

**Littleton Electric Light and Water Departments
Board of Commissioners Meeting
Monday, September 16, 2002**

Present for the meeting:

Commissioners: Craig Gruskowski, Joe McCumber, Joe Cataldo, Bruce Trumbull

General Manager: Savas Danos

Assistant General Manager: Scott Edwards

Staff: Jennifer Pederson, Chris Allen, Greg Woods, Jerry Young, Kevin Goddard

Meeting called to order: 7:00 p.m.

- 1) Approve agenda: The Board approved the agenda as written. The Vote: Gruskowski – Yes, McCumber – Yes, Cataldo – Yes, Trumbull – Yes.**
- 2) Approve Board minutes**
 - a.) Regular meeting of August 27th – Lacking a quorum of members in attendance on August 27th, the Board postponed action.**
 - b.) Executive session of August 27th – Lacking a quorum of members in attendance on August 27th, the Board postponed action.**
- 3) Upcoming Meeting Schedule – Commissioner Cataldo asked GM Danos to confer with the Selectmen’s office for available dates in October.**
- 4) Employee Update**
 - a.) Jack Shimmel retirement letter – The Board reviewed the retirement letter from Jack Shimmel, which specifies his last day as September 30th, GM Danos informed the Board of a testimonial in Jack’s honor on October 4th.**
 - b.) Job Announcement; Inventory Coordinator – The Board reviewed the job description as revised by AGM Edwards. GM Danos said that AGM Edwards and Operations Manager Finch would jointly conduct the interviews.**
 - c.) Environmental analyst new hire – Water Dept. Production Engineer Chris Allen introduced Greg Woods to the Board. Woods summarized his educational background and employment experience. The Board welcomed Woods to LWD and wished him well.**
- 5) Newspaper articles – The Board reviewed recent correspondence and a newspaper article of interest to the department. They included a letter of thanks from Selectmen for the donation of the 1993 Ford Explorer, a letter of thanks from the Parker School for the annual science and technology**

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grant and a *Globe NorthWest* item on the town's water conservation restrictions

**WATER DEPARTMENT
Action Items/Recommendations**

New Business

- 1) **Presentation of Cedar Hill Water Tower Contamination – GM Danos reviewed with the Board through memoranda, maps and test results the recent episode of E. coli contamination and resulting boil order. Danos confirmed the remains of a squirrel and a bird in the tank as the cause of contamination and showed pictures of how the breach has been rectified. The Board complimented staff and directed Danos to extend their thanks to the both departments for their efforts, particularly in regard to public notification. GM Danos informed the Board that PR Manager Goddard would investigate the cost and applicability of a “reverse 911” system. Commissioner Cataldo requested that he, Selectmen Chairman Glavey and the fire and police chiefs be included in any discussions on such a system.**

- 2) **Edsel Road Water Main Replacement – GM Danos explained to the Board the need to replace the water main on Edsel Rd. given frequent and recurring breaks in the area. Repair is not feasible, Danos said, given its degraded condition. Staff has put this project on a fast track, having already ordered materials and checked on contractor availability, he said.**

- 3) **Acceptance of Easement – 525 Great Rd. – The Board reviewed this swapping of easements to allow access to the department's well site. GM Danos advised the Board that Town Counsel Judy Pickett had approved the arrangement. On a motion made by Commissioner Trumbull and seconded by Commissioner Gruskowski, the Board voted unanimously to authorize GM Danos to sign the revision of easement on behalf of the Board. The Vote: Gruskowski – Yes, McCumber – Yes, Cataldo –Yes, Trumbull – Yes.**

Financials

- 1) **Water Cash and Sales Report – The Board reviewed the cash and sales reports for fiscal year '02-'03, noting lower usage in May and June given the rainfall. The Board questioned the necessity of keeping the water use restrictions in effect past the summer. GM Danos responded that restrictions were no longer necessary given a drop in usage and higher rainfall. On a motion made by Commissioner McCumber and seconded by Commissioner Trumbull, the Board voted unanimously to lift the**

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**water use restrictions and make proper notifications. The Vote:
Gruskowski – Yes, McCumber – Yes, Cataldo – Yes, Trumbull –Yes.**

- 2) **Budget Summary – The Board reviewed the budget summary as of 8-31-02 , at 16.7% of the year. The Board recommended that the costs for filter replacements be budgeted as opposed to being taken from the water surplus account. GM Danos said he would review the suggestion and return to the Board with a plan.**

ELECTRIC LIGHT DEPARTMENT

Action Items/Recommendations

New Business

- 1) **Overview of Retail Choice and Restructuring Report – GM Danos presented for the Board’s review a report prepared by Department Counsel Rubin and Rudman, which outlines a requirement for the Board of Selectmen in each municipality to conduct a study and hold a public hearing on retail choice in 2003. The report states that despite the requirement, no firm timeframe or action is specified. In summary, the report states that given the state of the industry, opening borders to competition is not prudent and will not result in lower rates for consumers. Commissioner Cataldo asked GM Danos and AGM Edwards to direct the Selectmen in this process and provide the Board with pertinent information. GM Danos said he would check on pending legislation, supported by the Municipal Electric Association of Massachusetts (MEAM) to release municipal departments from this requirement or delay a decision for several years.**
- 2) **LELWD web site usage statistics – Customer/Energy Services Specialist Jennifer Pederson reviewed with the Board the high usage of the department’s web site during the water contamination episode. She reported nearly 2500 unique visits to the site during the first week of September, a number that confirms the site as an authoritative destination for department news and information.**

Financials

- 1) **Light Department Financial Highlights – The Board reviewed a memo from Business Manager Young in which he stated that the Department is within plan as of August.**
- 2) **Cash and Sales Reports – The Board reviewed these reports without comment.**

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- 3) **Budget Summary – The Board reviewed the budget summary as of 8-31-02, at 67% of the year.**

Power Supply

- 1) **Rate 40 Power Usage for August – The Board reviewed the monthly rate 40 customer usage report, noting a 5% rate of growth over August of 2001.**

With no further business before the Board, on a motion made by Commissioner Gruskowski and seconded by Commissioner McCumber, the Board voted unanimously to adjourn the meeting at 9:01 p.m. The Vote: Gruskowski –Yes, McCumber – Yes, Cataldo – Yes, Trumbull – Yes.

Respectfully submitted,

**Savas C. Danos
General Manager**

Approved: October 22, 2002