

**Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes
November 21, 2017**

Present for the meeting:

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

General Manager: Scott Edwards

Staff: Kevin Hunt, Paul Denaro, Erica Rooks

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

General:

- 1) Approve Agenda – **On a motion made by Taylor and seconded by Karr, the Board approved the amended agenda. The Vote: 4-0 in favor.**
- 2) Recognize Public Attendees – None present

Water Department:

- 1) FY18 Financials
 - a. Budget– The Board briefly discussed as the budget is 25% complete for the year.
 - b. Cash Report – GM Edwards gave a summary of the cash report to date.
- 2) Cobbs Well Update – GM Edwards gave the board a brief verbal summary of the DEP pumping test approval.

Electric Light Department:

- 1) FY17 Financials
 - a. Budget – The Board reviewed the 83% complete budget.
 - b. Cash Report, Rate of Return, and Fund Balances – The Board reviewed.
- 2) FY18 Draft Budget – GM Edwards presented the draft budget. The final budget will be presented in December.
- 3) Littleton Safety Grant – on a motion by Taylor and seconded by Karr, the board voted 4-0 to approve the request by Mike Lynn for a grant to fund helmets.
- 4) Littleton Robotics Grant – the board requested that the Littleton Robotics submit a 2018 budget before they would act on a grant request.

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- 5) Boxborough School Grant - on a motion by Taylor and seconded by Karr, the board voted 4-0 to approve the request by the Boxborough elementary school for a \$5,000 grant for Chromebooks.
- 6) USVI update – GM Edwards discussed the ongoing USVI mutual aid mission. On a motion by Trumbull and seconded by Karr, the board voted 4-0 in favor of supporting the continued effort in USVI and compensating the LELD personnel according to the mutual aid agreements. These documents will be attached to the minutes.

Executive Session:

The board voted to enter and exit executive session by role call, 4-0 in favor to discuss:

- 1) New building lawsuit.
- 2) Acton letter

General Manager:

- 1) Action Items for GM – Obtain the Littleton Robotics budget, present different rate stabilization rate transfers for the 2018 power budget.
- 2) Next meeting will be December 20 at 6:00 p.m.

On a motion made by Karr and seconded by Trumbull, the Board voted to adjourn the meeting. The Vote: 4-0 in favor.

Respectfully submitted,

Scott Edwards, General Manager