

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

May 21, 2019

I. Present for Meeting

Commissioners: Jim Karr, Ivan Pagacik, Dick Taylor, Bruce Trumbull

General Manager: Nick Lawler

Staff: Corey Godfrey, Pat Lavery, Dave Ketchen, Kevin Hunt, Scott Edwards

Audience: Diedre Lawrence, Mark Montanari, Maren Toohill

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:37 PM, Motion by Commissioner Trumbull, seconded by Commissioner Taylor. The Vote:4-0 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 March 14, 2019. On a motion made by Commissioner Pagacik and seconded by Commissioner Karr, the Board approved the Minutes. The vote: 3-0 in favor.
3. Approve minutes from April 4, 2019. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the Minutes. The vote: 3-0 in favor.
4. Recognize Public Attendees – None
5. Re-organization of Officers – On a motion by Commissioner Pagacik and seconded by Commissioner Taylor, the Board appointed Commissioner Karr as the Chairman. The vote: 4-0 in favor. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board appointed Commissioner Pagacik as the Vice Chairman. The vote: 4-0 in favor. On a motion by Commissioner Pagacik and seconded by Commissioner Karr, the Board appointed Commissioner Trumbull as the Secretary. The vote: 4-0 in favor.

III. Electric Light Department

1. Littleton Public Schools – Heidi MacGregor and 6 Littleton fourth graders presented to the Board an engineering project that they implemented utilizing the 3D printer that was purchased by LELWD.
2. FY18 Financials
 - a. Budget - The Board reviewed the 33.33% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the January report.

3. Finance Committee – The Board briefly discussed a process to appoint the Light and Water representative to the Finance Committee. It was discussed that the town accepts applications online. To be discussed further at next meeting.
4. Rick Bourassa – Nick Lawler informed the Board that Rick Bourassa, a 32-year employee, has announced his intention to retire effective July 18.
5. Permanent Generators – Scott Edwards presented the preliminary plans and updated economics on the permanent generator project. The Board asked that General Manager Lawler reach out to the neighbors and invite them to a separate Board meeting on June 5th in order to discuss the plan, the technical information and the community impact of this project.
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 Chairman Glavey and General Manager Lawler would invite the Board of Selectmen to a Joint Meeting.
7. Denise Pagacik Scholarship Award – Commissioner Pagacik updated the Board on the scholarship award to Sreenidhi Chalimadugu.
8. Small Cell – General Manager Lawler presented and discussed with the Board a working technical and aesthetics document dealing with small cell attachments to utility poles. On a motion by Commissioner Trumbull and seconded by Commissioner Pagacik, the Board voted to approve the working documents and to have AGM Dave Ketchen finalize the aesthetic piece with town officials input. The vote: 4-0 in favor. The Board asked the AGM Ketchen form a small working group consisting of elected/appointed officials from the Board of Selectmen, the Planning Board, and the Master Plan Implementation Committee.

IV. Water Department

1. FY19 Financials
 - a. Budget – The Board reviewed the 83.33% 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. GM Lawler also presented the Board with a project plan that did not require a special permit from the Planning Board due to the impervious surfaces being under 15%.
3. Cobbs Well Update – GM Lawler gave a brief verbal update on the permitting progress with this project.
4. Town of Boxborough – GM Lawler gave a verbal update on the discussion with the town of Boxborough with regards to water supply. GM Lawler also presented to the Board where in Boxborough there are potential water supply sources that could be beneficial to both towns.
5. Water Rate Increase – GM Lawler presented the Board three different rate increase scenarios in order to make up the rate collection deficit. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board voted to increase rates per scenario #1 effective July 1, 2019. The vote: 4-0 in favor.

V. General Manager

1. Action Items for GM
 - a. Notify residential neighbors affected by permanent generator project and invite to separate meeting on June 5.
 - b. Communicate new water rates to customers.
 - c. Invite the Board of Selectmen to a Joint Meeting on July 9.
2. Next Meeting Date – The next meeting date was set for June 5 at 7:00 p.m.

VI. Executive Session

1. At 7:41 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Taylor and unanimously voted by roll call to enter into Executive Session for the purpose of discussing litigation with regards to Nagog Pond, for the purpose of discussing litigation with regards to Whitcomb Ave, for the purpose to discuss strategy with respect to collective bargaining with the Water Union and with the purpose of then to not reconvene in open meeting. The Roll Call Vote: Pagacik – Yes, Taylor – Yes, and Karr – Yes, Trumbull – Yes.
2. At 8:37 p.m. a motion was made by Commissioner Taylor and seconded by Commissioner Karr and unanimously voted by roll call to exit Executive Session and adjourn the meeting. The Roll Call Vote: Pagacik – Yes, Taylor – Yes, and Karr – Yes, Trumbull – Yes.