

**Littleton Light and Water Departments  
Board of Commissioners Meeting  
Minutes – February 24, 2004**

Present for the meeting:

Commissioners: Craig Gruskowski, Bruce Trumbull, Joe Cataldo

General Manager: Savas Danos

Staff: Kevin Goddard, Jerry Young, Jennifer Pederson

Public: Dick Anderson

Meeting called to order: 7:08 PM

**General**

- 1) Approve Agenda: Danos requested one addition to the agenda, General 2 d) discussion of Board reorganization. With no further changes, the Board unanimously approved the agenda with the one addition.
- 2) Approve Minutes
  - a) Board Meeting, January 13—On a motion made by Commissioner Cataldo and seconded by Commissioner Trumbull, the Board approved the minutes as written. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes.**
  - b) Executive Session, January 13--On a motion made by Commissioner Cataldo and seconded by Commissioner Trumbull, the Board approved the minutes as written. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes.**
  - c) Executive Session, November 4, 2003—On a motion made by Commissioner Trumbull and seconded by Commissioner Cataldo, the Board approved the minutes as written. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes.**
  - d) Discussion of Board Reorganization—Dick Anderson was present at the meeting to introduce himself to the Board and declare his intention to run in this year's election for the Board of Electric Light and Water Commissioners. Mr. Anderson moved to Town two and one-half years ago and is looking to get involved in the community. He previously served as a Water Commissioner in Merrimack, NH and has a degree in electrical engineering. The Board welcomed Mr. Anderson to the meeting.

Commissioner Cataldo stated his intention to seek reelection to the Board of Electric Light and Water Commissioners and to not seek reelection to the Board of Selectmen. Danos asked the Board how it felt about moving its meeting night to Thursday to better accommodate Commissioner McCumber's schedule. Commissioner Trumbull stated that Thursday night was the only night he was unable to attend meetings. Commissioners Gruskowski and Cataldo said that any night of the week worked for them. Danos stated that he would bring this information back to Commissioner McCumber to see if they could work something out.

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- 3) Modification of Tuition Reimbursement Policy—At the request of the Board, Danos and Commissioner McCumber made modifications to the Tuition Reimbursement Policy for the Board to review. Danos stated that Commissioner McCumber had some additional remarks after the Board book went out so those are indicated in the amended version they are receiving tonight. Danos stated that he did not want the Board to take a vote tonight. He is looking for comments and suggestions that he can bring back for a final discussion with the full Board.

After a lengthy discussion over the amount of reimbursement, educational requirements for union vs. nonunion employees and repayment agreements, Danos suggested they table the discussion until next meeting when the full board can vote on it.

- 4) Designation as Special Employees – Board—Danos stated that given that the Commissioners of the Board of Electric Light and Water could hold more than one position within Town government, Town Counsel has advised that the Board take an official vote that members of the Board of Electric Light and Water Commissioners be designated as special municipal employees. Commissioner Cataldo stated that he is already a special municipal employee given his role as a Selectman; he stated that it was in the best interest of the Board to be designated as such. On a motion made by Commissioner Cataldo, and seconded by Commissioner Trumbull, the Board voted to make the Board of Electric Light Commissioners and the Board of Water Commissioners special municipal employees. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes.**

- 5) Employee Updates

- a) Final Non-Union Wage Adjustment Review—Danos stated that except for two employees, all other non-union employees fell within the range set by the Board. He provided the Board with the spreadsheet showing the final adjustments.
- b) Step Raise – Dave McGloughlin Water Dept.—Danos presented the Board with a step raise for Dave McGloughlin from Utility Laborer Step I to Utility Laborer Step II as part of the union process. The Board approved as presented.
- c) Step Raise – Rob Hunt Line Dept.--Danos presented the Board with a step raise for Rob Hunt from Lineman 3<sup>rd</sup> Class Step I to Lineman 3<sup>rd</sup> Class Step II as part of the union process. The Board approved as presented.

- 6) Town Meeting Update—Commissioner Cataldo asked when Danos would be meeting with the Finance Committee; Danos stated he was trying to set up a meeting as soon as possible.

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- a) Annual Report Water Dept—Danos presented the Board with the annual report for the Water Department. No discussion was held.
- b) Annual Report Electric Light Dept— Danos presented the Board with the annual report for the Light Department. No discussion was held.
- c) Town Meeting Articles - **Vote**
  - i) Annual Street Lighting—See Attached Article. On a motion made by Cataldo and seconded by Trumbull the Board voted to approve the town meeting article. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski--Yes**
  - ii) Water Department Transfer--See Attached Article. On a motion made by Cataldo and seconded by Trumbull the Board voted to approve the town meeting article. **The Vote: Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes**

The Board also reviewed a spreadsheet detailing the cell tower income in town. Commissioner Cataldo stated that this is a great revenue source for the town. A brief discussion was held regarding available sites on the current towers.

- 7) Upcoming Meetings/Events
  - a) GM to AWWA Standards Council – Phoenix, AZ—Danos stated that this would be his last Standards meeting and that AWWA was paying for the cost of his trip.
  - b) Next Board Meeting—Tuesday, March 30 – 7:00 PM
  - c) Senior Citizen’s Luncheon—Danos informed the Board that the 13<sup>th</sup> Annual Senior Citizen’s Luncheon would be held on Wednesday, April 21<sup>st</sup> at noon.
  - d) Green-Up days (April 22-25)—Danos informed the Board of LELWD’s participation in the first Green-Up days in Littleton. Linda Roberts is organizing the event and LELWD is helping set up a web page where residents can sign up.

