

LITTLETON ELECTRIC LIGHT AND WATER DEPARTMENTS
BOARD OF COMMISSIONERS MEETING
TUESDAY, MARCH 19, 2002

Present for the meeting:

Commissioners: Bruce Trumbull, Craig Gruskowski, Joe Cataldo

General Manager: Savas Danos

Assistant General Manager: Scott Edwards

Staff: Kevin Goddard, Jennifer Pederson

Meeting called to order: 8:34 p.m.

- 1) **Approve agenda:** The Board approved the agenda as amended with the change of date from March 12th to March 19th.
- 2) **Approve Board minutes of February 9th** – The Board withheld action on this item pending the presence of three commissioners from the 2-9-02 meeting.
- 3) **Approve Board minutes of February 12th** – On a motion made by Commissioner Gruskowski and seconded by Commissioner Cataldo, the Board unanimously approved the minutes of 2-12-02.

4) Upcoming meeting schedule

- a.) **Board of Health Comprehensive Waste Water Plan Meeting, Wed., March 13th, 7:30 p.m.** – GM Danos informed the Board that he would be attending and would keep Commissioners apprised of the status of the RFP for this project.
 - b.) **Visit from Congressman Meehan** – GM Danos invited the Board to attend Monday's visit, at which Rep. Meehan would be announcing a federal grant for the cleanup of Mill Pond.
 - c.) **Senior Citizens' Luncheon** – GM Danos informed the Board that the Departments' annual seniors' luncheon had been scheduled for April 18th and invited all who were free to attend.
 - d.) **Next meeting** – The Board set April 9th as its next meeting date.
- 5) Vote on voting representation at MEAM self-insurance trust annual meeting** – GM Danos asked the Board to designate him as LELD's voting representative on the trust, with Business Manager Jerry Young as Danos' alternate. On a motion made Commissioner Cataldo and seconded by Commissioner Gruskowski, the Board voted unanimously to appoint GM Danos and Business Manager Young to the positions as stated herein. **The Vote: Gruskowski – Yes, Trumbull – Yes, Cataldo – Yes.**

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6) Employee Update

- a.) **Step Raise for Michael Allan** – GM Danos informed the Board that on April 4, 2002, Michael Allan would move from his current position of Groundman/Apprentice, Step III to Lineman 3rd Class, Step I.
- b.) **Andy Sauve', accidental disability retirement** – GM Danos informed the Board that Andy Sauve' had been granted an accidental disability retirement.

7) Town Meeting Articles and other town business:

- a.) **Request for AMR Article Withdrawal Update** – GM Danos briefed the Board on the Department's contention, supported by the opinion of Town Counsel Tom Harrington, that Town Meeting lacks the legal authority to act on the articles proposed by Mr. Mark Lipsman. Danos said he would update the Board as ATM drew closer.
- b.) **Town Meeting articles review** – GM Danos reviewed with the Board articles sponsored by the Electric Light and Water Departments, specifically the annual street lighting/authorization article, water surplus transfers, a possible conservation restriction, a cell tower lease and the purchase of parcels on Nashoba Rd. for potential well development.
- c.) **Posting of minutes on website** – GM Danos informed the Board of a request, via Town Hall, to post Board meeting minutes on the town website. After a brief discussion, the Board decided it best to establish a link from the town's website to LELWD's, where the Department would post meeting minutes. On a motion made by Commissioner Gruskowski and seconded by Commissioner Cataldo, the Board voted unanimously to post its meeting minutes, after Board approval, on LELWD's website. **The Vote: Gruskowski – Yes, Trumbull – Yes, Cataldo – Yes.**
- d.) **Early Retirement Incentive** – GM Danos discussed with the Board legislation, currently before the House, that would authorize an early retirement program for municipal employees. The program, he explained would be modeled after the recent state program, which allows employees to add five years of age or service, or any combination thereof, when calculating retirement benefits. Danos said further that it appears that the program would necessitate Town Meeting approval. He said that he would keep the Board apprised of any developments.

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- e.) **Discussion on in-lieu-of-tax payment subcommittee and other town financial issues** – GM Danos asked the Board to consider increasing the Department's annual contribution – already raised by approximately \$100,000 this year – by an additional \$100,000 as a special, one-time, "bonus" contribution in light of the town's serious budget situation. After a brief discussion, on a motion made by Commissioner Gruskowski and seconded by Commissioner Cataldo, the Board unanimously voted to make a one-time contribution of \$100,000 to the town's general fund in an effort to help the town balance its budget. **The Vote: Gruskowski – Yes, Trumbull – Yes, Cataldo – Yes.**
- f.) **Candidates for Electric Light and Water Commissioner Review** – GM Danos informed the Board that it appeared two candidates – Mark Lipsman and Tom Rauker – would be seeking the seat being vacated by Commissioner Beebe.
- 8) **Watts & Drops Review** – The Board reviewed the spring edition of *Watts & Drops* and complimented staff on a fine job, particularly the center section on the need for water conservation.
- 9) **Letters** – The Board reviewed a letter from MMWEC thanking the Board for allowing GM Danos to participate in the recent APPA Legislative Rally and a letter from a customer thanking Jennifer Pederson for her professional handling of a billing issue.

**ELECTRIC LIGHT DEPARTMENT
Action Items/Recommendations**

New Business

- 1) Town Meeting Report – The Board reviewed its submission to the Annual Town Report.
- 2) Request to attend international EMF Conference – GM Danos informed the Board of an email message from Mr. Mark Lipsman in which he makes the Department and Commissioners aware of this upcoming conference.

Financials

- 1) Cash Report – The Board reviewed the final 2001 cash report.
- 2) Sales Report through Feb. – The Board reviewed the sales report.

Updates – The Board reviewed quarterly department updates, including E&O, Operations, Computer Systems, and Customer Services.

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**WATER DEPARTMENT
Action Items/Recommendations**

New Business

- 1) Town Meeting Report – The Board reviewed the Water Department's submission to the Annual Town Report.
- 2) Oak Hill Standpipe Update – GM Danos informed the Board that the new standpipe would be coming on line this week and that the old standpipe would be demolished in early April. He also asked the Board to approve a changer order from Natgun. On a motion made by Commissioner Cataldo and seconded by Commissioner Gruskowski, the Board unanimously voted to approve the change order as presented. **The Vote: Gruskowski – Yes, Trumbull – Yes, Cataldo – Yes.**
- 3) Request for Connection Fee Relief – GM Danos reviewed with the Board his decision to not allow relief to Mr. Eaton of 27 Matawanakee Trail.

Financials

- 1) Sales through Feb. – The Board reviewed the sales report. GM Danos commented that although February was a slow month, sales for the year to date remained robust.

Updates – The Board reviewed quarterly department updates, including production/engineering, operations, distribution, and water quality. Commissioner Gruskowski inquired the problem with the ozone generator at the treatment plant. GM Danos responded that the shell may need to be replaced and the department was considering recourse against the manufacturer. Commissioner Trumbull asked if well #3 was up and running. GM Danos said that it is operative, but just needs a slight electrical adjustment. GM Danos asked the Board to review thoroughly the environmental analyst's ground elevation data.

On a motion made by Commissioner Cataldo and seconded by Commissioner Gruskowski, the Board voted unanimously to adjourn the meeting at 10:05 p.m. The Vote: Gruskowski – Yes, Trumbull – Yes, Cataldo – Yes.

Respectfully submitted,

Savas C. Danos

Date

Approved: