

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

May 20, 2020

I. Present for Meeting

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

General Manager: Nick Lawler

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

Audience: Scott Larsen, Al Bell

Meeting called to order: 6:07 PM

Meeting Adjourned: 7:45 PM, Motion by Commissioner Taylor, 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 Taylor, the Board approved the Agenda as written. The vote: 4-0 in favor.
2. Approve minutes from March 4, 2020. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from March 4, 2020. The vote: 4-0 in favor.
3. Approve executive session minutes from March 4, 2020 - Tabled

III. Electric Light Department

1. FY20 Financials
 - a. Budget - The Board reviewed the 33.33% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – Not reviewed.
2. Community Grant, Boxborough – GM Lawler presented to the Board Mike Lynn’s request for a safety grant. On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved a Safety Grant for \$2,018.46 to be used by the Littleton Public Schools as detailed in a proposal by Mike Lynn. The vote: 4-0 in favor.

GM Lawler updated the Board on the Littleton Police Academy, which was canceled due to COVID19. On a motion by Commissioner Taylor and seconded by Commissioner Trumbull, the Board votes to amend the Community Development budget line item to \$15,000 and create a new budget line item called COVID Grant (to be split by LPD and LFD) and set the line item at \$10,000. The vote: 4-0 in favor.

3. Capital Projects – GM Lawler updated the Board on the peak shaving generator project.

IV. Water Department

1. FY20 Financials

- a. Budget – The Board reviewed the 83.33% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Capital Project Updates - GM Lawler gave a verbal update on the design progress with regards to the Whitcomb Ave Treatment Plant, the installation of the temporary pipe line, and the Cedar Hill tank. After discussion, the Board directed GM Lawler to lift the water ban once the temporary water main was active.
3. Town Meeting Articles – GM Lawler reviewed again all three town meeting articles that LWD asked the Board of Selectmen to insert into the Town Meeting Warrant.

V. Sewer Department

1. 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 discussed connecting non-municipal properties to the existing system, and would like Chairman Karr to work with GM Lawler and staff on this topic.

VI. General Manager

1. New Business – GM Lawler discussed with the Board the impact COVID19 has had on the department and the great work of all LELWD employees to continue to serve the communities of Littleton and Boxborough through this pandemic.

GM Lawler updated the Board on a Mutual Aid event in Groton MA, an event that LELWD provided assistance with Dave Ketchen, Todd Burnham and RJ Rooks.

GM Lawler presented to the Board a request to transfer monies from the reserve fund to the salaries budget. After discussion, on a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board voted to approve the transfer of \$55,000 from the Reserve Fund to cover expected deficit in Salaries Budget for FY20. The vote: 4-0 in favor.

2. Next Meeting Date – June 24, 2020 at 6:00.

VII. Executive Session

At 7:30 p.m. a motion was made by Commissioner Pagacik and seconded by Commissioner Trumbull and unanimously voted by roll call to enter into Executive Session for the purpose of discussing litigation with regards to CNI, 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.

At 7:45 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, Trumbull – Yes, and Pagacik – Yes.