

**Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes
March 23, 2009**

Present for the meeting:

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

Absent: Ivan Pagacik

General Manager: Savas Danos

Staff: Scott Edwards, Jerry Young, Nick Lawler, Kevin Goddard, Joni Silveria

Meeting called to order: 7:05 PM

General:

- 1) Approve Agenda –**On a motion made by Trumbull and seconded by McCumber, the Board approved the agenda. The Vote: Gruskowski, Trumbull, McCumber, Rauker – yes.**
- 2) Approve Minutes – January 12, 2009. **On a motion made by Trumbull and seconded by Rauker, the Board approved the minutes as written. The Vote: Gruskowski, Trumbull, McCumber, Rauker – yes.**
- 3) Employee Updates:
 - a. Resignation of Greg Woods/LWD Production & Environmental Manager – GM Danos announced that Greg had accepted a position as Manager of the Water Department in Lincoln. The Board wished him well in his new position.
 - b. New Production/Environ Specialist hired – Gm Danos announced the hiring of Littleton resident, Paul Denaro, for this position.
 - c. Summer Engineering/GIS intern – GM Danos updated the Board on the hiring of a college student to update the GIS system.
 - d. Step Raise – The Board approved the step-raise for Lineman Matt McFarland.
 - e. Step Raise – The Board approved the step-raise for Lineman Donny Callahan.
- 4) 2009 Vehicle Update - GM Danos shared with the Board that the department expects to add two staff vehicles shortly; a Toyota Highlander hybrid for the GM and a Toyota Tacoma for the AGM, both of which meet the requirements of the Green communities Act.
- 5) Update on Town Purchase of Yapp Property – GM Danos updated the Board on the Town’s intent to buy a piece of property known as Lucy’s Land.

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- 6) Security Harden Measures Overview – GM Danos made the Board aware that he has met with three companies to review security hardening measures and will evaluate the bids with LELWD’s fleet and facilities employees. Commissioner Trumbull made note that he wants the security changes in place as soon as possible.
- 7) Town Meeting Articles – GM Danos made the Board aware of the town meeting articles that will appear at the May 2009 town meeting. The Board reviewed without comment.

Light Department:

New Business:

- 1) Annual Town Report Reviews –The GM updated the Board with the report that is already in print. The Board reviewed without comment.
- 2) Credit Card Payment System – The Board reviewed the departments offering of online credit card payment of light and water bills. The processing company, Paymentus, charges a fee for the service. No fees are charged or credited to LELWD. Customers have been made aware via our website and bill stuffers of the new program.
- 3) Codman Hill Rd Transformer Incident – The Board reviewed without comment the incidents leading up to, the actual failure, and the cleanup of the transformer on Codman Hill Road in Boxborough.
- 4) LELD Demand Response Program Review and Vote - The Board reviewed a Demand Response Program for commercial customers. The concept is to get customers to shed load on high demand days, which lowers our peak and subsequent costs. In return, commercial customers receive a payment for their participation and all ratepayers benefit in the form of avoided costs, which translates to lower rates. **On a motion made by Trumbull and seconded by McCumber, the Board approved the Demand Response. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes**

Financials:

- 1) LELD 2009 Budget review and Power Supply Summary – The Board reviewed the 2009 light department budget, which represents a 7% increase over the 2008 budget. **On a motion made by Rauker and seconded by McCumber, the Board approved the 2009 LELD**

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Budget. The Vote: Gruskowski, McCumber, Trumbull, Rauker Yes.

- 2) Depreciation Transfer – The Board approved a transfer of \$139,030 from the Light Department’s Operating Cash account to the Light Department’s Depreciation fund. **On a motion made by Trumbull and seconded by Rauker, the Board approved the transfer. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes**

Power Supply:

- 1) Green Communities Act Update – GM Danos updated the Board on the department’s solar initiative, which will take the form of an array of 117 PV panels on the administration building. Generation will be metered and linked to our website so that customers can track the production and efficiency.

Water Department

New Business:

- 1) Annual Town Report Review – The Board reviewed without comment the annual town report which is already in print.
- 2) Water Stimulus Infrastructure Request by LWD – GM Danos outlined the major water plans to extend the water main in two locations along Route 119/Great Road. The Board reviewed without comment.

Financials:

- 1) 2009-2010 Water Budget Review – After reviewing the annual water department budget, the Board discussed a 10% to 20% rate increase across all customer classes. **On a motion made by Rauker and seconded by Trumbull, the Board approved a 10 % water rate increase. The Vote: Gruskowski, McCumber, Trumbull, Rauker – Yes**
- 2) New Water Rate Review – GM Danos supplied a survey of local towns and their current and proposed water rates. Littleton still has one of the lowest rates in the surrounding area.

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With no further business before the Board, on a motion made by Trumbull and seconded by McCumber, the Board voted to adjourn at 9:12 pm. The Vote – Gruskowski, Trumbull, McCumber, Rauker- Yes.

Respectfully submitted,

Savas C. Danos, General Manager