

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

December 18, 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, Scott Larsen

Audience: George Sanders

Meeting called to order: 6:02 PM

Meeting Adjourned: 8:25 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 Trumbull and seconded by Commissioner Taylor, the Board approved the Agenda. The vote: 3-0 in favor.
2. Approve minutes from November 13, 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. Approve Executive Session minutes from September 4, 2019. Tabled until next meeting.
4. Approve Executive Session 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.
5. Approve Executive Session minutes from October 23, 2019. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the Minutes. The vote: 4-0 in favor.
6. Recognize Public Attendees –None.
7. Finance Committee Appointment – Fred Faulkner and Alan Bell were interviewed by the Board to fill the finance committee seat for LELWD. After interviews and discussion, on a motion by Commissioner Trumbull and seconded by Commissioner Taylor, Alan Bell was appointed to the Finance Committee for a term expiring 6/30/2022. The Vote: 4-0 in favor.

III. Electric Light Department

1. FY20 Draft Budget – GM Lawler presented a draft of the FY20 Electric Budget. On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the FY20 Electric Budget as presented. The vote: 4-0 in favor.
2. FY19 Financials
 - a. Budget - The Board reviewed the 92% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.

- c. Power Supply Report – The Board reviewed the November report.
- 3. Small Cell – Assistant General Manager Ketchen gave the Board an update on the Small Cell working group.
- 4. Boys Scouts of America – Mark Staples from BSA asked the Board to consider chartering both Troop 19 and Troop 20 for one more year in order to allow the BSA to find a new charting organization. The Board agreed, but informed Mr. Staples that 2020 will be the last year that LELWD charters the BSA.

IV. Water Department

- 1. FY20 Financials
 - a. Budget – The Board reviewed the 42% 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. Spectacle Pond Treatment Plant – GM Lawler updated the Board on PFAS at Spectacle Pond and gave an update on the temporary solution.
- 4. Cedar Tank – GM Lawler updated the Board on the Cedar Hill Tank replacement project.

V. Sewer Department

- 1. Enterprise Fund and Employee Responsibilities – GM Lawler updated the Board with regards to a meeting that was held with the Town in order to setup the Sewer Enterprise Fund.
- 2. Engineering Update – GM Lawler updated the Board with regards to the scope of services contract that was being worked on between LELWD and CDMSMith. An agreement shall be reached soon and Sewer Working Group meetings will recommence.

VI. General Manager

- 1. Appointment of Chief Procurement Officer (LELWD) – On a motion by Commissioner Trumbull and seconded by Commissioner Taylor GM Lawler was appointed the Chief Procurement Officer for LELWD. The Vote: 4-0 in favor.
- 2. Town of Littleton Finance Department Assessment – The Board was presented the town's Finance Department Assessment Report.
- 3. Next Meeting Date – 1/29/20.