

**Littleton Light and Water Departments  
Board of Commissioners  
Meeting Minutes  
April 27, 2009**

Present for the meeting:

Commissioners: Craig Gruskowski, Joe McCumber, Bruce Trumbull, Tom Rauker

Absent: Ivan Pagacik

General Manager: Savas Danos

Staff: Kevin Goddard, Joni Silveria

Meeting called to order: 7:14 PM

General:

- 1) Approve Agenda – Amended the agenda by adding supplemental items 1-8. **On a motion made by Trumbull and seconded by Rauker, the Board approved the amended agenda. The Vote: Gruskowski, Trumbull, McCumber, Rauker – yes.**
- 2) Approve Minutes – March 23, 2009 regular and executive. **On a motion made by Rauker and seconded by McCumber, the Board approved both sets of minutes as written. The Vote: Gruskowski, Trumbull, McCumber, Rauker – yes.**
- 3) Employee Updates:
  - a. IT Systems Analyst – GM Danos announced that Mike Gouveia has been hired as the new It Systems Analyst. He will be working on the GIS Database.
- 4) Upcoming Meetings - GM Danos reminded the Board that two important meetings are coming up, town meeting On May 4<sup>th</sup> and town election on May 9<sup>th</sup>. He also reminded the Board about the annual Goddard invitation golf tournament which will take place, Friday May 22<sup>nd</sup>. The next Board meeting is tentatively scheduled for May 18<sup>th</sup>.
- 5) Solar Panel Installation Bid and Final Design – GM Danos had the Board review the final design and bid package for the solar installation project. The invitation to bid will go out sometime in the next few weeks; with project award and installation to follow shortly thereafter.
- 6) LELWD Tree Giveaway with Shade Tree Committee – GM Danos informed the Board about this year’s spring tree giveaway, sponsored by LELWD, the Shade Tree Committee and the Littleton Country Gardeners, featured a flowering dogwood. Trees were distributed to Russell Street School third graders.

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**Light Department:**

**New Business:**

- 1) Terms and Conditions Modification - Metering –The GM updated the Board about a technical modification to the metering section of the department’s terms and conditions as proposed by John Lanciani. **On a motion made by Rauker and seconded by Trumbull, the Board approved the technical modification as written. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes.**
- 2) Update to Demand response Program – Kevin Goddard reported that HP has committed to our Demand Response Program, whereby our largest customers will shed load on LELD peak days. Discussions with Sunny Delight and Cisco are ongoing.
- 3) Report on Transformer Spill Clean Up; 60 Codman Hill Road – GM Danos reported that we are in compliance with DEP specifications on the transformer failure and subsequent cleanup in Boxborough. The formal report was submitted to the MassDEP by the April 22, 2009 deadline.

**Financials:**

- 1) Cash and Sales Reports – The Board reviewed without comment.
- 2) Budget – The Board reviewed the Department summary budgets through 3/31/2009 without comment.

**Water Department**

**New Business:**

- 1) Goldsmith Street Water Infrastructure Update – GM Danos updated the Board on the Goldsmith Street reconstruction project. He is trying to negotiate a change order with the contractor so that new water main can be installed concurrently. Coordinating the projects will save a significant amount of money and spare the inconvenience of digging up a new street a few years from now.
- 2) Senior Citizen Discount Review and Recommendation – The Board reviewed the proposed \$10.00 base water charge for seniors, who currently have that charged waived. After some discussion, Commissioners opted to keep charge as is.

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- 3) Low Maintenance/Drought Resistant Grass Seed and Rain Barrel Sale – GM Danos informed the Board of our cooperation with Clean Lakes Committee in selling Pearl’s premium grass seed. He also advised that we’ve sold 75 rain barrels below cost this spring season alone.
- 4) News Release on Pharmaceuticals in Drinking Water – GM Danos presented new findings on pharmaceuticals in our drinking water. The Board reviewed the article without comment.

**Financials:**

- 1) 2009-2010 Water Budget Review – After reviewing the annual water department budget, the Board approved a re-worked budget, which shows modest net revenue with the recent 10% rate increase. **On a motion made by Rauker and seconded by McCumber, the Board approved the water budget. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes**
- 2) Cash and Sales Reports – The Board reviewed without comment.

**Supplemental Agenda:**

- 1) Water Budget – see Water Financials number 1.
- 2) Transfer from Water Reserve Fund Request – GM Danos requested the Board to transfer 41,310 from LWD’s reserve fund to purchase the remaining of the MXU devices to complete the upgrade of our water meters to radio reading. The purchase at this time, rather than waiting until July, will save us a discount of 4%. **On a motion made by Rauker and seconded by Trumbull, the Board approved the recommendation. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes.**
- 3) LELD Operating Statement through March – The Board reviewed without comment.
- 4) 2009 Transformer purchase Recommendation – GM Danos informed the Board of a recent Bid Evaluation process for Transformers. The recommendation was made by Nick Lawler to accept Irby-Pauwels bid which the Board agreed.
- 5) New Assistant IT/GIS/Scada Operator Announcement – see General number 3.
- 6) Update on High School Turning Lane – GM Danos Updated the turning lane progress. The new poles have been installed and all wires/devices have been relocated to the new poles. We are now waiting for Qwest and MCI fiber to complete their work.

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When that is complete, Comcast and Verizon will finish their transfer.

- 7) LELED SCADA bid Recommendation – After a public bid process, Nick Lawler recommends that we accept Survalent as the bid winner. This project will have a payback of less than two years due to a significantly less support price than what is currently being paid to ACS, our current SCADA system. **On a motion made by Rauker and seconded by Trumbull, the Board approved the recommendation. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes.**
- 8) Security Update – GM Danos has received 5 bids on the changes to our security system. He is evaluating these proposals and will keep the Commissioners updated on the progress.

**With no further business before the Board, on a motion made by Trumbull and seconded by McCumber, the Board voted to adjourn at 8:27 pm. The Vote – Gruskowski, Trumbull, McCumber, Rauker- Yes.**

**Respectfully submitted,**

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**Savas C. Danos, General Manager**