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# TOWN OF LITTLETON

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## DEDICATION

The 2003 Annual Town Report  
is dedicated to

### **MARIE E. GRIFFIN**



The Board of Selectmen wishes to dedicate the 2003 Annual Report to the memory of Marie Griffin. Marie managed the Senior Meal Site at Shattuck Street for many years with an inimitable style. She also served as a member of the Board of Commissioners of the Littleton Housing Authority. While best known for her work with senior citizens, Marie was also instrumental in creating the Town's first youth center in the late 1960's. We will miss Marie's dedication to her work and especially, her good humor.

### **ARTHUR H. TREPANIER**

The Board of Selectmen also wishes to acknowledge the passing last year of Arthur H. Trepanier. A long-time resident of Goldsmith Street, Mr. Trepanier also served the Town with distinction as a member of the Littleton Planning Board. His contributions are appreciated and he will be missed.

## GENERAL INFORMATION

### WHERE TO CALL FOR TOWN INFORMATION

Accounting	Town Accountant	952-2307
Appeal of Zoning Decision	Board of Appeals	486-3732
Assessments	Board of Assessors	952-2309
Birth, Death, and Marriage Certificates	Town Clerk	952-2314
Building Permits	Building Commissioner	952-2308
Cemeteries	Cemetery Commissioners	952-2324
Emergency Mgmt.	Emergency Management Office	952-2315
Conservation Issues	Conservation Commission	486-9537
Dog Licenses	Town Clerk	952-2314
Dog Problems	Dog Officer	952-2353
Education Information	School Superintendent's Office	486-8951
Elderly Information	Council on Aging	952-2362
Elections and Voting, Registration	Town Clerk	952-2314
Electricity	Light and Water Department	486-3104
Facility Management	Facilities Manager	486-0514
<b>Fire &amp; Ambulance Emergencies</b>	<b>Fire Department</b>	<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	952-2302
Garbage and Refuse	Board of Health	952-2313
Gas Permits	Gas Inspector	952-2308
Health and Sanitation	Board of Health	952-2313
Highways and Streets	Highway Department	486-3778
Housing for the Elderly	Housing Authority	486-8833
Hunting & Fishing Licenses	Town Clerk	952-2314
Information Technology Office	Systems Analyst, LELD	952-2777
Library	Reuben Hoar Library	486-4046
Nurse (Town)	Board of Health	952-2313
<b>Police &amp; Ambulance Emergencies</b>	<b>Police Department</b>	<b>9 1 1</b>
Police General Calls & Information	Police Department	952-2300
Planning Board	Planning Board	486-9733
Plumbing Permits	Plumbing Inspector	952-2308
Recreation	Park & Recreation	486-3120
Schools	Shaker Lane Elementary	486-3959
	Russell Street Elementary	486-3134
	Middle School	486-3938
	High School	952-2555
	Superintendent	486-8951
Nashoba Valley Technical High School	Main Office	692-4711
Selectmen	Town Administrator	952-2311
Tax Collections	Tax Collector	952-2349
Transfer Station Stickers	Board of Selectmen	952-2311
Treasurer	Town Treasurer	952-2306
Veterans Services	Veterans Agent	952-2325
Water	Light and Water Department	486-3104
Welfare Questions	Welfare Board	263-6610
Wiring Permits	Wiring Inspector	952-2308
Zoning	Building Commissioner	952-2308

# TOWN OF LITTLETON

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## TOWN OFFICES

### Assessors

952-2309

### Board of Health

952-2313

### Building Commissioner

952-2308

### Conservation Commission

486-9537

### Council on Aging

952-2362

#### Outreach Office

486-0183

#### Meal Site

952-2757

### Fire Department

952-2302

### 9 1 1

#### Information Systems Analyst

952-2777

### Park and Recreation

486-3120

### Planning Board

486-9733

### Police Department

952-2300

### 9 1 1

#### Reuben Hoar Library

486-4046

### School Department

486-8951

### Tax Collector

952-2349

### Town Accountant

952-2307

### Town Administrator

952-2311

### Town Clerk

952-2314

### Town Treasurer

952-2306

### Transfer Station

486-0122

### Veterans Agent

## HOURS & LOCATION

Monday - Friday

8:30 a.m. - 3:00 p.m.

Monday - Friday

9:00 a.m. - 3:00 p.m.

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.

Monday, Wednesday, Friday

9:00 a.m. - Noon

Monday - Friday, 9 a.m. - 4 p.m.

Shattuck Street Building, 2nd floor

Tuesday 9 a.m. - Noon; Friday 9 a.m. - 3 p.m.

Shattuck Street Building, 2nd floor

Monday - Friday, 9 a.m. - 1 p.m.

Shattuck Street Building, 1st floor

Monday - Friday 7:00 a.m. - 6:00 p.m.

Sunday - Saturday 8 a.m. - 4 p.m.

Fire Permits and General Calls

### Emergency Fire & Ambulance Calls

Monday 8:45 a.m. - 5:15 p.m.

Tuesday, Wednesday, Thursday 8:00 a.m. - 4:00 p.m.

Monday - Friday 9 a.m. - 4 p.m.

Shattuck Street Building, 1st floor

Monday, Tuesday, Thursday, Friday

9:00 a.m. - 2:00 p.m.

Sunday - Saturday (24 hours a day)

General Calls

### Police Emergency Calls

Monday, Wednesday, 10 a.m. - 9 p.m.

Tuesday, Thursday 12 Noon - 9 p.m. Friday, Saturday, 10 a.m. - 4 p.m.

Sunday - Noon - 4 p.m. Mid-October thru Mid-April

Monday - Friday

Shattuck Street Building, 3rd floor

Monday - Friday 9:00 a.m. - 3:00 p.m.

Thursday Evening 6:00 p.m. - 9:00 p.m.

Monday - Friday

8:30 a.m. - 4:00 p.m.

Monday - Friday

8:00 a.m. - 4:00 p.m.

Monday - Friday 9:00 a.m. - 3:00 p.m.

Thursday Evening 6:00 p.m. - 9:00 p.m.

Monday - Friday

9:00 a.m. - 3:00 p.m.

Tuesday & Thursday 12 Noon - 7 p.m.

Saturday 8:00 a.m. - 5:00 p.m.

By Appointment 952-2325

## ANNUAL REPORT 2003

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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

# TOWN OF LITTLETON

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## 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:

Tax Rate 1992	\$13.07	Tax Rate 1998	\$14.37
Tax Rate 1993	\$13.82	Tax Rate 1999	\$14.89
Tax Rate 1994	\$15.05	Tax Rate 2000	\$14.09
Tax Rate 1995	\$15.65	Tax Rate 2001	\$12.81
Tax Rate 1996	\$16.20	Tax Rate 2002	\$13.21
Tax Rate 1997	\$15.58	Tax Rate 2003	\$11.15
		Tax Rate 2004	\$11.32

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.

# ANNUAL REPORT 2003

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## TRANSFER STATION

Residents may purchase stickers and coupons at the Transfer Station during regular hours of operation (payment by check only) Tuesday and Thursday 12:00 p.m. to 6:30 p.m. and Saturday 8:00 a.m. to 4:30 p.m. Stickers are sold on an annual basis beginning September 1 as indicated below. When purchasing a Transfer Station Sticker, residents must bring their vehicle registration as well as proof of residency.

**Note:**

1. Stickers entitle users to dispose of routine household residential refuse.
2. **Stickers must be affixed to the vehicle at the time of purchase. Access to the Transfer Station can be denied if the sticker is not affixed.**
3. Fees for Miscellaneous Items entitle users to dispose of non-routine items on a periodic basis. In certain circumstances the user may be asked to identify the source of the non-routine item in order to be permitted to dispose of the item.
4. A pickup with a "load" is understood to be substantially full. The Attendant's judgement shall be the final in this matter.
5. The Attendant shall have the option of temporarily restricting the use of the Transfer Station due to operational or space problems.
6. 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 Purposes.
7. The appropriate fees will be collected for those items set out in the Transfer Station Fee Schedule regardless of whether the item is left in the swap shop or is to be discarded.

Transfer Station Sticker Fees are as follows from:  
October 1, 2003 to September 30, 2004

**Fees for Stickers:**

Annual Sticker .....	\$190.00
Second Sticker (One Year) .....	\$60.00
Six Month Sticker .....	\$100.00
Senior Citizen (One Year) .....	\$50.00
Senior Citizen Second Sticker .....	\$50.00
Recycling Only Sticker (One Year) ..	\$ 60.00
One Day Sticker (Restrictions Apply)	\$50.00

**Fees for Miscellaneous Items:**

Appliances Without Freon (each)..	\$10.00
<i>Dishwashers, stoves, water heaters</i>	
Appliances With Freon (each).....	\$20.00

*Refrigerators, freezers, air conditioners*

Microwave Ovens (each) .....	\$10.00
CRT's, TV's (each).....	\$16.00
Propane Tanks (each).....	\$12.00
Tires (each) .....	\$ 4.00
Bulky Furniture (each).....	\$ 4.00
<i>Couches, stuffed chairs, mattresses</i>	
Large Metal Items (each) .....	\$20.00

**Pickup Truck or Trailer Load of the following:**

Brush (per load) .....	\$50.00
Wood/building debris (per load).....	\$50.00

# TOWN OF LITTLETON

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## ELECTED AND APPOINTED TOWN OFFICIALS

	<b>TERM EXPIRES</b>
MODERATOR Charles F. Kaye	2004
TOWN CLERK Linda Knupp	2004
TAX COLLECTOR Rebecca Quinn	2005
TOWN TREASURER Margaret Dennehy	2006
BOARD OF ASSESSORS William Nickerson Brian Wright James S. Winroth Pamela Campbell Frederick J. Freund	2006 2006 2004 2004 2005
BOARD OF SELECTMEN Paul J. Glavey Joseph Cataldo Walter Bartkus Ronald J. Caruso Reed Augliere	2006 2004 2004 2005 2005
BOARD OF ELECTRIC LIGHT COMMISSIONERS Craig Gruskowski Bruce Trumbull Joseph McCumber Joseph Cataldo Thomas Rauker	2006 2006 2004 2004 2005
BOARD OF WATER COMMISSIONERS Craig Gruskowski Bruce Trumbull Joseph McCumber Joseph Cataldo Thomas Rauker	2006 2006 2004 2004 2005



## CEMETERY COMMISSION

Susan Fougstedt	2006
David Badger	2004
Deborah Williams	2005

## LITTLETON SCHOOL COMMITTEE

Elaine Braun-Keller	2006
Roland Gibson	2006
Neil Peterson	2004
Susan MacDowell	2005
Sharon Chan	2005

## PLANNING BOARD

Richard Dennis	2006
David Campbell	2004
Steven Wheaton	2005
Janet LaVigne	2006
Mark Montanari	2007

## TRUSTEES OF THE REUBEN HOAR LIBRARY

Dorothy Sussman	2006
Cheryl Hardy-Faraci	2006
Marcia Marcantonio	2004
Barbara Chapin	2004
James L. Carozza	2005
Julian Stam	2005

## PARK AND RECREATION COMMISSION

Frederick Freund	2006
W. Brian Ritcher	2006
Greg Champney	2004
Anita Harding	2004
Ivan Pagacik	2005

## BOARD OF HEALTH

Steve Foss	2006
Robert Zimmerman	2004
Thomas Grady	2004
Peter M. Cassinari	2005
Kelly Harte	2005

# TOWN OF LITTLETON

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## BOARD OF COMMISSIONERS OF TRUST FUNDS

Thomas Todd	2006
Raymond M. Cornish, Jr.	2004
Rick Hoole	2005

## HOUSING AUTHORITY

Linda Stoffel Graves	2005
John Comeau	2004
**Vacancy	
Mildred McGovern	2008
Marie Griffin	2006

\*\*COMMONWEALTH APPOINTEE

## OFFICERS CHOSEN BY NOMINATION

POUNDKEEPER 2004

### FIELD DRIVERS

Michael O'Malley, Raymond C. O'Neil 2004

### FENCE VIEWERS

William Farnsworth, Timothy H. Whitcomb, Joseph Knox 2004

### SURVEYOR OF TIMBER AND MEASURER OF WOOD BARK

Henry Parlee 2004

### MEASURERS OF GRAIN, WEIGHERS OF GRAIN, HAY, COAL, LIVESTOCK ETC.

Arthur D. Keown, Janet Keown, John Tarves 2004

## 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
School Committee Appointees	Brian Tarbox	2006
	Will Ingham	2006
	Jeff Burnett	2005

### TAX COLLECTOR APPOINTEES

Assistant Tax Collector	Linda Knupp
Deputy Tax Collector	Kevin Bolduc

### MODERATOR APPOINTEES

Regional School Planning Committee  
Dennis Phillips  
John Bowers  
Ellen Hall

## TOWN CLERK APPOINTEE

Assistant Town Clerk Rebecca Jean Quinn

## BOARD OF HEALTH APPOINTEES

Animal Inspector Frank Matheson  
Burial Agent David Badger  
Mosquito Control Committee

## BOARD OF SELECTMEN APPOINTMENTS

One year appointments unless otherwise noted

## TOWN ADMINISTRATOR

Timothy D. Goddard

## TOWN COUNSEL

Judith Pickett  
Raymond Miyares  
Thomas Harrington

## CONSTABLES

John M. Kelly  
Robert Wilson  
Clark Paige  
David Allen  
Keith Leighton, Jr.  
Joseph Connell  
Thomas W. O'Dea, Jr.

## POLICE DEPARTMENT

### CHIEF OF POLICE

John M. Kelly

### LIEUTENANT

Matthew J. King

### POLICE OFFICERS

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

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

### ON-CALL COMMUNICATIONS OFFICERS

Douglas J. Cook  
David Lefebvre  
John Cisek  
David McGloughlin

# TOWN OF LITTLETON

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## RESERVE POLICE OFFICERS

Steven Ziegler  
Michelle Henderson  
Douglas J. Cook  
Robert Sabourin  
Deborah Richardson  
John Corbett  
Michael Sallese  
John Murphy  
John Ciszek  
Richard Montminy  
David Spellman  
Katie O'Leary  
David Lanteigne

## SPECIAL POLICE OFFICERS

Thomas W. O'Dea, Chief, Retired  
Roland J. Bernier  
Savas Danos  
Ronald Caruso  
Paul Glavey  
Reed Augliere  
Walter Bartkus  
Joseph Cataldo  
Michael Knupp  
Frank Matheson  
Gordon Bowker, Town Forest  
Jerry Sellers  
Robert Napolitano  
Robert Rapozza  
Richard Montminy

## 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

### LEXINGTON

Robert Rapozza

## FIRE DEPARTMENT

### FIRE CHIEF

Alexander S. McCurdy

### ADMINISTRATIVE ASSISTANT

Eileen Monat

### CAREER FF/EMT

William Harland, Jr.  
Keith Dunn  
Ryan Monat  
Steele McCurdy

## ON-CALL EMERGENCY SERVICES

### DEPUTY CHIEF

Keith Nixon

### DIVISION CHIEF

James Ray

## **CAPTAIN**

James Cahill  
Scott Wodzinski

## **LIEUTENANT**

Joseph Rock  
Teresa Rock  
Michael Denehy

## **FIREFIGHTERS/EMT'S**

FF Dwayne Banks  
FF/EMT Tom Clancy  
FF/EMT Michael Gassiraro  
FF David Harrington  
FF/EMT Tom Hurley  
FF/EMT Thomas Kneeland  
FF/EMT David Lefebvre  
FF/EMT David McGloughlin  
FF/EMT Michael O'Donnell  
FF Charles Ogilvie  
FF Jeff Pichel  
FF/EMT Feargal Spain  
FF Jeff Surprenant  
FF/EMT Mark Witherell

FF David Castagneto  
FF/EMT Brenda Dunn  
FF/EMT Timothy Grant  
FF Mark Hickox  
FF/EMT Richard Kent  
FF/EMT Richard Landers  
FF/EMT Chris Mailloux  
FF John McNamara  
FF Patrice O'Malley  
FF/EMT Colin Osgood  
FF/EMT Anthony Polk  
FF Jeff Stanford  
FF/EMT Edward Williams

## **PER DIEM**

FF/EMT Dave Greenwood

## **EMT'S**

EMT Edward Burg  
EMT Suzanne Klein  
EMT Barbara McKelvie  
EMT Timothy Pacheco

EMT Keith Hevenor  
EMT Jason Malinowski  
EMT Denise Moniz  
EMT M. Thomas Quail

## **COMPANY 4 Reservists**

Erica Andrews  
William Harland, Sr.  
Ron Sawyer

Michele Dunn  
Timothy Pacheco  
Philip Swenson

## **TOWN ENGINEER.**

Eric K. Durling

## **TOWN ACCOUNTANT**

Meredith Mayo

## **MRTA ADVISORY BOARD**

Timothy D. Goddard

## **DOG OFFICER**

Westford Animal Control

## **INSPECTOR OF BUILDINGS**

Roland J. Bernier

## **ASSISTANT BUILDING INSPECTOR**

Gabriel Vellante

## **INSPECTOR OF WIRES**

Booth Jackson

## **ASSISTANT WIRING INSPECTOR**

Vincent Chant

# TOWN OF LITTLETON

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## **PLUMBING INSPECTOR**

Steven Cormier

## **GAS INSPECTOR**

Steve Cormier

## **NASHOBA VALLEY TECH. HIGH SCHOOL**

Augustine Kish 2006  
William Foster, Alternate 2003

## **COUNCIL ON AGING 3 YEAR TERM**

Norman Berry 2006  
Bernard Araujo 2006  
Mary Catalanotto 2006  
Barbara Brine 2006  
Barbara Kamb 2005  
Mary Kaye 2005  
Greta Bennett 2005  
John Blake 2005  
Natalie Hallowell 2004  
Curtis J. Lanciani 2004  
Howard Russell 2004

## **GRAVES REGISTRATION OFFICER**

David Badger

## **PERSONNEL COMMITTEE**

**(3 year terms; 1 year term employee reps)**

Kenneth Adam, Finance Comm. 2004  
Reed Augliere, Selectman, 2004  
James Clyde, Employee, 2004  
Roland Bernier, Employee, 2004  
Joseph Gaffney, Citizen-at-large, 2004  
Denise Pagacik, Citizen-at-large, 2004  
Timothy Goddard, Town Administrator

## **CULTURAL COUNCIL 3 YEAR TERM**

Andrea Curran 2005  
Deb Augliere 2004  
Andrews Bowers 2006  
Susan Harvey 2006  
Henri Holkamp 2005  
Michael Kearney 2004

## **DEPUTY PLUMBING INSPECTOR**

Joseph Cormier

## **DEPUTY GAS INSPECTOR**

Joseph Cormier

## **SEALER OF WEIGHTS & MEASURES**

Services Provided by State

## **COMMISSION ON DISABILITIES**

Bartlett Harvey  
George Sanders  
Ivy Sanders  
Wendy Vinal  
Walter Bartkus, Selectman's Representative  
Jessica Murphy

## **VETERANS AGENT**

Charles C. Wright

## **MAGIC REPRESENTATIVE**

Cathy Ball

## **MAPC REPRESENTATIVE**

David Newton

## **REGISTRARS OF VOTERS**

Linda Knupp, Town Clerk  
Katherine Petkewich  
Betsy Bohling  
Ellen Banks

## **ELECTION WARDEN**

Mildred McGovern

## **CONSERVATION COMMISSION 3 YEAR TERM**

Dan Lord 2006  
Ian Gunn 2004  
Frank Matheson 2004  
Sarah Seward 2005  
Peter Tierney 2005  
Carl Melberg 2006

Eileen Monat 2005

James Pickard 2006

**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 2008  
 Tom Rauker 2007  
 Warren Terrell 2005  
 Michael Coole 2004

**BOARD OF APPEALS 3 YEAR TERM**

Julia Adam 2004  
 Sherrill Gould 2004  
 Raymond Cornish 2006  
 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  
 Pat Schauburger  
 David Derrig  
 Tim Goddard  
 Roger Hauck  
 Steve Sussman  
 Ed Fultz

**SENIOR HOUSING COMMITTEE**

Walter Bartkus Michael Knupp  
 Peter Cassinari Janet LaVigne  
 Ray Galloni Darrell Payson

Linda Graves  
 Howard Russell

**CABLE TELEVISION COMMITTEE**

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

**HISTORICAL COMMISSION**

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  
 James Clyde, Tree Warden

**TOWN FOREST COMMITTEE**

Wayne Nadow  
 Kathy Stevens  
 Maureen Cahill  
 Jeff Menzigan, Associate Member

# TOWN OF LITTLETON

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## **OPEN SPACE IMPLEMENTATION COMMITTEE (15)**

Rita Biagioni	Rick Fritz Linda Stein	Ed Mullin
Debra Bray	Sarah Foss	Art Lazarus
Peter Church	Gino Frattalone	Melissa Spurr

## **LAKES AND PONDS COMMITTEE**

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

## **TECHNOLOGY COMMITTEE**

Theresa Campbell  
James D. Murray  
Keith White  
Brian Tarbox

## **SPECIAL WEIGHERS - FLAME**

Arthur D. Keown  
Janet M. Keown  
Daniel Tarves  
John Tarves

## **VERYFINE SCALE OPERATORS**

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

## **SPECIAL WEIGHERS - AGGREGATE INDUSTRIES**

Lonnie Brown  
Chad Abramson  
John Gintner  
Mark Landry  
Dawn Schildt  
Ron Abramson

Thomas Hess

## **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**

Richard Landers, Director	Paul J. Glavey, Welfare Director
<b>Deputy Director-Vacant</b>	David Badger, Mortuary Officer
Paul Tiernan, Intelligence Officer	Charles A. Perry, Jr., Mortuary Officer



## **SKI MOBILE RESCUE**

Dwayne Banks  
Earl Banks  
Ellen Banks  
Booth Jackson  
Michael O'Malley

John F. McGaffigan, Jr., Mortuary Officer

Patrice O'Malley  
Mary Jo Saunders  
Henry J. Cormier, Jr.  
Virginia Cormier

## **EMERGENCY MEDICAL TECHS    NURSES (VACANT)**

C. Gruskowski, DMD

## **RADIO COMMUNICATIONS (VACANT)**

## **SHELTER OFFICERS (VACANT)**

# TOWN OF LITTLETON

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## BOARD OF SELECTMEN

### Year Ending December 31, 2003

Calendar 2003 proved to be a tremendously challenging year for the Board of Selectmen. Fiscal issues dominated much of the Board's discussions throughout the year. Despite some of these frustrating fiscal issues the year ended on an extremely positive note as the 90-acre Hartwell property was dedicated and opened to the public in October and the Town was able to reach agreement with New England Forestry Foundation on preserving the 88-acre Prouty Woods.

In January 2003 it became clear to the Board that unless immediate action was taken that the Town could be facing a severe shortfall at the end of the fiscal year. A hiring freeze was instituted, hours and expenses cut back where possible, and resources were reallocated to cover the budget deficit. The Board was tremendously pleased by the response of all boards and committees in recognizing the seriousness of the situation and voluntarily making sometimes very painful steps to address these challenges.

In May, long-time administrative assistant to the Board Linda Knupp was elected to the position of Town Clerk ending her twenty-five year service to the Selectmen, but not to the Town. The Board wishes Linda many years of success in her new position. Jennifer Gibbons was hired in June to replace Linda after performing similar duties for the Town of Ayer.

At the Special Town Meeting in September the selectmen dealt with some lingering FY03 fiscal issues, particularly with \$133,000.00 in School expense overruns due to increased Special Education Costs. The Selectmen later applied for and received a State "Pothole" grant, which will be used to pay down the increased pension liability incurred at the Special Town Meeting.

Also, at the September Special Town Meeting, the voters agreed to support the proposal to purchase a conservation restriction from New England Forestry Foundation (NEFF) on the Prouty Woods for 1 million, \$500,000.00 from Town resources and \$500,000.00 from a Division of Conservation Services Self Help grant. At years end the grant was still pending, but the Town looks forward to a long and successful working relationship with NEFF to preserve this important open space for future generations.

In October, the Hartwell Property was formally dedicated and nearly fifty residents attended. They were treated to cider, doughnuts and apples from the Town's own Nagog Hill Farms. Many thanks to the Highway Department for preparing the parking and trail access that day.

Finally, in December two longtime Town employees, Accountant Meredith Mayo and Town Engineer Eric Durling took advantage of the availability of early retirement and left their full-time positions. Both made significant contributions over the years and will be missed. The Selectmen hope to be able to retain Eric's engineering services well into the future.

Once again, it was a very challenging year for the Board and one that required many departments to make sacrifices. We regret having to let two employees go during this difficult fiscal time but tough budgetary decisions have to be made.

We hope that the spirit of cooperation continues into the future as many challenges undoubtedly lie ahead.

Respectfully submitted,  
Joseph Cataldo, Chairman  
Paul J. Glavey, Member

Reed Augliere, Member  
Ron Caruso, Member

## TOWN OF LITTLETON MASSACHUSETTS ANNUAL TOWN MEETING

Monday, May 5, 2003

The meeting was called to order by Moderator Charles F. Kaye at 7:00 p.m. The meeting opened with the High School Band playing “America the Beautiful” and the “National Anthem”. The colors were posted by the color guard made up of two Littleton Police Officers and two Littleton Firefighters. The invocation was given by Father David Callahan of St. Anne Church of Littleton.

Charles F. Kaye asked for a moment of silence for the fallen servicemen and women serving in the Armed Forces. Mr. Kaye also recognized Selectman Paul Glavey who was elected to a sixth term of office and is the first Selectman since Walter Titcomb to serve the town for six terms.

### **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**

Board of Selectman Chair Paul Glavey spoke about the budget process and the cooperation between members of the Board of Selectmen, Finance Committee and School Committee in a very difficult financial time for the town.

Finance Committee Chair Steven Venuti made a slide presentation on the annual budget and projections for the future.

The Annual Town Meeting adjourned to the Special Town Meeting at 7:55 p.m. The Annual Town Meeting reconvened at 9:05 p.m.

### **ARTICLE 3: Authorize Treasurer to Borrow**

# TOWN OF LITTLETON

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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 revenues for the fiscal year beginning July 1, 2003, 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.

## *TOWN TREASURER*

### **ARTICLE 4:**

Voted unanimously on all line items with the exception of Line Item 73 to raise and appropriate the following sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials, as presented. Voted by ballot and checklist Yes 169 No 112 to amend Line Item 73 from \$12,087,970.00 to \$12,237,970.00.

