

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes – December 7, 2005**

Present for the meeting:

Commissioners: Bruce Trumbull, Joe McCumber, Tom Rauker, Craig Gruskowski,
Joe Cataldo (arrived at 7:19 PM)

General Manager: Savas Danos

Staff: Jennifer Pederson, Jerry Young, Kevin Goddard

Meeting called to order: 7:06 PM

- 1) Approve Agenda-- The Board approved the agenda as presented.
- 2) Approve Minutes
 - a. October 19, 2005 -- On a motion made by Commissioner Trumbull and seconded by Commissioner McCumber, the Board voted to approve the minutes as written. **The Vote: Trumbull – Yes, McCumber – Yes, Gruskowski – Yes.**
 - b. November 2, 2005 -- On a motion made by Commissioner McCumber and seconded by Commissioner Rauker, the Board voted to approve the minutes as written. **The Vote: Trumbull – Yes, McCumber – Yes, Rauker – Yes.**
- 3) Upcoming Meetings/Dates:
 - a. Next Board Meeting: Budget Review – Danos asked the Board to check their schedules for January 4th or 11th to have a meeting on the budget.
- 4) Employee Updates:
 - a. Shoulder Injury – Workman's Comp – Scott Larsen—Danos stated that Scott Larsen was out on workman's comp as a result of an injury he sustained while putting cover up over the power lines. The wind caught the cover up and pulled his shoulder back. Scott has been out of work for about one month. Commissioner Gruskowski asked about Scott's Lyme Disease; Danos said that he is still undergoing tests to confirm it.
 - b. Union Negotiations Update – **Executive Session--** At 7:12 PM a motion was made by Commissioner Trumbull and seconded by Commissioner Rauker and unanimously voted by roll call to enter into executive session for the purpose of discussing strategy with respect to collective bargaining and litigation if an open meeting may have a detrimental affect on the bargaining or litigation position and to return to the regularly scheduled session. **The Roll Call Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, and Gruskowski –Yes.**

The Board reconvened its regular meeting at 7:29 PM.

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- c. Compensation Review – Non-Union Work Force – Danos said that the EAP report recommended consistent and meaningful employee reviews and during a meeting with senior staff it was suggested that training be held on how to conduct such a review. Given that it will take some time to set up the training, Danos asked the Board to approve a 2% raise effective the beginning of January for all non-union light personnel and then once the reviews have been completed he will bring forward recommendations for further adjustments if necessary. Commissioner Trumbull suggested having one staff person trained and then they can train the rest of the staff. Danos stated it would be a seminar that everyone would sit in on. Commissioner Rauker asked how the 2% across the board would impact union negotiations and what other costs for employees we are looking at as far as increases. Danos stated last year all personnel took a 2.5% raise, raises in the industry right now are 3-3.5% and there will also be increases in health insurance; Danos stated that there may be changes in the co-pay for health insurance. Our contracts say that we pay 70/30 split of the town's program.

Commissioner Gruskowski asked if Danos could put research into the health insurance on the agenda. Danos said that there will be a full compensation review by our consultant. On a motion made by Commissioner Trumbull and seconded by Commissioner Rauker the Board voted to approve a 2% increase for all employees who are due their raise on January 1, 2006 with the understanding that the Board will review it again when the compensation package is completed. **The Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, Cataldo—Yes, and Gruskowski –Yes.**

- 5) RFP/RFQ For New LELWD Audit Firm – Discussion and Vote – Danos stated that at the Board's request, Business Manager Young had solicited proposals from auditors that other light departments use. After a brief discussion on the various companies, Business Manager Young recommended that we hire Melanson Heath and Company to perform our audit services. Commissioner McCumber suggested that in the future Danos prepare a matrix showing the various bid amounts. On a motion made by Commissioner Trumbull and seconded by Commissioner Rauker, the Board voted to hire Melanson Heath and Company to perform audit services for the light and water departments per their engagement. **The**

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Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, Cataldo— Yes, and Gruskowski –Yes.

- 6) Review of LELWD Board Power and Authority and Open Meeting Law Review – Danos presented the Board with a document from Attorney Lawrence outlining the Board's authority under Chapter 164. Danos stated that the document would be archived and would be given to all new Board members. Commissioner Gruskowski stated it was well done and asked Danos to relay that to Attorney Lawrence. Commissioner McCumber stated he was surprised by the amount of authority the GM has. Commissioner Gruskowski stated he wished the Town could operate off this.

Electric Light Department:

New Business:

- 1) Update on MA Development Litigation and Costs Open Meeting & **Executive Session** -- At 7:12 PM a motion was made by Commissioner Trumbull and seconded by Commissioner Rauker and unanimously voted by roll call to enter into executive session for the purpose of discussing strategy with respect to collective bargaining and litigation if an open meeting may have a detrimental affect on the bargaining or litigation position and to return to the regularly scheduled session. **The Roll Call Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, and Gruskowski –Yes.**

The Board reconvened its regular meeting at 7:29 PM.

The Board reviewed the legal bills with respect to the litigation and on a motion made by Commissioner Cataldo and seconded by Commissioner Rauker, the Board voted to pay the current legal fees in the amount of \$47,000. **The Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, and Gruskowski –Yes.**

Financials:

- 1) Cash & Sales Report through Oct. – Danos stated that it appears we are not going to catch up by the end of the year and that the budget will be negative due to power supply costs. Danos stated we will have to take from the savings account. Danos stated that a recent survey of some municipals showed that out of all those surveyed only one was not going to raise rates; all other utilities are planning on carrying the deficit. Commissioner Cataldo questioned whether we want to make it known to

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the media. Commissioner Rauker suggested we wait until after the year ends.

- 2) PCA and Stabilization Transfer Recommendation – Danos asked the Board to approve a transfer of \$234,000 from our Select settlement. Commissioner Rauker asked if this was in line with our projections; Business Manager Young stated that the previous two months were higher than expected. On a motion made by Commissioner Rauker and seconded by Commissioner Cataldo, the Board voted to approve the transfer of \$234,000 from the Select settlement funds into the general fund for power. **The Vote: Rauker - Yes, Trumbull – Yes, McCumber – Yes, Cataldo—Yes, and Gruskowski –Yes.**
- 3) Budget Summary –The Board reviewed without comment.

Power Supply:

- 1) Purchase Power Costs: October -- The Board reviewed without comment.
- 2) Large Customer Usage Sep. – Nov – The Board reviewed without comment.

Water Department:

Financials:

- 1) Review of Audit Statement – Danos passed out the audit report and asked the Board to review it.
- 2) Review of Audit Statement Costs – See discussion and vote under General #5.
- 3) Cash & Sales Report – July -- The Board reviewed without comment.
- 4) Commercial Usage Summary – 1st Quarter -- The Board reviewed without comment.
- 5) Budget Summary through October -- The Board reviewed without comment.

With no further business before the Board, on a motion made by Commissioner Trumbull and seconded by Commissioner Rauker, the Board voted unanimously to adjourn the meeting at 8:05 PM. **The Vote: Trumbull – Yes, McCumber – Yes, Rauker—Yes, Gruskowski—Yes, and Cataldo—Yes.**

Respectfully submitted,

Savas C. Danos

Date

Approved: January 25, 2006