>Town Clerk</td>
<td>952-2314</td>
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<tr>
<td>Electricity</td>
<td>Light and Water Department</td>
<td>486-3104</td>
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<tr>
<td>Facility Management</td>
<td>Facilities Manager</td>
<td>486-0514</td>
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<tr>
<td><strong>Fire &amp; Ambulance Emergencies</strong></td>
<td><strong>Fire Department</strong></td>
<td><strong>911</strong></td>
</tr>
<tr>
<td>Fire Permits-General Calls</td>
<td>Fire Department</td>
<td>952-2302</td>
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<tr>
<td>Garbage and Refuse</td>
<td>Board of Health</td>
<td>952-2313</td>
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<td>Gas Permits</td>
<td>Gas Inspector</td>
<td>952-2308</td>
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<tr>
<td>Health and Sanitation</td>
<td>Board of Health</td>
<td>952-2313</td>
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<td>Highways and Streets</td>
<td>Highway Department</td>
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<td>Housing for the Elderly</td>
<td>Housing Authority</td>
<td>486-8833</td>
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<td>Hunting &amp; Fishing Licenses</td>
<td>Town Clerk</td>
<td>952-2314</td>
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<tr>
<td>Information Technology Office</td>
<td>Systems Analyst, LELD</td>
<td>952-2777</td>
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<tr>
<td>Library</td>
<td>Reuben Hoar Library</td>
<td>486-4046</td>
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<td>Nurse (Town)</td>
<td>Board of Health</td>
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<td>Planning Board</td>
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<td>Plumbing Inspector</td>
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<td>Recreation</td>
<td>Park &amp; Recreation</td>
<td>486-3120</td>
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<td>Shaker Lane Elementary</td>
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<td></td>
<td>Russell Street Elementary</td>
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<td>Middle School</td>
<td>486-3938</td>
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<td></td>
<td>High School</td>
<td>952-2555</td>
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<td></td>
<td>Superintendent</td>
<td>486-8951</td>
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<td>Nashoba Valley Technical High School</td>
<td>Main Office</td>
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<td>Zoning</td>
<td>Building Commissioner</td>
<td>952-2308</td>
</tr>
</tbody>
</table>
**TOWN OFFICES – HOURS AND LOCATION**

**Assessors**
952-2309  
Monday - Friday  
8:30 a.m. - 3:00 p.m.

**Board of Health**
952-2313  
Monday - Friday  
9:00 a.m. - 3:00 p.m.

**Building Commissioner**
952-2308  
Monday, Tuesday, Wednesday  
7:30 a.m. - 3:30 p.m.  
Thursday  
7:30 a.m. - 6:30 p.m.  
Friday  
7:30 a.m. - 12:30 p.m.

**Conservation Commission**
486-9537  
Monday, Wednesday, Friday  
9:00 a.m. - Noon

**Council on Aging**
952-2362  
Shattuck Street Building, 2nd floor  
Tuesday 9 a.m. - Noon;  Friday 9 a.m. - 3 p.m.

**Outreach Office**
486-0183  
Shattuck Street Building, 2nd floor

**Meal Site**
952-2757  
Shattuck Street Building, 1st floor

**Facilities Manager**
486-0514  
Shattuck Street Building, 2nd Floor

**Fire Department**
952-2302  
Monday - Friday  
7:00 a.m. - 6:00 p.m.

911 Emergency Fire & Ambulance Calls

**Information Systems Analyst**
952-2777  
Monday 8:45 a.m. – 5:15 p.m.

**Park and Recreation**
486-3120  
Tuesday, Wednesday, Thursday  
8:00 a.m. – 4:00 p.m.

**Planning Board**
486-9733  
Monday, Tuesday, Thursday, Friday  
9:00 a.m. - 2:00 p.m.

**Police Department**
952-2300  
Sunday - Saturday (24 hours a day)

911 Police Emergency Calls

**Reuben Hoar Library**
486-4046  
Monday, Wednesday, 10 a.m. - 9 p.m.

**School Department**
486-8951  
Shattuck Street Building, 3rd floor

**Tax Collector**
952-2349  
Monday - Friday  
9:00 a.m. - 3:00 p.m.

**Town Accountant**
952-2307  
Monday - Friday  
8:30 a.m. - 4:00 p.m.

**Town Administrator**
952-2311  
Monday - Friday  
8:00 a.m. - 4:00 p.m.

**Town Clerk**
952-2314  
Monday - Friday  
9:00 a.m. - 3:00 p.m.

**Town Treasurer**
952-2306  
Monday - Friday  
9:00 a.m. - 3:00 p.m.

**Transfer Station**
486-0122  
Tuesday & Thursday 12 Noon - 7 p.m.

**Veterans Agent**
952-2325  
By Appointment
STATE AND FEDERAL ELECTED OFFICIALS

President of the United States  George W. Bush  
1600 Pennsylvania Avenue  
Washington, D.C.

Governor of the Commonwealth  Mitt Romney  
(617) 727-7200  
State House  
Boston, MA  02133

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

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

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

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

Representative in General Court  Geoff Hall  (617) 722-2320  
2nd Middlesex District  
Room 34, State House  
Boston, MA  02133
**GENERAL INFORMATION**

Annual Election: First Saturday in May  
Annual Town Meeting: Monday after first Saturday in May  
Form of Government: Open Town Meeting  
Absentee Voting: Town, State and National  
Population: 8,677  
Number of Registered Voters: 5,268  
Dog Licenses: Due January 1  
Size of Town: 16 square miles

Residential Taxes per $1000 valuation:

<table>
<thead>
<tr>
<th>Year</th>
<th>Tax Rate</th>
<th>Year</th>
<th>Tax Rate</th>
<th>Year</th>
<th>Tax Rate</th>
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<tr>
<td>1999</td>
<td>$14.09</td>
<td>2000</td>
<td>$12.81</td>
<td>1994</td>
<td>$15.05</td>
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<td>2002</td>
<td>$13.21</td>
<td>1997</td>
<td>$15.58</td>
<td>2003</td>
<td>$11.15</td>
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</table>

To have an article on the Annual Town Meeting Warrant, a petition must be signed by TEN (10) registered voters.

To have an article on a Special Town Meeting Warrant, a petition must be signed by ONE HUNDRED (100) registered voters.

To call a Special Town Meeting, a petition signed by 200 registered voters must be presented to the Board of Selectmen. The Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

**DEFINITIONS**

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

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

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

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

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

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

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

TRANSFER STATION STICKERS

The Town is going to a Pay As You Throw (PAYT) system where residents will be required to purchase a sticker for their vehicle and also buy bags to dispose of their household trash. The Board of Selectmen will determine the price of the sticker and price of bags. Locations where bags will be available for purchase have yet to be determined. Stickers will be available for purchase only at the Transfer Station during their normal operating hours of Tuesday and Thursday, 12 Noon to 7 p.m. and Saturday, 8 a.m. to 5 p.m. When purchasing a sticker residents will be required to show proof of residency in addition to providing their vehicle registration. Information regarding what may be taken to the Transfer Station is available at the Transfer Station.

Transfer Station Sticker Fees are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Bag Fee</td>
<td>To Be Determined</td>
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<tr>
<td>Annual Sticker</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Second Sticker (One Year)</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Six Month Sticker</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Senior Citizen One Year Sticker</td>
<td>To Be Determined</td>
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<tr>
<td>(Second Stickers sold to Senior Citizens are not discounted.)</td>
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</tr>
<tr>
<td>Recycling Only Sticker (One Year)</td>
<td>To Be Determined</td>
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</tbody>
</table>

Miscellaneous Items:

- Appliances: Without Freon - dishwashers, stoves, Water heaters, etc. $10.00 each
- Appliances With Freon: Refrigerators, freezers, Air conditioners, etc. $20.00 each
- Microwave Ovens $10.00 each
- CRTS, TV's $16.00 each
- Propane Tanks $12.00 each
- Tires $4.00 each
- Bulky Furniture, couches, stuffed chairs, mattresses, etc. $4.00 each
- Large Metal Items $20.00 each

Pickup Truck or Trailer Load of the following:

- Brush $50.00/load
- Wood/building debris $50.00/load

NOTES:

1. Stickers entitle users to dispose of routine household residential refuse.
2. Fees for Miscellaneous Items entitle users to dispose of non-routine items on a periodic basis. In certain instances the user may be asked to identify the source of the non-routine item in order to be permitted to dispose of the item.
3. A pickup with a "load" is understood to be substantially full. The Attendant's judgment shall be final in this matter.
4. The Attendant shall have the option of temporarily restricting the use of the Transfer Station due to operational or space problems.
5. Users may purchase stickers or pay fees at the Transfer Station with CHECKS ONLY. No cash will be accepted at the Transfer Station for security reasons. Effective March 2003 stickers MUST be purchased at the Transfer Station.
6. The appropriate fees will be collected for those items set out in the Transfer Station Fee Schedule regardless of whether the item is left in the swap shop be discarded.
Elected and Appointed Town Officials

Elected Town Officers - Year Ending May 4, 2003

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderator</td>
<td>Charles F. Kaye</td>
<td>2003</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Mary Crory</td>
<td>2004</td>
</tr>
<tr>
<td>Tax Collector</td>
<td>Rebecca Quinn</td>
<td>2005</td>
</tr>
<tr>
<td>Town Treasurer</td>
<td>Margaret Dennehy</td>
<td>2003</td>
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<tr>
<td>Board of Assessors</td>
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<td></td>
<td>James S. Winroth</td>
<td>2004</td>
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<td></td>
<td>Pamela Campbell</td>
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<td></td>
<td>Frederick J. Freund</td>
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<td></td>
<td>William Nickerson</td>
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<td>Brian Wright</td>
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<tr>
<td>Board of Selectmen</td>
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<td></td>
<td>Joseph Cataldo</td>
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<td>Walter Bartkus</td>
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<td>Ronald J. Caruso</td>
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<td>Reed Augliere</td>
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<td></td>
<td>Paul J. Glavey</td>
<td>2003</td>
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<tr>
<td>Board of Electric Light Commissioners</td>
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<td></td>
<td>Joseph McCumber</td>
<td>2004</td>
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<td>Joseph Cataldo</td>
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<td>Thomas Rauker</td>
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<td>Craig Gruskowski</td>
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<td></td>
<td>Bruce Trumbull</td>
<td>2003</td>
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<td>Board of Water Commissioners</td>
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<td>Joseph McCumber</td>
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<td>Joseph Cataldo</td>
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<td>Thomas Rauker</td>
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<td>Craig Gruskowski</td>
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<td></td>
<td>Bruce Trumbull</td>
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<tr>
<td>Cemetery Commissioners</td>
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<td></td>
<td>Susan Fougstedt</td>
<td>2003</td>
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<td></td>
<td>David Badger</td>
<td>2004</td>
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<td></td>
<td>Deborah Williams</td>
<td>2005</td>
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## TOWN OF LITTLETON

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<thead>
<tr>
<th>Committee</th>
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<tbody>
<tr>
<td><strong>LITTLETON SCHOOL COMMITTEE</strong></td>
<td></td>
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<tr>
<td>Neil Peterson</td>
<td>2004</td>
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<tr>
<td>Susan MacDowell</td>
<td>2005</td>
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<td>Sharon Chan</td>
<td>2005</td>
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<td>Elaine Braun-Keller</td>
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<td>Roland Gibson</td>
<td>2003</td>
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<td><strong>PLANNING BOARD</strong></td>
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<tr>
<td>Janet LaVigne</td>
<td>2006</td>
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<td>Mark Montanari</td>
<td>2007</td>
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<td>Mark Johanson</td>
<td>2003</td>
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<td>David Campbell</td>
<td>2004</td>
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<td>Steven Wheaton</td>
<td>2005</td>
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<tr>
<td><strong>TRUSTEES OF THE REUBEN HOAR LIBRARY</strong></td>
<td></td>
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<tr>
<td>Marcia Marcantonio</td>
<td>2004</td>
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<tr>
<td>Barbara Chapin</td>
<td>2004</td>
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<td>James L. Carozza</td>
<td>2005</td>
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<td>Julian Stam</td>
<td>2005</td>
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<tr>
<td>Cheryl Hardy-Faraci</td>
<td>2003</td>
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<tr>
<td>Dorothy Sussman</td>
<td>2003</td>
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<tr>
<td><strong>PARK AND RECREATION COMMISSION</strong></td>
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<tr>
<td>Greg Champney</td>
<td>2004</td>
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<tr>
<td>Anita Harding</td>
<td>2004</td>
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<td>Ivan Pagacik</td>
<td>2005</td>
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<td>Al Gregory</td>
<td>2003</td>
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<td>Frederick Freund</td>
<td>2003</td>
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<td><strong>BOARD OF HEALTH</strong></td>
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<tr>
<td>Robert Zimmerman</td>
<td>2004</td>
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<tr>
<td>Thomas Grady</td>
<td>2004</td>
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<td>Peter M. Cassinari</td>
<td>2005</td>
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<tr>
<td>Kelly Harte</td>
<td>2005</td>
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<tr>
<td>Steve Foss</td>
<td>2003</td>
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<tr>
<td><strong>BOARD OF COMMISSIONERS OF TRUST FUNDS</strong></td>
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<tr>
<td>Raymond M. Cornish, Jr.</td>
<td>2004</td>
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<tr>
<td>Rick Hoole</td>
<td>2005</td>
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<td>Thomas Todd</td>
<td>2003</td>
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<td><strong>HOUSING AUTHORITY</strong></td>
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<tr>
<td>John Comeau</td>
<td>2004</td>
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<tr>
<td>Linda Stoffel Graves</td>
<td>2005</td>
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<tr>
<td>Mildred McGovern</td>
<td>2003</td>
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<tr>
<td>Marie Griffin</td>
<td>2006</td>
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<tr>
<td><strong>COMMONWEALTH APPOINTEE</strong></td>
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<tr>
<td>John Comeau</td>
<td>2004</td>
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<tr>
<td>Linda Stoffel Graves</td>
<td>2005</td>
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<tr>
<td>Mildred McGovern</td>
<td>2003</td>
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<tr>
<td>Marie Griffin</td>
<td>2006</td>
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OFFICERS CHOSEN BY NOMINATION

POUNDKEEPER  2003

FIELD DRIVERS
Michael O'Malley, Raymond C. O'Neil  2003

FENCE VIEWERS
William Farnsworth, Timothy H. Whitcomb, Joseph Knox  2003

SURVEYOR OF TIMBER AND MEASURER OF WOOD BARK
Henry Parlee  2003

MEASURERS OF GRAIN, WEIGHERS OF GRAIN, HAY, COAL, LIVESTOCK ETC.
Arthur D. Keown, Janet Keown, John Tarves  2003

OFFICERS APPOINTED

FINANCE COMMITTEE - 3 YEAR TERM
Moderator Appointee Richard Montminy  2004
Water and Light Appointee Fred Faulkner  2004
Board of Assessors Appointee Alan McRae  2005
Board of Selectmen Appointees Kenneth Adam  2005
Will Ingham  2003
School Committee Appointees Steven Venuti  2003
Jeff Burnett  2005

TAX COLLECTOR APPOINTEES
Assistant Tax Collector Mary Crory
Deputy Tax Collector Kevin Bolduc

TOWN CLERK APPOINTEE
Assistant Town Clerk Rebecca Jean Quinn

BOARD OF HEALTH APPOINTEES
Animal Inspector Frank Matheson
Burial Agent David Badger
Mosquito Control Committee

BOARD OF SELECTMEN APPOINTMENTS

TOWN ADMINISTRATOR
Timothy D. Goddard

TOWN COUNSEL
Judith Pickett
Raymond Miyares
Thomas Harrington

CONSTABLES
John M. Kelly
Clark Paige
David Allen
Joseph Connell
Robert Wilson
Keith Leighton, Jr.
Thomas W. O’Dea
TOWN OF LITTLETON

POLICE DEPARTMENT

CHIEF OF POLICE
John M. Kelly

LIEUTENANT
Matthew J. King

ADMINISTRATIVE ASSISTANT
Vicki Dombrowski

POLICE OFFICERS
Robert Romilly, Sergeant
David Leslie, Sergeant
John Janakos, Acting Sergeant
Lisa Bonney, Detective
James Frohock, Patrolman
Robert Raffaele, Patrolman
Jeffrey Patterson, Patrolman
Matthew Pinard, School Resource Officer/Patrolman

POLICE OFFICERS
Robert Bielecki, Patrolman
Jason Truscello, Patrolman
Jack Hebert, Patrolman
Erin Fowler, Patrolman
Pablo Fernandez, Patrolman
Peter Breslin, Patrolman
Omar Connor, Patrolman

COMMUNICATIONS OFFICERS
Timothy Bemis
Sam Welch
John Murphy
Kathleen Webbert
David Lanteigne

COMMUNICATIONS OFFICERS
Douglas J. Cook
David Lefebvre
Thomas Hurley
David McGloughlin

RESERVE POLICE OFFICERS
Steven Ziegler
Michelle Henderson
Douglas J. Cook
Robert Sabourin
Deborah Richardson
John Corbett
Michael Sallese
John Murphy
John Ciszek
Omar Connor
David Spellman
Katie O’Leary

RESERVE POLICE OFFICERS
Savas Danos
Ronald Caruso
Paul Glavey
Reed Augliere
Walter Bartkus
Joseph Cataldo
Michael Knupp
Frank Matheson
Gordon Bowker, Town Forest
Jerry Sellers
Richard Montminy
Robert Napolitano

MATRONS
Deborah Richardson
Linda Graves
Rosemary Quinn
Vicki Dombrowski

SPECIAL POLICE OFFICERS – OTHER TOWNS

HARVARD
William Chase, Chief
All Officers

ACTON
Frank Widmayer, Chief

AYER
Richard J. Rizzo, Chief
All Officers
WESTFORD
Robert Welch, Chief
All Officers

BOXBOROUGH
Richard G. Vance, Jr., Chief
All Officers

GROTON
Robert Mulhern, Chief
All Officers

FIRE DEPARTMENT

FIRE CHIEF
Alexander S. McCurdy

CAREER FF/EMT
William Harland, Jr.
Keith Dunn

ADMINISTRATIVE ASSISTANT
Eileen Monat

Ryan Monat
Steele McCurdy

ON-CALL EMERGENCY SERVICES

DEPUTY CHIEF
Keith Nixon

DIVISION CHIEF
James Ray

CAPTAIN
James Cahill
Scott Wodzinski

LIEUTENANT
Joseph Rock
Keith Dunn
Teresa Rock
Michael Denehy

FIREFIGHTERS/EMT’S

FF Dwayne Banks
FF/Emergency FF/EMT

FF David Castagneto
FF/Emergency FF/EMT

FF Tom Clancy
FF/Emergency FF/EMT

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FF/Emergency FF/EMT

EMT’S

EMT Erica Andrews
EMT Edward Burg
EMT Dick Golembeski
EMT Keith Hevenor
EMT Barbara McKelvie
EMT Timothy Pacheco

EMT Cyrus Blake
EMT Penny Cadogan
EMT Nancy Gower
EMT Suzanne Klein
EMT Denise Moniz
EMT M. Thomas Quail
COMPANY 4 Reservists

Cyrus Blake  Paula Coke  Philip Swenson
Tom DeGeorge  William Harland, Sr.
Paul Leger  Jason Martin
Timothy Pacheco  David Polsey
Ron Sawyer  Michael Steigerwald

TOWN ENGINEER.
Eric K. Durling

TOWN ACCOUNTANT
Meredith Mayo

INFORMATION SYSTEMS MANAGER
Theresa Campbell

MRTA ADVISORY BOARD
Timothy D. Goddard

FACILITY MANAGER

DOG OFFICER
ACO Michael Harrington
Assistant ACO Sharon Aaron
Assistant ACO Judy Bassett
Assistant ACO Timothy Whitcomb

INSPECTOR OF BUILDINGS
Roland J. Bernier

ASSISTANT BUILDING INSPECTOR
Gabriel Vellante

INSPECTOR OF WIRES
Booth Jackson

ASSISTANT WIRING INSPECTOR
Vincent Chant

PLUMBING INSPECTOR
Steven Cormier

DEPUTY PLUMBING INSPECTOR
Joseph Cormier

GAS INSPECTOR
Steve Cormier

DEPUTY GAS INSPECTOR
Joseph Cormier

NASHOBA VALLEY TECH. HIGH SCHOOL SEALER OF WEIGHTS & MEASURES
Augustine Kish  2006
William Foster, Alternate  2003

COUNCIL ON AGING

3 YEAR TERM
Norman Berry  2003
Bernard Araujo  2003
Mary Catalanotto  2003
Barbara Brine  2003
Barbara Kamb  2005
Mary Kaye  2005
Greta Bennett  2005
John Blake  2005
Natalie Hallowell  2004
Curtis J. Lanciani  2004
Howard Russell  2004

COMMISSION ON DISABILITIES (9)
Bartlett Harvey
George Sanders
Ivy Sanders
Wendy Vinal
Walter Bartkus, Selectman’s Representative
Jessica Murphy

VETERANS AGENT
Charles C. Wright

MAGIC REPRESENTATIVE
VACANT
GRAVES REGISTRATION OFFICER
David Badger

PERSONNEL COMMITTEE
(3 year terms; 1 year term employee reps)
Kenneth Adam, Finance Comm. 2004
Walter Bartkus, Selectman, 2004
Jeanne Kidder, Chief Assessor, 2003
Donna Maddon, Employee, 2003
Joseph Gaffney, Citizen-at-large, 2004
Denise Pagacik, Citizen-at-large, 2004
Timothy Goddard, Town Administrator

MAPC REPRESENTATIVE
VACANT

REGISTRARS OF VOTERS
Mary Crory, Town Clerk
Sally Bowers
Betsy Bohling
Lois Smith

ELECTION WARDEN
Mildred McGovern

CULTURAL COUNCIL 2 Year Term
Andrea Curran 2003
Deb Augliere 2003
Andrews Bowers 2003
Susan Harvey 2004
Henri Holkamp 2003
Michael Kearney 2003
Eileen Monat 2004

CONSERVATION COMMISSION
3 YEAR TERM
Ian Gunn 2004
Frank Matheson 2004
Sarah Seward 2005
Peter Tierney 2005
Carl Melberg 2003
James Pickard 2003
Dan Lord 2003

SCHOOL PLANNING COMMITTEE
3 YEAR TERM
Vacancy 2003
David Campbell 2003
Joe Gaffney 2003
Reed Augliere 2005
Vacancy 2005
Theresa Roberts 2005
Vacancy 2004
Vacancy 2004
Vacancy 2004

PERMANENT MUNICIPAL
BUILDING COMMITTEE (5 year)
Gino Frattalone 2006
William Farnsworth 2005
Elaine Braun-Keller 2004
Mark Mizzoni 2003
Tom Rauker 2007
Warren Terrell 2005
Michael Coole 2004

BOARD OF APPEALS 3 YEAR TERM
Julia Adam 2004
Sherrill Gould 2004
Raymond Cornish 2003
Brad Miller 2005
Joseph Knox, Alt. 2004
John Cantino, Alt. 2005
William Farnsworth, Alt. 2004
Ray Galloni, Alt. 2005
Ronald Hudgens, Alt. 2005

MBTA ADVISORY COMMITTEE
Barbara Boothby
Ron Catella
Jack Cooney
David Derrig
Tim Goddard
Roger Hauck
Steve Sussman
Ed Fultz
Pat Schaubinger

SENIOR HOUSING COMMITTEE
Walter Bartkus Michael Knupp
Peter Cassinari Janet LaVigne
Ray Galloni Darrell Payson
TOWN OF LITTLETON

CABLE TELEVISION COMMITTEE
Patricia Lawrence
Mildred McGovern
Barbara McRae
Alan McRae
David Sill
Peter Johnson
Peter Beale

HISTORICAL COMISSION
John Bowers
Pamela Campbell
Walter Crowell
Charles Howe
Walter Higgins
Ron Goddard
Donna White

PUBLIC SHADE TREE COMMITTEE
Kim Ahern
Frederick Findlay
Barbara Chapin
Walter Higgins
Tree Warden (Highway Operations Manager)

TOWN FOREST COMMITTEE
Wayne Nadow
Kathy Stevens
Maureen Cahill
Jeff Menzigian, Associate Member

OPEN SPACE IMPLEMENTATION COMMITTEE (15)
Rita Biagioni Richard Dennis Rick Fritz Linda Stein
Debra Bray Sarah Foss Art Lazarus Melissa Spurr
Peter Church Gino Frattalone

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

TECHNOLOGY COMMITTEE
Theresa Campbell
James D. Murray
Rick Stevens
Brian Tarbox
Keith White

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

TECHNOLOGY COMMITTEE
Gail Dandy
Calvin Brown
Domenic Carhnidi
Ronald Farnsworth
Larry Hess
Thomas Hess
Larry Hetu
Steven Martin
James Nicosia
Nicholas Signoretti
Kathy Ubersohn
Andrew Edmiston

SPECIAL WEIGHERS - AGGREGATE INDUSTRIES
Lonnie Brown
Chad Abramson
John Gintner
Mark Landry
Dawn Schildt
Ron Abramson

SPECIAL WEIGHER - W. J. GRAVES CONSTRUCTION
Steve Baronoski
Ed Nowers
SPECIAL WEIGHERS “THE STONE YARD”
Mark Bartos  David Croteau  April Covell
Jeremiah Burns  John Croteau  James Ingaham

LITTLETON EMERGENCY MANAGEMENT AGENCY
OFFICERS
Steve Ziegler, Director  Paul J. Glavey, Welfare Director
Richard Landers, Deputy Director  David Badger, Mortuary Officer
Paul Tiernan, Intelligence Officer  Charles A. Perry, Jr., Mortuary Officer

SKI MOBILE RESCUE
Dwayne Banks  Patrice O’Malley
Earl Banks  Mary Jo Saunders
Ellen Banks  Henry J. Cormier, Jr.
Booth Jackson  Virginia Cormier
Michael O’Malley

SHELTER OFFICERS (VACANT)

EMERGENCY MEDICAL TECHS
C. Gruskowski, DMD

NURSES (VACANT)

RADIO COMMUNICATIONS (VACANT)
TOWN OF LITTLETON

BOARD OF SELECTMEN

YEAR ENDING DECEMBER 31, 2002

It proved to be a busy year for the Board of Selectmen and the town as a whole in 2002. We had the satisfaction of seeing several projects move forward or come to fruition; and we had the frustration of dealing with an unusual disagreement between town boards, as well as a growing fiscal problem at year’s end. Throughout it all, we continue to seek success through a cooperative approach to problem solving, advancing a proactive plan, and dealing with fiscal issues with prudence and responsibility.

Among the projects or initiatives the Board of Selectmen addressed during 2002 were: near final plans for the new police station, as well as progress on the new middle school; several highway and public works projects, including new sidewalk projects on King Street, and a comprehensive Infrastructure Study conducted by Vanasse Hangen Brustlin; final acceptance of Lake Shore Drive as a town road; an ongoing debate over the proper disposition of hundreds of tax title town-owned lots; a solemn memorial observance on September 11; utilization of the new capital facilities department; consideration of three chapter 40B housing proposals, presently under review by our new Senior Housing Committee; exploration of the “pay-as-you-throw” program for operating the transfer station; and settlement of our suit with Cisco over their proposed Boxborough development, ensuring some limits and remedies to the expected traffic impact to Whitcomb Avenue.

The May Town Election saw the retirement of Selectman Karen Duggan McNamara. The Board misses her compassion and commitment to town service, as well as her endearing personality. Over the years, Karen made her mark on a wide array of issues ranging from MBTA, traffic and regional planning, to personnel policy, technology systems, and sound fiscal planning. After a year of impressive leadership in difficult times, Chairman Ron Caruso was re-elected, and the Board was joined by Reed Augliere, a former School Committee and Permanent Municipal Building Committee member, who brings a welcome enthusiasm for new ideas. Following Annual Town Meeting, the Board re-organized with Paul Glavey as chair, Joe Cataldo as vice-chair, and Walter Bartkus as clerk.

The Annual Town Meeting left an unusual and undesirable situation of having an out-of-balance budget. Town Meeting voted a budget for the schools, supported by the School Committee, that was $775,000 more than the budget recommendation of the Finance Committee and Board of Selectmen, who had provided for a 9.3% increase in the school budget. The Board of Selectmen called an Override Election for June 25 and a Special Town Meeting for June 29 to address the issue. The Board recommended against passing the override, and the townspeople overwhelmingly voted down the tax increase measure. At the Special Town Meeting four days later, the town voted to restore the funding to the level of the original recommendation.

Littleton welcomed a major addition in the form of the town’s spectacular new high school on King Street, which was completed in June and opened in September. On budget and financed without any tax increase to the townspeople, the high school upon its opening has become the centerpiece of the town’s municipal and community assets. All the members of the town’s Permanent Municipal Building Committee deserve our thanks for a job well done, especially those who understandably chose to retire in the months after the project’s conclusion: Dick Montminy, Sam Slarskey, Carol Frisoli, and Ron Caruso. After the project, the Board of Selectmen undertook a review process on the strengths and weaknesses of the town’s system for such building projects. The end result was a revised town by-law for the building
committee adopted at a Fall Special Town Meeting, which strengthened and codified the governance, accountability, and oversight of the municipal building process.

Also at the Fall Special Town Meeting, the town took a major step in realizing its open space objectives, by voting to purchase the Hartwell property, a key link in a desired greenbelt through the town’s center, which includes uplands, trails, fields, wetlands, a colonial-era stone bridge, and frontage on Beaver Brook. Selectmen Paul Glavey and Joe Cataldo and Town Administrator Tim Goddard concluded the negotiations of this long-sought property, making the purchase for $1.1 million (less some gift/tax considerations), all of which will be funded through current and future revenues from the town’s Public Land and Cell Tower accounts, with no further impact on the taxpayer.

In addition to the business of managing the departments under the Board’s direction, the Board of Selectmen also undertook an Action Agenda, with each member responsible for pursuing two issues of interest to the Board. These included: a new post office; open space preservation efforts; a senior/community center; the “Pay-As-You-Throw” program; housing needs; economic development planning; town government restructuring; the lakes clean-up initiative; a new train station and Littleton Depot revitalization; and Littleton Common improvements. The adoption of these Action Agenda goals coincided with the Planning Board’s adoption of the new Master Plan. Recognizing this, the two Boards have begun a dialogue toward implementing the Master Plan objectives, focusing on measures to improve the Depot and Common areas, to address housing, open space, and economic development needs, and to integrate capital and public works programs with development mitigation. Beyond these issues, Town Administrator Tim Goddard also has advanced plans to better incorporate capital planning into the budget process, and to develop contracts for the town’s major department heads.

The year 2002 saw its share of personnel turnover with the town’s adoption of a state offered Early Retirement Plan hitting particularly hard at the Police Department, where Lieutenant Jake Hagan, Detective Steve Ziegler, and Officer Tom Delegge all retired, in addition to other departures. Outstanding Sgt. Glen McKiel left to take the position as Police Chief in Warren, Mass. Veteran Sgt. Matt King was promoted to the Lieutenant’s position, and the flurry of activity in the Police Department led to the appointment of more than a half-dozen new patrol officers, all displaying the qualities most sought by the town: talent, education, diversity, and community orientation. Meanwhile retired detective Steve Ziegler and call firefighter Rich Landers were appointed Director and Deputy Director of a revamped Littleton Emergency Management Agency, following the resignation of Doug Cook. Longtime Building Department secretary Ellen Banks retired in the fall, and Town Clerk Mary Crory also announced her plans to retire, leaving the town hall without two familiar, friendly, and professional fixtures. Among the appointments made by the Board during the year were: Gino Frattalone and Tom Rauker, Permanent Municipal Building Committee; Mary Gosby, Council on Aging; Jessica Murphy, George and Ivy Sanders, Commission on Disabilities; James Murray, Rick Stevens, Keith White, and Brian Tarbox, Littleton Information Technology Committee; Melissa Spurr and Peter Church, Open Space Committee; Neil Peterson, School Committee (jointly with School Committee); Bill Foster, Nashoba Tech School Committee alternate (jointly with Moderator and School Committee); and Bill Nickerson, Board of Assessors (jointly with Assessors). Of all the personnel changes in the course of the year, the Board notes with particular sadness the passing of Firefighter Tim Wargo, who died tragically in a fire in his own home.

As the calendar year 2002 was coming to a close, we were well into the initial planning process for Fiscal Year 2004, working with our colleagues on the Finance Committee and School Committee, among others. The mounting information was grim: growing costs for special education, charter schools, retirement contributions, and health insurance compounded by likely cuts in local aid and minimal new growth. These factors, combined with contractual obligations, forebode problems for both the current
FY03 as well as the prospective FY04 budgets. At year’s end, we found ourselves working especially close with Fincom Chair Steve Venuti and School Committee Chair Elaine Braun Keller, to address this situation with possible mid-year cuts, as well as a deferral of major capital projects, including the police station and the middle school. We take some comfort in the knowledge that our longstanding prudent fiscal planning, and the Littleton tradition of teamwork among town boards will serve us well as we face these challenges.

In closing, the Board of Selectmen recognize that as times and circumstances change, we appreciate certain constancies: the hard work and commitment of the town’s superb employees; the underappreciated contributions of scores of volunteers to town government; and the wisdom and sense of community so integral to the people of Littleton. For these things, in difficult times, we are thankful in this, the 288th year of our incorporation as a town.

Respectfully submitted,
Paul J. Glavey, Chairman
Joseph Cataldo, Vice-Chairman
Walter Bartkus, Clerk
Ron Caruso, Member
Reed Augliere, Member
Pursuant to the warrant and the Constable’s return thereon, the polls were opened at 8:00 am by Mildred McGovern, Election Warden. The ballot box was examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00 pm.

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<tr>
<th>Precinct</th>
<th>Total Names as Having Voted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct 1</td>
<td>639</td>
</tr>
<tr>
<td>Precinct 2</td>
<td>594</td>
</tr>
<tr>
<td>Precinct 3</td>
<td>569</td>
</tr>
<tr>
<td>Total votes cast</td>
<td>1802</td>
</tr>
</tbody>
</table>

**MODERATOR – One year term**
- Charles F Kaye 1512
- Scatterings 32
- Blanks 258

**TAX COLLECTOR – Three Year Term**
- Rebecca Jean Quinn 1515
- Scatterings 7
- Blanks 280

**BOARD OF SELECTMEN – Three Year Term**
- Ronald Caruso 870
- Reed Augliere 878
- Gino Frattalone 209
- Karen Hannifin 663
- Peter Yapp 787
- Scatterings 3
- Blanks 194

**BOARD OF ASSESSORS – Three Year Term**
- Frederick J Freund 1394
- Scatterings 2
- Blanks 406

**ELECTRIC LIGHT COMMISSIONER – Three Year Term**
- Mark Lipsman 392
- Thomas Rauker 1219
- Scatterings 2
- Blanks 189

**WATER COMMISSIONER – Three Year Term**
- Mark Lipsman 413
- Thomas Rauker 1180
- Scatterings 3
- Blanks 206
SCHOOL COMMITTEE – Three Year Term
Susan A Mac Dowell 1190
Sharon Chan 1192
Scatterings 32
Blanks 1190

SCHOOL COMMITTEE – Two Year Term
Cornelius Peterson 1313
Scatterings 28
Blanks 461

LIBRARY TRUSTEE – Three Year Term
Julian Stam 1316
James L Carozza 1126
Scatterings 6
Blanks 1156

BOARD OF HEALTH – Three Year Term
Peter Cassinari 1143
John C. Poikonen 820
Kelli Y Harte 1166
Scatterings 6
Blanks 469

PARK & RECREATION COMMISSIONERS – Three Year Term
Ivan Pagacik 1405
Scatterings 4
Blanks 393

CEMETERY COMMISSIONER – Three Year Term
Deborah Williams 1384
Scatterings 6
Blanks 412

PLANNING BOARD – Five Year Term
Mark J Montanari 1344
Mark Lipsman 294
Scatterings 2
Blanks 162

HOUSING AUTHORITY – Five Year Term
Linda Stoffel Graves 1399
Scatterings 4
Blanks 399

COMMISSIONER OF TRUST FUNDS – Three Year Term
Richard Hoole 1393
Scatterings 4
Blanks 405
Non-binding ballot question:

“Would you be in favor of the Town adopting a unit cost or “Pay-As-You-Throw” system of solid waste disposal, whereby Transfer Station users would pay a nominal sticker fee and would be charged equally for each bag of solid waste disposed of in the compactors?”

A Yes vote means you are in favor of such a system. A No vote means you are not in favor of such a system. Yes 395, No 1078, Blanks 329

Attest:
A TRUE COPY
Mary Crory,
Town Clerk

TOWN OF LITTLETON, MASSACHUSETTS
ANNUAL TOWN MEETING
MONDAY, MAY 6, 2002

The meeting was called to order by Moderator, Charles F. Kaye at 7:00 P.M. The meeting opened with a color guard made up of two Littleton Police Officers and two Littleton Firefighters. The “National Anthem” was played by the Littleton High School band. The invocation was given Rev. Deborah J. Blanchard, a member of the clergy from the First Baptist Church of Littleton.

Charles F. Kaye asked for a moment of silence in memory of Donald Prouty, who served the Town of Littleton as Moderator from 1949 – 1973 and was Town Counsel for many years. The Board of Selectmen honored Karen Duggan McNamara for her years of service as a member of the Board of Selectmen, the School Committee recognized Joseph Gaffney for his many years of service as a member of the School Committee.

ARTICLE 1: OFFICERS TO BE CHOSEN

Voted unanimously to appoint the following officers to their positions:

Poundkeeper: Timothy Harrison Whitcomb

Fence Viewers: William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox

Field Drivers: Gregory Webber, Michael O’Malley, Raymond C. O’Neil

Surveyor of Timber & Measurer of Wood Bark: Henry Parlee

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

ARTICLE 2: Reports of Town Officers and Committees

Finance Committee: Ann Essman made a slide presentation on the annual budget and projections on future projects.
Permanent Municipal Building Committee: Richard Montminy talked about the progress at the new Littleton High School on King Street and announced an open house scheduled for June 8th, 2002.

ARTICLE 3: Authorize the Treasurer to Borrow

Voted unanimously to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2002, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with the General Laws, Chapter 44, Section 17, or to take any other action relative thereto.
The meeting adjourned to the Special Town meeting at 7:40 p.m. and reconvened at 7:49 p.m.

ARTICLE 4: Annual Town Budget

Moved and seconded by the Finance Committee and the Board of Selectmen that the Town vote to raise and appropriate, and transfer from available funds in the Treasury, sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials as follows:

GENERAL GOVERNMENT

1. Moderator $100.00

Selectmen

2. Salaries $2,000.00
3. Clerk $34,525.00
4. Expenses $16,000.00
5. Long Term Disability $6,000.00
6. Legal Expense $50,000.00

Town Administrator

7. Salary $67,168.00
8. Expenses $1,300.00

Town Accountant

9. Salary and Wages $65,647.00
10. Expenses $4,263.00
11. Audit Expense $14,500.00

Information Systems

12. Salary $51,805.00
13. Expenses $157,067.00
14. Merrimack Valley Library Consortium $26,011.00
### Facilities Management
15. Salaries and Wages $126,045.00  
16. Expenses $150,700.00

### Elections and Registrations
17. Salaries $4,862.00  
18. Expenses $6,600.00

### Conservation Commission
19. Clerk $23,023.00  
20. Expenses $3,400.00

### Treasurer
21. Salary $43,797.00  
22. Assistant Town Treasurer $33,119.00  
23. Expenses $8,550.00  
24. Short Term Interest $602,854.00  
25. Tax Title Expenses $11,000.00

### Tax Collector
26. Salary $36,262.00  
27. Assistant Tax Collector $13,562.00  
28. Expenses $10,100.00

### Board of Assessors
29. Salaries $115,149.00  
30. Expenses $7,100.00

### Town Clerk
31. Salaries $40,950.00  
32. Expenses $650.00

### Planning Board
33. Clerk $26,689.00  
34. Expenses $3,600.00

### Finance Committee
35. Expenses $5,000.00  
36. Reserve Fund $125,000.00
TOTAL GENERAL GOVERNMENT $1,894,398.00

PROTECTION OF PERSONS AND PROPERTY

Police Department
37. Salaries and Wages $983,513.00
38. Expenses $82,470.00
39. Parking Clerk Expenses $400.00

Fire Department
40. Salaries and Wages $529,486.00
41. Expenses $90,155.00
Transfer from Ambulance Receipts ($25,000.00)

Control Center
42. Salaries and Wages $219,651.00
43. Expenses $20,400.00

Animal Control
44. Salary $0.00
45. Expenses $26,000.00
Transfer from B. Sampson Relief of Animals Fund ($500.00)
Transfer from Dog License Fees ($2,600.00)
46. Emergency Management Agency $1,400.00

47. Dutch Elm Disease $0.00
48. Shade Tree Planting $3,000.00

Sealer of Weights and Measures
49. Salary $0.00
50. Expenses $200.00

Building Commissioner
51. Salaries and Wages $73,372.00
52. Expenses $3,850.00
### TOWN OF LITTLETON

**Board of Appeals**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53.</td>
<td>Clerk</td>
<td>$3,198.00</td>
</tr>
<tr>
<td>54.</td>
<td>Expenses</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

**TOTAL PROTECTION OF PROPERTY**

$2,038,495.00

---

**HEALTH AND SANITATION**

**Board of Health**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>55.</td>
<td>Clerk</td>
<td>$24,593.00</td>
</tr>
<tr>
<td>56.</td>
<td>Expenses</td>
<td>$2,625.00</td>
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<tr>
<td>57.</td>
<td>Animal Inspector</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>58.</td>
<td>Town Nursing Salary</td>
<td>$7,944.00</td>
</tr>
<tr>
<td>59.</td>
<td>Eliot Clinic</td>
<td>$3,780.00</td>
</tr>
<tr>
<td>60.</td>
<td>Concord Family Services</td>
<td>$3,000.00</td>
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</tbody>
</table>

**TOTAL HEALTH AND SANITATION**

$43,242.00

---

**HIGHWAYS**

**General Highways**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>61.</td>
<td>Salaries</td>
<td>$651,607.00</td>
</tr>
<tr>
<td>62.</td>
<td>Expenses</td>
<td>$409,750.00</td>
</tr>
<tr>
<td>63.</td>
<td>Snow and Ice Removal</td>
<td>$40,000.00</td>
</tr>
<tr>
<td></td>
<td>- Expense</td>
<td>$40,000.00</td>
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<tr>
<td>64.</td>
<td>Snow and Ice Removal</td>
<td>$43,100.00</td>
</tr>
<tr>
<td></td>
<td>- Overtime salaries</td>
<td>($200,000.00)</td>
</tr>
</tbody>
</table>

**Transfer from Transfer Station Stickers**

($200,000.00)

**TOTAL HIGHWAYS**

$1,144,457.00

---

**Cemetery Department**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>65.</td>
<td>Salaries and Wages</td>
<td>$95,740.00</td>
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<tr>
<td>66.</td>
<td>Expenses</td>
<td>$27,135.00</td>
</tr>
</tbody>
</table>

**Transfer from Sale of Lots**

($9,000.00)

**Transfer from Interest on Perpetual Care**

($22,000.00)

**Transfer from Perpetual Care Trust**

($91,875.00)

---

$\text{36}$
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>TOTAL CEMETERIES</td>
<td>$122,875.00</td>
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<tr>
<td>Veteran's Services</td>
<td></td>
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<tr>
<td>67. Benefits and Services</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>68. Veteran's Agent Salary</td>
<td>$3,000.00</td>
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<tr>
<td>69. Expenses</td>
<td>$750.00</td>
</tr>
<tr>
<td>TOTAL VETERAN'S SERVICES</td>
<td>$4,750.00</td>
</tr>
<tr>
<td>Reuben Hoar Library</td>
<td></td>
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<tr>
<td>70. Salaries and Wages</td>
<td>$306,648.00</td>
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<tr>
<td>71. Expenses</td>
<td>$58,101.00</td>
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<tr>
<td>Transfer from Library Trust funds</td>
<td>($26,100.00)</td>
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<tr>
<td>TOTAL LIBRARY</td>
<td>$364,749.00</td>
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<tr>
<td>Council on Aging</td>
<td></td>
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<tr>
<td>72. Salary</td>
<td>$74,745.00</td>
</tr>
<tr>
<td>73. Expenses</td>
<td>$20,389.00</td>
</tr>
<tr>
<td>TOTAL COUNCIL ON AGING</td>
<td>$95,134.00</td>
</tr>
<tr>
<td>Park and Recreation Department</td>
<td></td>
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<tr>
<td>74. Salaries and Wages</td>
<td>$100,177.00</td>
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<tr>
<td>75. Expenses</td>
<td>$4,640.00</td>
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<tr>
<td>TOTAL RECREATION DEPARTMENT</td>
<td>$104,817.00</td>
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<tr>
<td>76. County Retirement</td>
<td>$473,565.00</td>
</tr>
<tr>
<td>77. Group Insurance</td>
<td>$1,108,000.00</td>
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<tr>
<td>TOTAL PENSIONS AND BENEFITS</td>
<td>$1,581,565.00</td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>78. Gasoline</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>
TOWN OF LITTLETON

79. Insurance $200,000.00
80. Memorial Day $1,000.00
81. Patriots' Day $50.00
82. Historical Commission $3,700.00
83. Disability Commission $0.00
84. Telephone - Town Offices $40,000.00
85. Town Reports $7,000.00

TOTAL UNCLASSIFIED $301,750.00

School Department

86. Salaries and Expenses $12,543,466.00
   Transfer from L.H. Zappey Fund ($200.00)
   Transfer from Hildreth Fund ($1,500.00)
   Transfer from Goldsmith Fund ($100.00)
   Transfer from Johnson School Fund ($200.00)
   Transfer from Free Cash ($332,525.00)

TOTAL SCHOOL DEPT. $12,543,466.00

LINE ITEMS NOT REQUIRING A VOTE

Assessments
87. Nashoba Valley Tech. School $106,224.00
88. Nashoba Board of Health $20,415.00
89. B&M Crossing Mntnce. $2,806.00

TOTAL ASSESSMENTS $129,445.00

90. Debt and Interest $1,278,372.00
   Transfer from Stabilization Fund ($494,407.00)
   Transfer from Electric Light Operating Cash Account ($253,849.00)
   Transfer from Self Help Reimbursement ($18,000.00)

TOTAL NOT REQUIRING A VOTE $1,407,817.00

TOTAL MUNICIPAL BUDGET $21,647,515.00

WATER DEPARTMENT (ENTERPRISE FUND)
Salaries and Wages $500,000.00
Expenses $778,940.00

TOTAL WATER DEPT. $1,278,940.00

TOTAL ARTICLE 4 $22,926,455.00

ARTICLE 5: Supplemental Funds for School Budget 2003
Withdrawn

ARTICLE 6: Feasibility Study for Use of Congregational Church

Voted unanimously to raise and appropriate the sum of $5,000.00 to conduct a preliminary study of the feasibility of reusing the Congregational Church at 330 King Street as a Senior/Community Center.

