

**Littleton Light and Water Departments
Board of Commissioners Meeting Minutes
Tuesday, May 14, 2002**

Present for the Meeting:

Commissioners: Joseph Cataldo, Craig Gruskowski, Thomas Rauker, & Bruce Trumbull

General Manager: Savas C. Danos

Assistant General Manager: Scott Edwards

Staff: Kevin Goddard & Kay Johnson

The Meeting was called to order at 7:05 PM

1. **Approve Agenda** – Commissioner Gruskowski requested an update on the Cobb's Property. This item was placed under Water, Old Business #3. A motion was made by Commissioner Gruskowski and unanimously approved by the Board to accept the agenda as presented.
2. **Approve Board Minutes**
 - a) April 9th – Tabled
 - b) **Approve Executive Session Minutes:**
 - i. April 9th – Tabled
 - ii. November 13th - A motion was made by Commissioner Cataldo and seconded by Commissioner Gruskowski and unanimously voted by the Board to approve the executive minutes of November 13, 2001. The Vote: Commissioner Trumbull - Yes, Commissioner Gruskowski - Yes, Commissioner Rauker and Commissioner Cataldo - Yes
 - iii. Sept. 18th - Tabled
3. **Town Meeting Review** – The Board discussed the articles for town meeting regarding the automatic meter program. Commissioner Trumbull was concerned by the inaccuracies in the e-mail received from Mark Richards regarding the AMR program. GM Danos stated he has spoken to Mr. Richards in the past and will not address the e-mail. GM Danos stated once the AMR program has been completed, sometime in January, he would bring the number to the Board of those residents that have opted out of the program. Presently, Danos stated, thirteen families have opted out of the program. Once the program is completed, stated Danos, senior staff will review the service charge on the bill and bring to the Board a recommendation on reducing the charge.
4. **Organization of Board**
 - a) **Officer Elections** – The Board proceeded with the reorganizing the Board with the election of new officers. Chairman – A motion was made by Commissioner Gruskowski and seconded by Commissioner Rauker and unanimously voted by the Board to elect Commissioner Cataldo as Chairman. Vice Chairman – A motion was made by Commissioner Trumbull and seconded by Commissioner Cataldo and unanimously voted by the Board to elect Commissioner Gruskowski as Vice Chairman. Secretary/Clerk – A motion was made by Commissioner Cataldo and seconded by Commissioner Trumbull and unanimously voted by the Board to elect Thomas Rauker, Secretary/Clerk.
 - b) **Member Profiles**- GM Danos requested the Board update the member profile sheet prepared by Kay Johnson. The Board requested copies once the profile has been updated.
 - c) **George Beebe Recognition** – GM Danos discussed with the Board how they would like to recognize George Beebe for his fourteen years of service. It was agreed the Board and some staff members would take Commissioner Beebe and his wife out to dinner and present him with a gift.

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5. Upcoming Meeting Schedule

- a) **Discussion on Changing Meeting Dates to Monday** – GM Danos informed the Board that Tuesday evenings were becoming problematic for Commissioner McCumber and the Board agreed to schedule the next meeting date on Monday, June 10th at 7:00 PM. GM Danos will have the meeting books ready for delivery on Thursday for Monday's meeting. No further discussion was held.
- b) Next Meeting – (See above)
- c) **GM to AWWA Annual Meeting** – New Orleans -June 16-20 – GM Danos stated as a member of the Standards Committee he will be attending the American Water Works Association Meeting in New Orleans. After a brief discussion on the cost for the trip, the Board was in agreement with the General Manager attending the conference.

Commissioner Cataldo complimented both the General Manager and Assistant General Manager on their performances. Commissioner Cataldo also congratulated Kevin Goddard and Jennifer Pederson and staff on the senior citizen luncheon. GM Danos stated we would move the senior luncheon from Thursday to Wednesday next year in order not to conflict with Senator Resor's senior luncheon held in Marlborough.

