

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

October 28, 2020

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Melissa Lyonnais, Paul Denaro, Corey Godfrey, Pat Laverty, Robert Rooks, Todd Burnham, Connor Reardon

Audience: None

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:04 PM, Motion by Commissioner Larsen, seconded by Commissioner Karr. The Vote: 5-0 in favor.

**II. General**

1. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the Agenda as amended. The vote: 5-0 in favor.
2. Approve minutes from September 16, 2020. - On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from September 16, 2020. The vote: 5-0 in favor.
3. Approve executive session minutes from September 16, 2020 - Tabled
4. Approve executive session minutes from September 21, 2020 - Tabled
5. Public Input – Robert Rooks and Todd Burnham updated the Board with regards to Union Negotiations. The Board listened to their concerns, but did not comment.

**III. Electric Light Department**

1. FY20 Financials
  - a. Budget - The Board reviewed the 75% 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 the meter replacement project, notifying the Board that nearly 1,500 meters have been installed. GM Lawler updated the Board on the completed by Electric Operations on King St., at 19 Shattuck St, and a the substation. Finally, GM Lawler updated the Board on the new Customer Information System and Financial Software upgrade.

**IV. Water Department**

1. FY21 Financials
  - a. Budget – The Board reviewed the 25% 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. GM Lawler also updated the Board on the Whitcomb Ave Well replacement project, which Winston Builders have begun construction on. GM Lawler gave a verbal update on the rehabilitation of Newtown tank and the design for replacement of the Cedar Hill tank. Finally, GM Lawler updated the Board on the PFAS investigation, and that the Water Management Act application has been sent in for withdrawal at Cobbs.
3. Water and Sewer Superintendent - GM Lawler updated the Board on the search for a Water and Sewer Superintendent. Interviews are scheduled for the week of November 2, and GM Lawler hopes to have this position filled quickly.

#### **V. Sewer Department**

1. FY21 Financials – GM Lawler presented the FY21 Budget (25%)
2. Engineering Update – GM Lawler updated the Board with regards to the work being completed by the Sewer Working Group and CDM Smith. The Working Group is still working with CDM Smith on finalizing the Needs Assessment.

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

1. New Business – GM Lawler showed the Board a draft procurement policy that the Departments are in the process of implementing.
2. Next Meeting Date – November 25, 2020 at 6:00.

#### **VII. Executive Session**

At 7:05 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 LELD Union Negotiations, Whitcomb Avenue, and Nagog Pond 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 8:04 p.m. a motion was made by Commissioner Larsen 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.