

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

January 29, 2020

**I. Present for Meeting**

Commissioners: Jim Karr, Dick Taylor, Ivan Pagacik, Bruce Trumbull  
General Manager: Nick Lawler  
Staff: Paul Denaro, Corey Godfrey, Kevin Hunt, David Ketchen, Pat Lavery  
Audience: None  
Meeting called to order: 6:00 PM  
Meeting Adjourned: 8:05 PM, Motion by Commissioner Taylor, seconded by Commissioner Trumbull. The Vote: 4-0 in favor.

**II. General**

1. Approve Agenda – On a motion made by Commissioner Trumbull and seconded by Commissioner Pagacik, the Board approved the Agenda as amended. The vote: 4-0 in favor.
2. Approve minutes from December 18, 2019. Tabled to next meeting
3. Approve Executive Session minutes from September 4, 2019. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the executive session minutes from September 4, 2019. The vote: 4-0 in favor.
4. Recognize Public Attendees –None.

**III. Electric Light Department**

1. FY19 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. School Grant – Heidi MacGregor presented to the Board a school grant request. On a motion made by Commissioner Trumbull and seconded by Commissioner Pagacik, the Board approved a \$4,490 school grant to help fund a Glowforge laser cutter with ventilation for Shaker Lane. The vote: 4-0 in favor.
3. Community Grant LPD – GM Lawler presented to the Board Chief Pinard’s request for a community grant. On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the grant as presented. The vote: 4-0 in favor.
4. Safety Grant – GM Lawler presented to the Board Mike Lynn’s request for a safety grant. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the grant as presented. The vote: 4-0 in favor.

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

1. FY20 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. 40B Rates – GM Lawler updated the Board on a request to review rates to take in account low income residents that live in apartments. The Board takes no action at this time.
3. FY21 Draft Budget - GM Lawler presented the FY2021 Draft LWD budget.
4. Whitcomb Ave Treatment Plant Update – GM Lawler gave a verbal update on the design progress with this project.
5. Spectacle Pond Well PFAS – GM Lawler updated the Board on PFAS at Spectacle Pond and gave an update on the temporary solution. On a motion by Commissioner Trumbull and seconded by Commissioner Taylor GM Lawler is to utilize staff to diligently sample the monitoring wells in the entire Spectacle Pond Watershed for drinking water contaminants including PFAS. Also, moving forward, LELWD’s annual sampling plan will now include the testing for PFAS at all monitoring wells. The vote: 4-0.
6. Cedar Tank – GM Lawler updated the Board on the Cedar Hill Tank replacement project.
7. LWD indirect expenses – On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes for LELD to forgive \$158,437.91 of indirect costs to LWD for the period of July 1, 2019 through December 31, 2019. The vote: 4-0 in favor.

#### **V. Sewer Department**

1. CWERC Presentation - Bob Zimmerman presented to the Board the benefits of a Community Water and Energy Resource Center being built in the town.
2. FY21 Draft Budget – GM Lawler presented the FY2021 Draft Sewer Budget.
3. Enterprise Fund – No substantial discussion.
4. Engineering Update – GM Lawler updated the Board with regards to the work being completed by the Sewer Working Group and CDMSmith.

#### **VI. General Manager**

1. Scott E Contract – On a motion by Commissioner Taylor and seconded by Commissioner Trumbull, the Board votes to amend the employment contract of Scott Edwards to now include APPA mutual aid duties. The vote: 4-0 in favor.
2. Next Meeting Date – 2/4/20.