ARTICLE 7: Street Lighting

Voted unanimously to raise and appropriate the sum of $48,737.00, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other so designated account of said plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer.

ARTICLE 8: Water Department Transfer

Voted unanimously to transfer from Water Department retained earnings the sum of $355,838.00 to meet the annual bonded indebtedness of the Water Department.

ARTICLE 9: Purchase of Nashoba Road Land

Voted unanimously to acquire in fee by eminent domain the following described parcel of land located on the northwesterly side of Nashoba Road, in the Town of Littleton, Middlesex County, totaling approximately 7.8 acres, to be used for conservation purposes pursuant to MGL, Chapter 40, Section 8C, and to be managed and controlled by the Littleton Conservation Commission. Said parcel of land is conveyed subject to and with the benefit of a water supply easement shown on the plan to be recorded herewith entitled ‘Plan of Easements in Littleton, Mass. Prepared for Littleton Water Department’ dated April 2002, plan number L2964-E, prepared by David E. Ross Associates, Inc. Said easement is for water supply purposes, to be used for water supply and distribution pursuant to MGL, Chapter 40, Section 39B, and to be managed and controlled by the Littleton Water Commissioners;

The parcel of land is shown as Lots 10 and 11 on a plan of land entitled, “Open Space Development Plan of Land in Littleton, Mass., Prepared for Emily B. Cobb Trust B, Scale: 1” = 80’”,
containing six (6) sheets, dated April 2001 and July, 2001, plan number L-2964, prepared by David E. Ross Associates, Inc., recorded at the Middlesex South Registry of Deeds as Plan Number 1180 of 2001; and is subject to and with the benefit of a common driveway and utility easement shown on said plans, and is subject to and with the benefit of the easements and conservation restrictions.

The parcel of land is bounded and described as follows:

BEGINNING at a point at the northwesterly side of Nashoba Road at the southerly corner of Lot 10-A and parcel “D”:

THENCE N47 degrees - 41 minutes-17 seconds W by Parcel “D” four hundred seventy three and 90/100 (473.90’) feet to a point:

THENCE N62 degrees - 27 minutes-35 seconds W by Parcel “D” two hundred sixty eight & 62/100 (268.62”) feet to a point:

THENCE N44 degrees – 41 minutes –28 seconds W by parcel “D” three hundred ninety nine and 70/100 (399.70’) feet to a point:

THENCE N35 degrees – 00 minutes – 25 seconds W by parcel “D” seventy one and 09/100 (71.09’) feet to a point:

THENCE N19 degrees – 13 minutes – 58 seconds W by parcel “D” sixty two and 86/100 (62.86’) feet to a point:

THENCE N41 degrees – 50 minutes – 37 seconds W by Parcel “D” eighteen feet more or less (18’ +/-) to a point at Cobb’s Pond:

THENCE northeasterly, easterly, southeasterly, southerly, southeasterly and easterly by Cobb’s Pond one thousand fifty three feet more or less (1053’ +/-) to a point at Lot 13:

THENCE S30 degrees – 41 minutes – 56 seconds W by Lot 13 four hundred forty two feet more or less (442’ +/-) to a point:

THENCE S 47 degrees – 41 minutes – 17 seconds E by Lot 13 eight hundred Ninety eight and 49/100 (898.49’) feet to a point on the northwesterly side of Nashoba Road:

THENCE S 55 degrees – 34 minutes – 08 seconds W by Nashoba Road seventy one and 92/100 (71.92’) feet to the point of beginning.

CONTAINING 7.8 Acres, more or less.


CONTAINING 7.8 acres more or less, and including all tree vegetation thereon.
And, that the sum of $355,000.00 be hereby appropriated for this purchase and for costs incidental and related thereto; that to raise this appropriation, the Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of $350,000.00 under and pursuant to Chapter 44, Section 7 (3) of the Massachusetts General Laws, as amended, or any other enabling authority, and to issue bonds and notes of the Town, therefore, that the further sum of $5,000.00 is transferred from Water Department free cash for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof; or to take any other action retaive thereto.

ARTICLE 10: Citizens Petition

   Postponed Indefinitely

ARTICLE 11: Citizens Petition

   Withdrawn

ARTICLE 12: Citizens Petition

   Withdrawn

ARTICLE 13: Ambulance and Capital Equipment for the Fire Department

   Voted unanimously to raise and appropriate the sum of $133,000.00 for the purpose of purchasing a new ambulance and other items of capital equipment for the Fire Department, and for costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of $128,000.00 pursuant to Chapter 44, Section 7 (9), of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town, therefore; that the further sum of $5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and on temporary notes issued in anticipation thereof; and to authorized the Board of Selectmen to enter into a contract or contracts for said purposes.

ARTICLE 14: Police Department Major Equipment

   Voted to raise and appropriate the sum of $48,100.00 for said purposes to add to the Police Department Major Equipment and Repair Account for the purchase and/or lease of new vehicles and equipment.

ARTICLE 15: Highway Department Capital Equipment

   Voted by necessary 2/3rds vote to raise and appropriate the sum of $264,000.00 for the purpose of purchasing new capital equipment for the Highway Department, and for costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of $259,000.00 under and pursuant to Chapter 44, Section 7 (9), of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, therefore; that the further sum of $5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and on temporary notes issued in anticipation thereof; and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose.
ARTICLE 16: Purchasing of 500 Great Road

Voted by necessary 2/3rds to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, the following described parcel of land, totaling approximately 6.4 acres, for general municipal purposes:


and, that the sum of $530,000.00 be raised and appropriated for this purchase and for costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be hereby authorized to borrow the sum of $525,000.00 pursuant to Chapter 44, Section 7 (3) of the General laws, or any other enabling authority, and to issue bonds and notes of the Town, therefore; that the further sum of $5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof; and to authorize the Board of Selectmen to enter into a contract or contracts for said purposes.

ARTICLE 17: Sale of Land on Nagog Pond to the Town of Concord

Withdrawn

ARTICLE 18: Vacation By-Law

Moved and seconded by the Board of Selectmen that the Town vote to amend Chapter 33, Littleton Town Code, Article 1 – Vacations as follows:

§33-1. Accrual.

Add the following new sentence as the fourth sentence in this paragraph.

“After the twentieth year of employment, employees will accrue vacation days at a rate of two and eighty-three thousandths (2.083) days per month, or twenty-five (25) days per year.”

ARTICLE 19: New Fee Schedule for Sealer of Weights and Measures

Voted unanimously to establish the following new fees for sealing, weighing and measuring devices as allowed under General Laws Chapter 98, Section 56 and Chapter 295 of the Acts of 1998:

<table>
<thead>
<tr>
<th>Scales and Balances</th>
<th>Present</th>
<th>Proposed</th>
</tr>
</thead>
</table>

42
<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Avoirdupois</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10,000 pounds</td>
<td>25.00</td>
<td>50.00</td>
</tr>
<tr>
<td>5,000 to 10,000 pounds</td>
<td>15.00</td>
<td>30.00</td>
</tr>
<tr>
<td>1,000 to 5,000 pounds</td>
<td>10.00</td>
<td>20.00</td>
</tr>
<tr>
<td>100 to 1,000 pounds</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>10 to 100 pounds</td>
<td>3.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Under 10 pounds</td>
<td>2.00</td>
<td>5.00</td>
</tr>
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<table>
<thead>
<tr>
<th>Weight Type</th>
<th>Avoirdupois</th>
<th>Metric</th>
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<tbody>
<tr>
<td>Capacity</td>
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<tr>
<td>Vehicle Tanks</td>
<td>10.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Each Indicator</td>
<td>5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Each 100 gallons or fraction thereof</td>
<td>1.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Liquid</td>
<td>1.00</td>
<td>3.00</td>
</tr>
<tr>
<td>1 gallon or less</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>More than 1 gallon</td>
<td>.50</td>
<td>1.00</td>
</tr>
</tbody>
</table>

| Liquid Measuring Meters      |             |         |
| Inlet ½ inch or less         | 2.00        | 3.00    |
| Oil or grease                | 1.00        | 3.00    |
| Inlet more than ½ to 1 inch  | 4.00        | 8.00    |
| Gasoline or diesel fuel      | 4.00        | 10.00   |
| Inlet more than 1 inch       | 8.00        | 15.00   |
| Vehicle tank pump            | 8.00        | 15.00   |
| Vehicle tank gravity         | 10.00       | 20.00   |
| Bulk Storage                 | 20.00       | 40.00   |
| Company Supplies Prover      | 10.00       | 20.00   |

| Pump                         |             |         |
| Each stop on pump            | 4.00        | 10.00   |

| Other Devices                |             |         |
| Taxi meters                  | 4.00        | 10.00   |
| Odometer – Hubodometer       | 2.00        | 4.00    |
| Leather measuring (Semi-annual) | 10.00       | 20.00   |
| Fabric measuring             | 2.00        | 10.00   |
| Wire – Rope – Cordage        | -           | 10.00   |
| Container Redemption Machines | -            | 10.00   |

| Linear Measures              |             |         |
| Yard sticks                  | .20         | 1.00    |
| Metal rules                  | .20         | 1.00    |
| Tapes                        | .20         | 1.00    |
| Milk jars (per gross)        | 2.00        | 4.00    |
ARTICLE 20: Citizens Petition
Withdrawn

ARTICLE 21: Roadway Improvement Program
Voted to raise and appropriate the sum of $80,000.00 to institute a roadway improvement program which will be used by the Highway Department for major repairs and reconstruction of public ways.

ARTICLE 22: Wage and Salary Increases Fund
Voted to raise and appropriate the sum of $60,000.00 in order to provide for wage and salary increases for non-union employees; said funds to be administered by the Board of Selectmen consistent with the recommendations of the Personnel Committee and the Town’s Compensation Plan.

ARTICLE 23: Public Land Acquisition Fund
Voted to transfer the sum of $25,000.00 from the following accounts and available funds to add to the Public Land Acquisition Fund for the purpose of purchasing land for conservation, recreation or other municipal purposes:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Dept./Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>122-51211</td>
<td>Selectmen/Long Term Disability</td>
<td>$ 965.72</td>
</tr>
<tr>
<td>199-57070</td>
<td>Treasurer/Middlesex Retirement</td>
<td>$ 2,830.80</td>
</tr>
<tr>
<td>138-60348</td>
<td>Treasurer/Unemployment Account</td>
<td>$ 6,199.30</td>
</tr>
<tr>
<td>292-52240</td>
<td>Animal Control/Expenses</td>
<td>$ 2,789.63</td>
</tr>
<tr>
<td>543-52990</td>
<td>Veteran’s Agent/Benefits</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>22111</td>
<td>Assessors/FY ’01 Overlay Reserve</td>
<td>$ 11,124.55</td>
</tr>
</tbody>
</table>

ARTICLE 24: Acceptance of Delaney Drive
Voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as “Delaney Drive” located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, being shown as Delaney Drive on a plan entitled “Beaver Trot Meadows” - Definitive Subdivision of Land in Littleton, Mass., prepared for Dino Realty Trust,” dated March, 1999 and being Plan No. 1-5444 by David E. Ross Associates, Inc., - Endorsed by the Littleton Planning Board July 8, 1999 - recorded as Plan 920 of 1999 in Middlesex South District Registry of Deeds. Said roadway is bounded and described as follows:

BEGINNING at a concrete bound set at the northeasterly intersection of Delaney Drive with the northwesterly sideline of Russell Street (1965 Town layout) at land now or formerly of Feargal and Angela Spain;
THENCE S 44° 39' 53" W fourteen and 66/100 (14.66') feet by the sideline of Russell Street (1965 Town layout) to an angle point at the beginning of Russell Street (1960 Town layout);

THENCE N 45° 17'28" W five and 00/100 (5.00') feet by Russell Street to an angle point;

THENCE S 44° 42' 32" W fifty one and 52/100 (51.52') feet by Russell Street to a point of curvature;

THENCE southerly by Russell Street along a curve to the left of radius four hundred fifty eight and 18/100 (458.18') feet an arc length of thirty two and 73/100 (32.73') feet to a concrete bound set at the southeasterly intersection of Delaney Drive and Parcel 'B';

THENCE northwesterly by the side line of Delaney Drive and by Parcel 'B' along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of forty five and 00/100 (45.00') feet to a concrete bound set at a point of tangency;

THENCE N 45° 20' 07" W one hundred and 41/100 (100.41 ') feet to a concrete bound set at a point of curvature;

THENCE northwesterly, westerly and southwesterly along a curve to the left of radius two hundred forty four and 00/100 (244.00') feet an arc length of three hundred eighty seven and 90/100 (387.90') feet to a concrete bound set at a point of compound curvature;

THENCE southerly along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of thirty nine and 73/100 (39.73') feet to a concrete bound set at a point of reverse curvature;

THENCE northeasterly along a curve to the left of radius eighty five and 00/100 (85.00') feet an arc length of four hundred fifty four and 55/100 (454.55') feet to a concrete bound set at a point of reverse curvature;

THENCE northeasterly along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of twenty eight and 62/100 (28.62') feet to a concrete bound set at a point of reverse curvature;

THENCE northeasterly, easterly and southeasterly along a curve to the right of radius two hundred eighty six and 00/100 (286.00') feet an arc length of four hundred seventy five and 28/100 (475.28') feet to a concrete bound set at a point of tangency;

THENCE S 45° 20' 07" E one hundred five and 23/100 (105.23') feet to a concrete bound set at an angle point in said road;

THENCE N 89° 39'53" E forty one and 01/100 (41.01') feet to the point of beginning;

AREA Delaney Drive containing 47,769 square feet.

And to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction and other purposes all as shown on the above referenced "Beaver Trot Meadows Definitive Subdivision Plan", said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning Board; and to name said street “Delaney Drive.”

ARTICLE 25: Acceptance Partridge Lane
Voted to accept as a Town way, the laying out by the Board of Selectmen, of the private way known as “Partridge Lane” in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, being shown as Partridge Lane on a plan entitled Definitive Subdivision Plan, Partridge Farm Estates, Littleton, Massachusetts, prepared for Steven G. Breitmaier,” dated April 16, 1998, last revised Dec. 16, 1998, and recorded as Plan 44-1 and 441-2 of 1999 in Middlesex South District Registry of Deeds: and to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction, bus stop and other purposes all as shown on the above referenced Definitive Subdivision Plan, Partridge Farm Estates, Littleton, Massachusetts, prepared for Steven G. Breitmaier,” dated April 16, 1998, last revised Dec. 16, 1998 said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning board, and to name said street “Partridge lane. Said roadway, drainage easements and bus stop easement are bounded and described as follows:

ROADWAY

Beginning at a point that is located on the southerly side of King Street, which is located on a curve having a radius of 970.00’, 28.56’ from the Westford Town Line thence;

Along a curve to the left, having a radius of 30.00’, a distance of 52.90’ thence;

S 22-52’-34” E a distance of 178.46’ thence;

Along a curve to the left having a radius of 2000.00’ a distance of 147.66’ thence;

S 27-06’-23” E a distance of 57.11’ thence;

Along a curve to the left having a radius of 30.00’ a distance of 51.05’ thence;

Along a curve to the right having a radius of 85.00’ a distance of 411.67’ thence

N 27-06’-23” W a distance of 171.13’ thence;

Along a curve to the right having a radius of 2040.00’ a distance of 150.62’ thence;

N 22-52’-34” W a distance of 192.45’ thence;

Along a curve to the left having a radius of 30.00’ a distance of 44.57’ to a point located on the southerly side of King Street thence;

Along said King Street, along a curve to the right having a radius of 970.00’, a distance of 104.25’, to the place of beginning.

Containing 42,943 square feet, more or less.

DRAINAGE EASEMENT A

Beginning at a point located on the easterly sideline of Partridge Lane at the intersection of King Street and Partridge Lane thence;
Along Partridge Lane on a radius of 30.00’ a distance of 49.65’ thence;
S 22-52’-34” E a distance of 85.00 thence;
N 67-07’-26” E a distance of 77.01’ thence;
N 37-45’-10” W a distance of 36.03’ thence;
N 46-37’-47” W a distance of 87.48’ to the place of beginning.

Containing 6,346 square feet, more or less.

DRAINAGE EASEMENT B

Beginning at a point on the Westford Town Line, 440.00’ from the southerly sideline of King Street thence;
S 68-23’-44” W a distance of 55.00’ thence;
S 14-31’-20” W a distance of 25.00’ to the easterly sideline of Partridge Lane thence;
Along said Partridge Lane on a curve to the right having a radius of 85.00’ a distance of 158.80’ thence;
N 87-52’12” E a distance of 50.00’ thence;
N 51-33’-32” E a distance of 55.00’ thence;
Along the Westford Town Line, N 39-07’-16” W a distance of 48.00’ thence;
Along the Westford Town Line, N 37-45’-10” W a distance of 115.40’ to the place of beginning.

Containing 10,704 square feet, more or less.

BUS STOP EASEMENT

Beginning at a point located on the westerly sideline of Partridge Lane, at the intersection of King Street and Partridge Lane thence;
S 18-19’-29” E a distance of 10.00’ thence;
S 71-40’-31” W a distance of 10.00’ thence;
N 18-19’-29” W a distance of 10.00’, to the southerly sideline of King Street thence;
Along said King Street, S 18-19’-29” E a distance of 10.00’ to the place of beginning.

Containing 100 square feet.

ARTICLE 26: Acceptance of Jane’s Drive

Voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way
known as “Jane’s Drive” located in the town of Littleton, Middlesex County, Commonwealth of Massachusetts, as shown on a plan prepared by Diversified Civil Engineering, entitled Definitive Subdivision Plan, Ernie’s Estates, Littleton, Massachusetts, dated June 5, 1998, said plan being recorded as plan 1221 of 1998, Book 29342 Page 486 in the Middlesex South Registry of Deeds. Said roadway is bounded and described as follows:

Beginning at a point on the Easterly sideline of Great Road, State Highway 119, said point being distant along a curve to the right having a radius of 587.16 feet, two arc lengths of 78.63’ feet and 12.13’ feet in a Southeasterly direction from a stone bound found as shown on said plan.

THENCE: along a curve to the left having a radius of 20.00 feet, an arc length of 30.05 feet along the sideline of the proposed street to a point;

THENCE: N 57-40-36 E a distance of 134.18 feet to a point;

THENCE: Along a curve to the left having a radius of 80.00 feet, an arc length of 69.12 feet to a point;

THENCE: Along a curve to the left having a radius of 20.00 feet, an arc length of 30.75 feet to a point at the beginning of a reverse curve;

THENCE: Along said reverse curve to the right having a radius of 85.00 feet an arc length of 465.55 feet to a point at the beginning of a reverse curve;

THENCE: Along said curve to the left having a radius of 20.00 feet, an arc length of 20.24 feet to a point at the beginning of a reverse curve;

THENCE: Along said curve to the right having a radius of 120.00 feet, an arc length of 129.39 feet to a point;

THENCE: S 57-40-36 W a distance of 133.98 feet to a point;

THENCE: Along a curve to the left having a radius of 20.00 feet, an arc length of 30.14 feet to a point on the most easterly sideline of said Great Road;

THENCE: In a Northwesterly direction along a curve to the left having a radius of 587.16 feet along said sideline to the point of beginning.

Said parcel contains 33,645 square feet and is shown as the parcel labeled Jane’s Drive on the aforementioned-recorded plan.

20 feet wide drainage easement along lots 18A, lot 4 and lot 3

Beginning at a point on the Westerly sideline of Ernie’s Drive at the most Easterly corner of Lot 18A;

THENCE: Partly along the lot line of Lot 18A and partly along land of Lot 3 a course of S53-00-00 W a distance of 437.37 feet to a point;

THENCE: S 06-15-33 E a distance of 37.33 feet to a point on the Northerly sideline of Jane’s Drive;

THENCE: Along a curve to the left having a radius of 85.00 feet an arc length of 20.44 feet to a point;
THENCE: N 06-15-33 W a distance of 44.75 feet to a point at land of Lot 4;

THENCE: N 53-00-00 E along Lot 4 and partly along Lot 18A a distance of 466.85 feet to a point on the Westerly sideline of Ernie’s Drive, as shown on said plan;

THENCE: Along a curve to the left having a radius of 225.00 feet, an arc length of 26.99 feet to the point of beginning.

Drainage Easement Lot 1

Beginning at the most Southwesterly corner of Lot 1 at the Easterly sideline of Great Road and land of Boston and Maine Railroad;

THENCE: N 18-59-48 W, along said sideline of Great Road, a distance of 72.48 feet to a point;

THENCE: Along a curve to the left having a radius of 587.16 feet, an arc length of 99.13 feet to a point;

THENCE: Along a curve to the right having a radius of 20.00 feet, an arc length of 30.14 feet to a point;

THENCE: N 57-40-36 E a distance of 84.20 feet to a point at the corner of Lot 2;

THENCE: Along said lot line S 46-22-04 E a distance of 157.45 feet to a corner of said Lot 2;

THENCE: S 18-58-22 W a distance of 113.95 feet to a point on land of Boston and Maine Railroad;


Drainage Easement Lot 2

Beginning at a point which is the most Southwesterly corner of lot, at the sideline of Jane’s Drive,

THENCE: N 57-40-35 E a distance of 49.78 feet along said sideline to a point;

THENCE: Along a curve to the left having a radius of 120.00 feet, an arc length of 67.44 feet to a point;

THENCE: S 31-53-13 E a distance of 133.83 feet to a point;

THENCE: S 77-39-47 W a distance of 104.38 feet at the sideline of a drainage easement on Lot 1;

THENCE: Along said lot line N 46-22-04 W a distance of 58.36 feet to the point of beginning.

20-Foot Wide Utility Easement Lot 3

Beginning at a point at the most Southwesterly corner of Lot 3, at the sideline of Jane’s Drive;

THENCE: Along a curve to the left having a radius of 85.00 feet, an arc length of 25.88 feet to a point;

THENCE: S 83-56-29 E a distance of 139.94 feet to a point;
THENCE: S 38-56-29 E a distance of 28.28 feet to a point on the sideline of Lot 1;

THENCE: Along said lot line and partly along Lot 2, N83-56-29 W a distance of 249.42 feet to the point of beginning.

And to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction and other purposes all as shown on the above referenced "Definitive Subdivision Plan, Ernie’s Estates, Littleton, Massachusetts, dated June 5, 1998", said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning Board; and to name said street “Jane’s Drive.

ARTICLE 27: MAGIC

Voted to raise and appropriate the sum of $1,566.00 to fund Littleton’s participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

ARTICLE 28: Park and Recreation Revolving Fund

Voted to reauthorize a Park and Recreation revolving fund in Fiscal Year 2003 pursuant to Mass. General Laws, Chapter 44, Section 53D, into which shall be deposited Park and Recreation receipts and fees, provided that such funds shall be used only for the purpose of operating Park and Recreation programs and not to pay the wages or salaries of any full-time Park and Recreation employees and provided further that the unreserved fund balance shall not exceed $10,000.00 at the close of the Fiscal Year and that any such amount in excess of $10,000.00 shall revert to the General Fund.

ARTICLE 29: Revolving Fund Accounts

Voted to reauthorize the following revolving funds in Fiscal Year 2003 pursuant to Chapter 44, Section 53E ½ of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these departments and programs:

<table>
<thead>
<tr>
<th>Department</th>
<th>Programs</th>
<th>Receipts</th>
<th>Expenditure Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Commissioner</td>
<td>Compensate Wiring,</td>
<td>Wiring,</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Plumbing Inspectors</td>
<td>Plumbing Fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enforcement of Dog Bylaw (Ch. 84)</td>
<td>Dog License</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Cemetery Comm.</td>
<td>Administrative Costs</td>
<td>fees, Fines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sales of lots, Grave openings</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Council on Aging</td>
<td>Senior Day Care</td>
<td>Social Daycare fees</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Program expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Ambulance Service Costs</td>
<td>Ambulance Fees</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Alarm Box Repair Costs</td>
<td>Alarm Box Fees</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Fire Department</td>
<td>CPR Course Costs</td>
<td>CPR Course Fees</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Sealer of Weights</td>
<td>Compensate Sealer</td>
<td>Sealer’s Fees</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>And Measures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ARTICLE 30: Compensating Balance Agreements
Voted to authorize the Town Treasurer to enter into compensating balancing agreements during Fiscal Year 2003, as permitted by Chapter 44, Section 53F of the General Laws.


Voted to accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended, by Chapter 126 of the Acts of 1988, to allow for Fiscal Year 2003 an additional 20% property tax exemption, for which the property value qualifies under General Laws, Chapter 59, Section 5.

ARTICLE 32: Unemployment Account

Voted to raise and appropriate the sum of $10,000.00 to add to the Unemployment Account.

ARTICLE 33: Stabilization Fund

Withdrawn

The meeting dissolved to the Special Town meeting at 10:15 p.m.

ATTEST:
A true copy,
Mary Crory, Town Clerk

TOWN OF LITTLETON
SPECIAL TOWN MEETING
MONDAY, MAY 6, 2002

The meeting was called to order by Moderator Charles F. Kaye at 7:40 p.m.

ARTICLE 1: Prior Year Bills

Voted unanimously to transfer the sum of $600.00 from Account No. 193-57500, “Insurance”, to pay the following bill from a prior fiscal year:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brody, Hardoon, Perkins &amp; Kestner</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

This meeting adjourned back to the Annual Town Meeting at 7:46 p.m. The meeting reconvened on May 7, 2002 at 10:15 p.m.

ARTICLE 2: Budgetary Line Item Transfers

Voted to authorize the following transfers and adjustments in the Fiscal Year 2002 Operating budget by Article 4 of the 2001 Annual Town Meeting:

1. To transfer the surplus amount of $2,000.00 from Line Item 65, “Cemetery Department – Salaries and Wages”, to Line item 66, “Cemetery Department – Expenses”, to cover a projected shortfall in that line item.
2. To transfer the surplus amount of $20,000.00 from Line Item 79, “Insurance” to Line Item 10, “Town Accountant – Expenses” to cover a projected shortfall in that line item.
3. To transfer the surplus amount of $37,000.00 from Line Item 79, “Insurance” to Line item 37, “Police Department – Salaries and Wages”, to cover a projected shortfall in that line item.
4. To transfer the surplus amount of $20,000.00 from Line item 79, “Insurance” to Line Item 42, “Control Center – Salaries and Wages” to cover a projected shortfall in that line item.
5. To transfer the surplus amounts of $12,000.00 from Line Item 44, “Animal Control – Salaries” and $2,000.00 from Line Item 49, “Sealer of Weights and Measures – Salary” to Line Item 84, “Telephone – Town Offices”, in order to cover a projected shortfall in that line item.
6. To transfer the surplus amount of $1,000.00 from Line Item 5, “Long Term Disability” to Line Item 4, “Selectmen – Expenses” in order to fund membership in the SuAsCo Watershed Community Council.

ARTICLE 3: Transfers of Available Funds

Voted to authorize the following transfers of available funds needed by the departmental budgets referenced below to complete the Fiscal Year ending June 30, 2002:

1. To transfer the sum of $28,000.00 from Account No. 100-122-60371, “Wages and Salary Reserve” to Line Item 15, “Facilities Management – Salaries and Wages” to cover a projected shortfall in that line item.
2. To transfer the sum of $12,000.00 from Account No. 100-172-60340, “Planning Board – Master Plan” to Line Item 4, “Selectmen – Expenses” to fund the Open Space and Recreation Plan Update.

ARTICLE 4: Water Department Transfer

Voted to transfer the sum of $82,000.00 from Water Department retained earnings for the following purposes:

Transfer the sum of $47,000 into Budget Account #150, “Insurance Premiums” to account for additional costs; and the sum of $35,000 into Budget Account #200, “Payroll” to reimburse that account for workman’s compensation payments.

ARTICLE 5: Withdrawn

ARTICLE 6: Leasing of Oak Hill Telecommunication monopole

Voted to authorize the Board of Water Commissioners to lease for a minimum of 10 years, to the winner of a competitive bid, selected pursuant to General laws, Chapter 30B, for the purpose of constructing, maintaining and operating a wireless telecommunication facility thereon subject to the granting of a special permit from the Planning Board, as a third co-locator on the Oak Hill Telecommunication monopole; and in exchange for such lease, the Town shall at a minimum, receive payment of $1,500.00 per month during the lease period with a 4.5% annual rent escalation, and additional in-kind services to be provided to the Water Department. All rental proceeds shall be deposited with the Treasurer into the Conservation Commission Fund to be used for acquisition and maintenance of the Conservation land.

ARTICLE 7: Hazardous Waste Day Collection Event

Voted to transfer the sum of $7,000.00 from Account No. 22111, “FY’01 Overlay Reserve” to provide for a Household Hazardous Waste Day collection event.
ARTICLE 8: Phase II Stormwater Management Plan

Voted to transfer from Account No. 22111, “FY’01 Overlay Reserve” the sum of $25,000.00 to be used to retain an engineering firm to develop a Phase II Stormwater Management Plan, and to authorize the Selectmen to enter into a contract for said purpose.

ARTICLE 9: Transfer to Capital Equipment for the Information Systems Department

Voted to transfer from Account No. 22111, “FY’01 Overlay Reserve” the sum of $21,885.00 for new capital equipment for the Information Systems Department.

ARTICLE 10: Highway Department Major Equipment Repair Account

Voted to transfer from Account No. 22111, “FY’01 Overlay Reserve” the sum of $10,000.00 to add to the Highway Department Major Equipment Repair Account for the purchase of new equipment and/or major repairs to existing equipment.

ARTICLE 11: Fire Department Major Equipment Repair Account

Voted to transfer from Account No. 22111, “FY’01 Overlay Reserve” the sum of $10,000.00 to add to the Fire Department Major Equipment Repair Account to be used for the purchase of new equipment and/or major repairs to existing equipment.

ARTICLE 12: Acceptance of Lake Shore Drive

Voted unanimously to accept as a town way, the laying out by the Board of Selectmen of the private way known as Lake Shore Drive, forty (40’) in width, from the easterly sideline of Birch Road, a distance of 201 feet, more or less, in an easterly direction, to the westerly sideline of Cedar Road, and from the easterly sideline of Dogwood Road, a distance of 700 feet, more or less, in an easterly direction, to the westerly sideline of Emerson Drive, these being two separate portions of the entire road, all as shown on a plan to be recorded with the Middlesex South District Registry of Deeds in Plan Book 365 as plan number 46, and further shown on a plan entitled “Street Acceptance Plan, Lakeshore Drive, Littleton, Massachusetts” by Diversified Civil Engineering dated April 5, 2002 to be recorded and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain, the land, easement and rights therein.

ARTICLE 13: Acceptance of Lake Shore Drive

Moved and seconded by the Board of Selectmen that Town vote to alter the layout by the Board of Selectmen of the Public Way known as Lake Shore Drive from the easterly sideline of Birch Road, a distance of 201 feet, more or less, in an easterly direction, to the westerly sideline of Cedar Road and from the easterly sideline of Dogwood road, a distance of 700 feet, more or less, in an easterly direction, to the westerly sideline of Emerson Drive, these being two separate portions of the entire road, all as shown on a plan to be recorded entitled “Alteration of Street Layout Plan, Lakeshore Drive, Littleton, Massachusetts” by Diversified Civil Engineering and dated April 5, 2002, and to further authorize the Board of Selectmen to proceed with the reconstruction of said way, and to transfer from Account No. 2111, “FY’01 Overlay Reserve” the sum of $20,000 to fund the total cost of said engineering, construction, and other expenses incidental thereto.
TOWN OF LITTLETON

ARTICLE 14:  Reconstruction of Newtown Rod

Voted to transfer from the following available funds the sum of $70,000.00 to be used for the reconstruction of Newtown road, and to further authorize the Board of Selectmen to enter into a contract or contracts for said purpose:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Department</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>270-2083</td>
<td>Selectmen</td>
<td>EOCD Block Grant</td>
<td>$ 170.08</td>
</tr>
<tr>
<td>281-2116</td>
<td>Selectmen</td>
<td>EOCD Block Grant</td>
<td>1,134.07</td>
</tr>
<tr>
<td>300-3001</td>
<td>Selectmen</td>
<td>Shattuck Street Renovation</td>
<td>510.60</td>
</tr>
<tr>
<td>300-3005</td>
<td>Selectmen</td>
<td>Landfill Cap</td>
<td>3,502.93</td>
</tr>
<tr>
<td>300-3009</td>
<td>Selectmen</td>
<td>Shattuck Street Renovation</td>
<td>1,103.50</td>
</tr>
<tr>
<td>300-3023</td>
<td>Treasurer</td>
<td>Matawanakkee Betterment</td>
<td>48,588.37</td>
</tr>
<tr>
<td>22111</td>
<td>Assessors</td>
<td>FY ’01 Overlay Reserve</td>
<td>14,990.45</td>
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<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$70,000.00</td>
</tr>
</tbody>
</table>

ARTICLE 15:  Early Retirement

Voted to accept the provisions of Massachusetts General Law pertaining to early retirement.

ARTICLE 16:  Stabilization Fund

Withdrawn

The meeting dissolved at 10:45 p.m.

ATTEST:
A true copy,
MARY CRORY, TOWN CLERK

TOWN OF LITTLETON
SPECIAL ELECTION
JUNE 25, 2002

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

“OVERRIDE REFERENDUM”

“Shall the Town of Littleton be allowed to assess an additional $775,062.00 in real estate and property taxes for the purposes of funding the Littleton Public Schools for the fiscal year beginning July 1, 2002?”

Total Votes Cast: 2160
Yes: 798
No: 1347
Blanks: 15
Attest: A true copy
The meeting was called to order by Moderator, Charles F. Kaye at 10:00 AM

Article 1: Reduction of Article 4, Line item 86, 2002 ATM

Voted by necessary majority to amend Article 4, line item 86, of the 2002 Annual Town Meeting by reducing the amount appropriated in the Fiscal year 2003 operating budget for the Littleton Public Schools by $775,062.00 to $11,768,404.00.

The vote was by ballot and checklist: 724 ballots cast, Yes 412, No 312

Attest: A TRUE COPY
MARY CRORY, Town Clerk

TOWN OF LITTLETON
STATE PRIMARY
SEPTEMBER 17, 2002

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

Total names as having voted:
Precinct 1 513
Precinct 2 452
Precinct 3 459
Total Votes Cast 1424

Precinct #1 - DEMOCRATS
SENATOR IN CONGRESS:
John F. Kerry 284
Blanks 51
GOVERNOR:
Thomas F. Birmingham 47
Steven Grossman 0
Shannon P. O’Brien 100
Robert B. Reich 92
Warren E. Tolman 92
Blanks 4
LIEUTENANT GOVERNOR:
Christopher Gabrieli 119
Lois G. Pines 103
John P. Slattery 75
Blanks 38

ATTORNEY GENERAL:
TOWN OF LITTLETON

Thomas F. Reilly 251
Blanks 84
SECRETARY OF STATE:
William F. Galvin 254
Blanks 81
TREASURER:
Michael P. Cahill 43
Timothy P. Cahill 129
Stephen J. Murphy 21
James W. Segel 87
Blanks 55
AUDITOR:
A. Joseph DeNucci 235
Blanks 100
REPRESENTATIVE IN CONGRESS – 5TH DISTRICT:
Martin T. Meehan 268
Blanks 67
COUNCILOR – 3RD DISTRICT:
M. M. Petitto Devaney 223
Blanks 112
REPRESENTATIVE IN GENERAL COURT – MIDDLESEX & WORCESTER:
Pamela P. Resor 262
Blanks 73
REPRESENTATIVE IN GENERAL COURT – 2ND MIDDLESEX:
Geoffrey D. Hall 256
Blanks 79
DISTRICT ATTORNEY – NORTHERN:
Martha Coakley 243
Blanks 92
REGISTER OF PROBATE – MIDDLESEX:
John R. Buonomo 74
Diane Poulos Harpell 135
Ed McMahon 60
Blanks 66

Precinct #1 – REPUBLICANS

SENATOR IN CONGRESS:
Blanks 175
GOVERNOR:
Mitt Romney 160
Blanks 15
LIEUTENANT GOVERNOR:
Kerry Murphy Healey 113
Jim Rappaport 61
Blanks 1
ATTORNEY GENERAL
Blanks 175
SECRETARY OF STATE:
Jack E. Robinson 100
Blanks 75
TREASURER:
Daniel A. Grabauskas 71
Bruce A. Herzfelder 75
Blanks 29
AUDITOR:
Blanks 175
REPRESENTATIVE IN CONGRESS – 5TH DISTRICT:
Charles McCarthy 100
Thomas P. Tierney 54
Blanks 21
COUNCILOR – 3RD DISTRICT:
Blanks 175
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:
Mary Jane Hillery 115
Blanks 60
REPRESENTATIVE IN GENERAL COURT – 2ND MIDDLESEX:
Blanks 175
DISTRICT ATTORNEY – NORTHERN:
Blanks 175
REGISTER OF PROBATE – MIDDLESEX:
John W. Lambert 114
Blanks 61
Precinct #1 – LIBERTARIANS:
SENATOR IN CONGRESS:
Michael E. Cloud 2
Blanks 0
GOVERNOR:
Carla A. Howell 2
Blanks 0
LIEUTENANT GOVERNOR:
Richard P. Aucoin 2
Blanks 0
ATTORNEY GENERAL:
Blanks 2
SECRETARY OF STATE:
Blanks 2
TREASURER:
Blanks 2
AUDITOR:
Kamal Jain 2
Blanks 0
REPRESENTATIVE IN CONGRESS:
Ilana Freedman 2
Blanks 0
COUNCILLOR:
Blanks 2
SENATOR IN GENERAL COURT:
Blanks 2
REPRESENTATIVE IN GENERAL COURT:
Blanks 2
DISTRICT ATTORNEY:
TOWN OF LITTLETON

Blanks 2
REGISTER OF PROBATE:
Blanks 2
Precinct #1 – GREEN PARTY
SENATOR IN CONGRESS:
Blanks 1
GOVERNOR:
Jill E. Stein 1
Blanks 0
LIEUTENANT GOVERNOR:
Anthony F. Lorenzen 1
Blanks 0
ATTORNEY GENERAL:
Blanks 1
SECRETARY OF STATE:
Blanks 1
TREASURER:
James O’Keefe 1
Blanks 0
AUDITOR:
Blanks 1
REPRESENTATIVE IN CONGRESS:
Blanks 1
COUNCILLOR:
Blanks 1
SENATOR IN GENERAL COURT:
Blanks 1
REPRESENTATIVE IN GENERAL COURT:
Blanks 1
DISTRICT ATTORNEY:
Blanks 1
REGISTER OF PROBATE:
Blanks 1
Precinct #2- DEMOCRATS
SENATOR IN CONGRESS:
John F. Kerry 252
Blanks 42
GOVERNOR:
Thomas F. Birmingham 45
Steven Grossman 3
Shannon P. O’Brien 91
Robert B. Reich 92
Warren E. Tolman 62
Blanks 1
LIEUTENANT GOVERNOR:
Christopher Gabrieli 102
Lois G. Pines 109
John P. Slattery 56
Blanks 27
ATTORNEY GENERAL:
Thomas F. Reilly 236
Blanks 58
SECRETARY OF STATE:
William F. Galvin 228
Blanks 66
TREASURER:
Michael P. Cahill 52
Timothy P. Cahill 99
Stephen J. Murphy 25
James W. Segel 62
Blanks 56
AUDITOR:
A. Joseph DeNucci 210
Blanks 84
REPRESENTATIVE IN CONGRESS – 5TH DISTRICT:
Martin T. Meehan 238
Blanks 56
COUNCILOR – 3RD DISTRICT:
M. M. Petitto Devaney 198
Blanks 96
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:
Pamela P. Resor 232
Blanks 62
REPRESENTATIVE IN GENERAL COURT – 2ND MIDDLESEX:
Geoffrey D. Hall 221
Blanks 73
DISTRICT ATTORNEY – NORTHERN:
Martha Coakley 229
Blanks 65
REGISTER OF PROBATE – MIDDLESEX:
John R. Buonomo 65
Diane Poulos Harpell 118
Ed McMahon 48
Blanks 63
Precinct #2 – REPUBLICANS
SENATOR IN CONGRESS:
Blanks 154
GOVERNOR:
Mitt Romney 141
Blanks 13
LIEUTENANT GOVERNOR:
Kerry Murphy Healey 95
Jim Rappaport 56
Blanks 3
ATTORNEY GENERAL:
Blanks 154
SECRETARY OF STATE:
Jack E. Robinson 87
Blanks 67
TREASURER:
TOWN OF LITTLETON

Daniel A. Grabauskas 68
Bruce A. Herzfelder 61
Blanks 25
AUDITOR:
Blanks 154
REPRESENTATIVE IN CONGRESS – 5TH DISTRICT:
Charles McCarthy 79
Thomas P. Tierney 50
Blanks 25
COUNCILOR – 3RD DISTRICT:
Blanks 154
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:
Mary Jane Hillery 99
Blanks 55
REPRESENTATIVE IN GENERAL COURT – 2ND MIDDLESEX:
Blanks 154
DISTRICT ATTORNEY – NORTHERN:
Blanks 154
REGISTER OF PROBATE – MIDDLESEX:
John W. Lambert 94
Blanks 60
Precinct #2 – LIBERTARIANS:
SENATOR IN CONGRESS:
Michael E. Cloud 3
Blanks 0
GOVERNOR:
Carla A. Howell 3
Blanks 0
LIEUTENANT GOVERNOR:
Richard P. Aucoin 3
Blanks 0
ATTORNEY GENERAL:
Blanks 3
SECRETARY OF STATE:
Blanks 3
TREASURER:
Blanks 3
AUDITOR:
Kamal Jain 3
Blanks 0
REPRESENTATIVE IN CONGRESS:
Ilana Freedman 3
Blanks 0
COUNCILLOR:
Blanks 3
SENATOR IN GENERAL COURT:
Blanks 3
REPRESENTATIVE IN GENERAL COURT:
Blanks 3
DISTRICT ATTORNEY:
Precinct #2 – GREEN PARTY

SENATOR IN CONGRESS:
Blanks 1

GOVERNOR:
Jill E. Stein 1
Blanks 0

LIEUTENANT GOVERNOR:
Anthony F. Lorenzen 1
Blanks 0

ATTORNEY GENERAL:
Blanks 1

SECRETARY OF STATE:
Blanks 1

TREASURER:
James O’Keefe 1
Blanks 0

AUDITOR:
Blanks 1

REPRESENTATIVE IN CONGRESS:
Blanks 1

COUNCILLOR:
Blanks 1

SENATOR IN GENERAL COURT:
Blanks 1

REPRESENTATIVE IN GENERAL COURT:
Blanks 1

DISTRICT ATTORNEY:
Blanks 1

REGISTER OF PROBATE:
Blanks 1

Precinct #3 - DEMOCRATS

SENATOR IN CONGRESS:
John F. Kerry 249
Blanks 42

GOVERNOR:
Thomas F. Birmingham 33
Steven Grossman 0
Shannon P. O’Brien 97
Robert B. Reich 101
Warren E. Tolman 55
Blanks 5

LIEUTENANT GOVERNOR:
Christopher Gabrieli 79
Lois G. Pines 110
John P. Slattery 51
Blanks 51

ATTORNEY GENERAL:
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<tr>
<th>Office</th>
<th>Candidate</th>
<th>Votes</th>
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<tr>
<td>Town of Littleton</td>
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<tr>
<td>Secretary of State</td>
<td>William F. Galvin</td>
<td>207</td>
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<tr>
<td>Treasurer</td>
<td>Michael P. Cahill</td>
<td>29</td>
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<td>Timothy P. Cahill</td>
<td>87</td>
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<td>Stephen J. Murphy</td>
<td>18</td>
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<td>Auditor</td>
<td>A. Joseph DeNucci</td>
<td>186</td>
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<td>Representative in Congress – 5th District</td>
<td>Martin T. Meehan</td>
<td>240</td>
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<td>M. M. Petitto Devaney</td>
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<tr>
<td>Senator in General Court – Middlesex &amp; Worcester</td>
<td>Pamela P. Resor</td>
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<td>Representative in General Court – 2nd Middlesex</td>
<td>Geoffrey D. Hall</td>
<td>224</td>
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<td>District Attorney – Northern</td>
<td>Martha Coakley</td>
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<td>Register of Probate – Middlesex</td>
<td>John R. Buonomo</td>
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<td></td>
<td>Diane Poulos Harpell</td>
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<td>Ed McMahon</td>
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<td>Precinct #3 – Republicans</td>
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<td>Senator in Congress</td>
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<tr>
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<td>Mitt Romney</td>
<td>154</td>
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<td>Kerry Murphy Healey</td>
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<td></td>
<td>Jim Rappaport</td>
<td>58</td>
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<td>167</td>
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<td>Secretary of State</td>
<td>Jack E. Robinson</td>
<td>86</td>
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<tr>
<td></td>
<td>Blanks</td>
<td>81</td>
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<tr>
<td>Treasurer</td>
<td></td>
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</tbody>
</table>
Daniel A. Grabauskas 63
Bruce A. Herzfelder 66
Blanks 38
AUDITOR:
Blanks 167
REPRESENTATIVE IN CONGRESS – 5TH DISTRICT:
Charles McCarthy 89
Thomas P. Tierney 51
Blanks 27
COUNCILOR – 3RD DISTRICT:
Blanks 167
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:
Mary Jane Hillery 108
Blanks 59
REPRESENTATIVE IN GENERAL COURT – 2ND MIDDLESEX:
Blanks 167
DISTRICT ATTORNEY – NORTHERN:
Blanks 167
REGISTER OF PROBATE – MIDDLESEX:
John W. Lambert 110
Blanks 57
Precinct #3 – LIBERTARIANS:
SENATOR IN CONGRESS:
Michael E. Cloud 0
Blanks 0
GOVERNOR:
Carla A. Howell 0
Blanks 0
LIEUTENANT GOVERNOR:
Richard P. Aucoin 0
Blanks 0
ATTORNEY GENERAL:
Blanks 0
SECRETARY OF STATE:
Blanks 0
TREASURER:
Blanks 0
AUDITOR:
Blanks 0
REPRESENTATIVE IN CONGRESS:
Ilana Freedman 0
Blanks 0
COUNCILLOR:
Blanks 0
SENATOR IN GENERAL COURT:
Blanks 0
REPRESENTATIVE IN GENERAL COURT:
Blanks 0
DISTRICT ATTORNEY:
Blanks 0
Pursuant to the warrant and the Constable’s return thereon, the polls were opened at 7:00 AM by Mildred McGovern, Election Warden. The ballot box was examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00 PM.

