

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

March 4, 2020

I. Present for Meeting

Commissioners: Jim Karr, Dick Taylor, Ivan Pagacik, Bruce Trumbull

General Manager: Nick Lawler

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

Audience: Cindy Napoli, Mike Zeldin, Jim Garreffo, Lisa Flanagan, Gino Frattallone,
George Sanders

Meeting called to order: 6:01 PM

Meeting Adjourned: 8:55 PM, Motion by Commissioner Trumbull, seconded by
Commissioner Pagacik. 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. On a motion made by Commissioner Taylor and seconded by Commissioner Trumbull, the Board approved the executive session minutes from December 18, 2019. The vote: 4-0 in favor.
3. Approve minutes from January 29, 2020. On a motion made by Commissioner Taylor and seconded by Commissioner Trumbull, the Board approved the executive session minutes from January 29, 2020. The vote: 4-0 in favor.
4. Approve minutes from February 4, 2020. Tabled to next meeting.
5. Cheryl Cowley Hollinger – On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approves the use of the NEPPA Building (200 New Estate Road) for a Rotary anniversary gala event to include the use of alcohol for one day contingent upon the Rotary receiving approval of a 1 day liquor license from the Board of Selectmen. The vote: 3-0, Commissioner Trumbull recused himself from the conversation and abstains from the vote.
6. Recognize Public Attendees – George Sanders.

III. Electric Light Department

1. FY20 Financials
 - a. Budget - The Board reviewed the 8.33% 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. Community Grant, Boxborough – GM Lawler presented to the Board Chief Ryder's request for a community grant. On a motion made by Commissioner Taylor and seconded

by Commissioner Pagacik, the Board approved a Boxborough Community Development grant for \$12,500 to be used by the Boxborough Police Department as detailed in a proposal by Chief Ryder and support by Town Administrator Ferrara. The vote: 4-0 in favor.

3. Permanent Generators – GM Lawler updated the Board on the peak shaving generator project.
4. Power Bills – GM Lawler and the Board discussed the benefits of processing power bills through Energy New England, as detailed in a letter from John Tzimirangas. GM Lawler and the Board agreed to transition towards having ENE process and pay LELD power bills, but be sure to work with the Town in order to make the transition smooth.
5. New Library – GM Lawler updated the Board on the new Library project and the associated back charges from both the Electric and Light Departments.
6. Boy Scouts of America Community Grant - GM Lawler presented to the Board a grant request from the Boy Scouts of America. On a motion made by Commissioner Trumbull and seconded by Commissioner Pagacik, the Board approved a Community Development grant for \$3,732.85 as detailed in a proposal by Mark Staples. The vote: 4-0 in favor.

IV. Water Department

1. FY20 Financials
 - a. Budget – The Board reviewed the 58.33% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. FY21 Draft Budget - GM Lawler presented the FY2021 Draft LWD budget. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the FY21 LWD Budget. The vote: 4-0 in favor.
3. Whitcomb Ave Treatment Plant Update – GM Lawler gave a verbal update on the design progress with this project.
4. Spectacle Pond Well PFAS – GM Lawler and Corey Godfrey updated the Board and the Board of Health on PFAS at Spectacle Pond and gave an update on the temporary solution. GM Lawler and Godfrey gave a presentation depicting the overall differing responsibilities of the elected Boards, the PFAS as LWD sees it, and a high level overview of the findings at the Landfill.
5. Cedar Tank – GM Lawler updated the Board on the Cedar Hill Tank replacement project.
6. Town Meeting Articles – GM Lawler presented all three town meeting articles that LWD will be asking the Board of Selectmen to insert into the Town Meeting Warrant.

On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes to support a warrant article for the funding of the FY21 Water Enterprise as presented by GM Lawler. The vote: 4-0 in favor.

On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes to support a warrant article for a borrowing authorization for the replacement of Cedar Hill tank as presented by GM Lawler. The vote: 4-0 in favor.

On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes to support a warrant article for the transfer of funds from Retained Earnings into the FY20 Water Enterprise as presented by GM Lawler. The vote: 4-0 in favor.

V. Sewer Department

1. FY21 Draft Budget – GM Lawler presented the FY2021 Draft Sewer Budget. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the FY21 LWD Budget. The vote: 4-0 in favor.

On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board votes to support a warrant article for the funding of the FY21 Sewer Enterprise as presented by GM Lawler. The vote: 4-0 in favor.

2. Enterprise Fund – No substantial discussion.
3. Engineering Update – GM Lawler updated the Board with regards to the work being completed by the Sewer Working Group and CDM Smith. The Board also reviewed the CDM Needs Assessment Scope of Work and consensus was reached to move forward with this engineering study.

VI. Executive Session

At 8:36 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, for the purpose of discussing litigation with regards to CNI, and with the purpose of then to reconvene in open meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes, Pagacik – Yes, and Trumbull – Yes.

At 8:42 p.m. a motion was made by Commissioner Trumbull and seconded by Commissioner Pagacik and unanimously voted by roll call to exit Executive Session and reconvene the meeting. The Roll Call Vote: Taylor – Yes, Karr – Yes, Trumbull – Yes, and Pagacik – Yes.

VII. General Manager

1. New Business – GM Lawler discussed with the Board salary adjustments for employees working in the new Sewer Department effective 7/1/2021. The Board supported GM Lawler’s adjustment recommendations.

GM Lawler presented to the Board the latest Statewide Commissioner Compensation survey. On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the Commissioner Compensation to increase to \$4,000/year (\$3,950 LELD, \$50 LWD) effective July 1, 2020. The vote: 4-0 in favor.

2. Next Meeting Date – No meeting date set.