

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

January 29, 2019

I. Present for Meeting

Commissioners: Ivan Pagacik, Bruce Trumbull, Tom Rauker

General Manager: Nick Lawler

Staff: Corey Godfrey, Erica Rooks, Pat Laverty, Dave Ketchen, Paul Denaro, Kevin Hunt, Scott Edwards

Audience:

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:26 PM, Motion by Commissioner Pagacik, seconded by Commissioner Rauker. The Vote: 3-0 in favor.

II. General

1. Approve Agenda – On a motion made by Commissioner Trumbull and seconded by Commissioner Rauker, the Board approved the amended Agenda. The vote: 3-0 in favor.
2. Approve minutes from December 19, 2018. On a motion made by Commissioner Trumbull and seconded by Commissioner Rauker, the Board approved the Minutes. The vote: 3-0 in favor.
3. Recognize Public Attendees – None

III. Electric Light Department

1. FY18 Financials
 - a. Budget - The Board reviewed the 100% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the December report.
2. Scott Edwards presented the Board a financial analysis on the installation of permanent generators. Consensus was reached, and it was agreed to move forward with the project and to fund the project 100% from cash.
3. Dual Enrollment Program – Commissioner Pagacik and AGM Ketchen updated the Board on the dual enrollment program and the partnership formed with the Littleton High School.
4. The Denise M. Pagacik Memorial Scholarship – GM Lawler presented to the Board a new scholarship program. On a motion made by Commissioner Rauker and seconded by Commissioner Trumbull, the Board approved the Denise M. Pagacik Memorial Scholarship program as presented by GM Lawler. The vote: 3-0 in favor.

5. Littleton Community Grant – GM Lawler provided the Board a community grant request for funding from the Littleton Police Department. The request was for \$10,000 to support the Student Police Academy and the Citizen Police Academy. The Board spoke very positively about this request, and asked if Chief Pinard could come to the next meeting to answer a couple of questions.
6. Boxborough Community Grant – GM Lawler provided the Board a community grant request for funding from the Boxborough Police Department. The request was for \$12,500 to support the Boxborough Police Department motorcycle program. On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the grant request contingent on the Boxborough Town Administrators approval. The vote: 3-0 in favor.
7. LWD Indirect Expenses of LELD – On a motion made by Commissioner Rauker and seconded by Commissioner Pagacik, the Board forgave LWD of indirect expenses for the period January 2018 through June 2018 in the amount of \$149,369. LELD will charge the off as an additional in lieu of tax payment for the year ended December 31, 2018. The vote: 3-0 in favor. On a motion made by Commissioner Rauker and seconded by Commissioner Pagacik, the Board forgave LWD of indirect expenses for the period July 2018 through December 2018 in the amount of \$151,185.71. LELD will charge the off as an additional in lieu of tax payment for the year ended December 31, 2018. The vote: 3-0 in favor.

IV. Water Department

1. FY19 Financials
 - a. Budget – The Board reviewed the 50% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Water Capacity vs Water Demand – GM Lawler presented the Board with 8 different graphs that illustrated the different scenarios that impact water capacity and how they relate to projected demand.
3. Whitcomb Ave Treatment Plant Update – 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.
5. Nagog Treatment Plant – GM Lawler gave a brief verbal update on the design task order recently given to Tighe and Bond.

V. Executive Session

1. At 7:12 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Rauker and unanimously voted by roll call to enter into Executive Session for the purpose of discussing litigation with regards to Nagog Pond and with the purpose of then to reconvene in open meeting. The Roll Call Vote: Pagacik – Yes, Trumbull – Yes, and Rauker - Yes.
2. At 7:22 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Rauker and unanimously voted by roll call to exit Executive Session and

reconvene in open meeting. The Roll Call Vote: Pagacik – Yes, Trumbull – Yes, and Rauker – Yes.

VI. General Manager

1. Action Items for GM
 - a. Develop Payroll Approval Policy
2. Next Meeting Date – The next meeting date was set for March 14 at 6:00 p.m.