- 6) **Annual LELWD Community Contributions** - GM Danos stated the Light Department would be making the first half-year in-lieu of tax payments to the town for 2002. GM Danos reviewed briefly the breakdown of the cash contribution. Kevin and Jennifer will be placing an article in Watts and Drops on the Department's contribution to the town in the next issue, stated Danos.
- 7) **Employee Update**
 - a) **Nick Lawler Raise Review** – GM Danos presented to the Board the six-month review for Nick Lawler. Per agreement, this is a 3% increase, stated Danos. AGM Edwards stated he was very pleased with Nick's performance. He is an independent worker and very appreciative of his position, stated Edwards.
 - b) **Step Raise for Rick Stevens** – GM Danos presented to the Board the step raise for Rick Stevens. GM Danos stated Rick will move from Lineman 3rd Class Step II to Lineman 3rd Class Step III. At the end of his tenure Rick will go to Second Class Lineman Step I and become eligible for standby which is a real benefit to the Department, stated Danos. The Board approved the recommendation.
 - c) **Resignation of Lead Lineman Sylvenus "Bean" McKinstry** - GM Danos stated Bean McKinstry has tendered his resignation. Bean came to us as a First Class Lineman when we got the Devens contract. Danos stated he then became lead lineman for the Department. His resignation is not a surprise, stated Danos. Bean would like to travel and may become a contract lineman. Commissioner Gruskowski asked how difficult it might be to replace a first class lineman. AGM Edwards explained the position of lead lineman and stated Gil Finch has conducted interviews with two eligible candidates. Gil is recommending David Lizotte for the position. David is presently First Class lineman Step II and will become eligible in July for Step I and lead lineman. David will run the truck presently and when he is eligible he will be bumped up to the lead lineman. AGM Edwards stated we presently have posted a position for an apprentice lineman internally and Rob Hunt, the new meter reader has put in for the position. Commissioner Gruskowski asked about coverage for standby. Edwards stated they opened up the time slot for Bean's standby and the lineman have volunteered for the vacant slots until the end of the year. AGM Edwards informed the

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Board that the department is looking at two possible retirements this year, First Class Lineman Jack Shimmel may choose early retirement and Utility Specialist Bill Stewart is definitely looking to retire. Danos stated there are several employees that can choose to take early retirement but so far it appears only these two may take the early retirement option. Discussion was held on how management will move forward with the changes in the Department. Danos and Edwards both agree that the Department has well trained linemen coming through the ranks to help fill the void. Edwards stated discussion is beginning with Devens about a possible extension in the Devens contract. If we are not going to get a five-year extension, we may not look to fill the positions now, stated Edwards. Both parties have until April 2003 to state their position on the contract, stated Edwards. Staff will keep the Board updated on these issues.

- d) **Summer Help/Maintenance Support** - Manager Danos updated the Board this part time position. Danos stated this position is to assist the Maintenance Technician with some of the projects that need attention, i.e. painting and maintenance on the sub station and other buildings like the meter lab and Whitcomb Avenue. Commissioner Trumbull inquired if this was a Light Department position. This will be funded by the Light Department and reimbursed by the Water Department for its share. The Board inquired as to other temporary positions that may be available. Danos stated, if the present temporary meter person is appointed to the apprentice line position then this position will be available for the summer. Danos also stated there may be an opportunity for a summer intern for the Light Department's Engineering Department for Engineering support.

6. Upcoming Publications

- a) **LWD Water Quality Report Review** – GM Danos stated this is a publication required by the state and is a 2001 report published in 2002. Danos stated Debbie Bray, Jennifer Pederson and Kevin Goddard have prepared the report. Some of the terminology is strange, stated Danos, but is required by the state. Danos requested the Board have comments back to staff by the end of next week so the report can go to the printers.
- b) **LWD Policies and Procedures Manual** – GM Danos requested the Board look at the rules and regulations for the Water Department and get back to Kevin with any changes. Once the water rules and regulations are completed, Danos stated, staff will have the Light Department rules and regulations for the Board to review.

