

**Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes
March 22, 2017**

Present for the meeting:

Commissioners: Tom Rauker, Dick Taylor, Jim Karr, Ivan Pagacik, Bruce Trumbull

General Manager: Scott Edwards

Staff: Nick Lawler, Corey Godfrey, Paul Denaro, Outside Guests: Pedersons

Meeting called to order: 6:00 p.m.

General:

- 1) Approve Agenda – **On a motion made by Pagacik and seconded by Taylor, the Board approved the amended agenda. The Vote: Rauker, Taylor, Karr, Pagacik, Trumbull– Yes.**
- 2) Approve Minutes of February 8, 2017 - **On a motion made by Taylor and seconded by Karr the Board approved the minutes as written. The Vote: Rauker, Karr, Taylor, Pagacik, Trumbull – Yes.**
- 3) Recognize Public Attendees – The Pedersons from Old Orchard Lane discussed their dirty water issues with the board. The board instructed staff to clean the house service and have the Pedersons report back.

Water Department:

- 1) FY17 Financials
 - a. Budget – The Board briefly discussed as the budget is 67% complete for the year.
 - b. Cash Report – GM Edwards gave a summary of the cash report to date.
- 4) 2) FY18 Budget – The final FY18 budget was presented and discussed. The final FY18 budget and associated Town Meeting article was voted on. **On a motion by Karr and seconded by Rauker, the Board approved the FY18 budget and Town Meeting Article. The vote: Rauker, Taylor, Karr, Pagacik, Trumbull– Yes.**
- 3) System Capacity Update – Edwards an update on the engineering study by Tighe and Bond and the scheduled meeting with MassDEP to discuss the water capacity issue.

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- 4) Spec Pond Site License Agreement with Verizon Wireless – Edwards presented the new license agreement that had been reached with VW. **On a motion by Pagacik and seconded by Karr the Board voted to accept the Spec Pond Site License Agreement, effective April 1, 2107. The vote: Rauker, Karr, Taylor, Pagacik, Trumbull– Yes**
- 5) Connection Fees – Edwards summarized the new Connection Fee schedule to Commissioner Trumbull.
- 6) Road Improvement Plan – Edwards summarized the road improvement plan that was presented to the BOS by the DPW Director.

Electric Light Department:

- 1) FY16 Financials
 - a. Budget – The Board reviewed the 17% complete budget.
 - b. Cash Report, Rate of Return, and Fund Balances – The Board reviewed.
- 2) New Storage Building Update – GM Edwards gave a brief update on the new storage facility. It is currently behind schedule, hoping for a first of May completion.
- 3) Littleton School Grant Program Update – Rauker did not have an update to present.
- 4) Littleton Safety Grant Request – the BOC discussed the request and asked Edwards to obtain details of the request before they decide to grant or deny.

General Manager:

- 1) Action Items for GM – None
- 2) GM Contract – Rauker explained that, as instructed by the Board, he and Pagacik had been in negotiations with Edwards for a new contract. The final contract will be presented at the next meeting.
- 3) GM Q1 Executive Summary – The Board discussed the details of the summary.
- 4) Next meeting will be April 26th at 6:00 p.m.

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On a motion made by Pagacik and seconded by Rauker, the Board voted to adjourn at 8:50 p.m. The Vote – Pagacik, Rauker, Taylor, Karr, Trumbull – Yes

Respectfully submitted,

Scott Edwards, General Manager