**WATER DEPARTMENT**  
Action Items/Recommendations

**Financials**

- 1) WATER BUDGET 2004/05—Danos presented the Board with a draft of the 2004/2005 Water Department budget. Danos said that this year there has been an increase in usage over the winter given that Veryfine is stabilizing and more homes are being built in town. At the end of the year, he said, we should be equal to the revenues of last year. Danos stated that the current budget is within 1% for the year and while the

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training line item is over budget, he expects that the department will not expend the entire budget. Danos also stated that staff expects connection fees to increase for the coming year with the 40B projects that are going in. Some discussion was held on the amount of the connection fee for the affordable units; it will be discussed further when it is determined how the units are configured.

The Board reviewed the water cash report; Danos stated that we have not paid bond debt, nor have we collected water liens or received water betterments; however, through January the water cash report is healthy. This year's revenue projection is equal to or less than last year. Danos commented that for next year we may see a 5% increase in water use simply because people were not using as much given the weather last year. Commissioner Cataldo stated that GFI will have at least 1 connection next year.

Danos explained that one-quarter of the water budget is reimbursement to the Light Department for services rendered and the use of building. Danos also stated this coming year will be highest bond indebtedness ever, given there will be the full impact of Oak Hill and the purchase of the Cobb's property.

Commissioner Cataldo asked when we would be losing the income from Spectacle Pond; Danos stated 5 years.

Danos stated that we do not know the full impact of Cobb's because it has not been borrowed yet. The Town Treasurer and Business Manager Young projected 4.5% just to be safe.

In summary, the budget should be at about balance at the end of the year and Danos explained that we would only have a 2.4% increase for the coming year. Commissioner Cataldo stated that Danos has done a good job of managing the budget. Commissioner Cataldo asked about any water main replacements planned for the coming year. Danos stated there were two small jobs that would be done by the department.

Commissioner Trumbull questioned individual line items concerning inventory and SCADA maintenance. Danos informed him that installation and service materials were inadvertently taken out of line item 40, not 30. Line item 40 is high because of the water meter replacement program.

After a brief discussion by the Board it was decided to postpone a vote on the budget until the next meeting.

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**ELECTRIC LIGHT DEPARTMENT  
Action Items/Recommendations**

**New Business**

- 1) 2003 Residential Rate Review and News Release—Danos asked the Board to review the article and supporting data from MMWEC showing that the residential rates were the third lowest in the state. Commissioner Gruskowski questioned other ways we could get the word out. Danos informed Commissioner Gruskowski that the article appeared in The Littleton Independent, The Boston Globe and the newsletter.

**Financials**

- 1) Sales Report—Danos noted that the billings were large due to the fact that Cisco was not accounted for last year because they did not occupy some of the buildings until April. The first three months will show the impact of those buildings. Danos informed the Board that this January we sold more kWh than ever before for the winter period. Danos said that he would come back before the Board in the future to transfer money to account for the increased purchases.

**Power Supply:**

- 1) Special Project – Hoosac Wind Power Project – **Vote**—Danos presented the Board with the opportunity for LELD to participate in a special wind project sponsored by MMWEC. Danos stated that wind power is very favorable right now due to tax credits offered to developers, which result in a lower cost to us. Wind power is projected for \$0.05-0.055 per kWh and we would only pay for the kilowatt-hours when the project runs. Danos recommended that the Board vote to be special project participants in this project. He informed the Board that our participation does not mean that we need to buy the power; it is for the study. Commissioner Gruskowski asked if it would cost the department anything additional or if it was included in our membership. Danos informed him that it was part of being a member. Danos informed the Board that he is also investigating opportunities in Town to have a wind project on the town-owned land within the forestry foundation. He stated that the Planning Board was very interested. Danos said that he would bring more information to the Board in the future. Commissioner Trumbull again questioned the price attached and the schedule of disbursement of the

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power. Danos explained that while it was small, there could be more projects like this to come. Danos explained that the cost was built into the MMWEC budget. On a motion made by Commissioner Cataldo and seconded by Commissioner Trumbull the Board voted to accept the Special Project 2004 A enXco Wind Power Project (see attachment 1).

**The Vote—Cataldo—Yes, Trumbull—Yes, Gruskowski—Yes.**

- 2) Power Supply Summary for 2003—Danos presented the Board with the purchase power report for 2003. There was a brief discussion regarding the cost per kWh and the amount of power that was purchased to cover Cisco's usage.

**Updates:**

- 1) Business System Upgrade Schedule/Discussion—Danos presented the Board with the schedule for the Harris upgrade. Commissioner Gruskowski asked if that had been budgeted; Danos said that it had, and that it would likely come in below budget.

With no further business before the Board, on a motion made by Commissioner Cataldo and seconded by Commissioner Trumbull, the Board voted unanimously to adjourn the meeting at 9:18 PM. **The Vote: Cataldo—Yes, Trumbull—Yes and Gruskowski—Yes**

**Respectfully submitted,**

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**Savas C. Danos**

**Date**

**Approved: March 30, 2004**