

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

Present for the meeting:

Commissioners: Gruskowski, Trumbull, Cataldo, McCumber and Rauker (arrived meeting at 8:00 PM)

General Manager: Savas Danos

Assistant General Manager: Scott Edwards

Staff: Jennifer Pederson, John Lanciani, Kevin Goddard and Kay Johnson

Meeting called to order by Vice Chairman McCumber at 7:10 PM

GENERAL

- 1) **Approve Agenda** - Danos requested several additions to the agenda. General, Employee Updates, additional travel plans, # 11 Sponsorship Chamber Event, Water Department, #2, Water Quality Update, #3, Water Fountain Depot. The Board unanimously approved the agenda with the additions.
- 2) **Approve Board Minutes of June 24, 2003** - A motion was made by Gruskowski and seconded by Trumbull to accept the minutes of June 24, 2003 Board minutes. **The Vote: Cataldo - Yes, Gruskowski - Yes, McCumber - Yes and Trumbull - Yes**
- 3) **Approve Executive Session Minutes of May 27, 2003** - A motion was made by Trumbull and seconded by Gruskowski and unanimously voted by the Board to approve the May 27, 2003 executive session minutes. **The Vote: Gruskowski - Yes, McCumber - Yes, Trumbull - Yes, and Cataldo - Yes**
- 4) **Upcoming Tentative Board Meeting Dates:**
 - a. September 9 - Danos discussed the upcoming meeting scheduled with the Board and it was agreed not to hold the next meeting date until September 23, 2003 and tentatively scheduled the October meeting for October 21st.
- 5) **Employee Updates** - Danos discussed with the Board the Employee Updates.
 - a. Richard Haywood - Danos informed the Board that the Workers Compensation doctor has examined Richard and was in agreement with Richard's doctor that he was progressing well. Danos stated we are presently in the process of putting together a job description for light duty in order to ease Richard back into the position of lineman.
 - b. Step Raises: Danos presented the recommendation for union step raises for Jon Stewart First Class Lineman Step II to Step III and Rob Hunt will advance from Groundman/Apprentice Step III to Third Class Lineman Step I. The Board approved as presented.
 - c. Gary Maille - Danos informed the Board that Gary Maille has resigned his position as Utility Specialist/TPO because of recurring back problems. Gary is in the process of becoming part owner of the new Basil Sports Bar formerly known as Home Plate. Danos stated Chris Allen and Mike Morse have completed the interviewing process and Chris is recommending the hiring of Andreis Drake for the position. Chris recommendation was based on his level of relevant experience and possession of the necessary licenses. Danos stated the Water Department is willing to wait several weeks while Andries recovers from shoulder surgery.

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

- d. Danos discussed with the Board the wage adjustment recommendation for Theresa Campbell to bring her into the same review schedule for the calendar year as most of the non-union employees. Discussion was held on some of Theresa's accomplishments since transferring from the Town to the Light Department. Danos stated both Alan and Theresa are still cross training in their respective positions. Danos stated Theresa will be very involved with the new inventory module and implementation of the Harris software for the office personnel in the upcoming months. Danos is recommending a 2% increase until her full review scheduled for the first of the year. After a brief discussion the Board approved the recommendation.
- e. Discussion on Administration Support for the Permanent Building Committee. At 8:00 PM Commissioner Rauker arrived at the meeting and discussion on administrative support was held. Rauker spoke to the Board about having Kevin Goddard be the administrative assistant to the Permanent Building Committee. Rauker informed the Board that he had a discussion with Danos about having an area for filing and to hold the committee's meetings. Danos was in agreement that the Light Department could accommodate an area and suggested administrative support. Danos was recommending a stipend be paid by the Light Department for the position of support. The Board discussed the impact of such an arrangement. Gruskowski expressed concern that the Board was again being asked to pick up the slack for the Town and again stressed the Light Department is not the "cash cow". Gruskowski stated he would be interested in helping temporarily until the town or the committee could come up with a resolve. McCumber expressed concern that is not the direction the Board should be headed and recommended this would be better done through a decrease in the in-lieu of tax payment but not be paid for out of the Light Department finances. Trumbull expressed concern that a senior staff person should not be doing a secretarial position. Rauker explained that the committee needs a contact person for the contractors and he felt this was helping the town during some difficult times and saw this as part of the charter for the Light Department. After further discussion, it was agreed that Chairman Rauker would approach the Permanent Building and Finance Committees to see if funds were available to have this position paid directly from the Committee and report back to this Board, until then, Rauker asked that the Board allow the appointment of Goddard on a temporary basis. A motion was made by Cataldo and seconded by Gruskowski to appoint Kevin Goddard temporary administrative assistant to the Building Committee. **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - No and Trumbull - No**
- 6) **Reverse 911 Protocol** - Danos presented the protocol for the reverse 911 for the Board's approval and vote. Gruskowski congratulated staff on an outstanding job. A motion was made by Gruskowski and seconded by Trumbull and voted unanimously to accept the Reverse 911 Protocol procedure. **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - absent, McCumber - Yes Trumbull - Yes**

