

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

September 4, 2019

**I. Present for Meeting**

Commissioners: Jim Karr, Dick Taylor, Ivan Pagacik

General Manager: Nick Lawler

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

Audience: None

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:25 PM, Motion by Commissioner Taylor, seconded by Commissioner Pagacik. The Vote: 3-0 in favor.

**II. General**

1. Approve Agenda – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the Agenda. The vote: 3-0 in favor.
2. Approve minutes from August 13, 2019. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the Minutes. The vote: 3-0 in favor.
3. On a motion by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the executive session minutes from August 13, 2019. The vote: 3-0 in favor.
4. Recognize Public Attendees – None
5. Sewer MOU – GM Lawler updated the Board of the Sewer MOU. At this time the MOU has not been signed by either the Board of Selectmen or the Commissioners. GM Lawler will be meeting with the Selectmen at their next meeting to discuss the MOU. Their next meeting is on September 9<sup>th</sup>.

**III. Electric Light Department**

1. FY19 Financials
  - a. Budget - The Board reviewed the 58% 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. 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.
3. Permanent Generators – GM Lawler updated the Board on the generators project informing them that Scott Edwards has finalized the reinforcement costs for National Grid to be able to connect our generators, which is \$893,000.

4. Advanced Metering Infrastructure – GM Lawler updated the Board on the Advanced Metering Infrastructure project. GM Lawler and the Board discussed, in general terms, an opt-out policy and a fair cost to opt-out for the customer. The Board asked GM Lawler to develop a policy and bring back to the Board at a future meeting.
5. Community Grant – GM Lawler and the Board discussed the already approved community grant for upgrading the low voltage electrical infrastructure in the Common. The Board advised GM Lawler to improve the infrastructure in a way to incorporate decorative lighting in the future.

#### **IV. Water Department**

1. FY19 Financials
  - a. Budget – The Board reviewed the 8% complete budget.
  - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Cobbs Well Update – GM Lawler gave a brief verbal update on the permitting progress with this project.
3. Whitcomb Ave Treatment Plant Update – GM Lawler gave a verbal update on the design progress with this project.
4. Whitcomb Ave Town Meeting Article – GM Lawler moved this discussion to agenda item 6.
5. Spectacle Pond Treatment Plant – GM Lawler updated the Board on PFAS at Spectacle Pond and gave an update on CDM and where the engineering analysis stood with this topic.
6. Spectacle Pond Treatment Town Meeting Article – GM Lawler and the Board discussed a comprehensive town meeting article that would be fiscally responsible and addressed PFAS contamination in our source water.

#### **V. General Manager**

1. Action Items for GM
2. Next Meeting Date – The next meeting date was not set. Dependent on town meeting articles.

#### **VI. Executive Session**

1. At 7:10 p.m. a motion was made by Commissioner Taylor and seconded by Commissioner Pagaick 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 Pagacik – Yes.
2. At 7:25 p.m. a motion was made by Commissioner Taylor and seconded by Commissioner Pagacik and unanimously voted by roll call to exit Executive Session and adjourn the meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes and Pagacik – Yes.