

**Littleton Light and Water Departments  
Board of Commissioners  
Meeting Minutes  
February 26, 2008**

Present for the meeting:

Commissioners: Tom Rauker, Bruce Trumbull, Joe McCumber, Ivan Pagacik

Absent: Craig Gruskowski

General Manager: Savas Danos

Staff: Jerry Young, Kevin Goddard

Other: Joe Cataldo

Meeting called to order: 7:10 PM

General:

- 1) Approve Agenda – The following additions were made to the agenda: 3) c. Staff Accountant/ Office Supervisor; Light Department Financials 3) PCA adjustment recommendation; Water Department New Business 5) Water Quality on Taylor St; 6) Planned water outage at Middle School on 2-27-08. **On a motion made by McCumber and seconded by Trumbull, the Board approved the agenda as amended. The Vote: Rauker, Trumbull, McCumber, Pagacik – Yes.**
- 2) Approve Minutes
  - a. January 29, 2008 – **On a motion made by McCumber and seconded by Trumbull, the Board approved its minutes of January 29, 2008 as written, noting the inclusion of AGM Edwards’ recommendation of PLM for power supply services, the PLM proposal and the contract as signed by GM Danos. The Vote: Rauker, Trumbull, McCumber –Yes, Pagacik – Present.**
- 3) Employee Updates:
  - a. E & O Advancement for Nick Lawler – The Board acknowledged the advancement; the chair signed the payroll authorization.
  - b. Don Callahan Advancement – The Board acknowledged the advancement; the chair signed the payroll authorization.
  - c. Mae Thompson Advancement to Staff Accountant/Office Supervisor – The Board acknowledged the advancement; the chair signed the payroll authorization.
- 4) Watts & Drops Review – The Board was asked to submit any changes to Kevin Goddard by the end of the week.

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- 5) Town Meeting Timetable – The Board reviewed without comment.
- 6) Annual Report Review
  - a. Light Dept Annual Report – The Board was asked to return any comments by next week.
  - b. Water Dept. Annual Report – The Board was asked to return any comments by next week.
- 7) Climate Project Announcement – GM Danos advised the Board of this presentation/slide show on Feb. 27, 2008.
- 8) Newspaper Articles and Letters – The Board reviewed without comment.

**Light Department:**

**New Business:**

- 1) IEEE Conference Request– AGM and E&O M – The Board approved the request of Scott Edwards and Nick Lawler to attend this conference in Chicago, April 21-24.
- 2) Safety Committee Update – The Board reviewed the latest meeting minutes.

**Financials:**

- 1) 2008 Budget and Revenue Projections, 2<sup>nd</sup> Draft – **On a motion made by Trumbull and seconded by McCumber, the Board approved the 2008 Electric Light Department Budget, dated Feb. 21, 2008, as presented by GM Danos. The Vote – Rauker, Trumbull, McCumber, Pagacik – Yes.**
- 2) Cash and Sales Reports – The Board reviewed the Cash and Sales Reports, noting an operating surplus of 7.5%.
- 3) PCA recommendation – **On the recommendation of Jerry Young, the Board approved, on a motion made by Trumbull and seconded by Pagacik, an increase in our Power Cost Adjustment (PCA) from \$0.020 to \$0.026. The Vote – Rauker, Trumbull, McCumber, Pagacik – Yes.** According to Young, This adjustment will align it with the 2007 annual average of \$0.0262 and put it slightly under the January 2008 actual of \$0.0281. Customers should see only a nominal impact, especially since the high usage winter months are ending soon.

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**Water Department**

**New Business:**

- 1) Village on the Commons Request for Reconsideration of Connection Fees for Affordable Units – Joe Cataldo made his case for a waiver of the connection fees for 27 affordable units at Village on the Common, explaining that at the time of permitting with both the Department of Housing and Community Development and Littleton’s Zoning Board of Appeals, the waiver had been granted.

McCumber recused himself from the discussion and any pending vote, citing his daughter’s potential application for an affordable unit.

**On a motion made by Trumbull and seconded by Pagacik, the Board voted to waive the connection fees for the 27 affordable units at Village on the Common, specifying that the project’s submission was made in advance of the Board’s change in policy to not grant the waiver to the developer, but to the homeowner. The Vote – Rauker, Trumbull, Pagacik – Yes, McCumber – No Vote (recused).**

- 2) Request for Potable Water (2<sup>nd</sup> Discussion) – Kimball Farm – Rauker presented an analysis of the rate impact of impending state regulations that will force the department to decrease water use/sales by 15%. In the discussion, Rauker stressed the need to seek recurring revenues, particularly those that could be contractually controlled to prohibit lawn watering and other casual uses which the state is seeking to control. Members were in agreement that the department must educate the town on the coming regulations and the rate impact regardless of whether the Board pursues this or other revenue opportunities.

Trumbull countered that Kimball’s potential use of 2500 gallons per day represents such a small percentage of revenue that it would not cover the installation of main and maintenance in perpetuity. He reiterated his opposition to selling water to out-of-town interests in an era of water use restrictions for residents.

Pagacik cautioned that any agreement have sturdy bookends, via a contract. He stated further the need to make the case to the public that any restrictions the department puts in place are necessary for conservation purposes/mandates and not because of any capacity issues.

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The Board asked Danos to complete a cost analysis of this opportunity.

- 3) Commercial Meter Modernization – The Board reviewed that status of the Water Department’s commercial meter modernization program.
- 4) Water Quality on Taylor St. – GM Danos advised the Board that the Department was conducting some low-level flushing in the area to clear sediment that may have occurred when the treatment plant was brought back on line after routine maintenance.
- 5) Planned water outage at Middle School on Feb. 27, 2008 – GM Danos and Goddard will look into this matter, believing it to be an issue of internal maintenance.

**Financials:**

- 1) **Water Budget (1<sup>st</sup> Draft)** – The Board took under advisement the water budget pending further review.

**With no further business before the Board, on a motion made by Trumbull and seconded by McCumber, the Board voted to adjourn at 8:35 p.m. The Vote – Rauker, Trumbull, McCumber, Pagacik – Yes.**

Respectfully submitted,

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Savas C. Danos, General Manager

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Date