

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

November 23, 2020

I. Present for Meeting

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

General Manager: Nick Lawler

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

Audience: None

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:04 PM, Motion by Commissioner Larsen, seconded by

Commissioner Taylor. The Vote: 3-0 in favor (Commissioner Pagacik not present).

II. General

1. Approve Agenda – On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the Agenda as written. The vote: 4-0 in favor.
2. Approve minutes from October 28, 2020. - On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from October 28, 2020. The vote: 4-0 in favor.
3. Approve executive session minutes from September 16, 2020 - On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the executive session minutes from September 16, 2020. The vote: 4-0 in favor.
4. Approve executive session minutes from October 6, 2020 - On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from October 6, 2020. The vote: 4-0 in favor.
5. Approve executive session minutes from October 28, 2020 - On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from October 28, 2020. The vote: 4-0 in favor.
6. Public Input – None

III. Electric Light Department

1. Financial Audit – Tabled
2. FY20 Financials
 - a. Budget - The Board reviewed the 83% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed.
3. Boxborough School Grant – GM Lawler presented a technology grant request from the Acton-Boxborough School District. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved a Boxborough School grant of \$2,800. The vote: 4-0 in favor.

4. Littleton Community Grant – Commissioner Pagacik presented a proposal to expend some the remaining Community Development to support both the Council of Aging and Parks and Recreation through these tough times. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the an amount of not to exceed \$4,000 to support the community through the Community Development fund working with both the Council of Aging and Parks and Recreation. The vote: 4-0 in favor.
5. Capital Projects – GM Lawler updated the Board on the meter replacement project, notifying the Board that nearly 2,000 meters have been installed. GM Lawler updated the Board on the completed by Electric Operations as crews are working on replacing poles on King Street.
6. Draft 2021 Budget – GM Lawler presented the Board a Draft 2021 Budget. The 2021 Operations and Maintenance has increased \$83,152 to a total of \$7,653,339. The 2021 Capital Budget has decreased \$4,075,000 to a total of \$2,037,000. GM Lawler will present the Budget next month for a Board vote.

IV. Water Department

1. FY21 Financials
 - a. Budget – The Board reviewed the 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. GM Lawler also updated the Board on the Whitcomb Ave Well replacement project. GM Lawler gave a verbal update on the design for replacement of the Cedar Hill tank. Finally, Corey Godfrey updated the Board on the PFAS investigation.
3. Water and Sewer Superintendent - GM Lawler introduced to the Board Corey Godfrey as the new Water and Sewer Superintendent.

V. Sewer Department

1. FY21 Financials – GM Lawler presented the FY21 Budget (33%)
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 presented to the Board the Hager Homestead project that Town Planner Maren Toohill is asking our Board to support for a Housing Choice Grant. On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved to support the Housing Choice Grant as presented. The vote: 4-0 in favor.
2. Next Meeting Date – December 16, 2020 at 6:00.

VII. Executive Session

At 6:45 p.m. a motion was made by Commissioner Larsen 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, Larsen – Yes, and Taylor – Yes. (Commissioner Pagacik had to leave).

At 7:04 p.m. a motion was made by Commissioner Larsen 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, Larsen – Yes, and Taylor – Yes.