

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

October 23, 2019

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, Erica Rooks

Audience: Dan Hogan

Meeting called to order: 6:02 PM

Meeting Adjourned: 9:00 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 Taylor and seconded by Commissioner Pagacik, the Board approved the Agenda. The vote: 4-0 in favor.
2. Approve minutes from September 4, 2019. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the Minutes. The vote: 4-0 in favor.
3. Approve minutes from September 18, 2019. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the Minutes. The vote: 4-0 in favor
4. Approve Executive Session minutes from September 4, 2019. Tabled until next meeting.
5. Approve Executive Session minutes from September 18, 2019. Tabled until next meeting.
6. Recognize Public Attendees – Dan Hogan from the Littleton High School is in attendance to talk about a school grant opportunity.
7. Sewer MOU – GM Lawler updated the Board on a request about adding language to the Sewer MOU requesting that the MOU specifically address requirements ensuring public hearings are to be held. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board amended the Sewer MOU to add the following sentence, “7. The Board of Water Commissioners shall ensure public hearings are held in a location that will accommodate at least seventy-five (75) participants and vehicles parking for all public hearings.” The vote: 4-0 in favor.

III. Electric Light Department

1. Littleton School Grant – Dan Hogan presented to the Board a School Grant Request, supported by Superintendent Kelly Clenchy, for engineering materials and equipment needed to enhance his electrical program. On a motion by Commissioner Trumbull and

seconded by Commissioner Pagacik, the Board approved the School Grant request for \$16,011 to be expensed in FY19 and \$8,750 to be expensed in FY20. The vote: 4-0 in favor.

2. FY19 Financials
 - a. Budget - The Board reviewed the 75% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed the May report.
3. Small Cell – Assistant General Manager Ketchen gave the Board an update on the Small Cell working group.
4. Navajo Nation – GM Lawler updated the Board on Light Up Navajo II. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved LELD employees partaking in the Light Up Navajo II project as part of professional development. The vote: 4- 0 in favor.
5. Boxborough School Grant – GM Lawler presented the Board a School Grant Request from the Acton-Boxborough Regional School District for the purchase of 17 ipads for grades 1 and 2. On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the School Grant request for \$5,000 to be expensed in FY19. The vote: 4-0 in favor.
6. Auditor Contract – GM Lawler and the Board discussed the current auditor contract. The Board advised GM Lawler to conduct a Request for Proposals and interview other firms when this contract is concluded. The Board would like to be involved in the selection of the next firm.
7. New Hires – GM Lawler updated the Board on the three new hires: Evan Mammome, Tom Guillot, and Haleigh Dufour. GM Lawler explained that Evan and Tom had to pay back 4 years of NEPPA School to Hudson Light as part of severance, and the Board approved LELWD reimbursing \$3,200 (1 year) to each of them upon completion of a satisfactory probation period.

IV. Water Department

1. FY20 Financials
 - a. Budget – The Board reviewed the 25% 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. Spectacle Pond Treatment Plant – GM Lawler updated the Board on PFAS at Spectacle Pond and gave an update on the solutions (permanent and temporary) that were discussed at the PFAS Engineering Workshop. The Workshop was attended by staff, the MA DEP, CDM, Commissioner Karr and Commissioner Trumbull. The Board agreed with the temporary recommendation of piping Beaver Brook to Spectacle Pond and the permanent solution of piping Spectacle Pond to Whitcomb Ave along with building a plant at Whitcomb Ave that could handle the additional flow. GM Lawler and the Board also discussed developing a bottle water Bill Credit

for the sensitive sub group and also discussed if there was a way to work with private well owners. GM Lawler was asked to bring back more information to the November meeting.

5. Cedar Tank – GM Lawler updated the Board on the Cedar Hill Tank replacement project.
6. Town Meeting Articles – On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board voted to support STM Article 11, Property Acquisition for the Smart Sewer Project. The vote: 4-0 in favor.

V. General Manager

1. Action Items for GM
2. Next Meeting Date – 11/13/19.

VI. Executive Session

1. At 8:45 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, and with the purpose of then to not reconvene in open meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes, Pagacik – Yes, and Trumbull – Yes.
2. At 9:00 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, Trumbull – Yes, and Pagacik – Yes.