<i>LINE ITEM</i>	<i>EXPENDED</i>	<i>APPROPRIATED RECOMMENDED</i>	
	<i>FY 02</i>	<i>FY 03</i>	<i>FY 04</i>
<b>GENERAL GOVERNMENT</b>			
<b>Moderator</b>			
1. Moderator	\$100.00	\$100.00	\$100.00
<b>Selectmen/Town Administrator</b>			
2. Salaries and Wages	\$121,016.00	\$112,098.00	\$100,018.00
3. Expenses	\$24,768.00	\$17,300.00	\$15,200.00
4. Legal Expense	\$114,335.00	\$50,000.00	\$50,000.00
<b>Town Accountant</b>			
5. Salaries and Wages	\$65,647.00	\$68,447.00	\$68,447.00
6. Expenses	\$4,263.00	\$4,263.00	\$3,805.00
7. Audit Expense	\$14,500.00	\$14,500.00	\$21,750.00
<b>Facilities Management</b>			
8. Salaries and Wages	\$95,922.00	\$128,045.00	\$34,810.00
9. Expenses	\$159,151.00	\$150,700.00	\$150,700.00

# ANNUAL REPORT 2003

<i>LINE ITEM</i>	<i>EXPENDED FY 02</i>	<i>APPROPRIATED FY 03</i>	<i>RECOMMENDED FY 04</i>
<b>Elections and Registrations</b>			
10. Salaries	\$4,862.00	\$5,008.00	\$4,862.00
11. Expenses	\$18,620.00	\$6,600.00	\$6,600.00
<b>Conservation Commission</b>			
12. Clerk	\$21,875.00	\$23,714.00	\$20,869.00
13. Expenses	\$3,409.00	\$3,400.00	\$2,200.00
<b>Treasurer</b>			
14. Salaries and Wages	\$76,916.00	\$79,222.00	\$79,223.00
15. Expenses	\$7,533.00	\$8,550.00	\$7,750.00
16. Short Term Interest	\$901,093.00	\$602,854.00	\$47,750.00
17. Tax Title Expenses	\$11,000.00	\$11,000.00	\$11,000.00
<b>Tax Collector</b>			
18. Salaries and Wages	\$49,824.00	\$51,319.00	\$41,362.00
19. Expenses	\$9,878.00	\$10,100.00	\$9,550.00
<b>Board of Assessors</b>			
20. Salaries and Wages	\$115,149.00	\$118,603.00	\$118,603.00
21. Expenses	\$7,566.00	\$7,100.00	\$5,300.00
<b>Town Clerk</b>			
22. Salaries and Wages	\$40,950.00	\$42,178.00	\$42,178.00
23. Expenses	\$640.00	\$650.00	\$650.00
<b>Planning Board</b>			

# TOWN OF LITTLETON

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<i>LINE ITEM</i>	<i>EXPENDED</i>	<i>APPROPRIATED RECOMMENDED</i>	
	<i>FY 02</i>	<i>FY 03</i>	<i>FY 04</i>
24. Salaries and Wages	\$26,666.00	\$27,490.00	\$27,490.00
25. Expenses	\$4,815.00	\$3,600.00	\$1,800.00
<b>Finance Committee</b>			
26. Expenses	\$2,745.00	\$5,000.00	\$3,000.00
27. Reserve Fund	\$88,626.00	\$125,000.00	\$150,343.00
	-----	-----	-----
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,991,869.00</b>	<b>\$1,676,841.00</b>	<b>\$1,025,360.00</b>

## *PROTECTION OF PERSONS AND PROPERTY*

### **Police Department**

28. Salaries and Wages	\$969,785.00	\$989,829.00	\$984,932.00
29. Expenses	\$97,450.00	\$82,470.00	\$77,420.00
30. Parking Clerk Expenses	\$176.00	\$400.00	\$400.00

### **Fire Department**

31. Salaries and Wages	\$508,530.00	\$536,983.00	\$518,870.00
32. Expenses	\$90,364.00	\$90,452.00	\$84,155.00
<i>Transfer from Ambulance Receipts</i>			<b>(\$160,000.00)</b>

### **Control Center**

33. Salaries and Wages	\$228,453.00	\$219,651.00	\$226,160.00
34. Expenses	\$20,400.00	\$20,400.00	\$19,260.00

### **Animal Control**

35. Contract Expenses	\$220.00	\$26,000.00	\$26,000.00
<i>Transfer from B. Sampson Relief of Animals Fund</i>			<b>(\$500.00)</b>
<i>Transfer from Dog License Fees</i>			<b>(\$2,600.00)</b>

### **Emergency Management**

# ANNUAL REPORT 2003

<i>LINE ITEM</i>	<i>EXPENDED FY 02</i>	<i>APPROPRIATED FY 03</i>	<i>RECOMMENDED FY 04</i>
36. Emergency Management Agency	\$1,394.00	\$1,400.00	\$1,400.00
<b>Sealer of Weights and Measures</b>			
37. Expenses	\$200.00	\$200.00	\$200.00
<b>Building Commissioner</b>			
38. Salaries and Wages	\$73,064.00	\$79,073.00	\$79,074.00
39. Expenses	\$4,133.00	\$3,850.00	\$3,100.00
<b>Board of Appeals</b>			
40. Wages	\$3,149.00	\$3,198.00	\$3,198.00
41. Expenses	\$1,660.00	\$1,400.00	\$1,300.00
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<b>TOTAL PROTECTION OF PROPERTY</b>	<b>\$1,998,978.00</b>	<b>\$2,055,306.00</b>	<b>\$2,025,469.00</b>

## **HEALTH AND SANITATION**

### **Board of Health**

42. Wages	\$24,593.00	\$25,331.00	\$22,147.00
43. Expenses	\$1,267.00	\$2,625.00	\$2,515.00
44. Animal Inspector	\$1,300.00	\$1,300.00	\$1,300.00
45. Town Nursing Salary	\$7,638.00	\$7,944.00	\$7,944.00
46. Eliot Clinic	\$2,835.00	\$3,780.00	\$3,780.00
47. Concord Family Services	\$0.00	\$3,000.00	\$3,000.00
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<b>TOTAL HEALTH AND SANITATION</b>	<b>\$37,633.00</b>	<b>\$43,980.00</b>	<b>\$40,686.00</b>

## **HIGHWAYS**

### **General Highways**

# TOWN OF LITTLETON

LINE ITEM	EXPENDED	APPROPRIATED RECOMMENDED	
	FY 02	FY 03	FY 04
48. Salaries	\$620,885.00	\$655,963.00	\$667,163.00
49. Expenses	\$369,635.00	\$409,750.00	\$353,450.00
50. Snow and Ice Removal - Expense	\$90,539.00	\$40,000.00	\$40,000.00
51. Snow and Ice Removal - Overtime salaries	\$52,943.00	\$43,100.00	\$43,100.00
Transfer from Transfer Station Stickers			(\$200,000.00)
<b>TOTAL HIGHWAYS</b>	<b>\$1,134,002.00</b>	<b>\$1,148,813.00</b>	<b>\$1,103,713.00</b>

## Cemetery Department

52. Salaries and Wages	\$71,063.00	\$95,740.00	\$95,740.00
53. Expenses	\$27,259.00	\$27,135.00	\$29,160.00
Transfer from Sale of Lots			(\$6,000.00)
Transfer from Interest on Perpetual Care			(\$22,000.00)
Transfer from Perpetual Care Trust			(\$96,900.00)
<b>TOTAL CEMETERIES</b>	<b>\$98,322.00</b>	<b>\$122,875.00</b>	<b>\$124,900.00</b>

## Veteran's Services

54. Benefits and Services	\$1,000.00	\$1,000.00	\$1,000.00
55. Veteran's Agent Salary	\$3,000.00	\$3,000.00	\$3,000.00
56. Expenses	\$750.00	\$750.00	\$750.00
<b>TOTAL VETERAN'S SERVICES</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>

## Reuben Hoar Library

57. Salaries and Wages	\$306,647.00	\$315,847.00	\$300,948.00
58. Expenses	\$72,225.00	\$59,276.00	\$75,476.00
Transfer from Library Trust funds			(\$23,050.00)



# ANNUAL REPORT 2003

<i>LINE ITEM</i>	<i>EXPENDED FY 02</i>	<i>APPROPRIATED RECOMMENDED</i>	
		<i>FY 03</i>	<i>FY 04</i>
	-----	-----	-----
<b>TOTAL LIBRARY</b>	<b>\$378,872.00</b>	<b>\$375,123.00</b>	<b>\$376,424.00</b>
 <b>Council on Aging</b>			
59. Salaries and Wages	\$74,736.00	\$76,982.00	\$68,554.00
60. Expenses	\$20,299.00	\$20,389.00	\$18,389.00
	-----	-----	-----
<b>TOTAL COUNCIL ON AGING</b>	<b>\$95,035.00</b>	<b>\$97,371.00</b>	<b>\$86,943.00</b>
 <b>Park and Recreation Department</b>			
61. Salaries and Wages	\$80,177.00	\$104,900.00	\$76,906.00
62. Expenses	\$4,640.00	\$4,640.00	\$4,640.00
	-----	-----	-----
<b>TOTAL RECREATION DEPARTMENT</b>	<b>\$84,817.00</b>	<b>\$109,540.00</b>	<b>\$81,546.00</b>
 <b>Pensions and Benefits</b>			
63. County Retirement	\$412,169.00	\$473,565.00	\$504,775.00
64. Group Insurance	\$1,226,973.00	\$1,108,000.00	\$1,513,000.00
	-----	-----	-----
<b>TOTAL PENSIONS AND BENEFITS</b>	<b>\$1,639,142.00</b>	<b>\$1,581,565.00</b>	<b>\$2,017,775.00</b>
 <b>Unclassified</b>			
65. Gasoline	\$50,000.00	\$50,000.00	\$50,000.00
66. Insurance	\$158,400.00	\$200,000.00	\$200,000.00
67. Memorial Day	\$786.00	\$1,000.00	\$1,000.00
68. Patriots' Day	\$50.00	\$50.00	\$50.00
69. Historical Commission	\$3,000.00	\$3,700.00	\$3,700.00
70. Merrimack Valley Library Consortium	\$21,339.00	\$26,011.00	\$8,500.00
71. Telephone - Town Offices	\$61,993.00	\$40,000.00	\$40,000.00

# TOWN OF LITTLETON

LINE ITEM	EXPENDED	APPROPRIATED RECOMMENDED	
	FY 02	FY 03	FY 04
72. Town Reports	\$7,000.00	\$7,000.00	\$7,000.00
<hr/>			
<b>TOTAL UNCLASSIFIED</b>	<b>\$302,568.00</b>	<b>\$327,761.00</b>	<b>\$310,250.00</b>
<b>School Department</b>			
73. Salaries and Expenses	\$11,116,456.00	\$11,768,404.00	\$12,237,970.00
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			(\$161,168.00)
<hr/>			
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>\$11,116,456.00</b>	<b>\$11,768,404.00</b>	<b>\$12,237,970.00</b>
<b>LINE ITEMS NOT REQUIRING A VOTE</b>			
<b>Assessments</b>			
74. Nashoba Valley Technical School	\$29,241.00	\$106,224.00	\$250,036.00
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
<hr/>			
<b>TOTAL ASSESSMENTS</b>	<b>\$52,462.00</b>	<b>\$129,445.00</b>	<b>\$298,600.00</b>
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)

# ANNUAL REPORT 2003

<i>LINE ITEM</i>	<i>EXPENDED FY 02</i>	<i>APPROPRIATED RECOMMENDED</i>	
		<i>FY 03</i>	<i>FY 04</i>
<i>Transfer from Accrued Bond Interest</i>			<i>(\$52,000.00)</i>
<i>Transfer from Wage Adjustment Account (#6049)</i>			<i>(\$11,857.00)</i>
<i>Transfer from Engineering Services (Account #60386)</i>			<i>(\$9,825.00)</i>
<i>Transfer from Phase II (Account #60395)</i>			<i>(\$2,087.00)</i>
	-----	-----	-----
<b><i>TOTAL NOT REQUIRING A VOTE</i></b>	<b><i>\$1,120,724.00</i></b>	<b><i>\$1,407,817.00</i></b>	<b><i>\$4,289,020.00</i></b>
<b><i>TOTAL MUNICIPAL BUDGET</i></b>	<b><i>\$20,003,168.00</i></b>	<b><i>\$20,720,146.00</i></b>	<b><i>\$23,724,806.00</i></b>

***WATER DEPARTMENT (ENTERPRISE FUND)***

Salaries and Wages	\$470,000.00	\$500,000.00	\$517,000.00
Expenses	\$726,005.00	\$778,940.00	\$692,185.00
Debt Service			\$446,593.00
Reserve Fund			\$100,000.00
	-----	-----	-----
<b><i>TOTAL WATER DEPARTMENT</i></b>	<b><i>\$1,196,005.00</i></b>	<b><i>\$1,278,940.00</i></b>	<b><i>\$1,755,778.00</i></b>
<b><i>TOTAL ARTICLE 4</i></b>	<b><i>\$21,199,173.00</i></b>	<b><i>\$21,999,086.00</i></b>	<b><i>\$25,480,584.00</i></b>

**ARTICLE 5: STREET LIGHTING**

Voted unanimously that the Town raise and appropriate the sum of \$48,508.00 for electricity to be used for street lighting, and that the 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 such expenses, as the Electric Light Board may determine, such excess 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 6: POLICE MAJOR EQUIPMENT**

Voted unanimously that the Town raise and appropriate the sum of \$43,100.00 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.

# TOWN OF LITTLETON

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Meeting adjourned at 12:45 a.m. to be reconvened Tuesday, May 6, 2003 at 7:00 p.m.

Meeting reconvened at 7:04 p.m. on May 6, 2003.

## **ARTICLE 7: Fire Department Ladder Truck**

Voted unanimously to raise and appropriate the sum of \$300,000.00 for the purpose of making repairs to or replacing the Fire Department's ladder truck, and to allow the Board of Selectmen to enter into a contract or contracts for said purpose, said appropriation to be contingent upon successful passage of a capital expenditure exclusion referendum on a Town election ballot.

## **ARTICLE 8: Russell Street School Roof**

Voted unanimously to raise and appropriate the sum of \$500,000.00 for the purpose of replacing the Russell Street School roof, and to authorize the Permanent Municipal Building Committee to enter into a contract or contracts for said purpose, said appropriation to be contingent upon successful passage of a capital expenditure exclusion referendum on a Town election ballot.

## **ARTICLE 9: Phase II Stormwater Management Plan**

Voted unanimously to raise and appropriate the sum of \$5,000.00 to implement the Phase II Stormwater Management Plan, and to authorize the Selectmen to enter into a contract for said purpose.

## **ARTICLE 10: Highway Major Equipment**

Voted unanimously to raise and appropriate the sum of \$5,000.00 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.

## **ARTICLE 11: Wetlands By-law**

**Unanimously voted to amend the Town Code by adopting the changes set forth below:**

### ***§ ##-## WETLANDS PROTECTION***

#### **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.

# TOWN OF LITTLETON

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## 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.

3.2 NOI Fee	\$ 15
RFD Fee	\$ 15
Certificate of Compliance Fee	\$ 15

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 than 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).

# TOWN OF LITTLETON

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- 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.

**ARTICLE 12: Permits and Licenses of Delinquent Taxpayers**

Unanimously voted to accept the provisions of Chapter 40, §57 of the General Laws, and to amend the Town Code by adopting 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.

# TOWN OF LITTLETON

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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.

## **ARTICLE 13:** Public Safety Radio Communications

No Affirmative Action Taken

## **ARTICLE 14:** Planning Board Fees and Charges

Unanimously voted 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 §53G shall constitute municipal charges pursuant to G.L. c. 40, § 58.

## **ARTICLE 15:** Selectmen Fees and Municipal Charges

Unanimously voted 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.

## **ARTICLE 16:** Building Permit Fees

Unanimously voted 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;

The Permit Fee = [the actual estimated value of work x the Permit Fee Multiplier] **or** [the building gross area x Type Of Construction Factor x Gross Area Modifier\* x Permit Fee Multiplier], 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.

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(14) Review of Request for Determination MGL 40A §6 ¶4: two hundred and fifty dollars (\$250.).

(15) Type Of Construction Factor Table

GROUP	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	1.67	1.61	1.57	1.48	1.34	1.34	1.44	1.29	1.24
A-2	1.26	1.22	1.18	1.12	1.04	1.04	1.08	0.95	0.92
A-3	1.42	1.37	1.32	1.24	1.14	1.14	1.20	1.04	1.00
A-4	1.25	1.21	1.16	1.11	1.02	1.03	1.07	0.93	0.91
B	1.22	1.18	1.13	1.06	0.95	0.95	1.02	0.84	0.81
E	1.33	1.29	1.25	1.17	1.09	1.06	1.13	0.96	0.93
F-1	0.75	0.72	0.67	1.63	0.55	0.56	0.61	0.46	0.44
F-2	0.74	0.70	0.67	0.62	0.55	0.55	0.60	0.46	0.43
H-1	0.72	0.69	0.65	0.60	0.53	0.53	0.58	0.45	N.P.
H-2 Through H-4	0.72	0.69	0.65	0.60	0.53	0.53	0.58	0.45	0.41
H-5	1.22	1.18	1.13	1.06	0.95	0.95	1.02	0.84	0.81
I-1	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
I-2	2.06	2.02	1.98	1.90	1.79	N.P.	1.87	1.68	N.P.
I-3	1.40	1.36	1.32	1.24	1.15	1.13	1.20	1.04	0.98
I-4	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
M	0.95	0.92	0.87	0.82	0.74	0.74	0.78	0.64	0.63
R-1	1.31	1.26	1.23	1.17	1.08	1.08	1.16	1.00	0.96
R-2	1.10	1.05	1.02	0.96	0.88	0.87	0.95	0.79	0.75
R-3 & IRC	0.91	0.88	0.85	0.81	0.78	0.77	0.80	0.72	0.67
R-4	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
S-1	0.71	0.67	0.62	0.59	0.50	0.52	0.57	0.42	0.40
S-2	0.70	0.66	0.62	0.58	0.50	0.50	0.55	0.42	0.39
U	0.55	0.52	0.49	0.45	0.40	0.40	0.43	0.32	0.31

**ARTICLE 17:** Plumbing and Gas Fees

Unanimously voted to 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]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$250.00
Each Fixture	\$20.00
Reinspection	\$50.00

(2) Existing Commercial Plumbing [remodeling and replacement in existing buildings up to ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$50.00
Each Fixture	\$10.00
Reinspection	\$25.00

(3) New Commercial Gas [new construction, new additions and existing construction over ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$100.00
Each Fixture	\$10.00
Reinspection	\$25.00

(4) Existing Commercial Gas [remodeling and replacement in existing buildings up to ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$50.00
Each Fixture	\$10.00
Reinspection	\$25.00

B. Residential Work [one (1) permit per each dwelling unit]

(1) New and existing Plumbing:

<b>TYPE</b>	<b>FEE</b>
Permit	\$25.00
Each Fixture	\$50.00 first fixture plus \$5.00 each additional fixture
Reinspection	\$20.00

# TOWN OF LITTLETON

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(2) New and existing Gas:

<b>TYPE</b>	<b>FEE</b>
Permit	\$25.00
Each Fixture	\$50.00 first fixture plus \$5.00 each additional fixture
Reinspection	\$20.00

C. Work done without a permit shall be charged double fee.

D. Inspector Compensation Formula;

(1) Gas fee formula

Commercial

<b>Inspector</b>	90% <i>TOTAL FEE</i>
<b>Town</b>	10% <i>TOTAL FEE</i>

All Residential

<b>Inspector</b>	90% <i>FEE FIXTURE COUNT</i>
<b>Town</b>	\$25. + 10% <i>FEE FIXTURE COUNT</i>

(2) Plumbing fee formula

New Commercial > 10 fixtures

<b>Inspector</b>	\$100. + 90% <i>FEE / FIXTURE COUNT</i>
<b>Town</b>	\$150. + 10% <i>FEE / FIXTURE COUNT</i>

All Residential

<b>Inspector</b>	90% <i>FEE / FIXTURE COUNT</i>
<b>Town</b>	\$25. + 10% <i>FEE / FIXTURE COUNT</i>

Remaining Fee Schedule

<b>Inspector</b>	90% <i>TOTAL FEE</i>
<b>Town</b>	10% <i>TOTAL FEE</i>

**ARTICLE 18:** Historical Commission Amendment of Town Code Chp.65, Section 65-4

No Affirmative Action Taken

**ARTICLE 19:** Historical Commission Amendment of Town Code Chp. 65, Section 65-3

No Affirmative Action Taken

**ARTICLE 20:** Drover Lane Acceptance

No Affirmative Action Taken

**ARTICLE 21:** MAGIC

Unanimously voted to raise and appropriate the sum of \$1,573.00 to fund Littleton's active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

**ARTICLE 22:** Scott Road Water Betterments

Unanimously voted to transfer from Water Department retained earnings the sum of \$49,000.00 for the purpose of extending Town water service to Scott Road and Scott Road extension; said improvements to be repaid with interest to the Town of Littleton through the Water Betterment Assessment process.

**ARTICLE 23:** Rescind Remaining Funds – Article 29 of 1996 Annual Town Meeting

Unanimously voted 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.

**ARTICLE 24:** Commission on Disability Membership Change

Unanimously voted 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.

**ARTICLE 25:** Chapter 40, Section 8G, MGL Acceptance

Unanimously voted to accept Chapter 40, Section 8G of the General Laws, 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.

**ARTICLE 26:** *Park and Recreation Revolving Fund*

Voted unanimously to reauthorize a Park and Recreation revolving fund in Fiscal Year 2004 pursuant to Chapter 44, Section 53D of the General Laws, into which shall be deposited Park and Recreation receipts and fees, provided that such funds may be used without further appropriation 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 27:** Revolving Funds

Unanimously voted to reauthorize the following revolving funds in Fiscal Year 2004 pursuant to Chapter 44, Section 53E 1/2 of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

# TOWN OF LITTLETON

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

**ARTICLE 28:** Compensating Balance Agreements

Unanimously voted to authorize the Treasurer to enter into compensating balancing agreements during Fiscal Year 2004, as permitted by Chapter 44, Section 53F of the General Laws.

**ARTICLE 29:** Acceptance of Chapter 126 of the Acts of 1988

Unanimously 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 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.

**ARTICLE 30:** Unemployment Account

Unanimously voted to raise and appropriate the sum of \$30,000.00 to add to the Unemployment Account.

**ARTICLE 31:** Stabilization Fund

No Affirmative Action Taken

The meeting was dissolved at 8:15 p.m. by Moderator Charles F. Kaye.

ATTEST: A True Copy

\_\_\_\_\_  
LINDA A. KNUPP, Town Clerk



**SPECIAL TOWN MEETING WARRANT  
MONDAY, MAY 5, 2003**

The meeting was called to order by Moderator Charles F. Kaye at 7:55 p.m.

**ARTICLE 1: PRIOR YEAR BILLS**

Voted unanimously to transfer the sum of \$5,003.56 from the following accounts to pay for unpaid bills from a previous fiscal year:

<u>Account No./Department</u>	<u>Transfer Amount</u>	<u>Bill/Vendor</u>
4121-93004/Schools (Utilities)	\$4,849.56	Keyspan Energy
5121-52010/Health (Advertising)	\$154.00	Lowell Sun

**ARTICLE 2: TRANSFERS TO CURRENT YEAR BUDGET**

Voted unanimously to transfer the sum of \$112,800.00 from available or surplus funds in some departments, to be used in conjunction with funds previously appropriated for the current fiscal year to be used during the current fiscal year to remedy the shortfall that would otherwise exist:

<b>Transfer from Line Item:</b>	<b>Transfer Amount</b>	<b>Transfer to Line Item:</b>
5 - Selectmen's Salary	\$1,000.00	4 - Selectmen's Expenses
79 - Insurance	\$2,500.00	4 - Selectmen's Expenses
65 - Cemetery Wages	\$9,300.00	66 - Cemetery Expenses
37 -Police Wages	\$35,000.00	86 -School Salaries and Expenses
42 - Control Center Wages	\$2,000.00	86 -School Salaries and Expenses
40 - Fire Dept. Wages	\$18,732.00	86 -School Salaries and Expenses
41 - Fire Dept. Expenses	\$6,000.00	86 -School Salaries and Expenses
31 - Clerk Salary	\$4,400.00	86 -School Salaries and Expenses
12 - IS Salary	\$12,618.00	86 -School Salaries and Expenses
13 - IS Expenses	\$12,000.00	86 -School Salaries and Expenses
28 - Collector Expenses	\$5,000.00	86 -School Salaries and Expenses
71 - Library Expenses	\$650.00	86 -School Salaries and Expenses
30 - Assessors Expenses	\$2,400.00	86 -School Salaries and Expenses
56 - Board of Health Expenses	\$300.00	86 -School Salaries and Expenses
73 - COA Expenses	\$300.00	86 -School Salaries and Expenses
34 - Planning Bd. Expenses	\$600.00	86 -School Salaries and Expenses
<b>TOTAL</b>	<b>\$ 112,800.00</b>	

**ARTICLE 3: TRANSFERS TO COVER SHORTFALL IN CURRENT YEAR**

Voted unanimously to transfer the sum of \$312,316.00 from available funds to be used during the current fiscal year by the following departments to remedy the shortfall that would otherwise exist:

<u>Transfer From Line/Acct.:</u>	<u>Amount</u>	<u>Transfer To Line/Acct.:</u>
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# TOWN OF LITTLETON

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Line 10 – Accountant Expenses	\$ 1,000.00	Acct. #134-52190, Prof. Services (GASB 34)
Line 12 – IS Salary	\$ 1,218.00	Acct. #138-60412, Unemployment
Line 15 – Facilities Salaries	\$17,000.00	Acct. #138-60412, Unemployment
Line 25 – Tax Title Expense	\$ 7,995.00	Acct. #138-60412, Unemployment

Voted unanimously to transfer from Water Department retained earnings, the sum of \$35,000.00 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)

Line 65 – Cemetery Wages	\$ 3,380.00	Acct. #138-60412, Unemployment
Acct. #154-60396, IS Capital	\$21,885.00	Acct. #198-52150, Telecontrol
Acct. #251-60272, Sign Prog.	\$ 1,400.00	Acct. #198-52150, Telecontrol
Acct. #122-60371, Wage Adj.	\$ 3,739.00	Acct. #111-52480, Legal Services
Acct. #137-60223, Appraisals	\$ 6,600.00	Acct. #111-52480, Legal Services
Acct. #122-60401, Legal Serv.	\$ 5,000.00	Acct. #111-52480, Legal Services
Acct. #210-60300, CP Match	\$ 262.00	Acct. #111-52480, Legal Services
Acct. #220-60299, Med. Serv.	\$ 1,600.00	Acct. #111-52480, Legal Services
Acct. #220-60317, Furnishings	\$ 667.00	Acct. #111-52480, Legal Services
Acct. #420-60271, Engineering,	\$ 2,000.00	Acct. #111-52480, Legal Services
Acct. #420-60384, Inventory	\$ 1,300.00	Acct. #111-52480, Legal Services
Acct. #420-60394, Haz. Waste	\$ 1,600.00	Acct. #111-52480, Legal Services
Acct. #610-60358, Call Boxes	\$ 310.00	Acct. #111-52480, Legal Services
Acct. 610-60231, Hydro raking	\$ 2,660.00	Acct. #111-52480, Legal Services
Overlay Surplus	\$60,000.00	Acct. #810-56209, Charter School Assessment
Treasurer – Interest Accts.	\$64,000.00	Acct. #810-56209, Charter School Assessment
Transfer Station Receipts	\$40,000.00	Acct. #810-56209, Charter School Assessment
Ambulance Receipts	\$25,000.00	Acct. #810-56209, Charter School Assessment
Building Dept. Revolving Fund	\$35,700.00	Acct. #810-56209, Charter School Assessment
Dog Licenses & Fees	\$ 8,000.00	Acct. #810-56209, Charter School Assessment
<b>TOTAL</b>	<b>\$312,316.00</b>	

## ARTICLE 4: WATER DEPARTMENT TRANSFER

## ARTICLE 5: WASTEWATER TREATMENT SYSTEM – MIDDLE SCHOOL

Voted the necessary two-thirds, Yes 280 No 26 to borrow the sum of \$1,760,000.00 for the purpose of funding improvements to provide for the disposal of wastewater from the Middle School, Russell Street School and Town House, and that, to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of the amount appropriated and to issue bonds or notes therefore under the authority of Chapter 44 or Chapter 70B of the General Laws or any other enabling authority.

