

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

October 17, 2018

I. Present for Meeting

Commissioners: Dick Taylor (Chairman), Jim Karr, Ivan Pagacik, Bruce Trumbull

General Manager: Nick Lawler

Staff: Paul Denaro, Corey Godfrey, Erica Rooks

Audience: Bob Mullen, Mark Staples

Meeting called to order: 6:00 PM

II. General

1. Approve Agenda – On a motion made by Karr and seconded by Pagacik, the Board approved the amended Agenda. The vote: 4-0 in favor.
2. Approve minutes from September 5, 2018. On a motion made by Karr and seconded by Pagacik, the Board approved the Minutes. The vote: 4-0 in favor.
3. Recognize Public Attendees – Bob Mullen and Mark Staples were present to discuss the grant for the Boy Scouts of America.
4. Sewer Update – On a motion made by Trumbull and seconded by Karr, the Board of Light and Water Commissioners vote to support the Town’s proposal in the October 29, 2018 Special Town Meeting Article 10, for design of the Littleton Common Smart Sewer. The vote: 3-0 in favor with Commissioner Taylor abstaining from the vote.

III. Electric Light Department

1. FY18 Financials
 - a. Budget - The Board reviewed the 75% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the September report.
2. FY19 Draft Budget Presentation – Lawler presented the FY19 Draft Budget and discussed the reasons for changes in the O&M Budget and the Capital Budget.
3. High School Dual Enrollment – Lawler gave an update on the High School Dual Enrollment program that has been worked on by Lawler, Ketchen and Pagacik. Lawler suggested that the Board nominate one Commissioner to help facilitate this program through the school committee, and Pagacik volunteered to be that person.
4. Boxborough School Grant - On a motion made by Karr and seconded by Trumbull, the Board approved the Acton Boxborough School Grant request presented by the Dana Labb. The vote: 4-0 in favor.

5. Community Grant (Boy Scouts of America) – On a motion made by Pagacik and seconded by Karr, the Board approved the community grant request presented by the Boy Scouts of America. The vote: 4-0 in favor.
6. Community Grant (Parks and Recreation) – On a motion made by Trumbull and seconded by Pagacik, the Board approved \$5,000 as part of a community grant presented by Parks and Recreation. The vote: 3-1 in favor.

IV. Water Department

1. FY19 Financials
 - a. Budget – The Board reviewed the 25% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Distribution Update – Lawler updated the Board on distribution projects, more specifically King St. and Russel St.
3. Whitcomb Ave Treatment Plant – GM Lawler gave a verbal update on the design progress with this project.
4. Cobbs Well Update – GM Lawler gave a brief verbal update on the permitting progress with this project.

V. General Manager

1. Action Items for GM
2. Next Meeting Date – The next meeting date was set for November 20 at 6:00 p.m.

VI. Executive Session

1. At 7:46 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to enter into Executive Session for the purpose of discussing possible litigation with regards to Nagog Pond and then not to reconvene in the regular meeting. The Roll Call Vote: Karr – Yes, Pagacik – Yes, Trumbull – Yes, and Taylor – Yes.