

**Littleton Light and Water Departments  
Board of Commissioners Meeting  
Minutes – December 18, 2006**

Present for the meeting:

Commissioners: Bruce Trumbull, Joe McCumber, Craig Gruskowski, Tom Rauker  
(arrived at 7:12) Joe Cataldo (arrived at 8:37)

General Manager: Savas Danos

Assistant General Manager: Scott Edwards

Staff: Nick Lawler, Jerry Young, Kevin Goddard, Joni Silveria, Scott Larsen, Mike Allan, Dick Taylor, Jon Stewart

Public: Curt Lanciani, Jack Shimmel, Michele McGloughlin, Heidi Smith

Meeting called to order: 7:02 PM

**1) Approve Agenda**—GM Danos requested additions to the agenda. Under 3b, Chairman Trumbull requested amend the agenda to include Guest Comments. The Board approved the agenda as amended.

**2) Approve Minutes**

- a. **October 2, 2006** –On a motion made by Commissioner Gruskowski and seconded by Commissioner McCumber, the Board voted to approve the minutes as written. **The Vote: McCumber – Yes, Trumbull – Yes, Gruskowski – Yes.**

**3) Action Item: Survey of Commissioner Compensation:**

- a. On a motion made by Commissioner Cataldo and seconded by Commissioner Rauker, the Board agreed to discuss current compensations rates. With all in favor, the discussion was held comparing compensations in other towns and compensations in other facets of Littleton town government organizations.
- b. On a motion made by Commissioner Cataldo and seconded by Commissioner Rauker, it was recommended that compensation retroactively be raised to \$1,000.00 for 2006, \$1,500.00 for 2007 and \$2,000.00 for 2008. **The Vote: Cataldo – Yes, Rauker – Yes, Trumbull – No, McCumber – No, Gruskowski – Abstain. The motion was not approved.**

**4) Employee Updates:**

- a. Resignations  
*Sue Ferrell* - During the segment on Guest Comments, former General Manager Curtis J. Lanciani asked to speak on behalf of Sue Ferrell. Commission Chair Trumbull read State of MA statutes that required notification of the affected employees, 48 hours in advance of a discussion at the meeting. Chair Trumbull asked Mr. Lanciani limit his discussion to general overview of his concern, given that Ms. Ferrell was not made aware of the details of Mr. Lanciani's request to speak upon her behalf.

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The Board took Mr. Lanciani's comments under review and asked GM Danos for input.

GM Danos stated that he has had no contact with any of the interested persons in the room, but is willing to keep an open mind.

It was determined that GM Danos would contact Ms. Ferrell to determine if further board input was warranted.

*Theresa Campbell* - GM Danos advised the Board of Theresa's letter of resignation to take a job with Admin in Cambridge, MA. This position will be turned back to the town in July of 2007, but in the meantime, Theresa's assistant, Nancy Glencross will assume the responsibilities.

- b. Supervisory Standby for John Lanciani – GM Danos advised the Board that John will be promoted to Engineering Technician to accommodate supervisory on-call duties that are vacant because of the elimination of the Distribution Supervisor position.
- c. Annual (2007) Non-Union reviews - After review of GM Danos's Matrix for Non-Union Employees, On a motion made by Commissioner McCumber and seconded by Commissioner Rauker, the Board voted to approve the matrix with a slight modification (IT Manager) for reviews for all non-union employees. **The Vote: McCumber – Yes, Trumbull – Yes, Gruskowski – Yes, Rauker – Yes.**

**5) Management of IT Service for Town** – GM Danos informed the Board of the intention to return the IT Services back to the town. Based on recommendations by the town auditors, cost factors and the town's infrastructure, this will take place in July 2007.

- a. The Board asked for clarity. **Action Item:** GM Danos to rework the LELWD's pilot for the Town's IT functions and present it at the next meeting.

**6) News Articles** —GM Danos updated the Board on Littleton press in current news articles.

**Electric Light Department:**

New Business:

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- 1) The Board reviewed without comment the Transformer Bid Evaluation Equation that is used to purchase transformers.
- 2) The Board reviewed the true-up costs of public street lighting for the fiscal year 2007, and asked GM Danos to include the true-costs as part of his town contributions analysis that Danos will be presenting to the Board. Danos informed the Board that the conversion had been completed and he will ask the Finance Committee to amend the street-lighting article to reflect the true cost of street lighting.

Financials:

- 1) GM Danos updated the Board on the Cash and Sales Reports.
- 2) GM Danos recommended the Transfer Recommendation as per the Select to market adjustment worksheet.
- 3) GM Danos updated the Board on the Budget Summary through November. Final draft is due in January.
- 4) GM Danos reviewed the 2006 Power Supply Summary without comment.
- 5) 2007 Budget – 1<sup>st</sup> Draft:  
GM Danos presented the Board a 1<sup>st</sup> draft of the 2007 Electric Light Budget. Danos stated that based on changes to power supply costs, a decrease in overall payroll costs, and a general downturn in the economy, the budget is projected at 1.2% lower than the proposed budget for 2006.

The Board would like actual end-of-the year expenditures to compare actual 2006 to projected 2007.

A few additional general questions the Board would like answered in the next revision:

- a. Understanding of why only a 3% decrease in the computer dept given that IT services to the town will be only for half a year.
- b. Reworking of the Town Accountant and Town Treasurer payments, based on a total review of the PILOT and other payments/contributions to the town.

Danos stated he would get these revisions/updates in the next draft of the budget, to be ready by early January 2007.

Power Supply:

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- 1) GM Danos gave an update on the NEGТ Bankruptcy Stipulation. On a motion made by Commissioner Rauker and seconded by Commissioner Gruskowski, the Board voted unanimously to allow General Manager Danos and Assistant General Manager Edwards to pursue the venture capital offers from capital firms that purchase bankruptcy claims.
- 2) GM Danos gave the board updates on the Power Cost Summary charts, year to date.

**Water Department:**

New Business:

- 1) GM Danos provided an update on the Boxboro Water District Operations Preliminary Proposal. The Board reviewed the proposal which would allow connections with LWD. Commissioner Trumbull recused himself from the discussion. Danos asked the Board if they felt he should continue to pursue a partnership with Boxboro and the Board agreed with the idea, and to keep the Board abreast of further developments.

Financials:

- 1) Cash and Sales Report – The Board reviewed without comment.
- 2) Budget Summary – The Board reviewed without comment.

With no further business before the Board, on a motion made by Commissioner McCumber and seconded by Commissioner Cataldo, the Board voted unanimously to adjourn the meeting at 9:46 PM.

**Respectfully submitted,**

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**Savas C. Danos**

**Date**

**Approved:**

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