

***Littleton Light and Water Departments***  
***Board of Commissioners***  
***Meeting Minutes***

June 20, 2018

**I. Present for Meeting**

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

General Manager: Scott Edwards

Staff: Paul Denaro, Corey Godfrey, Nick Lawler, Kevin Hunt, Erica Rooks

Audience: Mark Staples, Bob Mullen (boy scouts)

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 Agenda. The vote: 3-0 in favor.
2. Approve minutes from May 30, 2018. On a motion made by Karr and seconded by Pagacik, the Board approved the Minutes. The vote: 3-0 in favor.
3. Recognize Public Attendees – Staples and Mullen stated their need for a new boy scout trailer. The BOC asked them to submit a written proposal for a community grant.

**III. Water Department**

1. FY18 Financials
  - a. Budget – The Board briefly discussed as the budget is 100% complete for the year. On a motion made by Karr and seconded by Pagacik, the Board approved the transfer of \$160,000 from the Reserve fund. The vote: 3-0 in favor.
  - b. Cash Report – GM Edwards gave a summary of the cash report to date.
2. Whitcomb Ave Treatment Plant – GM Edwards gave a verbal summary of the progress of the treatment plant. Removing the highway garage and taking highway land was to be investigated by AGM Lawler.
3. Cobbs Well Update – GM Edwards gave a brief verbal summary of the pumping test that was concluded on June 20<sup>th</sup>.
4. Park and Rec presentation. Alicia Day presented a preliminary use layout for the water department's unused land on Whitcomb Ave. Ms. Day is going to continue to research grants while the water department continues with the design of the treatment plant.
5. The Point Betterment – GM Edwards explained that the betterment lots have been recorded and had them sign the official vote.

**IV. Electric Light Department**

1. FY17 Financials

- a. Budget - The Board reviewed the 42% complete budget.
- b. Cash Report, Rate of Return and Fund Balances – The Board reviewed. A new ROR spreadsheet was presented and commented on.
- c. Power Supply Report – The Board reviewed the May report.
2. Funds Investments – GM Edwards presented a spreadsheet detailing the various funds and their investments. The BOC asked that the town treasurer attend a meeting in the fall to present his investment strategies.
3. Rate Stabilization Fund Transfer – Business Manager Rooks has been working with the town treasurer to determine the best time to transfer the funds. It is recommended that a late year transfer will be the most advantageous.
4. New Rate Discussion – GM Edwards informed the board that there are two new rates that will be presented at the next meeting under a public hearing. The rates are the Renewable Energy Credit (REC) and the Distribution Adjustment Factor (DAF).
5. Banners – AGM Lawler informed the board that we have suspended hanging banners on King St. under orders from the State Highway Division.

#### **V. Executive Session**

The board voted to enter and exit executive session by role call, 3-0 in favor to discuss:

- a. Nagog Pond

#### **VI. General Manager**

1. Action Items for GM
  - a. Request treasurer Venuti attend a future meeting to discuss investment strategies.
2. Next meeting will be August 8th at 6:00 p.m.