

**Littleton Light and Water Departments  
Board of Commissioners Meeting  
Minutes – April 5, 2006**

Present for the meeting:

Commissioners: Joe McCumber, Tom Rauker, Craig Gruskowski, Joe Cataldo (arrived at 7:20 PM), Bruce Trumbull (arrived at 7:45 PM)

General Manager: Savas Danos

Staff: Jennifer Pederson, Jerry Young, Kevin Goddard, John Lanciani, Brian Pierce, Evan Gioumbakis, Dick Taylor, Gil Finch, Mike Morse, Jay Veasie, Chris Allen, Alan Brown

Public: Don McIver

Meeting called to order: 7:10 PM

**1) Approve Agenda**—GM Danos requested several additions to the agenda. Under 8) a. Resignation of John Driscoll, b. Summer Help, c. Surplus Vehicle Bid Acceptance, d. Health Insurance Letter. The Board approved the agenda as amended.

**2) Approve Minutes**

- a. **March 22, 2006** – On a motion made by Commissioner McCumber and seconded by Commissioner Trumbull, the Board voted to approve the minutes as written. **The Vote: McCumber – Yes, Cataldo – Yes, Gruskowski – Yes and Trumbull – Yes.**
- b. **January 25, 2006** – On a motion made by Commissioner Rauker and seconded by Commissioner Cataldo, the Board voted to approve the minutes as written. **The Vote: Cataldo – Yes, Rauker – Yes and Trumbull – Yes.**

**3) Budget 2006:**

- a. **2006 Revised Budget**
- b. **Additional Information:**
  - **Cash/sales and power supply reports through March 2006 (note turnaround in cash report)**
  - **Man Hour Data (per board request – data available for Board Meeting)**

The Board reviewed the cash and sales report showing a turnaround in the month of March. The Board had a lengthy discussion about man hours in 2005 vs. 2002 and 2003. They discussed various budget line items and ways to further reduce the budget and discussed overspending on the Town's IT budget. They discussed possible changes to the vehicle policy for standby personnel.

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**ACTION ITEMS:**

- Commissioner Cataldo requested a breakdown of the vehicles taken home by supervisors, by position. Danos stated he would also conduct a survey of other departments to see what their policy is.
- Danos will have a special meeting in June to address concerns with funding the Town's IT Department and at Commissioner McCumber's request a letter will be sent to the Board of Selectmen to let them know that overspending cannot continue.
- Commissioner Rauker suggested a more dedicated approach to looking at the budget vs. actual spent on a quarterly basis rather than monthly. He stated Danos could provide input about where money has been saved or what has been done differently over the quarter.
- Commissioner Cataldo requested that the meeting on April 19<sup>th</sup> be devoted solely to the budget.
- Commissioner Cataldo asked Danos and Business Manager Young to give the Board the last 5 years of actual vs. budget without power supply.

**4) Pilot # 2, Additional Information re: savings** – Danos stated that at the Board's request the projected cost savings were analyzed based on a test year of 2004. Danos stated that there would have been a \$13,000 reduction in overtime based on that test year if we got the same calls. Danos stated that the three groups have taken a straw vote and have indicated interest in going forward. Danos reviewed the operating hours and stated that it was an interesting model to try.

**ACTION ITEMS:**

- Commissioner Gruskowski requested that employees vote before the Board votes because of morale issues.

**5) LELD vs. Mass Development – Summary Judgment Filing (Executive Session)** –Danos informed the Board that they had received the filings for summary judgments and that Mass Development wants summary judgment as well. Commissioner Gruskowski asked how much longer until that takes place; Danos replied there will be one more filing and then the attorneys will appear before a judge, so maybe one more month. Commissioner Gruskowski asked how much has been spent so far and Danos stated without looking probably \$150,000. Danos stated that any other discussion will need to take place in Executive Session at the end of the meeting.

