

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

August 13, 2019

I. Present for Meeting

Commissioners: Jim Karr, Dick Taylor, Bruce Trumbull

General Manager: Nick Lawler

Staff: Paul Denaro, Corey Godfrey, Kevin Hunt, David Ketchen, Pat Lavery, Erica Rooks

Audience: Fred Faulkner

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:23 PM, Motion by Commissioner Trumbull, seconded by Commissioner Taylor. The Vote: 3-0 in favor.

II. General

1. Approve Agenda – On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the amended Agenda. The vote: 3-0 in favor.
2. Approve minutes from July 9, 2019. On a motion made by Commissioner Taylor and seconded by Commissioner Trumbull, the Board approved the Minutes. The vote: 3-0 in favor.
3. On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the executive session minutes from July 9, 2019. The vote: 3-0 in favor.
4. Recognize Public Attendees – Fred Faulkner

III. Electric Light Department

1. FY19 Financials
 - a. Budget - The Board reviewed the 50% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the May report.
2. Finance Committee – The Board discussed their Finance Committee appointment and decided to postpone their appointment until next meeting.
3. Electric Vehicle - General Manager Lawler updated the Board on LELWD's new electric vehicle program called LELWD Drives Electric.
4. Small Cell – Assistant General Manager Ketchen gave the Board an update on the Small Cell working group and discussed next steps needed to finalize the small cell technical standards document.
5. Light up Navajo - GM Lawler presented the Board a recognition plaque that LELWD received for their efforts throughout the Light up Navajo professional development project.

6. Permanent Generators – GM Lawler updated the Board on the generators project informing them that Scott Edwards is working with National Grid with regards to natural gas supply.
7. House Bill 2863 – On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes to support the municipal light plant written House Bill 2863, a bill written to address how municipal light plants will meet the state wide renewable energy goals as set forth in the Global Warming Solutions Act. The vote: 3-0 in favor.
8. Community Grant – On a motion by Commissioner Taylor and seconded by Commissioner Trumbull, the Board votes to use community grant funds on a project to renew the electrical infrastructure in the Common. The vote: 3-0 in favor.

IV. Water Department

1. FY19 Financials
 - a. Budget – The Board reviewed the 100% 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 gave a verbal update on the discussion with the town of Boxborough with regards to water supply.
5. Spectacle Pond Treatment Plant – GM Lawler informed the Board that the Department recently sampled and tested all of wells for the PFAS contaminants. PFAS was detected at Well #5, and the Department will begin to work with CDM engineers on both a temporary and permanent solution.
6. Beaver Brook Zone II – GM Lawler update the Board on the permitting process with regards to increasing the withdrawal limits of Well #2.

V. General Manager

1. General Manager Review – Commissioner Karr updated the Board on GM Lawler’s review and goals for the next 12 months. On a motion by Commissioner Taylor and seconded by Commissioner Trumbull, the Board votes to a salary adjustment of 6.875% for GM Lawler. The vote: 3-0 in favor.
2. Sewer MOU – Commissioner Karr updated the Board on the status of an MOU between the BOS and the BOC with regards to the Littleton sewer project.
3. Action Items for GM
4. Next Meeting Date – The next meeting date was set for August 13 at 6:00 p.m.

VI. Executive Session

1. At 7:55 p.m. a motion was made by Commissioner Taylor and seconded by Commissioner Trumbull 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 of

discussing litigation with regards to Contractors Network, Incorporated and with the purpose of then to not reconvene in open meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes and Trumbull – Yes.

2. At 8:23 p.m. a motion was made by Commissioner Trumbull and seconded by Commissioner Taylor and unanimously voted by roll call to exit Executive Session and adjourn the meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes and Trumbull – Yes.