

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

March 14, 2019

I. Present for Meeting

Commissioners: Jim Karr, Ivan Pagacik, Dick Taylor

General Manager: Nick Lawler

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

Audience: Francie Nolde, Brandon Boucher

Meeting called to order: 6:02 PM

Meeting Adjourned: 7:39 PM, Motion by Commissioner Karr, seconded by Commissioner Pagacik. The Vote: 3-0 in favor.

II. General

1. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the amended Agenda. The vote: 3-0 in favor.
2. Approve minutes from January 29, 2019. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the Minutes. The vote: 3-0 in favor.
3. Recognize Public Attendees – Francie Nolde and Brandon Boucher from the Boxborough Energy Committee attended meeting to listen to Board.

III. Electric Light Department

1. FY18 Financials
 - a. Budget - The Board reviewed the 8.33% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the January report.
2. Littleton Community Grant – Littleton Police Chief Matt Pinard presented the Board a community grant request for a Littleton Police Department program. The request was for \$10,000 to support the Student Police Academy. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the grant request. The vote: 3-0 in favor.
3. Littleton School Grant – GM Lawler presented the Board a school grant request for a 3D printer for grades 3-5. The request was for \$3,500 to purchase the printer, 1 year support, and materials. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the grant request. The vote: 3-0 in favor.
4. Massachusetts Municipal Utility Self-Insurance Trust Fund – Upon a motion (Commissioner Karr) and a second (Commissioner Pagacik), it is voted that Nicholas

Lawler, the General Manager of the Town of Littleton Electric Light and Water Departments (“LELWD”) as, and is hereby designated as, the voting representative of the LELWD to the Massachusetts Municipal Utility Self-Insurance Trust Fund (“Trust”), and that Erica Rooks, Business Manager of LELWD, is hereby ratified as the alternative voting representative of the LELWD to the Trust. The vote: 3-0 in favor.

5. Inspector General Report – GM Lawler provided the Board a report completed by the Inspector General on the rate burden due to sick leave payouts for Municipal Light Plants. More specifically, GM Lawler presented the Board a spreadsheet that showed the current liability of sick leave payouts, illustrating that this is only a minor issue for our rate payers.
6. Littleton Highway Garage – The Board and GM Lawler discussed the impact of storing the highway equipment under the wings of the LELD operations building. It was decided that GM Lawler will set up a meeting with Selectmen Glavey and Commissioner Karr to discuss future plans of resolving this issue.

IV. Water Department

1. FY19 Financials
 - a. Budget – The Board reviewed the 58.33% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Whitcomb Ave Treatment Plant Update – GM Lawler gave a verbal update on the design progress with this project.
3. Cobbs Well Update – GM Lawler gave a brief verbal update on the permitting progress with this project.
4. Town of Boxborough – GM Lawler informed the Board of a situation in Boxborough that would require the expansion of LWD distribution system to service the town west of I-495. Talks with the town of Boxborough are in the preliminary stages.
5. LWD FY20 Draft Budget
 - a. GM Lawler presented the Board the FY20 Budget, which is a 1.4% increase from the FY19 Budget. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the FY20 Budget. The vote: 3-0 in favor.
 - b. GM Lawler presented the Board a 5 Year Financial Plan.
6. LWD Water Enterprise Fund Town Meeting Article – GM Lawler presented the Board the Enterprise Fund Town Meeting Article. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board voted to support the Town Meeting Article. The vote: 3-0 in favor.
7. Zoning Amendment, Aquifer and Water Resource District – GM Lawler presented the Board with ATM article 17, which expands the Aquifer and Water Resource District due to the increased withdrawal from the Beaver Brook wells. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board voted to support ATM article 17. The vote: 3-0 in favor.

V. Executive Session

1. At 7:32 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Karr 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, Taylor – Yes, and Karr - Yes.
2. At 7:38 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Karr and unanimously voted by roll call to exit Executive Session and reconvene in open meeting. The Roll Call Vote: Pagacik – Yes, Taylor – Yes, and Karr – Yes.

VI. General Manager

1. Action Items for GM
2. Next Meeting Date – The next meeting date was set for May 21 at 6:00 p.m.