7. **Letters** – GM Danos reviewed with the Board the letters received by the Department. The most important was the report requested by the Board and prepared by Canterbury Engineering Associates on consumption and cost estimates for the new high school. GM Danos stated Kevin and Jennifer thought the amount of \$210,000 for utilities was high and that the cost should be in the area of \$150,000 to \$155,000. Through their efforts and the help of Sarah Lawrence they were able to give the necessary information to Canterbury Engineering for the analysis. This information was prepared and given to the Finance Committee and the School Department before Town Meeting. The Board agreed that this was a great job by staff. GM Danos updated the Board on the Fiber Optic opportunity stating we have come to a consensus on the issue with the school as a result of a productive meeting held today, stated Danos. GM Danos stated we would be installing fiber to this building, the town house and the police station very quickly. Once the fiber is installed, this will eliminate the cost for the T line, stated Danos. Commissioner Gruskowski inquired about the expenses incurred by the department. GM Danos briefly reviewed the costs to date and what had been budgeted for the project. Commissioner Gruskowski requested these expenses be part of in kind services provided by the Light Department to

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the Town. GM Danos stated this would be part of in kind contributions for next year. GM Danos will keep the Board updated on this issue.

8. Unfinished Business:

- a) Contributions to Town (General, item # 6) – (see above discussion)
- b) Ozone Generator Jacket Replacement Update (Water – Old Business, item # 2)
- c) PLM Power Supply Quarterly Report (Electric Power Supply, item #1)
- d) Update on Compaq Use (Electric Financials – item # 4)
- e) Summary of LELWD/Highway Dept. in-kind service hours for Clean Lakes (Water – New Business, item #1)

GM Danos stated the unfinished Business topics have been included in the agenda items and will be addressed as we go through the agenda.

**ELECTRIC LIGHT DEPARTMENT
Action Items/Recommendations**

New Business

- 1) **AMR Program Update** – GM Danos stated this item has been discussed early in the meeting but as of today we have installed 2100 radio read meters and have had thirteen people opt out of the program as indicated by Meter Technician Lanciani.
- 2) **Bid –Three-Phase Capacitor Banks** – GM Danos stated the Light Department is going out to bid for three-phase capacitor banks to help correct our power factor. AGM Edwards stated the cost would be around \$180,000-200,000. Commissioner Trumbull asked what this will accomplish. Edwards stated our power factor is low due to the increase in our load and National Grid is requiring the capacitors to stabilize our load. This will reduce our line losses and keep our voltage up, stated Edwards, as well as increase the revenues. GM Danos stated other bids for capital projects would be coming this summer, one being for pad mount transformers. Staff will keep the Board updated.
- 1) **Cash and Sales Reports –** In the absence of Business Manager Young, GM Danos reviewed with the Board the Cash and Sales report for April. Commissioner Cataldo questioned the negative net cash activity. GM Danos explained the over billing by Northeast Utility for April resulting in the negative cash activity. This is why Business Manager Young made the note on the cash report which will result in a positive amount in the range of \$110, 000. Commissioner Rauker questioned the fixed figure for the accounts payable amount. GM Danos will inquire from the Business Manager. GM Danos gave the Board an overview of the cash & sales report by line item. After a brief discussion on the rate of return for Littleton and Devens, GM Danos will have Business Manager Young review the report with the Board at the next meeting for clarification. The Board approved as presented.
- 2) **1st Quarter Operating Summary** – GM Danos reviewed the Quarterly summary of the Budget with the Board. After a brief discussion the Board approved as presented.
- 3) **Large Customer Monthlies** – GM Danos reviewed the Large Commercial Customers monthly update with the Board. This is an important tool for the Department stated Danos. Since these customers reflect forty-to-fifty percent of our load and revenue stream, we track the usage on a monthly basis. GM Danos stated the Board had requested an update on Compaq, stated Danos. Danos reviewed the kWh sales chart depicting Compaq usage from Jan 00 through Mar 02 with the Board. The Board approved as presented.