Precinct 1 votes cast: 1297
Precinct 2 votes cast: 1257
Precinct 3 votes cast: 1164
Total votes cast: 3718

SENATOR IN CONGRESS:
GOVERNOR AND LIEUTENANT GOVERNOR:
Howell & Aucoin       72
O’Brien & Gabrieli    1353
Romney & Healey       2091
Stein & Lorenzen      158
Johnson & Schebel     12
Blanks                32

ATTORNEY GENERAL:
Thomas F. Reilly      2673
Blanks                1045

SECRETARY OF STATE:
William Francis Galvin 2361
Jack E. Robinson, III  994
Blanks                363

TREASURER:
Timothy P. Cahill      1519
Daniel A. Grabauskas   1645
James O’Keefe          288
Blanks                266

AUDITOR:
A. Joseph DeNucci      2139
Kamal Jain             734
John James Xenakis     353
Blanks                492

REPRESENTATIVE IN CONGRESS:
Martin T. Meehan       2135
Ilana Freedman         187
Charles McCarthy       1243
Blanks                153

COUNCILLOR:
Marilyn M. Petitto Devaney 2299
Blanks                1419

SENATOR IN GENERAL COURT:
Pamela P. Resor        2208
Mary Jane Hillery      1221
Blanks                289

REPRESENTATIVE IN GENERAL COURT:
Geoffrey D. Hall       2650
Blanks                1068

DISTRICT ATTORNEY:
Martha Coakley         2611
Blanks                1107

REGISTER OF PROBATE:
John R. Buonomo        1654
John W. Lambert        1485
Blanks                579
SPECIAL TOWN MEETING
TUESDAY, NOVEMBER 12, 2002

The meeting was called to order by Moderator Charles F. Kaye at 7:30 p.m.. A moment of silence was observed for EMT/Firefighter Timothy Wargo. Mary Crory was honored for her 27 years as Town Clerk.

ARTICLE 1: Unpaid Bills previous fiscal year

Voted unanimously to transfer the sum of $44.50 from Account No. 100-122-1-52990, “Selectmen – Expenses”, to pay for the following bill from a previous fiscal year:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Springs</td>
<td>$44.50</td>
</tr>
</tbody>
</table>

ARTICLE 2: FY2003 Budget Adjustment

No affirmative action was taken on this article.

ARTICLE 3: FY 2003 Transfers of Available Funds

Voted unanimously to authorize the following transfers of available funds needed by the departmental budgets referenced below to complete the fiscal year ending June 30, 2003:

1. To transfer the sum of $3,500.00 from Account No. 200-2068, “Building Department Revolving Fund” to Account No. 100-251-51130, “Building Department – Staff Salaries” to cover a projected shortfall in that line item.

2. To transfer the sum of $4,600.00 from Account No. 200-220, “Ambulance Receipts” to Account No. 100-220-51360, “Fire Department – On Call Salaries/Wages” in order to cover a projected shortfall in that line item.
ARTICLE 4: New Police Station Construction Funding

William Farnsworth from the Permanent Municipal Building Committee gave an update of the schedule. No affirmative action was taken on this article.

ARTICLE 5: Purchase of Hartwell Avenue Land

Voted by necessary 2/3rds vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, the following described parcel of land, totaling approximately 87.2 acres, to be managed and controlled by the Littleton Conservation Commission, pursuant to G.L. c. 40, §8C:


and, that the sum of $1,100,000.00 be appropriated for this purchase; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be hereby authorized to borrow the sum of $1,100,000.00 pursuant to Chapter 44, Section 7 (3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town, therefor; that the further sum of $30,000.00 be transferred from the Newtown Hill Telecom Tower Lease Fund into the Conservation Fund for transfer to the Hartwell Property Purchase account for the purpose of preparing, issuing and marketing the bonds or notes authorized hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof and for other costs incidental and related to said purchase; to authorize the Board of Selectmen to enter into a contract or contracts for said purposes; and to instruct the Board of Selectmen to use its best efforts in negotiating such contract to reduce the amount paid per acre to be incurred by the Town. Furthermore, the Town expresses its support to pay the annual debt incurred by any bonds or notes issued under this article with annual transfers from the Newtown Hill and Oak Hill Cell Tower Lease Fund accounts.

The voting was by ballot and checklist. Yes 167  No 10  Passed by necessary 2/3rds

ARTICLE 6: Russell Street School Roof Repair

No affirmative action was taken on this article

ARTICLE 7: Amendment to Town Code

Voted unanimously to amend Article V of the Town of Littleton Code by striking it in its entirety and substituting therefore the following:

ARTICLE V

Permanent Municipal Building Committee

§13-16. General Provision; Membership.

The Town shall have a Permanent Municipal Building Committee consisting of seven (7) residents responsible, when authorized by Town Meeting vote, for investigating and advising the Town
regarding the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town.

Each member of the Committee shall be a registered voter of the Town. At least one member shall also be a member of the School Committee, or its designee, pursuant to M.G.L. c. 71, §68.

§13-17. Appointing Authority.

The Board of Selectmen is empowered to appoint the Committee. Appointments shall be made by a majority vote.

§13-18. Town Meeting Appointment of Separate Building or Project Committees.

Town Meeting may authorize the appointment of a different and separate building or project committee with respect to a particular project.

Any different and separate building or project committee authorized by Town Meeting shall include one or more Committee members designated by the Committee. Committee members serving on any such building or project committee shall serve as full voting members for the duration of said building or project committee. In the event that the Town Meeting does not authorize the appointment of a building or project committee with respect to a particular project, the Committee shall assume the responsibility with respect to said project in accordance with section 13-21 of this bylaw.


Members shall serve at the pleasure of the Board of Selectmen for a term not to exceed five years from the date of appointment, provided however that any member may be reappointed for an additional term upon the expiration of any such five years.

A member may hold his or her seat after his or her term expires until a successor is qualified. If a member vacates his or her seat before the expiration of his or her term, the Board of Selectmen shall appoint a replacement to complete the unexpired term. If any regular member of the Committee ceases to be a resident of the Town, or accepts any position that would have made him or her ineligible for appointment to the Committee, he or she forthwith ceases to be a member of the Committee.

The adoption of this bylaw shall not affect the term of any member of the Committee as constituted and existing on the effective date of this bylaw.

§13-20. General Duties.

When authorized by the Town, the Committee shall be responsible for:

(1) Financial estimates;
(2) The design of every project; and
(3) The construction of those projects for which funds are appropriated to the Committee.

The Committee shall work to achieve the project goals of the proposed board or
committee for which a project is being planned or constructed. The Committee shall advise the Board of Selectmen and the board or committee for which such project is being constructed when the goals have been substantially completed, at which time, or at any other time as determined by the Board of Selectmen, the Committee’s continuing responsibility for the project shall be terminated.

The plans and specifications for all construction, equipping and furnishing shall be subject to the approval of the board or committee for which such building is being planned or constructed.


The funds for the design and construction of a project shall be appropriated to and expended under the direction of the Committee.

Whenever project funding approval is sought from Town Meeting, the Committee and the board or committee for which a project is being planned or constructed shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, schedule and costs.


The Committee shall retain record drawings and specifications. These copies shall be kept on file in the Facility Manager’s office and other offices as appropriate. The committee is encouraged to make the minutes of their public meetings available to the town web site in a timely manner.


The Committee shall adopt and make available policies and procedures describing its activities. The Committee shall make recommendations and reports to the Town from time to time and shall submit a report of its activities and recommendations to the Board of Selectmen upon request, and annually for publication in the Town’s annual report.


All litigation matters pertaining to the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town, shall be governed by Article III of the Town of Littleton Code.

ARTICLE 8: Extension of Town Water to Scott Road

No affirmative action was taken on this article.

ARTICLE 9: Engineering for Spectacle Pond Cleanup

Voted unanimously to authorize the transfer of $2,500.00 from Account #200-2229, “Spectacle Pond Telecomm Tower Lease fund” to the Water Department professional services account, for permitting and preliminary engineering for weed control at Spectacle Pond.

ARTICLE 10: Transfer of Care of Municipal Property to Conservation Commission
TOWN OF LITTLETON

Voted unanimously to authorize the Littleton Board of Selectmen, pursuant to G.L. c.40, s 15A, to transfer the care, custody and control of general municipal property located on Lake Shore Drive, Parcel 14 and 15 on Assessor’s Map, U-17, to the Littleton Conservation Commission for use as a wetlands water quality park; and that the Littleton Highway Department shall maintain the wetlands water control structures including the flow splitter, catch basins, drainage pipes, stop logs and vegetation located in the vicinity of Lake Shore, Lake and Beach Drives; and further, that the sum of $95,000.00 shall be hereby appropriated for the purpose of constructing the water quality park, and for costs incidental and related thereto; that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is hereby authorized to borrow the sum of $90,000.00 under and pursuant to Chapter 44, Section 7 (1) of the Massachusetts General Laws, as amended, or by any other enabling authority, and to issue bonds and notes of the Town, therefore, that the further sum of $5,000.00 is hereby also borrowed for the purpose of preparing, issuing, and marketing the notes issued hereunder and for paying interest on the bonds and notes issued in anticipation thereof; and to authorize the Board of Water Commissioners to enter into a contract or contracts for said purpose. Furthermore, the Town expresses its support to pay the annual debt incurred by any bonds or notes issued under this motion with annual transfers from Account #200-2229, “Spectacle Pond Telecomm Tower Lease Fund”.

The vote was by ballot and checklist with one ballot cast.

ARTICLE 11: Use of Subdivision Bonds to complete unfinished work

Voted unanimously to accept the provisions of G.L.,Chapter 41, §81U, paragraph 12, authorizing the Town, through its Planning Board, to apply the proceeds of any subdivision security to meet the cost and expenses in completing the work as specified in the subdivision approval. Proceeds in excess of one hundred thousand dollars require town meeting appropriation. No appropriation is necessary for proceeds that do not exceed one hundred thousand dollars, provided such expenditure is approved by the Board of Selectmen.

ARTICLE 12: Apple D’Or Subdivision Security

Voted unanimously to apply the proceeds of the security held by the Town on Phase 1 and Phase 2 of the Apple D’Or subdivision, in the amount of $214,500.00, for the completion of such remaining work specified in the approved plan and to enter into a contract or contracts for such work.

ARTICLE 13: Nancy’s Way Easement Acceptance

Voted unanimously to: (A) release those certain easement referred to as “2. Trail Easement” in a document entitled “Grant of Easements” dated July 26, 2001 and recorded with the Middlesex South District Registry of Deeds (“Registry”) in Book 33676, Page 474, which easement areas are shown as “10’ Wide Trail Easement” on Lot 3 Nancy’s Way and “10’ Wide Trail & Utility Easement” on Lot 4 Nancy’s Way, on a plan entitled, “Plan of Land, Wilson Estates, Littleton, Massachusetts, February 10, 2000 last revised October 25, 2000, Prepared by: Diversified Civil Engineer, 359 Littleton Road, Westford, MA, Applicant: Sweeney & Sons, Inc., 78 Rockland Avenue, Maynard, MA, Owner: Guerra Wilson, 155 Whitcomb Avenue, Littleton, MA”, which plan was recorded with the Registry on September 20, 2001 as Plan No. 940 of 2001; and (B) accept in its place, a Grant of Easement presented and affecting that portion of Lot 2 shown as “Parking & Trail Easement” and that portion of Lot 3 shown as “10’ Wide Trail Easement” (together “Easement Areas”), which Easement Areas are shown on a plan entitled Easement Plan Lot 2 – Lot 3 Nancy’s Way, Wilson Estates, Littleton, Massachusetts, October 2, 2002, Diversified Civil Engineer, 359 Littleton road, Westford, MA, P O Box 880, Methuen, MA, applicant: Sweeney & Sons Inc., 78 Rockland Avenue, Maynard, MA, Owner: Sweeney & Sons, Inc., 78 Rockland Avenue, Maynard, MA, Scale: 1” – 40” (hereinafter the “Easement Plan”), which Easement
Plan is to be recorded with the Registry; granting to the Town the perpetual right and easement to pass and repass, on foot only, within, over, on, and through the Easement Areas for the purpose of obtaining access from Nancy’s Way to the historic marker inscribed, “Jonathan Whitcomb 1717 – 1790 Killed a Black Bear in This Valley 1740” as shown on said Plan, together with the right to park cars, on a temporary basis and only in conjunction with the exercise of such access rights and only on that 20’ x 20’ portion of the “Parking & Trail Easement” located on Lot 2 which abuts Nancy’s Way, as shown on said Easement Plan; and (C) authorize the Board of Selectmen to sign any and all documents necessary to effectuate such release or acceptance of such interests.

ARTICLE 14: Acceptance of Laury Lane

No affirmative action was taken on this article

ARTICLE 15: Unemployment Fund

Voted unanimously to transfer from Account No. 100-193-1-57500, “Insurance” the sum of $20,000.00 to add to the Fiscal Year 2003 Unemployment Fund.

ARTICLE 16: Stabilization Fund

No affirmative action was taken on this article

The meeting dissolved at 9:50 p.m.

Attest: A TRUE COPY
MARY CRORY, TOWN CLERK
REPORT OF THE TAX COLLECTOR – 2002

Below is a list of tax balances as of January 1, 2002 and ending December 31, 2002, reported by year.

1997
Uncollected as of 1/1/2002
Motor Excise $98.75
Rescind of Abatement 341.15

Collected as of 12/31/2002
Motor Excise $346.15

Uncollected as of 12/31/2002
Motor Excise 93.75

1998
Uncollected as of 1/1/2002
Motor Excise $526.99
Rescind of Abatement 462.92

Collected as of 12/31/2002
Motor Excise $478.86

Uncollected as of 12/31/2002
Motor Excise 511.05

1999
Uncollected as of 1/1/2002
Personal Property 0.00
Personal Property Rescind of Abatement $20.24
Motor Excise 746.36
Motor Excise Rescind of Abatement 128.44
Refunds 48.34

Collected as of 12/31/2002
Personal Property $20.24
Motor Excise 361.16

72
Uncollected as of 12/31/2002
Motor Excise $561.98 $561.98 $943.38

2000
Uncollected as of 1/1/2002
Personal Property $2,431.92
Motor Excise 9,161.69
New commitment 560.42 $12,154.03

Collected as of 12/31/2002
Personal Property $77.99
Motor Excise 2,887.51 $2,965.50

Abated as of 12/31/2002
Personal Property $53.26
Motor Excise 178.76 $232.02

Uncollected as of 12/31/2002
Personal Property $2,300.67
Motor Excise 6,655.84 $8,956.51 $12,154.03

2001
Personal Property $11,242.14
Motor Excise 33,108.01
New commitment 57,301.01
Refunds 2,583.43 $104,234.59

Collected
Personal Property $78.59
Motor Excise 76,927.92 $77,006.51

Abatements
Personal Property $6,846.39
Motor Excise 2,149.70 $8,996.09

Uncollected as of 12/31/2002
Personal Property $4,317.16
Motor Excise 13,914.83 $18,231.99 $104,234.59

2002
Uncollected as of 1/1/2002
Real Estate $6,686,811.64
Street Betterments 231.77
Street Betterment Interest 220.50
Water Betterment 814.07
Water Betterment Interest 687.83
Personal Property 289,880.28
Motor Vehicle 1,098,714.78
Refunds 60,287.07
### Municipal Lien Certificates
- Amount: 23,000.00

### Registry Marking
- Amount: 4,700.00

### Tax Collector Fees
- Amount: 10,245.00

### Motor Coach Fees
- Amount: 11,232.00

### Interest
- Amount: 30,917.18

### Roll Back 61B
- Amount: 957.62

### Tax Title Advertising
- Amount: 268.80

### Advance Street Betterment
- Amount: 1,002.28

### Adv. Street Bett Interest
- Amount: 13.12

### Advance Water Betterment
- Amount: 12,546.70

### Adv Water Bett Interest
- Amount: 305.74

### Betterment Release Certificates
- Amount: 24.00

**Total:** $8,232,860.38

Collected as of 12/31/2002

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<td>Registry Marking</td>
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<tr>
<td>Tax Collector Fees</td>
<td>10,245.00</td>
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<tr>
<td>Motor Coach Fees</td>
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<td>Interest</td>
<td>30,917.18</td>
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<tr>
<td>Roll Back 61B</td>
<td>957.62</td>
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<td>Tax Title Advertising</td>
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<tr>
<td>Advance Street Betterment</td>
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<td>Betterment Release Certificates</td>
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**Total:** $8,093,099.10

Abated as of 12/31/2002

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**Total:** $51,341.59

Uncollected as of 12/31/2002

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**Total:** $27,852.85

**Overall:** $8,232,860.38
2003
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Collected as of 12/31/2002
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Abated as of 12/31/2002
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Deferred
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Tax Title
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Uncollected as of 12/31/2002
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Respectfully submitted by:
Rebecca Jean Quinn, Tax Collector
### Outstanding Taxes as of 12/31/2002

#### Personal Property

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<tr>
<th>Company Name</th>
<th>Amount</th>
<th>Individual Name</th>
<th>Amount</th>
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<tr>
<td>Allied Plywood Corp</td>
<td>415.31</td>
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<td>Changing Healthcare, Inc.</td>
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<td>Cyber Storage Systems, Inc.</td>
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<td>Stephen DeMont</td>
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<td>Mark G. Haroules</td>
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<td>Horizon Landscape, Inc.</td>
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<td>Angela M Inferrera</td>
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<td>Jake’s Auto Body</td>
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<td>Kline &amp; Company</td>
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<td>Mark LaLonde</td>
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<td>Brian Laws</td>
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<td>Marble Rock Cinema</td>
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<td>Northeast Equestrian Products</td>
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<td>Leslie Peik</td>
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<td>Glen A Pierce</td>
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<td>Gerald Redmond, III</td>
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<td>John Sajatjian</td>
<td>66.29</td>
<td>Lou Santora</td>
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<td>Jared Storalazzi</td>
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<td>James Wilson</td>
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#### Uncollected Excise Taxes

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<td>Mark A Alexander</td>
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<td>Brian K Allard</td>
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<td>Juliana Adams</td>
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<td>Amanda M Allen</td>
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<td>Jaime Alvarado</td>
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<td>Randy M Amba</td>
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<td>Daniel J Anderson</td>
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<td>John Q Armstrong</td>
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<td>Carol J Arnold</td>
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<td>Curtis M Averett</td>
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<td>John A Babers</td>
<td>51.56</td>
<td>Scott Baker</td>
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<td>Christopher Barlow</td>
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<td>Howard H Barter, IV</td>
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<td>Richard F Bera</td>
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<td>Brian Thompson Berhow</td>
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<td>Joseph M Bernier</td>
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<td>Jeffrey D Berube</td>
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<td>Jailon Bittencourt</td>
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<td>Samuel Bittencourt</td>
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<td>Cyrus J Blake</td>
<td>17.50</td>
<td>Amy E Bomgardner</td>
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<td>Deann Bongiorno</td>
<td>137.50</td>
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<td>Eduardo S Braganca</td>
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<td>Mark W Brand</td>
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<tr>
<td>Thomas B Briney</td>
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<td>Christopher Brink</td>
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<tr>
<td>Tanya Bukruian</td>
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<td>Derek C Burrill</td>
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<td>Samuel Lee Burton</td>
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<td>Jared Buzby</td>
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<td>Thomas J Byrne, Jr</td>
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<td>Carol A Caligiuri</td>
<td>562.50</td>
<td>Keith S Carroll</td>
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<td>Nicolle M Casey</td>
<td>33.75</td>
<td>David G Chick</td>
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<tr>
<td>Madhusudhana R Chinnapo</td>
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<td>Nathan L Chisley</td>
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<td>Steven Chung</td>
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<td>Jillian Cone</td>
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<td>Pasquale A Conversano</td>
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<td>Stephen D Cox</td>
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<td>Jennifer L Currier</td>
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<td>D &amp; S Floor Contractors</td>
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<td>Amount</td>
<td>Name</td>
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TOWN OF LITTLETON

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

Total Funds July 1, 2001 $33,895,836.48
Total receipts for the year $77,836,400.51
Total disbursements for the year $84,559,732.01

Total Funds June 30, 2002 $27,172,504.98

Funds under care of Town Treasurer:

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<td>Law Enforcement Trust Fund</td>
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<td>Trust Funds managed by the Trust Fund Commissioners</td>
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$27,172,504.98

Interest income on all funds for the year $654,332.12
Interest income on General Fund $275,498.02

Interest Rates 2001 and 2002
**TOWN OF LITTLETON**

**TREASURER'S REPORT (cont.)**

**TEN-YEAR DEBT SERVICE SCHEDULE**

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<th>Fiscal Year</th>
<th>TOWN</th>
<th>WATER</th>
<th>ELECTRIC</th>
<th>GRANTS/REIMBURSEMENTS *</th>
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* Grants/Reimbursements:
  - Water Ultrafiltration: $183,000.00
  - Self-Help/Frost Whitcomb: $18,000.00
  - Shaker Lane 61%: $261,398.00
  - High School 61%: $1,120,797.00 Thru FY08
    $991,192.52 Remaining term

**TOWN DEBT ONLY**

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</table>

Above numbers do not reflect SBA Reimbursements

Total outstanding permanent debt including Town, Water and Electric as of 6/30/02: $40,462,506.00

Outstanding temporary borrowing in anticipation of issuing bonds Middle School Design: $300,000.00

Authorized and unissued debt:
  - Middle School: $13,500,000.00
  - Police Station Design: $300,000.00
TOWN ACCOUNTANT

YEAR ENDING DECEMBER 31, 2002

The Accounting Office would like to take this opportunity to say thank you to the employees of the Town for their continued support and cooperation. We have implemented many software modules this past year, starting with the introduction of the Purchase Order Module, the Budget Module, a new Real Estate and Personal Property Module and a Fixed Asset Module. The Assistant Town Accountant, Joan Pare deserves a special “thank you” for her commitment to excellence and proficiency; especially due to the increase workload the accounting office has experienced this past year, with the addition of the many new modules.

Attached are the General Fund Balance Sheet, Revenues and Expenditures for the fiscal year ending June 30, 2002.

Meredith Mayo
Town Accountant

GENERAL FUND

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWN COUNSEL</td>
<td></td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>114,335.42</td>
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<tr>
<td>Expenses</td>
<td>100</td>
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<tr>
<td>SELECTMEN</td>
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<tr>
<td>Total Personal Services</td>
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<tr>
<td>Total Expenses</td>
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<td>Total Personal Services</td>
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<td>Total Expenses</td>
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<td>Expenses</td>
<td>2,744.82</td>
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<td>FINANCE COMMITTEE-RESERVE FUND</td>
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<td>65,646.99</td>
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<td>Expenses</td>
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<td>ANNUAL AUDIT</td>
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<td>Expenses</td>
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<td>Department</td>
<td>Personal Services</td>
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<tr>
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<td>ASSESSORS</td>
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<td>TREASURER</td>
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<td>COLLECTOR</td>
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<td>TAX TITLE FORECLOSURE</td>
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<td>TOWN CLERK</td>
<td>40,949.60</td>
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<tr>
<td>ELECTIONS AND REGISTRATIONS</td>
<td>4,862.00</td>
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<td>CONSERVATION COMMISSION</td>
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<td>PLANNING BOARD</td>
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<td>APPEALS BOARD</td>
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<td>SHATTUCK ST BUILDING</td>
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<td>TOWN HOUSE</td>
<td></td>
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<tr>
<td>PROPERTY &amp; LIABILITY INSURANCE</td>
<td></td>
</tr>
</tbody>
</table>
## EMPLOYEE BENEFITS
- **Expenses**: $1,226,973.15

## GASOLINE
- **Expenses**: $50,000.00

## TOWN REPORTS
- **Expenses**: $7,000.00

## PARKING CLERK
- **Expenses**: $176.15

## TELECONTROL
- **Expenses**: $61,992.85

## COUNTY RETIREMENT BENEFITS
- **Contributory Retirement**: $412,169.20

## POLICE
- **Personal Services**: $969,784.80
- **Expenses**: $97,450.16
- **Total**: $1,067,234.96

## FIRE
- **Personal Services**: $508,529.60
- **Expenses**: $90,364.13
- **Total**: $598,893.73

## CONTROL CTR DISPATCH
- **Personal Services**: $228,452.73
- **Expenses**: $20,400.00
- **Total**: $248,852.73

## BUILDING
- **Personal Services**: $73,063.51
- **Expenses**: $4,133.43
- **Total**: $77,196.94

## WEIGHTS & MEASURES
- **Expenses**: $200

## EMERGENCY MANAGEMENT
- **Expenses**: $1,393.55

## DOG OFFICER
- **Personal Services**: $2,242.86
- **Expenses**: $220.37
- **Total**: $2,463.23

## DUTCH ELM
- **Expenses**: $984.62

## SHADE TREE
- **Expenses**: $1,981.50
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Personal Services</th>
<th>Expenses</th>
<th>Total</th>
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<td>LITTLETON EDUCATION</td>
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<td>NASHOBA REGIONAL TECHNICAL</td>
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<td>HIGHWAY AND STREETS</td>
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<td>CONSTRUCTION &amp; MAINTENANCE</td>
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<td>SNOW AND ICE</td>
<td>52,943.36</td>
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<td>TRANSFER STATION</td>
<td>44,059.38</td>
<td>211,067.52</td>
<td>255,126.90</td>
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<td>CEMETERY</td>
<td>71,062.94</td>
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<td>BOARD OF HEALTH</td>
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<td>N.A.B.H.</td>
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<td>NURSING SERVICES</td>
<td></td>
<td></td>
<td>7,638.00</td>
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<td>ELIOT CLINIC</td>
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<td>2,835.00</td>
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<td>COUNCIL ON AGING</td>
<td>74,735.95</td>
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<td>95,035.53</td>
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<td>0543 VETRANS' SERVICES</td>
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## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2002</th>
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<td>Personal Services</td>
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<td>Expenses</td>
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<td>84,817.40</td>
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<td>0650 HISTORICAL COMMISSION</td>
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<td>0661 MEMORIAL DAY</td>
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<tr>
<td>0662 PATRIOTS DAY</td>
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<td>Expenses</td>
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<td>PRINCIPAL DEBT SERVICE</td>
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<td>Expense</td>
<td>701,100.00</td>
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<td>INTEREST DEBT SERVICE</td>
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<td>Expense</td>
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<td>TREASURER INTEREST SHORT-TERM</td>
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<td>Expense</td>
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<td>0810 STATE AND COUNTY ASSESSMENTS</td>
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<td>OTHER FINANCING USES</td>
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<td>Transferred to Stabilization Fund</td>
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<td>20,635,147.45</td>
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## Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Motor Vehicle Excise</td>
<td>1,095,081.36</td>
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<tr>
<td>Other Excise</td>
<td>11,232.00</td>
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<tr>
<td>Interest &amp; Penalties</td>
<td>52,317.85</td>
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<tr>
<td>In Lieu of Taxes</td>
<td>409,124.41</td>
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<tr>
<td>Other Charges for Services</td>
<td>103,746.24</td>
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<tr>
<td>Fees</td>
<td>96,694.11</td>
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<tr>
<td>Rentals(Lease)</td>
<td>7,500.00</td>
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<tr>
<td>Departmental Revenue- Schools</td>
<td>0.00</td>
</tr>
<tr>
<td>Departmental Revenue- Library</td>
<td>2,578.94</td>
</tr>
</tbody>
</table>
TOWN OF LITTLETON

Departmental Revenue- Other  22,839.09
Licenses & Permits  169,946.95
Special Assessments  46,585.28
Fines & Forfeits  90,134.08
Investment Income  277,758.29
Other Income - Recurring  8,231.31
Other Income - Non-recurring  165,981.00
Interfund Transfers  2,020,899.34
Total Revenue  4,580,650.25

General

Assets

Cash/Investments $3,307,285
Petty Cash 2,550
Receivables:
    Property Taxes 167,701
    Allowance for Abatements & Exemptions (139,304)
    Deferred Property Taxes 29,050
    Tax Liens 79,673
    Excises 84,163
    User Charges (Net of Allowance for Uncollectible)
    Special Assessments 961
    Due from Other Governments 0
    Deferred Special Assessments 204,772
    Accrued Interest Receivable
    Tax Foreclosures 94,101
Materials and Supplies
Prepaid Expenses
Unamortized Bond Issue Costs
Restricted Assets:
    Investments in Deferred Compensation Plan
Construction Work in Progress
Property, Plant and Equipment (net of Accumulated Depreciation)
Amount to be Provided for Payment of Long Term Liabilities
proof +3830952+139304=3,970,256.30
    Total Assets $3,830,952

Liabilities:

Accrued Wages Payable $53,532
Warrants Payable (31)
Withholdings Payable 66,072
Due to Individuals
Due to Other Governments
Performance Bonds 968,577
Refunds Due 0
Unclaimed Checks 9,383
Other
Bond Anticipation Notes Payable
Bonds Payable
Deferred Revenue:
Property Taxes 28,397
Deferred Property Taxes 29,050
Tax Liens 79,673
Excises 84,163
Intergovernmental
Special Assessments 205,734
Tax Foreclosures 94,101
Deferred Compensation Payable

Total Liabilities 1,618,651
Fund Equity:
Retained Earnings:
Reserved for Encumbrances
Reserved for Subsequent Year's Expenditure
Reserved for Retirement
Unreserved
Fund Balances:
Reserved for Encumbrances 1,607,170
Reserved for Special Purposes
Reserved for Petty Cash 2,550
Reserved for Endowments
Reserved for Subsequent Year's Expenditure 357,435
Unreserved:
Undesignated 449,559
Designated (204,413)

Total Fund Equity 2,212,301

Total Liabilities and Fund Equity $3,830,952
The primary function of the Board of Assessors Office is to fairly value real estate for the purpose of taxation. By statute, the Massachusetts Department of Revenue compels municipalities to closely reflect market values in their assessments. The Town of Littleton, experiencing tremendous growth as well as a rapidly changing market, has achieved that goal through the hard work and planning of the Assessor’s staff.

Jim Sommer, an experienced and respected member of the Board resigned mid-term to pursue a spot on the Financial Committee. A number of members of the community stepped forward to volunteer to fill Jim’s seat. After interviews with the Board as well as the Board of Selectmen, William Nickerson was appointed to fill the remainder of Jim’s term that expires in May, 2003. Bill is a real estate professional with over 10 years in the mortgage field and brings a wealth of experience and expertise to the Board.

This coming year will see the Board of Assessors performing a revaluation of property, required every three years. This is a significant event as housing prices have increased tremendously in the past several years. In preparation for this revaluation interim adjustments were made to property values last year to preclude property owners from realizing significant increases in their property values all in one year.

The Board of Assessors provided the Board of Selectmen with information regarding the Supplemental Tax on New Construction. This law provides municipalities with the ability to have new construction enter the tax cycle upon completion of construction, rather than at the start of the next fiscal year.

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

Respectfully submitted,

Frederick J. Freund, Chairman
Brian Wright
Pamela Campbell
James Stephen Winroth
William Nickerson
The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2002.

Marking our 90th anniversary of service, it is appropriate to reflect on our founding spirit and celebrate our enduring value. True to our inaugural maxim as public utilities “owned by the people we serve,” we recognize and respect our role as leading municipal citizens committed to assisting with projects and programs that enrich and enhance the quality of community life.

Through sound business practice and strategic initiative, we believe we continue to earn our reputation as a progressive public utility committed to quality, value and service. Unlike a private utility dedicated solely to profits, we have a far different focus – low rates, high reliability, community service. Over the years, we have built an impressive electric distribution system, expanding our service territory in a careful, responsible manner as dictated by fiscal reality and customer demand.

As your local, public utility, we strive diligently to remain the region’s low cost provider for residential electric customers, while offering superior customer service and considerable value to the community. Our residential rates are consistently among the lowest in the state, substantially below those of investor-owned systems. In addition, we continue to provide annual financial and in-kind contributions of nearly $600,000 to the town.

In a year of economic uncertainty, we were able to lower our Power Cost Adjustment (PCA) charge for residential and commercial customers. This charge is designed to recover the cost of fuel. The reduction translates to a monthly savings of $3 for our average residential customer. While modest, it stands in stark contrast to rates charged by private utilities.

Two veteran employees elected to take early retirement last year. Utility specialist Bill Stewart and lead lineman Jack Shimmel retired after long (Bill, 29 years; Jack, 31), distinguished careers. Their contributions are greatly missed. On a personal note, the LELD family was deeply saddened by the death of Dick Taylor in July. Dick retired in October 2001, after 13 years of outstanding service, the last two as clerk of the works for our new facilities.

On the operations front, we completed our meter modernization program, replacing all residential meters in Littleton and Boxborough with new, solid-state watt-hour meters that are read by a radio in our utility trucks. By eliminating the need for visual readings, we will realize a cost savings – money that we apply to our rate stabilization fund to help keep our rates low. And, as part of our ongoing commitment to customers, we introduced a home appliance rebate program that offers a $50 credit for purchasing energy-efficient appliances.

Among the many programs and initiatives we support are educational grants to the high school, GIS mapping, environmental and planning assistance, preservation and acquisition of open space, the annual holiday tree lighting on the Common and the senior citizen luncheon. Of particular note this year is our completion of a fiber optic network, which provides interconnectivity among the schools, Town Hall, Fire, Police and LELD.
Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. Going forward, we are confident of our ability to further that tradition.

Respectfully submitted,

**Board of Electric Light Commissioners**
Joseph A. Cataldo, Jr., Chair
Craig Gruskowski, Vice-Chair
Thomas Rauker, Secretary/Clerk
Joseph McCumber, Member
Bruce Trumbull, Member
# Town of Littleton Municipal Light Department Balance Sheet As of December 31, 2002

## Preliminary / Unaudited

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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</thead>
<tbody>
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<td>Utility Plant</td>
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<tr>
<td>Total Electric Steam Production</td>
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<tr>
<td>Total Electric Distribution Plant</td>
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<td>Total Electric General Plant</td>
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<tr>
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<tr>
<td>Accum. Depreciation Transmission Plant</td>
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<td>Accum. Depreciation Distribution Plant</td>
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<td>Accum. Depreciation General Plant</td>
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<td>TOTAL DEPRECIATION</td>
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<tr>
<td>Construction</td>
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<tr>
<td>Rate Stabilization</td>
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<td>PGET Escrow Fund</td>
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<td>Operating Cash</td>
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<td>Operations Fund</td>
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<td>TOTAL FUND ACCOUNTS</td>
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<td>CURRENT AND ACCRUED ASSETS</td>
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<td>Accounts Receivable Rates</td>
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<td>Accounts Receivable Jobbings</td>
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<td>Accounts Receivable Liens</td>
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<td>Accounts Receivable Other</td>
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<td>Pilgrim Buyout</td>
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<td>TOTAL CURRENT &amp; ACCRUED ASSETS</td>
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<td>TOTAL ASSETS</td>
<td>$32,886,386.41</td>
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## LIABILITIES AND SURPLUS

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<td>Surplus</td>
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<td>Unappropriated Surplus</td>
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<td>LONG TERM LIABILITIES</td>
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<td>Bonds Payable</td>
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<td>Capital Lease Payable Noncurrent</td>
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<td>Accounts Payable</td>
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<td>Miscellaneous Accrued Liabilities</td>
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<td>TOTAL LIABILITIES/SURPLUS</td>
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## Fund Accounts

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<td>Construction</td>
<td>2,055,604.81</td>
</tr>
<tr>
<td>Rate Stabilization</td>
<td>2,408,600.43</td>
</tr>
<tr>
<td>PGET Escrow Fund</td>
<td>800,795.61</td>
</tr>
<tr>
<td>Operating Cash</td>
<td>0.00</td>
</tr>
<tr>
<td>Computer Fund</td>
<td>2,858.26</td>
</tr>
<tr>
<td>Operations Fund</td>
<td>1,000.00</td>
</tr>
<tr>
<td>TOTAL LIABILITIES/SURPLUS</td>
<td>$32,085,590.80</td>
</tr>
</tbody>
</table>
The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2002.

With residential development continuing to drive water demand, we made several necessary renovations and improvements to our production and distribution systems to meet the consumptive requirements of the community. On Oak Hill, we completed construction of a new, 1.84 million-gallon concrete tank to replace the existing 300,000 gallon steel tank. The department also oversaw the installation of new water main on Edsel Rd. to replace the old lines, which could no longer be reasonably repaired.

Other capital projects included the upgrade of our Whitcomb Avenue pumping wells and the installation of a new transmission main in the Newtown Road area, significantly enhancing the department’s ability to balance the distribution system. And, in an effort to enhance system capacity, we are making plans to develop an additional bedrock well.

While all of these projects should help us to stay ahead of demand, we cannot stress strongly enough the importance of practicing conservation measures. We managed to get through most of the year without implementing any restrictions on water use, but drought conditions continue to plague the region. Many surrounding communities have adopted seasonal restrictions, a policy under serious consideration by the department. In recent years, new home construction and the growing popularity of in-ground sprinkler systems have combined to create an inordinately high demand. The single greatest contributing factor to high water usage is excessive lawn watering. As these trends continue, we must all do our part to promote more naturally wooded lots, smaller lawns and drought-resistant landscaping. Remember that one inch of water per week is all that is necessary for proper lawn maintenance.

Over the course of the year, the Department continued its commitment to assist the town on issues of environmental protection and restoration, most notably the clean up of lakes and ponds. The Clean Lakes Committee (CLC), established jointly by the Board of Water Commissioners and Board of Selectmen, continues to lead these efforts. Out-of-lake restoration measures are being put in place at Long Lake and the Army Corps of Engineers continues to guide the Mill Pond project.

In September, for the first time in department history, we had a confirmed sample of E. coli in our distribution system. We immediately isolated the Cedar Rd. water tank, as test results strongly indicated it was the source of contamination, and began chlorination of the entire distribution system. On the same day, we distributed 800 notices to the affected area, the upper Goldsmith St./Long Lake neighborhood s. Although we were confident that the contamination was isolated, we instituted a town-wide boil order.

