

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes– Saturday, February 1, 2003**

Present for the meeting:

Commissioners: Joseph McCumber, Joseph Cataldo, Bruce Trumbull and Tom Rauker

General Manager: Savas C. Danos

Assistant General Manager:

Staff:

Meeting called to order at 7:35 AM

1) Approve Agenda –. The Board approved the agenda as presented The **Vote: Rauker - Yes, McCumber - Yes, Trumbull - Yes, and Cataldo - Yes**

2) Town Financial Situation and Computer Department Consolidation:

Chairman Cataldo reviewed with the Board the town's financial shortfall and the additional burden being created by the reduction in local aid announced by the Governor. As a cost cutting and consolidation measure, Chairman Cataldo raised the topic of LELD taking over the computer systems management and operations at the Town House.

Chairman Cataldo stated that over the past 5-years, the Finance Committee raised the issue of consolidation and cost savings of the Town and LELD's computer departments. With the shortfalls anticipated, the Board of Selectmen has again raised the issue of consolidation. Chairman Cataldo asked the GM to come up with a work plan for consolidation.

Manager Danos discussed with the Board the opportunity for cost savings and synergies that would be created through consolidation. After a lengthy discussion, Danos stated that currently, the Town's computer department budget is estimated at \$ 211,000. Danos stated that as a cost savings measure, LELD would take over the operations and management of the Town systems (excluding the schools and capital) for an in-lieu-of-tax reduction of \$ 100,000. This would result in a cost savings to the town of approximately \$ 111,000. Danos went on to say that LELD would absorb the current Town's computer manager into the Light Department, and would review the job and position for July 1, 2003. Danos went on to say that LELD could take over the operations and management, beginning March 1, 2003 and would agree to a trial basis until June of next year. Danos felt that by the beginning of 2004, both the Town and LELD would know if the relationship was working and producing synergies, efficiencies and cost savings.

Upon further review and discussion, a motion was made by Commission Rauker and second by Commissioner Trumbull for LELD to operate and manage the Town's computer infrastructure for a trial period of 16 months, for a cost of \$ 100,000. This management and operations does not include capital improvements currently underway or incorporated in other town meeting articles, and does not include the operation of the schools' computer department. Details of the arrangement to be

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worked out between LELED's IT Manager, Alan Brown, GM Danos and the Town's IT Manager. Theresa Campbell and Town Administrator, Tim Goddard. The Vote: **The Vote: Rauker - Yes, McCumber - Yes, Trumbull - Yes, and Cataldo - Yes**

- 3) **Review and Approve Electric Light Budget:** The Board reviewed the amended Light Budget as presented by Manager Danos. Commissioner Trumbull raised a number of additional questions pertaining to funding levels in various budget items, and raised the concern that individual departments should be vigilant in spending practices going forward. Commissioner Rauker asked that the in-lieu-of-tax payment line item be reduced by \$ 100,000, since the Board just voted to decrease this line item by taking over the Town's computer department.

After further review and discussion a motion was made by Commission McCumber, seconded by Commissioner Rauker to approve the 2002 calendar year LELED budget, as amended. The Vote: **The Vote: Rauker - Yes, McCumber - Yes, Trumbull - Yes, and Cataldo – Yes**

- 4) **Water Union Contract and pay Authorizations:** Manager Danos highlighted the major points of the water union negotiations. He stated as a result of Board discussions, further fine-tuning would be required with boot allowance and standby pay, but he was comfortable with the remainder of the proposal. The Board agreed with the 3-year raises of 4%, 3.75% and 3.5% and Chairman Cataldo signed the payroll authorizations for the first year's raises.
- 5) **Next Board Meeting:** Manager Danos requested the next regularly scheduled Board meeting to be held at 7:00 PM, Tuesday, February 11th with the major topic of discussion – the Water Budget and Financials.

At 9:10 AM, with no further business the Board agreed to sign the warrants and adjourn the meeting. **The Vote: Rauker- Yes, McCumber - Yes, Trumbull - Yes, and Cataldo - Yes**

Respectfully submitted,

Savas C. Danos
General Manager

Date Approved: March 18, 2003