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

- 7) **Telephone/Wireless/Telemetry Cost Review** - Danos presented to the Board the cost breakdown of the telephone/wireless/telemetry costs for the Departments requested by McCumber. Danos gave an overview to the Board on the costs associated with the various communications systems. Danos noted that we are in the process of replacing the DSCI line with a high-speed wireless tool and stated he believes this cost will be eliminated by September.
- 8) **MA Senate Municipal Bill Relief Review-Early Retirement Request** - Danos reviewed with the Board the letter sent to the Board of Selectmen regarding the early retirement incentive being offered by the state. After a brief discussion, the Board approved as presented.
- 9) **Travel Request Forms** - Danos presented to the Board requests for travel for Department employees. Danos stated both he and Chris Allen will be attending the annual New England Water Works conference in Canada, Alan Brown will be attending the Harris Users Upgrade in Florida and Jennifer Pederson will be attending the APPA Customer Connection conference in Georgia. After a brief discussion the Board approved as presented.
- 10) **Gas Pump Canopy Recommendation (Phase II Upgrade)** - Danos informed the Board that he has been working with the Highway Department to meet EPA phase II storm water regulations not just for the town but our physical plant. Although it is not a requirement to cover the gas pumps, it will, however help to reduce the costs associated with frequent inspections by consultants to audit the facility. Danos stated Jim Clyde has been instrumental in getting the quote from Northeastern Petroleum Services and Supply Inc. for a total of \$16,505.31. Danos is requesting the Board vote their approval for the canopy installation costs. After a brief discussion, a motion was made by Cataldo and seconded by Trumbull and unanimously approved by the Board to accept the quotation for the installation of the gas pumps **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes.**
- 11) **Sponsor Chamber Event.** - Tabled.

ELECTRIC LIGHT DEPARTMENT
Action Items/Recommendations

New Business

- 1) **Recent System Outage Review** - Danos spoke to the Board of the number recent outages that have occurred as the result of National Grid's transmission system voltage dips and outages. Edwards stated we take these dips and outages very seriously. Danos stated Scott Edwards, Kevin and Jennifer had meet with National Grid on this issue. National Grid will get back to us after they have researched the issue.
- 2) **Customer Satisfaction Survey Update** - Goddard updated the Board on some of the highlights on the Customer Satisfaction Survey. Again Goddard stated the department scored very well even though there was a slight drop in some areas but the overall scores were excellent. After a brief discussion, the Board approved as presented.
- 3) **Grant for Renewable Education Discussion** - Danos stated that Jack Apfelbaum has requested a \$10,440 grant from LELD to fund a Renewable Energy Education Program in the Littleton and Boxborough school systems.

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

After some discussion, the Board agreed that LELD would not be able to fund Mr. Apfelbaum's request at this time. The Board instructed LELD staff to provide any available materials to educators who are interested in teaching about renewable energy.

- 4) **Update on Devens Negotiations (Executive Session - Verbal)** - At 8:55 PM a motion was made by Cataldo and seconded by Trumbull and unanimously voted by roll call to enter into executive session for the purpose of discussing strategy in respect to negotiations and return to the regularly scheduled session. **The Roll Call Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes**

The Board reconvened the regularly meeting at 9:05 PM.

Old Business

- 1) **Update on IG Inquiry - Braintree** - Danos briefly reviewed the Inspector's General Report concerning BELD Light Department's report. A brief discussion followed. Danos informed the Board that Littleton Light has not heard anything further from the Inspector's General office. No further discussion was held.