Samples taken over the next several days indicted the bacteria had been eliminated and the boil order was lifted. The source of contamination was confirmed as the remains of a bird and a squirrel inside the tank. Following disinfection and the repair of the breach, the tank was returned to service.

Traces of E. coli were detected several weeks later and the process was repeated – minus the boil order – which was not necessary since the contamination never entered the distribution system. Residual sediment dislodged during flushing was the likely cause. It is important to note that, despite these incidences, the
water is safe to drink. As a rule, we go well beyond state requirements in terms of the frequency and location of water quality sampling.

As always, we were especially pleased to release our annual Water Quality Report, which affirms that our water is of the highest quality; meeting and exceeding all primary drinking water standards established by the federal Environmental Protection Agency (EPA) and the state DEP. As the stewards of an exemplary water quality program, we proudly present this report, which validates our outstanding water quality, describes the latest technologies in use at the water treatment plant and underscores our exemplary groundwater protection plan.

Respectfully submitted,

Board of Water Commissioners
Joseph A. Cataldo, Jr., Chair
Craig Gruskowski, Vice-Chair
Thomas Rauker, Secretary/Clerk
Joseph McCumber, Member
Bruce Trumbull, Member
### Balance Sheets

**As of June 30, 2002 and 2001**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>LIABILITIES AND SURPLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current and Accrued Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$635,802</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>87,378</td>
</tr>
<tr>
<td>Accrued unbilled revenues</td>
<td>112,406</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>50,964</td>
</tr>
<tr>
<td>Accrued unbilled revenues</td>
<td>20,453</td>
</tr>
<tr>
<td><strong>Total Current and Accrued Assets</strong></td>
<td>886,550</td>
</tr>
<tr>
<td><strong>Restricted Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Special funds</td>
<td>354,153</td>
</tr>
<tr>
<td><strong>Plant</strong></td>
<td></td>
</tr>
<tr>
<td>Total plant, at cost</td>
<td>11,690,917</td>
</tr>
<tr>
<td>Less: Accumulated depreciation</td>
<td>2,166,861</td>
</tr>
<tr>
<td><strong>Net Plant in Service</strong></td>
<td>9,524,056</td>
</tr>
<tr>
<td><strong>Construction in progress</strong></td>
<td>39,966</td>
</tr>
<tr>
<td><strong>Unamortized bond issue costs</strong></td>
<td>11,118</td>
</tr>
<tr>
<td><strong>Unamortized bond refunding costs</strong></td>
<td>198,234</td>
</tr>
<tr>
<td><strong>Net Plant</strong></td>
<td>9,524,056</td>
</tr>
<tr>
<td><strong>Deferred Debits</strong></td>
<td></td>
</tr>
<tr>
<td>Total Deferred Debts</td>
<td>209,352</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$10,794,111</td>
</tr>
</tbody>
</table>
HIGHWAY DEPARTMENT

YEAR ENDING DECEMBER 31, 2002

The Highway Department provides maintenance and improvements to the 62 miles of Town roads; operates the Transfer Station, administers contracts for the disposal of solid wastes, maintains the 46 acres of municipal recreational facilities and public grounds; performs public shade tree removals, trimming and planting (Operations Manager also serves as Tree Warden); and maintains the Department's equipment to accomplish the assigned tasks.

The Highway Department consists of the following employees: Eric K. Durling, P. E. Town Engineer; James Clyde, Operations Manager; Daniel Tebbetts, Foreman, James DeVogel and Dane Ball, Working Foremen; Stanley Walker, John Malloy, Mike Hayes, Barry Nawoichik, Steve Dunn and Frank McGrath, Equipment Operators/Laborers/Truck Drivers; William MacFadgen, Mechanic; and Patrick Goddard, Park Working Foreman; Christopher Upperman, Transfer Station Operator and Phyllis Cormier, Assistant Transfer Station Operator. Brendan Bennett and Peter Magner were seasonal help who assisted the Highway Department during summer months.

In September, Jaimie Sherburne resigned her position as Administrative Assistant to move back to Vermont. Patricia Pearce was hired to fill this position.

Annual Maintenance of the Town's streets includes: street and sidewalk sweeping; catch basin cleaning; drainage structures repair; installation of numerous berms, patches, swales and driveway aprons to address pavement and drainage problems; roadside brush removal; tree and stump removal; tree trimming; repair and replacement of existing street and traffic signs and installation of new signs; and finally the usual sanding and salting of roadways and snow plowing and removal as needed. These tasks were completed as scheduled or as needed.

In addition to the routine highway functions, park and grounds keeping maintenance was also undertaken. This consists of renovating (weeding and leveling) baseball infields; lay out and line painting of athletic fields as needed; mowing grass and picking up leaves/debris on all municipal fields, parks and grounds; watering athletic fields on an as needed basis; set up and take down of Town beach docks and floats; Town beach maintenance; trash removal from parks; and general landscaping duties such as shrub pruning, weeding gardens (particularly at the Common) and placing wood chip mulch at various locations around Town. This year the Highway Department entered into a contract with Prescott Landscaping for the mowing of 10.45 acres of park areas in various locations. The Highway Department also mowed areas on Conservation land to maintain open fields.

Last year 2,580 tons of refuse were hauled to the Covanta (formerly Ogden Martin) mass burn facility in Haverhill for disposal. The Town's present cost to "tip" the refuse at Covanta is $51.68/ton. Hauling was provided by Sorrentino Trucking Co. of Lowell, under
contract to the Town for $115 per load. Another 1,017 tons or 28% of the total refuse brought to the Transfer Station was recycled. An important point to remember is that it is still cheaper to recycle than to throw away refuse. We therefore strongly urge residents to participate in Littleton's Recycling Program.

The following projects were undertaken or continued during the year:

**ROAD RECONSTRUCTION:**

In June, Mass Paving Inc. from Chelmsford placed the final top course of pavement on Park Drive to complete their contract with the town. Park Drive was left over the winter to allow for possible settlement of a trench from the installation of a water main the previous summer.

As anticipated in last year's annual report, a major portion of Newtown Road was repaved this year. In May/June the Highway Department spent considerable time and effort repairing the trench from the water main installation during the previous summer. This trench had settled significantly over the winter due to poor compaction by the contractor, R.M. Parcella.

In July the Town awarded the contract to cold plane (remove top 2 inches of existing pavement) and repave 6600 linear feet of Newtown Road to Sunshine Paving Corporation from North Chelmsford. The Highway Department then lowered all drainage structures, gas gates and water gates, prior to Sunshine cold planing and installing the “leveler” course of pavement in mid July. All gas/water gates and drainage structures were adjusted (brought to grade) and 6500 feet of bituminous concrete berm were installed by the Highway Department. Sunshine paving then installed the final pavement in August, followed by the Highway Department repairing all driveway approaches and reloaming and seeding disturbed areas on the road shoulders.

In September another contract was awarded to Aggregate Industries from Saugus to reconstruct and pave a couple of streets. In October approximately half (4350 feet) of Spectacle Pond Road was overlaid with 1½ inch course of bituminous concrete pavement. In late September through November, Berrybush Road (840 feet) and a section (1500 feet) of Whitcomb Avenue just beyond the Route 2 bridge were reconstructed. Reconstruction entailed minor drainage improvements, reclamation (grind up) of existing pavement, re-grading, and installation of bituminous concrete in two courses. The Highway Department was to have re-loamed and seeded disturbed areas on the road shoulders but weather precluded completing this work, this year.

E.H. Perkins Construction Inc. “won the bid” to install concrete sidewalks and granite curbing along King Street and Foster Street. Starting in August and into November, Brighton Construction Co., subcontractor to Perkins Construction, installed approximately 1700 feet of granite curbing and 1950 square yards of concrete sidewalk (roughly 3460 linear feet of five foot wide sidewalk). The sidewalk extended along King Street from the Post Office at Jennifer
Street to Rogers Street and along Rogers Street and Foster Street to the First Church Unitarian. A section of Foster Street remains to be done next year.

**ROAD MAINTENANCE:**

Markings, Inc. of Pembroke, MA provided street line painting services to the Town throughout this year. Crosswalks were painted twice and centerlines were painted once. Various parking lots and other new pavement centerlines were painted during the year as needed.

**CONSULTANT WORK:**

The layout plan for Lake Shore Drive between Birch Road and Emerson Drive was completed and monuments were set to delineate the layout in the field by Diversified Civil Engineering. This layout was then accepted at Town Meeting and Lake Shore Drive became a public way. Working with the abutters, design plans for upgrading this section of Lake Shore Drive were then prepared by the Highway Department. In the coming year it is expected that permits will be obtained and this construction work undertaken.

25% completed design plans for Goldsmith Street were submitted to the various state agencies for review. Comments were received and responded to by the Town’s consultant, Guertin Elerton & Associates Inc. from Stoneham. Test borings and soil analysis for pavement structure design were also completed.

Vanasse Hangen Brustlin Inc.(VHB) conducted an inventory of all public ways in the town. Items inventoried were pavement conditions, lengths, widths, signs, pavement markings, sidewalks and visible drainage structures. This data was entered into a database with links to a geographical information system (GIS) map. The purpose of this work was to create an Infrastructure and Pavement Management System to track the assets for accounting purposes and to be able to develop computer generated scenarios for repair and maintenance of the roadways and associated appurtenances. With this capability in September VHB presented the Board of Selectmen with five scenarios using various funding levels. It was found that to maintain the condition of the road system at the same level of service as today $325,000 per year would have to be spent on reconstruction and maintenance. Less spent would lead to a general deterioration of the road system, more spent would improve the road system (note: we are currently spending approximately $250,000 per year most of which comes from “chap 90” state aid).

In April the Highway Department prepared and advertised a Request for Proposals to prepare a National Pollution Discharge Elimination System (NPDES) Phase II Stormwater Management Plan. After reviewing proposals and interviewing consultants VHB was again selected (different group within the company) to prepare the plan and submit the permit application in March 2003 to the EPA/MDEP. The purpose of this plan is to identify all drainage discharges to “waters of the United States” and insure that they do not contain contamination. Public education, environmental regulations and “good housekeeping” are part
of the program that needs to be documented and possibly improved. At this point VHB has inventoried the Town’s stormwater management procedures and has prepared recommendations for inclusion in the 5-year plan.

PRIVATE WAYS:

Under the Town's snowplowing policy, approximately 33 petitions were received, evaluated, and approved for snowplowing.

This year the Town Meeting voted to accept as public ways, Delaney Drive, Partridge Lane and Jane’s Drive. These roads were approved under the subdivision control law and constructed by the developers to Town standards.

SNOW AND ICE:

The Town plows approximately 62 miles of roadways and all Town facility parking lots, including schools. The Town plowed 8 times and spread sand and de-icing material 22 times. Unofficially, Littleton had a total of 33 inches of snow in the 2001/2002 season.

EQUIPMENT REPLACEMENT:

The Highway Department wrote specifications and received bids for several pieces of equipment. The Town evaluated the bids and purchased a 12” “Brush Bandit 250XP” brush chipper to be delivered at the beginning of February, the old brush chipper is being sent to the town apple orchard on Nagog Hill Road for their use. The Park Division will be receiving delivery of a new “JCL”ball field paint liner in mid January. A Ford F450 one-ton Dump was purchased and outfitted with a 9’ power angle plow, this truck replaces a 1994 Ford F-350 that is also being sent to the apple orchard for use in the orchard. A 13-foot dump body for our “hook swap truck” was purchased and delivery is expected sometime in late February. The Highway Department did considerable evaluations on sidewalk plowing machines, and it was decided that the best type for the Town would be a “trackless” brand machine. The Town had owned two types of “sidewalk machines” prior to this purchase; one 1973 Bombardier with tracks and one 1988 Holder with tires, which was traded in for this purchase. The new “trackless” machine can be used year round unlike the track type machines. The Trackless Municipal Tractor can accommodate many different types of equipment attachments, such as snow blowers, lawn mowers, sidewalk sweepers, cold planers, and many others. The machine has performed very well so far this busy winter season. The Highway also purchased a 2002 Chevrolet tool body truck, in September of 2002; this replaces a 1995 tool truck. An 18-foot park landscape trailer was purchased to replace a 1985 park landscape trailer. We also replaced a 1996 roadside 14-foot flail mower with a Bomford 16-foot rear boom flail mower.

Eric Durling, Town Engineer  
James Clyde, Operations Manager
Facility Manager

Year Ending December 31, 2002

Since its creation in by the Board of Selectmen in December 2001, the primary function of the Facilities Department has been to provide an environment for working staff, students and visitors that is safe, clean and well maintained through the identification of repair, maintenance, and environmental issues for each town-owned building and school.

In January 2002, I began an intensive review of each town-owned building and school, its associated facilities and mechanical systems. This was key to creating an inventory (a profile, of sorts) of existing conditions at these buildings. This inventory of public facilities lent itself perfectly to the creation of what is called a Capital Improvement Plan (CIP). In the Facilities CIP, I listed potential projects that could (at some future time and schedule) be considered “capital projects.”

In addition, this inventory of public facilities also lent itself perfectly to the coordination through cooperation with the Assessors’ Office, the Information Technology Department and the Accounting Office in the compilation of asset information for the mandate, GASB 34.

Throughout the year, progress reports were produced listing current accomplishments, updated goals and objectives, comparisons and recommendations, and cost savings. Additionally, each and every invoice and contract was reviewed for accuracy, completion, comparison to previous fiscal years, and appropriate recommendations made in an attempt to reduce operating and utility costs while increasing efficiency.

It is with great respect for the Town’s people of Littleton that I present this information. It has been my pleasure to serve you.

Respectfully submitted,
Sarah Lawrence, Facility Manager
37 Shattuck Street, P.O. Box 1305
Littleton, MA 01460
(978) 486-0514
TOWN OF LITTLETON

BUILDING DEPARTMENT
YEAR ENDING DECEMBER 31, 2002

The Building Department is pleased to report that during the calendar year 2002, the following fees were collected totaling $119,103.00.

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Commercial Construction</td>
<td>1</td>
</tr>
<tr>
<td>Commercial Additions / Renovations</td>
<td>2</td>
</tr>
<tr>
<td>New Residential Construction</td>
<td>54</td>
</tr>
<tr>
<td>Residential Renovations / Additions</td>
<td>92</td>
</tr>
<tr>
<td>Accessory Structures</td>
<td>42</td>
</tr>
<tr>
<td>Signs</td>
<td>18</td>
</tr>
<tr>
<td>Wood Stoves</td>
<td>22</td>
</tr>
<tr>
<td>Pools</td>
<td>14</td>
</tr>
<tr>
<td>Demolition</td>
<td>4</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>128</td>
</tr>
<tr>
<td>Certificates of Inspection</td>
<td>18</td>
</tr>
</tbody>
</table>

New residential construction starts remained strong for most of 2002 with the trend dropping off in December. New commercial construction remains sluggish reflecting a trend of the past few years.

Soft side swimming pools made their debut in Littleton in 2002 offering an affordable, quick and manageable alternative to traditional above ground pools. However, soft side pools present an immediate safety danger to young children. The soft climbable sides lack the necessary barrier protection required by law to prevent unauthorized access into the pool. We have all seen the unattended swimming pools with barrier-free ladders, an irresistible temptation to young children.

For many years infant drowning has been among the leading killers of children between the ages of birth and 5 years. Sadly, for every child that drowned, several more children were "near drowning" cases destined to be disabled for the remainder of their lives. In almost 70% of the cases, the parents were at home supervising the child when the accident occurred. Frequently they recall that they had seen the child just moments before the accident. Most often the parent or caregiver was very close to the child but rarely report hearing a splash or a cry for help. The Building Department is asking for your help and cooperation in keeping our community safe. For further information about swimming pool barriers, contact the Building Department.

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

The Building Department and Townhouse staff bid a fond farewell and best wishes to Mrs. Ellen Banks who provided administrative assistant services for the past sixteen years. During her employment many have come to appreciate the pleasant and dedicated manner, which helped create the department as it functions today.

BUILDING DEPARTMENT OFFICE HOURS

ROLAND J. BERNIER

Monday, Tuesday, Wednesday 7:30 a.m. - 3:30 p.m. Building Commissioner
Thursday 7:30 a.m. - 6:30 p.m. Zoning Officer
Friday 7:30 a.m. - 12:30 p.m. Telephone 978-952-2308

Respectfully submitted,
Roland J. Bernier, Building Commissioner
TOWN OF LITTLETON

REPORTS OF WIRING AND PLUMBING INSPECTORS

Report of the Wiring Inspector

YEAR ENDING DECEMBER 31, 2002

Please consider the following annual report of the Inspector of Wires for the year January 1, 2002 to December 31, 2002, collecting a total of $21730.00 in fees.

New Homes 76  Violation / Re-inspection 4
Additions more than ten outlets 81  Annual Maintenance 1
Additions less than ten outlets 48  Off Peak Devices 2
Service Change 27  New Industrial 10
Swimming Pools 22  Existing Industrial 86
Temporary Meters 20  Residential Security Systems 40

Appliance Installation 46

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

Respectfully submitted
Booth D. Jackson, Inspector of Wires  Telephone 978-486-8311

REPORT OF THE PLUMBING AND GAS INSPECTOR

YEAR ENDING DECEMBER 31, 2002

As the Littleton Gas Inspector, I am pleased to report that 117 permits were issued collecting a total of $3323.00 in fees. As the Littleton Plumbing Inspector, I am pleased to report that 168 permits were issued collecting a total of $10,104.00 in fees.

I would like to thank Mr. Joseph Cormier, who in the capacity as Assistant Plumbing and Gas Inspector has provided consistent and uninterrupted service during my absence.

A special thanks to the office personnel who have assisted me throughout the year.

Respectfully submitted
STEVEN CORMIER, Plumbing and Gas Inspector  Telephone 978-486-8434
INFORMATION SYSTEMS

Resources
There are 18 Departments within the purview of the Information Systems Department, exclusive of the Schools and the Electric Light and Water Department. The IS Department manages three networks and is responsible for an additional 18 stand-alone systems and six desktop systems at the highway department, networked with the LELWD. A total of 97 workstations are used by these departments, distributed to locations shown in the chart:

Challenges & Accomplishments
The school department, LELWD and Town are exploiting the new fiber Wide Area Network, which became fully functional in late August. We will continue to find ways to share information to further utilize the technology and assist the various departments in adding functionality to their day-to-day operations.

The year 2002 was marked by a number of events, including the continued search for an upgraded or new Financial Software System. The resulting decision brought about the upgrade of Real Estate and Personal Property modules, as well as the purchase of a module to handle Tax Title takings. This work continues in FY03, along with an upgrade to the payroll system.

Nancy Glencross joined us as a technical services contractor in Spring of 2002, and I could not be more pleased with her performance. Her technical skills and pleasant demeanor have made it possible to provide a higher level of service than I was able to do alone.

LITCom
In 2002 a number of concerned citizens came forward to volunteer their time and talent regarding technology, and this resulted in the creation of the Littleton Information Technology Committee. The appointed committee members are: Rick Stevens, Keith White, Brian Tarbox, and James Murray and. Marty Borden, Ivan Pagacik and Jonathan Earp were also involved at different times with the group, and I wish to thank them and recognize their participation, and encourage their future involvement. Raana Tivnan, Director of Networks for the School Department, and Alan Brown, Systems Manager form the rest of the committee. It is a pleasure to work with all of these committed individuals.

Expenditures & Budget Report
The Information Systems Annual Operating Expense was $177,944 for fiscal year 2002. The breakdown of expenditures is shown in the chart at the top of the next column.
In addition, funds voted in warrant articles for capital expenditures total $103,000 to be expended over three years. Of these, $33,893 were expended in 2002, leaving a balance for capital expenditures of $69,000.

**New Beginnings**

Early in calendar year 2003, the Selectmen and Board of Light Commissioners arranged for the entire Information Management Systems Department to be consolidated with a similar department at LELD. For the foreseeable future, I will work directly for the Littleton Light and Water Department as a Systems Analyst reporting to Mr. Alan Brown, Systems Manager, while continuing to function as the Town Information Systems Manager. By combining forces we may be able to provide higher quality service. It is my sincere hope that the departments currently served do not suffer any degradation of service.

Respectfully Submitted,

[Signature]

[Email]

Phone: 978-952-2777 Cell: 508-633-2777
TOWN COUNSEL

YEAR ENDING FEBRUARY 20, 2003

The role of Town Counsel is to provide accurate information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the research and drafting of legal memoranda, reviewing contracts and warrant articles, and answering questions on a wide variety of topics, as well as participating at various meetings and hearings.

The following is a list of the 2002-2003 judicial and administrative appeals.

1. TOWN OF LITTLETON v. BOXBOROUGH PLANNING BOARD, Land Court, C.A. # 277236. This case has settled.

2. TOWN OF LITTLETON v. CISCO DEVELOPMENT PARTNERS, Superior Court C.A No 02-1047. This case has settled.

3. LITTLETON PLANNING BOARD  v. RYAN DEVELOPMENT, LLC Land Court Misc. #273592. This case involves the Planning Board’s appeal of a notice of constructive approval filed by Ryan Development. A motion for summary judgment was heard on June 14, 2002; a decision is pending.

4. RICHARD CARTER, et al. v. LITTLETON PLANNING BOARD, RYAN DEVELOPMENT, LLC, ANDREWS CROSSING LLC, Superior Court C.A. # 01-3251 (Lowell) Transferred to Land Court 8/21/01 and now entitled: LITTLETON REALTY CORPORATION, et al. v. ANDREWS CROSSING, LLC, Land Court Misc. # 274443. This is a complaint filed by abutters against the Planning Board, Andrews Crossing, and Ryan Development, seeking to prevent constructive approval of a Special Permit. The Planning Board has filed a cross-claim against Ryan Development and Andrews Crossing.

5. ANDREWS CROSSING, LLC v. TOWN OF LITTLETON, Land Court Misc. #273141. The case involves a request by Andrews Crossing for a determination that the Major Commercial Use Zoning By-Law is invalid and that Andrews Crossing, LLC may construct its proposed development without obtaining a special permit. An Answer has been filed.

6. RYAN DEVELOPMENT LLC, and ANDREWS CROSSING, LLC v. LITTLETON PLANNING BOARD and TOWN OF LITTLETON, Land Court Misc. #274181. This case involves the appeal of the denial of a Special Permit issued by the Planning Board. An Answer has been filed.
7. ANDREWS CORSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 281893. Plaintiffs filed a request for declaratory judgment that Board of Health Regulations 18 and 22 be declared invalid. The Board filed a counterclaim. A Stipulation of Dismissal was filed jointly by the parties.

8. CASSINARI v. ERNISSE, Superior Court C.A. #01-1429. This case involves the enforcement of an order issued by the Board of Health to upgrade a subsurface sewage disposal system. A complaint for contempt was also filed by the Board seeking enforcement of the Court’s order in the initial action. The Board subsequently moved for, and was granted, voluntary dismissal of the complaint for contempt.

9. ERNISSE v. LITTLETON BOARD OF HEALTH AND IRA GROSSMAN, Superior Court C.A. #02-4253. The Plaintiff appealed the Board of Health’s decision to hold a hearing to determine whether the dwelling located at 11 Taylor Street, or portion thereof, is unfit for human habitation. An Answer was filed by the Board.

10. ROSS v. LITTLETON BOARD OF APPEALS, Land Court # 277117. This case involves an appeal of the Board of Appeal’s denial of a request for a variance.

11. BUTTERWORTH, ET AL. v. LITTLETON PLANNING BOARD, ET AL, Land Court #235237. The Plaintiffs appealed a decision of the Planning Board granting a modification to a special permit issued in 1994 to CVS. The modification would permit CVS to relocate a dumpster. The Town has filed a Notice of Appearance. This matter has been pending for many years.

12. DICARLO, ET AL. v. LITTLETON PLANNING BOARD, Land Court, #229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a thirty-five year old definitive subdivision plan. This matter has been pending for many years.


14. WILLIAMS v. BOARD OF APPEALS, Land Court No. 286692. The Plaintiff filed an appeal of a decision of the Board of Appeals to grant a variance. A Notice of Appearance has been filed.
15. **OHC DEVELOPMENT v. PLANNING BOARD**, Superior Court No. 03-0827. Plaintiff has appealed a decision granting subdivision approval for Apple D’or Phase I definitive subdivision, requesting that a condition be struck from the conditions of approval.

16. **MULLEN v. BOARD OF APPEALS**, Land Court No. 287430. The Plaintiff appealed a decision of the Board denying a building permit. The Board has filed an Answer.

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

The year 2002 saw a great many changes within the Littleton Police Department, specifically in the area of personnel. Notable among that turnover was the retirements of Lt. Jake Hagan, who served the Littleton Police Department for 27 years. Detective Steve Ziegler also retired after 14 years, as did Patrolman Tom Delegge. These three veteran officers, with a total of just under 100 years of public safety service, brought many talents to the Littleton Police Department and assisted, throughout the years, in raising the bar of our professionalism. In total the department saw a turnover of 8 officers within a period of 9 months. With any amount of change, especially to that magnitude, any organization can expect a certain period of adjustment.

I am pleased to inform the Community of Littleton that the Littleton Police Department has benefited enormously through the changes of 2002. Yes, we have lost a number of talented individuals, however we have capitalized on this opportunity and formed an outstanding team of officers in order to improve upon our excellent service. The Littleton Police Department is now made up of diverse individuals, recruited and trained, who have formed into a cohesive unit of public service professionals. It is my sincere belief that we have one of, if not the, premier law enforcement teams in the area. The Littleton Police Department is an anomaly among smaller law enforcement agencies, due to its level of service provided to the community and the professionalism in which it conducts itself. This is a status that the department continuously strives to attain. Reflection upon the manner in which the February 4, 2003, Littleton High School Lock-Down was addressed bears witness to these statements.

One of the more significant changes within the department, in regards to managerial staff, was the promotion of Sgt. Matthew King to the position of Lieutenant. Lt. King stepped into the shoes of retiring Lt. Jake Hagan, as large as they were, and continued to walk without losing stride. As second in command, Lt. King serves as the coordinator of the day-to-day operations of the department. Lt. King is a skilled coordinator of manpower and specializes in the area of incident command. The community has already been the benefactor of his managerial skills and expertise.

I would like to offer a special thanks to a new addition to the department, Administrative Assistant Vicki Dombrowski, who came on board last January. Vicki came to
LPD with a degree in marketing, with past administrative experience, and has brought the administrative end of our operation to a new level of professionalism.

The Littleton Police Department continues to address the concerns of the citizens of Littleton, using all of its resources and talents, while still being fiscally responsible. Business and service demands upon the department continue to grow, as they have over the last number of years. I have included a sample of statistics for 2002, which is a continuation of last year’s presentation.

Finally, the men and women of the Littleton Police Department would like to thank all Town Departments for the partnerships that we enjoy, which assist us to better serve the citizens of Littleton. We would also like to acknowledge the citizens of Littleton for their overwhelming support and appreciation for our efforts.

Respectfully Submitted,
John M. Kelly, Chief of Police

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>% Change (From previous Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Partial List)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>0.00%</td>
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<tr>
<td>Assault and Battery</td>
<td>4</td>
<td>32</td>
<td>31</td>
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<tr>
<td>Break and Entry</td>
<td>31</td>
<td>47</td>
<td>18</td>
<td>27</td>
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<tr>
<td>Larceny</td>
<td>61</td>
<td>81</td>
<td>75</td>
<td>84</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>2</td>
<td>6</td>
<td>14</td>
<td>7</td>
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<tr>
<td>Vandalism</td>
<td>43</td>
<td>47</td>
<td>65</td>
<td>67</td>
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<td>Weapons Violations</td>
<td>1</td>
<td>21</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Drug laws</td>
<td>5</td>
<td>7</td>
<td>31</td>
<td>24</td>
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<tr>
<td>Family Offenses</td>
<td>33</td>
<td>49</td>
<td>25</td>
<td>14</td>
<td>-44.00%</td>
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<tr>
<td>Arrests</td>
<td>182</td>
<td>152</td>
<td>175</td>
<td>185</td>
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<tr>
<td>Vehicle Tows</td>
<td>244</td>
<td>290</td>
<td>410</td>
<td>414</td>
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<td>Disturbances (General)</td>
<td>30</td>
<td>27</td>
<td>91</td>
<td>99</td>
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<tr>
<td>Family Disturbances</td>
<td>21</td>
<td>34</td>
<td>39</td>
<td>53</td>
<td>35.90%</td>
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<tr>
<td>Noise Complaint</td>
<td>61</td>
<td>64</td>
<td>54</td>
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<tr>
<td>Suspicious Activity</td>
<td>334</td>
<td>398</td>
<td>613</td>
<td>643</td>
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<td>Internet Crimes</td>
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<td>5</td>
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<td>Building Checks</td>
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<td>Medical Emergencies</td>
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<td>515</td>
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<td>12.43%</td>
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<tr>
<td>Burglar Alarms</td>
<td>456</td>
<td>579</td>
<td>475</td>
<td>530</td>
<td>11.58%</td>
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<tr>
<td>MVA Personal Injury</td>
<td>52</td>
<td>52</td>
<td>93</td>
<td>61</td>
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<tr>
<td>MVA Property Damage</td>
<td>132</td>
<td>124</td>
<td>191</td>
<td>210</td>
<td>9.95%</td>
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<tr>
<td>Total Calls For Service (All incidents)</td>
<td>7962</td>
<td>9336</td>
<td>11404</td>
<td>12637</td>
<td>10.81%</td>
</tr>
<tr>
<td>Total Traffic Citations</td>
<td>1395</td>
<td>1817</td>
<td>2335</td>
<td>2415</td>
<td>3.43%</td>
</tr>
<tr>
<td>Total Citation Fines</td>
<td>$67,370.00</td>
<td>$121,331.00</td>
<td>$134,010.00</td>
<td>$142,230.00</td>
<td>6.13%</td>
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</tbody>
</table>
Remembering Timothy E. Wargo
8/17/60 – 11/1/02
Firefighter / EMT

Faithfully working to serve the public, helping others become better EMT’s, seeking to better himself. A colleague and friend who is deeply missed.

On November 1st the Littleton Fire Department suffered the loss of one of its own, ironically as the result of a fire in his own home. Firefighters have always trained for the day they would be asked to perform a rescue in a fire situation, but none of us imagined we would apply that training at a blaze that would take the life of one of our own members. Tim Wargo served this department for seven years as a firefighter and EMT. Tim represented perseverance in overcoming difficulties and was tireless in his effort to make himself a better member. Even in his passing he had something to offer to us all, may we use his examples wisely.

The department responded to 1196 emergency service calls in 2002, down 4% from the 2001 mark. Despite this slight downturn, the department was kept busy as it responded to 12 fires in structures, four of which were multiple alarm incidents that required mutual aid assistance. Emergency medical calls increased by 4% to 739. 20% of the time calls were handled while another call was already underway. We provided mutual aid to surrounding communities fifty times and received it thirty five times. At times we struggled to provide services under such demands as the demand outpaced resources repeatedly. This year we took delivery of a mid sized rescue truck to replace our retired 1988 Special Operations Unit. The rescue features equipment to assist us in technical rescue situations such as motor vehicle and industrial accidents; it supports firefighting operations and contains multijurisdictional communications systems. It was designed to benefit both fire and certain police operations.

Continuing education this year included our biannual 20 hour EMT re-certification program. This includes cardiopulmonary resuscitation and defibrillator certification. EMT’s additionally trained for 30 hours while firefighters received 40 hours of in-service training. The department sponsored three Massachusetts Fire Academy programs. One wildland firefighting program was sponsored through the Department of Environmental Management. Many members sought
outside training ranging from fire cause investigation to planning for incidents of terrorism. Full time members Keith Dunn and Ryan Monat completed the Mass. Fire Academy Recruit Program and are now certified firefighters level I/II. This year we completed a newly overhauled in-house on-call firefighter recruit program. This program was an entry level accelerated boot camp style program designed to meet NFPA Firefighter level I requirements. Eight new on-call and volunteer members completed the program.

Littleton as usual exemplified its proven ability for public safety agencies and town departments to work together. Dispatchers, police officers, Highway, Light & Water or town officials, it didn’t matter. Whenever there was a need to work as a team it simply got done, mostly without fanfare. In particular, I would like to thank Police Chief John Kelly for his shared vision in maintaining a strong public safety partnership.

Despite the ever growing demands, crisis and tragedy in 2002 all the members of the department exemplified the very best in what the fire service has to offer. They continue to earn this chief’s respect and admiration. The townspeople should feel proud of these fine men and women. In particular I would like to extend my personal appreciation to Scott and Claire Wodzinski, Chaplain Bill Belden, Firefighter Ed Williams, and Eileen Monat, whose counseling, comfort, compassion and limitless effort during our terrible tragedy went way beyond any call to duty.

Respectfully submitted
Alexander S. McCurdy
I would like to take this opportunity to thank Mr. Douglas Cook for his many years of dedicated service to the Town of Littleton as it’s Emergency Management Director.

In the post 9-11 world we have seen the creation of a Homeland Security Agency, with the resulting heightened security. The Office of Emergency Management finds itself playing a key role in the planning for any eventuality. Working closely with Fire, Police, and all other Town departments we help provide a coordinated response to any emergency.

We continue our participation in the Northern Middlesex Emergency Planning Committee, which enables us to coordinate with our neighboring towns. Our goal is to provide the best possible protection for our citizens in the event of a natural disaster or mass casualty event.

We welcome any citizen who may be interested in volunteering their time and expertise. LEMA plays an important role in the reduction of risk to life and property during major weather emergencies, significant hazardous materials incidents or homeland security issues. Volunteers are needed to assist in staffing shelters, aiding in transportation of persons should evacuation be needed as well as radio operators for or Radio Amateur Civil Emergency Services.

Littleton Emergency Management can be reached by telephone by (978) 952-2300

Steven W. Zeigler, Director
Richard Landers, Deputy Director
CONSERVATION COMMISSION

YEAR ENDING DECEMBER 31, 2002

The Commission has been working steadily for several months to write a Littleton Wetland By-law which will be presented to Town Meeting for approval. The document language follows the Mass. Wetland Protection Act in all but 3 items. Those requirements include that the applicant pay for the commission’s consultants when necessary; that the plans submitted to the commission will be colored; and that an administrative fee be charged for each filing to the commission.

Under the leadership of Savas Danos the Clean Lakes Coalition has developed a plan to improve the water quality at Long Lake. A Long Lake Stormwater Management System for a 40.5 acre watershed will be constructed. The treatment system will consist of a sediment collection forebay and a new detention/infiltration wetland area. The commission approved the project (issued an Order of Conditions) and has offered to contribute funds for this project.

The project known as “Andrew’s Crossing” has been in litigation for the past two years. Your town legal services have been used to seek a decision in this matter. Individual citizens and local merchants have continued to help this town effort.

A new trail easement has been given to the Town, through the Conservation Commission. It provides access from Nancy’s Way (off Whitcomb Ave.) to the historical marker about Jonathon Whitcomb shooting a black bear in 1740. Trail markers will be placed along the path soon after the snow cover is gone.

For the first time ever, the Littleton Conservation Commission was asked to issue a permit to the Town of Ayer. One of our local ‘citizens’ was causing trouble to some Ayer citizens. Translation: the beavers had built a dam on Bennett’s Brook and the water was threatening some septic systems in Ayer. The Commission was able to expedite the permit process and the problem was taken care of.

The Commission has held over 40 public hearings and 15 public meetings. Many of these projects required several meetings with the commission. We try to make our decisions in a timely manner so the applicants may continue their construction schedules.
A ‘Community Garden’ was created at Newtown Hill with the leadership of Barbara Chapin and Andrew Bowers. Approximately 15 Littleton gardeners have taken advantage of this new opportunity to have fresh, organic vegetables. Take a look at the garden this spring; it is just off the driveway to Newtown water tower.

With the cooperation of the Fire Department, fire gates were made by the Highway Department and installed at Oak Hill. We thank all those who gave us a hand with this safety project.

Our faithful stewards and helpers have been busy this year. Art Lazarus, Ray Grande and Charles Tirone have been leaders in the land management activities. Many hours have been donated to the town to keep our Open Spaces clearly delineated, clear of trash and brush and safe for all. Work was done on Newtown Hill, Mill Hill, Bumblebee Park, Oak Hill, Mary Shepherd Open Space, Town Forest, Nagog Hill Orchard, and Long Lake Park. We encourage you to take advantage of these areas that have been bought, cared for and mapped for your continuing use and pleasure.

Report Submitted by

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

Hours: M-F 9-12
Telephone: 978-486-9537
FAX: 952-2321
Address: PO Box 1031
Web site: www.littletonma.org
e-mail: chapinb@littletonma.org
PLANNING BOARD

YEAR ENDING DECEMBER 31, 2002

The year 2002 was another interesting year for the Planning Board. The Planning Board held 24 meetings throughout the year, working on several applications and finalizing the Master Plan. In August, the Board adopted the Master Plan for the Town, although as a whole, we were disappointed that the consultant was not able to capture and present the things that make Littleton unique, and to provide more recent data in the final report. In response to the Master Plan, the Board did enact a Traffic and Pedestrian Mitigation Policy.

Litigation for the proposed Andrews Crossing retail development is ongoing. The Planning Board continues to feel that unacceptable adverse impacts to traffic, wetlands, water quality, and aesthetics have yet to be addressed by the developer.

Construction of infrastructure for several Subdivisions occurred in 2002, with Nancy’s Way, Jillian Lane, Laury Lane, Bumblebee Lane, Highland Farms, Gray Farm, Whitetail Way, Drover Lane, Old Farm Road and Apple D’Or Subdivisions all at various stages of construction. Working with developers on safely and properly completing approved subdivisions occupies a substantial amount of time on the part of the Planning Board members and the office. The Planning Board was able to work with a potential developer of the Hartwell property on Hartwell Avenue to allow the Town to purchase land in the area for Open Space.

Commercial and Industrial Applications were few this past year, reflecting the slow economy. There are currently two sites under review for office developments, one proposed by the Nordblom Companies on Foster Street and one proposed by The Gutierrez Company on Taylor Street. Review of both these proposed developments will continue in 2003.

We would like to thank Planning Board Member Mark Johanson for his three years of service to the Town; it is with regret that he announced that he would not run for re-election to the Board.

Listed below are the applications that were voted on by the Board. The Board members review plans submitted to ensure proposed development is in accordance with the bylaws and regulations of the Town. Many other Boards and Departments provide input to this review process and the Board relies on various consultants to assist in technical review of certain projects. In most cases, negotiations between the applicants and the Board occur resulting in modifications that are in the best interest of the Town. Informal discussions are scheduled with potential commercial and residential developers on a regular basis to open communications avenues between the Town and project proponents.

RESIDENTIAL DEVELOPMENTS
Definitive Plans Approved
Meadow View/Bumblebee Lane Open Space Development – 6 new lots
Extended Time Frame to Complete Subdivision Construction
Whitetail Way
Gray Farm

OPEN SPACE SPECIAL PERMITS
Meadow View/Bumblebee Lane

APPROVED ANR’S (Approval Not Required under the Subdivision Control Law)

The Planning Board approved a total of 5 ANR Plans on residential properties, resulting in 3 new residential lots. Included in these ANRs was a new parcel to be donated to the Town to be added to the Town Forest and a parcel to be purchased by the Town on Hartwell Avenue.

The Planning Board approved one ANR Plan on business/Industrial property, resulting in no new commercial parcels.

COMMERCIAL OR INDUSTRIAL DEVELOPMENTS

APPROVED SITE PLANS
145 Taylor Street – 6000 square foot warehouse and office building
50 Porter Road – 6000 square foot warehouse building

AMENDED SITE PLANS
Oak Hill – Sprint – co-locate telecommunications equipment
145 Taylor Street – revised layout
50 Porter Road – revised layout
80 Ayer Road – add 8000 square foot warehouse to existing site
461 King Street – telecommunications equipment in church steeple

APPROVED SPECIAL PERMITS
Cellular Facilities
Oak Hill – Sprint – co-locate telecommunications equipment
461 King Street – VoiceStream – telecommunications equipment in church steeple

Shared Residential Driveways
Bumblebee Lane
Brandy Hollow - Modification

Aquifer and Water Resource Districts
145 Taylor Street – 6000 square foot warehouse and office building
50 Porter Road – 6000 square foot warehouse building

Scenic Roadways
Bumblebee Lane
The Planning Board Office is open Monday, Tuesday, Thursday, and Friday from 9:00 a.m. to 2:00 p.m. Planning Board meetings are held the second and fourth Thursdays of each month, unless otherwise posted.

The Board appreciates public attendance at its meetings and encourages citizens to attend and offer their constructive comments. The Board thanks Town officials and members of boards for their cooperation throughout the year. Please feel free to call the Planning Board Office at 978/486-9733 with any questions.

Respectfully Submitted,
Janet LaVigne, Chairman
Mark Montanari, Vice Chairman
Steve Wheaton, Clerk

David Campbell, Member
Mark Johanson, Member
The Open Space and Recreation Plan Implementation Committee (OSRPIC) has been very active in 2002. The majority of work this year was devoted to re-writing the Open Space and Recreation Plan for Littleton Massachusetts, which must be updated every five years. This document serves as a planning tool for acquisition, protection and management of conservation and recreation land in Littleton. Additionally, a current and well assembled Plan serves to help the Town acquire funds from various State agencies. A survey was compiled and passed out to attendees of the Annual Town Meeting in May. The response was limited, so the OSRPIC relied on data collected from the survey that was mailed to residents in the fall of ’01.

The Committee submitted invitations for RFP’s to four consulting firms that specialize in local planning issues. The OSRPIC then interviewed the two finalists, and chose Beals & Thomas, Inc. from Southborough, MA. to assist with the re-write. Several meetings with BTI were held, including a public forum in September. Comments and concerns of interested citizens and Board members were incorporated into the update. Several Committee members compiled and edited data, and the final draft of the Plan was submitted to State and local agencies for review in December 2002. The Plan is expected to be finalized and put into action by the end of February 2003. A tremendous thank you goes to the Littleton Light & Water Department (Savas Danos and Sue Ferrell) for their assistance in creating copious detailed maps for the updated Plan.

Committee members have continued to explore the possibilities of adding to Littleton’s protected land. Two large parcels were researched this year, and ranked as to their importance for preservation. The Committee thanks the Selectmen for initiating the purchase of the Hartwell property in November ’02. That property is of extreme value to the Town for water resources and wildlife habitat. Thank you to the citizens who agreed, and voted for the purchase!

One of the members (Melissa Spurr) attended the “Community Preservation Institute”, which is sponsored by the State. She learned strategies for implementation of the Community Preservation Act, and other ways with which to preserve Town character, create affordable housing, and manage growth. Thank you to Melissa for taking the time to attend.

The OSRPIC continues to execute a land stewardship program in conjunction with the Littleton Conservation Trust, and the Conservation Commission. Many areas have been improved, and maintenance continues throughout the year. With the help of Littleton Police Department, there has been a noticeable decrease in the abuse of conservation properties. Thank you to the Police for their help. The Committee is addressing concerns raised by the Fire Department that necessitate access to public lands, should an emergency arise.
The Committee has also undertaken larger maintenance needs, with the assistance of the Littleton Highway Department. Mowing of the fields at the Morgan Property, Bumblebee and Long Lake Parks has been completed. Thank you to the members of the Highway Dept for their help and cooperation.

The Committee would like to extend a special thanks to our member Art Lazarus and our two affiliate Committee members, Ray Grande, and Charles Tirone. These fellows spend many hours maintaining and inspecting the Town lands, and do a wonderful job at keeping things accessible and in order.

There are several openings on the Open Space Committee. Should anyone be interested in becoming a member or assisting with parcel maintenance, please contact the Selectmen’s office.

