

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

September 5, 2018

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Paul Denaro, Corey Godfrey, Kevin Hunt, Scott Larsen, Erica Rooks

Audience: Fred Faulkner

Meeting called to order: 6:04 PM

**II. General**

1. Approve Agenda – On a motion made by Trumbull and seconded by Pagacik, the Board approved the amended Agenda. The vote: 4-0 in favor.
2. Approve minutes from August 8, 2018. On a motion made by Trumbull and seconded by Karr, the Board approved the Minutes. The vote: 4-0 in favor.
3. Recognize Public Attendees – Fred Faulkner attended to talk about the financial questions that remain with the Littleton Common Smart Sewer. At this time, Faulkner and Lawler updated the Board on the Littleton Common Smart Sewer Project.
4. Economic Development Committee Bill Stuffer – It was discussed that the EDC was looking for help from LELD to get a bill stuffer out to residences. It was agreed that a separate mailer would be sent out to all residences, postage paid for from the Community Development line item in the LELD FY18 Budget.

**III. Electric Light Department**

1. FY18 Financials
  - a. Budget - The Board reviewed the 58.3% complete budget.
  - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
  - c. Power Supply Report – The Board reviewed the July report.
2. Awards Presentation – Ivan Pagacik (11 Years), Tom Rauker (16 Years), and Bruce Trumbull (18 Years) were presented with the NEPPA Commissioner Service Award. This award recognizes the fact that the tradition of public power is reliant on the dedication, support and governance of their communities. The Commissioner Service Award is designed to honor the service of NEPPA member utilities governing boards and commissioners for their service to public power and their utility.
3. Community Grant – On a motion made by Karr and seconded by Pagacik, the Board approved the community grant request presented by the Littleton Fire Department. The vote: 4-0 in favor.

4. Hydro Quebec - On a motion made by Trumbull and seconded by Pagacik, the Board approved a resolution for the renewal of Hydro Quebec Phase I and Phase II Agreements. The vote: 4-0 in favor.

#### **IV. Water Department**

1. FY19 Financials
  - a. Budget – The Board reviewed the 8.33% complete budget.
  - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Whitcomb Ave Treatment Plant – GM Lawler gave a verbal summary of the progress of the treatment plant. More specifically, it was discussed that it would be in the best interest of the Water Department to construct the new treatment plant across the street on a 3-acre parcel owned and controlled by the Water Department.
3. Whitcomb Ave Land Transfer – On a motion made Pagacik and seconded by Karr the Board of Water Commissioners vote to have the selectmen insert Article 7 onto the October 29, 2018 Special Town Meeting warrant to see if the town will vote to transfer care, custody, control, and management of the parcel of land at 74 Whitcomb Avenue containing 2.75 acres, more or less, and shown on the Littleton Assessors maps as parcel U40-15-0, from the Board of Selectmen and the Highway Department to the Water Department to be used for water department purposes, said transfer shall be subject to a vote of the Board of Selectmen to declare said parcel surplus to Board of Selectmen and Highway Department purposes. The vote: 4-0 in favor.
4. Cobbs Well Update – GM Lawler gave a brief verbal summary of the pumping test that was concluded on June 20<sup>th</sup>.

#### **V. General Manager**

1. AGM Update – GM Lawler updated the Board on the hiring of Dave Ketchen as the LELWD Assistant General Manager effective August 20<sup>th</sup>.
2. Action Items for GM
  - a. EDC Mailer
3. Next Meeting Date – The next meeting date was set for October 17 at 6:00 p.m.

#### **VI. Executive Session**

1. At 7:30 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.