

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

August 19, 2020

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Melissa Lyonnais, Paul Denaro, Corey Godfrey, Pat Laverty

Audience: None

Meeting called to order: 6:02 PM

Meeting Adjourned: 7:52 PM, Motion by Commissioner Trumbull, seconded by Commissioner Taylor. The Vote: 5-0 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 amended. The vote: 4-0 in favor (Commissioner Karr not present yet).
2. Approve minutes from June 24, 2020. - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from June 24, 2020. The vote: 4-0 in favor (Commissioner Karr not present yet).
3. Approve executive session minutes from June 24, 2020 - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the executive session minutes from June 24, 2020. 4-0 in favor (Commissioner Karr not present yet).
4. Public Input - None

**III. Electric Light Department**

1. FY20 Financials
  - a. Budget - The Board reviewed the 50.00% complete budget.
  - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
  - c. Power Supply Report – The Board reviewed. GM Lawler updated the Board that 72 applicants have applied for shade trees for a total of 132 trees to be planted this Fall during Public Power Week.
  - d. GM Lawler updated the Board on the progress being made and the process underway to start having ENE pay our power supply and ISO invoices
2. Capital Projects – GM Lawler updated the Board on the peak shaving generator project stating that both units were connected to gas and nearing substantial competition. The Board directed GM Lawler to communicate with residents with a project update and a commitment to adhering to local noise ordinances. GM Lawler also gave an update on the meter replacement project, notifying the Board that nearly 650 meters have been installed.

GM Lawler updated the Board that we have advertised and have been interviewing applicants for an Electrical Engineering position. Finally, GM Lawler updated the Board on the Green Needles cable replacement project. The Board and GM Lawler recognized LELD personnel for completing this job in a timely and efficient way.

3. LWD indirect expenses – On a motion by Commissioner Taylor and seconded by Commissioner Trumbull, the Board votes for LELD to forgive \$158,437.91 of indirect costs to LWD for the period of January 1, 2020 through June 30, 2020. The vote: 4-0 in favor (Commissioner Karr not present yet).

#### **IV. Water Department**

1. FY20 Financials
  - a. Budget – The Board reviewed the 100.00% 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, providing the Board with a Cost Opinion document showing the total project cost of the Whitcomb Ave Treatment Plant Project and associated water main is projected to be \$24,300,000.00. This project will be submitted to the MA DEP SRF program with the hope of this project being approved to be funded by the Mass. Clean Water Trust (MCWT) at an interest rate of 0%. GM Lawler also update the Board that we were successful in receiving a loan from the MCWT at 0% for approximately \$900,000 the installation of the temporary pipe line. GM Lawler also updated the Board on House Bill 4866, providing the Board with the latest language in the legislation. GM Lawler gave a verbal update on the rehabilitation of Newtown tank and the design for replacement of the Cedar Hill tank.
3. GM Lawler and the Board discussed three town meeting articles: Approve Transfer of Water Enterprise Retained Earnings, Whitcomb Avenue and PFAS Borrowing Authorization, and an article to repetition the Legislature for Whitcomb Avenue.

#### **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. GM Lawler showed the Board the criteria that was used to determine which areas of Littleton should be considered to have sewer infrastructure installed, and showed the Board the resulting determination from this criteria.
2. GM Lawler and the Board discussed a town meeting article for a borrowing authorization to construct the smart sewer facility and system.

#### **VI. General Manager**

1. New Business – GM Lawler read the Board a letter from John Harrington thanking the Board for their continued support through the Denise M. Pagacik Memorial Scholarship.

GM Lawler updated the Board on a new Power Purchase Agreement that has been executed through Energy New England with Gravel Pit Solar, LLC. Littleton will be receiving 6% of the total project output for a capacity of approximately 3 MW.

GM Lawler updated the Board on yet another successful mutual aid response from LELWD operations. Five LELWD employees went to Chicopee to assist in restoration after Tropical Storm Isaias hit their public power community hard.

2. Non-Union Policies and Procedures Handbook – GM Lawler provided a summary of changes that are being made to the LELWD Non-Union Policies and Procedures Handbook. GM Lawler worked collaboratively on these changes with LELWD Non-Union personnel and Chairman Pagacik.
3. General Manager Review Process – The Board discussed the process to review GM Lawler. It was decided by the Board to, similar to previous years, have the Chairman review the General Manager and report back to the Board on GM Lawler’s progress towards his goals and recommend a salary adjustment to the Board.
4. Next Meeting Date – October 28, 2020 at 6:00.

## **VII. Executive Session**

At 7:32 p.m. a motion was made by Commissioner Trumbull and seconded by Commissioner Taylor and unanimously voted by roll call to enter into Executive Session for the purpose of LELD Union Negotiations, 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 7:52 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: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.