Financials

- 1) **Audit Letter** - Danos reviewed the auditor's report with the Board. Danos noted that we are presently looking at upgrading our inventory software to better reflect the inventory process. At the Board's request, Danos will have Business Manager Young work on a credit card policy for the departments. Gruskowski stated he is still waiting for a policy on education reimbursement.
- 2) **Sales Reports through July** - The Board reviewed the Sales Report through July and approved as presented.
- 3) **Review of Large Customer Usage: June and July** - Danos reviewed the large commercial usages with and without Cisco's impact. Danos stated both show an increase in usage but with Cisco the increase in usage is significant.
- 4) **Cash Report through July** - The Board reviewed the Cash Report through July. The Board asked what made up the non-budgeted items in the budget. Danos will have that information available for the next meeting.
- 5) **Operating Summaries** - The Board approved as presented.
- 6) **PCA Adjustment Recommendation and Rate Comparison Review** - Edwards presented a spreadsheet to the Board for June's PCA charge. Edwards is requesting the Board increase the present 1.8 cents/kWh to 2.0 cents/kWh for August. Edwards stated the energy prices have started to decrease and should stabilize for the fall period and feels the PCA charge will start to decrease at that time also. After a brief discussion, a motion was made by Cataldo and seconded by McCumber and unanimously voted by the Board to adjust the PCA charge to 2.0 cents/kWh. **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes**
- 7) **Budget Summary through July** - The Board reviewed the Budget Summary through July and approved as presented.

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

Power Supply

- 1) **Purchase Power Analysis of PGET Bankruptcy** – Danos presented the Board a summary of the PGET Bankruptcy process. Staff will continue to pursue this issue with the validity of the power supply contract and true-up charges owed LELD.

**WATER DEPARTMENT
Action Items/Recommendations**

New Business

- 1) **New Meter Policy Recommendation** - Danos stated with the overwhelming cost of materials for new construction meters and accessories the water staff was recommending these costs be the responsibility of the builder. The recommendation will start September 1, stated Danos. The Water Department will charge \$300.00 for a ¾ inch and \$360.00 for a 1-inch meter set up for all new installations. If the Water Department is installing the service line, this will be an added charge on the tapping fee jobbing. If a new service is part of a subdivision where the developer is installing service lines, this charge can be included with the connection fee or paid later by the builder (if different), stated Danos. A motion was then made by Trumbull and seconded by Cataldo and voted unanimously by the Board to accept the new meter policy recommendation. **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes**
- 2) **Water Quality Update** - Danos informed the Board that we are presently chlorinating the system because of low levels of bacteria, which he attributes to the wet weather and low usage during this season. Danos stated we notified people with sensitivity to chlorine and also put an article in the Littleton Independent. Danos believes this will become an annual process during the summer months. The Board approved as presented.
- 3) **Water Fountain Depot** - Danos stated the Garden Club has asked permission to plant all or part of the fountain at the Depot. Danos stated Brad Miller had also come to him to ask about the fountain being turned on and maintained for cyclists and others. Brad stated since the fountain had been turned off, people use his outdoor facet as their water spot and although he doesn't mind, he finds they leave the water running. Brad would like to maintain the area around the fountain. Danos stated he would speak to Dave Erickson who had removed the light at the top of the fountain to renovate it some time back. After a brief discussion, it was agreed by the Board to maintain the fountain as a traditional fountain. A motion was made by Cataldo and seconded by Gruskowski and unanimously voted by the Board to keep the fountain at the Depot a tradition fountain. **The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes**

Old Business

**Littleton Light and Water Departments
Board of Commissioners Meeting
Minutes - Tuesday, August 26, 2003**

1) **Guilford vs. Ayer Consent Decree Discussion** - Danos spoke briefly about the Consent Decree - Guilford vs. Ayer. Danos stated it would be our responsibility to scrutinize this development in the foreseeable future.

Financials

- 1) **Sales Report 2002/03** - The Board reviewed the end of the year Sales Report for 02-03. After a brief discussion, approved as presented.
- 2) **Sales Report 2003/04** - The Board reviewed the Sales Report for July. Danos stated this reflects the bad weather in June. The Board approved as presented.

At 9:40 PM, with no further business, a motion was made by McCumber and seconded by Trumbull and unanimously voted by the Board to adjourn the meeting.
The Vote: Cataldo - Yes, Gruskowski - Yes, Rauker - Yes, McCumber - Yes and Trumbull - Yes

Respectfully submitted,

Savas C. Danos General Manager

Date Approved: September 23, 2003