## ARTICLE 6: RATIFY VOTE TO PURCHASE HARTWELL PROPERTY

Voted unanimously 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.

## ARTICLE 7: TRANSFERS TO REDUCE BORROWING FOR HARTWELL

No affirmative action taken on this article.

Vote unanimously to transfer from the following funds the sum of \$525,000.00 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:

<u>Acct. #</u>	<u>Fund</u>	<u>Amount</u>
200-2206	Oak Hill Telecom	\$175,000.00
200-2207	Newtown Hill Telecom	\$200,000.00
122-60350	Public Land Acquisition	\$100,000.00
122-60387	Public Land Acquisition	\$50,000.00

## ARTICLE 8: WATER DEPARTMENT TRANSFERS

*Voted unanimously to transfer from the Spectacle Pond Telecom Tower lease fund (Acct. #200-2229) the sum of \$45,000.00 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.*

## ARTICLE 9: TRANSFER TO COVER MEDICAL INSURANCE

Voted unanimously to transfer the sum of \$144,031.00 from Account No. 701-10400, "Chapter 32B Trust" to Account No: FY02 194-57060, "Medical Claims – Insurance", to cover the shortfall that existed in this account during FY02.

## ARTICLE 10:

The meeting was dissolved at 9:05 p.m.

ATTEST: A True Copy

\_\_\_\_\_  
LINDA A. KNUPP, Town Clerk

# TOWN OF LITTLETON

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## TAX COLLECTOR

### REPORT OF THE TAX COLLECTOR – 2003

Below is a list of tax balances as of January 1, 2003 and ending December 31, 2003, reported by year.

#### 2000

Uncollected as of 1/1/2003

Personal Property	2,300.67		
Motor Vehicle Excise	6,655.84		<u>\$8,956.51</u>

Collected

Personal Property	166.93		
Motor Vehicle Excise	1,276.77	1,443.70	

Abated

Motor Vehicle Excise	5,116.15	5,116.15	
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Uncollected as of 12/31/2003

Personal Property	2,133.74		
Motor Vehicle Excise	262.92	2,396.66	<u>\$8,956.51</u>

#### 2001

Uncollected as of 1/1/2003

Personal Property	4,317.16		
Motor Vehicle Excise	13,914.83		
New Commitment	8.33		
Refunds	20.42		<u>\$18,260.74</u>

Collected

Personal Property	73.74		
Motor Vehicle Excise	6,991.04	7,064.78	

Abated

Motor Vehicle Excise	5,480.12	5,480.12	
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Uncollected as of 12/31/2003

Personal Property	4,243.42		
Motor Vehicle Excise	1,472.42	5,715.84	<u>\$18,260.74</u>

#### 2002

Uncollected as of 1/1/2003

Personal Property	2,657.66		
Motor Vehicle Excise	25,195.19		

# ANNUAL REPORT 2003

New Commitment	52,251.07		
Refunds	1,993.55		<u>\$82,097.47</u>

Collected			
Personal Property	0.00		
Motor Vehicle Excise	67,048.83	67,048.83	

Abated			
Motor Vehicle Excise	2,413.05	2,413.05	

Uncollected as of 12/31/2003			
Personal Property	2,657.66		
Motor Vehicle Excise	9,977.93	12,635.59	<u>\$82,097.47</u>

2003

Uncollected as of 1/1/2003			
Real Estate	7,089,679.58		
Street Betterment	246.09		
Street Betterment Interest	184.11		
Water Betterment	1,049.84		
Water Bett Interest	571.80		
Personal Property	367,067.10		
Motor Vehicle Excise	1,125,168.70		
Municipal Lien Cert	24,650.00		
Registry Marking	4,780.00		
Tax Collector Fees	11,410.00		
Motor Coach Fees	11,232.00		
Advanced Street Bett	490.48		
Adv Street Interest	10.22		
Adv Water Betterment	15,154.53		
Adv Water Bett Interest	448.38		
Adv Septic Betterment	41,171.99		
Adv Septic Bett Interest	1,679.13		
Betterment Release	28.00		
Interest	37,700.04		
Refunds	92,464.87		
Tax Title Advertising	300.00		<u>\$8,825,486.86</u>

Collected	
Real Estate	7,108,971.40
Street Betterment	133.32
Street Bett Interest	85.00
Water Betterment	1,049.84
Water Bett Interest	571.80
Personal Property	333,428.12

# TOWN OF LITTLETON

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Motor Vehicle Excise	1,078,396.41		
Municipal Lien Cert	24,650.00		
Registry Marking	4,780.00		
Tax Collector Fees	11,410.00		
Motor Coach Fees	11,232.00		
Adv Street Betterment	490.48		
Adv Street Bett Interest	10.22		
Adv Water Betterment	15,154.53		
Adv Water Bett Interest	448.38		
Adv Septic Betterment	41,171.99		
Adv Septic Bett Interest	1,679.13		
Betterment Release	28.00		
Interest	37,700.04		
Tax Title Advertising	300.00	8,671,690.66	
Abated			
Real Estate	20,631.37		
Motor Vehicle Excise	29,704.12	50,335.49	
Tax Title			
Real Estate	34,364.42		
Street Betterment	112.77		
Street Bett Interest	99.11	34,576.30	
Uncollected as of 12/31/2003			
Personal Property	33,638.98		
Motor Vehicle Excise	35,245.43	68,884.41	<u>\$8,825,486.86</u>
2004			
Uncollected as of 1/1/2003			
Real Estate	6,974,209.08		
Street Betterment	1,439.33		
Street Bett Interest	816.17		
Water Betterment	31,303.75		
Water Bett Interest	10,238.62		
Septic Betterment	14,226.00		
Septic Bett Interest	10,389.07		
Electric Lien	1,054.54		
Lien Charge	50.00		
Personal Property	167,985.26		<u>\$7,211,711.82</u>
Collected			
Real Estate	1,986,854.05		
Street Betterment	262.03		

# ANNUAL REPORT 2003

Street Interest	178.69		
Water Betterment	6,728.41		
Water Bett Interest	2,145.75		
Septic Betterment	4,582.69		
Septic Bett Interest	3,805.61		
Personal Property	34,675.60	2,039,232.83	
Uncollected as of 12/31/2003			
Real Estate	4,987,355.03		
Street Betterment	1,177.30		
Street Bett Interest	637.48		
Water Betterment	24,575.34		
Water Bett Interest	8,092.87		
Septic Betterment	9,643.31		
Septic Bett Interest	6,583.46		
Electric Lien	1,054.54		
Lien Charge	50.00		
Personal Property	133,309.66	5,172,478.99	<u>\$7,211,711.82</u>

Respectfully submitted, Rebecca Jean Quinn, Tax Collector

## OUTSTANDING TAXES AS OF 12/31/2003

Personal Property			
Allied Plywood	415.31	Margery Bailet	14.95
Changing Healthcare	13.26	Gerre Clements	607.92
Cyber Storage Systems, Inc.	367.84	Stephen DeMont	171.64
Horizon Landscape, Inc.	60.62	Angela Inferred	29.47
Jake's Auto Body	758.80	Mark Lalonde	2,415.95
Kline & Company	36.63	Brian Laws	235.10
Marble Rock Cinema	277.69	MCI Worldcom Network Serv	743.42
MCI Metro Access Trans	30,503.62	Northeast Equestrian Products	60.89
Personal Best Counseling	31.05	Glen A Pierce	15.37
Gerald Redmond, III	15.83	John Sajatjian	66.29
Lou Santora	424.47	Skytel Corporation	223.81
Traxit Technology, Inc.	3,810.48	David Whitcomb, Jr.	256.51
U S Wood Products	675.35	James Wilson	44.92
Eric J Zeogas	124.01		
Motor Vehicle Excise			
Susan K Alex	53.75	Mark A Alexander	38.44
Amanda M Allen	224.38	Theresa M Allen	13.02
Andrea M Alvarado	155.00	Jaime Alvarado	5.00

# TOWN OF LITTLETON

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William T Atamian	58.33	Curtis M Averett	72.50
Win Min Aye	38.54	Catherine Ayotte	46.25
Gregory E Balzotti	39.38	Banc One Acceptance Corp	53.75
Andrew J Barsoum	43.75	Howard H Barter, IV	145.84
Sherry A Begley	40.00	Benjamin K Benoit	6.56
Samuel Bittencourt	73.75	Jeanmarie A Blake	45.00
Amy E Bomgardner	33.75	Paul H Breen	251.25
Timothy S Breen	37.50	David Bridgewater	87.50
Julie A Brogan	65.00	Mary A Brush	511.88
Kevin P Bryant	17.19	Derek C Burrill	18.75
Brian P Callahan	42.50	Cecilia C Callahan	35.00
Panha Candido	25.00	Sheila Mary Capone-Wuls	107.50
Keith S Carroll	22.50	Julio P Ceramicoli	42.50
Chrysler Financial Corp	243.75	Jarrad M Cohen	117.50
Denis J Collins	115.00	Pasquale A Conversano	52.50
Julie A Courchaine	48.75	Jennifer Currier	106.56
Curry Auto Leasing Inc	200.00	Randy L Cyr	55.21
Lisa C Dale	326.25	Michael A Dargin	34.38
M Danielle Dauphine	45.00	Clemildo C Deabreu	50.21
Mathew R Demko	126.98	Peiao Deng	400.31
Eliane A Deoliveira	33.75	Jose DeSouza	50.00
Diane Reed Dickerson	5.00	Daryl DiMae	5.00
Palma M DiMare	31.25	Richard J DiMare	85.63
Thomas H Dodd	30.00	James B Dong	5.00
Shawn E Doolittle	96.25	Matthew S Downs	16.25
Scott T Edison	46.25	Gayle S Edwards	15.63
Engine Service & Supply	15.31	Barbara C Englund	36.67
David R Erickson	281.67	Patricia B Fayemiwo	58.75
Reginald Fennell	223.13	Ernesto A Fernandes	68.75
Laura Lee Fernandes	21.25	David S Fetterhoff	5.00
Thomas J Fidler	21.25	David S Field	36.25
John F Field	115.42	Kim K Fillmore	87.50
David S Finan, Jr.	167.50	Nathan G Finan	30.00
Gilbert D Finch, Jr	8.85	Sam S Fischer	7.50
Fleet Systems, Inc.	248.44	David J Fontaine	669.17
Melissa A Ford	50.00	Peter M Forgione	283.96
Janice M Foss	121.88	Jennifer L Frankel	37.50
Karl A Gaibl	38.75	Michael A Gearin	20.00
Timothy R Gilbert	35.42	Sylvester R Giuffrida	34.38
Stephen R Glines	199.06	Nathan M Goguen	14.38
Wayne R Goguen	83.33	Mary Ellen Grady	15.63
Matthew T Greenough	18.33	Don Paul Griffin	43.75
Thomas D Gorham, II	17.50	Maziar Haddad	30.63
Halpin Towing, Inc.	1239.21	Jeremy C Hand	106.56



## ANNUAL REPORT 2003

Jenna L Harlow	144.17	Maureen E Harmon	399.27
Stacey A Hartwell	139.90	Lee J Heilner	82.50
Lee M Heilner	36.25	Gerald F Herrmann	12.50
Paul R Higgins, Jr	43.75	Ronald L Hofeldt	50.42
Lisa M Holt	25.00	John C Huck	103.65
Lauren S Hunt	21.88	Peter B Hunt	795.00
Cheryl A Hurley	83.75	Paula A Hurley	24.06
Jeffrey Allen Jackson	62.50	Adrianna J Jackson-Adam	77.50
Irina A Jain	44.69	John J Jasins	55.00
Brian E Johnson	5.63	Daniel Juarez	35.73
Eric E Julio	18.75	Toni L Julio-Hartwell	81.05
John G Karalekas	30.42	James E Kirste	742.50
Elizabeth L Kiyabu	20.31	Jonathan P Knox	155.73
Philip J LaFratta	5.00	Cynthia L Lancaster	832.50
Duncan Scott Lancaster	87.19	David H Lawson	17.50
Mark S Leger	259.69	Jeffrey S Lewis	134.58
James A Liddick	28.75	Lifelearn, Inc.	87.50
Thomas H Lincoln	10.00	Erik L Lindgren	11.56
Lionheart, Inc.	95.00	Littleton Environmental	357.92
Littleton Limo & Trans	65.73	Paul J Lizotte	23.75
Sean R Lohnes	83.34	John H Lumpkin, Jr	16.15
Loretta A MacDonald	287.50	Amy Margaret MacLearn	39.38
John W Malloy, Jr	5.00	Mary B Malloy	38.13
Christopher W Marten	432.50	James C Mascetta	33.75
Robert McDonald	42.50	Christine E Martin	11.25
Icarla Regina Mendes	68.44	Carmen F Merullo	115.00
Paul W Merullo	25.00	Debbie Susan Miles	426.25
Jaon Milinari	207.50	George Robert Millar	107.92
William R Moore	32.50	Samantha G Morris	35.00
Michelle L Morrison	105.63	Luiz Amilque Muniz	202.50
Melissa E Murray	46.25	Douglas A Napoleone	31.25
New England Police Vehicle	1432.30	Steven C Newcombe	5.00
Leslie J Nichols	231.67	Paul N Norris	229.69
Theresa M O'Brien	56.25	Peter D O'Clair	37.19
Kevin J O'Donnell	167.50	Ralph R Ogilvie	179.06
Daniel R Oldenquist, Jr	209.17	Elgilmar Oliveira	59.37
Josmar M Oliveira	121.57	Anthony E Orlicky	126.25
Joseph E Owen, III	18.23	Melvin Lee Palmore, Jr	39.38
RobsonS Pamato	10.42	Louis Panaggio	18.75
Shruti Pandey	210.00	Beverly A Partridge	11.98
Karen R Patton	31.25	Bridget A Pearce	61.25
Mark W Pluta	35.42	Francis M Polchinski	37.50
Anthony C Polk, III	48.13	Richard T Polk	17.50
Christopher F Porterfield	40.00	Joseph K Prendiville	34.38

# TOWN OF LITTLETON

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Susan E Progin	162.50	Roy I Ramirez	102.92
Mark C Raymond	5.00	Rathana Ream	25.00
Barbara E Reams	25.00	Adam K Reid	32.50
Elizabeth Rhineland	42.50	Dean F Rider	10.00
Steven T Riggs	90.00	Linda E Riley	15.00
Daniel C Robinson	36.25	Rebecca L Robinson	38.75
S N Construction	5.00	Digna L Salgado	108.13
Carla L Santos	8.33	Michelle Sarubbi	750.31
Mark C Scioli	5.00	Mark A Shaughnessy	218.75
Larry P Shenshaw, Jr.	55.00	Elizabeth L Sherman	86.25
Kathy Sherman	36.67	Kenneth Sherman	52.50
Michael A Silva	21.25	Joshua J Slowick	80.00
Douglas S Small	33.75	Bradford L Smart, Jr.	70.83
Carl W Solum, III	34.38	Starr Hill Construction	508.75
Brian T St.Denis	30.00	Gary Stephens	21.25
Paul J Story	342.50	Amelia J Struthers	25.00
Lisa A Swallow-Hantzis	580.00	Mildred W Temple	15.00
Jacob J Tessler	21.25	Nancy Thayer-Eld	55.00
Elizabeth R Thomas	64.17	Jenny L Thomas	218.75
Jillian E Thomas	40.00	Frances C Toops	167.50
Joseph M Tourville	51.25	Toyota Motor Credit Corp	519.38
Jeremy P Tucker	367.50	Eric VanCalcar	106.25
Mark A VanKouteren	843.13	Ruth C Verrecchia	164.06
Brian K Visco	572.09	Franklin Roy Wagoner, Jr	235.00
Paul A Waite	50.00	Wakefield Materials, Corp.	506.25
Janet E Walsh	57.50	Kyle W Wambolt	16.67
Christopher T Webb	142.50	Nicole D Weymouth	125.63
David A Whitcomb, Jr.	156.25	Bruce E Wilkins	41.25
Ruth Wilkins	25.00	Scott T Wodzinski	278.13
Elizabeth A Wright	542.92	Lakshmi NP Yarlagadda	210.00
Armen S Young	285.42	Susan E Young	60.00
Francis R Zaborowski	7.50	Michael Zolla	53.75

## METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

**Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.

**Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.

**Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.

**Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.

**Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.

**Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

**Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing.

# TOWN OF LITTLETON

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**Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.

**Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities.

**Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, [www.mapc.org](http://www.mapc.org), for more details about these and other activities.

## Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, [www.metrofuture.org](http://www.metrofuture.org), for more information.

## Minuteman Advisory Group on Interlocal Coordination (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)

This year, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) hosted two Legislative Breakfasts; set transportation priorities and ranked projects; sponsored a forum on "Zoning Reform: Why, What, & How"; organized two "Creative Solutions" housing workshops; reviewed and submitted environmental comments on several developments of regional impact, including Littleton Technology Park, Bose (Stow), and the Rt. 2 rotary; continued work on the "MAGIC Carpet," a study of alternative transportation options; and planned events in conjunction with the Regional Vision and Growth Strategy. Using MAPC Geographic Information Systems (GIS) staff, MAGIC also provided introductory and more advanced GIS training sessions for local officials and staff. This year, MAGIC also welcomed Bolton as a new member.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

**TREASURER**



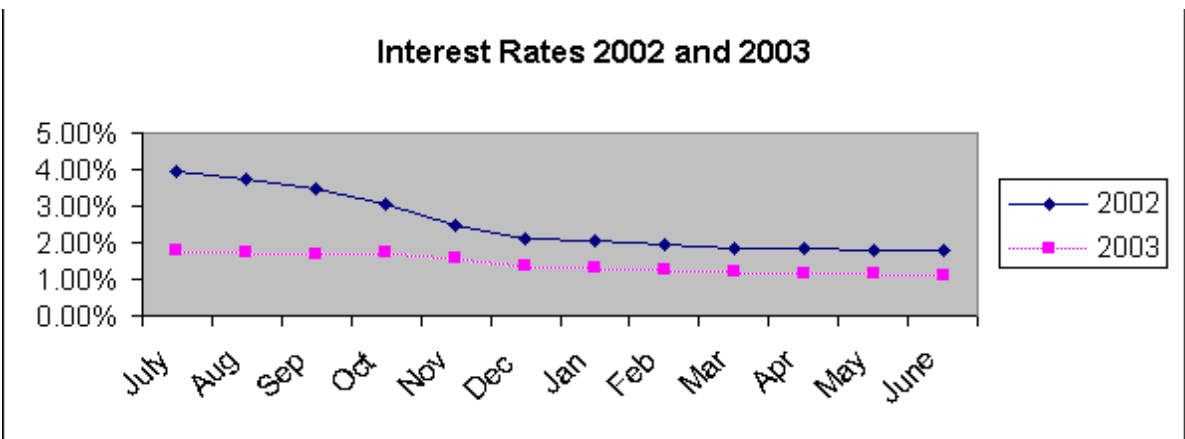
Prepared by: Margaret M. Dennehy

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

Total Funds July 1, 2002	\$27,172,504.98
Total receipts for the year	\$81,284,623.85
Total disbursements for the year	<u>\$84,252,690.03</u>
<b>Total Funds June 30, 2003</b>	<b><u>\$24,204,438.80</u></b>

**Funds under care of Town Treasurer:**

General Fund	\$7,136,212.96	
Chapter 32B Trust Fund	\$1,567,764.75	
Law Enforcement Trust Fund	\$1,330.24	
D.A.R.E.	\$1,363.60	
Arts Lottery	\$400.66	
Conservation	\$63,571.13	
Stabilization	\$4,886,431.56	
Land Acquisition Fund	\$42,246.38	
Electric Depreciation Fund	\$1,569,641.39	
Electric Rate Stabilization Fund	\$2,417,741.56	
Electric Retirement Trust Fund	\$1,152,293.78	
Miscellaneous Performance Bonds	\$1,845,921.57	
Trust Funds managed by the Trust Fund Commissioners	<u>\$3,519,519.22</u>	<b><u>\$24,204,438.80</u></b>
Interest income on all funds for the year		\$347,007.29
Interest income on General Fund		\$111,389.79



# TOWN OF LITTLETON



## TEN-YEAR DEBT SERVICE SCHEDULE

Fiscal Year	Town	Water	Electric	Grants/Reimbursements *	Total
2004	\$3,769,339.18	\$446,593.12	\$246,423.75	\$1,580,581.02	\$2,881,775.03
2005	\$3,589,204.17	\$431,248.76	\$239,268.75	\$1,580,581.02	\$2,679,140.66
2006	\$3,428,839.17	\$417,334.38	\$232,350.00	\$1,580,581.02	\$2,497,942.53
2007	\$3,132,424.18	\$387,580.00	\$220,870.00	\$1,580,581.02	\$2,160,293.16
2008	\$2,987,026.69	\$371,495.00	\$214,500.00	\$1,580,581.02	\$1,992,440.67
2009	\$2,825,562.94	\$356,522.50	\$208,000.00	\$1,450,976.54	\$1,939,108.90
2010	\$2,729,109.18	\$336,428.75	\$201,370.00	\$1,450,976.54	\$1,815,931.39
2011	\$2,659,794.18	\$326,256.25	\$194,610.00	\$1,450,976.54	\$1,729,683.89
2012	\$2,575,321.68	\$310,060.00	\$187,785.00	\$1,450,976.54	\$1,622,190.14
2013	\$2,487,745.96	\$299,490.00	\$180,895.00	\$1,450,976.54	\$1,517,154.42

### Grants/Reimbursements

Water Ultrafiltration	\$183,000.00	
Self-Help/Frost		
Whitcomb	\$18,000.00	
Shaker Lane 61%	\$258,784.02	
High School 61%	\$1,120,797.00	Thru FY08
	\$991,192.52	Remaining term

### TOWN DEBT ONLY

	Debt Outside Proposition 2 1/2	Debt Within Proposition 2 1/2
2003	\$1,035,049.18	\$65,075.00
2004	\$3,769,339.18	\$247,642.50
2005	\$3,589,204.17	\$240,472.50
2006	\$3,428,839.17	\$228,555.00
2007	\$3,132,424.18	\$222,237.50
2008	\$2,987,026.69	\$215,885.50
2009	\$2,825,562.94	\$211,072.50
2010	\$2,729,109.18	\$205,962.50
2011	\$2,659,794.18	\$200,555.00
2012	\$2,575,321.68	\$195,305.00
2013	\$2,489,106.72	\$189,355.00
2014	\$2,413,189.22	\$183,405.00
2015	\$2,324,184.22	\$174,585.00
2016	\$2,239,984.22	\$167,506.25
2017	\$2,121,406.72	\$155,418.75
2018	\$1,988,673.82	\$114,500.00
2019	\$1,914,528.82	\$110,000.00
2020	\$1,569,063.82	\$105,000.00
2021	\$1,403,313.74	
2022	\$1,332,037.50	
2023	\$1,241,287.50	

Total outstanding permanent debt including Town, Water and Electric as of 6/30/03

\$56,763,399.00

## Outstanding Temporary Borrowing

Outstanding temporary borrowing in anticipation of issuing bonds:

Middle School Design	\$900,000.00
Police Station Design	\$300,000.00
Nashoba Road Land Purchase (Water Dept.)	\$350,000.00
Hartwell Land Purchase	\$575,000.00
Waste Water Treatment Plant	\$1,760,000.00
Total Outstanding Temporary Borrowing:	\$3,885,000.00
Authorized and unissued debt:	
Middle School	\$12,900,000.00
Prouty Land Conservation Restriction	\$1,000,000.00
Total Authorized and unissued debt	\$13,900,000.00

# **TOWN OF LITTLETON**

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## **TOWN ACCOUNTANT**

Due to the early retirement of Town Accountant Meredith Mayo in December 2003 and the vacancy in that office, it was not possible to complete the Town Accountant's report in time for the publishing deadline for the Town Report.

The Town Accountant's report will be completed shortly and published as a Town document under separate cover.



## BOARD OF ASSESSORS

YEAR ENDING DECEMBER 31, 2003

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.

Chief Assessor Jeanne Kidder resigned in August to assume the same role in the Town of Tyngsborough. This put the Board in a very precarious position as 2003 was a revaluation year. This is a state requirement in which all property values for the Town must be adjusted and recertified by the Department of Revenue. The Board immediately began a search, still ongoing, for a new Chief Assessor.