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- 4) **Update on Key Accounts** – The Board reviewed the update on the Key Accounts prepared by Jennifer Pederson. A brief discussion was held on the usage of Compaq and the possible occupancy by Cisco's Boxborough facilities by the end of the year. GM Danos spoke briefly about Compaq and Cisco usage and plans. GM Danos informed the Board that Lau Technology had a significant error in their meter and the Department is investigating the reason. Commissioner Gruskowski questioned how do you recover the lost revenue. Manager Danos informed the Board that by law we have the right if the meter has malfunctioned to estimate and Lau is willing to work with us on this issue. Commissioner Rauker asked as to the impact if Compaq was to leave. GM Danos the impact would be different because of how we buy power today. AGM Edwards reviewed what effects could result if Compaq did leave the system. GM Danos briefly reviewed the different Compaq facilities in Littleton and how they relate to all of Compaq. GM Danos stated staff would meet with Compaq to get an update on their future plans. A brief discussion was held on Cisco and how we will purchase power contracts, if and when, they come on line. No further discussion was held.

Power Supply

- 1) **PLM 1st Quarter Update**- GM Danos stated at the last meeting the Board requested this report. AGM Edwards gave an overview of the report to the Board. No further discussion was held.

**WATER DEPARTMENT
Action Items/Recommendations**

New Business

- 1) **In-Kind Services for Clean Lakes Program** – GM Danos stated Commissioner McCumber had asked for a summary of in-kind hours for employees for the lake projects. Commissioner Gruskowski stated these are significant hours spent by staff and requested these hours be included in the contributions to the town's figures.
- 2) **Precipitation Update** – Manager Danos stated we had 3.7" of rain for the month of May. This is an important month to receive precipitation, stated Danos. The Board recommended that Watts and Drops include an article on conservation in its next issue. Commissioner Gruskowski would like staff to calculate the amount of time that a sprinkler device needs to be on in order to receive the maximum benefit and to include this information in the next Watts and Drops. No further discussion was held.
- 3) **Long Lake Clean-Up Bid** – GM Danos updated the Board on the Long Lake Wetlands bidding process. There has been a lot of interest in the project that is slated for the fall, stated Danos. GM Danos informed the Board that with all the in-kind services, which will be over 20,000 and grant support, cash is still needed and since this is a wetlands conservation project he will ask the Conservation Commission to help fund the project. GM Danos will keep the Board updated.

Old Business:

- 1) **Oak Hill Standpipe Monthly Invoice** – GM Danos stated everything is almost completed for the standpipe. The only work left is the final painting of the standpipe, which will be done next week and the cleaning of the water main and cleanup and planting of the area, stated Danos.

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- 2) **Ozone Generator Update** – GM Danos stated Commissioner Gruskowski requested an update on the ozone generator corrosion problem. We are working with the ozone generator company to see why the corrosion is occurring. The company thinks that it is the level of sulfates/sulfites, which we disagree. They are giving us a new jacket and Chris is bringing in their people for a discussion. Commissioner Trumbull requested an update after the meeting takes place. Danos will keep the Board updated.
- 3) **Cobb's Update** – GM Danos stated at town meeting there were some nice questions regarding the Cobb property. GM Danos stated we are giving all the Cobb's property land to the Conservation Commission except for the three islands where the wells will be located. This was done because of all the restrictions put on the land by the Cobb Trust, stated Danos. We want the land to be as robust as possible as a give back to the Conservation Commission for the Oak Hill land and to be approved by the Federal Government for the land swap. This will result in two borrowing articles for next year stated Danos, one for Oak Hill and the other for Cobb's.

Financials

- 1) **Cash and Sales Reports** – GM Danos reviewed the Cash and Sales reports. Danos stated the Water Department is in good shape. The sales are at 13% for the year and cubic feet sales are almost 10% through April. GM Danos will present to the Board the usage of the large commercial water customers at the next meeting.
- 2) **Budget Summary** – GM Danos reviewed the budget summary report with the Board. Danos explained that the payroll budget will be back in balance when we receive the transfer from Water Surplus voted at the Special Town Meeting. After a brief discussion, the Board approved as presented.

With no further business to discuss, a motion was made by made by Commissioner Cataldo and seconded by Commissioner Rauker and unanimously voted by the Board to end the meeting at 9:45 PM. The Vote: Commissioner Trumbull - Yes, Commissioner Rauker - Yes, Commissioner Gruskowski - Yes, and Commissioner Cataldo - Yes

Respectfully submitted,

Savas C. Danos
General Manager
Date Approved: