

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

June 24, 2020

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Erica Rooks, Paul Denaro, Corey Godfrey

Audience: Matthew Nordhaus, Al Bell

Meeting called to order: 6:02 PM

Meeting Adjourned: 8:07 PM, Motion by Commissioner Trumbull, seconded by Commissioner Karr. The Vote: 5-0 in favor.

II. General

1. Approve Agenda – On a motion made by Commissioner Taylor and seconded by Commissioner Trumbull, the Board approved the Agenda as amended. The vote: 5-0 in favor.
2. Board Reorganization – On a motion by Commissioner Trumbull and seconded by Commissioner Taylor, the Board appointed Commissioner Pagacik as the Chairman. The vote: 5-0 in favor. On a motion by Commissioner Pagacik and seconded by Commissioner Karr, the Board appointed Commissioner Trumbull as the Vice Chairman. The vote: 5-0 in favor. On a motion by Commissioner Karr and seconded by Commissioner Trumbull, the Board appointed Commissioner Taylor as the Secretary. The vote: 5-0 in favor.
3. Public Input - None
4. Approve minutes from May 20, 2020. - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from May 20, 2020. The vote: 5-0 in favor.
5. Approve executive session minutes from March 4, 2020 - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the executive session minutes from March 4, 2020. The vote: 5-0 in favor.
6. Approve executive session minutes from May 20, 2020 - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the executive session minutes from May 20, 2020. The vote: 5-0 in favor.

III. Electric Light Department

1. FY20 Financials
 - a. Budget - The Board reviewed the 41.67% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed.

2. Capital Projects – GM Lawler updated the Board on the peak shaving generator project and the meter replacement project. The Board directed GM Lawler to communicate to the residents the meter replacement project.
3. 6:30 p.m. Public Hearing – At 6:30 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to enter into a Public Hearing Session following a request by General Manager Lawler for the purpose of discussion and vote on new electric rates and then return to the regularly scheduled meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.
 - a. On a motion made by Karr and seconded by Taylor, the Board approved the rates (70, FMRC, MRC) as presented by Lawler. The vote: 5-0 in favor.
 - b. At 6:43 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to exit the Public Hearing Session and return to the regularly scheduled meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.

IV. Water Department

1. FY20 Financials
 - a. Budget – The Board reviewed the 91.67% complete budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Water Rate and Fee Adjustment – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the Water Rates and Fees as presented by GM Lawler. The vote: 5-0 in favor.
3. 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, Newtown tank and the Cedar Hill tank.

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.

VI. General Manager

1. New Business – GM Lawler updated the Board on the awarding of the Denise M. Pagacik Scholarship to Hannah Orton.

The Board directed GM Lawler to start paying Energy New England for pre-paid power expenses to begin the process of Energy New England paying our power supply bills including ISO.

GM Lawler updated the Board on the Tighe & Bond findings on the meter lab, and the Board directed GM Lawler to move ahead with demolition of that building.

GM Lawler presented a proposal for a community grant for a water service to the community garden at 2 Taylor St as detailed by Kevin Hunt. On a motion by Commissioner Trumbull and seconded by Commissioner Karr the Board approved a community grant not to exceed \$3,000 to complete this project. The Vote: 5 – 0 in favor.

GM Lawler updated the Board on the DEP Drought declaration (level 2) and the status of the LWD system and capacity. On a motion by Commissioner Karr and seconded by Commissioner Taylor the Board approved to follow DEP guidance and impose an outdoor watering ban. The Vote: 5 – 0 in favor.

2. Next Meeting Date – Tentatively set for August 12, 2020 at 6:00.

VII. Executive Session

At 7:56 p.m. a motion was made by Commissioner Karr 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 CNI, and with the purpose of then to not reconvene in open meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.

At 8:07 p.m. a motion was made by Commissioner Trumbull and seconded by Commissioner Karr and unanimously voted by roll call to exit Executive Session and adjourn the meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.