Respectfully Submitted:
Rita Biagioni, Chair  Debbie Bray  Peter Church  Richard Dennis
Sarah Foss  Gino Frattallone  Rick Fritz  Art Lazarus
Melissa Spurr  Linda Stein
TOWN OF LITTLETON

CLEAN LAKES COMMITTEE

Year Ending December 31, 2002

One feature that distinguishes Littleton from its neighboring towns is its water resources. The Littleton Clean Lakes Committee (CLC) was created to assess and coordinate improvements to assure the preservation of these facilities. The CLC is comprised of representatives from neighborhood associations on Lake Matawanakee, Long Lake, Mill Pond and Spectacle Pond in addition to interested citizens and concerned town board and committee representatives.

The past year has seen dramatic developments regarding Long Lake and Mill Pond. They remain the primary focus of CLC discussions; Long Lake because of the Town Beach and recreational activities, Mill Pond because of the urgency of action.

Execution of storm water mitigation plans proposed by GeoSyntec Consultants for Long Lake have led to the creation of a constructed wetland north of the town beach. The wetland park will help filter nutrients and impurities from storm water that, until now, has flowed directly into Long Lake. Completion is expected by Spring 2003. The project is the first in a multi-phase plan to improve Long Lake by limiting the flow of run off from the surrounding community. Funding was provided by a 319 grant from the Massachusetts Department of Environmental Protection with matching funds from the Town of Littleton.

The Long Lake Restoration Project will continue for the next 3 years with funding provided by a Department of Environmental Management Demonstration Grant that was secured this year.

2002 clean up efforts at Mill Pond have attracted the support of Marty Meehan, Pam Resor and John Kerry. The extensive scope of the Mill Pond project has drawn a commitment from the U.S. Army Corps of Engineers (ACE.). They are currently assembling a proposal for the comprehensive restoration of Mill Pond. Details of the ACE project are expected in early 2003.

At Spectacle Pond, a program to mitigate nuisance aquatic weed growth is being proposed for 2003. Concerns continue regarding nearby commercial development in Ayer. Risks of accidental spills and contaminated run off threaten not only Spectacle Pond but also the drinking water supply of both Littleton and Ayer.

The Littleton Clean Lakes Committee meets on the first Tuesday of every month. Meetings are held at 7 pm in the LELWD Building, 39 Ayer Road. All interested parties are encouraged to attend or petition for membership. Approved minutes are available by link on the LWD website.

Jonathan Folsom, Chairman CLC
Charlie Bush
Sarah Foss
Steve Foss
Ruddy Ham

Dan Lord
Steve Sussman
Leon Weaver
Savas Danos, Advisor
BOARD OF APPEALS

YEAR ENDING DECEMBER 31, 2002

The Board of Appeals held twelve meetings during 2002 to hear a total of twenty-five petitions. The petitions presented at these hearings were distributed according to the following classifications:

- Thirteen (13) petitions for variances
- Eleven (11) petitions for special permits
- One (1) appeal of a decision by another Town Board or authority

Of the thirteen (13) petitions for variances, nine were granted, one was denied, two were withdrawn, and one was an amendment to an existing variance (which was granted).

Of the eleven (11) petitions for special permits, eleven were granted (one existing permit was extended).

The decision by another Town Board or authority was overturned.

The organization of the Board during 2002 was:

RAYMOND CORNISH, Chairman
SHERRILL GOULD, Vice-Chairman
JULIA ADAM, Clerk
JOHN CANTINO, Member
BRADFORD MILLER, Member

WILLIAM FARNSWORTH, Alternate
RAY GALLONI, Alternate
RONALD HUDGENS, Alternate
JOSEPH KNOX, Alternate

LITTLETON BOARD OF APPEALS
JULIA ADAM, Clerk
The past year continued to bring the difficult combination of falling stock valuations and decreased interest rates, which inevitably has affected the performance of the Town’s trust funds. The total market value of the invested funds decreased from $3,962,984 to $3,567,275, for a decline of 10%. Income from the invested funds was $66,012.27, a decrease of 8.67% from the prior year. As a number of high yielding fixed investments matured during the year, with no equivalent yield bonds available to replace them, the Commissioners have shifted the available cash to higher yielding stocks to preserve income.

The Commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following citizens: Kevin Briere, Mary Coughlin, and Susan Hadley-Bulger. We were particularly pleased that the awards went to one recent Littleton High graduate, a full time mother returning to school and a young man seeking additional career-related technical training. This diversity is in keeping with the wishes of the Fund’s founder, the late Vincent Couper. The Commissioners wish to thank the awards committee: Julia Adam, Brad Miller and Larry Wenz, who screen the many applicants and provide the Commissioners with excellent recommended candidates.

As administrators of the Mary H. Kimball Fund, the Commissioners were pleased to make available to the superintendent and the school department funds for projects that benefit the student body that would not be available through the normal budget process. Proceeds from this fund offset a portion of the cost for the beautiful new grand piano dedicated this past February that graces our new High School auditorium.

These are just two examples from the many trust funds administered by the Commissioners that benefit our town in a variety of ways and provide permanent living memorials as directed by their founders. The Commissioners hope more citizens will consider this as a philanthropic option or when planning their estates.

We want to take this opportunity to thank Margaret Dennehy, Town Treasurer, for her participation and the use of her office for our meetings. She is also the source of information for applicants regarding the F. M. Kimball, Second Fund scholarships. We appreciate this assistance.

Ray Cornish
Rick Hoole
Tom Todd
## TRUST FUND INVESTMENTS

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<th>NUMBER OF SHARES</th>
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<th>Dividends &amp; Interest 1/1/02 - 12/31/02</th>
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<td>3200 Abbott Laboratories $128,000.00</td>
<td>$3,388.00</td>
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<td>4000 AFLAC $120,480.00</td>
<td>$920.00</td>
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<td>1500</td>
<td>1500 American International Group $86,775.00</td>
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<td>4000 Automatic Data Processing $157,000.00</td>
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</tr>
<tr>
<td>3000</td>
<td>3000 Avery Dennison Corp $183,240.00</td>
<td>$3,720.00</td>
</tr>
<tr>
<td>2000</td>
<td>2000 Avon Products $107,740.00</td>
<td>$1,600.00</td>
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<tr>
<td>1000</td>
<td>1000 Cardinal Health Inc $59,190.00</td>
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<td>3000 Genuine Parts Co $92,400.00</td>
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<td>2800 Johnson &amp; Johnson $150,388.00</td>
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<td>1000 Medtronic Inc $45,600.00</td>
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<td>2800</td>
<td>2800 Merck &amp; Company, Inc. $158,508.00</td>
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<td>3800 Nstar $168,682.00</td>
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<td>6000</td>
<td>6000 State Street Boston Corp. $234,000.00</td>
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<td>10000</td>
<td>10000 Sysco Corporation $297,900.00</td>
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<tr>
<td></td>
<td>Teco Energy Sold $2,840.00</td>
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<td>Total Systems Services Sold $260.00</td>
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<tr>
<td>3000</td>
<td>3000 Valspar Corporation $132,540.00</td>
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<td>2000</td>
<td>2000 Wal-Mart $101,020.00</td>
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<tr>
<td>6000</td>
<td>6000 Walgreen Company $175,140.00</td>
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<td></td>
<td>Total Stocks $3,313,414.10</td>
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### BONDS

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<tr>
<th>PAR NAME</th>
<th>MARKET VALUE 12/31/02</th>
<th>Dividends &amp; Interest 1/1/02 - 12/31/02</th>
</tr>
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<tr>
<td>30000 U.S. Treasury Note 7.50%, 05/15/02</td>
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<tr>
<td>100000 U.S. Treasury Note 5.875%, 09/30/02</td>
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<td>100000 U.S. Treasury Note 5.50%, 09/30/03</td>
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<td>20000 Continental Bank 6.60%, 8/5/02</td>
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<td>Total Bonds</td>
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<tr>
<td>Total Stocks and Bonds</td>
<td>$3,415,164.10</td>
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### MONEY MARKET ACCOUNTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>MARKET VALUE 12/31/02</th>
<th>Dividends &amp; Interest 1/1/02 - 12/31/02</th>
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</thead>
<tbody>
<tr>
<td>Charles Schwab</td>
<td>$28,126.07</td>
<td>$809.73</td>
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<tr>
<td>MMDT</td>
<td>$125,735.19</td>
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<tr>
<td>Total Trust Funds</td>
<td>$3,569,025.36</td>
<td>$66,012.27</td>
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Includes undistributed income of $168,914.29
## TOWN OF LITTLETON

<table>
<thead>
<tr>
<th>FUND</th>
<th>MARKET VALUE 12/31/02</th>
<th>MARKET VALUE 12/31/01</th>
<th>PERCENT CHANGE</th>
<th>ADDITIONS 2002</th>
<th>WITHDRAWALS 2002</th>
<th>INTEREST/DIV. 2002</th>
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<tr>
<td>Cemetery Perpetual Care</td>
<td>$940,025.06</td>
<td>$1,089,735.02</td>
<td>-15.93%</td>
<td>$6,700.00</td>
<td>$28,927.10</td>
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<tr>
<td>Johnson High School</td>
<td>$16,493.53</td>
<td>$18,662.87</td>
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<td>$321.72</td>
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<td>Goldsmith School</td>
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<td>$10,987.10</td>
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<td>$189.39</td>
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<td>Clancy Lyceum</td>
<td>$6,771.66</td>
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<td>$8,020.00</td>
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<td>Tuttle Lyceum</td>
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<td>Bradford Sampson: Relief of Animals</td>
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<td>$1,177.90</td>
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<td>Library Fund</td>
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<td>Education Fund</td>
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<td>F. M. Kimball</td>
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<td>M. H. Kimball</td>
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<tr>
<td>M H. Kimball (retained earnings)</td>
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<td>$12,986.83</td>
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<td>$329.16</td>
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<td>Hildreth School</td>
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<td>L. H. Zappy</td>
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<td>Reuben Hoar Library Fund</td>
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<td>$12,246.62</td>
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<tr>
<td>F. M. Kimball Second Fund</td>
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<td></td>
<td>$5,247.18</td>
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<tr>
<td>Russell and Doris Warren</td>
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<td>$4,797.45</td>
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<td>Memorial Scholarship Fund</td>
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<td>-12.52%</td>
<td>$30,760.00</td>
<td>$28,927.10</td>
<td>$66,012.27</td>
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</tbody>
</table>
COUNCIL ON AGING

YEAR ENDING DECEMBER 31, 2002

The Littleton Council on Aging is located in the Shattuck Street Municipal Building, second floor, Room 231. Office hours are 9:00 a.m. – 4:00 p.m., Monday through Friday, except for legal holidays.

The Council on Aging continues to expand their programs and services geared towards the ever-changing needs of senior citizens. The Department of Elder Affairs awarded Littleton a Formula Grant of $6290 that supplemented our Outreach Worker’s salary.

Blood pressure clinics are given the 1st Thursday of the month, 2nd Thursday of the month and the 4th Thursday of the month in the multipurpose room next to the meal site, rotating each month at either Pine Tree Park Apartments or Mill Pond Apartments taken by Nashoba Nursing. Please check the COA for the exact time and place. The Littleton Fire Department is also available to take your blood pressure. Nashoba Nursing was able to administer over 350 flu shots to persons over 65 years of age and those with chronic illnesses, such as asthma or diabetes.

The Council on Aging also addresses the social and recreational needs of our seniors. Craft classes, exercise, line dancing, games, and trips of interest are provided. Programs are greatly enhanced by the efforts of many local groups and we also encourage people from other towns to join us. On the third Wednesday of the month from 7:30 a.m. to 8:30 a.m. a men’s full course breakfast is served. Come join us at the meal site for great company and conversation. Following the breakfast is a men’s discussion group. The Littleton Light and Water Department continues to sponsor its annual Spring Fling Luncheon, which is opened to all Senior Citizens of Littleton and Boxboro. We would also like to thank Mr. Foley in the high school music department and Mr. Fitzpatrick in charge of the chefs club for it’s annual spring concert and dinner free to all our senior citizens. This year we were able to honor our Veteran’s and their guest to a catered turkey dinner with the help of very generous donations from local town businesses.

Minuteman Senior Service provides the SHINE program. Serving Health Information Needs of Elders. Littleton is very fortunate to have an experience counselor available to seniors on the first and third Wednesday of the month for assistance with questions on HMOs, Medicare, and Medicaid. Attorney Leslie Midge offers a free 15- minute consultation at our site, the third Wednesday of the month, starting at 1:00 p.m. Please call for an appointment for either of these services. The COA, in collaboration with the Littleton Police Department, has a Senior Check and an Alzheimer’s Identification Program.
In March and April, free tax assistance is available for the elderly and low-moderate income taxpayers offered by AARP. In collaboration with the Assessors Office, 20 senior citizens participated in the Senior Tax Program. This involves volunteering 75 hours for the Town in different departments resulting in a $500 tax rebate.

A licensed social worker provides needs assessment and referral to appropriate services for elders. Volunteers offer companionship, limited transportation and grocery shopping and prescription pick up. Fuel assistance and food stamp application for all ages can be filed at this office. An intergenerational program between Shaker Lane, the Russell Street School, and the COA provides birthday wishes for those 80 years and older with cards created by their students. These beat any Hallmark Card.

A meal site is provided on the lower level at 33 Shattuck Street and a hot lunch is served Monday through Friday. Marie Griffin is the meal site manager and Mary Andrews is her assistant. Together with their volunteers, they package prepared meals to be delivered to shut-ins. A group of dedicated drivers deliver these meals to the homebound. Please call the COA if you could spare a day or two a month to drive. These meals are provided by Minuteman Senior Services five days a week, except on holidays. The doors to the meal site open at 9:00 a.m. so you can have a cup of coffee and conversation before lunch. Please call 978-952-2757 for a reservation the day before.

Littleton Limo provides transportation to medical appointments and shopping. The limo is available Monday through Friday. Fridays are primarily for shopping either at Donelan’s or the Westford Shopping Plaza. On the second Wednesday of the month, the van will take shoppers to Sears’s Town Mall in Leominster. The fee is $.50 one-way and $1.00 each way out of town. Please call two business days ahead for a reservation at 486-4600.

The Friends of the Council on Aging Town House Thrift shop is located on the second floor, in room 234. Donations of clean seasonal clothing as well as white elephant items are needed. All proceeds from the thrift shop are used for programs at the COA. We are open five days a week from 10:00 a.m. – 3:00 p.m. Volunteer opportunities are available or just come on down and browse. The Friends also have available the Littleton Afghans and can be purchased at the COA. On Veterans Day, the Friends of the Council on Aging sponsored a catered dinner served to Veterans of all wars that served our country.

As State and Federal funding continue to be cut, we feel the COA and the many volunteers, who support it, are an important source of services, information, and guidance in areas of health, legal and financial matters. Our goal is to have our own Senior Center and to better serve seniors citizens and their struggle with issues concerning them in our ever-changing society.
The Council is grateful for the support we receive from the Town and the many
volunteers who support us and participate in activities. Our senior population is growing and
we hope to serve you better and better in the years to come. I wish to thank all our volunteers
who make our work possible.

Respectfully submitted,

Littleton Council on Aging Board Members
Howard Russell, Chairman
Bernard Araujo, Vice Chairman
Curtis Lanciana, Treasurer
Natalie Hallowell, Secretary
Carlynn Sloboda, Director
Tina Maeder, Outreach Coordinator
Marie Griffin, Meal Site Manager
Barbara McRae, President, Friends

Greta Bennett
Norman Berry
Barbara Brine
Mary Catalanotto
Mary Gosby
Barbara Kamb
Mary Kaye

of the Littleton Council on Aging
If you have any interest in the arts or humanities, then this is the committee for you! You might be creative and have an idea that needs a little cash to cover expenses. Or perhaps you’d like to oversee the funding of such projects. The Littleton Cultural Council, LCC, is a State-funded organization responsible for the disbursement of monies allocated for local and regional projects in the arts and humanities. Members of the Council meet annually to grant funds for a diverse array of applications, such as storytelling at the library, music for senior citizens and the annual arts and crafts show at the Fitchburg Art Museum.

The funding cycle for the LCC actually begins in the preceding year, with grant applications due in the fall of 2001 and granting decisions being made by the end of November of that year. This means we are already looking ahead to 2003 by the end of 2002. The selection process is never an easy one with requests adding up to over three times the amount of our State allocation. The difficulty is compounded by the severe cutbacks in State financing.

As in years past, the LCC sponsored its annual 4th of July Town Picnic. 2002 featured a fabulous concert by the New England Brass Quartet. There were fun children’s games from all over the world as well as a more sedate game of croquet. Also the Fire Dept. was on hand again to provide a cooling sprinkler for kids and adults on what proved to be a very hot day. Special thanks to high schoolers Nancy Brule for leading us in our National Anthem and Dan LeClair for reading the powerful and appropriate poem “Ship of State” by Longfellow. Phil Russell again provided our sound system, many thanks to him. Great thanks to the Unitarian and Congregational Churches for allowing us to add pealing their bells to the day’s festivities, and further thanks to the Unitarian Church for providing a backup venue for the concert in case of rain. Veryfine Products kindly provided beverages for the event, which could not take place without the assistance from all the townspeople who helped set and take down the picnic.

Looking forward into 2003, the LCC is pleased to announce the tenth annual 4th of July Town Picnic! The Council feels it is important to provide this event to the town. It is one of the few means for townspeople to come together and celebrate both their community and their country. With State cutbacks, the LCC may have to look to alternate financial assistance for this event in the coming years. In any case, the picnic will be on the 4th at Fay Park by the Fire Station. It will start at 11:30 AM and runs until 2:30 PM and this year will feature and a concert, children’s games and some good old-fashioned fun. Please consider attending the picnic this summer.
Finally, anyone interested in obtaining information about the LCC or in securing a grant application form for the 2004 cycle, should see Andrea Curran, current Chair, at the Reuben Hoar Library

Respectfully submitted,

Andrea Curran, Chair
Deb Augliere
Andrew Bowers
Susan Harvey
Henri Holkamp
Michael Kearney
Eileen Monat
The Littleton Community Gardens became a reality in 2002 after a several years of planning, coordination and hard work. But planning led to planting, and planting to rich and varied crops harvested from mid-summer right through to frost.

Community gardens were an outgrowth of the victory gardens that were grown during WWII to provide fresh, local produce. They became quite popular in the 1970s with most of the towns surrounding Littleton establishing a spot for gardeners to gather. Some towns even created multiple sites. At a community garden, people without enough soil or sunlight can have a plot for growing anything from tulips to tomatoes.

In Littleton, Barbara Chapin was the motivating factor in establishing community gardening. Forming a committee to investigate the how-tos, much information was gathered and several sites were proposed. After a false start in 2001, the committee finally arrived at Newtown Hill conservation land and with much help and personal effort turned a small part of a hay field into a flourishing garden with 15 individual plots.

Many thanks are due to the people and organizations that made community gardening possible in Littleton. First, thanks to the Conservation Commission for providing a sunny and soil-rich venue. Then, many thanks to the Board of Selectmen for their encouragement and financial assistance. Great thanks to the Littleton Water Department for providing water service to the gardens. This service is actually kept locked when not in use, and gardeners are required to hand-water all plants, so not a drop was lost during the hot summer months. Thanks as well to Charlie Auger who donated his time and equipment to turn over the thick sod of the garden site and to Paul and Edith Smith for the donation of daylilies to decorate the area. Finally, the greatest thanks and congratulations to all the gardeners who put up fencing, gates and deer netting, and who rototilled and weeded and worried until tomatoes became red and pumpkins orange and gladiolas took on all colors.

Now established, the Littleton Community Gardens hopes to flourish and perhaps expand. If you are interested in community gardening, please contact Barbara Chapin at the Littleton Conservation Commission.

Respectfully submitted,
Littleton Community Gardens Committee
LITTLETON HISTORICAL COMMISSION

YEAR ENDING DECEMBER 31, 2002

This past year the Littleton Historical Commission continued to replace historical markers throughout the town. These markers, originally done as part of the bicentennial celebration and have become extremely weathered through the years. The markers that have been replaced this year are:

- Rev. William Channing Brown, Foster St
- Albert & Hattie Hopkins House, 2 Foster St
- Oliver Whitcomb House, 31 Foster St
- Widow Baker's House, 23 Foster St
- The Long Store, Great Rd
- Nathan Hartwell Jr. House, Shattuck St
- Meeting House (sign post), Common

- Warren House, Warren St
- Nathan Tuttle House, 545 Newtown Rd
- Jeremiah Tuttle House, 537 Newtown Rd
- Captain Edmund Tuttle House, 531 Great Rd
- Reed-Wood House, Meetinghouse Lane
- Old Burying Ground, King St

The commission issued its first demolition delay in an effort to save the building at 155 Whitcomb Ave. The commission held a public meeting in which residents of the town provided ideas and input to the board as well as the builder. The delay ended on September 24, with no solution found. However, after the delay ended, an outside contractor approached the builder about removing the house and is still continuing to work out the dismantling and removal of the building from the property. The commission received a second demolition request in the beginning of October for 500 Great Road known as the "Augustus Wright House" in which a public meeting will be held in early 2003.

The Commission continues its tradition of organizing the Patriot's Day observance (celebrated on April 19) in Liberty Square with the laying of wreaths and recognition of town descendants of Revolutionary War era residents.

With the support of the Cemetery Commissioners, the Commission also continues its annual gravestone workshop, where deteriorating and damaged gravestones at the old cemetery on the Common are repaired and righted. This year ten gravestones were cleaned and righted during the workshop.

For the Historical Commissioners,

- Charles Howe, Chairman
- John Bowers
- Pamela Campbell
- Walter Crowell
- Ronald Goddard
- Walter Higgins
- Donna White
REPORT OF THE REUBEN HOAR LIBRARY

YEAR ENDING DECEMBER 31, 2002

During fiscal year 2002 the Reuben Hoar Library completed its second five-year long range plan and developed its third plan of this type. Plans such as this provide a guide for the development and evaluation of library services and meet a requirement of the Massachusetts Board of Library Commissioners (MBLC) for grant funds. Here are the goals and objectives for the recently completed plan and the ways that we attempted to reach those goals.

Goal #1: To improve the Library’s Collection

Each year the library staff has looked at three areas of the library’s collection to determine the overall coverage of the subject matter. New materials are added and those that are outdated, unused or worn are donated to the Friends of the Reuben Hoar Library (Friends) for their book sale. In fiscal 2002 we looked at travel, biography and business. We were able to add more than 10,000 items between July 1, 2001 and June 30, 2002. In the five-year period covered by the plan the net increase in number of items was 27%.

Some of the library’s collection is now in electronic format as well as print. We added access to the Local History and Genealogy database from HeritageQuest which contains 25,000 full-text books plus U.S. Census data for 1790, 1800, 1810, 1870, 1890 and 1910. Additional Internet workstations mean that 25% more people are able to use our connection simultaneously.

Goal #2: To make the Library more effective

One way to ensure that the library is effective is to have hours that meet the needs of residents. The library has been open on Sundays from mid-October to mid- April since 1998 as voted by Town Meeting. The town financial situation has prevented adding additional hours. However, the library web site, at www.littletonlibrary.org allows residents to link to Reference On Call, a twenty-four hour, seven-days-a-week service available by telephone or electronically. Townspeople with an Internet connection can “chat” with a reference librarian or look up full-text articles in magazines and newspapers at any time of the day. We also encouraged the use of the Town House entrance to the library through the elevator.

Four areas of under use were targeted for improvement. We wanted to increase the use of materials for reference, for young adults and for genealogy and to increase use of the meeting rooms. Now a staff member is at our Reference Desk to assist patrons whenever the library is open, instead of 40% of the time in 1997. The Reference Librarian helps with assignments, answers questions, recommends books, and provides help with the Internet and the library catalog. The Reference area was rearranged for more effective use. All staff members have had introductory training in answering and referring reference questions. If a Reference Librarian is
busy, other staff members can begin answering the question. Reference questions increased from an average of 82 a week in 1997 to 94 a week in 2002, or nearly 15%.

A young adult reading discussion group, led by our Young Adult Librarian, Sue Ziegler, has met bi-weekly year-round since the spring of 2000. The dozen or so participants in this program act as an advisory group for the young adult collection. They promote the collection among themselves and their peers.

Use of the resources in the Houghton Historical Room has increased markedly from an average of eight researchers per month to nearly twenty per month during the 2002 fiscal year. The room was moved from the Library’s lower level to the main floor during the course of this plan. Thanks to funding from the Friends, we have added genealogy CD-ROMs and a computer, located outside the Historical Room, on which to use them.

We looked at the feasibility of opening the Couper Meeting Room to students, but determined that the room would need to be supervised and that we did not have the staff required for supervision.

People can’t effectively use the library if they don’t know about it. We hoped to have a monthly column in the local newspaper and have ended up with a weekly column. We didn’t envision our e-mail list, Reubens_Notes, when the long-range plan was drafted. However, we have 260 people who have requested notices of our activities via e-mail. We wanted to mount a Library home page and, after several delays, have done so. We held off on creating the page until we had a staff member trained to serve as webmaster and had a no-cost host, the Merrimack Valley Library Consortium (MVLC).

Improvements made by MVLC over the life of the plan allowed staff to check materials out more quickly. Patrons can place their own requests, renew items themselves, receive notices by e-mail and locate materials using a simpler catalog system.

We wanted to provide workshops and flyers to help people learn how to use the MVLC catalog and the many full-text databases that help locate magazine articles and information on health and business. We held 13 workshops in the spring of 2002 and produced flyers for each. Thanks to a volunteer, we were able to design and distribute flyers about library services to the students and teachers in Littleton schools at the beginning of the 2001-2002 school year.

Because programs bring people into the library and promote the cultural life of the community, we held three “Second Sunday” programs in January, February and March of 2002. The Friends held a cultural program at their annual meeting each year of the plan and sponsored a chamber music concert at their 25th Anniversary Celebration. In addition, we conducted Adult Summer Reading Programs with prizes donated by the Friends. In 1997 the library sponsored two programs for adults. Sixty programs were held in 2002. Children’s program increased in number from 146 to 180 in the same period for a 23% increase.
One measure of library effectiveness is the number of items checked out during the year. In 1997 patrons borrowed 112,094 items. In 2002 they borrowed 140,488 items for an increase of more than 25% over the life of the plan. Because the library is certified by the Massachusetts Board of Library Commissioners, Littleton residents may borrow from any library in the state in person or via daily delivery to the library. Residents took advantage of this service by borrowing more than 22,000 items in 2002.

Attendance is another measure of effectiveness. In 1997 we had 865 visits per week on average. By 2002 the weekly average was 912, or an increase of 5%. Clearly, each visit resulted in more items checked out in 2002.

Without our volunteers we would be much less effective. In 2002 Judith Caless, Jenna Cantino, Marie Cardoos, Lauren Coffey, Patrick Collins, Phyllis Curcuru, Fernando DeLuca, Andrew Derrig, Mary Lee Donovan, Samantha Eckel, Judy and Ray Grande, Cheryl Hardy-Faraci, Allen Hirtle, Dan Kroening, Sandra Macdonald, Rebecca O’Donnell, Shanene Patel, Marie Rausa, Jo Roy, Meg Shoemaker, Britney Steele, and Carol Walsh gave 475 hours, a $3,200 value at minimum wage. Numerous other folks help out, but do so through the Friends of the Reuben Hoar Library or are too shy to sign our volunteer book so we regret we cannot list them here.

Goal #3: To maintain and improve the building.

The Littleton Country Gardeners, the Library Trustees, the Friends and the Rotary Club have all contributed to improve and maintain the grounds surrounding the Shattuck Street Building. There is still more to be done, including establishing a program for continued upkeep of the landscaping—an unrealized goal since 1997.

New signs were purchased by the Friends and installed throughout the building during the plan period. Painting and re-carpeting of the entire facility were funded by Town Meeting. Several portraits, including one of Reuben Hoar, and the antique clock have been restored with income from trust funds. Storm windows were installed on the west side of the building, saving energy and keeping occupants warmer in winter and cooler in summer.

Goal #4: To maintain and expand the Library’s financial base.

Contributions from both town appropriation and trust fund income increased during the plan period. Many towns rely only upon town appropriations for their operating budget and the Trustees had hoped Littleton could do the same. That has not happened during the 1997-2002 period. The Trustees did turn management of their Trust Funds over to the Littleton Commissioners of Trust. We benefited from the Friends’ 25th Anniversary fund drive and applied for seven grants in the five years between 1997-2002.

Donations from the famous Anonymous, Steven Zippin of ReMax, Ciulla, Smith and Dale, P.C., Littleton Toastmasters, Littleton Rotary Club, Littleton Special Education Parents Advisory Council and Friends, Massachusetts Ski Areas Association, Littleton Senior Citizens
Club, Sherrill R. Gould, Rev. Robert E. and Eleanor J. Stetson, Rosemary Duffy/Michael Donlin, Brett and Katharine Bonner, Stephen and Sarah Foss, Carolyn Webster, Fred and Noreen McAuley, Elsie and Alan Bennett, James and Carole Williams, Harry and Dorothy Schechter, Walter Hunziker and Norma Holmes, Alfred and Gerardine McConnell, Thomas and Robin Smith, John and Mabel Hathaway, Beth and Brian Armstrong, Richard Josephson, Thomas and Virginia Todd, John and Eunice Morrison Charitable Foundation, Donald and Carey Prouty, Hazel Read, Jim and Anna Rowse, Barbara Eliades, Barbara McPhee, Abigail Rice, Henry and Elizabeth Bjorkman, Nancy and Thomas Byrne, David and Joan Olson, Neville Holand, Sean and Therese Bradley, Nancy and Paul Connolly, Jack and Mary Mengel, Linda Lord, Paul Koski, William and Pat Crory, Susan Beane, and David Flagg provided nearly $3,000 in additional funds to improve our collection and service.

Goal #5: To continue to improve cooperation with local schools

During the plan period we worked with teachers to obtain assignments before the students arrived at the library. We cooperated with teachers to create summer reading lists with books that met school goals and that children would enjoy. We continue to purchase materials that supplement the collections in the Littleton school libraries. The Littleton High and Middle Schools are members of the Northeast Massachusetts Regional Library System, allowing students to access the same electronic databases at school that they can access in the library and at home. The Children’s Librarian visits Shaker Lane and Russell Street Schools and the area preschools. Classes from Parker School and Oak Meadow Montessori school visited the library in 2002.

Goal #6: To provide the community with a well-trained, responsive staff.

Three staff members are working on their state certification in basic library skills and others attend at least two workshops annually to maintain their skills. Focus of our training has been on service and on helping readers locate materials of interest during 2002. Thanks to community funding we have established better salaries to retain trained staff members. This effort needs to continue.

During the spring and summer of 2002 a committee of community members, trustees and library staff developed a new five-year plan. A copy of the new plan is available in the library.

Staff during Fiscal Year 2002:
Library Director: Marnie Oakes
Senior Librarians: Gioia Clyde, Natalie Marsh, Betty Smith, Susan Ziegler
Senior Library Technicians: Andrea Curran, Eileen McWilliams
Library Technicians: Julie Amichetti, Janice Lazarus, Anne Pemberton, Jeanne Sill, Donna White
Pages: Krista Dolak, Jared LaSante, Julie Rodgers, Doreen Morse, Margaret Geanisis
Administrative Assistant: Kathy Coughlin
Sunday Staff: Linda Schreiber, Martha Seneta
TOWN OF LITTLETON

Trustees:

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<tr>
<td>James Carozza</td>
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<td>Dorothy Sussman</td>
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<td>Cheryl Hardy-Faraci</td>
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<td>Marcia Marcantonio, Chair</td>
<td>2004</td>
<td>Barbara Chapin, Secretary</td>
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Hours

Open: Monday and Wednesday 10 a.m. to 9 p.m.
      Tuesday and Thursday Noon to 9 p.m.
      Friday and Saturday 10 a.m. to 4 p.m.  Closed Fridays during July and August
      Sunday Noon to 4 p.m.  Open from mid-October through mid-April

Telephone: 978-486-4046  Fax: 978-952-2323
E-Mail: mli@mailserv.mvlc.lib.ma.us  Web Site: www.littletonlibrary.org
Address: 41 Shattuck St., Littleton, MA 01460
SCHOOL DEPARTMENT

SCHOOL COMMITTEE REPORT

Year Ending December 31, 2002

Every school committee chair, in every year, begins this report by writing something to the effect that “this year marked one of the most exciting and challenging years...” And so I must conclude that no one year is any more exciting or challenging than any other.

This year the School Committee revised its Strategic Plan. This document (which can be read in its entirety on our website: [www.littletonps.org](http://www.littletonps.org)) is a guide, a roadmap for what our schools will do. It informs our budget, and provides guidance to the Superintendent and to the individual School Improvement Plans to direct their efforts towards one common goal: improving student performance.

The School Committee began this process by adopting core values. We then adopted, after considerable discussion involving townspeople as well as employees, our Beliefs and Vision. These beliefs fully embrace the concepts declared in the Educational Reform act of 1993, that all children can and will achieve. Student achievement is not the result of family income or family educational history, but is primarily the result of what happens between the teacher and the student, in the classroom. Therefore, it is incumbent on the schools, teachers, and the town, to achieve the vision that “each student is prepared for the challenges of life in the 21st century.”

The vision will be achieved through the implementation of the five Goals established by the School Committee, and implemented by the Superintendent:

1. Create and implement a challenging and comprehensive PreK-12 curriculum that meets the needs of all students and is consistent across grade levels.
2. Recruit and retain effective school personnel who continually improve their practice through professional development which is aligned to district and individual needs, in an environment that supports best practice, collegiality and collaboration.
3. Develop a comprehensive, on-going, data-driven assessment program for curriculum, instruction, and programs, measured through multiple forms of student achievement outcomes.
4. Build support for the schools through effective communication and community participation that will develop trust and lead to a common understanding of the educational needs of the district.
5. Inspire energy and excitement in a respectful, responsive, and creative culture where everyone feels safe taking risks, within a diverse program, to challenge themselves in pursuit of teaching and learning goals.
No Strategic Plan can succeed without adequate funding. Funding has proven to be the School Committee and the Town’s greatest challenge in these difficult financial times. The School Department began the year with 11.5 fewer teaching positions than in 2002, and with class sizes some of the largest seen in recent years. The highly regarded elementary Spanish program was, sadly, eliminated, and athletic fees continued to fund the athletic program.

Increases in the School Department budget are driven by fixed costs: Union salaries and Special Education mandates, and utility costs make up the great bulk of the increase. The shortage is further fueled by loss of revolving funds due to the decrease in “choice in” students and the increase in the number of students who choose the Charter School option, the cost which is borne by the town budget.

It continues to be the hope of the School Committee to secure sufficient funding to at least maintain our current class sizes. As funding becomes available, the School Committee would like to:

- Restore cuts to supplies/materials and technology.
- Lower the class sizes to historical levels.
- Implement elements of the strategic plan that would assist the classroom teachers in implementing the challenging curriculum which is being developed.
- Reduce reliance on revolving funds and user fees to fund operations.

In addition to strategic planning and budgeting, the School Committee has been concerned with the physical condition of our school buildings. Together with the Permanent Municipal Building Committee, we are planning for a new roof for the Russell Street School and a major building project: a school to replace the Middle School, the former Jr/Sr High School and the waste water treatment plant that will serve the Middle School, the Russell Street School and the town Offices on Shattuck Street.

In the last four Town Reports, the School Committee Chair has reported that the School Committee is undertaking a comprehensive review of policy, and in each report hopes to complete the work within the year. Policy is the major work of a school committee because it is with policy that we govern the district. The policy book is something that the Committee must find time to complete. In 2003 this work remains unfinished, despite the ardent desire of this Chair.

Finally, during this year the School Committee, while facing very tough budget decisions, has striven to work collaboratively with other town boards, to open up the process to more public scrutiny and to complete our difficult task with grace and collaboration. Much more can be accomplished by a collaborative effort than by confrontation and distrust. I look forward to continuing our work in this positive spirit.

Elaine Braun-Keller, Chair
Roland Gibson           Neil Peterson
Susan Anne MacDowell    Sharon Chan
LITTLETON PUBLIC SCHOOLS REPORT

YEAR ENDING DECEMBER 31, 2002

The year 2002 was a great year for education in Littleton. Curriculum work moved ahead under the direction of newly hired Curriculum Director, Nancy Gustafson, on April 1, 2002. This was the first time in many years that Littleton had the services of a Curriculum Director despite attempts in many previous budget years. We also welcomed Peter Roche as the new Business Manager replacing Frank Herlihy who retired after thirty-seven (37) years in education with the last three (3) being in Littleton. The new High School building opened for students in September 2002 after a rousing open house held on June 8, 2002.

Despite growing concerns for budgets and actual cuts to the FY03 school budget, the strength of the public schools continued with the dedicated services of our outstanding staff of administrators, teachers and support personnel. Countless hours of community and parent volunteerism aided the schools financially and in other ways through the organizations of; PTSA, Littleton Education Fund, Littleton Youth Sports, the Littleton Education Project, and the Special Education Parent Advisory Council. The community continues to push for the best possible education for their children.

The following initiatives highlight the work of the schools over the past year.

Littleton's Strategic Plan

Littleton’s District and School Improvement Plans build upon 35 years of research on best educational practices to articulate goals and strategies that will lead to a vibrant learning community that fosters a love of learning and is an exciting place to work and learn for both students and teachers. A strategic plan is a multi-year blueprint for where we want to go and how we will get there. The District Improvement Plan has 5 goals that address curriculum, assessment, the need for highly qualified personnel and professional development for better instruction, school climate, and communication with and support from the community. As we develop a challenging, consistent and comprehensive curriculum that will meet the needs of all students, we necessarily address the areas of assessment, instruction and professional development. This year we are working to define learning outcomes aligned with the state Curriculum Frameworks in all subject areas and developing multiple ways to assess student achievement of those outcomes. With a collaborative focus on assessing, tracking and analyzing data on student achievement of the learning outcomes we define as we develop our curriculum, all three key ingredients for school improvement are being addressed.

Twenty-seven (27) staff members are participating in a graduate course in student-involved classroom assessment that helps students achieve, taught collaboratively by the Administrative Team. Next year we will continue the process of developing and refining our assessments as well as providing professional development for teachers in how to differentiate instruction to maximize student learning. The district will also provide professional development in Writing Across the Curriculum since the ability to communicate thinking is a
necessary life skill for students and improving their ability to write well and solve open-ended problems are the most effective ways to increase their success on criterion referenced tests such as the MCAS exam.

**Curriculum Work**

During the Winter and Spring of 2002 a group of teachers met to define clear learning outcomes in Mathematics for each grade level and each High School course. Over forty teachers continued this work this summer and school year in all other subject areas. Two graduate courses in Developing Standards-Based Curriculum were taught by Nancy Gustafson and Maxine Minkoff to train teachers in standards-based curriculum, instruction and assessment and provide them with the opportunity to develop district curriculum in various subject areas.

The draft documents that have been developed this past school year and summer are now being discussed and refined by all of the teachers who will be responsible for implementing them. Since the state frameworks are so vast, teachers are defining the Essential Learning Outcomes for each grade level, those that will be focused upon for mastery. As grade level teams discuss how to implement the new standards they will develop more assessment tasks and learning activities throughout the year to ensure that their students can meet high standards. This will also ensure consistency among different classes at the same grade level— not a lock-step approach in which all classes and teachers do the same thing on the same day, but a consistency in having identical learning outcomes and a sharing of common assessment and instructional strategies to achieve them.

**The Importance of Mentoring**

In order to ensure that our new staff members know the curriculum outcomes for their subject areas and are able to provide the same high quality of instruction that our more veteran teachers do, we have expanded and provided structure to our mentoring and new teacher induction program. All teachers who are new to the profession, new to Littleton, or new to a grade level or subject area are provided with a mentor with whom they meet weekly. A Site Coordinator at each building oversees the program, touching base periodically with mentors and their protégés and planning workshops on topics of interest and need for new staff members. The Site Coordinators for this important program are: Emily Popolizio at Shaker Lane, Joellyn Nevins at Russell Street, Lynn Pistorino at the Middle School, and Kerry Lynch at the High School. Thanks to these teachers and the mentors all of our new staff are welcomed, supported and provided with the resources to be outstanding teachers!

**Other District-wide Professional Development Initiatives**

Improvement in mathematics achievement has been a focus of professional development K-12. Last summer 16 teachers in grades 1-5 attended workshops in Everyday Mathematics and improving math instruction. They then shared their learning with grade level colleagues on a Release Day in the fall. An on-going study group in using the Everyday Math
series is being facilitated by Matt Kusza, a first grade teacher at Shaker Lane who provides training state-wide for math teachers. All students at grade 8 now take Algebra I which enables them to reach higher levels of achievement and prepares them for AP Calculus in the high school. Revisions have been made to the High School mathematics curriculum and new staff hired to promote a higher levels of achievement as well. Release Days have provided time for teachers to work on curriculumK-12 to ensure that the scope and sequence of concepts and skills build to a high level of mathematical expertise.

Paul A. Livingston,  
Superintendent of Schools

**HIGH SCHOOL PRINCIPAL REPORT**

**Year Ending December 31, 2002**

From January through June, 2002, the faculty and staff enjoyed their final semester in the Junior-Senior High School on Russell Street. For the past two school years, teachers and administrators from the high school and middle school shared the same building. Despite overcrowded conditions, different bell schedules, and different developmental approaches, the two staffs of educators coexisted together quite well. Although the high school staff looked forward to moving into the new facility on King Street, they also appreciated the special bond that existed.

In addition to our primary responsibility, which is “to maximize learning for all students in a safe environment,” the staff at the high school focused on preparing on two major initiatives: the transition to the new high school building and the reaccredidation visit by the visiting team from the New England Association of Schools and Colleges (NEASC). To prepare for the visit, members of the school community completed a lengthy “self-study” document. The self-study process included research and report writing by nine standards committees (Curriculum, Assessment, Instruction, etc.). All committee reports were completed, approved by the faculty, and delivered to the NEASC by the end of the 2001-02 school year in June. This school-wide self-study was a significant first step in establishing an on-going self-evaluation process for the continuous improvement of our school.

Our other major initiative was preparing for the transition to the new high school. This process included ordering furniture, fixtures and equipment for the building that support our educational mission and vision. It also encompassed such tasks as developing safety plans, setting up training for use of the new technology, planning bus routes and traffic designs, assigning lockers, developing a master bell schedule, assigning classrooms and programming the phone and intercom communication system. Planning for the move of books and supplies, as well as student orientation activities and community open house festivities were a collaborative effort that involved many constituents from our school community.
During the winter months, the high school offered a Grade Eight Parent Orientation Night for the parents of students who would be entering freshman in September. Members the School Council, conducted monthly meetings to advise the principal on such matters as reviewing the high school budget, revising the student handbook, and developing the school improvement plan. Members of the School Council participated in a series of workshops led by Ann Delahant that focused on “Using Data to Make Decisions.” The workshop assisted the School Council to develop a data driven school improvement plan that is aligned to the mission and vision of our high school and Littleton school district. Members of our guidance department conducted workshops on the college admissions process for seniors and juniors.

The high school has offered MCAS academic support sessions after school throughout the school year. Both traditional individual and small group instruction supplemented by an online MCAS tutorial program developed by the Princeton Review have been employed. Littleton High School’s primary improvement goal is to have all students earn scores at or above the “proficient” level on all MCAS tests. To this end, we also offered MCAS preparation courses for freshmen and sophomores in mathematics as part of our program of study. In addition, we offered MCAS academic support sessions over the summer vacation.

Once again, the Parent, Teacher and Student Association (PTSA) were most helpful in promoting communication by producing and disseminating the PTSA Newsletter, and by sponsoring several parent forums throughout the year. The Littleton Youth Sports Association (LYSA) also continued their considerable service and contributions to the athletic programs at the high school. The Littleton Scholarship Trust raised $100,750 for scholarships to graduates of Littleton High School.