Because of the time constraints in our tax cycle and the loss of our Chief Assessor, the Board contracted with Patriot Properties to complete the revaluation process of our commercial properties and review the residential and personal property values. Patriot would also represent us in any meetings with the state. The delay in completing the revaluation process resulted in the issuing of estimated tax bills for the first time in many years. At the end of 2003 the proposed values were being reviewed by the state.

The lion's share of the work load, however, was picked up by Assessment Analysts Anita Harding and Lorraine Frietas. Kay Petkewich joined the office late in the year to provide additional support.

This coming year will see the Board of Assessors begin a Data Quality Study, mandated by state law, to confirm the accuracy of the assessing data. Over the next two years the office staff will be visiting every property in Littleton for both an interior and exterior inspection.

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

Respectfully submitted,

Frederick J. Freund, Chairman  
Brian Wright  
Pamela Campbell  
James Stephen Winroth  
William Nickerson

# TOWN OF LITTLETON

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## ELECTRIC LIGHT DEPARTMENT

2003 Annual Report of the

### Board of Electric Light Commissioners

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2003.

Through sound practice and strategic planning, the department continues to advance its tradition as a progressive public utility committed to quality, value and service. As the stewards of your system, we consistently strive to retain our status as the region's low cost provider for residential customers, while offering superior customer service and great value to the community.

Our residential rates remain among the lowest in the state, substantially below those of investor-owned systems. According to data gathered by the Massachusetts Municipal Wholesale Electric Company (MMWEC), over the past year LELD has averaged the third lowest rates in the 750 and 1000 kilowatt hour use categories. A typical 750 kWh bill in Littleton or Boxborough was \$65.31. For purposes of comparison, customers of Mass Electric living in Ayer paid \$79.58, while customers of NSTAR living in Acton paid \$96.41 for the same usage. These low rates reflect the department's efforts to strike the best deals for our ratepayers by capitalizing on favorable market conditions.

The department continues to score outstanding customer service ratings, as evidenced by a recent industry survey. Customers provided an overall positive rating of nearly 95% for LELD, ranking it first among all typical service companies. As part of our continuing commitment to service, we introduced a direct payment option for the convenience of our customers. And for the second year, we offered a rebate program that credits customers \$50 on the purchase of Energy Star® labeled appliances.

In addition to these services, we continue to provide annual financial and in-kind contributions of nearly \$600,000 to the town. 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.

By taking over management of the town's information technology department, we have helped the town realize a savings of nearly \$110,000. And with an eye toward enhancing the town's communications abilities, the department purchased the Reverse 911® system, which can place 1,000 calls per hour in the event of a public emergency.

On the operations front, we have made steady progress on a new circuit from Great Road into Boxborough, which will improve reliability and capacity in that area of our service territory. We are also

making plans to replace the oldest transformer at the Beaver Brook substation – again, in an effort to upgrade our capacity and reliability.

We recognize and respect our role as leading municipal citizens committed to projects and programs that enrich and enhance the quality of community life.

Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. As we move forward, we are confident of our ability to further that tradition.

Respectfully submitted,

**Board of Electric Light Commissioners**

Thomas Rauker, Chair

Joseph McCumber, Vice-Chair

Craig Gruskowski, Secretary/Clerk

Bruce Trumbull, Member

Joseph A. Cataldo, Jr., Member

# TOWN OF LITTLETON

## Town of Littleton, Municipal Light Department Balance Sheet as of December 31, 2003

		Preliminary / Unaudited	
ASSETS		LIABILITIES AND SURPLUS	
Utility Plant		Surplus	
Total Electric Steam Production	0.00	Unappropriated Surplus	29,137,211.14
Total Electric Transmission Plant	14,706.95	Direct Charge to Surplus	0.00
Total Electric Distribution Plant	16,533,159.23		
Total Electric General Plant	10,229,215.59		
<b>TOTAL UTILITY PLANT</b>	<b>26,777,081.77</b>	<b>TOTAL SURPLUS</b>	<b>29,137,211.14</b>
Accum. Depreciation Steam Plant		LONG TERM LIABILITIES	
Accum. Depreciation Steam Plant	0.00		
Accum. Depreciation Transmission Plant	-9,696.63	Bonds Payable	2,095,000.00
Accum. Depreciation Distribution Plant	-6,595,893.85	Capital Lease Payable Noncurrent	616.00
Accum. Depreciation General Plant	-3,367,457.90	Power Security Deposits	810,875.25
<b>TOTAL DEPRECIATION</b>	<b>-9,973,048.38</b>	<b>TOTAL LONG TERM LIABILITIES</b>	<b>2,906,491.25</b>
NET ELECTRIC PLANT		CURRENT & ACCRUED LIABILITIES	
NET ELECTRIC PLANT	16,804,033.39		
Construction In Process	37,142.57	Accounts Payable	1,214,501.93
		Capital Lease Current	7,392.00
		Miscellaneous Accrued Liabilities	191,916.02
Fund Accounts		<b>TOTAL CURRENT &amp; ACCRUED LIABILITIES</b>	<b>1,413,809.95</b>
Depreciation	2,329,712.89		
Construction	3,179,533.71	Reserve for Uncollectible Accounts	25,691.47
Rate Stabilization	2,433,717.11		
PGET Escrow Fund	810,875.25	Contribution Aid of Construction	84,283.19
Operating Cash	0.00	<b>TOTAL LIABILITIES</b>	<b>4,430,275.86</b>
Computer Fund	2,858.26		
Operations Fund	1,000.00	<b>TOTAL LIABILITIES/SURPLUS</b>	<b>\$33,567,487.00</b>
<b>TOTAL FUND ACCOUNTS</b>	<b>8,757,697.22</b>		

## WATER DEPARTMENT

### 2003 Annual Report of the Board of Water Commissioners

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2003.

As residential development continues drive water demand, we closely monitor the integrity of our production and distribution systems in order to meet the consumptive requirements of the community. While our new tank on Oak Hill represents a 1.5 million-gallon storage upgrade, we continue to look for ways to enhance system capacity, specifically through the development of an additional bedrock well.

On the construction front, the department oversaw the installation of new water main on Edsel Rd. to replace the old lines, which could no longer be reasonably repaired. Our crews also extended water service to Scott Rd. at Lake Matawanakee through a betterment project.

Through the use of our GPS system, the department mapped the locations of all fire hydrants in town. While this is useful information for the water department, it has also proved helpful to the fire department in improving its insurance rating.

Although recent system improvements have allowed us to stay ahead of demand, we must still stress the importance of practicing conservation measures. A dry summer helped us get through the season without implementing any restrictions on water use, but drought conditions continue to plague the region. Without your continued cooperation, we may have to adopt seasonal restrictions in the manner of most other communities.

Over the course of the year, the department continued to assist the town on issues of environmental protection and restoration, most notably the clean up of lakes and ponds. Out-of-lake restoration measures, such as raingardens, are planned for Long Lake. And the Army Corps of Engineers continues to guide the Mill Pond project, with an able assist from Congressman Meehan, who secured an additional \$125,000 in federal funding for the effort.

In August and September, routine water sampling detected the presence of low counts of total coliform bacteria at the Whitcomb Avenue well sites and in three of the town's water tanks, prompting a chlorination program. The suspected cause of the contamination was "regrowth" of residual bacteria which can occur during periods of heavy rains and warm temperatures when water usage is low. Several other communities chlorinate during the summer to combat nuisance bacteria. Unfortunately, Littleton's water system is no longer the exception, and we may begin a seasonal program as a protective measure.

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

# TOWN OF LITTLETON

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At the end of the year, Kay Johnson elected to take early retirement after 23 years of outstanding service to the town, the last 10 as senior administrative assistant to the general manager. Her professionalism, humor and grace are already missed. We certainly wish Kay and her family well.

Respectfully submitted,

**BOARD OF WATER COMMISSIONERS**

Thomas Rauker, Chair

Joseph McCumber, Vice-Chair

Craig Gruskowski, Secretary/Clerk

Bruce Trumbull, Member

Joseph A. Cataldo, Jr., Member

# ANNUAL REPORT 2003

## ASSETS

	2003	2002
Current and Accrued Assets		
Cash	\$ 587,958	\$ 635,802
Accounts receivable	109,005	87,378
Accrued unbilled revenues	120,203	112,406
Materials and supplies	49,111	50,964
 Total Current and Accrued Assets	 866,277	 886,550
Restricted Assets		
Special funds	43,374	354,153
Plant		
Total plant, at cost	11,894,146	11,690,917
Less: Accumulated depreciation	2,485,086	2,166,861
 Net Plant in Service	 9,409,060	 9,524,056
 Construction in progress		
 Net Plant	 9,409,060	 9,524,056
 Deferred Debits		

## LIABILITIES AND SURPLUS

	2003	2002
Current and Accrued Liabilities		
Accounts payable	\$ 18,980	\$ 63,705
Current portion long-term debt	284,500	212,500
Bond Anticipation Notes		1,600,000
Accrued vacation pay	25,072	20,453
Accrued Interest	42,591	26,449
 Total Current and Accrued Liabilities	 371,143	 1,923,107
Long-term Debt		
Bonds payable	3,395,000	2,347,500
Contribution in Aid of Construction	131,290	131,290
 Total Liabilities	 3,897,433	 4,401,897
Net Assets		
Invested in capital assets, net of related debt	5,729,560	5,364,056
Unrestricted net assets	889,255	1,208,158
 Total Net Assets	 6,618,815	 6,572,214

# TOWN OF LITTLETON

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## HIGHWAY DEPARTMENT

### YEAR ENDING DECEMBER 31, 2003

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

The Highway Department consists of the following employees: Eric K. Durling, P.E. Town Engineer; James Clyde, Operations Manager; Patricia Pearce, Administrative Assistant; Daniel Tebbetts, General Foreman; James DeVogel and Dane Ball, Highway Working Foreman; Patrick Goddard, Park Working Foreman; Stanley Walker, John Malloy, Michael Hayes, Barry Nawoichik, Steve Dunn and Frank McGrath, Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator; Phyllis Cormier, Assistant Transfer Station Operator. The Highway Department wishes to thank all its employees for their hard work throughout the year.

Eric Durling P.E. Town Engineer had decided to retire in December, after a 13-year career with the Town of Littleton Highway Department. Eric had worked for the Town of Acton Highway Department and Charles Perkins Engineering Co. prior to coming to Littleton. Throughout his career in Littleton, Eric has made many improvements to the Town's roadway and drainage infrastructure systems. Eric made the department more efficient in its duties and more accountable to the town's residents. His expertise and sense of humor will be missed. Everyone in the department wishes Eric a long, happy and healthy retirement.

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

The Park Division of the Highway Department is in charge of all grounds maintenance throughout the Town facilities (including school grounds). This consists of mowing and weed trimming of all grounds and the lining of all athletic fields. The Highway and Park Division also installs and removes all the Town Beach docks, floats and ropes. The Park Division is responsible for the removal of trash from a limited amount of public facilities throughout Town. The Highway Department helps maintain some of the Conservation open space by mowing with a flail mower and rear boom mower.

#### **Transfer Station:**

The Transfer Station accepted 2568 tons of municipal solid waste for disposal at Covanta Energy in Haverhill, MA at a rate of \$54.00 per ton. With your help the Town also recycled 1229 tons of various materials. The recycling rate for 2003 in Littleton was 32.2%, which is an increase of 4.2% over last year. Thanks for your help.



## **Road Reconstruction:**

The following projects were undertaken in 2003:

The last section of the sidewalk reconstruction on Foster Street project was completed by Brighton Construction co., a sub-contractor to E.H. Perkins Construction Co., with the installation of 1350 feet of 4-foot cement concrete sidewalk.

P.J. Albert of Fitchburg performed road reconstruction, which included installation of drainage improvements, reclamation of existing pavement, paving, installation of bituminous concrete berm and repaving driveway aprons.

Jennifer St (1400 feet) (which included reconstructing a 5-foot bituminous concrete sidewalk)

Loe Anne St (570 feet)

Coughlin Rd (1325 Feet) Replacement of a 48-inch steel culvert pipe with a 48-inch reinforced concrete culvert pipe, installation of 4 catch basins and some drainage pipe.

Crestview Rd (1750 feet) Installation of 250 feet of sub-drain

P.J. Albert of Fitchburg performed paving work on the following streets:

Paving work included installing a leveler course of bituminous concrete paving, top course of bituminous concrete paving, installation of bituminous concrete berm and repaving of driveway aprons.

Lakeshore Drive (1000 feet)

Ipswich Drive (1120 feet)

Foss Place (190 feet private way funded by the resident)

Christina St (640 feet)

Paula Beth St (640 feet)

The Highway crew was responsible for lowering and the raising of water gates, gas gates on the streets where roadwork occurred. The Highway lowered all the drainage structures. A sub-contractor was responsible for raising all the drainage castings on the roadways that were paved.

## **Consultant Work:**

Guertin Elkerton & Associates, Inc. from Stoneham has completed 75% design plans for the Goldsmith Street reconstruction. The Plans are ready for submission to Mass Highway Department for further review and comment. Several waivers from Mass Highway, which took considerable time to obtain, have been approved and are included in the plans.

Vanasse Hangen Brustlin, Inc. (VHB) prepared and the Town submitted Littleton's 5-year storm water discharge permit application to the Department of Environmental Protection for approval. The Town was notified that our permit application has met with their approval and they issued the Town the required permit.

## **Sidewalks:**

# TOWN OF LITTLETON

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Plans were prepared for a proposed sidewalk along Great Road (Route 2A/119) from Donelan's Plaza to Shaker Lane. The Massachusetts Highway Department is to fund (\$150,000) of this improvement. Subject to availability of additional Town funds the project may be bid and constructed next summer.

## Private Ways:

Under the Town's snowplowing policy, approximately 31 petitions were received, evaluated and approved for snow and ice removal services.

## Equipment Replacement:

The Town's 1986 Dresser front-end loader had a transmission failure at the beginning of November. Do to the high cost of repair of the transmission and the loader being slated for replacement, it was decided to rent a front-end loader for the winter months. We rented a smaller loader than we currently own, so we could evaluate its capabilities and maneuverability, for possible purchase in the future.

Do to the fiscal constraints of the Town; it was decided to defer other planned equipment purchases to another year.

I would like to thank all the employees for their hard work throughout the year.

Respectfully Submitted

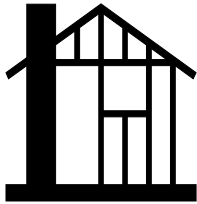
James E. Clyde  
Operations Manager

## BUILDING DEPARTMENT

YEAR ENDING DECEMBER 31, 2003

New Commercial Construction 6  
Commercial Additions / Renovations 14  
New Residential Construction 33  
Residential Renovations / Additions 146  
Accessory Structures 51  
Signs 17  
Wood Stoves 16  
Pools 24  
Demolition 10  
Miscellaneous 101  
Certificates of Inspection 16  
Void Permit Applications 2

New fees were introduced in July of 2003 after receiving approval at the annual Town Meeting in May. The fee formula for plumbing and gas permits has been adjusted resulting in more revenue to the Town General Fund while allowing more equitable compensation to the inspector. The building permit fee formula remains the same with adjustments to the minimum cost per square foot of the construction factor table and the permit fee multiplier.



The Building Department is pleased to announce the new administrative assistance, Ms. Catherine Tocci. Ms. Tocci replaces longtime assistant Mrs. Ellen Banks who retired last year.

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.

### BUILDING DEPARTMENT OFFICE HOURS

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.

ROLAND J. BERNIER  
Building Commissioner  
Zoning Officer  
Telephone 978-952-2308

# TOWN OF LITTLETON

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## Report of the Plumbing and Gas Inspectors

As the Littleton Gas Inspector, I am pleased to report that 124 permits were issued collecting a total of \$7142.00 in fees.

As the Littleton Plumbing Inspector, I am pleased to report that 161 permits were issued collecting a total of \$12362.00 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,

STEVEN CORMIER  
Plumbing and Gas Inspector  
Telephone 978-486-8434

## Reports of Wiring Inspectors

Please consider the following annual report of the Inspector of Wires for the year January 1, 2003 to December 31, 2003, collecting a total of \$28603.00 in fees.

New Homes 39  
Additions more than ten outlets 93  
Additions less than ten outlets 114  
Service Change 54  
Swimming Pools 22  
Temporary Meters 8  
Appliance Installation 45  
Violation / Re-inspection 0  
Annual Maintenance 0  
Off Peak Devices 0  
New Industrial 3  
Existing Industrial 85  
Residential Security Systems 39

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

## **TOWN COUNSEL**

### **YEAR ENDING FEBRUARY 20, 2004**

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 2003-2004 judicial and administrative appeals.

**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 and a decision was rendered in favor of the Planning Board. Ryan Development filed an appeal with the Appeals Court and all briefs have been filed.

2. **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.

**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.

3. **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.

**ANDREWS CROSSING, 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.

**IN THE MATTER OF ANDREWS CROSSING, LLC, DEP File No. 204-417, Docket No. 202-023.**

A wetlands case is pending before an Administrative Law Judge, with a temporary hold on the action until the state Natural Heritage issues a decision. The parties have entered into a 90 day stay on all matters relating to this case.

**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. The Court issued an Order requiring certain repairs to be made. The Board is seeking enforcement of that Order.

# TOWN OF LITTLETON

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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. Stipulation of Dismissal filed.

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.

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. Motions for summary judgment are being prepared.

OHC DEVELOPMENT v. LITTLETON BUILDING COMMISSIONER, Superior Court No. 03-01963. Matter resolved and voluntary dismissal entered.

LITTLETON LAND CORPORATION and OHC DEVELOPMENT, LLC v. LITTLETON PLANNING BOARD, Land Court No. 290 802. Case is pending.

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.

SCOTT v. LITTLETON BOARD OF APPEALS, Land Court No. 289 943. Stipulation of Voluntary Dismissal filed October 29, 2003.

GOLDRING v. LITTLETON BOARD OF APPEALS, Land Court No. 295 263. Notice of Appearance filed.

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.

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.

THUMBTRACK REALTY TRUST v. LITTLETON BOARD OF HEALTH Superior Court C.A. #03-2586. The Plaintiff has appealed a decision of the Board of Health, denying the issuance of a permit to construct a subsurface sewage disposal system. Plaintiff filed a motion for judgment on the pleadings and the Board filed an opposition thereto.

NICHOLAS FORCINA v. LITTLETON BOARD OF HEALTH Superior Court C.A. #03-4661. The Plaintiff has appealed a decision of the Board of Health, denying the issuance of a permit to construct a subsurface sewage disposal system. An Answer has been filed.

RONALD RAFFI v. LITTLETON BOARD OF HEALTH Superior Court C.A. #03-4660. The Plaintiff has appealed a decision of the Board of Health, denying the issuance of a permit to construct a subsurface sewage disposal system. An Answer is being prepared.

Pickett, Miyares and Harrington  
LITTLETON TOWN COUNSEL

## POLICE DEPARTMENT

### YEAR ENDING DECEMBER 31, 2003

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 2003 saw a significant increase in the activity that occupied the Littleton Police Department throughout the year. The most notable incident took place on 4 February and involved a threat of violence against the Littleton High School. The initial threat was phoned in and involved firearms being brought to the school. As a result of that call, pre-planned measures were put into effect and a total Lock-Down of all school facilities was established. The Littleton Police Department, along with the Northeast Massachusetts Law Enforcement Council, and the Littleton Fire Department, worked through the incident over a four-hour period, which established there were no weapons at the school and that the incident lacked credibility. The incident was an outstanding example as to the level of preparedness of the Littleton Police Department for such incidents.

Just after this incident the position of School Resource Officer was implemented within the Littleton School Department, by coincidence, and was the culmination of a year of planning, through a grant application, which would place an officer within the Littleton Schools. Throughout the year School Resource Officer Pinard became a fixture within the district and assisted in matters in the areas of security, truancy, discipline, investigations of neglect and/or abuse, class-room instruction, mentoring, and arbitration, among others.

The enforcement focus of the Littleton Police Department continues to be motor vehicle law compliance, as directed by the citizens of Littleton. Littleton remains a hub for the surrounding communities and a main point of access for Routes 495 and 2, drawing traffic from far and wide. As a result of the tireless efforts of the men and women of LPD we have seen a significant drop in the overall statistics for motor vehicle crashes and pedestrian accidents. In 2000 the Town of Littleton had a total of 8 pedestrian involved accidents, and in 2003 we experienced zero. There is certainly a little luck in the 2003 figure, but there is also a great deal of effective enforcement in it also.

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 2003, which is a continuation of last year's presentation.

# TOWN OF LITTLETON

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<b>Incident Type</b> (Partial List)	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>% Change</b> (From previous Year)
Rape	6	4	4	6	50.00%
Asault and Battery	32	31	37	62	67.57%
Break and Entry	47	18	27	21	-22.22%
Larceny	81	75	84	78	-7.14%
Motor Vehicle Theft	6	14	7	6	-14.29%
Vandalism	47	65	67	67	0.00%
Weapons Violations	21	1	2	10	400.00%
Drug laws	7	31	24	62	158.33%
Family Offenses	49	25	14	11	-21.43%
Arrests	152	175	185	365	97.30%
Vehicle Tows	290	410	414	572	38.16%
Disturbances (General)	27	91	99	84	-15.15%
Family Disturbances	34	39	53	41	-22.64%
Noise Complaint	64	54	39	32	-17.95%
Suspicious Activity	398	613	643	511	-20.53%
Internet Crimes	3	5	1	0	-100.00%
Building Checks	1077	1336	1433	2162	50.87%
Medical Emergencies	439	515	579	647	11.74%
Burglar Alarms	579	475	530	533	0.57%
MVA Personal Injury	52	93	61	55	-9.84%
MVA Property Damage	124	191	210	196	-6.67%
<b>Total Calls For Service</b> ( All incidents)	<b>9336</b>	<b>11404</b>	<b>12637</b>	<b>15947</b>	<b>26.19%</b>
<b>Total Traffic Citations</b>	<b>1817</b>	<b>2335</b>	<b>2415</b>	<b>4742</b>	<b>96.36%</b>
<b>Total Citation Fines</b>	<b>\$121,331.00</b>	<b>\$134,010.00</b>	<b>\$142,230.00</b>	<b>\$283,527.00</b>	<b>99.34%</b>

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,

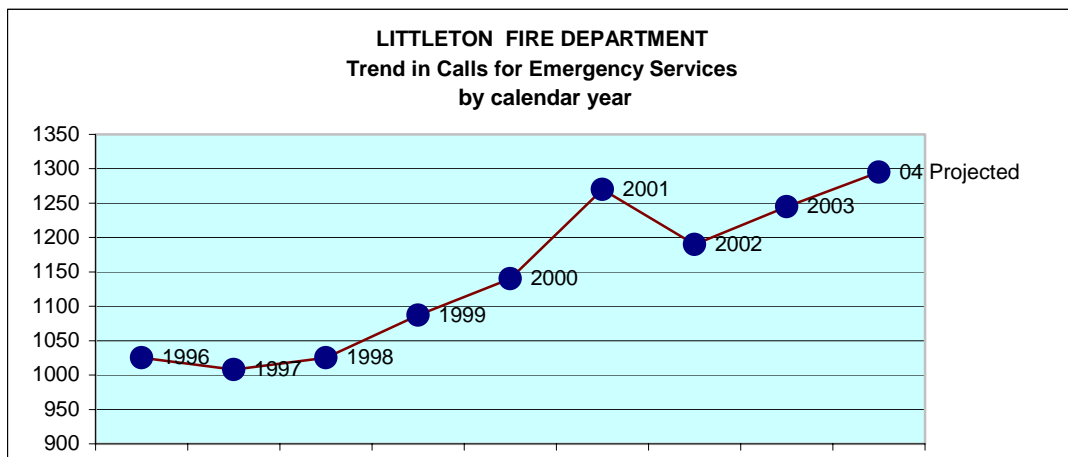
John M. Kelly  
Chief of Police



## FIRE DEPARTMENT

### REPORT OF THE FIRE DEPARTMENT 2003

2003 kept us busy once again with a 4.7% increase in emergency calls. Excluding 2001 where we had a spike in calls due to extraordinary influences, we have seen a steady increase in emergency call volume since 1997. We expect this trend to continue.



The emergency response breakdown is as follows

Structure Fire	7	Medical Emergency	657
Multiple Alarm Structure Fire	3	Motor Vehicle Accident	128
Chimney Fire	3	Entrapment / Jaws of Life	7
Car Fire	13	Electrical Hazard	15
Brush Fire	14	Carbon Monoxide call	13
Flammable Liquid Spill	16	General Assistance call	38
Flammable Gas Release	25	Citizen complaints	17
Illegal Burning	25	Lock out	14
Cover another community	10	Miscellaneous Incidents	46
Smoke scare – good intent call	45		
Oil burner emergency call	6		
Fire Alarm	147	<b>TOTAL INCIDENTS</b>	<b>1249</b>

The department relies on a combination of Career and on-call firefighters and EMT's. The four career members typically work a combination of two day-shifts starting in the morning at 7:00 am and ending at 6:00 pm. The shifts put four firefighter/ EMT's on duty Monday - Friday from 10:00 am to 4:00 pm; from 7 am – 10 am and from 4 pm – 6 pm staffing is reduced to two FF/EMT's. Nights are completely covered by on call firefighters and EMT's who respond to the station from their homes when there is a call. The breakdown of calls by time of day and coverage shift is as follows:

# TOWN OF LITTLETON

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7am to 10am	175		6pm to Midnight	274
10am to 4 pm	493		Midnight to 7am	147
4-6 pm	160			

The department responded to calls while already working at other calls 22% of the time or on 275 occasions. The majority of these were back-to-back medical emergencies.

Fire prevention and inspections were very active. Firefighter/EMT Bill Harland Jr. heads up Fire Prevention and inspections. However, these all work around emergency response duties.

Activities of the fire prevention office are as follows:

Open Air Burning permits	440		Blasting permits	15
Smoke Detector Inspections	183		Alarm system inspections	13
Oil Burner Inspections	150		Fire suppression system insp.	13
Propane storage inspections	55		Welding & cutting permits	7
Refuse container permits	33		Miscellaneous	5
Tank truck inspections	16		Code enforcement actions and orders	24
Flammable storage insp.	15		Total Permits & Inspections	969

The department conducted three cardiopulmonary resuscitation programs for other departments, 28 pre incident planning walk through visits, 42 plan reviews, 20 station tours, 4 classes on fire prevention, 35 fire drills, primarily at schools, and held the annual open house. Our school based SAFE program continued on a more limited basis this year in the face of elimination of state funding for this program. We extend our appreciation to North Middlesex Savings Bank for their leadership and support in continuing this proven safety program.

In 2003 the town was in the midst of a fiscal shortfall. Despite a difficult fiscal climate we were able to secure funding to repair the town's 1988 ladder truck, a project that is still underway at the time of this report. During this time we have relied heavily on the Devens Fire Department, whose ladder truck responded every time we needed one. We are fortunate to be part of a strong mutual aid system that made the extended loss of this key piece of equipment manageable. In 2003 we utilized mutual aid from Acton, Ayer, Boxborough, Devens, Groton, Harvard and Westford. We provided mutual aid to Acton, Ayer, Boxboro, Bolton, Chelmsford, Devens, Groton, Lancaster, Harvard and Westford.

Many members advanced their training this year. In this day and age advanced training and certifications are becoming more and more critical to carrying out the fire and rescue mission. Below are a list of members and the certifications they attained:

EMT Basic	David Castagneto, Tom Clancy, Tim Grant, Tom Kneeland, Dave McGloughlin, Mike O'Donnell,
EMT Intermediate	Denise Moniz, Terri Rock, Joe Rock
EMT Paramedic	Erica Andrews
Firefighter I & II	Steele McCurdy, Mark Witherell
Fire Officer I	Bill Harland, Jr., Scott Wodzinski
Fire Inspector I	Bill Harland, Jr.
Certified Fire Inspector I & II	Keith Dunn
Dive Rescue I Certified	Dave Lefebvre
CPR Instructor	Dave Lefebvre

While training was in the firing line of budget reductions we still accomplished an offering of over 100 hours of in-house training for our firefighters and EMT's. 36 hours were Mass. Firefighting Academy programs delivered in Littleton. This training ranged from basic firefighting skills to new medical treatment protocols. Training remains an essential tool in preparing our members for the expanding complexities of the fire, rescue and EMS services. Training is also a key element of firefighter and EMT safety.

Public safety in general continued to be a collaborative approach. This was evident from school crisis incident management to a tiered emergency medical response that shocked a heart back to life. In Littleton it matters little under whose jurisdiction a particular incident may fall. Police, Fire, Emergency Management and all the other departments readily join in to mitigate emergencies in the community. I am indeed fortunate to be working with department heads who look beyond the confines of their basic responsibilities and eagerly pitch in when help is needed.

I want to thank our firefighters, EMT's and dispatchers for their ongoing dedication to duty. Despite hard financial times and an ever-growing workload they have served the townspeople of Littleton with honor and courage. I also wanted to thank our Chaplain Bill Beldan for his steadfast support of the membership following some very tragic incidents the members were confronted with in 2003.

In 2003 the members also began construction of a firefighter & EMT memorial area in front of the fire station whereupon we unveiled a remembrance stone of our colleague and friend Tim Wargo who was lost in a fire in 2002. We hope to finish construction in 2004.

#### OUR MISSION:

**The Protection of Lives and Property Through a Combination of Emergency Response and Loss Prevention Services.**

For more information on the Littleton Fire Department visit <http://littletonfire.org> on the internet.

Respectfully Submitted

Alexander S. McCurdy, Fire Chief

## LITTLETON EMERGENCY MANAGEMENT AGENCY

**YEAR ENDING DECEMBER 31, 2003**

We would like to begin by thanking Mr. Steven Ziegler for his continued service to the Town of Littleton as Director of Emergency Management prior to his unexpected resignation earlier this year. We would also especially like to thank Fire Chief Alexander McCurdy, Police Chief John Kelly and the members of the Fire and Police Departments for their continued partnership and support, without which our mission could not be accomplished. We must also thank Ms. Eileen Monat for her continued perseverance and good humor in assisting with the redundant intricacies of Government documentation on a regular basis.

The Littleton Emergency Management Agency (LEMA) continues to play a key role in planning for any eventuality requiring large-scale emergency response. Working closely with Littleton Fire, Police and all other Town Departments along with the Nashoba Valley Board of Health, Massachusetts Emergency Management Agency (MEMA) and various area relief organizations, LEMA assists in providing a planned and coordinated response to any emergency.

During 2003 LEMA continued participation in the Northern Middlesex Emergency Planning Committee which integrates the collaborative emergency planning efforts of neighboring communities on a regional basis. Our goal is to provide the best possible protection for our citizens in the event of a natural or man-made disaster or mass casualty event.

In the past year, LEMA was prepared to activate the Emergency Operations Center (EOC) in response to the High School terrorism threat incident that involved the deployment of full local Police and Fire resources along with regional specialized law enforcement resources from the Northeast Massachusetts Law Enforcement Council (NEMLEC). In addition, the updated Comprehensive Emergency Management Plan (CEMP) was utilized by all Town Departments to develop an integrated Storm Emergency Response Plan prior to the Massachusetts Snow Emergency of December 6-7, 2003 as declared by the Federal Emergency Management Agency (FEMA).

During this period, LEMA was actively engaged in submitting financial grant proposals on both the Federal and State levels to foster regional interoperability along with improved emergency responder and citizen safety. This agency collaborated closely with the Fire Department in engaging the Federal Fire Act Grant Application process, submitting an unsuccessful proposal to replace the Town's inventory of Self-Contained Breathing Apparatus (SCBA) with new equipment and technology compatible with the breathing air systems of all surrounding Mutual Aid Fire Departments. A separate grant was awarded on the State level for All-Hazards Emergency Operations Planning to support future updates of the joint Emergency Operations Plan to address all hazards with emphasis on the potential use of Weapons of Mass Destruction (WMD).

LEMA also supported key Homeland Security initiatives including the provision of Radiological Detection Training to Fire Department personnel. Subsequent to this training, Radiological Detection Sets supplied by MEMA have been actively deployed on Fire Department apparatus first-due to motor vehicle or medical incidents indicating the possible involvement of radioactive materials.

Lastly, at the end of 2003 LEMA coordinated the successful, comprehensive data collection and submission efforts for involved Town Departments and the Nashoba Valley Board of Health on behalf of

both the Federal Office of Domestic Preparedness (ODP) and the Massachusetts Executive Office of Public Safety (EOPS). Both 2003 Federal and State Homeland Security Assessment and Strategy Programs help identify opportunities to strengthen public health systems and hospitals to better respond to bioterrorism or other emergencies involving chemical, radiological and explosive materials. The findings of this unprecedented, inter-Departmental effort will both assist in development of future regional emergency response plans and will help prioritize disbursement of local health funding.

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-related events. Volunteers are needed to assist in staffing shelters, providing shelter-based medical care, aiding in transportation of persons during emergency evacuations or serving as Federally-licensed amateur radio operators for Amateur Radio Emergency Services (ARES) or Radio Amateur Civil Emergency Services (RACES).

Littleton Emergency Management can be reached by telephone at Fire Headquarters (978) 952-2302.

Richard Landers, Director  
Jeffrey Patterson, Deputy Director  
Edward Burg, Radio Officer

# TOWN OF LITTLETON

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## CONSERVATION COMMISSION

### YEAR ENDING DECEMBER 31, 2003

As with all of Littleton's elected boards, the Conservation Commission has been busy this year. There have been 68 public hearings (Notices of Intent) held under the regulations of the Massachusetts Wetlands Protection Act. There were 30 Requests for Determination, 12 requests for Certificate of Compliance. The Highway Department has come to the Commission for Orders of Conditions for 3 projects.

The projects were varied and included permission to approve the new Middle School, septic systems for 3 town buildings, a farm pond, control of nuisance vegetation, private docks and swimming pools. There are three projects being reviewed under Chapter 40B (affordable housing). One of these subdivisions will involve the construction of 49 housing units of which 12 will be 'affordable' and 10 will be for 'over 55 years of age.'

A Boy Scout constructed new benches for use along some of our woodland trails. A homeowner erroneously allowed many large trees to be cut without permit from the Conservation Commission. It took 4 meetings to resolve this issue.

The Commission has been involved with the land purchase of the Prouty Estate by the New England Forestry Foundation. This change of use will be a lasting asset to the town. The commissioners met with the purchasers several times to work out all the necessary details. At this time the property has been purchased and the new owners and the Town are working out the details.

The Commissioners and their stewards have been working diligently to make the various lands held by the Conservation Commission a useful and friendly place to visit. Hartwell Conservation Land is open, trails are marked there is still more to do. If you would like to help give us a phone call.

### LAND STEWARDSHIP REPORT FOR 2003

The following is a listing of fieldwork done on the conservation commission properties listed in 2003, by the Land Stewardship Team of Art Lazarus Ray Grande and Charles Tirone. They also had some help from a few others on occasion. During 2003 new Stewards for certain properties were established. In many cases the Stewards did periodic monitoring and light maintenance tasks, except when they were working with the Team.

#### Conservation Commission Properties

Mill Hill	Kiosk repaired
Bumblebee Park	Periodic litter and deadfall clean up Cleared and widened field Staked brush for burning Cleared brush away from walls Cleared clogged old stone culverts on pond and brook Clipped along trails Strayed poison ivy Thinned undergrowth on hillside Mowed field (by Highway Dept.)
Long Lake Park	Bluebird houses installed (by Fran Meyers) Located new boundaries off Richard Way

	Rebuilt stone wall at parking lot Repaired sign at Colonial Drive Burned brush piles in field Grasslands mowed (by Highway Dpt.) Grassland area expanded by mowing up to walls (by Kevin W. Mowing Service) Weekly litter and deadfall cleanup Major deadfalls cut up and removed from trails Sprayed poison ivy Destroyed some invasive species
Oak Hill	Periodic litter and deadfall cleanup Re-marked trails using new map Repaired kiosk Prepared new trail map
Morgan Land	Field mowed (by Highway Dpt.)
Nagog Hill Orchard	Re-opened trail from Nagog Hill Rd. to Cobb trails Mowed invasive vegetation near road Periodic cleanup of parking lot
Mary Shepherd Open Space	Mowed field (by Kevin Mowing Service) Periodic litter and deadfall cleanup Groomed trail and re-marked it Prepared trail map
Hartwell Cons. Land	Prepared and mounted new sign at entrance Did inventory of natural features Cleared debris blocking Beaver Brook stone bridge Marked and cleared new loop trail Helped lead public tour
Whitcomb Monument	Marked short trail on new right-of-way

Report Submitted by:

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

Hours: M-F 9-noon  
Telephone: 1-978-486-9537  
FAX: 952-2321  
Mailing Address: PO Box 1031  
Web site: [www.littletonma.org](http://www.littletonma.org)  
e-mail: chapinb@littletonma.org

# TOWN OF LITTLETON

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## PLANNING BOARD

YEAR ENDING DECEMBER 31, 2003

The Planning Board held 27 meetings throughout the year. There were no preliminary or definitive Subdivision applications for residential development this year; however, a significant number of applications for commercial and industrial uses were reviewed this year. In addition, several discussions with members of the Senior Housing Committee were conducted to formulate a Zoning proposal to address housing for residents over the age of 55.

Litigation continues to occupy Town resources. The Board continues to strive for the best future for the Town, insisting that any commercial development is consistent with the Town Bylaws. Litigation regarding the proposed Andrews Crossing retail development continues. The Planning Board feels that unacceptable adverse impacts to traffic, wetlands, water quality, and aesthetics have yet to be addressed by the developer. The Apple D'Or Subdivision also continues in litigation, with the Board insisting on quality and timely construction of the subdivision infrastructure.

Construction of infrastructure for several Subdivisions continued in 2003, with Mary Shepherd Estates, Nancy's Way, Jillian Way, Laury Lane, Bumblebee Lane, Highland Farms, Gray Farm Road, 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 for Open Space.

Commercial and Industrial Applications dominated the Planning Board agendas this year. In February, the Board voted to modify the Special Permit approvals for the Littleton Corporate Common site (Cisco) to extend the time frame to commence construction. In March the Board approved 133,000 square feet of office space at 245 Foster Street (The Nordblom Company) while in July the Board approved a 32,000 square foot addition to the Dover Saddlery warehouse at 525 Great Road. Much of the first half of the year was spent reviewing, and subsequently approving applications by GFI for the "Littleton Distribution Center", with 840,000 square feet of new "High-Cube" warehouse at 55 Ayer Road. The Gutierrez Company gained approval of 330,000 square feet of office space at 225 Taylor Street in September. While none of these sites is currently under construction, once these uses are built and occupied, they will provide a significant increase in Littleton's tax base.

Listed below are the applications that were voted on by the Board in 2003. 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. 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

There were no preliminary or definitive residential subdivision applications or Open Space Development applications this year.



## EXTENDED TIME FRAME TO COMPLETE SUBDIVISION CONSTRUCTION

Wilson Estates/Nancy's Way  
Apple D'Or Phase 1 and Phase 2

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

### RESIDENTIAL

The Planning Board approved a total of 10 ANR Plans on residential properties, resulting in 16 new residential lots.

### APPROVED SPECIAL PERMITS (RESIDENTIAL)

Shared Residential Driveway  
Jackson Farm Lane

Scenic Roadways  
Jackson Farm Lane  
Near 47 Foster Street

## COMMERCIAL OR INDUSTRIAL DEVELOPMENTS

### DEFINITIVE NON-RESIDENTIAL SUBDIVISION

"Distribution Center Way" – two new building lots

## APPROVED ANR'S (Approval Not Required under the Subdivision Control Law) NON-

### RESIDENTIAL

50 Porter Road/145 Taylor Street – no new lots  
509/525 Great Road – no new lots

### APPROVED SITE PLANS

55 Ayer Road/GFI – Littleton Distribution Center Warehouse Building #2: 360,000 square feet  
55 Ayer Road/GFI – Littleton Distribution Center Warehouse Building #3: 480,000 square feet  
225 Taylor Street/Gutierrez: 3 buildings to total 330,000 square feet office space

### AMENDED SITE PLANS

550 Newtown Road – drainage improvements  
525 Great Road – warehouse addition  
53 Ayer Road/GFI – existing "Pre-Stress" building  
Nashoba Valley Tubing – access road

### APPROVED SPECIAL PERMITS (NON-RESIDENTIAL)

Aquifer and Water Resource Districts  
Littleton Corporate Common (Great Road at Route 495)  
245 Foster Street  
10 Meetinghouse Road – CVS  
525 Great Road  
53 and 55 Ayer Road  
225 Taylor Street

# TOWN OF LITTLETON

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Master Planned and Major Commercial or Industrial Use Special Permits

Littleton Corporate Common (Great Road at Route 495)

525 Great Road

53 and 55 Ayer Road

225 Taylor Street

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,

David Campbell, Chairman

Janet LaVigne, Vice Chairman

Steve Wheaton, Clerk

Mark Montanari, Member

Richard J. Dennis, Jr., Member

Maren Toohill, Planning Board Coordinator

## OPEN SPACE AND IMPLEMENTATION COMMITTEE

YEAR ENDING DECEMBER 31, 2003

The Open Space and Recreation Plan Implementation Committee (OSRPIC) has continued to apply the Town's *Open Space and Recreation Plan* in 2003. Final approval of the updated *Plan* was received from the State in July, and it will be in use until December of 2007. Copies are available for review at the Reuben Hoar Library, or the Conservation Commission office in the Town Hall. We intend to strengthen our collaboration with other Town boards and committees in order to implement the *Plan*.

The *Guide to Conservation Lands of Littleton* was updated, and copies are available for \$5.00 at the library and Conservation Commission office.

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. Management plans for each property have been drafted. Thank you to Melissa Spurr of the Conservation Trust, who coordinated a group of stewards. Our appreciation goes to the people who have volunteered to maintain Littleton's conservation properties: John Lally, Mitt Wanzer, Bob & Charlotte Rafferty, Guy Huse, Judy Grande, Rick Roth, Kevin O'Connor, Andrew Bowers, Rick Findlay, Dick Andersen, Jack & Eva Apfelbaum, Henry Harvey, Will Picariello, Bill Kinch, Phillip Kenney, Melissa Spurr, and Rita and Paul Biagioni. A special thank you goes to Charles Tirone and Ray Grande, who have donated much time and energy to helping Art Lazarus maintain and beautify all of our properties. 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 continued help and cooperation.

The high point of the year was the acquisition of the Prouty Conservation Restriction at Special Town Meeting in September. We worked closely with the New England Forestry Foundation and the Littleton Conservation Trust to facilitate the purchase of the Prouty property, and look forward to having NEFF and their expertise in Littleton for many years to come. Roger and Carey Prouty deserve special recognition for their cooperation in making this project become a reality, and adding to Littleton's protected land. Thank you to the citizens who agreed to, and voted for the purchase!

During the year, a total of 330 acres was added to our conservation land. The Littleton Conservation Trust, Conservation Commission and NEFF purchased 242 acres. An additional 88 acres was protected by means of conservation restrictions, held by the above-mentioned entities.

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  
Jessica Cajigas  
Peter Church

Sarah Foss  
Art Lazarus

# TOWN OF LITTLETON

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## CLEAN LAKES COMMITTEE

### YEAR ENDING DECEMBER 31, 2003

Littleton's ponds and lakes set our town apart from its neighbors. The Town Selectman formed the Clean Lakes Committee (CLC) in 1999 to assess the condition and coordinate improvement of these water resources. The CLC is comprised of representatives from neighborhood associations on Long Lake, Mill Pond, Spectacle Pond and Lake Mattawanakee. Other members include interested town committee representatives and concerned citizens.

2003

It was a year of accomplishment for the ongoing Long Lake Restoration. The Wetland Park was operational in May. By fall, paver pathways allowed easy access throughout the site. The rain barrel program had its first season of sales with 21 units sold.

Plans being developed for next year include the new boat launch and the commencement of the rain garden program. Portable equipment for water quality monitoring has been ordered to assess improvements.

At Mill Pond, the U.S. Army Corps of Engineers has been acquiring data and formulating their own pond restoration plan for review in 2004. U.S. Representative Marty Meehan expressed his support for the Mill Pond Project with a check for \$125,000.00 for the design and permitting phases.

Spectacle Pond Association continued its resistance to the proposed Guilford Auto Unloading Facility in Ayer. While legal efforts to halt site development failed, an outreach campaign, explaining the threat to both the pond and our drinking water, raised public awareness and outrage. The year also found plans being laid for herbicide treatments to reduce weed proliferation. It is hoped that the work can be started in June 2004.

Despite the year's gloomy economic aspects, the CLC was able to continue its work through interested government agencies at the Federal, State and Local levels. Initially, the Long Lake Restoration was aided by a Massachusetts Department of Environmental Protection S-319 Grant (For Design and Permitting work, and Construction of the Wetland Park). Current work is possible through the 3-year Department of Environmental Management Lake and Pond Demonstration Grant. The Army Corps' interest has advanced Mill Pond's planning phase. And the Water Department's in-kind services and Spectacle Pond Cell Tower Revenues have largely covered the Town's matching funds.

Interest remains strong among committee members and progress this year has been tangible. I'd like to express a special debt of gratitude to our advisor, Savas Danos, for his untiring enthusiasm and drive.

Jonathan Folsom, CLC Chairman  
Steven Sussman  
Ruddy Ham

Elliot Putnam  
Sarah Foss  
Savas Danos, Advisor

Charlie Bush  
Leon Weaver  
Dan Lord

**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     | WILLIAM FARNSWORTH, Alternate |
| SHERRILL GOULD, Vice-Chairman | RAY GALLONI, Alternate        |
| JULIA ADAM, Clerk             | RONALD HUDGENS, Alternate     |
| JOHN CANTINO, Member          | JOSEPH KNOX, Alternate        |
| BRADFORD MILLER, Member       |                               |

LITTLETON BOARD OF APPEALS  
JULIA ADAM, Clerk

## COMMISSIONERS OF TRUST FUNDS

### Commissioners of Trust Funds 2003 Annual Report

The past year saw a significant recovery in stock prices, but interest rates continued at record low levels. As high yielding fixed income 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. This strategy enabled the growth of fund income in spite of extremely low interest rates, but resulted in a more conservative stock portfolio that, as would be expected, lagged overall Stock Market growth rates. The total market value of the invested funds increased from \$3,567,275 to \$3,895,366, for an increase of 9.2%. Income from the invested funds was \$70,397, an increase of 6.6% from the prior year.

The Commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following citizens: Kevin Briere, Patricia Wolf, and Ryan Michael Murphy. We were particularly pleased that the awards went to one recent Nashoba Tech graduate now attending Middlesex College, a working 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 were used in 2003 to support professional staff development and to purchase equipment for a wireless mobile computing lab for the Middle School.

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

NUMBER OF SHARES		MARKET VALUE 12/31/2003	Dividends & Interest 1/1/03 - 12/31/03
3200	Abbott Laboratories	\$149,120.00	\$3,104.00
4000	AFLAC	\$144,720.00	\$1,200.00
1500	American International Group	\$99,420.00	\$336.00
4000	Automatic Data Processing	\$158,440.00	\$1,920.00
3000	Avery Dennison Corp	\$168,060.00	\$4,350.00
2000	Avon Products	\$134,980.00	\$1,680.00
1000	Cardinal Health Inc	\$61,160.00	\$110.00
2000	Chevrontexaco Corp.	\$172,780.00	\$2,190.00
3600	Cintas Corporation	\$180,468.00	\$972.00
1000	Colgate-Palmolive	\$50,050.00	\$900.00
3800	Consolidated Edison Inc	\$163,438.00	\$8,512.00
2000	Emerson Electric	\$129,500.00	\$3,155.00
2362	Fifth Third Bancorp	\$139,594.20	\$2,598.20
1800	Freddie Mac	\$104,976.00	\$1,872.00
1000	Gannett Co Inc	\$89,160.00	\$970.00
4800	General Electric Company	\$148,704.00	\$3,648.00
3000	Genuine Parts Co	\$99,600.00	\$3,525.00
2800	Johnson & Johnson	\$144,648.00	\$2,590.00
1000	Medtronic Inc	\$48,610.00	\$286.90
2800	Merck & Company, Inc.	\$129,360.00	\$4,060.00
3800	Nstar	\$184,300.00	\$8,208.00
6000	State Street Boston Corp.	\$312,480.00	\$3,240.00
10000	Sysco Corporation	\$372,300.00	\$4,400.00
3000	Valspar Corporation	\$148,260.00	\$1,800.00
2000	Wal-Mart	\$106,100.00	\$690.00
6000	Walgreen Company	\$218,280.00	\$967.50
	Total Stocks	\$3,858,508.20	\$67,284.60

# TOWN OF LITTLETON

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## COMMONISSIONS OF TRUST FUNDS STATEMENT OF FUND BALANCES

FUND	MARKET VALUE 12/31/2003	MARKET VALUE 12/31/2002	PERCENT CHANGE	ADDITIONS 2003	INTEREST/DIV. 2003
Cemetery Perpetual Care	\$1,085,533.15	\$985,812.92	10.12%	\$12,400.00	\$19,542.35
Johnson High School	\$18,838.39	\$17,319.03	8.77%		\$341.06
Goldsmith School	\$11,090.44	\$10,195.97	8.77%		\$200.79
Clancy Lyceum	\$7,734.37	\$7,110.58	8.77%		\$140.03
Tuttle Lyceum	\$99,238.31	\$91,234.49	8.77%		\$1,796.69
Bradford Sampson: Relief of Animals Library Fund Education Fund	\$68,971.78 \$63,096.53 \$433,755.08	\$63,409.03 \$58,007.64 \$398,771.64	8.77% 8.77% 8.77%		\$1,248.74 \$1,142.33 \$7,853.06
F. M. Kimball	\$202,486.83	\$186,155.76	8.77%		\$3,665.98
M. H. Kimball	\$427,091.10	\$392,645.12	8.77%		\$7,732.42
Hildreth School	\$143,672.98	\$132,085.39	8.77%		\$2,601.19
L. H. Zappy	\$17,721.68	\$16,292.38	8.77%		\$320.85
Reuben Hoar Library Fund	\$727,969.59	\$669,257.01	8.77%		\$13,179.76
F. M. Kimball Second Fund	\$307,251.18	\$282,470.59	8.77%		\$5,562.73
Russell and Doris Warren Memorial Scholarship Fund	\$280,914.26	\$258,257.82	8.77%		\$5,085.93
	\$3,895,365.67	\$3,569,025.37	9.14%	\$12,400.00	\$70,413.91



## COUNCIL ON AGING

### YEAR ENDING DECEMBER 31, 2003

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 Thursday and on Friday from 9:00 a.m. to 3:00 p.m., 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 1<sup>st</sup> Thursday of the month, 2<sup>nd</sup> Thursday of the month and the 4<sup>th</sup> 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 30 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.

# TOWN OF LITTLETON

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A meal site is provided on the lower level at 33 Shattuck Street and a hot lunch is served Monday through Friday. Our meal site manager, Cynthia Hayes, along with volunteers, package prepared meals to be delivered to shut-ins. A group of dedicated drivers deliver these meals to the homebound. Please call the COA if you could spare a day or two a month to drive. These meals are provided by Minuteman Senior Services five days a week, except on holidays. The doors to the 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 Donelans 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 and local businesses helped sponsored a catered dinner for our Veterans.

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.

Sadly this year, Marie Griffin, friend and Meal Site Manager, passed away. Marie had been involved in the Meal Site since it's opening in July 23, 1989. Marie's meal enhancements, special occasions and her extra effort and time made our "eating together" establishment a special place to come. Marie never turned anyone away from lunch and was famous for her "doctoring up" the menu. We certainly miss her.

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 Lanciani, Treasurer  
Natalie Hallowell, Secretary  
Greta Bennett  
Norman Berry  
Barbara Brine  
Mary Catalanotto  
Mary Gosby

Barbara Kamb  
Mary Kaye  
Carolyn Sloboda, Director  
Sonya Lodge, Administrative Assistant  
Tina Maeder, Outreach Coordinator, LSW  
Cynthia Hayes, Meal Site Manager  
Mary Eichler, President of the Friends of the  
Littleton Council on Aging

## CULTURAL COUNCIL

### YEAR ENDING DECEMBER 31, 2003

The Littleton Cultural Council, LCC, is a State-funded organization responsible for the disbursement of monies to local and regional projects in the arts and humanities. Members of the Council meet annually to rant funds for a diverse group 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 2002, and granting decisions being made by the end of Novembers of that year. This means that we are already looking ahead to 2004 by the end of 2003. 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 cutback in State funding, having seen our already small allocation shrink by over a third.

As in years past,, the LCC sponsored its annual 4<sup>th</sup> of July Town Picnic. 2003 featured a great concert by the New England Jazz Ensemble. Special thanks to Nancy Brule for again leading us in our National Anthem and to Reed Augliere for representing the selectmen. Phil Russell provided our sound system, may thanks to him. Great thanks to Fire Department for keeping us cool with their sprinkler. The Unitarian and Congregational Churches again allowed us to add pealing their bells to the day's festivities, and further thanks to the Unitarian Church for providing a backup venue for the concert in case of rain. Veryfine Products kindly provided beverages for the event. And many volunteers assisted with the set-up and takedown of the event. We look forward to the upcoming Town Picnic when Quintessential Brass will entertain will entertain us in Fay Park on July 4, 2004. As always, there will be children's games, family fun and a convivial time.

Other events in 2004 that the LCC has funded include co-sponsoring a fieldtrip for high schoolers to the Merrimack Repertory Theater in Lowell, a grant to the Littleton Historical Society to assist with their Hannah Dodge exhibit and other local and regional events.

Anyone interested in obtaining information about the LCC or in securing a grant application form for the 2005 cycle should see Andrea Curran, current Chair, at the Reuben Hoar Library.

Respectfully,

Andrea Curran, Chair  
Susan Harvey  
Eileen Monat

Deb Augliere  
Henri Holkamp

Andrew Bowers  
Michael Kearney

# **TOWN OF LITTLETON**

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## **LITTLETON COMMUNITY GARDENS COMMITTEE**

### **YEAR ENDING DECEMBER 31, 2003**

The Littleton Community Gardens may be fallow and snow covered at the time of this writing, but they will be bursting with another year's bounty by the time of publication. Such is the cycle of planting, cultivating and harvesting. The LCG is proud to carry on the agricultural tradition of Littleton.

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.

While the gardens are entering their third year of active cultivation, many thanks are still 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, and much 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 is lost during the hot summer months.

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, 2003

This past year the Littleton Historical Commission continued to replace historical signs and markers throughout the town. These markers were originally done as part of the bicentennial celebration and have become extremely weathered through the years. We have also added new markers to historically significant sites not previously selected for markers. The signs that have been installed this year are;

The Lancers Trotting Park – a bronze sign – on Russell Street  
The Badox House – 1<sup>st</sup> Town Telephone Office – Foster Street  
Dr. Paul & Rebecca Kittredge House – on Foster Street  
Street signs at the corners of:

Taylor Street & Hill Road  
Newtown Road & Harwood Ave

The Commission has given out Presentation Awards to the following properties for their significant contributions in preserving Littleton's past. All four awards are being presented for the renovation and reuse of significant historical properties:

The Geanisis Family for 158 Hartwell Avenue  
John Theodoros & Helen Germain for Springdell farm on Great Road  
The Broughton Family for 10 Murray Park Road  
Charle W. Wojtas for 350 King Street

The Commission continues its tradition of organizing the Patriot's Day observance (Celebrated April 19<sup>th</sup>) in Liberty Square with the laying of wreaths and recognition of town descendents of Revolutionary War era residents.

With the support of the Cemetery Commissioners, the Commission continues its annual gravestone workshop, where deteriorating, broken or damaged stone are fixed, straightened up, cleaned at the Old Burying Ground near the Common.

The Historical Commission meet every 2<sup>nd</sup> Wednesday of the month at 7:30p.m.

For the Historical Commission  
Charles Howe – Chairman  
John Bowers  
Pamela Campbell  
Walter Crowell

Ronald Goddard  
Walter Higgins  
Donna Wright

# TOWN OF LITTLETON

## REUBEN HOAR LIBRARY

YEAR ENDING DECEMBER 31, 2003

Value of Services Used at Reuben Hoar Library in Fiscal 2003			
Quantity Used	Library Services	Retail Value per Use	Value of Services
97444	Books Borrowed	\$12.50	\$1,218,050
3911	Magazines Borrowed	\$2.00	\$7,822
20812	Videos Borrowed (e.g., Blockbuster)	\$3.87	\$80,542
6774	Audio Books Borrowed	\$9.95	\$67,401
842	Museum Passes Borrowed	\$24.00	\$20,208
2423	CD-ROMs Borrowed	\$4.00	\$9,692
9520	Magazine Use in Library	\$2.00	\$19,040
9137	Interlibrary Loan	\$25.00	\$228,425
484.5	Meeting Room Use per Hour	\$50.00	\$24,225
426	Adult Program Attendance	\$15.00	\$6,390
5979	Children's Program Attendance	\$6.00	\$35,874
3724	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$44,688
2929	Online Articles Viewed	\$1.00	\$2,929
12	Months of Database Searching	\$60.00	\$720
7371	Reference Questions Asked	\$7.00	\$51,597
	Total Value		\$1,817,604
Adapted from a spreadsheet with			
Copyright Massachusetts Library Association (MLA) 2004			
Cost of Services Used at Reuben Hoar Library in Fiscal 2003			
	Source of Funds		Cost
	Town Appropriation		\$347,192
	Interest from Funds Held in Trust		\$26,100
	Gifts		\$14,852
	Grants, Including State Aid		\$8,722
	Total Cost		\$396,866

\*The retail values were provided by the Massachusetts Library Association. Please contact the library director if you would like to know more about the source of the information.

As you can see, the benefits measured above are more than four and a half times the cost of services provided. Not included in the calculation are services that can be used from home such as the ability to access the online Merrimack Valley Library consortium catalog to request and renew items on line and to receive electronic mail notification of the arrival of requests and of overdue items.

## Donors during Fiscal Year 2003:

We are grateful for gifts given between July 1, 2002 and June 30, 2003 by Steven Zippin, Marguerite Carr, Sherrill Gould, Brett and Katharine Bonner, Kenneth and Bette Ross, George and Louise Dewey, Littleton Senior Citizens, Independent Analysis Unit of the Los Angeles Unified School District, Barbara and Walter Beery, Karen and Gil Romano, Ester Feldman, Charles and Kathleen Livoti, Littleton Toastmasters, Warren and Ann Himmelberger, Barbara Driver Keast, William and Holly Ballard, George Beebe, Robert Leyman, Sr. and Barbara Bardsley. Many of the people on the list make annual contributions or memorial contributions to the library that provide materials that we would not otherwise be able to afford. The Friends of the Reuben Hoar Library spent \$11,337 for books, DVDs, compact discs and furniture; \$3113 for programming; and \$5,410 for museum passes. All of these gifts make the library's offerings much richer than would be possible from tax dollars alone.

## Volunteers during Fiscal Year 2003:

We were helped by Friends of the Reuben Hoar Library, Debby Budra, Judith Caless, Phyllis Curcuro, Patrick Collins, Fernando DeLuca, Lorraine Dodge, Mary Lee Donovan, Samantha Eckel, Susan Grabousky, Judy Grande, Ray Grande, Allen Hirtle, Sandra Macdonald, Michael Mattsen, Rebecca O'Donnell, Gail Priest, Marcia Russell, Christine Rymsha, Britney Steele, Charles Tirone, David Wilson, and Sandy Wood. Without their assistance the library staff would have much less time to help you when you visit the library.

## Staff during Fiscal Year 2003:

Library Director: Marnie Oakes

Senior Librarians: Gioia Clyde, Natalie Marsh, Betty Smith, Susan Ziegler, Linda Schreiber

Senior Library Technicians: Andrea Curran, Eileen McWilliams

Library Technicians: Julie Amichetti, Janice Lazarus, Anne Pemberton, Jeanne Sill, Donna White

Pages: Jared LaSante, Julie Rodgers, Doreen Morse, Margaret Geanisis

Administrative Assistant: Kathy Coughlin

## Trustees:

	TERM EXPIRES		TERM EXPIRES
Marcia Marcantonio, Chair	2004	Barbara Chapin, Secretary	2004
James Carozza	2005	Julian Stam, Treasure	2005
Dorothy Sussman	2006	Cheryl Hardy-Faraci	2006

## Hours

Open: Monday and Wednesday 10 a.m. to 9 p.m.

Tuesday and Thursday 1 p.m. to 9 p.m.

Friday and Saturday 10 a.m. to 4 p.m.

\*Closed Fridays in July and August

Sunday Noon to 4 p.m. Through April 4, 2004

**Telephone:** 978-486-4046

**Fax:** 978-952-2323

**E-Mail:** [mli@mailserv.mvlc.lib.ma.us](mailto:mli@mailserv.mvlc.lib.ma.us)

**Web Site:** [www.littletonlibrary.org](http://www.littletonlibrary.org)

**Address:** 41 Shattuck St., Littleton, MA 01460

# TOWN OF LITTLETON

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## SCHOOL DEPARTMENT

### SCHOOL COMMITTEE REPORT

Year Ending December 31, 2003

It is my pleasure again to submit this overview of the School Committee work for the year 2004. Often people in town stop me and express sympathy for the very difficult job a member of the School Committee has in these financial challenging days, and wonder how we can perform our duties. However challenging, it is a great honor to represent the citizens of Littleton and to help oversee their most important civic institution, the Public Schools.

Yes, the financial times are tough and the needs have not diminished. But our schools are schools are exciting places to be working, learning, visiting and volunteering. The staff is energized to implement the action items in the School Committee Strategic Plan, while continuing to teach our children in the classroom. This year, the first phase of curriculum development was completed, and at the beginning of the year every parent received a pamphlet describing what their children would be learning during the year and expected to know by the end. These little pamphlets, while in themselves just pieces of paper, represent an enormous effort and commitment on the part of our staff to bring the curriculum into line with the State Frameworks. As a result of their work, students are already performing at higher levels on the MCAS benchmarks. Littleton's ranking has ceased its decline, and has begun to improve, nearing the top tier of districts.

There is much more to school than MCAS, and the School Committee never intends Littleton to be a district interested only in a number on a standardized test. We want our students, upon graduation, to have the skills and competencies to succeed at their heart's desire, whether that involves going to an Ivy League college, starting a business, or following a dream.

In December, the School Committee published the first District Report Card, included in this Town Report. Like a student's report card, this document describes how the school district is doing in the areas that are important to the town. As you see, it is an extensive list, including the standardized tests, but also including other metrics that demonstrate our interest in developing the whole child. We are monitoring the number of extra curricular activities our Middle and High School students are involved in; the number of hours of community service undertaken by our High School student and their post graduate plans. The report card also measures how well the district is doing in relations with other stakeholders, teachers and residents. We are monitoring the number of grievances filed by the Teacher's Association (currently zero), and the number of volunteers who come into the buildings to help our teachers. All of these metrics are important as we forge a community of students, staff, parents and other community members into a true community of learners.

As improvements take hold and become known, we are seeing fewer students choosing the Charter option and remaining in the Public Schools. This is both a financial and educational benefit to the town, and a credit to the staff, the teachers, administrators who make a difference on a daily basis to the educational experience of our students.

The School Committee is putting accountability standards in place for the district. However, the goals set cannot be achieved without continued financial support. The school budget must increase year by year, just to keep pace with enrollment, with Special Education increases and contractual salary increases. The School Committee believes that the people of Littleton will continue to value and invest in their schools, their children and their community.

Elaine Braun-Keller, Chair  
Neil Peterson  
Sharon Chan

Susan Anne MacDowell  
Roland Gibson



# ANNUAL REPORT 2003

## Littleton Public Schools – District Report Card

Test Success Indicators	Three Year Success Goal	Annual Target	SY 02-03 Baseline Data	SY 03-04	SY 04-05
MCAS - ELA Prof. / Adv. %	NCLB				
Grade 4	100	85	73		
Grade 7	100	85	75		
Grade 10	100	95	87		
MCAS - Math Prof. / Adv. %	NCLB				
Grade 4	100	75	57		
Grade 6	100	80	69		
Grade 8	100	75	59		
Grade 10	100	80	64		
MCAS - ELA Advanced %	MA Top Ten				
Grade 4	23	17	13		
Grade 7	20	14	10		
Grade 10	51	45	41		
MCAS - Math Advanced %	MA Top Ten				
Grade 4	30	24	20		
Grade 6	42	36	32		
Grade 8	31	25	21		
Grade 10	43	37	33		
10 <sup>th</sup> Grade Pass %	100	100	100		
AP Participation - % of Jr./Sen.	35	20	14		

Student Success Indicators	Three Year Success Goal	Annual Target	SY 02-03 Baseline Data	SY 03-04	SY 04-05
AP Pass - % of Tests Taken	90	80	68		
Number of AP Courses	7	5	5	5	
MS/HS Extra Curr. Participation %	100	80	75		
Dropout rate %	0	0	1.2		
Discipline Incidents	0	40	40		
Students opting out %	5	9	10.5		

Staff Indicators	Three Year Success Goal	Annual Target	SY 02-03 Baseline Data	SY 03-04	SY 04-05
Staff Resignations	0	0	0		
Association Grievances	0	0	0		

Other Data to Monitor		SY02-03	SY03-04	SY04-05
Gr. 3 Reading Proficiency %		78		
SAT 1 Participation %		95.2		
Math Score		545		
Verbal Score		538		
SAT 2 Participation %		32sn./5jr.		
4 - Year College %		79.5		
2 - Year College %		10.8		
Student Satisfaction		NA		
Student Daily Attend. %		95.6		
Elementary		96.9		
Middle		96.7		
High		93.1		
Staff Attendance %		95.1		
A-B Computer / Students		1/5		
Community Based Learning Hours Per Student		59		
Number of Volunteers		425		
Ind. / Org. Partnerships		3		
NCLB Adequate Yearly Prog.				
District English		Yes		
District Math		Yes		

# TOWN OF LITTLETON

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## LITTLETON PUBLIC SCHOOLS REPORT

Year Ending December 31, 2003

The Littleton Public Schools continue to improve and evolve thanks to the support of parents and community members. Despite ongoing budget concerns and the need to eliminate 2.5 teachers (1.0 Elementary Art and 1.5 System Wide Music) for the 2003-2004 school year, we are striving and succeeding in improving student achievement. Special thanks go to the PTSA, Littleton Education Fund, Littleton Youth Sports, and the Special Education Parent Advisory Council for their countless hours of support to build the spirit of our school as well as financial support to member programs in this difficult financial environment.

### **Progress on Meeting the Goals of Littleton Public School District Strategic Plan**

The Littleton Public School 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. We have developed a District Report Card with several indicators of excellence that we are tracking, using the top ten districts in the state, as measured by MCAS scores, as a benchmark. 100% of our high school students passed both the Math and English/Language Arts MCAS tests by graduation at the same time that 75% were involved in extra-curricular sports and activities.

Building upon the work in 2002 to define learning outcomes aligned with the state Curriculum Frameworks, we published curriculum brochures in all subject areas that define the specific skills and concepts that all students should master by the end of each grade. Because of this hard work on the part of staff and the productive collaboration and discussion that resulted, MCAS scores improved in all subject areas and at most grade levels, with a higher percentage of Littleton students scoring at the Advanced Level and fewer students in the Warning category. Other indicators of organizational health also improved, including expansion of our business partnerships and grants, an increase in students' community service hours and more volunteers from the community helping in our schools. We had fewer serious discipline incidents, fewer students leaving Littleton Public Schools to attend school elsewhere, and more students taking rigorous Advanced Placement classes and the SATs. There were no staff resignations and no grievances filed from the Teachers' Association, clear indicators that we are building a collaborative and productive environment in the Littleton Public Schools. Public satisfaction with all aspects of the schools has also improved as evidenced in our annual survey.

In 2003- 04 we have focused on developing and using assessments to better instruct students. The district also provided professional development in Writing Across the Curriculum since the ability to communicate in writing is a necessary life skill for students and improving their ability solve open-ended problems is the most effective way to increase their success on criterion referenced tests such as the MCAS exam. In addition to ensuring that staff members continue to increase their effectiveness through graduate level coursework, workshops and conferences, professional development was also provided in district for Mentoring, Peer Coaching, Arts Integration, Structured Reading Strategies, Social Studies Curriculum Development, MCAS Data Analysis and Using Technology Resources for Assessment.

Paul A. Livingston  
Superintendent of Schools

# ANNUAL REPORT 2003

## LITTLETON ENROLLMENT - October 1, 2003

GRADE	BOYS	GIRLS	TOTAL
Pre-K	29	25	54
K	53	60	113
T	10	15	25
1	63	75	138
2	73	64	137
3	50	68	118
4	71	78	149
5	61	62	123
6	61	63	124
7	59	59	118
8	67	44	111
9	36	58	94
10	58	56	114
11	38	38	76
12	35	38	73
TOTALS	764	803	1567

## TEN-YEAR HISTORY – LITTLETON PUBLIC SCHOOLS ENROLLMENT

YEAR	TOTAL PUPIL ENROLLMENT OCTOBER 1	NUMBER INCREASE/ DECREASE	PERCENT INCREASE/ DECREASE
1992	1,079	+82	+8.2
1993	1,160	+81	+7.5
1994	1,223	+63	+5.4
1995	1,277	+54	+4.4
1996	1,304	+27	+2.1
1997	1,328	+24	+1.8
1998	1,381	+53	+4
1999	1,425	+44	+3.2
2000	1,471	+46	+3.2
2001	1,526	+55	+3.7
2002	1,551	+25	+1.6
2003	1,567	+16	+1

Number of School Choice (non-resident) students attending Littleton Public Schools during 2003-2004 school year: 26

Number of Littleton Students at Nashoba Valley Technical School: 14

Students from Littleton Attending Special Classes in Out-of-District Schools: 33

## SHAKER LANE SCHOOL PRINCIPAL REPORT

Year Ending December 31, 2003

## TOWN OF LITTLETON

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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 489 students.

In June of this year Shaker Lane students, staff and families said good-bye to two staff who retired after working with the children and parents at Shaker Lane for many years: Ann Lawrence, Teacher Grade Two retired after thirty-seven years, and Judy Hitz, Administrative Assistant, retired after thirteen years. We will miss their daily presence at Shaker Lane.

This year, we welcomed Amy Howe, Donna Moulder and Robin Sewell back to Shaker Lane; all three staff taught at the Russell Street School in 2001-2002. Sherill Strickland is our new Reading Recovery Teacher Leader in training. Replacing Sherill as a Speech/Language Pathologist is Dorothy Wade. Lisa Fumia joined our cafeteria staff. Kim Bumstead, Rosalina Carreiro, Connie Farago, and Kim Gentile all joined our staff as Teaching Assistants. Angela Spain became our new Administrative Assistant, replacing Judy Hitz.

We kicked off our year at Shaker Lane by welcoming students and families back to school at our annual Book Fair and Pizza Night. The PTSA and the Cultural Enrichment Committee continued to be very supportive with fundraising efforts that helped to support our curriculum by bringing a variety of enrichment activities and programs to the students at Shaker Lane. Students have been exposed to opera, cultural activities, and musical presentations that have complimented the curriculum. We are all so fortunate to be in a community that supports these activities, and we are grateful for their support. With the help of the PTSA, Author Illustrator Week continued at Shaker Lane. Various authors and illustrators came to Shaker Lane to share their work with our students. A highlight of the week was Willow Books Night, when members of our School community and the community at-large came out to read to our students and their parents. At both our annual Art Show and at the Second Grade Spring Concert, parents and community members got a chance to see and hear many of the artistic endeavors of our students.

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 2003-2004 are: co-chairpersons, Richard Faherty, Principal and Bill Sager, Parent Representative; Rosaria Cochis, Parent Representative; Terry Pitino, Parent Representative; Karen Anderson, Teacher Representative; and Marlee Roberts, Teacher Representative. The School Council is presently focusing on two district goals:

Create and implement a challenging and comprehensive Pre-K—12 curriculum that meets the needs of all students and is consistent across grade levels.

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.

A major focus at Shaker Lane is the development of literacy skills a DRA (Developmental Reading Assessment) level of 18 has been established as the target reading level for students at the end of first grade. Data for the school year 2002-2003 informs us that 70% of our students were reading at a level 18 or above at the end of the school year. At the end of second grade in 2002-2003, 85% of our students scored at or above the 50th percentile in the reading portion of the Stanford Achievement Test; 56 % scored at or above the 75th percentile in the reading portion, and 37 % scored at or above the 90th percentile in the reading portion.

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 community feeling at Shaker Lane School is not only apparent in the interactions of students, but is visible amongst the staff as well. Our values of honesty, effort, acceptance, respect and taking responsibility (our HEART Program) extend throughout the school and are a driving force behind our decisions and actions. There is nowhere this is more evident than when you see teachers working alongside their peers sharing ideas, reflecting on approaches, and sharing experiences. As we continue to complete our work in curriculum, teachers meet with teachers from other grade levels and their own grade level to discuss the flow of learning outcomes between grades and finalize which outcomes must be mastered at each grade level. Teams also discuss assessment tasks and learning activities in each of the curriculum areas. This time spent in professional development activities will help to ensure consistency in instruction and assessment. Eleven staff from Shaker Lane took the assessment course being offered last semester through Littleton University and nine staff from Shaker Lane took the Math Workshop being offered by first grade teacher, Matt Kusza. .

Richard M. Faherty, Principal  
Shaker Lane School

# TOWN OF LITTLETON

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## RUSSELL STREET SCHOOL PRINCIPAL REPORT

Year Ending December 31, 2003

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 388 students, we currently have six third grade, seven fourth grade and five fifth grade classrooms with class size ranges from 19 - 20 students in third grade, 20 - 22 students in fourth grade and 23 - 25 students in fifth grade. We presently have 52 staff members, which includes professional, support and service personnel to meet the needs of all of our students. This year we are fortunate to have three new classroom teachers and three new special education teachers, resulting from resignations or leaves of absence.

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 once 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 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. We have expanded our access to the Internet and student resources continue to grow. All of our classrooms are now wired for the Internet. Currently our computer lab has twenty-five McIntosh Computers and at least one computer in each classroom. Through the generosity of the PTSA we now have a wireless mobile laptop unit with ten laptops that can be used in the classroom for special projects that integrate the use of technology into the curriculum. Students are incorporating use of computers and the Internet in researching and supporting academic areas being taught.

In my second year as the Russell Street School Principal 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

# TOWN OF LITTLETON

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## MIDDLE SCHOOL PRINCIPAL REPORT

**Year Ending December 31, 2003**

September '03 found the Middle School faculty and staff ready to pick up where they left off the year before. After a very successful inaugural year our task was to continue the progress we had made in creating a developmentally appropriate learning environment for young adolescents. During the previous spring each grade level team had worked on developing a schedule that would suit their needs. Each team's input was considered in the construction of the master schedule. To date the new schedule is working well and has maximized time on learning, a key component in student achievement.

The school is structured around the teaming model that is the hallmark of effective middle school instruction. The sixth grade is comprised of six teachers who teach language arts, mathematics, reading, science, social studies, and special education. The seventh grade team has six teachers who teach foreign language, language arts, mathematics, science, and social studies and special education. The eighth grade team is similar in structure. Unified arts teachers cover diverse subjects such as: applied math/science (new course), art, career explorations, community outreach, computers, library/research, physical education, and reading/study skills. In a music department reorganization, band and instrumental music is now taught by Leo Foley, while chorus and general music is taught by Rebecca Masse. All team members have daily common planning time when they discuss student issues, curriculum matters, and plan for special events. The teaming model is also well suited for visits by parents who want to meet with teachers about their children.

District wide initiatives in the area of curriculum occupy teachers during many half-days when the entire staff K-12 is able to work together to develop better formative and summative assessments, grade level benchmarks, and to ensure that the district's students are presented robust and challenging course work. The Middle School is planning to conduct its first round of student-led conferences in March '04. Teachers and students are working together to improve students' understanding of how they learn best and what they must do to improve. This student-centered approach will give students a sense of responsibility for their own learning. The Middle School developed its second data-based school improvement plan that aligned with the plans of the other district's schools and the district as a whole. The plan focuses on improved student achievement, improved school climate and increased parental involvement. The school continues to advance in all areas.

Many exciting special programs have continued during our second year. Students are given the opportunity to participate in mini-courses during half days. These courses stress non-standard learning activities. Students learn how to cook and bake, they write poetry and paint murals, they participate in cross country skiing and volleyball. Students and teachers alike enjoy the chance to spend time together learning new "life" skills. New programs included a National Geography Bee and the Reader's Digest Challenge. Other notable events include: The 2nd Annual Turkey Trot – a food donation project for Loaves and fishes in Devens, a Career Fair for eighth graders, the 3<sup>rd</sup> Annual Talent Show and several school wide assemblies concerning adolescent health and safety issues.

The Middle School continues to develop and change. We remain resolute in our commitment 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

## HIGH SCHOOL PRINCIPAL REPORT



## Year Ending December 31, 2003

From January through December 2003, the students, faculty, staff and parents enjoyed their first full year at the new Littleton High School on King Street.

During the winter months, members of the high school faculty presented a Grade Eight Parent Orientation Program for the parents of students who would be entering the high school as freshman in September. Members the School Council met to review the high school budget, revise the student handbook, and monitor the school improvement plan. The data driven school improvement plan is aligned to the mission and vision of our high school and school district. Our Guidance Counselors conducted workshops on the college admissions process for seniors and juniors. The faculty continued to develop detailed curriculum guides with specific learning objectives for each course offered. The Program of Study was completed, and students selected courses for next fall. With the assistance of our Guidance Counselors, seniors completed and submitted college applications. The new technology available at the high school allowed teachers were able to submit student grades electronically. The school's e-mail capacity enabled teachers to communicate with parents more frequently.

The traditional Spirit Week activities ushered in the spring season. Chef Jason Cohen was hired as the district's Food Services Director. The Senior Privileges program, which was initiated by students, was successfully implemented. Seniors were notified of their college acceptances. The National Honor Society hosted its annual Blood Drive. The Junior Prom was held at the Windham Resort Hotel in Westborough. As the end of the school year approached, students took Advanced Placement exams, MCAS tests and final exams.

The Parent, Teacher and Student Association (PTSA) was most helpful in promoting communication by producing and disseminating the PTSA Newsletter and by sponsoring several Principal's Breakfasts 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 again raised over \$100,000 for scholarships to graduates of Littleton High School.

On Friday, June 6<sup>th</sup>, Littleton High School conducted its 115<sup>th</sup> graduation ceremony. The class of 2003 was the first class to graduate from the King Street Littleton High School. They were also the first class required to pass MCAS as a graduation requirement. All members of the senior class passed and were eligible to receive diplomas. Ninety percent of the class of 2003 was accepted to colleges and/or universities.

High priority was given to recruiting and hiring new teachers. The following new teachers were on hand for the opening of school in September: Karl Fogel – Director of Athletics and Academic Support Program Coordinator; Carolyn Banach – Guidance Counselor; Wendy Rock, Mathematics teacher; Erin Estep – English and Social Studies teacher; Deborah Andrade – Foreign Languages teacher; and Rebecca Masse – Choral instructor. Also held in September were the Back-to-School Night and the Senior College Information Night.

