

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

September 16, 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, Kevin Hunt

Audience: George Sanders

Meeting called to order: 6:01 PM

Meeting Adjourned: 8:10 PM, Motion by Commissioner Karr, seconded by Commissioner Larsen. The Vote: 5-0 in favor.

**II. General**

1. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved the Agenda as amended. The vote: 5-0 in favor.
2. Approve minutes from August 19, 2020. - On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from August 19, 2020. The vote: 5-0 in favor.
3. Approve minutes from September 14, 2020. - On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from September 14, 2020. The vote: 5-0 in favor.
4. Approve executive session minutes from August 19, 2020 - On a motion made by Commissioner Trumbull and seconded by Commissioner Larsen, the Board approved the executive session minutes from August 19, 2020. 5-0 in favor.
5. Public Input - None

**III. Electric Light Department**

1. FY20 Financials
  - a. Budget - The Board reviewed the 58.33% 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 stating that both units were operational and nearing substantial completion. The Board reminded GM Lawler to completing the sound study to ensure that the units are adhering to local noise ordinances. GM Lawler also gave an update on the meter replacement project, notifying the Board that nearly 1,000 meters have been installed. GM Lawler updated the Board on the Taylor St re-conductoring project, and informed them the

project was complete. Finally, GM Lawler updated the Board on the next capital project, which is the infrastructure replacement project at 19 Shattuck Street.

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

1. FY21 Financials
  - a. Budget – The Board reviewed the 8.33% 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. GM Lawler also updated the Board on the Whitcomb Ave Well replacement project, which has been awarded to Winston Builders and slated to begin in the beginning of October. GM Lawler gave a verbal update on the rehabilitation of Newtown tank and the design for replacement of the Cedar Hill tank.
3. Town Meeting Articles - GM Lawler and the Board discussed Article 10 for the Fall 2020 Special Town Meetings: Whitcomb Avenue and PFAS Borrowing Authorization. On a motion by Commissioner Karr and seconded by Commissioner Larsen, the Board votes to approve Article 10 for Fall Town Meeting on 10/17/2020 for a borrowing authorization not to exceed \$17,000,000. The Vote: 5-0 in favor. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board votes to approve Article 12, 13, and 14 for Fall Town Meeting on 10/17/2020.

#### **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. Commissioner Trumbull updated the Board in greater detail of the work that has been completed by the Working Group, but also stated that more time was needed for outreach. The Board had a discussion on what part of the system was ready for design and construction, and there was consensus that it would make sense at this time to begin moving forward with the discharge site expansion to 175,000 gpd. GM Lawler reminded the Board of the \$1,500,000 Mass Works grant that the town has received, and this money is earmarked for the discharge site. The total estimated cost for design and construction of the discharge site is \$2,500,000.
2. GM Lawler and the Board discussed a town meeting article for a borrowing authorization to design and construct the smart sewer discharge site. On a motion by Commissioner Karr and seconded by Commissioner Larsen, the Board votes to approve Article 11 for the Fall Town Meeting on 10/17/2020 for a borrowing authorization not to exceed \$2,500,000.
3. FY21 Financials – GM Lawler presented the FY21 Budget (8.3%)

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

1. New Business – GM Lawler showed the Board a letter of Commendation received by LELWD for supporting a Mutual Aid event in Chicopee MA.
2. General Manager Review Process – Commissioner Pagacik and Commissioner Trumbull discussed the performance evaluation of GM Lawler, and GM Lawler’s success at hitting the goals established by the Board for the previous 12 months. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board votes to give GM Lawler his contractual step raise per his contract, plus a cost of living adjustment equivalent to the electric union raise once fully executed retroactive to August 1, 2020, as presented by Commissioner Pagacik and Commissioner Trumbull. The Vote: 5-0 in favor. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board votes to approve goals for GM Lawler for the upcoming year as presented by Commissioner Pagacik and Commissioner Trumbull. The Vote: 5-0 in favor.
3. Next Meeting Date – October 28, 2020 at 6:00.

## **VII. Executive Session**

At 7:52 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Larsen 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 8:10 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Larsen 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.