On Friday, May 31, 2002, Littleton High School conducted its 114th graduation ceremony. The class of 2002 was the last class to graduate from the Russell Street Junior/Senior High School. On Saturday, June 8, 2002 a dedication ceremony was held at the new Littleton High School on King Street. An occupancy permit was issued on Tuesday, August 6, and the building was cleared for teachers to move in and set up on Monday, August 12.

Wednesday, September 4, 2002 marked the opening of the new high school on 56 King Street. Due to advance planning, flexibility of our staff, and the cooperation and understanding of our students, we enjoyed smooth transition. The state-of-the-art facility affords our students with a myriad of opportunities for learning. Highlights include the Library/Media Center, Computer Lab, Kiva, Auditorium, Cafeteria, Fitness Center, Faculty Work Room, Gym, TV Studio and classrooms each equipped with two computers. All computers are networked and connected to the internet. Members of the staff participated in training in the use of the new technology, from use of the phone system to submitting grades electronically. Students and staff members have their own computer accounts and passwords, and can save their material. To facilitate communication with parents, every staff member has e-mail and voice mail accounts. In addition, the high school has designed a web site with many features including links to a staff directory, calendar of school events, each academic department, updated guidance regarding college admissions information, the program of study and directions to out-of-town athletic contests. Teachers and students welcomed parents to the new school at a Back to School Night in September.
High priority was given to recruiting and hiring new members of our faculty and staff. The need for new personnel was created by teacher retirements, maternity leaves and teachers taking jobs outside of the district. The following individuals were hired prior to the opening of school in September: Sarah Berlinger (Science Teacher), Michael Deneault (Theater Manager), Marian Dyer (Social Studies Teacher), Chad Elliott (Computer Networking), Lisa Flannery (French Teacher), Kevin Herrick (Mathematics Teacher), Janet Manning (Mathematics Teacher), Richard Martin (School Adjustment Counselor), Killian McAnaney (Science Teacher). The new personnel have made significant contributions to our students and to our professional community.

Robert Desaulniers, Principal
Littleton High School

MIDDLE SCHOOL PRINCIPAL REPORT
YEAR ENDING DECEMBER 31, 2002

In September 2002 the Middle School opened its door to sixth, seventh and eighth grade students in what was formerly the Littleton Junior-Senior High School. Students entered a building that had gotten a major face lift thanks to the efforts of seventy volunteers who worked during the last two weeks of August. Projects included: a new coat of paint in the school library, perennial and shrub plantings in the front of the school, painting projects in other parts of the building, framed art prints hung in the hallways, and the installation of new lettering on the front of the building by teacher Dave Cronholm. Littleton Middle School had finally opened for business.

The school was structured around the teaming model that is the hallmark of effective middle school instruction. The sixth grade was comprised of five teachers who taught language arts, mathematics, reading, science and social studies. The seventh grade team had four teachers who taught language arts, mathematics, science, and social studies. The eighth grade team was similar in structure. Unified arts teachers covered diverse subjects such as: art, community outreach, computers, library/research, modular technology, music/band chorus, physical education, and reading/study skills. A two person team taught French and Spanish and a three person team worked with students on Individual Education Plans. All team members had daily common planning time when they could discuss student issues, curriculum matters, and plan for special events. The teaming model was also well suited for visits by parents who wanted to meet with teachers about their children.

District wide initiatives in the area of curriculum occupied teachers during many half-days when the entire staff K-12 was able to work together to ensure alignment with the state frameworks, develop better assessments and grade level benchmarks, and to ensure that the district’s students are presented robust and challenging course work. The Middle School developed a data-based school improvement plan that aligned with the plans of the other
TOWN OF LITTLETON

district’s schools and the district as a whole. The plan focused on improved student achievement, improved school climate and increased parental involvement. Check point reports were submitted in February and June to gauge the school’s progress toward its goals by years end. The school was improving in all areas.

Many new and exciting special programs were begun during our inaugural year. Students were given the opportunity to participate in mini-courses during half days. These courses stressed non standard learning activities. Students learned how to cook and bake, they wrote poetry and painted murals, they participated in cross country skiing and volleyball. Students and teachers alike enjoyed the chance to spend time together learning new “life” skills.

Other events of note were: The 1st Annual Turkey Trot – a food donation project for Loaves and fishes in Devens, a Career Fair for eighth graders, the 1st Annual Art Show at Northern Trust Bank, and the 2nd Annual Talent Show. Under the direction of Dean Pamela Farrill, three small businesses were established. The students applied for and were given seed money by Youth Ventures Inc., a United Way affiliated company that supports youth inspired community service ventures. The businesses were; LMS School Store, a group working to establish a school store in the middle school; Entertainment Connection, an outreach program for senior citizens and youth; and Painting For People, a group dedicated to school and community beautification projects.

It was an exciting first year for the Middle School faculty and staff. We enjoyed many successes and firsts and were excited to finally have our own space. Not content to rest on our laurels, we are dedicated to taking Littleton Middle School to a higher level, making it one of the premier middle schools in the greater Boston area.

Robert E. Moore, Principal
Littleton Middle School

RUSSELL STREET SCHOOL PRINCIPAL REPORT
YEAR ENDING DECEMBER 31, 2002

The Russell Street School serving students in grade three through five is the second stage of the child’s educational experience in Littleton, connecting the primary school years to their middle school years. As such, our primary focus is to promote the intellectual, emotional, social, and physical growth of students through a developmentally appropriate academic program that motivates and inspires the child in the learning process. Our standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the creativity within each child. With an enrollment of 410 students, we currently, we have seven third grade, six fourth grade and five fifth grade classrooms with class size ranges from 20 –24 students in third grade and fourth grade and 24 – 26 students in fifth grade. We presently have 51 staff members, which include professional, support and service personnel to meet the needs of our students.
We offer a sequentially structured curriculum and educational practices which encourage our children to realize their highest potential for learning while enabling them to acquire a body of knowledge including the application of reasoning analytical and technological skills. Our environment encourages students to develop an appreciation for cultural diversity and an awareness of the interdependence of the global community.

The focus to continuously improve is a constant goal at the Russell Street School. Our School Council, with staff, parent and community representatives developed a long range School Improvement Plan identifying both short and long-term goals which was approved by the School Committee in December. Teachers through their actions, course work, grade level meetings, parent meetings and professional interactions are focused on how they can enrich the lives of students and prepare them for the challenges they will encounter in their future years. Students receive a variety of experiential opportunities that enhances the work they do in the classroom.

Student performance on MCAS is a priority. Through test analysis and review we continue to identify areas of weakness and have worked to strengthen the curriculum in the content areas. MCAS will be administered statewide this spring in grade three for reading, grade four for language arts and math and grade five for science and technology. MCAS results combined with other assessment results will give us a comprehensive overview of how well our students are mastering the standards set at each grade level.

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

We have also expanded our students’ appreciation for the Arts by providing many opportunities to grow in understanding of different cultures. The Parent Teacher Student Association has been very supportive with fundraising efforts to continue our cultural arts programming during the school year. We place great emphasis on enriching student-learning experiences by supporting our curriculum through a variety of projects including field trips. Our trips add greater dimension to our curriculum and have included such places as; The Concord Museum, One Room Schoolhouse, Historical Society, Classical Music demonstrations, Art Projects, Worcester Art Museum, Higgins Armory Museum, Christa McAuliffe Center, Old Burial Ground in Littleton, Littleton Light and Water Department and many more. We have many talented parents and community members who have been resources and have shared their knowledge and experiences with our students.
Russell Street has offered a wide variety of after-school enrichment activities this year in Theatre Arts, art, sports, mathematics, chess, crafts, and international cultures to name a few. We are fortunate to have the late bus option which allows many students to participate in our after school programs.

Technology is another area that goes hand in hand with all academic areas as teachers utilize this tool to further strengthen and expand students’ skills and knowledge base. Students are incorporating use of computers in researching and supporting academic areas being taught. We have expanded our access to the Internet and student resources continue to grow. Most of our classrooms are now wired for the Internet.

As a new principal I have spent my first few months talking with staff, parents and community members learning about the culture of the school and district. I am most appreciative of the support and warm welcome I have received. I would like to thank the Russell Street Staff for their support and the genuine excitement and dedication they demonstrate in working with their students. Our parents and PTSA have been exceptional in the support they give to our teachers and students. We thank you for all that you do, and the time and effort you give. I would also like to extend my appreciation to Dr. Livingston, our superintendent, and members of our school committee for their support and commitment given to the children of Littleton.

Jane R. Hall, Principal
Russell Street School

SHAKER LANE SCHOOL PRINCIPAL REPORT
YEAR ENDING DECEMBER 31, 2002

Shaker Lane School continues to house Nursery to Grade two classes for the Town of Littleton. A transitional program provides for children who may not be developmentally ready to enter grade one. The school provides the Concord Area Special Education Collaborative (CASE) with a classroom for kindergarten through grade two students with language and hearing disabilities and a classroom for children whose acquisition of language, pre-academic skills, social skills and academics have been slowed by two or more of the following: Attention Deficit Disorder, Language-based Learning Disability, Pervasive Developmental Disorder or a Neurologically-based Learning Dysfunction. School enrollment this year, including CASE students, is 476 students.

This year, Kristen Mamos joined our staff as a special education teacher in our Early Childhood Programs and we also welcomed Charlotte Bishop, CASE Teacher.

As mandated by the Education Reform Act, the role of the School Council at Shaker Lane School is to formulate the School Improvement Plan and to review the school’s budget. The members for 2002-2003 are: co-chairpersons, Richard Faherty, Principal and Cathy Arena, Parent Representative; Ed Fultz, Parent Representative; Bill Sager, Parent Representative;
Emily Popolizio, Teacher Representative; Marlee Roberts, Teacher Representative; and Catherine Zwolinski, Teacher Representative. The School Council is presently focusing on two district goals:

1. Create and implement a challenging and comprehensive Pre-K—12 curriculum that meets the needs of all students and is consistent across grade levels.
2. Inspire energy and excitement in a respectful, responsive, and creative culture where everyone feels safe taking risks to challenge themselves in pursuit of teaching and learning.

Our new report cards that were piloted last year have been put into place. Parents and staff were surveyed after the second trimester of last year, and many of their suggestions were incorporated into our new report cards. Annual and trimester benchmarks were established in both Mathematics and Language Arts, and benchmarks for each trimester are sent home with report cards.

In addition to encouraging optimum academic achievement, at Shaker Lane we continue to advocate human values that develop social awareness and mutual respect in our global society. We strive to provide each child the opportunity to interact positively with peers and adults, to respect and share ideas, and to develop a positive self-esteem. The interdependence of students, parents, teachers, and community is essential for the achievement of educational excellence in our child-centered school. The foundation of our values program is our HEART Program. Through direct teaching and modeling, along with constant visual and oral reminders throughout our community, it is our hope that these core values will become embedded in our culture. They are a clear representation of what we believe in as a school community and represent our standards for high expectations for learning and behavior for both students and faculty.

In June of this year Shaker Lane students, staff and families said good-bye to Judy Warner, who retired after twenty-five years of work in education. Mrs. Warner was instrumental in bring the Reading Recovery Program to Shaker Lane. This the tenth year Shaker Lane School has been affiliated with the Reading Recovery program. Reading Recovery is an early intervention program for first graders who are at risk of low achievement in reading. This is the seventh year Shaker Lane School has been a training site for area school districts.

The PTSA continues to support the students and the school. Through the efforts of the PTSA and the Cultural Enrichment Committee students have been exposed to opera, cultural activities, and musical presentations that have complimented the curriculum. Through the generosity of the PTSA, this past spring during “Author’s Week”, four authors visited Shaker Lane. They not only shared their work with our students, but students also had the opportunity to hear the process that the authors went through in creating their work. These events and performances have helped to extend our students' appreciation for the arts and increased their awareness of different cultures and traditions.

Richard M. Faherty, Principal
Shaker Lane School
## TOWN OF LITTLETON

### LITTLETON ENROLLMENT BY GRADES

**October 1, 2002**

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### TEN-YEAR HISTORY – LITTLETON PUBLIC SCHOOLS ENROLLMENT

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<th>YEAR OCTOBER 1</th>
<th>TOTAL PUPIL ENROLLMENT</th>
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Number of School Choice (non-resident) students attending Littleton Public Schools during 2002-2003 school year: 29
Number of Littleton Students at Nashoba Valley Technical School: 16
Students from Littleton Attending Special Classes in Out-of-District Schools: 29
NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Administration
Judith L. Klimkiewicz Superintendent
Victor Kiloski Assistant Superintendent/Principal
TBD Director of Pupil Personnel
Carol Hiedenrich Director of Technology
Charry Burgess Dean of Students
Nicholas DeSimone Facilities Manager
George Kalarites

School Committee
Peter Bagni Chelmsford Alternates
Robert Joyce Chelmsford
Samuel Poulten – Secretary Chelmsford William Foster Littleton
Deborah D’Agostino Groton Joy Dalrymple Pepperell
Augustine Kish Littleton Ralph Hulslander Chelmsford
Hajo Koester
Barbara Sherritt Townsend
Irene Machemer, Chairman Townsend
Joan O’Brien, Vice Chairman Westford
Garry Ricard Pepperell
Jerrilyn Bozicas Pepperell
Al Buckley Pepperell
Dolores Guercio Shirley
* Div VIII Liaison – S Poulten

SCHOOL DATA
Type: Public, regional, four-year vocational technical high

Student Enrollment: As of October 1, 2002

Chelmsford 129
Groton 89
Littleton 45
Pepperell 21
Shirley 112
Townsend 96
Westford 96
Ayer 45
School Choice 54

Total Enrollment 528

Accreditation: New England Association of Schools and Colleges.
College Board Code Number : 222-333  
Faculty : 59 certified teachers  
Pupil Teacher Ratio : 10:1  
Calendar - Three twelve-week trimesters. Eight 45-minute periods, five days per week.  
The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

Vocational-Technical Programs
- Auto Body Repair
- Automotive Technology
- Banking, Marketing & Retail
- Construction/Cabinet Making
- Culinary Arts
- Dental Assistant
- Early Childcare Education
- Electrical Technology
- Electronics/Robotics
- Graphic Communications
- Horticulture/Landscape Design
- Hotel/Restaurant Management
- Machine Tool Technology
- Medical Occupations
- Office Technology/Telecommunications
- Painting & Decorating/Interior Design
- Plumbing/Heating
- Pre-Engineering

SOON TO COME: Theater Arts/TV Media Production and Environmental Engineering

MCAS INTENSIVE PROGRAMS
Nashoba has had an MCAS Summer Program for the last three years for incoming students and current students free of charge. MCAS Academies in English and Math are provided for freshment and sophomores during the school day. Academic Success Center is an after school for ninth through eleventh grade students focusing on individualized assistance in areas of weakness. Individual Student Success Plan assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student’s regular academic teachers to help the student improve on these targeted areas. Eleventh Grade Academies allows any student needing to retake the test the opportunity to attend English and Math Academy.

SPECIAL ACADEMIC PROGRAMS
College preparatory courses are available in all core subjects  
Foreign language is offered all four years for interested students.  
Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

STUDENT ACTIVITIES
Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. Nashoba sports programs have no user fees.
The Kids Career Exploration Program
A free program for Four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career. Programs are subject to change from year to year.

Continuing & Community Education
Approximately fifteen hundred adults attend this evenings run program a school year.

Summer Programs
Nashoba Valleys Allst★rs Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.
The Metropolitan Area Planning Council (MAPC) is the regional planning agency for the 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials, as well as a broad range of other public and private interest groups, to address issues of regional importance. Council membership consists of municipal government representatives, gubernatorial appointees, and city and state agencies.

As one of fourteen members of the Metropolitan Planning Organization (MPO), MAPC shares oversight responsibility for the region's federally funded transportation program. MAPC is also the federally designated economic development district for the region, responsible for creating an annual economic development plan.

The Council provides technical assistance and professional resources in land use, the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy, and inter-local partnerships that strengthen the efficient and effective operation of local governments. MAPC has a state-of-the-art Geographic Information Systems (GIS) Laboratory and a highly respected Metro Data Center.

Funding comes from municipal, state, federal, and private grants and contracts and a per capita assessment on member communities.

MAPC staffs and supports eight sub-regional councils whose members, appointed by chief elected officials and planning boards, work together to address issues of mutual concern. This community is a member of the Minuteman Advisory Group on Interlocal Coordination (MAGIC). This year MAGIC has sponsored major events on housing and economic development; launched efforts to improve service on the Fitchburg Commuter Rail Line; held two legislative breakfasts; provided input into transportation planning and funding documents; reviewed developments of regional impact; and, with MAPC staff expertise, provided intensive training to local staff and boards in how to use Geographic Information Systems (GIS).

In a variety of other ways, MAPC provides leadership and services that respond to regional challenges and demands. These include:

- Facilitating the MPO Working Group that is developing criteria to prioritize transportation projects funded through the Transportation Improvement Program (TIP). MAPC has met with communities in each sub-region to develop these criteria.
• Crafting, with allied organizations, recommendations to established a statewide Community Roads Program, which would simplify the design process for particular types of roads to preserve community character. The program allows certain improvements to proceed without lengthy design waiver processes or adherence to AASHTO design criteria.
• Publishing *Decade of Change*, a report that uses new 2000 Census data and other sources to highlight growth trends in the region during the 1990s, and a companion volume of *Community Profiles* for each city and town;
• Providing build-out analyses to all 101 municipalities to enable them to understand impacts of potential growth and take steps to manage it;
• Reviewing and commenting on key state legislation and regulations that affect communities, such as amendments to Title 5, which regulates septic systems;
• Joining with other regional agencies to facilitate “Vision 2020,” a long-range planning process for Southeastern Massachusetts;
• Participating in the establishment and management of the I-495 Initiative, a public-private forum that is examining growth impacts along the I-495 corridor;
• Partnering with others in a US Department of Labor funded Welfare-to-Work project that focuses on transportation barriers faced by low-income communities;
• Establishing Regional Services Consortiums that help municipal managers to improve regional communication, information exchange, resource sharing, and collaborative action, including the collective purchasing of supplies and services;
• Facilitating the establishment of the Metropolitan Mayors’ Coalition, comprising Boston and nine surrounding cities, to work on common issues, including health care costs, emergency preparedness, group purchasing;
• Assisting communities in visioning and designing scopes for Executive Order 418 Community Development Plans;
• Informing communities about the new Pictometry Imagery Technology and acting as regional distributor for such imagery; and
• Conducting a multi-year regional visioning exercise that includes broad-based participation from all sectors of the region (see below).

**The Regional Visioning Project: Developing a Regional Growth Strategy for Metro Boston**

In one of the most exciting developments in the last year, MAPC launched a new civic process to create an updated Regional Growth Strategy for metropolitan Boston. MAPC is working with city and town governments and various other stakeholders to create a vision and strategy that puts the region on a sustainable path in terms of land use, economic, environmental, and social issues.

The initiative was launched at a Boston College Citizens Seminar in May 2002. More than 400 people from a wide range of local and regional groups attended, and many have remained involved through the Process Design Team. That team, with more than 150 stakeholders from various fields of expertise, has been meeting to develop a design for the regional vision and growth strategy.
TOWN OF LITTLETON

We will continue to look for leaders in our 101 city-and-town region who would like to get involved and/or lend their support for this regional effort. Please contact MAPC if you would like to become involved in this process.

MAPC welcomes Marc Draisen as the new MAPC Executive Director

In October, MAPC was pleased to welcome Marc Draisen as its new Executive Director. Marc has a diverse background, including service as a State Representative and most recently as Executive Director of the Massachusetts Association of Community Development Corporations. He is an expert in housing issues, economic development, legislative process, and regional collaboration.
THE SHADE TREE COMMITTEE

YEAR ENDING DECEMBER 31, 2002

The Shade Tree Committee consists of the Tree Warden and four members appointed by the Selectmen. We work to further the planting and protection of shade trees, for beauty, clean air, and increased property values. Meetings are open to the public and are held the second Tuesday of the month at 9:30 a.m. at the Conservation Commission Office in the Town Office Building on Shattuck Street.

Every few years the committee offers free trees to homeowners. This year 20 bare root Elms (Ulmus x Accolade) were planted by request and elsewhere at the discretion of the Committee/Tree Warden.

Every year the Committee, along with the Littleton Country Gardeners and the Light and Water Department, gives small trees to the third grade students. This year we gave Asiatic Dogwoods (Cornus kousa) as part of the annual Arbor Day celebration.

The remainder of the budget was used to plant 2" caliper shade trees at selected sites throughout town. (Anyone reading this who sees a newly planted town tree near their home or business, please consider giving it a good watering if the weather is at all dry. Thanks.)

The Committee continues to track the progress of trees planted by us in previous years, aiding future decisions about species, planting methods, and maintenance requirements.

There is a Commemorative and memorial tree program designed to provide a means of honoring individuals or organizations. A plaque in the Reuben Hoar Library identifies recipients, donors and tree locations. This year an elm was planted in the cemetery to remember Ed Bell. We, of course, remember Ed as a friend and founding member of the Shade Tree Committee, who ministered to the ailing elm population in town with the same caring he afforded his many patients.

We continue to review subdivision plans passed on to us by the Planning Board. All new subdivisions require shade tree plantings according to our bylaws. For older subdivisions or neighborhoods in need of trees, the Committee welcomes local initiatives and would eagerly work with any small group. Contact any member to share ideas or ask questions.

Respectfully submitted,
Kim Ahern
Barbara Chapin
Jim Clyde, Tree Warden

Rick Findlay
Walter Higgins
The Park and Recreation Commission consists of five residents elected by the town voters. The Commission is a policy-making board responsible to the town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goal of the Commission is to deliver programs that are cultural, social, mental and physical based and which are presented at well-maintained parks and facilities. They are concerned with meeting appropriate community based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to full participation in any Littleton Recreation program. The Park and Recreation meetings are held on the second Monday of each month, unless otherwise posted. The meetings are open to the public and are posted at Town Hall. Park and Recreation is located at the Shattuck Street Community Building and the office is open Monday through Friday 9:00 a.m. – 4:00 p.m.

The year 2002 was a fabulous year for services in Park and Recreation. With the availability of the new high school, we have been able to increase our offerings to both the adult and youth population. Adults now have choices as varied as yoga and pilates to volleyball and indoor soccer. Children have numerous offerings including eight different summer camps from which to choose.

Our goals for the year ahead include a plan for feasibility and construction of a construction, or acquiring and renovating a space for a community center. In addition, we are looking forward to implementing the plan for landscaping and construction of the recreational area at 300 King Street. We will continue the past goals of increasing program offerings and maintenance of the website. We look forward to a progressive year filled with exciting new programs and increased enrollment from Littleton and the area communities.

We would like to take this opportunity to express our gratitude to all the volunteers, board members, coaches, assistants and others who have given their time and energy to help us deliver quality programs to the youth and adults of Littleton. We could not provide the service to the community without your help.

Respectfully submitted,

Fredrick Freund, Chair
Ivan Pagacik, Vice Chair
Gregg Champney
Albert Gregory,
Anita Harding
ANNUAL REPORT 2002

VETERAN’S AGENT REPORT

YEAR ENDING DECEMBER 31, 2002

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws, and is administered under State guidelines to provide information, advise, and assistance regarding benefits to Veterans, Veteran’s dependents, widows and children of deceased Veterans. All applications for Veterans benefits were processed or passed on to other authorities.

All Veterans graves, in the Towns two cemeteries, were visited and found to be suitably cared for. A flag was placed on each one for Memorial Day. There were 4 burials of U. S. Veterans, in the Littleton cemetery, listed below.

Ralph Leo Kilpatrick          March 22, 2002          Korea          Navy
James Edward Nolan, Jr.       April 3, 2002           World War II  Army
Donald Brown Prouty           April 14, 2002          World War II  Navy
Donald Paul Ellis             May 27, 2002           World War II  Navy
Richard Walter Taylor         July 12, 2002           Korea          Army
Gerald Joseph Boyle           July 14, 2002           World War II  Marines
John Saywood Bates            June 29, 2002           World War II  Coast Guard
Robert Ivan Fogarty           August 3, 2002          World War II  Navy
John Freeman Blake, Jr.       August 20, 2002          World War II  Navy

If you know of a Veteran whose grave has not been recognized or Veterans in need of assistance please contact the Town Hall at 952-2325.

CHARLES C. WRIGHT,
Director of Veterans Services
Veterans Agent
Veterans Graves Officer
Hours:  By Appointment Only
The past year has been productive at both cemeteries. The Massachusetts Historical Society has issued all the permits necessary regarding the remains in the Lucy Kimball tomb. It is expected that as soon as the weather permits, the work will commence. The cemetery is in receipt of an additional $5000.00 from the Couper Foundation, which will allow work to be done on the exterior walls of the tomb that faces White Street.

At Westlawn Cemetery, a new walkway was constructed in the old section. It has a sitting area as well.

The Tree Memory Program appears to be popular. Nineteen trees have been donated during 2002 in memory of loved ones and more people have indicated interest.

The newest section of the cemetery is in the process of further expansion, the outside areas of the Davis Loop drive. Lots will be ready for sale by Memorial Day. These are choice lots.

It has been a number of years since the last flag retirement service at Westlawn. Because of the coordinated efforts of our Fire Chief, Veterans Agent and Cemetery Administrator, a solemn service was held behind the Administration Building on November 11, 2002 at 11:00 AM. Well over 200 American Flags were ceremoniously retired by burning. Chairman of the Board of Selectmen, Paul Glavey spoke of war and remembrance. Though it was a very wet day, a few hearty souls attended the service. We are very appreciative of everyone’s efforts.

As of February 5, 2002, by means of the tireless efforts of Walter Higgins, the Old Burying Grounds is now on the National Historic Register. It is the first Town owned property to have this distinction. During the fall a service was held at the Old Burying Grounds to unveil the plaque and pay tribute to Walter’s successful efforts.

2003 will see the normal cemetery maintenance work continue. As with all Town departments, the Cemetery Department will be very conservative in how it spends funds this year.

As in past years, the Cemetery Commissioners continue to appreciate and value the work of the employees of the Cemetery Department and others who provide valuable assistance and services.

LITTLETON CEMETERY COMMISSIONERS
DAVID BADGER, Chairman DEBORAH WILLIAMS, Secretary
SUSAN FOUGSTEDT, Treasurer
BOARD OF HEALTH

YEAR ENDING DECEMBER 31, 2002

During the year 2002, the five members of the Littleton Board of Health held thirty-eight public meetings in order to discuss Board policy and issue permits under appropriate restrictions to protect the public health and environment. Between meetings, the day-to-day field work consisting of inspections and home visits were carried out by the Board’s agent, Nashoba Associated Boards of Health and the Nashoba Nursing Service. The Board Chairman, the Board Secretary and the Nashoba staff all respond to questions from Littleton residents on a daily basis. The local Littleton Board of Health also collected $7,216.00 in fees to offset expenses. These fees went into the General Fund.

During the past year, the Littleton Board of Health issued eighty-four septic system construction permits; seven well permits were issued; fifty-one food license permits were issued and periodic inspections of food service establishments were conducted. We were also active during the past year in the enforcement of state housing code, particularly where safety issues for tenants and neighbors were of issue. The Board worked closely with its agent, Nashoba Associated Boards of Health and Town Counsel to cause safe wastewater facilities to be installed to correct long-standing deficiencies.

The Board was also involved in supporting the Massachusetts Department of Public Health (DPH) in the West Nile surveillance effort. Reports of dead birds were referred to DPH and dead bird samples were collected and transferred to DPH’s laboratory in Jamaica Plain. The Board also oversaw weekly sampling of town beach for water quality during the summer months.

The Board has been kept informed of federal and state efforts as a result of the 9/11 attacks to support local bioterrorism response. Board members have kept informed of this information and have assisted the press in developing information for residents to protect themselves.

During 2002, all board members participated in certification meetings of the Massachusetts Association of Health Boards. Additionally, the Chairman was appointed to the Senior Housing Committee whose purpose is to oversee Chapter 40B housing development projects. Also, the Board continues to monitor and review the commercial proposal for Andrew’s Crossing at the Common.

The Board wishes to thank John Poikonen for his service last year and welcomes new member Kelli Harte to the Board. The Board also wishes to thank the many citizens who communicate their concerns and all other Town Departments for the continued cooperation.

RESPECTFULLY SUBMITTED,
Peter M. Cassinari, Chairman       Stephen Foss, Vice-Chairman       Thomas Grady, Clerk
Kelly Hart                         Robert Zimmerman

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NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Littleton. In 2002 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Response area wide to the bioterrorism threat following the 9/11/01 attack by answering inquiries from other local departments, through coordination with the Massachusetts Department of Public Health (MDPH) on their Citizens Advisory Committee in developing the scope of their $13 million dollar Centers for Disease Control grant to better prepare the public health response to future events. Updated Nashoba internet web site to respond to need for information. (See nashoba.org)
- Response to the bioterrorism threat through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency and through coordination and communication with the Northern Middlesex Regional Emergency Planning Committee (LEPC) of which Littleton is a member.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Littleton’s Board of Health. Included in the day-to-day work of Nashoba in 2002 were the following:

- Through membership in the Association Littleton benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
• Nashoba Nursing Service is the regional vaccine depot for MDPH. As such it is a valuable resource for the regular distribution of vaccines to physicians in the area, provides regular public immunization clinics, and is positioned and equipped to provide for larger scale immunizations should MDPH require them.

• Provided health education programs in collaboration with the Littleton Council on Aging.

• Collaborated with Montachusett Home Care around elders at risk and other safety issues.

• Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day’s end.

• Provided assistance to Littleton for tobacco control efforts through Department of Public Health grant award.

• Continued active professional relationship with Massachusetts Association of Health Boards (MAHB), the only statewide professional association representing Littleton and other local Nashoba Boards, as an elected member of the Executive Committee of MAHB. Participated in MAHB’s Advanced Certification Program.

By the Littleton Board of Health’s continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service, under local control, at a reasonable cost!

TOWN OF LITTLETON

Environmental Health Department

Environmental Information Responses

Littleton Office (days)................................. 82

The Nashoba sanitarian is scheduled to be available for the public on Tuesday and Thursday mornings at the Littleton Board of Health Office. Other meetings occur informally.

This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.

Food Service Licenses & Inspections.................... 87

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. Most licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp/School Inspections......................... 20

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations...................... 25

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance.
Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

**Septic System Test Applications**................................. 105
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

**Septic System Lot Tests**.................................. 165
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer which serve as the basis of the design of the septic system.

**Septic System Plan Applications (new lots)**............. 38
**Septic System Plan Applications (upgrades)**............. 53
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

**Septic System Plan Reviews** .................... 167
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

**Septic System Permit Applications (new lots)**......... 29
**Septic System Permit Applications (upgrades)**........ 55
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

**Septic System Construction Inspections**....... 278
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

**Septic System Consultations**............................... 581
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

**Well Permits**.................................................. 7
Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

**Rabies Clinics - Animals Immunized**....................... 39
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

**Nashoba Nursing Service**

**Nursing Visits**.................................................. 2131
Nashoba’s Certified Home Health Registered Nurses visit patients at home under their physician’s orders to provide an assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

**Hospice**............................................................. 1161
Nashoba’s Certified Home Hospice provides full range of terminal care services to patients who elect this program. In addition to nursing and therapy services, Hospice patients may benefit from nutrition, social work, and spiritual bereavement care as well as volunteer services.

**Physical Therapy Visits**................................. 1080
Nashoba Therapists provide skilled therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

**Medical Social Service Visits**....................... 44
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

**Home Health Aide Visits**.................................. 1270
Nashoba’s Certified Home Care Aides provide assistance with bathing dressing, exercises and meal preparation.

**Local Well Adult, Support Groups, & Other Clinic Visits**.................. 452
Included are 62 health promotion home visits. Also well adult clinics, and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 281 persons. Other clinics included cholesterol, exercise, mental health and bereavement clinics.

**Communicable Disease Reporting & Control**
Nashoba’s Nursing Service & Environmental Health Department work together to meet the local Board of Health’s responsibilities under the law to do the following:
- Investigate and control the spread of communicable diseases within Littleton (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

**Dental Health Department**
**Examination, Cleaning & Fluoride - Grades K, 2 & 4**
Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.

- **Students Eligible**................................. 432
- **Students Participating**.......................... 250
- **Referred to Dentist**............................. 21

**Instruction - Grades K, 1 & 5**
Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

<table>
<thead>
<tr>
<th>Number of Programs</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Participating</td>
<td>432</td>
</tr>
</tbody>
</table>

**Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)**

| Students Participating | 227 |
ANNUAL TOWN MEETING WARRANT
MONDAY, MAY 5, 2003

Commonwealth of Massachusetts, Middlesex, ss:
To the Constable of the Town of Littleton, Massachusetts in said County:

In the name of the Commonwealth of Massachusetts you are hereby required to notify the legal voters of the said Town of Littleton, qualified to vote at said meeting for the transaction of Town Affairs to meet in the Gymnasium of the Middle School on Russell Street in said Littleton, on Saturday, the third day of May, 2003 at 8:00 a.m. by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the third day of May, 2003, then and there to act on the following articles, viz:

ARTICLE 1:

One Moderator for one year; one Treasurer for three years; one Town Clerk for one year; one Selectman for three years; one Cemetery Commissioner for three years; one Commissioner of Trust Funds for three years; two Park and Recreation Commissioners for three years; two Assessors for three years; one Board of Health Member for three years; two Electric Light Commissioners for three years; two Water Commissioners for three years; two School Committee Members for three years; two Trustees of the Library for three years; one Planning Board member for five years; one Housing Authority member for five years.

QUESTION 1:

Shall the Town of Littleton be allowed to assess an additional $300,000.00 in real estate and personal property taxes for the purpose of making repairs to or replacing the Fire Department’s ladder truck for the fiscal year beginning July 1, 2003?

QUESTION 2:

Shall the Town of Littleton be allowed to assess an additional $500,000.00 in real estate and personal property taxes for the purpose of replacing the Russell Street School roof for the fiscal year beginning July 1, 2003?

QUESTION 3:

Shall the Town of Littleton be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to design and build a wastewater treatment system for the new Littleton Middle School?
QUESTION 4:

Shall the Town of Littleton accept Section 2D of Chapter 59 of the General Laws, which provides for taxing certain improved real property based on its value at the time an occupancy permit is issued?

For these purposes the polls will be open at 8:00 a.m. and will be closed at 8:00 p.m.

YOU ARE FURTHER REQUIRED IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS TO NOTIFY THE LEGAL VOTERS OF SAID TOWN OF LITTLETON AS AFORESAID TO MEET AT THE HIGH SCHOOL AUDITORIUM, 56 KING STREET IN SAID LITTLETON ON MONDAY, THE FIFTH DAY OF MAY, 2003 AT 7:00 P.M., THEN AND THERE TO ACT UPON THE FOLLOWING ARTICLES:

ARTICLE 1:

To choose all other necessary Town Officers and Committees.

ARTICLE 2:

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

ARTICLE 3:

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2003, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action relative thereto

TOWN TREASURER
**ARTICLE 4:**

To see if the Town will vote to raise and appropriate or transfer from available funds, sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials, or to take any other action relative thereto.

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>EXPENDED FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL GOVERNMENT</strong></td>
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<tr>
<td>Moderator</td>
<td></td>
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<tr>
<td>1. Moderator</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
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<tr>
<td><strong>Selectmen/Town Administrator</strong></td>
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<tr>
<td>2. Salaries and Wages</td>
<td>$121,016.00</td>
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<td>$100,018.00</td>
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<tr>
<td>3. Expenses</td>
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<td>4. Legal Expense</td>
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<td><strong>Town Accountant</strong></td>
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<td>5. Salaries and Wages</td>
<td>$65,647.00</td>
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<td>6. Expenses</td>
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<td>7. Audit Expense</td>
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<td>$95,922.00</td>
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<td>9. Expenses</td>
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<td><strong>Elections and Registrations</strong></td>
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<td>10. Salaries</td>
<td>$4,862.00</td>
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<tr>
<td>11. Expenses</td>
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<td><strong>Conservation Commission</strong></td>
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<tr>
<td>12. Clerk</td>
<td>$21,875.00</td>
<td>$23,714.00</td>
<td>$20,869.00</td>
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<tr>
<td>13. Expenses</td>
<td>$3,409.00</td>
<td>$3,400.00</td>
<td>$1,800.00</td>
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## TOWN OF LITTLETON

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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<tbody>
<tr>
<td><strong>Treasurer</strong></td>
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<tr>
<td>14. Salaries and Wages</td>
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<td>16. Short Term Interest</td>
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<td><strong>Tax Collector</strong></td>
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<td><strong>Board of Assessors</strong></td>
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<tr>
<td>20. Salaries and Wages</td>
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<td>21. Expenses</td>
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<td><strong>Town Clerk</strong></td>
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<td>22. Salaries and Wages</td>
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<td>23. Expenses</td>
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<td>$650.00</td>
<td>$650.00</td>
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<td><strong>Planning Board</strong></td>
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<tr>
<td>24. Salaries and Wages</td>
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<td>25. Expenses</td>
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<td><strong>Finance Committee</strong></td>
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<td>26. Expenses</td>
<td>$2,745.00</td>
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<td>27. Reserve Fund</td>
<td>$88,626.00</td>
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**TOTAL GENERAL GOVERNMENT**

|                | $1,991,869.00 | $1,676,841.00 | $999,617.00 |

170
<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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<tbody>
<tr>
<td><strong>PROTECTION OF PERSONS AND PROPERTY</strong></td>
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<tr>
<td><strong>Police Department</strong></td>
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<tr>
<td>28. Salaries and Wages</td>
<td>$969,785.00</td>
<td>$989,829.00</td>
<td>$984,932.00</td>
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<tr>
<td>29. Expenses</td>
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<td>$82,470.00</td>
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<td>30. Parking Clerk Expenses</td>
<td>$176.00</td>
<td>$400.00</td>
<td>$400.00</td>
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<tr>
<td><strong>Fire Department</strong></td>
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<tr>
<td>31. Salaries and Wages</td>
<td>$508,530.00</td>
<td>$536,983.00</td>
<td>$518,870.00</td>
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<td>32. Expenses</td>
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<td>Transfer from Ambulance Receipts</td>
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<td><strong>Control Center</strong></td>
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<tr>
<td>33. Salaries and Wages</td>
<td>$228,453.00</td>
<td>$219,651.00</td>
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<td>34. Expenses</td>
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<td>$20,400.00</td>
<td>$19,260.00</td>
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<td><strong>Animal Control</strong></td>
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<td>35. Contract Expenses</td>
<td>$220.00</td>
<td>$26,000.00</td>
<td>$26,000.00</td>
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<td>Transfer from B. Sampson Relief of Animals Fund</td>
<td>($500.00)</td>
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<tr>
<td>Transfer from Dog License Fees</td>
<td>($2,600.00)</td>
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<tr>
<td><strong>Emergency Management</strong></td>
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<td>36. Emergency Management Agency</td>
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<td><strong>Sealer of Weights and Measures</strong></td>
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<td>37. Expenses</td>
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<td>$200.00</td>
<td>$200.00</td>
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<td><strong>Building Commissioner</strong></td>
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<tr>
<td>38. Salaries and Wages</td>
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<td>39. Expenses</td>
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### TOWN OF LITTLETON

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Appeals</strong></td>
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</tr>
<tr>
<td>40. Wages</td>
<td>$3,149.00</td>
<td>$3,198.00</td>
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<td>41. Expenses</td>
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<td><strong>TOTAL PROTECTION OF PROPERTY</strong></td>
<td>$1,998,978.00</td>
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<td><strong>Health and Sanitation</strong></td>
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<tr>
<td><strong>Board of Health</strong></td>
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<tr>
<td>42. Wages</td>
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<td>43. Expenses</td>
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<tr>
<td>44. Animal Inspector</td>
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<td>45. Town Nursing Salary</td>
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<td>46. Eliot Clinic</td>
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<tr>
<td>47. Concord Family Services</td>
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<tr>
<td><strong>TOTAL HEALTH AND SANITATION</strong></td>
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<td>$43,980.00</td>
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<td><strong>Highways</strong></td>
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<td><strong>General Highways</strong></td>
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<td>48. Salaries</td>
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<td>49. Expenses</td>
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<tr>
<td>50. Snow and Ice Removal - Expense</td>
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<td><strong>Transfer from Transfer Station Stickers</strong></td>
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<td><strong>TOTAL HIGHWAYS</strong></td>
<td>$1,134,002.00</td>
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### Cemetery Department

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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<tbody>
<tr>
<td>52. Salaries and Wages</td>
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<td>53. Expenses</td>
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<tr>
<td>Transfer from Sale of Lots</td>
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<tr>
<td>Transfer from Interest on Perpetual Care</td>
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<tr>
<td>Transfer from Perpetual Care Trust</td>
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<td>($94,900.00)</td>
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<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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</table>

**TOTAL CEMETERIES** $98,322.00 $122,875.00 $124,900.00

### Veteran's Services

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<tr>
<td>54. Benefits and Services</td>
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<td>55. Veteran's Agent Salary</td>
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<td>56. Expenses</td>
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<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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**TOTAL VETERAN'S SERVICES** $4,750.00 $4,750.00 $4,750.00

### Reuben Hoar Library

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<thead>
<tr>
<th>LINE ITEM</th>
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<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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**TOTAL LIBRARY** $378,872.00 $375,123.00 $376,424.00

### Council on Aging

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<td>59. Salaries and Wages</td>
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<td>60. Expenses</td>
<td>$20,299.00</td>
<td>$20,389.00</td>
<td>$18,389.00</td>
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<table>
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<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY 02</th>
<th>APPROPRIATED FY 03</th>
<th>RECOMMENDED FY 04</th>
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</thead>
</table>

**TOTAL COUNCIL ON AGING** $95,035.00 $97,371.00 $86,943.00
## TOWN OF LITTLETON

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY02</th>
<th>APPROPRIATED FY03</th>
<th>RECOMMENDED FY04</th>
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<tbody>
<tr>
<td><strong>Park and Recreation Department</strong></td>
<td></td>
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<tr>
<td>61. Salaries and Wages</td>
<td>$80,177.00</td>
<td>$104,900.00</td>
<td>$76,906.00</td>
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<td>62. Expenses</td>
<td>$4,640.00</td>
<td>$4,640.00</td>
<td>$4,640.00</td>
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<td><strong>TOTAL RECREATION DEPARTMENT</strong></td>
<td>$84,817.00</td>
<td>$109,540.00</td>
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<tr>
<td><strong>Pensions and Benefits</strong></td>
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<tr>
<td>63. County Retirement</td>
<td>$412,169.00</td>
<td>$473,565.00</td>
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<tr>
<td>64. Group Insurance</td>
<td>$1,226,973.00</td>
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<td><strong>TOTAL PENSIONS AND BENEFITS</strong></td>
<td>$1,639,142.00</td>
<td>$1,581,565.00</td>
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<td><strong>Unclassified</strong></td>
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<td>65. Gasoline</td>
<td>$50,000.00</td>
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<td>66. Insurance</td>
<td>$158,400.00</td>
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<td>67. Memorial Day</td>
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<td>68. Patriots' Day</td>
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<td>69. Historical Commission</td>
<td>$3,000.00</td>
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<td>70. Merrimack Valley Library Consortium</td>
<td>$21,339.00</td>
<td>$26,011.00</td>
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<td>71. Telephone - Town Offices</td>
<td>$61,993.00</td>
<td>$40,000.00</td>
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<td>72. Town Reports</td>
<td>$7,000.00</td>
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<td><strong>TOTAL UNCLASSIFIED</strong></td>
<td>$302,568.00</td>
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<td>LINE ITEM</td>
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<td>APPROPRIATED FY03</td>
<td>RECOMMENDED FY04</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
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<td>-----------------</td>
</tr>
<tr>
<td>School Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73. Salaries and Expenses</td>
<td>$11,116,456.00</td>
<td>$11,768,404.00</td>
<td>$12,087,970.00</td>
</tr>
<tr>
<td>Transfer from L.H. Zappey Fund</td>
<td></td>
<td>($200.00)</td>
<td></td>
</tr>
<tr>
<td>Transfer from Hildreth Fund</td>
<td></td>
<td>($1,500.00)</td>
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<tr>
<td>Transfer from Goldsmith Fund</td>
<td></td>
<td>($100.00)</td>
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</tr>
<tr>
<td>Transfer from Johnson School Fund</td>
<td></td>
<td>($200.00)</td>
<td></td>
</tr>
<tr>
<td>Transfer from Free Cash</td>
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<td>($215,000.00)</td>
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<td>TOTAL SCHOOL DEPARTMENT</td>
<td>$11,116,456.00</td>
<td>$11,768,404.00</td>
<td>$12,087,970.00</td>
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</table>

**LINE ITEMS NOT REQUIRING A VOTE**

**Assessments**

| 74. Nashoba Valley Technical School | $29,241.00 | $106,224.00 | $275,379.00 |
| 75. Nashoba Board of Health | $20,415.00 | $20,415.00 | $20,415.00 |
| 76. B&M Crossing Maintenance | $2,806.00 | $2,806.00 | $2,806.00 |
| TOTAL ASSESSMENTS | $52,462.00 | $129,445.00 | $298,600.00 |

| 77. Debt and Interest | $1,068,262.00 | $1,278,372.00 | $4,015,763.00 |
| Transfer from Stabilization Fund | | ($1,119,141.00) | |
| Transfer from Electric Light Operating Cash Account | | ($246,424.00) | |
| Transfer from Self Help Reimbursement | | ($18,000.00) | |
| Transfer from Conservation Cell Tower funds | | ($14,625.00) | |
| Transfer from Overlay Surplus | | ($50,000.00) | |
| Transfer from Cable Access Fund | | ($20,000.00) | |
| Transfer from Bond Premiums | | ($104,649.00) | |
| Transfer from Accrued Interest | | ($52,000.00) | |
| TOTAL NOT REQUIRING A VOTE | $1,120,724.00 | $1,407,817.00 | $4,314,363.00 |

**TOTAL MUNICIPAL BUDGET | $20,003,168.00 | $20,720,146.00 | $23,574,406.00**
TOWN OF LITTLETON

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACTUAL FY02</th>
<th>APPROPRIATED FY03</th>
<th>RECOMMENDED FY04</th>
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</thead>
<tbody>
<tr>
<td><strong>WATER DEPARTMENT (ENTERPRISE FUND)</strong></td>
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<td>Salaries and Wages</td>
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<td>Expenses</td>
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<td>Debt Service</td>
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<tr>
<td>Reserve Fund</td>
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<td>$100,000.00</td>
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<tr>
<td><strong>TOTAL WATER DEPARTMENT</strong></td>
<td>$1,196,005.00</td>
<td>$1,278,940.00</td>
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<td><strong>TOTAL ARTICLE 4</strong></td>
<td>$21,199,173.00</td>
<td>$21,999,086.00</td>
<td>$25,330,184.00</td>
</tr>
</tbody>
</table>

or to take any other action relative thereto

BOARD OF SELECTMEN

**ARTICLE 5:**

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

Requested: $48,508.00

BOARD OF ELECTRIC LIGHTCOMMISSIONERS
FINANCE COMMITTEE: Recommend Raise and Appropriate

**ARTICLE 6:**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to add to the Police Department Major Equipment and Repair Account for the purchase and/or lease of new equipment, or for major repairs to existing equipment, or to take any other action relative thereto.