**6) Water Department Reorganization**—The Board reviewed the memo from Danos regarding the water department reorganization and Danos stated that

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it presented the possibility of giving more responsibility to Chris Allen, while bringing Greg Woods into a supervisory role and codifying a more formal standby rotation. Commissioner Cataldo asked where the money for the raises would come from; Danos stated that the water department now has money due to a turnaround in sales. Danos stated that the money would be less than both were offered but that it was close enough for them to stay. Commissioner Trumbull expressed reservations about Greg having a supervisory role of the treatment plant without the proper training. Commissioner Rauker felt this reorganization was not necessarily a Board decision. On a motion made by Commissioner Cataldo and seconded by Commissioner McCumber the Board voted to approve the recommendation for the water department reorganization. **The Vote: McCumber – Yes, Cataldo – Yes, Gruskowski – Yes, Rauker – Yes, and Trumbull – Yes.**

**7) Upcoming Meetings/dates:**

- a. **GM out – April 6-14**
- b. **Senior Citizen’s Luncheon: Noon Wed. 19<sup>th</sup> – Russell St. School**
- c. **Next Board Meeting: April 19<sup>th</sup>, 7:00 PM**
- d. **Town Election: Sat. May 6<sup>th</sup>**—Danos stated that Commissioner Trumbull and Gruskowski were running for re-election and Don McIver was also running for the Board.
- e. **Town Meeting: Monday, May 8<sup>th</sup>**—Danos stated that he may have a possible cell tower co-location on the warrant, however it is subject to Planning Board approval. Commissioner Gruskowski asked who would manage the proposed tower at the cemetery and the status; Danos replied that he would, but it is a long process to get one sited and they may decide to go elsewhere. Danos also stated that he is trying to get other co-locations allocated to the water department.

**ACTION ITEMS:**

- Commissioner McCumber asked that Danos be prepared to speak about streetlights at Town Meeting if necessary.
- Implementation of streetlight program will occur after Town Meeting to ensure that funding is not cut further.

**8) Other:**

- a. **Resignation of John Driscoll**—Danos informed the Board that John Driscoll would be leaving to take the line superintendent job in Templeton. Danos stated that Driscoll had been brought in for Devens and was being groomed to fill Operations Manager Finch’s

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position upon his retirement. Danos stated that Finch and AGM Edwards would sit down and discuss the position.

- b. Summer Help**—Danos stated that Fleet and Facilities Manager Dan Patterson was requesting that the same individuals be hired again this year to help the Fleet and Facilities Department over the summer. On a motion made by Commissioner Cataldo and seconded by Commissioner McCumber, the Board voted to approve the recommendation of Patterson to hire Bill Stewart and Alex Brown for the summer. **The Vote: McCumber – Yes, Cataldo – Yes, Gruskowski – Yes, and Rauker – Yes.**
- c. Surplus Vehicle Bid Acceptance**—Danos stated that for the second time the 1986 bucket truck was advertised and there was only one bidder. He stated that in the future staff will be looking into whether it is legal to post vehicles such as this on eBay and Craigslist. Danos is recommending to the Board that we accept the sole bid of Mike Allan.

**ACTION ITEMS:**

- Commissioner Cataldo asked that Danos run it by Town Counsel to make sure it was legal before awarding the bid to an employee.
- d. Health Insurance**—Danos presented the Board with a letter that he had sent to the Town Treasurer to express his dismay that the Insurance Advisory Committee was not involved in the process of selecting a new plan for the coming year. He stated that the Treasurer would be convening a meeting on Friday, April 14<sup>th</sup> to discuss the situation.

Commissioner McCumber expressed concern that items that the Board is requesting are not being given; he stated that he wanted an answer on the safety of only one water department staff working on Friday. Commissioner Gruskowski asked for an action item list.

Brian Pierce reminded the Board that the light union has been without a contract for 42 weeks.

At 9:05 PM a motion was made by Commissioner Rauker and seconded by Commissioner Cataldo 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