In October, a Student Athlete College Recruiting Information Program was designed and presented by the Athletic Director and Guidance Counselors. The Fall Homecoming week activities included the bonfire, pep rally, athletic contests, parade and dance. The traditional Thanksgiving football rivalry between Littleton and Ayer was reinstated. A large and spirited crowd was rewarded with great weather and an outstanding game.

# TOWN OF LITTLETON

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In December, the School Council presented its annual report on the School Improvement Plan. Improvement was documented in the following areas: percentage of students passing MCAS; percentage of students earning at or above the proficiency level in MCAS; the percentage of students who qualified for the MCAS Certificate of Mastery; the percent of students earning Honor Roll recognition; and the percentage of students accepted to colleges and/or universities. The 2003 school activities concluded with a Winter Holiday Concert performed by the Littleton High School Band and Chorus.

Robert Desaulniers, Principal  
Littleton High School

## LITTLETON PUBLIC SCHOOLS CENTRAL SERVICE

33 Shattuck Street  
Office Hours 8:00 AM – 4:00 PM

Dr. Paul A. Livingston, Superintendent of Schools  
Nancy Gustafson, Curriculum Director  
Camilla A. Huston, Director-Pupil Personnel Services  
Peter Roche, School Business Manager

<u>SCHOOL</u>	<u>STARTING TIME</u>	<u>EARLY RELEASE</u>	<u>DISMISSAL TIME</u>
High School	7:26 a.m.	10:55 a.m.	1:55 p.m.
Middle School	7:20 a.m.	10:47 a.m.	1:45 p.m.
Russell Street School	8:05 a.m.	11:30 a.m.	2:30 p.m.
Shaker Lane School	8:50 a.m.	12:15 p.m.	3:15 p.m.
Kdg. 1st Session	8:50 a.m.		11:30 a.m.
Kdg. 2nd Session	12:30 p.m.		3:15 p.m.

SHAKER LANE SCHOOL - Richard M. Faherty, Principal  
RUSSELL STREET ELEMENTARY - Jane R. Hall, Principal  
MIDDLE SCHOOL - Robert E. Moore, Principal  
HIGH SCHOOL - Robert R. Desaulniers, Principal

## NASHOBA VALLEY TECHNICAL HIGH SCHOOL

2003-2004

Annual Report

### Administration

Dr. Judith L. Klimkiewicz  
 Mr. Victor Kiloski  
 Mr. Paul Demers  
 Ms Carol Heidenrich  
 Ms Beverly Tefft  
 Mr. Nicholas DeSimone  
 Mr. George Kalarites

Superintendent  
 Assistant Superintendent/Principal  
 Director of Pupil Personnel  
 Director of Technology  
 Business Manager  
 Dean of Students  
 Facilities Manager

### School Committee

Samuel Poulten – Secretary	Chelmsford	Irene Machemer	Townsend
Robert Joyce – Vice Chairman	Chelmsford	Hajo Koester	Westford
Ralph Hulslander	Chelmsford	Joan O’Brien – Chairman	Westford
Deborah D’Agostino	Groton	Alternates	
Augustine Kish	Littleton	Donald Ayer	Chelmsford
Joy Dalrymple	Pepperell	Sandra Proctor	Pepperell
Jerrilyn Bozicas	Pepperell	William Foster	Littleton
Al Buckley	Pepperell	Kevin McKenzie	Groton
Dolores Guercio	Shirley	Joshua Negrich	Townsend
Barbara Sherritt	Townsend	Diana Greenwood	Westford

### SCHOOL DATA

Type: Public, regional, four-year vocational-technical high school

*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 forty-five minute periods set in a block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

**Student Enrollment:** As of October 1, 2003

Chelmsford	87
Groton	31
Littleton	15
Pepperell	108
Shirley	41
Townsend	86
Westford	35
Ayer	29
School Choice	65
Total Enrollment	497

# TOWN OF LITTLETON

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## Vocational-Technical Programs

Auto Body Repair

Automotive Technology

Banking, Marketing & Retail

Construction/Cabinet Making

Culinary Arts

Dental Assistant

Early Childhood Education

Electrical Technology

Electronics/Robotics

In 2004-2005

1]. Cosmetology 2.] Theater Arts 3] TV/Media Production

Graphic Communications

Horticulture/Landscape Design

Hotel/Restaurant Management

Machine Tool Technology

Medical Occupations

Office Technology/Telecommunications

Painting & Decorating/Interior Design

Plumbing/Heating

Pre-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 freshmen and sophomores during the school day.

Academic Success Center is an after school program for ninth through twelfth grade students focusing on individualized assistance in areas of weakness.

Individual Student Success Plans 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. Tutoring sessions focus on improving students' achievement.

Eleventh Grade Academies allows any student needing to retake the MCAS exam the opportunity to attend an upper class 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.

## Dual Enrollment

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.

Nine students in recent years have graduated with an Associates degree from college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence and higher pace for those students desiring it. In the 2003/04 school-year our first student was granted early acceptance to Massachusetts Institute of Technology (MIT).

Tech Prep

Students enrolled in specific technical areas receive college credits while at Nashoba.

## STUDENT ACTIVITIES

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten high school sports with equal opportunities for both male and female students. Other extracurricular activities may include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs.

## Continuing & Community Education

Approximately 1500 adult students a year attend the Continuing Community Education Program in late afternoon and evenings at Nashoba.

## **The Kids Career Exploration Program**

A free after school program offering students in grades five, six, and seven an opportunity to explore career opportunities. Availability and programs are subject to change from year to year.

## **Summer Programs**

Nashoba Valley's Allstars 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. Also "Jump Start" a program for incoming freshman students is offered to acquaint the new students with the school, programs, facility and staff.

## **Community Service Projects**

Nashoba is unique in its construction programs. Students go out to district towns to work on community service projects. Rather than building one house a year, the students perform needed projects for the district towns. This program educates students in a real world setting, allows the towns the benefit of viewing Nashoba students at work and having a major work project completed without expending extra town tax dollars for capital improvement.

There are a variety of opportunities offered at Nashoba Valley Technical High School for every student.

# TOWN OF LITTLETON

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## METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

**Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.

**Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.

**Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.

**Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.

**Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.

**Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

**Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing.

**Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.

**Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities.

**Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, [www.mapc.org](http://www.mapc.org), for more details about these and other activities.

## Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, [www.metrofuture.org](http://www.metrofuture.org), for more information.

## **Minuteman Advisory Group on Interlocal Coordination (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)**

This year, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) hosted two Legislative Breakfasts; set transportation priorities and ranked projects; sponsored a forum on "Zoning Reform: Why, What, & How"; organized two "Creative Solutions" housing workshops; reviewed and submitted environmental comments on several developments of regional impact, including Littleton Technology Park, Bose (Stow), and the Rt. 2 rotary; continued work on the "MAGIC Carpet," a study of alternative transportation options; and planned events in conjunction with the Regional Vision and Growth Strategy. Using MAPC Geographic Information Systems (GIS) staff, MAGIC also provided introductory and more advanced GIS training sessions for local officials and staff. This year, MAGIC also welcomed Bolton as a new member.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

# TOWN OF LITTLETON

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## PUBLIC SHADE TREE COMMITTEE REPORT

**Year Ending December 31, 2003**

The Shade Tree Committee consists of the Tree Warden and four members appointed by the Selectmen. We work to further the planting, protection, and care 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.

Work of the Shade Tree Committee is funded through a line item in the Town Budget. Most of our budget was used to purchase 2" caliper shade trees, which were planted by the Highway Department at locations throughout town.

Every few years the Committee offers free bare root trees to homeowners, which are planted by the Highway Department. This year we did not.

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 Flowering Dogwoods (*Cornus florida*) as part of the annual Arbor Day celebration.

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 there were no honorariums.

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.

We also 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.

Kim Ahern  
Barbara Chapin  
Jim Clyde, Tree Warden  
Rick Findlay  
Walter Higgins



## PARK AND RECREATION COMMISSION

YEAR ENDING DECEMBER 31, 2003

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, 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 2003 saw many new programs at Park and Recreation. In addition to new and varied adult offerings, this year was punctuated by a generous donation of sailboats and equipment by a Littleton resident, Glenn Comeau. For the first time in history, a sailing program was launched at Long Lake. It proved to be a successful endeavor with over 60 participants completing courses in July and August. Many thanks go to the fabulous team of volunteer instructors including Glenn Comeau, Dick Montiminy, David Badger, Deb Williams, Judith Taylor, Wayne Nadeau, and Gregg Webber. We could not have done it without you.

Our goals for the year ahead include construction of a boat house at Long Lake and increased programs at the beach. 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,

Ivan Pagacik, Chairman  
Brian Richter, Vice Chairman  
Gregg Champney  
Fredrick Freund  
Anita Harding

# TOWN OF LITTLETON

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## VETERAN'S AGENT REPORT

YEAR ENDING DECEMBER 31, 2003

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 5 burials of U. S. Veterans, in the Littleton cemetery, listed below.

Lee B. Heilner, Jr.	Jan. 25, 2003	World War II	Army
Willard F. Keir	Feb. 27, 2003	World War II	Army
Charles M. Bell	Sept. 9, 2003	World War II	Navy/Army
Hubert R. Webber	Oct. 5, 2003	World War II/Korea	Army
Charles J. Robinson	Nov.21, 2003	World War II	Army

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**

## CEMETERY COMMISSIONERS

After a very hard winter, the spring of 2003 provided plenty of rain so that the lawns were beautiful at Westlawn Cemetery and the Old Burying Grounds. The Grounds keeping crew did a superb job in keeping the cemeteries in pristine condition. The new section #9 loop area is open and a number of very nice lots on the outside area have been sold.

Due to fiscal considerations, a number of planned capital improvement items were put on hold for a year. 2004 will see paving of roadways and continuation of underground sprinklers.

In the new garden area, most of the trees have been planted and are settling in nicely. Spring 2004 will see the addition of ornamental grasses, shrubs and flowering perennials in addition to a gazebo and some walking paths.

The Lucy Kimball Mead Tomb has had all human bones removed from it and are being processed and analyzed by a team of archeologists and osteologists. There may be a new story evolving from their results. Everyone loves a good mystery.

The Memory Program continues to attract donors of trees and granite benches.

It can never be said often enough. The Cemetery Commissioners are truly fortunate in having such dedicated, capable and creative employees and service providers. We thank them for their service and are truly appreciative.

Respectfully submitted,

David Badger, Chairman  
Susan Fougstedt, Treasurer  
Deborah Williams, Secretary

# TOWN OF LITTLETON

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## BOARD OF HEALTH

YEAR ENDING DECEMBER 31, 2003

The Littleton Board of Health, your health board, is a board of five elected members. It is the Board's charter to see that Littleton's health and environment are kept in balance. The Board's primary business is reviewing private waste-water/septic treatment systems, for existing homes (upgrades) and new construction sites. The Board also monitors the Town's drinking water test results and bacteria levels at other town locations including Long Lake and Lake Matawanakee. Issues brought to the Board are typically investigated and reviewed, at which time the Board takes appropriate action and or makes recommendations. Occasionally, the Board reviews larger scale systems such as the public facilities at the Russell Street School complex or larger commercial systems. All systems are reviewed for compliance with State and local regulations. The Board periodically consults with Town Counsel to solicit legal advice regarding Massachusetts General laws.

During 2003, the Board held thirty-six public meetings. We issued 110 septic system permits; 8 well permits; and 75 food-license permits and inspections. The Board collected \$6168.00 in fees, which goes into the General Fund to offset other expenses.

The Board is currently participating in the Emergency Preparedness Program with the Department of Health (DPH). We are teaming up with other town's health boards in the region to be better prepared for regional health emergencies.

There has been a great deal of interaction with other Town Boards during 2003. Interacting with the Conservation Commission as well as the Zoning Board of Appeals has become fairly common, with 'healthy' results. The Board has been a regular presence at Clean Lakes Committee meetings and others as well.

Although Mr. Grossman, Littleton's Health Agent from Nashoba Associated Boards of Health, conducts most of the fieldwork and inspections for the Board, Board members are often out on site walks and investigating environmental conditions at specific sites to view various conditions first hand before making critical decisions. Beyond Mr. Grossman's contributions to Littleton's health and environment, Nashoba Associated Boards of Health plays a great role in the health of Littleton. Nashoba's report to Littleton (in following pages) lists many of the benefits Littleton receives from their services: visiting nurses, hospice, dental clinics, animal vaccinations, etc.

The Board is very saddened by the loss of Walter C. Murphy, Director of the Nashoba Associated Boards of Health for seventeen years and former Littleton Board of Health member. Walter was always ready and willing to help on all health related matters. He was an invaluable resource to Littleton with a close working relationship with the Department of Environmental Protection, the Department of Public Health and the Massachusetts Association of Health Boards. His contributions over the years will be greatly missed.

The Board would like to recognize and thank former Board member Kelli Harte for her service to the community and her dedication to the environment. It was with regret that Ms. Harte resigned from the Board, but her family relocated to another part of the country. The Board welcomed the appointment of Jo-Ann Dery to replace Ms. Harte. Jo-Ann's environmental experience has already served the Board and Town well. We also thank all of the concerned citizens who express their concerns and observations urge you to continue with your letters and phone calls.

Our office is open Monday – Thursday 8:00 am to 2:00 pm. You can also reach us through the Town's web site at [Cantillo@littletonma.org](mailto:Cantillo@littletonma.org).

Respectfully submitted,

Stephen Foss, Chairman  
Peter M. Cassinari, Vice-Chairman  
Robert Zimmerman, Clerk  
Thomas Grady, Member  
Jo-Ann Dery, Member

## 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 2003 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:

Answering inquiries from other local departments regarding suspected bioterrorism incidents. Through coordination with the Massachusetts Department of Public Health (MDPH), suspect samples were submitted to the DPH lab for analysis; follow-up, as appropriate, was taken when lab results were learned. Nashoba's internet web site provided information for the public. (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 2003 were the following:

Through membership in the Association Littleton benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists

# TOWN OF LITTLETON

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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.

Reviewed **110** Title 5 state mandated private Septic System Inspections for **Littleton** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Littleton Board of Health for enforcement action

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!

## ENVIRONMENTAL HEALTH DEPARTMENT

### Environmental Information Responses

Littleton Office (days) 90

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 75

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 24

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 23

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 96

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 200

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 129

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 219

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) 54

## Septic System Permit Applications (upgrades) 56

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

## Septic System Construction Inspections. 114

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 137

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

## Well Permits 8

## Well Consultations/Water Quality 4

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 26

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

# TOWN OF LITTLETON

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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 2206

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 66

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.

### Rehabilitative Therapy Visits 1006

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 59

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

### Home Health Aide Visits 872

Nashoba's Certified Home Care Aides provide assistance with bathing dressing, exercises and meal preparation.

### Local Well Adult, Support Groups, & Other Clinic Visits 599

Included are 56 health promotion home visits. Also well adult clinics, and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 376 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.....	384
Students Participating.....	204
Referred to Dentist.....	19

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs.....	17
Students Participating .....	385

Fluoride Rinse Grant Program (State Supplied Materials,  
Nashoba Administered, Local Volunteers)

Students Participating.....	244
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# TOWN OF LITTLETON

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## ANNUAL TOWN MEETING WARRANT

### ANNUAL TOWN MEETING WARRANT

MONDAY, MAY 3, 2004

*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 first day of May, 2004 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 first day of May, 2004, then and there to act on the following articles, viz:

#### **ARTICLE 1:**

One Moderator for one year; one Town Clerk for three years; two Selectmen 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 one year; two Board of Health members for three years; two Electric Light Commissioners for three years; two Water Commissioners for three years; one School Committee member 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.

For these purposes the polls will be open at 8:00 a.m. and will be closed at 8:00 p.m.

#### **QUESTION 1:**

Shall the Town of Littleton be allowed to assess an additional \$135,000.00 in real estate and personal property taxes for the purpose of purchasing new self-contained breathing apparatus for the Fire Department for the fiscal year beginning July 1, 2004?

#### **QUESTION 2:**

Shall the Town of Littleton be allowed to assess an additional \$372,000.00 in real estate and personal property taxes for the purposes of major road repair and purchasing new capital equipment for the Highway Department for the fiscal year beginning July 1, 2004?

#### **QUESTION 3:**

Shall the Town of Littleton be allowed to assess an additional \$230,000.00 in real estate and personal property taxes for the purposes of purchasing new capital equipment and funding an architectural/engineering study of the Russell Street School for the Littleton Public Schools for the fiscal year beginning July 1, 2004?

## **QUESTION 4:**

Shall the Town of Littleton be allowed to assess an additional \$90,000.00 in real estate and personal property taxes for the purpose of funding the design, bidding and permitting of the new Police Station for the fiscal year beginning July 1, 2004?

## **QUESTION 5:**

Shall the Town of Littleton be allowed to assess an additional \$23,000.00 in real estate and personal property taxes for the purpose of purchasing information technology capital equipment for the fiscal year beginning July 1, 2004?

## **QUESTION 6:**

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 new Littleton Middle School?

## **QUESTION 7:**

Shall the Town of Littleton be allowed to assess an additional \$1,720,151.00 in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and the Littleton Public Schools for the fiscal year beginning July 1, 2004?

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 MIDDLE **SCHOOL GYMNASIUM** ON RUSSELL STREET IN SAID LITTLETON ON MONDAY, THE THIRD DAY OF MAY, 2004 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, 2004, 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.

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## TOWN TREASURER

### ARTICLE 4:

To see if the Town will vote to raise and appropriate and/or 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 for Fiscal Year 2005 as follows:

LINE ITEM	ACTUAL	APPROPRIATED	NO	WITH
	FY 03	FY 04	OVERRIDE	OVERRIDE
			FY 05	FY 05
<b>GENERAL GOVERNMENT</b>				
<b>Moderator</b>				
1. Moderator	\$100.00	\$100.00	\$0.00	\$10.00
<b>Selectmen/Town Administrator</b>				
2. Salaries and Wages	\$107,396.00	\$102,072.00	\$101,072.00	\$101,122.00
3. Expenses	\$17,906.00	\$15,200.00	\$14,700.00	\$14,700.00
4. Legal Expense	\$125,399.00	\$50,000.00	\$25,000.00	\$50,000.00
<b>Town Accountant</b>				
5. Salaries and Wages	\$68,447.00	\$70,423.00	\$68,560.00	\$68,560.00
6. Expenses	\$979.00	\$3,805.00	\$2,275.00	\$2,275.00
7. Audit Expense	\$14,500.00	\$21,750.00	\$21,750.00	\$21,750.00
<b>Facilities Management</b>				
8. Salaries and Wages	\$109,364.00	\$35,854.00	\$0.00	\$58,000.00
9. Expenses	\$154,091.00	\$150,700.00	\$146,969.00	\$154,000.00
<b>Elections and Registrations</b>				
10. Salaries	\$5,451.00	\$4,862.00	\$4,862.00	\$4,862.00
11. Expenses	\$6,585.00	\$6,600.00	\$6,370.00	\$9,600.00
<b>Conservation Commission</b>				

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LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	NO OVERRIDE FY 05	WITH OVERRIDE FY 05
12. Clerk	\$23,714.00	\$21,495.00	\$15,000.00	\$15,000.00
13. Expenses	\$2,211.00	\$2,200.00	\$1,726.00	\$1,726.00
<b>Treasurer</b>				
14. Salaries and Wages	\$79,222.00	\$81,600.00	\$81,600.00	\$81,600.00
15. Expenses	\$6,834.00	\$7,750.00	\$5,963.00	\$7,750.00
16. Short Term Interest	\$587,495.00	\$47,750.00	\$3,000.00	\$3,000.00
17. Tax Title Expenses	\$10,893.00	\$11,000.00	\$12,000.00	\$12,000.00
<b>Tax Collector</b>				
18. Salaries and Wages	\$50,527.00	\$42,706.00	\$38,471.00	\$42,706.00
19. Expenses	\$5,080.00	\$9,550.00	\$8,505.00	\$9,550.00
<b>Board of Assessors</b>				
20. Salaries and Wages	\$118,603.00	\$111,947.00	\$112,162.00	\$122,162.00
21. Expenses	\$4,081.00	\$13,800.00	\$4,700.00	\$4,700.00
<b>Town Clerk</b>				
22. Salaries and Wages	\$37,778.00	\$43,380.00	\$39,833.00	\$43,380.00
23. Expenses	\$491.00	\$650.00	\$650.00	\$650.00
<b>Planning Board</b>				
24. Salaries and Wages	\$27,213.00	\$28,314.00	\$28,314.00	\$28,314.00
25. Expenses	\$2,042.00	\$1,800.00	\$1,197.00	\$1,800.00
<b>Finance Committee</b>				
26. Expenses	\$4,999.00	\$3,000.00	\$2,000.00	\$2,000.00
27. Reserve Fund	\$125,000.00	\$125,343.00	\$75,000.00	\$150,000.00

# TOWN OF LITTLETON

LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	NO	WITH	
			OVERRIDE FY 05	OVERRIDE FY 05	
<b>TOTAL GOVERNMENT</b>	<b>GENERAL</b>	<b>\$1,696,401.00</b>	<b>\$1,013,651.00</b>	<b>\$821,679.00</b>	<b>\$1,011,217.00</b>
<b>PROTECTION OF PERSONS AND PROPERTY</b>					
<b>Police Department</b>					
28. Salaries and Wages	\$949,816.00	\$996,332.00	\$1,038,332.00	\$1,059,178.00	
29. Expenses	\$82,438.00	\$77,420.00	\$66,217.00	\$79,500.00	
30. Parking Clerk Expenses	\$268.00	\$400.00	\$0.00	\$400.00	
<b>Fire Department</b>					
31. Salaries and Wages	\$516,612.00	\$530,334.00	\$531,834.00	\$532,334.00	
32. Expenses	\$83,999.00	\$84,155.00	\$72,365.00	\$100,107.00	
<i>Transfer from Ambulance Receipts</i>			(\$170,000.00)	(\$170,000.00)	
<b>Control Center</b>					
33. Salaries and Wages	\$217,592.00	\$226,160.00	\$226,160.00	\$241,491.00	
34. Expenses	\$20,394.00	\$19,260.00	\$14,352.00	\$20,300.00	
<b>Animal Control</b>					
35. Contract Expenses	\$26,000.00	\$26,000.00	\$0.00	\$0.00	
<i>Transfer from B. Sampson Relief of Animals Fund</i>			(\$500.00)	(\$500.00)	
<i>Transfer from Dog License Fees</i>			(\$2,600.00)	(\$2,600.00)	
<b>Emergency Management</b>					
36. Emergency Management Agency	\$1,083.00	\$1,400.00	\$0.00	\$1,400.00	
<b>Sealer of Weights and Measures</b>					

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LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	NO OVERRIDE FY 05	WITH OVERRIDE FY 05
37. Expenses	\$125.00	\$200.00	\$0.00	\$200.00
<b>Building Commissioner</b>				
38. Salaries and Wages	\$79,020.00	\$83,728.00	\$57,291.00	\$83,728.00
39. Expenses	\$3,812.00	\$3,100.00	\$1,363.00	\$3,000.00
<b>Board of Appeals</b>				
40. Wages	\$3,584.00	\$3,294.00	\$3,730.00	\$3,730.00
41. Expenses	\$1,524.00	\$1,300.00	\$1,200.00	\$1,200.00
<hr style="border-top: 1px dashed black;"/>				
<b>TOTAL PROTECTION OF PROPERTY</b>	<b>\$1,986,267.00</b>	<b>\$2,053,083.00</b>	<b>\$2,012,844.00</b>	<b>\$2,126,568.00</b>
 <b>HEALTH AND SANITATION</b>				
<b>Board of Health</b>				
42. Wages	\$24,201.00	\$22,243.00	\$22,243.00	\$22,243.00
43. Expenses	\$1,456.00	\$2,515.00	\$2,020.00	\$2,020.00
44. Animal Inspector	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00
45. Town Nursing Salary	\$7,944.00	\$7,944.00	\$7,944.00	\$7,944.00
46. Eliot Clinic	\$3,780.00	\$3,780.00	\$3,780.00	\$3,780.00
47. Concord Family Services	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
<hr style="border-top: 1px dashed black;"/>				
<b>TOTAL HEALTH AND SANITATION</b>	<b>\$38,681.00</b>	<b>\$40,782.00</b>	<b>\$40,287.00</b>	<b>\$40,287.00</b>
 <b>HIGHWAYS</b>				
<b>General Highways</b>				
48. Salaries	\$647,373.00	\$673,389.00	\$653,389.00	\$670,800.00
49. Expenses	\$409,750.00	\$353,450.00	\$343,450.00	\$410,650.00
50. Snow and Ice Removal -	\$194,192.00	\$40,000.00	\$41,400.00	\$41,400.00

# TOWN OF LITTLETON

LINE ITEM	ACTUAL	APPROPRIATED	NO	WITH
	FY 03	FY 04	OVERRIDE	OVERRIDE
Expense			FY 05	FY 05
51. Snow and Ice Removal - Overtime salaries	\$94,672.00	\$43,100.00	\$41,700.00	\$41,700.00
<hr/>				
<b>TOTAL HIGHWAYS</b>	<b>\$1,345,987.00</b>	<b>\$1,109,939.00</b>	<b>\$1,079,939.00</b>	<b>\$1,164,550.00</b>
<b>Cemetery Department</b>				
52. Salaries and Wages	\$83,050.00	\$96,656.00	\$96,656.00	\$96,656.00
53. Expenses	\$36,435.00	\$29,160.00	\$29,160.00	\$29,160.00
<i>Transfer from Sale of Lots</i>			(\$8,000.00)	(\$8,000.00)
<i>Transfer from Interest on Perpetual Care</i>			(\$22,500.00)	(\$22,500.00)
<i>Transfer from Perpetual Care Trust</i>			(\$95,316.00)	(\$95,316.00)
<hr/>				
<b>TOTAL CEMETERIES</b>	<b>\$119,485.00</b>	<b>\$125,816.00</b>	<b>\$125,816.00</b>	<b>\$125,816.00</b>
<b>Veteran's Services</b>				
54. Benefits and Services	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
55. Veteran's Agent Salary	\$3,000.00	\$3,000.00	\$2,500.00	\$3,000.00
56. Expenses	\$750.00	\$750.00	\$0.00	\$750.00
<hr/>				
<b>TOTAL VETERAN'S SERVICES</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$2,500.00</b>	<b>\$4,750.00</b>
<b>Reuben Hoar Library</b>				
57. Salaries and Wages	\$315,841.00	\$309,976.00	\$291,976.00	\$309,976.00
58. Expenses	\$57,451.00	\$75,476.00	\$75,476.00	\$76,311.00
<i>Transfer from Library Trust funds</i>			(\$26,100.00)	(\$23,050.00)
<hr/>				
<b>TOTAL LIBRARY</b>	<b>\$373,292.00</b>	<b>\$385,452.00</b>	<b>\$367,452.00</b>	<b>\$386,287.00</b>
<b>Council on Aging</b>				
59. Salaries and Wages	\$76,952.00	\$70,536.00	\$49,330.00	\$70,536.00



# ANNUAL REPORT 2003

LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	NO OVERRIDE FY 05	WITH OVERRIDE FY 05
60. Expenses	\$19,604.00	\$18,389.00	\$16,389.00	\$18,389.00
<hr/>				
<b>TOTAL COUNCIL ON AGING</b>	<b>\$96,556.00</b>	<b>\$88,925.00</b>	<b>\$65,719.00</b>	<b>\$88,925.00</b>

**Park and Recreation Department**

61. Salaries and Wages	\$104,893.00	\$79,213.00	\$59,213.00	\$79,213.00
62. Expenses	\$4,636.00	\$4,640.00	\$2,963.00	\$4,640.00
<hr/>				
<b>TOTAL RECREATION DEPARTMENT</b>	<b>\$109,529.00</b>	<b>\$83,853.00</b>	<b>\$62,176.00</b>	<b>\$83,853.00</b>

**Pensions and Benefits**

63. County Retirement	\$484,248.00	\$243,775.00	\$627,738.00	\$627,738.00
64. Group Insurance	\$1,079,147.00	\$1,513,000.00	\$1,814,834.00	\$1,814,834.00
<hr/>				
<b>TOTAL PENSIONS AND BENEFITS</b>	<b>\$1,563,395.00</b>	<b>\$1,756,775.00</b>	<b>\$2,442,572.00</b>	<b>\$2,442,572.00</b>

**Unclassified**

65. Gasoline	\$50,000.00	\$50,000.00	\$50,000.00	\$55,000.00
66. Insurance	\$177,500.00	\$200,000.00	\$200,000.00	\$225,000.00
67. Memorial Day	\$1,139.00	\$1,000.00	\$500.00	\$1,000.00
68. Patriots' Day	\$50.00	\$50.00	\$50.00	\$50.00
69. Historical Commission	\$3,700.00	\$3,700.00	\$700.00	\$3,700.00
70. MVLC Assessment	\$26,011.00	\$8,500.00	\$0.00	\$0.00
71. Telephone - Town Offices	\$63,285.00	\$40,000.00	\$40,000.00	\$50,000.00
72. Town Reports	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
73. Commission on Disabilities	\$0.00	\$0.00	\$0.00	\$600.00
<hr/>				
<b>TOTAL UNCLASSIFIED</b>	<b>\$328,685.00</b>	<b>\$310,250.00</b>	<b>\$298,250.00</b>	<b>\$342,350.00</b>

**School Department**

# TOWN OF LITTLETON

LINE ITEM	ACTUAL	APPROPRIATED	NO	WITH
	FY 03	FY 04	OVERRIDE	OVERRIDE
			FY 05	FY 05
74. Salaries and Expenses	\$11,886,664.00	\$12,237,970.00	\$12,100,000.00	\$13,217,568.00
<i>Transfer from L.H. Zappey Fund</i>			(\$200.00)	(\$200.00)
<i>Transfer from Hildreth Fund</i>			(\$1,500.00)	(\$1,500.00)
<i>Transfer from Goldsmith Fund</i>			(\$100.00)	(\$100.00)
<i>Transfer from Johnson School Fund</i>			(\$200.00)	(\$200.00)
<i>Transfer from Free Cash</i>			(\$100,000.00)	(\$100,000.00)
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>\$11,886,664.00</b>	<b>\$12,237,970.00</b>	<b>\$12,100,000.00</b>	<b>\$13,217,568.00</b>
<b>LINE ITEMS NOT REQUIRING A VOTE</b>				
<b>Assessments</b>				
75. Nashoba Valley Technical School	\$106,224.00	\$90,473.00	\$166,015.00	\$166,015.00
76. Nashoba Board of Health	\$20,415.00	\$20,415.00	\$20,415.00	\$20,415.00
77. B&M Crossing Maintenance	\$2,805.62	\$2,806.00	\$2,806.00	\$2,806.00
<b>TOTAL ASSESSMENTS</b>	<b>\$129,444.62</b>	<b>\$113,694.00</b>	<b>\$189,236.00</b>	<b>\$189,236.00</b>
78. Debt and Interest	\$1,024,522.00	\$4,015,763.00	\$3,990,100.00	\$3,990,100.00
<i>Transfer from Stabilization Fund</i>			(\$1,092,366.00)	(\$1,092,366.00)
<i>Transfer from Electric Light Operating Cash Account</i>			(\$239,269.00)	(\$239,269.00)
<i>Transfer from Self Help Reimbursement</i>			(\$18,000.00)	(\$18,000.00)
<i>Transfer from Conservation Cell Tower funds</i>			(\$97,988.00)	(\$97,988.00)
<b>TOTAL NOT REQUIRING A VOTE</b>	<b>\$1,153,966.62</b>	<b>\$4,129,457.00</b>	<b>\$4,179,336.00</b>	<b>\$4,179,336.00</b>
<b>TOTAL MUNICIPAL BUDGET</b>	<b>\$20,703,658.62</b>	<b>\$23,340,703.00</b>	<b>\$23,598,570.00</b>	<b>\$25,214,079.00</b>

# ANNUAL REPORT 2003

LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	NO OVERRIDE FY 05	WITH OVERRIDE FY 05
<i><b>WATER DEPARTMENT (ENTERPRISE FUND)</b></i>				
Salaries and Wages	\$500,000.00	\$517,000.00	\$537,300.00	\$537,300.00
Expenses	\$778,940.00	\$692,185.00	\$709,600.00	\$709,600.00
Debt Service		\$446,593.00	\$464,499.00	\$464,499.00
Reserve Fund		\$100,000.00	\$100,000.00	\$100,000.00
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<i><b>TOTAL WATER DEPARTMENT</b></i>	<i><b>\$1,278,940.00</b></i>	<i><b>\$1,755,778.00</b></i>	<i><b>\$1,811,399.00</b></i>	<i><b>\$1,811,399.00</b></i>
 <i><b>TOTAL ARTICLE 4</b></i>	 <i><b>\$21,982,598.62</b></i>	 <i><b>\$25,096,481.00</b></i>	 <i><b>\$25,409,969.00</b></i>	 <i><b>\$27,025,478.00</b></i>

or to take any other action relative thereto

### ***BOARD OF SELECTMEN***

FINANCE COMMITTEE: RECOMMENDED

#### ***ARTICLE 5:***

To see if the Town will vote to raise and appropriate, and or transfer from available funds in the Treasury, and or borrow a sum or sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials at the levels recommended and approved by vote of the Finance Committee at their March 13, 2004 meeting, or to take any other action in relation thereto.

### ***CITIZENS' PETITION***

#### ***ARTICLE 6:***

To see if the Town will vote to raise and appropriate, and or transfer from available funds, a sum or sums of money, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private 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

# TOWN OF LITTLETON

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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: \$ 51,915.00 **BOARD OF ELECTRIC LIGHT COMMISSIONERS**

**FINANCE COMMITTEE: RECOMMEND AT \$12,000 IF NO OVERRIDE**

## **ARTICLE 7:**

To see if the Town will vote to raise and appropriate, transfer from available funds, and or borrow a sum of money to add to the Police and Highway Departments Major Equipment and Repair Accounts 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: \$71,600.00 **BOARD OF SELECTMEN**

*FINANCE COMMITTEE: RECOMMEND RAISE AND APPROPRIATE*

## **ARTICLE 8:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of constructing a new Littleton Middle School, including an emergency access road, contingent upon successful passage of a debt exclusion referendum on a Town ballot, or to take any other action relative thereto.

REQUESTED: \$ ?? **BOARD OF SELECTMEN**

**FINANCE COMMITTEE: RECOMMEND BORROWING**

## **ARTICLE 9:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of funding the design, bidding and permitting costs of a new police station, or to take any other action relative thereto.

REQUESTED: \$ 90,000.00 **BOARD OF SELECTMEN**

**FINANCE COMMITTEE: RECOMMEND CAPITAL EXCLUSION**

## **ARTICLE 10:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purposes of completing the wastewater disposal system for the Middle School, Russell Street School and the Town Offices; and for

repairs to the High School wastewater treatment plant, or to take any other action relative thereto.

REQUESTED: \$75,000.00

*BOARD OF SELECTMEN*

**FINANCE COMMITTEE: RECOMMEND BORROWING**

**ARTICLE 11:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of purchasing new self-contained breathing apparatus for the Littleton Fire Department, or to take any other action relative thereto.

Requested: \$135,000.00

*BOARD OF SELECTMEN*

**FINANCE COMMITTEE: RECOMMEND CAPITAL EXCLUSION**

**ARTICLE 12:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purposes of major road repair and purchasing new capital equipment for the Highway Department, or to take any other action relative thereto.

Requested: \$372,000.00

*BOARD OF SELECTMEN*

*FINANCE COMMITTEE: RECOMMEND CAPITAL EXCLUSION*

**ARTICLE 13:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of funding an architectural/engineering study of the Russell Street School and for new capital equipment for the Littleton Public Schools, or to take any other action relative thereto.

Requested: \$230,000.00

*SCHOOL COMMITTEE*

*FINANCE COMMITTEE: RECOMMEND CAPITAL EXCLUSION*

**ARTICLE 14:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of funding information technology capital equipment for the Town, or to take any other action relative thereto.

Requested: \$23,000.00

*BOARD OF SELECTMEN*

# TOWN OF LITTLETON

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*FINANCE COMMITTEE: RECOMMEND CAPITAL EXCLUSION*

**ARTICLE 15:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of funding a household hazardous waste collection, or to take any other action relative thereto.

Requested: \$7,000.00

***BOARD OF SELECTMEN***

**FINANCE COMMITTEE: RECOMMENDED IF OVERRIDE PASSES**

**ARTICLE 16:**

To see if the Town will vote to raise and appropriate, transfer from available funds and or borrow a sum or sums of money for the purpose of funding lighting improvements to the R.H. Hoar Library entrance, or to take any other action relative thereto.

Requested: \$1,500.00

***BOARD OF SELECTMEN***

**FINANCE COMMITTEE: RECOMMENDED IF OVERRIDE PASSES**

**ARTICLE 17:**

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 "Laury Lane" located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, beginning at a drill hole on the easterly sideline of Bruce Street at the southwesterly corner of land now or formerly of Paul S. Kicza; thence running n69 01'42"e for 334.47 feet by said Kicza to a drill hole set in a stone wall; thence running on a curve to the right with a radius of 85.00 feet for a distance of 411.67 feet by lots 4,3,2 and 1 to a concrete bound; thence running on a curve to the left with a radius of 30.00 feet for a distance of 51.05 feet by lot 1 to a concrete bound; thence running s69 01'42"w for 174.10 feet by lot 1 to a concrete bound; thence running on a curve to the left with a radius of 30.00 feet for a distance of 53.71 feet by lot 1 to a drill hole in a wall on the easterly sideline of Bruce Street; thence running n33 32'49"w for 78.41 feet pm the easterly sideline of Bruce Street to the point of beginning as shown on a plan entitled: "Laury Lane Definitive Subdivision Plan in Littleton MA", Acton Survey & Engineering, Inc., 277 Central Street, Acton, Massachusetts 01720. Dated May 1999, revised July 13, 1999; which plan is recorded with Middlesex South Registry of Deeds as Plan No. 966 of 1999; to which plan reference is made for a complete description of the area of said Laury Way; or to take any other action relative thereto.

***BOARD OF SELECTMEN***

**ARTICLE 18:**

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 "Jillian Way" located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, Beginning at a point that is located on the northerly side of Foster Street, which is located 115.25' from a concrete bound located on the northerly side of Foster Street, Thence Along a curve to the right, having a radius of 25.00', a distance of 37.97'; Thence N 43-00'-13" W, a distance of 132.08'; Thence Along a curve to the left having a radius of 370.00', a distance of 246.06'; Thence Along a curve to the right having a radius of 20.00', a distance of 21.04'; Thence Along a curve to the left having a radius of 85.00', a distance of 466.94'; Thence Along a curve to the right having a radius of 20.00', a distance of 26.65'; Thence Along a curve to the right having a radius of 330.00', a distance of 208.81'; Thence S 43-00'-13" E, a distance of 127.86'; Thence Along a curve to the right, having a radius of 25.00', a distance of 39.84', to a point on the northerly side of Foster Street; Thence Along Foster Street, N 48-17'-39" E, a distance of 4.51'; Thence Along Foster Street, N 50-00'-43" E, a distance of 84.88', to the point of beginning. Containing 38,674 square feet, more or less shown on a certain plan entitled "West View Estates Littleton, Massachusetts Definitive Subdivision Plan" engineer/surveyor: Seltec Engineering, Inc., Consulting Civil Engineers & Land Surveyors owner/developer: Foster Street Realty Trust, 75 North Beacon Street, Boston, Mass. 02125; Steven G. Breitmaier, 14 Patricia Drive, Ayer, Massachusetts 01432 approved 1 Feb. 2001, recorded with the Middlesex South District Registry of Deeds as plan no. 288 of 2001, to which plan reference is made for a complete description of the area of said Jillian Way; or to take any other action relative thereto.

### ***BOARD OF SELECTMEN***

#### **ARTICLE 19:**

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 "Old Farm Road" located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, Beginning at a stone bound set on the southerly sideline of Grist Mill Road, said bound being four hundred seventy-three and one hundredths feet (473.01') easterly of a concrete bound found at the intersection of Grist Mill Road and Great Road (a.k.a. Route 2A); thence sixty-four and sixty-one hundredths feet (64.61') along a curve to the right of radius forty-three and eighteen hundredths feet (43.18') to a stone bound set; thence two hundred forty and fourteen hundredths feet (240.14') along a curve to the left of radius one thousand nine hundred one and fifty-five hundredths feet (1901.55') to a stone bound set; thence twenty and two hundredths feet (20.02') along a curve to the left of radius one thousand nine hundred one and fifty-five hundredths feet (1901.55') to a point; thence twenty-two and six hundredths feet (22.06') along a curve to the right of radius twenty feet (20.00') to a point; thence nineteen and ninety-nine hundredths feet (19.99') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence two hundred twelve and twenty-four hundredths feet (212.24') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence two hundred twenty-six and fifty-two hundredths feet (226.52') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence twenty-three and seven hundredths feet (23.07') along a curve to the right of radius twenty

# TOWN OF LITTLETON

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feet (20.00') to a stone bound set; thence two hundred fifty-one and seven hundredths feet (251.07') along a curve to the right of radius one thousand eight hundred fifty-one and fifty-five feet (1851.55') to a stone bound set; thence fifty-two and forty-seven hundredths feet (52.47') along a curve to the right of radius thirty-one feet (31.00') to a stone bound set; thence Westerly along the sideline of Grist Mill Road one hundred twenty-five and thirty-five hundredths feet (125.35') along a curve to the left of radius two thousand six hundred fifty feet (2650.00') to the point of beginning as shown on a Plan entitled "PHASE IV Apple D'Or Farms Definitive Subdivision on Plan of Land in Littleton Massachusetts" Prepared for E. J. DiCarlo, Date: Feb. 24, 1998, Prepared by J. D. Marquedant & Associates, Inc., Hopkinton, MA, recorded at the Middlesex South Registry Plan Number 950 of 1998", to which plan reference is made for a complete description of the area of said Old Farm Road; or to take any other action relative thereto.

## **BOARD**

### **OF SELECTMEN**

#### **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 will vote to amend the Town Code by adding the following:

### **Open Air Burning**

§ 69-1. Definitions.



As used in this article, the following terms shall have the meanings indicated:

**ENFORCEMENT OFFICIAL** – The Littleton Fire Chief or his designee.

**OPEN AIR BURNING** – Any fire set in the open air for the purpose of the disposal of brush, cane, driftwood, and forestry debris excluding grass, hay, leaves, and stumps.

§ 69-2. Regulations governing open air burning.

Open air burning shall be permitted in the Town of Littleton only as allowable by Massachusetts regulations, 527 CMR 10.22 (fire prevention regulations), and 310 CMR 7.07 (Department of Environmental Protection Regulations). The following restrictions shall also apply:

- A. Authorization to burn shall be given only to those who possess a valid permit under this section. Additionally, the permit holder must obtain specific authority from an Enforcement Official each day a burn is requested. Such Enforcement Official may refuse or cancel any and all burning authorizations for reasons of public safety, atmospheric conditions or a revoked permit.
- B. Burning shall be allowed from January 15<sup>th</sup> through May 1<sup>st</sup> inclusive, or on such other dates established by the Massachusetts Department of Environmental Protection. A permit shall be valid for the entire burning season, unless revoked by an Enforcement Official.
- C. Residential open air burning shall be conducted only between the hours of 10 AM and 4 PM.

§ 69-3. Fees.

- A. Fees for both residential and agricultural permits shall be \$10.00 per season or as otherwise established by the Board of Selectmen. Said fees shall be payable upon permit application at the fire station.

§ 69-4. Violations and Penalties.

# TOWN OF LITTLETON

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**A. Anyone conducting open air burning in violation of the burning regulations shall be subject to the following:**

- 1. First offense: \$ 25.00
- 2. Second offense: \$100.00
- 3. **Third offense: \$300.00**
- 4. **Four or more offenses: \$500.00 per offense.**

**B. As an alternative to criminal prosecution, the Littleton Fire Department may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws c. 40, §21D, in which case the penalty shall be as follows:**

- 1. First offense: \$ 25.00
- 2. Second offense: \$100.00
- 3. **Third offense or more offenses: \$300.00 per offense.**

**C. Except as otherwise noted in section 69-4. (A), a permit may be suspended or revoked by an Enforcement Official if the permit holder has engaged in any actions in violation of these regulations or other applicable law, has conducted burning so as to cause a nuisance or hazard to others, or has created or allowed other unsafe conditions as determined by the Enforcement Official.**

or to take any other action relative thereto.

***BOARD OF SELECTMEN***

**ARTICLE 22:**

To see if the Town will vote to amend the Littleton Zoning Maps by adopting a revised Aquifer and Water Resource District zoning map. This map is at a scale of one inch to one thousand feet and is entitled “Aquifer and Water Resource District, Town of Littleton”, and dated March 2004. This map is hereby made a part of the Littleton Zoning Bylaws and is on file in the Office of the Town Clerk.

or to take any other action relative thereto.

**PLANNING BOARD**

**ARTICLE 23:**

To see if the Town will vote to amend the Littleton Aquifer and Water Resource District Zoning Bylaw by adding two sentences to the beginning of the first paragraph of Section 173-61, so that the first paragraph reads as follows:

There is established within the town certain Aquifer and Water Resource protection areas, consisting of aquifers or water resource areas which are delineated on a map entitled "Aquifer and Water Resource District, Town of Littleton", and dated March 2004. This map is hereby made a part of the Littleton Zoning Bylaws and is on file in the Office of the Town Clerk. Within the Aquifer and Water Resource districts, the requirements of the underlying zoning districts continue to apply, except that uses are prohibited where indicated by "N" in the following schedule and require a special permit where indicated by "P", even where underlying district requirements are more permissive. Where there is no entry in this schedule, the underlying district requirements are controlling.

or to take any other action relative thereto.

## *PLANNING BOARD*

### **ARTICLE 24:**

To see if the Town will vote to take action to uphold its long and distinguished history of defending the civil liberties of its residents and all others within its boundaries by agreeing to the following Resolution to Protect Civil Liberties:

WHEREAS: The Citizens of Littleton, through its town meeting, hereby reaffirm the fundamental and unalienable civil liberties secured by the Constitution of the Commonwealth of Massachusetts and the U.S. Constitution for all people within the Town, including the rights to freedom of speech, freedom of assembly, freedom from unreasonable searches and seizures, and the due process of law; and

WHEREAS: Provisions of the USA PATRIOT Act and associated federal executive orders are assaults on these long-cherished civil liberties in that they lesson citizens' privacy.

- a.) including certain "sneak and peek" provisions, which allow a citizens' home and possessions to be searched without his knowledge either before or after the search.
- b.) allowing the collection of information concerning individual citizens from private business records (including financial, medical, library readings, purchases) under orders of a secret court
- c.) forbidding citizens who provide such information under such secret court order from speaking publicly about what they have been ordered to do
- d.) permitting surveillance of individual e-mail and internet communications,
- e.) allowing the sharing of such personal, private individual information among any number of government agencies and even foreign governments;

WHEREAS, be it resolved that:

- 1.) The Town of Littleton urge its elected representatives in the U.S. House and Senate to monitor the implementation of the Act and related executive orders, and to actively work for the repeal of those portions of the Act that violate civil liberties as guaranteed by the

# TOWN OF LITTLETON

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Bill of Rights of the U.S. Constitution, particularly the rights to freedom of speech and assembly, due process of law, freedom from unreasonable searches and seizures, and the right to counsel and to confront accusers;

2.) The Town Meeting direct the Board of Selectmen, acting through the Town Administrator, to instruct the employees of the Town of Littleton and its schools to act in a manner scrupulously consistent with the civil liberties guaranteed by the Constitution of the United States and the Commonwealth of Massachusetts, or to take any other action relative thereto.

## *CITIZENS' PETITION*

### **ARTICLE 25:**

To see if the Town will vote to raise and appropriate and or transfer from available funds 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

## ***BOARD OF SELECTMEN***

**FINANCE COMMITTEE: RECOMMEND RAISE AND APPROPRIATE**

### **ARTICLE 26:**

To see if the Town will vote to reauthorize the following revolving funds in Fiscal Year 2005 pursuant to Chapter 44, Section 53E 1/2 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 27:**

To see if the Town will vote to authorize the Town Treasurer to enter into compensating balance agreements during Fiscal Year 2005, as permitted by Chapter 44, Section 53F of the General Laws, or to take any other action relative thereto.

## ***TOWN TREASURER***

**ARTICLE 28:**

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 2005, for those who qualify under Chapter 59, Section 5 of the General Laws, or to take any other action relative thereto.

***BOARD OF ASSESSORS***

**ARTICLE 29:**

To see if the Town shall vote to authorize the establishment of a revolving fund for the purposes of Adult Education and School Building Rentals pursuant to Chapter 71, Section 71E of the General Laws, or to take any other action relative thereto.

***SCHOOL COMMITTEE***

**ARTICLE 30:**

To see if the Town shall vote to authorize the establishment of a revolving fund for the purpose of Group Home tuitions pursuant to Chapter 71, Section 71E of the General Laws, or to take any other action relative thereto.

***SCHOOL COMMITTEE***

**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 General Laws, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

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 fifteenth day of March in the year of our Lord, two thousand and four.

***LITTLETON BOARD OF SELECTMEN***

\_\_\_\_\_  
Joseph A. Cataldo, Chairman,

\_\_\_\_\_  
Paul J. Glavey, Member

\_\_\_\_\_  
Reed A. Augliere, Clerk

\_\_\_\_\_  
Ronald J. Caruso, Member

A TRUE COPY ATTEST:

# TOWN OF LITTLETON

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John M. Kelly,  
Constable  
Town of Littleton

**SPECIAL TOWN MEETING WARRANT**

**SPECIAL TOWN MEETING WARRANT  
MONDAY, MAY 3, 2004**

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 Littleton Middle School Gymnasium on Russell Street in said Littleton, on Monday, the third day of May, 2004 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 third day of May 2004, 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:

**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 or sums 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 2004 budget of other departments, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE:

**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, 2004, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE:

**ARTICLE 4:**

# TOWN OF LITTLETON

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To see if the Town will vote to hereby appropriate the sum of \$133,000.00 from Account No. 270-2308-42320 in order to reduce the Town's FY2004 unfunded pension liability, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:

**ARTICLE 5:**

To see if the Town will vote to transfer from the following Special Appropriation Accounts into Water Surplus, the following sums:

Nashoba Road:	\$	906.83
Pump Station Equipment	\$	16,560.00
Well Refurbishment	\$	1,008.00
Oak Hill Standpipe	\$	185.89
UF Plant Expenditures	\$	2,712.07
<b>TOTAL</b>		<b>\$21,372.79</b>

or take any other action relative thereto.

**WATER COMMISSIONERS**

FINANCE COMMITTEE:

**ARTICLE 6:**

To see if the Town will vote to amend the stated purpose of the vote taken under Article 7 of the May 5, 2003 Town Meeting from "making repairs to or replacing the Fire Department's ladder truck" to "making repairs to or replacing the Fire Department's ladder truck and Engine 3," or take any other action relative thereto.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:

**ARTICLE 7:**

To see if the Town will vote to amend the stated purpose of the vote taken under Article 8 of the May 5, 2003 Annual Town Meeting from "replacing the Russell Street School roof" to "replacing the Russell Street School roof and completing the construction of Littleton High School", or take any other action relative thereto.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:

**ARTICLE 8:**

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.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:



# ANNUAL REPORT 2003

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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 15<sup>th</sup> day of March in the year of our Lord, two thousand and four.

LITTLETON BOARD OF SELECTMEN

\_\_\_\_\_  
Joseph A. Cataldo Jr., Chairman

\_\_\_\_\_  
Reed A. Augliere, Clerk

\_\_\_\_\_  
Paul J. Glavey, Member

\_\_\_\_\_  
Ronald J. Caruso, Member

A TRUE COPY ATTEST:

John M. Kelly, Constable  
Town of Littleton

# 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-----  
    (Work) -----  
    (Home)-----  
ADDRESS:-----  
OCCUPATION:-----

PLEASE CIRCLE PREFERENCES:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| Finance Committee               | Conservation Commission         |
| Board of Appeals                | Historical Commission           |
| School Planning Committee       | Council on Aging                |
| Cultural Council                | Permanent Municipal Bldg. Comm. |
| Town Forest Committee           | Personnel Committee             |
| Cable TV Committee              | Commission on Disabilities      |
| MBTA Advisory Committee         | Shade Tree Committee            |
| Open Space Implementation Comm. | Lakes and Ponds Committee       |
| Senior Housing Committee        |                                 |

OTHER:

**RETURN TO:**

**BOARD OF SELECTMEN  
37 SHATTUCK STREET  
P O BOX 1305  
LITTLETON, MA 01460**