REQUESTED: $43,100.00

BOARD OF SELECTMEN
FINANCE COMMITTEE: Recommend Raise and Appropriate
ARTICLE 7:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of making repairs to or replacing the Fire Department’s ladder truck, or to take any other action relative thereto.

REQUESTED: $300,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED

ARTICLE 8:

To see if the town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of replacing the Russell Street School roof, said appropriation to be contingent upon successful passage of a capital expenditure exclusion referendum on a Town election ballot, or to take any other action relative thereto.

REQUESTED: $500,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED

ARTICLE 9:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to implement the Phase II Stormwater Management Plan, and to authorize the Selectmen to enter into a contract for said purpose, or to take any other action relative thereto.

Requested: $5,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED

ARTICLE 10:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Highway Department Major Equipment Repair Account to be used for the purchase of new equipment and/or major repairs to existing equipment, or to take any other action relative thereto.

Requested: $5,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED
ARTICLE 11:

To see if the Town will vote to amend the Town Code by adding the following:

§ ##-## WETLANDS PROTECTION

1. Purpose and Jurisdiction

1.1 The purpose of this Bylaw is to protect the wetland and water resources of the Town of Littleton by regulating activity in or near wetland resource areas. Conditions shall be imposed by the Littleton Conservation Commission (the Commission) after a public hearing at which the Commission determines that the area on which the proposed work is to be done is significant to public or private water supply, to ground water supply, to flood control, to storm damage prevention, to prevention of pollution, to protection of land containing shellfish, to the protection of wildlife habitat or the protection of fisheries (collectively, the “Interests Protected by this Bylaw”).

1.2 Except as permitted by the Littleton Conservation Commission or as provided in this Bylaw, no person shall remove, fill, dredge, or alter any bank, fresh water wetland, marsh, meadow, bog, or swamp bordering any creek, river, stream, pond, or lake, or land under said waters or any land subject to flooding or Riverfront area (collectively, the “Areas Subject to Protection”).

1.3 Any activity proposed or undertaken within the “Buffer Zone” as defined in G.L.c. 131, Sec. 40 and 310 CMR 10.02(2)(b) or Areas Subject to Protection (collectively the “Resource Area”) which, in the judgment of the Commission, will remove, fill, dredge or alter an Area Subject to Protection under this Bylaw is subject to regulation under the Bylaw and requires the filing of a Request of Determination (“RFD”) or Notice of Intent (“NOI”).

1.4 Any activity proposed or undertaken outside the Areas Subject to Protection and outside the Buffer Zone is not subject to regulation under this Bylaw and does not require the filing of an NOI unless and until that activity actually alters an Area Subject to Protection under this Bylaw. In the event that such activity has in fact altered an Area Subject to Protection under this Bylaw, the Commission shall impose such conditions on the activity or any portion thereof as it deems necessary to contribute to the interests protected under this Bylaw.

2. Applications

2.1 Any person who proposes to do perform activities affecting the above referenced resource areas protected by this Bylaw shall submit a NOI to the Commission, which bears the signature of the applicant and the landowner for work on the subject property. Application under this Bylaw may be identical in form to the Notice of Intent filed pursuant to G.L.c. 131, §40, and shall be sent by certified mail or hand delivered to the Commission. The written application shall include such information and color plans as may be necessary to describe such proposed activity and its effect on the resource areas.
2.2 Any person who desires a determination as to whether this Bylaw applies to land or work that may affect Areas Subject to Protection may submit a RFD to the Commission. The RFD application may be identical in form to a Request for Determination filed pursuant to G.L. C. 131, Sec. 40. If the person submitting the RFD is not the owner, the applicant shall send a copy of the RFD by certified mail, return receipt requested, to the owner, with a copy to the Commission. **The Commission requires submitted plans to be in color.**

2.3 Each NOI or RFD filed shall be assigned a unique identification number (hereinafter, File Number) to facilitate record keeping by the Commission. Said File Number may be identical to that assigned by the Massachusetts Department of Environmental Protection.

2.4 Any person filing a NOI or a RFD with the Commission shall give at the same time written notice thereof, by certified mail (return receipt requested) or hand delivery to the owner and all abutters at their mailing addresses shown on the most recent town assessor’s records.

3. **Fee/Charges:**

3.1 At the time of the submission of the NOI application or RFD, or application for Certificate of Compliance, the applicant shall pay a filing fee as specified in this Bylaw. The fee is in addition to that required by the Wetlands Protection Act, G.L. c. 131, §40, and the Regulations, 310 CMR 10.00. This fee is assessed to compensate the town for its anticipated costs and expenses of processing the application.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOI Fee</td>
<td>$15</td>
</tr>
<tr>
<td>RFD Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Certificate of Compliance Fee</td>
<td>$15</td>
</tr>
</tbody>
</table>

3.3 In addition to any filing fee imposed by this Bylaw, the applicant shall reimburse the reasonable costs and expenses borne by the Commission for specific expert engineering and consulting services deemed necessary by the Commission in order to issue a decision on the application. The consultant services may include but are not limited to resource area survey and delineation, analysis of resource area values, including wildlife habitat evaluations, hydrogeology and drainage analysis.

3.4 The Commission may require services of a consultant and/or an engineer at any point in its deliberations prior to a final decision. The exercise of discretion by the Commission in making its determination to require the services of a consultant shall be based upon its reasonable finding that additional information acquirable only through outside engineering or consultant services would be necessary for the making of an objective decision.

3.5 The Commission shall hire and pay for said engineering and or consultant services and the applicant shall reimburse the Town such services and costs.

3.6 The reimbursement of costs and expenses necessary to render a decision shall constitute a municipal charge pursuant to G.L.c.40, §58.
3.7 Said municipal charge (reimbursement) shall be paid by the applicant within thirty (30) calendar days of receipt of a written statement of charges from the Town of Littleton. Payment shall be made to the Town of Littleton and deposited in the general fund pursuant to G.L.c.44, §53. Failure to pay the charge shall constitute a lien against the property.

3.8 The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or RFD filed by a department or officer of the Town of Littleton.

4. **Hearings and Meetings**

4.1 For an RFD, the Commission shall hold a public meeting within twenty-one (21) calendar days of its receipt. Notice of the time and place of the meeting shall be given by the Commission at the expense of the applicant, not less than five (5) days prior to the meeting, by publication in a newspaper of general circulation (in Littleton) and by mailing a notice to the applicant and to the owner by certified mail (return receipt requested).

4.2 For an NOI, the Commission shall hold a public hearing within twenty-one (21) calendar days of its receipt. Notice of the time and place of the hearing shall be given by the Commission at the expense of the applicant, not less that five (5) days prior to the hearing, by publication in a newspaper of general circulation (in Littleton) and by mailing a notice to the applicant and to the owner by certified mail (return receipt requested).

4.3 A Public Hearing and Public Meetings may be continued as follows:

   4.3.1 without the consent of the applicant to a date announced at the hearing, within twenty-one (21) calendar days of receipt of the Notice of Intent;

   4.3.2 with the consent of the applicant, to an agreed-upon date, which shall be announced at the hearing; or

   4.3.3 with the consent of the applicant for a period not to exceed twenty-one (21) calendar days after the or the occurrence of a specified action.

5. **Permits and Conditions**

5.1 For an RFD, the Commission shall issue a Determination of Applicability within twenty-one (21) calendar days of receipt of said application. If, after the public meeting, the Commission determines that the area is significant to the Interests Protected by this Bylaw, the Commission shall issue a positive determination and request that the applicant file an NOI. If the Commission determines that the area which is the subject of the application is NOT significant to the Interests Protected by this Bylaw, or that the proposed activity does not require the imposition of conditions, it shall issue a negative determination. When the person requesting a determination is other than the owner, notice of the determination shall be sent to the owner as well as to the requesting person by certified mail (return receipt requested).
5.2 For an NOI, the Commission shall issue an Order of Conditions within twenty-one (21) calendar days of the close of the Public Hearing for said application. The Commission shall impose such conditions as will contribute to the protection of the Interests Protected by this Bylaw and all work shall be done in accordance with those conditions. The Order shall prohibit any work or any portion thereof that cannot be conditioned to protect said interests. If the Commission finds that the information submitted is not sufficient to describe the site, the work or the effects of the work on the Interests Protected by this Bylaw, it may issue an Order prohibiting the work. The Order shall specify the information which is lacking and why it is necessary. If the Commission makes a determination that the proposed activity does not require the imposition of such conditions, the applicant shall be notified of the Commission’s decision within twenty-one (21) days after said hearing. Such Order or Notice that the proposed activity does not require conditions shall be signed by the majority of the Commission and a copy thereof shall be sent forthwith to the applicant by certified mail (return receipt requested).

5.3 An Order of conditions shall be valid for three (3) years unless specifically stated otherwise. The Commission may renew an Order of Conditions for an additional period not to exceed three (3) years. If renewal of an Order of Conditions is requested, it must be received in writing by the Commission at least thirty (30) calendar days prior to the expiration date of the Order.

5.4 No work proposed in any application shall be undertaken until the Order of Conditions, with respect to such work issued by the Commission has been recorded in the Registry of Deeds or, if the land affected thereby be registered land, in the registry section of the Land Court for the district wherein the land lies, and until the holder of the Order of Conditions certifies in writing to the Commission that the Order has been so recorded.

5.5 Within twenty-one (21) days of the receipt of a written request, by the applicant or the owner of the property, for a Certificate of Compliance with an Order of Conditions, the Commission shall grant such request if the activity, or portions thereof, complies with the Order of Conditions. If the Certificate of Compliance is reasons for denial. The Certificate of Compliance shall state that the activity, or portions thereof, has been completed in accordance with such order.

5.6 No conditions shall be imposed, nor shall the Commission, in reference to this Bylaw, render any Determination unless the Commission meets with a quorum present.

6. Exemptions

6.1 The provisions of this Bylaw shall not apply to work exempted under the provisions of the Wetlands Protection Act, G.L. c. 131, §40, and the Regulations, 310 CMR 10.00.

7. General Provisions, Presumptions, Performance Standards and Statute of Limitations

7.1 The provisions set forth in G.L.c.131, §40, 310 CMR 10.03(1) through 10.03(6)(Presumptions), 310 CMR 10.04 (Definitions), and 310 CMR 10.51 through 10.60 (Performance Standards, shall be used for the interpretation and implementation of this Bylaw.
7.2 The limitations on actions and prosecutions as set out in G.L.c.131, §§40 and 91 shall be applicable to this bylaw.

8. **Enforcement**

8.1 The filing of a NOI or RFD shall constitute implied permission for the commission to enter upon the land for the purpose of performing the duties triggered by this Bylaw and G.L.c.131, §40.

8.2 The Commission shall have the authority and duty to enforce this Bylaw and Order of Conditions issued hereunder by Enforcement Orders, civil and criminal court actions.

8.3 When the Commission determines that violation of this Bylaw has occurred, it may request the Board of Selectmen and the Town Counsel to take legal action for enforcement under civil law. In addition, the Commission may request the Chief of Police or other authorities to take legal action for enforcement under criminal law.

8.4 Any person who violates any provision of this Bylaw may be punished by a fine of not more than three hundred dollars ($300.00) per offense. Each day or portion thereof during which a violation continues shall constitute a separate offense, and each provision of the Bylaw, regulations, or Order of Conditions violated shall constitute a separate offense.

8.5 In the alternative to criminal prosecution, the Commission may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws Ch. 40, Sec. 21D, in which case the penalty shall be as follows:

8.5.1 First offense: $25.00
8.5.2 Second offense: $100.00
8.5.3 Third and subsequent offenses: $300.00

8.6 No person shall remove, fill, dredge, or alter any Area Subject to Protection under this Bylaw without the required authorization, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with an Enforcement Order issued pursuant to this Bylaw. Each day such violation continues constitutes a separate offense except that any person who fails to remove unauthorized fill or otherwise fails to restore illegally altered land to its original condition after giving written notification of said violation to the Commission shall not be subject to additional penalties unless said person thereafter fails to comply with an Enforcement Order or Order of Conditions.

9. **Severability**

9.1 The invalidity of any provision or feature of this Bylaw shall not affect the validity of any other provision or feature not manifestly inseparable therefrom.

or take any other action relative thereto.

*CONSERVATION COMMISSION*
ARTICLE 12:

To see if the Town will vote to accept the provisions of Chapter 40, §57 of the General Laws, and to amend the Town Code by adding the following

§ ##-## PERMITS AND LICENSES OF DELINQUENT TAXPAYERS

1. The Town Treasurer shall annually furnish to each department, board or commission, hereinafter referred to as the licensing authority, that issues licenses or permits, including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement or such tax or a pending petition before the Appellate Tax Board.

2. The licensing authority may deny, revoke, or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Treasurer, provided, however, that written notice is given to the party and the Treasurer, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation, or suspension of said license or permit to any party.

The Treasurer shall have the right to intervene in any hearing conducted with respect to such license denial, revocation, or suspension. Any findings made by the licensing authority with respect to such license denial, revocation, or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation, or suspension.

Any license or permit denied, suspended, or revoked under this Bylaw shall not be reissued or renewed until the licensing authority receives a certificate issued by the Treasurer that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments, or other municipal charges, payable to the municipality as of the date of issuance of said certificate.

3. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

4. The Board of Selectmen may waive such denial, suspension, or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Chapter 258A, section 1 of the General Laws, in the business or activity conducted in or on said property.

5. This by-law does not apply to the following licenses and permits: open burning (G.L. c. 48 §13), bicycle permits (G.L. c. 85 §11A); sales of articles for charitable purposes (G.L. c. 101, §33); children work permits (G.L. c. 149 §69); clubs, associations dispensing food or beverage licenses (G.L. c. 140 §21E); dog license (G.L. c. 140 §137); fishing, hunting,
trapping license (G.L. c. 131 §12); marriage license (G.L. c. 207, §28); theatrical events, public exhibitions permits (G.L. c 140 § 181); and any other license or permit hereafter exempted by Massachusetts General Laws, Chapter 40 § 57.

or to take any other action relative thereto.

PLANNING BOARD

ARTICLE 13:

To see if the Town will vote to amend the Town Code by adding the following:

§ ##-## RELIABLE PUBLIC SAFETY RADIO COMMUNICATIONS

1. Intent

1.1 It is the intent of this Bylaw to identify occupancies, in the planning and development stage, that by the nature of construction or location may impair reliable public safety radio communications and thereby the safety of occupants. It is the intent of this Bylaw to assign the responsibility for abating radio communications impairments caused by proposed construction to the developer and/or building owner.

1.2 Reliable radio communications are critical for public safety operations. Lack of radio communications capabilities within a structure presents dangers to the occupants and public safety officers. It may contribute to the spread of fire, the seriousness of a medical emergency, the extent of a crime or any other emergency situation.

2. Radio coverage requirement:

2.1 Except as otherwise provided by applicable law, no person shall erect, construct or modify any industrial, commercial, multifamily or institutional building or structure or any part thereof in excess of 7,000 square ft. of floor space, or cause the same to be done unless such building or structure supports adequate radio coverage for the Town of Littleton emergency service workers, including but not limited to firefighters and police officers. A certificate of occupancy may not be issued for any building or structure that fails to comply with this requirement.

3. Applicability:

3.1 Any new or renovated commercial, industrial, multifamily or institutional structure that is substantially below grade or is constructed in a manner where adequate radio coverage, as defined in this Bylaw cannot be established, shall comply with this regulation.

3.2 This section shall not apply to residences of four units or fewer.

3.3 The requirements of this Bylaw may be waived in whole or in part by the Planning Board upon the approval of the Fire Chief and the Police Chief, and payment of a waiver fee determined by the Planning Board based on the increased cost to the Town of maintaining and upgrading public safety communications systems to provide public safety services to the building or structure.

3.4 For purposes of this Bylaw, adequate radio coverage shall include all of the following:
3.4.1 A minimum signal strength of one (1) micro volt shall be available in 90% of the area of each floor of the building or structure when transmitted from the Town of Littleton communications systems.

3.4.2 A minimum signal strength of (1) micro volt shall be available in 90% of the area of each floor of the building or structure when transmitted from mobile or portable radios onboard public safety vehicles outside the building.

3.4.3 A minimum signal strength of one (1) micro volt shall be received at the Town of Littleton communications systems, when transmitted from 90% of the area of each floor of the building or structure.

3.4.4 Through design and maintenance, equipment shall maintain a 90% reliability factor, and shall not be out of service for a period of more than three hours without notification to the town 911 communications center.

3.5 Plans, specifications, or other evidence, sufficient to substantiate compliance with this Bylaw may be required to be submitted before a building permit is issued for any erection, construction or modify of a building or structure subject to the requirements of this Bylaw. Such plans shall be subject to the approval of the Fire chief and Police Chief.

4. Acceptance Test Procedures:

4.1 It is the owner's responsibility to have the radio system tested to ensure that two-way coverage on each floor of the building or structure is a minimum of 90%.

4.2 Acceptance testing for an in-building radio amplification system, remote receiver, repeater system or other approved equipment is required, upon completion of installation.

4.3 A certificate of occupancy may not be issued for any building or structure that fails to comply with this test.

4.3 A copy of acceptance test results shall be forwarded to the Fire Chief and Police Chief for approval prior to occupancy.

5. Annual Tests:

5.1 The owner of a building or structure with an installed radio system shall test all active components of the system including, but not limited to, the amplifier, power supplies, and back-up batteries, a minimum of once every twelve (12) months. Amplifiers shall be tested to ensure that the gain is the same as it was upon initial installation and acceptance. Back-up batteries and power supplies shall be tested under load for a period of one (1) hour to verify that they will operate during an actual power outage. All other active components shall be checked to determine that they are operating within the manufacturer’s specifications for the intended purpose.

6. Five-Year Test:

6.1 The owner of a building or structure with an installed radio system shall perform a radio coverage test a minimum of once every five (5) years to ensure that the radio system continues to meet the requirements of the original acceptance. The procedure required by this Bylaw for Acceptance Tests shall apply to such five-year tests.
7. Qualifications of Testing Personnel:

7.1 All tests required by this Bylaw shall be conducted, documented, and signed by a person in possession of a current FCC GENERAL RADIOTELEPHONE OPERATOR LICENSE. All test records shall be retained at the inspected premises by the building owner and a copy submitted to the town.

8. Maintenance

8.1 It shall be the responsibility of the owner of a building or structure with an installed radio system to maintain and upgrade the system to the degree that adequate radio is maintained for the life of the building or structure.

8.2 When any required communication enhancement system becomes inoperative, the Fire Chief or Police Chief may order immediate repairs or upgrades as necessary. Whenever repairs are not made in a timely manner, the Fire Chief may order the building or structure to be vacated immediately in accordance with the provisions of Chapter 148 of the General Laws.

8.3 The Police or Fire Department may, at any time, enter and disable any system required by this Bylaw that, by reason of malfunction, is causing interference or otherwise interrupts public safety communications.

9. Accepted Systems

9.1 Signal Booster systems shall be one of or equivalent to the following:

9.1.1 Bi-directional radio amplification systems

9.1.2 Remote “satellite” radio receiver/comparator systems

9.1.3 Repeater systems

9.1.4 Alternative technology equal to and otherwise substantially in compliance with the intent of this regulation may be installed provided it has been approved by the head of the Fire Department and the head of the Police Department.

10. Primary Power

10.1 Each system shall be powered by its own twenty (20) ampere circuit. Connection to primary power shall be by a cord set with twist lock plug and receptacle or with metallic conduit.

11. Emergency Power

11.1 A suitable backup battery capable of maintaining full operation of the system for a period of two hours shall be installed, tested and maintained by the owner.

12. System Supervision and Monitoring
12.1 Each system unit shall have a monitoring/supervision component that monitors amplifier operation and primary power. Upon failure, a Sonalert or equivalent audible warning device (90 dB minimum) shall activate. Silencing of this alarm is the responsibility of the equipment maintenance contractor.

12.2 Other monitoring notification devices are subject to the approval of the Fire Chief and Police Chief.

12.3 The Town of Littleton 911 communications center is to be notified of any failures that extend past three hours.

13. Cabinet & Markings

13.1 A NEMA 4 painted steel cabinet or equivalent shall be provide. The color shall be RED, and the cabinet shall bear the lettering as follows: Emergency Service Radio System. The cabinet shall have a lock mechanism to keep the unit secure. Keys shall be provided to the Fire and Police Departments.

14. Compatibility

14.1 Systems required under this Bylaw shall be compatible with equipment in use by the public safety services of the Town of Littleton and any other enhanced amplification systems connected to the public safety communications system.

Or take any other action relative thereto.

PLANNING BOARD

ARTICLE 14:

To see if the Town will vote that the fees and charges of the Planning Board for the hiring of outside consultants and experts pursuant to the rules adopted under G.L. c. 44 §56G shall constitute municipal charges pursuant to G.L. c. 44, § 58: take any other action relative thereto.

PLANNING BOARD

ARTICLE 15:

To see if the Town will vote to accept the provisions of G.L. c.40, §22F, to fix reasonable fees and municipal charges (and to collect any unpaid fee or municipal charge pursuant to G.L. C.40, §58) or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 16:

To see if the Town will vote to amend section 64-7 of the Town Code by repealing said section in its entirety and replacing it with the following:

§ 64-7. Building Permit Fees.
A. Permit Fee Method
   For the purposes of determining the Building Permit Fees, the estimated construction value
   will be computed as follows;

   \[ \text{The Permit Fee} = \begin{cases} 
   \text{the actual estimated value of work} \times \text{the Permit Fee Multiplier} \\ 
   \text{the building gross area} \times \text{Type Of Construction Factor} \times \text{Gross Area Modifier} \times \text{Permit Fee Multiplier} 
   \end{cases} \]
   whichever is greater.

   (1) Permit Fee Multiplier
      (a) Nine dollars ($9.) per one thousand dollars ($1000.) estimated construction cost.
      (b) Six dollars ($6.) per one thousand dollars ($1000.) estimated construction cost for
          residential remodeling and additions.

   (2) *Gross Area Modifier:
      (a) 75 (Refer to 2000 International Building Code Building Permit Fee Calculation
           Data)

   (3) Elevator:
      (a) Twenty-seven thousand dollars ($27,000.) base.
      (b) Three thousand dollars ($3000.) per stop.

   (4) R-3 Garage:
      (a) Type Of Construction Factor = .22

   (5) Basement:
      (a) Unfinished Type Of Construction Factor = .20
      (b) Finished Type Of Construction Factor = .40

   (6) Decks
      (a) Open - Type of Construction Factor = .13
      (b) Covered - Type of Construction Factor = .16

   (7) Signs:
      (a) Commercial: thirty dollars ($30.).
      (b) Residential: twenty dollars ($20.).

   (8) Wood Stoves: ten dollars ($10.).

   (9) Demolition: twenty dollars ($20.).

   (10) Moving of building: twenty dollars ($20.).

   (11) Change of use and occupancy: twenty-five dollars ($25.).

   (12) Building permit minimum fee: thirty dollars ($30.).

   (13) Construction started without permit: double fee.

   (14) Review of Request for Determination MGL 40A §6 ¶4: two hundred and fifty
        dollars ($250.).
(15) Type Of Construction Factor Table

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or to take any other action relative thereto.

**BOARD OF SELECTMEN**
ARTICLE 17:

To see if the Town will vote amend section 64-8 of the Town Code by repealing said section in its entirety and replacing it with the following:

§64-8. Plumbing and Gas Fees

A. Commercial Work (all building except dwelling units)

(1) New Commercial Plumbing [new construction, new additions and existing construction over ten (10) fixtures]:

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<tr>
<th>TYPE</th>
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<tbody>
<tr>
<td>Permit</td>
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<td>Reinspection</td>
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(2) Existing Commercial Plumbing [remodeling and replacement in existing buildings up to ten (10) fixtures]:

<table>
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<th>TYPE</th>
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<tbody>
<tr>
<td>Permit</td>
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(3) New Commercial Gas [new construction, new additions and existing construction over ten (10) fixtures]:

<table>
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<th>TYPE</th>
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<tbody>
<tr>
<td>Permit</td>
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<tr>
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<tr>
<td>Reinspection</td>
<td>$25.00</td>
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(4) Existing Commercial Gas [remodeling and replacement in existing buildings up to ten (10) fixtures]:

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<th>TYPE</th>
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<tr>
<td>Each Fixture</td>
<td>$10.00</td>
</tr>
<tr>
<td>Reinspection</td>
<td>$25.00</td>
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B. Residential Work [one (1) permit per each dwelling unit]

(1) New and existing Plumbing:

<table>
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<tr>
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<tr>
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</tr>
<tr>
<td>Each Fixture</td>
<td>$50.00 first fixture plus $5.00 each additional fixture</td>
</tr>
<tr>
<td>Reinspection</td>
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</table>
(2) New and existing Gas:

<table>
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</thead>
<tbody>
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<td>Permit</td>
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<tr>
<td>Each Fixture</td>
<td>$50.00 first fixture plus $5.00 each additional fixture</td>
</tr>
<tr>
<td>Reinspection</td>
<td>$20.00</td>
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C. Work done without a permit shall be charged double fee.

D. Inspector Compensation Formula;

(1) Gas fee formula

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<th>Inspector</th>
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All Residential

<table>
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(2) Plumbing fee formula

New Commercial > 10 fixtures

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All Residential

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<tbody>
<tr>
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Remaining Fee Schedule

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<tbody>
<tr>
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<td>10% TOTAL FEE</td>
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</tbody>
</table>

Or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 18:

To see if the Town will vote to amend Section 65-4, Subsection G of Chapter 65 of the Town Code by deleting said Subsection in its entirety and replacing it with the following:

If, following the demolition plan review, the Historical Commission determines that the building or structure should preferably be preserved, then the Building Commissioner shall not issue a demolition permit for a period of twelve (12) months from the date of the filing of the Historical Commission’s report unless the Historical Commission informs the Building Commissioner prior to the expiration of such twelve (12) month period that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the Historical Commission. Even after the demolition delay period expires, a preferably preserved structure or site shall not be demolished until
(a) all plans for the use of the site after demolition have been found to comply with applicable laws, and
(b) all permits and approvals for the development have been obtained.

Any Permit issued shall be deemed abandoned and invalid unless the work authorized by it shall have been commenced within six months after its issuance; however, for cause, and upon written request of the owner, one or more extensions of time, for a period not exceeding six months each, may be granted in writing.

or to take any other action relative thereto.

HISTORICAL COMMISSION

ARTICLE 19:

To see if the Town will vote to amend Section 65-3, Subsection A(3) of Chapter 65 of the Town Code by adding to the end thereof the phrase “or one more than 50 years of age” or to take any other action relative thereto.

HISTORICAL COMMISSION

ARTICLE 20:

To see if the Town will vote to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as “Drover Lane” located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, Beginning at a point on the Northerly side of Drover Lane at the Northwesterly corner of Drover Lane; Thence by a curved line with a radius of 20.00 feet and length of 22.56 feet; Thence by a curved line with a radius of 85.00 feet and length of 407.70 feet; Thence N41-45-42E, 48.46 feet; Thence N48-14-18W, 7.61 feet +/-; Thence N41-45-42E, 50.00 feet; Thence N48-14-18W, 44.51 feet +/- to the point of beginning containing 19,884 square feet +/-; and a certain parcel of triangular shaped land located on the southerly side of Drover Lane in Littleton, Middlesex County, Massachusetts, shown as Parcel Z described as follows: Beginning at a point on the southerly side of Drover Lane at the northwesterly corner of said Parcel Z; Thence S48-14-18E, 52.12 feet; Thence S 41-45-42 W, 48.46 feet; Thence by a curved line with a radius of 85.00 feet and a length of 21.08 feet; Thence by a curved line with a radius of 85.00 feet and a length of 30.00 feet; Thence by a curved line having a radius of 20.00 feet and a length of 22.56 feet to the point of beginning containing 1206 square feet, on a plan entitled “Phase III Apple D’Or Farms’ Definitive Subdivision Plan of Land in Littleton, Massachusetts, prepared for E. J. DiCarlo Scale 1” = 40’ date: April 23, 1998 revised November 17, 1998 Prepared by J. D. Marquedant & Associates Inc., 6 Walcott Street, Hopkinton, Massachusetts”, to which plan reference is made for a complete description of the area of said Drover Lane including Parcel Z; or to take any other action relative thereto.

BOARD OF SELECTMEN
ARTICLE 21:

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund Littleton’s active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC), or to take any other action relative thereto.

REQUESTED: $1,573.00

FINANCE COMMITTEE: Recommend Raise and Appropriate

BOARD OF SELECTMEN

ARTICLE 22:

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums of money for the purpose of extending Town water service to Scott Road and Scott Road extension; such improvements to be repaid with interest to the Town of Littleton through the Water Betterment Assessment process; or to take any other action relative thereto.

CITIZEN’S PETITION/WATER COMMISSIONERS

FINANCE COMMITTEE: Recommended

ARTICLE 23:

To see if the Town will vote to rescind the remaining $50,000.00 of the appropriation of $250,000.00 authorized and appropriated by Article 29 of the 1996 Annual Town Meeting, for the construction of septic systems for the subsurface disposal of sanitary waste, and for loans to property owners for such purposes, or to take any other action relative thereto.

REQUESTED: $50,000.00 TO BE RESCINDED

FINANCE COMMITTEE: RECOMMEND RECISSION

TREASURER

ARTICLE 24:

To see if the Town will vote to decrease the number of members of the Littleton Commission on Disabilities from nine (9) to five (5) members, effective immediately, in accordance with the provisions of Chapter 40, Section 8J of the General Laws, or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 25:

To see if the Town will vote to accept Chapter 40, Section 8G of the General Laws, which provides as follows:

Section 8G. A city or town which accepts this section may enter into an agreement with another city or town, or other cities and towns, to provide mutual aid programs for police departments to increase the capability of such departments to protect the lives, safety, and property of the people in the area designated in the agreement. Said agreement may include the furnishing of personal services, supplies, materials, contractual services, and equipment when the resources normally available to any municipality in the agreement are not sufficient to cope with a situation which requires police action.

or to take any other action relative thereto.

BOARD OF SELECTMEN
ARTICLE 26:

To see if the Town will vote to reauthorize a Park and Recreation revolving fund in Fiscal Year 2004 pursuant to Chapter 44, Section 53D of the General Laws, from Park and Recreation receipts and fees, provided that such funds are used only for the purpose of operating Park and Recreation programs and not to pay the wages or salaries of any full-time Park and Recreation employees, and provided further that the unreserved fund balance shall not exceed $10,000.00 at the close of the fiscal year and any such amount in excess of $10,000.00 shall revert to the General Fund, or to take any other action relative thereto.

PARK AND RECREATION COMMISSION

ARTICLE 27:

To see if the Town will vote to reauthorize the following revolving funds in Fiscal Year 2004 pursuant to Chapter 44, Section 53E of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

- Building Department – Wiring, Plumbing and Gas Inspectors
- Town Clerk – Dog Licenses and Fines
- Cemetery Department – Sale of lots/grave openings
- Council on Aging
- Fire Department – Ambulance Fees
- Fire Department – Alarm Box Fees
- Fire Department – CPR Instruction
- Sealer of Weights and Measures – Sealing Fees

or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 28:

To see if the Town will vote to authorize the Town Treasurer to enter into compensating balancing agreements during Fiscal Year 2004, as permitted by Chapter 44, Section 53F of the General Laws, or to take any other action relative thereto.

TOWN TREASURER

ARTICLE 29:

To see if the Town will vote to accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended, by Chapter 126 of the Acts of 1988, to allow an additional 20% property tax exemption, but not to exceed 100% property tax exemption for Fiscal Year 2004, for those who qualify under Chapter 59, Section 5 of the Massachusetts General Laws, or to take any other action relative thereto.

BOARD OF ASSESSORS
ARTICLE 30:

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to add to the Unemployment Account, or to take any other action relative thereto.

REQUESTED: $30,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 31:

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to add to the Stabilization Fund in accordance with Chapter 40, Section 5B, as amended, of the Massachusetts General Laws, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE:

Hereof fail not and make due returns of this warrant with your doing thereon to the Town Clerk at the place and at the time appointed for the meeting aforesaid.

Given under our hands this seventeenth day of March in the year of our Lord, two thousand and three.

LITTLETON BOARD OF SELECTMEN

_________________________________
Paul J Glavey, Chairman,

_________________________________
Joseph A. Cataldo, Vice Chairman

_________________________________
Walter E. Bartkus, Clerk

_________________________________
Reed Augliere, Member

_________________________________
Ronald J. Caruso, Member

A TRUE COPY ATTEST:

_________________________________
John M. Kelly
Constable
Town of Littleton
Commonwealth of Massachusetts,
 Middlesex, ss:

To the Constable of the Town of Littleton, Massachusetts in said County:

In the name of the Commonwealth of Massachusetts you are hereby required to notify the legal voters of the Town of Littleton, qualified to vote at said Special Town Meeting for the transaction of Town Affairs to meet in the High School Auditorium, Littleton High School, 56 King Street, in said Littleton, on Monday, the fifth day of May, 2003 at 7:30 P.M. by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church in said Town, fourteen days at least before the fifth day of May 2003, then and there to act on the following articles, viz:

ARTICLE 1:

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to pay for unpaid bills from previous fiscal years, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED

ARTICLE 2:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or from surplus funds in some departments, a sum of money to be used in conjunction with funds appropriated under current fiscal year budgets to be used during the current fiscal year to pay for the shortfall that would otherwise exist in the Fiscal Year 2003 budget of other departments, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED

ARTICLE 3:

To see if the Town will vote to transfer from available funds, a sum or sums of money needed by various departments to complete the Fiscal Year ending June 30, 2003, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: RECOMMENDED
ARTICLE 4:

To see if the Town will vote to transfer from Water Surplus and/or retained earnings, a sum of money to be used for the following purposes:

$25,000 into professional services (Budget #180) to account for additional costs;
$10,000 into payroll (Budget #200)

Or take any other action relative thereto.

Requested: $35,000.00
FINANCE COMMITTEE: RECOMMENDED
WATER COMMISSIONERS

ARTICLE 5:

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of funding improvements to provide for the disposal of wastewater from the Middle School, Russell Street School and Town House, or to take any other action relative thereto.

Requested: $1,760,000.00
FINANCE COMMITTEE: SCHOOL COMMITTEE

ARTICLE 6:

To see if the Town will vote to ratify, approve and confirm the vote taken under Article 5 of the Special Town meeting of November 12, 2002, which vote authorized, among other things, the acquisition of land with buildings thereon shown as Parcel A on a plan of land entitled “Approval Not Required Plan for C.T. Hartwell Property, in Littleton, MA (Middlesex County,” dated September 20, 2002, revised and stamped October 31, 2002, prepared by Waterman Design Associates, 31 East Main Street, Westborough, Massachusetts 01581, and the borrowing of $1.1 million to pay the costs of such acquisition; or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 7:

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of reducing the amount of money to be borrowed under Article 6 of this Special Town Meeting and Article 5 of the Special Town meeting of November 12, 2002; or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 8:

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of constructing a water quality park on land transferred to the Conservation Commission under Article 10 of the Special Town meeting of November 12, 2002; or to take any other action relative thereto.

WATER COMMISSIONERS
ARTICLE 9:

To see if the Town will vote to transfer the sum of $43,209.00 from Free Cash and $100,822.00 from the Ch. 32B Health Care Trust fund to Account No: FY02 194-57060, “Medical Claims – Insurance”, to cover the shortfall that existed in this account during FY02, or to take any other action relative thereto.

TREASURER
FINANCE COMMITTEE: RECOMMENDED

ARTICLE 10:

To see if the Town will vote to transfer from available funds a sum of money to add to the Stabilization Fund, or to take any other action relative thereto.

Requested: $ BOARD OF SELECTMEN
FINANCE COMMITTEE: Recommends

Hereof fail not and make due returns of this warrant with your doing thereon to the Town Clerk at the place and at the time appointed for the meeting aforesaid.

Given under our hands this seventeenth day of March in the year of our Lord, two thousand and three.

LITTLETON BOARD OF SELECTMEN

__________________________________
Paul J. Glavey, Chairman

__________________________________
Joseph A. Cataldo, Vice Chairman

__________________________________
Walter E. Bartkus, Clerk

__________________________________
Reed A. Augliere, Member

__________________________________
Ronald J. Caruso, Member

A TRUE COPY ATTEST:
John M. Kelly, Constable
Town of Littleton
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SERVE YOUR COMMUNITY

Town Government needs citizens who are willing to give their time in service to their community. The Town of Littleton depends on dedicated volunteers who are willing to accept appointments to various Boards and Committees.

If you are interested in participating in your Town Government on a volunteer basis, return the following form indicating your preference.

------------------------------------------------------------------------------------------------------------------
NAME:   TELEPHONE:
ADDRESS:   (Work)
(Home)
OCCUPATION:

PLEASE CHECK PREFERENCES:

Finance Committee
Board of Appeals
School Planning Committee
Cultural Council
Town Forest Committee
Cable TV Committee
MBTA Advisory Committee
Open Space Implementation Comm.
Senior Housing Committee

Conservation Commission
Historical Commission
Council on Aging
Personnel Committee
Commission on Disabilities
Shade Tree Committee
Lakes and Ponds Committee

OTHER:

RETURN TO:  BOARD OF SELECTMEN
37 SHATTUCK STREET
P O BOX 1305
LITTLETON, MA  01460
FINANCE COMMITTEE

Town of Littleton
Finance Committee Report

Fiscal Year 2004
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To the residents of Littleton:

The Finance Committee is pleased to, once again, prepare this informational report containing our recommendations for the FY04 budget as well as recommended fiscal guidelines for the Town. It is our hope that this sharing of information prior to Town Meeting will enable voters to better understand the many issues facing the Town today and their impact on the budget recommendations made herein. The data presented here is based on information available as of early March 2003. Any significant changes to these figures will be presented at Town Meeting.

The Role of the Finance Committee

The Littleton Finance Committee consists of seven members, each appointed to three-year terms. Two members are appointed by the Selectmen, two by the School Committee, one by the Board of Assessors, one by the Moderator and one by the Light and Water Commissioners. This appointment procedure allows for a diverse group with overlapping terms and expertise.

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

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

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

The Budget Process

The preparation of the budget recommended at the annual Town Meeting begins in September and culminates in May. During the fall a series of meetings is held to gain insight on the current financial condition of the state, local aid, current operating issues that will affect the coming year
and any major developments that may impact the financial planning process. Budgetary, revenue forecasts and capital plan requests are sent to all departments in the beginning of November with any guidelines that have been established for the coming year. All departments submit their responses to the Town Administrator in December for collation into an overall budget document which is then submitted to the FinCom.

At this time, budget requests, anticipated revenues, and capital needs are combined to produce the first reconciliation of revenues to expenses. Typically budget requests significantly exceed available revenues. During the next eight weeks, open budget meetings are held with all departments to review their submittals, discuss concerns, and share information on the financial condition of the overall budget. During these two months, additional information on revenues and aid may become available that help solidify the degree of requests that will go un-funded for the year. Additional meetings may occur to request departments to reconsider their program or capital needs for that year.

After meetings have been held with all departments, the FinCom discusses and proposes budget levels that will meet the levy limit restrictions and provide the most added value for the Town in terms of services provided. A joint meeting with the selectmen and often the School Committee (largest single budget) is held to discuss these recommendations and a final budget is prepared for submittal to Town Meeting.

**Fiscal Year 2004 Budget Pressures**

We are all well aware of the financial difficulties presented to us during these difficult economic times. The continued weakness of the State’s economy places the burden on local town governments to deal with the increasing costs associated with delivering the services to the communities that are both necessary and expected. While we all thought that we faced a difficult financial environment during the FY03 budget process, the current economic environment has shown no signs of turning around, making the FY04 budget cycle much more difficult.

After a number of years of near double-digit percentage growth in local aid, consecutive years of level funding or cuts to this figure compounds the difficulty facing the town. Staffing and services were added throughout those years where we experienced significant growth in revenues. Associated costs with these services continue to grow and outpace the growth in revenues we have experienced over the past few years. For the future financial well being of the town this trend cannot be allowed to continue.

While we entered this budget cycle hoping to avoid cutting services we were quickly forced to accept the realities of the times upon us. We believe we have taken the necessary steps that will provide the Town of Littleton the best opportunity to weather this downturn with the least negative impact for today and the future.

Our primary goals for this budget cycle were to maintain the financial stability of the town and retain the current level of services provided to the citizens of Littleton. This, however, was not possible in all cases. News that would negatively impact the FY04 budget was received on a regular basis throughout the budget process. From increasing costs of health insurance for Town
employees to Governor Romney’s proposed local aid reductions, the pressure to fund all Town departments at the desired FY03 levels became increasingly difficult.

Littleton, like many of our neighbors, is facing many challenges that will require town officials and citizens to make difficult decisions. Growth in our population, quality of life, level of services and affordability to live in the town can often be in conflict with each other. With each new residence come additional roads to maintain, children to educate, and neighborhoods to safeguard. Studies have shown that although this property is added to the tax roll, the cost of services provided exceed the tax collected. If taxes are increased to cover the needs, Littleton may become unaffordable to some citizens, changing the character of the town.

Budget pressures have been building for several years, however through judicial cost containment in the operating budget, balance was achieved. During those years, with a robust economy, the Town was able to build the Stabilization Fund in anticipation of funding the High School debt service. This has proven to be an extremely sound financial strategy given the fact that the Town is faced with the first payment on the bond issued to fund the High School construction in FY04. The payment, in excess of $1.1 million, will be made from the Stabilization account without affecting the Town’s operating budget or services provided to the Town. The Finance Committee has begun to take the steps necessary to attempt to absorb this debt payment within the Town’s operating budget as the Stabilization Fund begins to decline over the next several years. This strategy will be discussed later in this document.

The primary budget conflict stems from several factors. Current regulations allow a town to increase the levy capacity 2.5% from year to year plus any added new growth. This, along with State Aid and local receipts, forms the basis of available revenue to be allocated. To manage a long-term balance without a Proposition 2 ½ override the FinCom had estimated growth in the Town budget would need to be maintained at 5% or less in the coming years. The decrease in State Aid in FY03 and further reductions expected in FY04 have made it necessary to lower that estimated growth rate. Simply put, expenses cannot be allowed to outpace revenue growth any longer.
### Changes in Revenues FY03 vs. FY04

This chart details the revenue growth contained in the FY04 budget.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td><strong>Total Revenue FY03</strong></td>
<td>$ 21,617,062.93</td>
</tr>
<tr>
<td>Add: additional revenue sources</td>
<td></td>
</tr>
<tr>
<td>Allowed 2 1/2% Levy Increase</td>
<td>$ 362,970.25</td>
</tr>
<tr>
<td>New Growth</td>
<td>$ 366,028.63</td>
</tr>
<tr>
<td>Increased Debt Exclusion</td>
<td>$ 982,445.85</td>
</tr>
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<td>State Reimbursement for HS</td>
<td>$ 1,120,797.00</td>
</tr>
<tr>
<td>Increase in Local Receipts</td>
<td>$ 177,417.00</td>
</tr>
<tr>
<td>Increase in Other Funds</td>
<td>$ 301,930.12</td>
</tr>
<tr>
<td>Less: Decrease in Free cash</td>
<td>$ ( 117,525.00)</td>
</tr>
<tr>
<td>Less: Decrease in State Aid (Cherry Sheet)</td>
<td>$ ( 267,354.00)</td>
</tr>
<tr>
<td><strong>Total Net Revenue Growth</strong></td>
<td>$ 2,926,709.85</td>
</tr>
<tr>
<td>Add: Debt service pymt from Stabilization</td>
<td>$ 1,119,140.50</td>
</tr>
<tr>
<td>Transfers from prior unused funds</td>
<td>$ 180,418.25</td>
</tr>
<tr>
<td><strong>Total Revenue FY04</strong></td>
<td>$ 25,843,331.53</td>
</tr>
</tbody>
</table>

% Net Revenue Growth * 13.53%

### Changes in Expenditures FY03 vs. FY04

This chart details the growth in expenses contained in the FY04 budget.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures FY03</strong></td>
<td>$ 22,116,572.09</td>
</tr>
<tr>
<td>Add: additional expenses</td>
<td></td>
</tr>
<tr>
<td>Increase in health ins &amp; retirement costs</td>
<td>$ 437,210.00</td>
</tr>
<tr>
<td>Increase in Nashoba Tech assessment</td>
<td>$ 169,155.00</td>
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<td>Increase in School Budget</td>
<td>$ 319,566.00</td>
</tr>
<tr>
<td>Increase in School Budget</td>
<td>$ 2,982,287.75</td>
</tr>
<tr>
<td>Increase in Cherry Sheet charges</td>
<td>$ 516,323.00</td>
</tr>
<tr>
<td>Less: expense reductions</td>
<td></td>
</tr>
<tr>
<td>Decrease in Town Operating budget</td>
<td>$( 444,963.45)</td>
</tr>
<tr>
<td>Decrease in warrant articles</td>
<td>$( 44,456.88)</td>
</tr>
<tr>
<td>Decrease in other expenditures</td>
<td>$( 210,382.46)</td>
</tr>
<tr>
<td><strong>Total Net Expenditure Growth</strong></td>
<td>$ 3,724,738.96</td>
</tr>
<tr>
<td><strong>Total Expenditures FY04</strong></td>
<td>$ 25,841,311.05</td>
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% Expenditure Growth 16.84%
The chart on the previous page shows once again that in reality the Town is spending in excess of revenues. Coverage for this deficit is being made with $180,418.25 in transfers from several warrant articles from previous years where funds remain after the projects have been finished. Although these transfers are necessary to balance the FY04 budget they are essentially non-recurring revenues being used to cover recurring expenditures. The use of these funds in this manner certainly helps to balance the current year’s budget, but masks and compounds the problem in future years as operational budgets increase. Two items have been and will continue to be major impacts on the expenditure levels of the town: debt service and the school budget.

**Debt Service**

In January of 2003 the Town issued the largest bond in its history. The $28,656,000 bond included the $23,795,000 cost for the new High School that will be paid over the next 20 years. This brought the total outstanding principal debt of the Town to $39,993,378 with associated interest costs of $17,481,566 for total debt service of $57,474,944. These figures do not include future construction projects such as the Police Station, Middle School or the Waste Water Treatment System that will service the Russell Street School, the Middle School and the Town Offices.

Reimbursements from the State for both the High School and Shaker Lane construction projects offset $24,201,406 of the above total debt service. Payments on debt issued for both the Light and Water departments, for which the Town will be reimbursed, total an additional $8,447,416. This leaves a net of $24,826,122 in total Town supported debt service. The Finance Committee has advocated limiting future debt within the operating budget of the Town. We have recommended and feel that it is absolutely necessary that any future construction projects, such as those mentioned above, be done as debt exclusions, where the year-to-year debt service payments are raised outside of the normal Proposition 2 ½ levy calculation.

Adding debt to the Town, similar to households using credit cards, places the burden of payment onto future years and constrains operating budgets. The Town is feeling that impact in FY04. The debt service within the operating budget of the Town (total debt service less reimbursements less debt exclusion items) represents 9.60% of the adjusted revenues of the Town. This figure must be reduced over time to the 5% level suggested in the Finance Committee’s guidelines. In order to accomplish this, future debt issuance must be kept to a minimum. Therefore, in the FY04 budget and for the first time in many years there are no borrowing articles appearing on the warrant affecting the operating budget of the Town.

The Finance Committee has recommended that two items, which normally have been borrowed, appear on the warrant as capital exclusions. A capital exclusion is similar to a debt exclusion in that the payment is raised outside of the normal Proposition 2 ½ levy calculation. However, a capital exclusion raises the total amount of the funds needed all at once, essentially paying cash for our purchase instead of using our credit card. A capital exclusion does impact the tax rate of the Town since it raises funds outside of Proposition 2 ½ for a single year. *(Specific impacts to the tax rate will be discussed later in this report.)* This funding mechanism must be used not only in FY04 but also in future years in order to decrease the amount of debt service and free up dollars within the operating budget to maintain the level of services provided by the Town today.
The two items, the replacement of the roof at the Russell Street School and the renovation of the ladder truck for the Fire Department, are estimated at $800,000. Exact amounts will be known prior to Town Meeting as final bids are received. The Town saves an estimated $200,000 in interest costs over the next 10 years on these two items by not borrowing. That is an average of $100,000 per year in principal and interest payments that will now be available for the Town’s operating budget. If this strategy is carried forward from year to year to pay for selected capital purchases, the compounded savings to the Town becomes significant.

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

School Budget

The School Budget has always been the major recipient of Town Meeting appropriation. There has never been a question as to the value of a quality school system within the town and the need for the community to provide its children with a quality education and proper foundation for their future. The responsibility of the School Committee is to provide that quality education and advocate for an ever-improving system based on the educational needs of the children and desires of the community. It is the responsibility of the Finance Committee to recommend to Town Meeting an appropriation that it believes to be sufficient to meet those educational needs within the School budget as well as provide for the safety, protection and other services to the community within the limited resources available to the Town. In prosperous years, this dynamic has worked well together. In these past few years with tighter revenue streams, more demands for other services and ever increasing operational costs associated with every aspect of operating the Town these two viewpoints have been in direct opposition.

In the FY04 budget process the Finance Committee and the Board of Selectmen have attempted to provide the school system with as much financing as possible. The recommended school budget increases the funding for the school system by $319,566 or 2.72%. Many other school districts across the State are being cut in both dollars and personnel at increasingly high levels. We have chosen to fund our school district with a small increase at the expense of all other Town departments.

The Finance Committee has attempted to act as fair as possible in assessing the school departments FY04 budget. The Finance Committee and School Committee have met several times and have developed a very good working relationship where each side clearly understands the needs and decisions faced by each other. It is unfortunately a reality of the times that there are simply too few dollars available to cover all that the Town needs to accomplish. The Finance Committee, School Committee and Board of Selectmen recommend to Town Meeting a $12,087,970 appropriation for the school department.
The Plan for the Future

While the Finance Committee had foreseen the inevitable battle between revenues and expenses coming to a head, the economy and the fiscal problems on Beacon Hill have pushed that battle line a year earlier than we had projected. In planning for this event both the Finance Committee and Board of Selectmen were committed to hold the line on additional spending. The needs of a growing community and the inevitable unexpected event would at times force us slightly off course. The following are some of the guidelines the Finance Committee intends to follow:

**Stabilization** - The Stabilization fund currently stands at $4,862,860. Town meeting will be asked to cover the net debt service for the High School of $1,119,140 from this account. The fund will be able to support future debt service payments until FY07. Beginning in FY08 the operating budget would have to be able to support the additional debt service payment of approximately $926,000. The Town, therefore, has three years to prepare for this known major financial event. Any new revenue stream cannot be fully added to the operating budgets of the Town. Free cash and/or stabilization must be allowed to grow in order to begin to cover this additional cost. A minimum of 10% of revenue growth must be set aside each year. If this savings cannot be accomplished over this time period, the Finance Committee will recommend a debt exclusion for the remaining debt service on the High School.

**Debt Management** – Additional borrowings must be held to a minimum. Over the next four years the annual debt service payments of the Town decrease by a total of $815,000. This reduction in debt levels cannot be allowed to be added dollar for dollar to the operating budgets. A minimum of 50% of these dollars must be set-aside in free cash or stabilization while continuing to use capital exclusions and debt exclusions where necessary.

**Operating Budgets** – Spending by all departments must continue to be controlled. Additional personnel must be added only in situations where a direct benefit in cost efficiencies can be realized or where the safety of the community would be compromised. Health benefit costs are increasing substantially in the FY04 budget due to additional costs of the benefit and more employees taking advantage of the Town’s 70/30 split in cost between Town and employee. Town unions were asked this year to consider a change in this cost structure to a 60/40 split. The unions rejected this proposal. The change in the cost structure would have saved the Town an estimated $186,000.

**Revenues** – As with most other communities the Town must find new sources of revenues wherever possible. Unfortunately in some cases this means increased fees for services provided which some may consider as an additional tax. The “Pay As You Throw” program, for example, being implemented this year will make the transfer station self-sufficient and spread the cost of the service equitably among those who use it. Other Town departments have been asked to look at the fee structure for services they also provide with most adjusting their fee schedules in order to increase the revenue stream to the Town.

New growth has fallen approximately $235,000 from FY03 levels. Although residential new growth values have remained level, commercial and industrial property and personal property have fallen. The lack of new commercial development has certainly had an impact on the
revenue stream of the Town. The Cisco development, for example, would have added an estimated $1 million to the tax levy starting in FY05 if that project had moved forward as originally scheduled. Much of the Town’s issues for the coming years would have certainly been made easier had Cisco chosen Littleton over Boxborough. With Littleton’s split tax rate a much heavier burden is placed on commercial property owners. An increase in taxes though additional overrides in conjunction with the split tax rate makes it more difficult for the Town to attract commercial development.

The chart on the next page shows the estimated revenues and expenditures for the Town over the next five years. These estimates exclude the debt service payments from the Stabilization account for the High School project until the funds are depleted in FY08. These assumptions, as are all the numbers included in this document, are based on levels of revenues and expenses which the FinCom feels are most likely to occur given the Town’s most recent financial history, the current economy and levels of services and projects currently in progress or likely to occur within the next few years. With reduced spending levels and minimal additional debt the expected revenues generated by the Town over this time period are in line with estimated expenditures.
The chart below shows the estimated budget overage or shortage for the Town through FY08. Estimated annual school and Town budget increases have been adjusted to levels that produce balanced budgets. School budget growth during this time period totals 20% over the four years. The town budget is factored at a 15.5% growth rate over that same period. The average increases for both budgets, however, are not evenly spread throughout the periods. Spending constraints must still be realized with expenses gradually allowed to increase. Spending increases in the earlier years over and above those projected cannot be supported within the estimated revenue stream.

<table>
<thead>
<tr>
<th>Budget Overage (Shortage)</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$53,354</td>
<td>$65,012</td>
<td>$177,545</td>
<td>$198,784</td>
</tr>
</tbody>
</table>

**Finance Committee Recommendations**

We are very fortunate to have just finished a ten-year period of relative prosperity. The improvements in many areas and functions of the Town have been significant. However, in this uncertain time with lower revenue from State aid, slowing new growth and less available free cash, the Finance Committee has been forced to recommend a budget to the Town which includes cuts in some services.
FY04 Operating Budget

The budget recommendations contained in Article 4 reflect decreased spending from FY03 levels by Town departments. At this time, the Town portion of the FY04 budget decreases by approximately $370,000. All Town departments have been affected in varying degrees. We would like to thank the department heads that worked with us in resolving the operational deficit we were faced with. The cuts made were not easy choices. Protection of jobs was a priority, although some jobs were lost. Increases to meet contractual obligations were supported.

The School department’s budget is being recommended at a 2.72% increase, primarily funding raises for union staff. Again, the primary focus of the Finance Committee was to protect as many jobs as possible. Staffing of additional teachers due to projected increased enrollment could not be supported. The School Committee does have the authority to spend the Town’s appropriation as they see fit.

Warrant Articles

Likewise, many warrant articles for capital improvement were deferred and only those essential for this fiscal year are recommended.

The FinCom supports all articles appearing on the warrant at this time.

The un-funded requests for FY04 are summarized later in this report.

As mentioned above, the pressure on the budget has been building due to previous years double digit increases in the school’s operating budget, and the expense of our capital projects. This is not a criticism of the school department, but the reality of a budget that comprises close to 70% of the Town’s total expenditures. Regular Town Meeting members have heard the FinCom consistently talk about expenses outpacing revenues and that an override may be necessary to alleviate our shortfall. Now with the State financial crisis and reduction of funds and the threat of delayed reimbursements to towns, we believe this scenario may present itself in the not to distant future unless a significant change in the revenue stream occurs.

In the short-term, if new programs are needed, it will either be necessary to eliminate existing programs of lower priority and re-direct the resources or to consider an operational override. An operational override will only be recommended by the Finance Committee when all other financing mechanisms have been exhausted and the long term impact of this permanent increase can be sustained and integrated with an overall financial plan. We do not recommend building operating budgets that hinge on the passage of an operational override every year.

It is hoped that with innovative and motivated managers leading our town departments, that appropriate service levels can be maintained and the Town of Littleton can continue to offer a high quality of life to our citizens with reasonable and planned tax increases that support an overall financial plan.
Major Projects

A Joint Committee on Building Construction was assembled in December 2002 comprised of members from the Board of Selectmen, School Committee, Building Committee and Finance Committee. The new construction projects facing the Town were evaluated. Timelines for construction were developed and recommendations were presented to the full committees in January 2003. The results were as follows:

1. Design and construction of the Waste Water Treatment System must begin immediately due to the condition of the current septic system in place at the Middle School. Design work has begun using the funds appropriated by Town Meeting as part of the Middle School construction. Construction bids will be obtained and presented at a future Special Town Meeting in the fall. This project will be recommended as a debt exclusion.

2. Design of the new Middle School must continue as part of the above project. The committee viewed this as a necessary component of the permitting process for the Waste Water Treatment System. This project will be recommended as a debt exclusion.

3. Construction of the new Middle School should be reviewed again during the fall by the committees and presented to Town Meeting at an appropriate time.

4. Construction of the new Police Station should be placed on hold temporarily and presented to Town Meeting at an appropriate time.

Debt Exclusions

As previously mentioned, the Finance Committee, with the support of the Board of Selectmen, recommends that all of the above projects be funded using debt exclusions. The Special Town Meeting warrant includes an article for the design and construction of the Waste Water Treatment System. The estimated cost of the project is currently at $1,760,000. Due to the uncertainty surrounding the State’s School Building Assistance Fund this project must be presented at this time in order to qualify for reimbursement from the State in the future. The tax impact of this project will be discussed later in this report.

The design of the new Middle School must continue. At this time it is still uncertain whether the voters and Town meeting will be asked for a debt exclusion vote on this portion of the Middle School project. The Finance Committee and Board of Selectmen recommend that this project continue and be funded as a debt exclusion. The design portion of the project is set at $850,000.
**TOWN OF LITTLETON**

**FY04 Budget Details**

**Revenue Sources** - Where the Town raises the funds it needs to operate

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>FY04 Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$16,324,703</td>
<td>Increase of $728,999 over FY03 or 4.99%</td>
</tr>
<tr>
<td>State Aid</td>
<td>$3,749,746</td>
<td>Includes $1,120,797 reimbursement from State for High School debt</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>$2,608,251</td>
<td>Includes $1,119,140 transfer from Stabilization to cover High School debt service</td>
</tr>
<tr>
<td>Local Receipts</td>
<td>$1,734,232</td>
<td>Other Town revenues &amp; fees</td>
</tr>
<tr>
<td>Excise Taxes</td>
<td>$1,211,400</td>
<td>Estimated receipt</td>
</tr>
<tr>
<td>Free Cash</td>
<td>$215,000</td>
<td>Unused funds from FY02 budget</td>
</tr>
</tbody>
</table>

**Total Town Revenue**  $25,843,331

---

**Revenue Sources**

**FY 2004**

- Property Taxes: 63.17%
- Local Receipts: 6.71%
- Other Funds: 10.09%
- Excise Taxes: 4.69%
- State Aid: 14.51%
- Free Cash: 0.83%
Expenditures - Where the Town spends the money it raises

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>FY04 Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Budget</td>
<td>$12,087,970</td>
<td>Increase of $319,566 or 2.72%</td>
</tr>
<tr>
<td>Debt Service - Schools</td>
<td>$2,698,519</td>
<td>Shaker Lane &amp; High School projects</td>
</tr>
<tr>
<td>Capital Exclusion Article</td>
<td>$500,000</td>
<td>Russell St School roof</td>
</tr>
<tr>
<td>Charter/School Choice</td>
<td>$515,000</td>
<td>Students attending charter schools</td>
</tr>
<tr>
<td>Nashoba Tech Assessment</td>
<td>$275,379</td>
<td>Students attending Nashoba Tech HS</td>
</tr>
<tr>
<td>School Related Expenditures in Town Budget</td>
<td>$1,246,358</td>
<td>Benefits &amp; Other School Expenses</td>
</tr>
<tr>
<td>Total School Related Exp.</td>
<td>$17,323,226</td>
<td>67.04% of Total Town Expenditures</td>
</tr>
<tr>
<td>Town Budget</td>
<td>$5,901,186</td>
<td>Town Departments Only</td>
</tr>
<tr>
<td>Town Debt Service</td>
<td>$1,118,570</td>
<td></td>
</tr>
<tr>
<td>Light &amp; Water Debt Service</td>
<td>$693,017</td>
<td></td>
</tr>
<tr>
<td>Warrant Articles</td>
<td>$133,181</td>
<td></td>
</tr>
<tr>
<td>Capital Exclusion Article</td>
<td>$300,000</td>
<td>Ladder Truck Capital Exclusion</td>
</tr>
<tr>
<td>Other Funds</td>
<td>$372,131</td>
<td></td>
</tr>
<tr>
<td><strong>Total Town Expenditures</strong></td>
<td><strong>$25,841,311</strong></td>
<td></td>
</tr>
</tbody>
</table>

Expenditures FY 2004

- Town Budget: 22.84%
- Light & Water Debt Service: 4.33%
- Capital Exclusion: 2.68%
- Other Funds: 1.44%
- School Related Expenses: 67.04%
- Warrant Articles: 0.52%
## FY 04 Budget Items Requested and Not Funded

### Warrant Articles

<table>
<thead>
<tr>
<th>Article</th>
<th>Un-funded Request</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of New Police Station</td>
<td>$4,700,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>Fire Department – Major Equipment Repair</td>
<td>$5,000</td>
<td>Funding eliminated for FY04</td>
</tr>
<tr>
<td>Fire Department – Capital Equipment</td>
<td>$144,000</td>
<td>Purchases delayed or grant funding being investigated</td>
</tr>
<tr>
<td>Park &amp; Recreation - Pave 300 King Street</td>
<td>$35,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>Repair Salt Shed – Highway Department</td>
<td>$35,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>Highway – Capital Equipment</td>
<td>$237,000</td>
<td>Purchases delayed</td>
</tr>
<tr>
<td>Highway – Hazardous Waste Collection</td>
<td>$7,000</td>
<td>Use existing revenue fund account</td>
</tr>
<tr>
<td>Sidewalk Program</td>
<td>$50,000</td>
<td>Use existing revenue fund account</td>
</tr>
<tr>
<td>“Pay as you throw” initial funding</td>
<td>$24,000</td>
<td>Use transfer station receipts</td>
</tr>
<tr>
<td>Road Repair</td>
<td>$75,000</td>
<td>Additional funding request eliminated</td>
</tr>
<tr>
<td>Information Systems – Capital Equipment</td>
<td>$29,000</td>
<td>Additional funds available from previous years articles</td>
</tr>
<tr>
<td>Library Capital Improvements</td>
<td>$3,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>Public Land Acquisition Fund</td>
<td>$25,000</td>
<td>Funding eliminated for FY04</td>
</tr>
<tr>
<td>Fire Station elevator engineering</td>
<td>$5,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>Russell St entry doors</td>
<td>$5,000</td>
<td>Project delayed</td>
</tr>
<tr>
<td>School Dept – Copier</td>
<td>$7,000</td>
<td>Article removed by School Committee</td>
</tr>
</tbody>
</table>

**Total Un-funded Articles** $5,386,000

**Total Operating Budget Reduction** $444,963

**Total Operating Budget & Warrant Article Reductions** $5,803,963
Proposition 2½

Proposition 2½ (Prop 2½) is the basis of municipal finance in Massachusetts. It was established as a way to stabilize property taxes imposed by cities and towns by limiting the amount of tax increases to 2½ percent of the prior year’s levy limit. To better understand Prop 2½ we will define some terms that will be referred to and then illustrate how Prop 2½ affects the Town of Littleton with some examples for the current fiscal year.

**Levy** – The revenue that the Town can raise through real and personal property taxes.

**Levy Ceiling** – The total levy allowed to be raised cannot exceed 2.5% of the full and fair cash value of all taxable real and personal property in the Town.

**Levy Limit** – The maximum amount the Town can levy in any given year. The levy limit cannot exceed the levy ceiling. Prop 2½ does allow a Town to levy above the limit on a temporary basis as well as a permanent increase to the levy limit. These options will be explained later.

**New Growth** – Annual allowed increase to the Town’s levy limit based on the value of new development or other growth in the tax base that is not the result of property revaluation. For FY03 an estimated $31,400,000 in new development will be added to the total property valuation from FY02. This amount is multiplied by the prior year’s tax rate to determine the amount to be added to the current year’s levy limit.

**Override** – An override allows the Town to assess taxes in excess of the normal 2½% increase allowed by Prop 2½. An override cannot raise the levy limit above the levy ceiling. The levy limit for the year is calculated including the override amount and becomes part of the levy limit base. This base would be increased the following year by 2½%.

**Debt Exclusion** – A debt exclusion allows the Town to raise funds above its levy limit or ceiling for certain purposes. The Town, in this example, would be allowed to raise funds for a specific debt service costs. The amount added to the levy limit due to a debt exclusion is not added to the levy base and would not be included in the levy calculation for the following year. A debt exclusion would only last for the life of the specific debt.

**Capital Exclusion** – A capital exclusion allows the Town to raise funds above its levy limit or ceiling for capital projects. The Town, in this example, would be allowed to raise funds for a specific single year capital project. The amount added to the levy limit due to a capital exclusion is not added to the levy base and would not be included in the levy calculation for the following year. A capital exclusion is limited to a one-year increase in the levy limit.

**Special Exclusion** – An exclusion that allows the Town to raise taxes above its levy limit in order to fund a program to assist homeowners to repair or replace faulty septic systems. A special exclusion does not require voter approval.
TOWN OF LITTLETON

Levy Ceiling Calculation

FY03 total real and personal property value  $1,256,478,100
Add: FY04 estimated new development  30,469,900
Total property value  $1,286,948,000

Levy Ceiling  $32,173,700

* Includes current year property revaluation

Levy Limit Calculation

FY 03 Levy Limit  $14,518,810
x 2 ½ %  362,970
Add: New Growth  366,029
FY 04 Levy Limit  $15,247,809
Add: Debt Exclusion  255,267
Capital Exclusion  800,000
Special Exclusion  21,627
Total Levy Limit with Debt Exclusion  $16,324,703

In the above calculations the Town is allowed to assess taxes to the levy limit of $16,324,703 since it remains below the $32,173,700 levy ceiling.

The Town currently has debt exclusions for the following projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Original Balance</th>
<th>FY 04 Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTS (to be voted May 04)</td>
<td>$25,625</td>
<td></td>
</tr>
<tr>
<td>Frost/Whitcomb Land</td>
<td>$63,375</td>
<td></td>
</tr>
<tr>
<td>Morrison Land</td>
<td>$184,267</td>
<td></td>
</tr>
<tr>
<td>Less: Self Help Grant</td>
<td>$(18,000)</td>
<td></td>
</tr>
<tr>
<td>Total Current Debt Exclusion</td>
<td>$255,267</td>
<td></td>
</tr>
</tbody>
</table>

Property Taxes

Current property tax rates in Littleton for FY03 average $13.01 per $1,000 of assessed property value. The Town uses a split tax rate that assigns a different rate depending on property classification. Residential property is taxed at $11.15 / $1,000 while commercial and personal property is taxed at a higher rate of $19.36 / $1,000.

1 Tax data is estimated based on current information and past practices. It is provided as a reference in this report to enable the taxpayer to make informed decisions.
While the ultimate decision of setting the tax rate rests with the Board of Selectmen, the Finance Committee estimates the impact to property tax bills when compiling the budget by using the same set of options used by the Selectmen when setting the current years tax rate. Any changes to these options will affect the estimated residential rate. The overall tax rate is not affected.

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

Using the budget submitted by the Finance Committee we estimate the average tax bill for the Town for FY04 to be approximately $12.68 with an estimated residential rate of $10.54. When comparing rates it is important to remember that residential home values are estimated to increase by approximately 15.5% over FY03 values. The chart below factors in the property value increase as reflected in the first column and includes the impacts of all capital and debt exclusion items recommended by the Finance Committee.

**Estimated Residential Tax Bills FY04**

<table>
<thead>
<tr>
<th>Residential Property Valuation</th>
<th>Annual Tax Bill FY03</th>
<th>Estimated Annual Tax Bill FY04</th>
<th>Increase FY04 Tax Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000 / $231,000</td>
<td>$2,230</td>
<td>$2,435</td>
<td>$205.00</td>
</tr>
<tr>
<td>$250,000 / $288,750</td>
<td>$2,787</td>
<td>$3,043</td>
<td>$256.00</td>
</tr>
<tr>
<td>$300,000 / $346,500</td>
<td>$3,345</td>
<td>$3,652</td>
<td>$307.00</td>
</tr>
<tr>
<td>$400,000 / $462,000</td>
<td>$4,460</td>
<td>$4,869</td>
<td>$409.00</td>
</tr>
</tbody>
</table>

**Capital Exclusion Impacts**

The proposed articles for the Russell St School roof ($500,000) and the necessary maintenance to the Fire Departments Ladder Truck ($300,000) are currently based on estimated costs to complete each project. In the time before Town Meeting bids for the completion of each project will be finalized and exact costs will be known. The Finance Committee recommends both projects be completed and funded by capital exclusions.

As previously mentioned capital exclusions raise funds outside of Proposition 2 ½ similar to debt exclusions, which have been utilized by the Town previously. Capital exclusions, however, raise the entire project costs in a single year in order to avoid the on going debt service costs associated with borrowings.
The chart below shows the tax impacts of the exclusion items. It is important to remember that these costs are included in the tax chart on the previous page and the overall tax rate mentioned earlier. These items will only affect the tax rate in FY04.

**Capital Exclusion Tax Impacts**

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>Residential Tax Rate Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell St Roof</td>
<td>$500,000</td>
<td>$ 0.32 / $1,000</td>
</tr>
<tr>
<td>Ladder Truck</td>
<td>$300,000</td>
<td>$ 0.20 / $1,000</td>
</tr>
</tbody>
</table>

Using the values shown above the impacts for the capital exclusions are as follows:

<table>
<thead>
<tr>
<th>Residential Property Valuation</th>
<th>Russell St Roof</th>
<th>Ladder Truck</th>
<th>Total Impact</th>
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<tr>
<td>$200,000 / $231,000</td>
<td>$ 73.92</td>
<td>$ 46.20</td>
<td>$120.12</td>
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<td>$180.18</td>
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<tr>
<td>$400,000 / $462,000</td>
<td>$147.84</td>
<td>$ 92.40</td>
<td>$240.24</td>
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**Debt Exclusion Impacts**

The FY04 tax impact for the Waste Water Treatment System is minimal. Total debt service is estimated at only $25,625. Future impacts as the project is completed are estimated to add between $0.20 and $0.30 per $1,000 to the tax rate at the height of the debt service payment. The Building Committee will present the details of this project at Town Meeting.

**Operational Overrides**

Due to the compounding effect of budget increases, an operational override in any single year results in required operational overrides in subsequent years unless certain spending controls are enforced. In other words, the addition of any override dollars to the School or Town budget has the potential to increase faster than the town is allowed to increase its levy on the funds.

An operational override will not solve the problem facing the Town. If spending is allowed to increase faster than revenues, numerous overrides may be necessary in the coming years. The continued growth in expenses would need to be eliminated through stringent spending controls. Revenues, other than the levy limit, would need to show significant increases to the extent that expenses were allowed to increase. Finally, to the extent that neither of the above solutions proves to be viable, overrides will be necessary.
Conclusion

It continues to be our belief that with innovative and motivated managers leading our town departments, that appropriate service levels can be maintained and the Town of Littleton can continue to offer a high quality of life to our citizens with reasonable and planned tax increases that support an overall master plan. It is unfortunate that this downturn in the economy has lasted for as long as it has and will force the Town to make cuts in some levels of services provided previously. While it is extremely difficult to ask the citizens of the Town to pay more in these tough times, whether in the form of taxes or fees, the Finance Committee believes its recommendations strike the best possible balance for all.
Supporting Information

Financial Guidelines

Well conceived and practiced financial planning can assist Town officials in achieving the best possible use of funds while providing both short and long term stability. Financial policies can improve a Town’s credit rating and reduce the cost of interest paid on the Town’s long-term debt issues. In addition, established policies can provide a base line for reference and consistency independent of political climates and personal agendas.

The Finance Committee recommends that policies be established for the management of Free Cash, the Stabilization Fund and Debt Management. These policies should be reviewed annually by the Finance Committee and the Treasurer, and serve as a platform for discussion with the Selectmen for the annual budget message. The basis of this financial plan are incorporated in the recommendations by the Finance Committee in this years budget.

Free Cash

The accumulation and use of “Free Cash” now referred to in Massachusetts Accounting Statutes as the Undesignated Fund Balance (UFB) of the General Fund, is an important component of the Town’s overall financial management policies. The available amount is calculated and certified each year by the Commonwealth Department of Revenue using data submitted by the Town.

In prior years, the entire amount of UFB has been used to fund the operating budgets. It is the Finance Committee’s recommendation that this practice be modified to maintain a minimum balance of 2.5% of the General Fund in order to provide a reserve for unexpected financial crisis during the year. Further, the undesignated fund balance should not be relied upon as a mechanism for funding the Town’s operating needs. As the Stabilization Fund is a reserve for capital needs, the UFB can be viewed upon as the reserve for operational needs.

Therefore the following policy is recommended:

1. Maintain a minimum free cash balance of 2.5% of the Total Operating Budget.

2. Appropriate at the Annual Special Town Meeting the Certified Undesignated Fund Balance above the 2.5% minimum threshold, or replenish the account at the same level of withdrawals during the past fiscal year.

Stabilization

The Stabilization Fund is a special reserve account allowed by Massachusetts General Laws to allow savings for future needs. The funds appropriated to a Stabilization account cannot be earmarked and a two-thirds vote at town meeting is required to appropriate funds from this account. The Fund balance may not exceed ten percent of the equalized valuation of the Town
and all interest shall be added to and become part of the fund. The Treasurer may invest the proceeds in keeping with the regulations as set in M.G.L. Ch. 40 s 5B.

Therefore the following policy is recommended:

1. A minimum balance of 5% of the current operating budget be maintained in the Stabilization Fund.

Debt Management

With the recent growth in our Town and the need for school expansions and other capital projects debt management is essential to the overall financial planning of any municipality, but especially critical in times of expansion such as we are in. Borrowing funds and repaying over a number of years allows the Town to finance projects we could not afford to pay from our operating budget. The objective of debt management is to borrow at the least cost over the term of the repayment debt. It requires careful planning and strategies to minimize the negative effect to the taxpayer and should be used only when the cost allocation is deemed equitable and the interest costs do not outweigh the advantages. It is critical to develop a policy or guidelines, determining the issuance, timing and tax impact of current and future debt.

Recommended Guidelines for Tax-Supported Debt *

1. Total annual budget allocation for capital needs should be in the range of 7%-8% of the total operating budget.

2. Approximately one third of the capital needs should be met from current resources and two-thirds may be borrowed.

3. Repayment of principal and interest together with issuance cost and short term financing costs should be capped at approximately 5% of the total budget to maintain and improve credit rating.

4. At no time should tax supported debt exceed 10% of the total budget.

5. Repayment schedules should be in accordance with published requirements and as aggressive as possible.

These guideline achieve the following:

a. Capital needs are not displaced by the fiscal demands of current operations.

b. Borrowing is controlled.

c. The cost of interest is minimized.

d. The capability to borrow is quickly restored.
*Revenue-supported debt (water, sewer, and light) is subject to different guidelines that consider the length of the project and current interest rates.

**Enterprise Funds**

**Cemetery Department**

The Cemetery Department is a self-funding entity. The salaries and expenses of the department are offset by the transfer of certain revenues to the Town. Revenues generated by the Cemetery Department come from the sale of lots, opening of graves and interest from their Perpetual Care funds. Although their budget is voted at town meeting, it has no impact on the tax rate.

**Light Department**

The Light Department is a self-funding entity owned by the Town of Littleton. Their salaries, expenses, and debt payments are paid out of receipts from the sale of electricity to the rate-payers of Littleton and Boxboro. Their budget has no impact on the tax rate. The Town of Littleton receives interest on the Light Departments funds and receives an annual payment in-lieu of taxes. Debt service payments made by the Town on behalf of the Light Department are fully reimbursed by the department.

**Water Department**

The Water Department is a self-funding entity. Their salaries, expenses and debt payments are paid out of receipts. The Water Departments budget, although voted by town meeting, has no impact on the tax rate. Debt service payments made by the Town on behalf of the Water Department are fully reimbursed by the department.
### Finance Committee Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Appointed By</th>
<th>Term Expires</th>
<th>Years on FinCom</th>
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<tbody>
<tr>
<td>Steven Venuti – Chair</td>
<td>School Committee</td>
<td>2003</td>
<td>8</td>
</tr>
<tr>
<td>Ken Adam – Vice Chair</td>
<td>Board of Selectmen</td>
<td>2005</td>
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<td>Jeff Burnett</td>
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<td>2005</td>
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<td>Fred Faulkner</td>
<td>Light &amp; Water Dept</td>
<td>2004</td>
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<td>Will Ingham</td>
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<td>2003</td>
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<td>Allen McRae</td>
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<tr>
<td>Richard Montminy</td>
<td>Moderator</td>
<td>2004</td>
<td>4</td>
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Glossary of Terms

Abatement - A reduction or elimination of a tax, fee or special assessments by the town.

Appropriation - Authorization by town meeting to make expenditures or incur debt for specific purposes.

Assessed Valuation - A valuation, based on full and fair market value, placed on real estate or other property by the Town as a basis for levying taxes.

Audit - An examination of financial systems, procedures, and data by independent certified accountants.

Available Funds - Funds established through previous appropriation or the results of favorable conditions. Examples are Stabilization, Free Cash Overlay Surplus, and Water Surplus.

Betterments - A special property tax on specific area of town that receives a benefit from a public improvement. Each property owner that benefits receives a proportionate share of the project cost which may be paid in full or over 20 years. Examples are Water, Sidewalks, etc.

Bond - An obligation to pay a specific sum of money, including principle and interest, at a specific date or dates in the future.

Bond Anticipation Note (BAN) - Short term notes not to exceed five years used to provide initial cash for Town Meeting approved projects prior to issuing long-term bonds.

Budget - A financial operating plea for the Town consisting of proposed revenues and expenditures for a certain period of time.

Capital Expenditure - An appropriation for assets or projects costing at least $25,000 and having a useful life of at least five years. Examples are construction, major repairs or replacements to capital facilities or equipment, acquisitions, etc.

Capital Outlay Expenditure Exclusion - A vote by the Town to exclude payments for a single year capital project from the levy limit. The exclusion is limited to one year and may temporarily increase the levy above the levy ceiling.

Cherry Sheet - Official notification from the Department of Revenue of the next fiscal year’s state aid and assessments to cities, town, and regional school districts. State aid consist of distributions (funds based on formulas) and reimbursements (funds for cost incurred for specific programs or services) Assessments are advance estimated of State and County charges.

Cherry Sheet offset items - Local aid that may be sent without appropriation in the budget but which must be spent for specific programs. Examples are school lunch grants, library grants, etc.
Classification of Real Property - Assessors are required to classify all real property as residential, industrial, commercial, or open space. Local officials then determine what percentage of the tax burden is to be by each classification.

Classification of the Tax Rate - Selectman vote to determine the tax rate options. Communities may set as many as three tax rates: residential, open space, and commercial/industrial/personal property.

Debt Exclusion - A vote by the town to exclude debt service payments for a particular capital project from the levy limit. The annual debt service payments are added to the levy limit for the life of the debt only.

Debt Service - The annual cost of principle and interest for a particular bond particular bond

Encumbrance - Part of an appropriation that is reserved to meet an obligation in the form of purchase orders, contracts, or salary commitments.

Equalized Valuations (EQV) - The determination bi-annually of the full and fair market value of all property in the state that is subject to local taxation. The EQVs are used as variables in determining State aid, County assessments and certain other cost.

Estimated Receipts - Estimates of miscellaneous state and local receipts based on previous year’s receipts deducted by the assessors from gross amount to be raised by taxes.

Excess Levy Capacity - The difference between the levy ceiling and the actual amount of real and personal property taxes raised for a given year.

Exemptions - Partial or full discharge of a tax obligation granted by the Board of assessors.

Fiscal Year - The state and local municipalities operate on a fiscal year that runs from July 1 and ends the following June 30.

Fixed Cost - Mandated cost such as retirements, insurance and debt

Foundation Budget - The target amount set by the state for each school district that defines the level of spending necessary to provide all students with an adequate education.

Free Cash - Moneys remaining from the previous fiscal year’s operations certified by the DOR which are available for appropriation.

General Fund - This non-earmarked fund is used to account for most financial transactions governed by town meeting.

Levy Ceiling - The maximum tax assessed on real and personal property may not exceed 2% of the total full and fair cash value of all taxable property. Property taxes may exceed this limit only if the town votes a capital outlay exclusion, or a special exclusion.
**TOWN OF LITTLETON**

**Levy Limit** - The maximum amount a community can levy in a given year. The limit can only grow by 2% of the previous year’s limit plus new growth.

**Local Aid** - Revenue that the town receives from the state.

**Local Receipts** - Revenues the town generates other than real or personal property taxes. Examples include investment income, motor vehicle excise tax, fees, rentals, etc.

**Minimum Regional Local Contribution** - The minimum amount of money that the town must appropriate from property taxes and other revenues for the support of schools.

**Net School Spending** - Includes both school budget and town budget amounts attributable to education; excluding long-term school debt, busing, school lunches, and certain other specified school expenses.

**New Growth** - Taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying the value of new construction by the previous year’s tax rate.

**Offset Receipts** - Certain amounts on the Cherry Sheets for specified programs for which only the money can be spent.

**Operating budget** - The proposed plan for expenditures for personnel, supplies, and other expenses in the coming fiscal year.

**Overlay** - An account set-aside for property tax exemptions and abatements.

**Override** - A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit to no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**Property Tax Levy** - The amount a community can raise through the property tax. The levy can be any amount up to the levy limit plus exclusions.

**Reserve Fund** - An amount of money set aside in the budget to provide funding for unexpected or extraordinary expenditures.

**Residential Factor** - The percentage of the tax levy to be paid by property owners. A residential factor of “1” will result in the taxation of all property at the same rate. Selectmen set the residential factor annually.

**Revaluation** - The town assessors are responsible for achieving a fair cash value of all taxable property in accordance with state law. Every three years the assessors must submit certified property values to the State Department of Revenue (DOR). These values must be maintained in the years between certification.
Revolving Fund - Revenues raised by the town for a specific service. The revenues are to be used only for that specific service and may be spent without appropriation.

School Building Assistance Program - This program provides state aid or grants for local and regional school construction projects.

Special Exclusion - The Town for limited capital purposes may assess taxes above the amount of its levy limit or levy ceiling without voter approval. There are presently only two special exclusions:

- Water and sewer project debt service cost which reduce water and sewer rates by the same amount; and a program to assist homeowners to repair or replace faulty septic systems, removal of underground fuel storage tanks, or removal of dangerous levels of lead paint to meet public health and safety codes. Homeowners then repay the town similar to betterment.

Stabilization Fund - A fund in which money is set aside for any lawful purpose. Towns may appropriate into this fund in any year an amount not to exceed 10 percent of the prior year’s tax levy. A Two-thirds vote of town meeting is needed to appropriate money from the account.

Tax Rate - The amount of tax stated in terms of a unit of the tax base; for example, $13.50 per $1,000 of the assessed property value.

Under-ride - A vote by the town to permanently decrease the tax levy limit.

Unreserved Fund Balance - This is also referred to as the “Surplus revenue account”. It’s the amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves.

Warrant - The list of items to be acted upon by Town Meeting.

Water Surplus - Any revenues in excess of estimated water receipts or unspent water appropriations. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.
NOTES: