

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

December 16, 2020

I. Present for Meeting (Remote Meeting – ZOOM)

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

General Manager: Nick Lawler

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

Audience: Dick Hingston

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:52 PM, Motion by Commissioner Karr, seconded by Commissioner Taylor. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

II. General

1. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the Agenda as written. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
2. Approve minutes from November 23, 2020. - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from November 23, 2020. The Roll Call Vote: Karr – Yes, Larsen – Yes, Trumbull – Yes, Taylor – Yes, and Pagacik – Yes.
3. Approve executive session minutes from November 23, 2020 - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the executive session minutes from November 23, 2020. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Public Input – The Board brought forward a public request with regards to public safety/lighting in the Common. On a motion by Commissioner Karr and seconded by Commissioner Larsen, the Board approved funding through a Community Development Grant an amount not to exceed \$7,000 to help support infrastructure in the Common to help with pedestrian safety. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

III. Electric Light Department

1. Financial Audit – The Financial Audit (LELD) was presented to the Board.
2. FY20 Financials
 - a. Budget - The Board reviewed the 92% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed.

3. Safety Grant – GM Lawler presented a safety grant request from the Littleton Public Schools. On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved a safety grant of \$2,020 as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. 6:30 Public Hearing, Review and Approve Electric Rates – Postponed due to the Newspaper not posting the notice.
5. Capital Projects – GM Lawler updated the Board on work being completed by line crews replacing critical poles on King Street. GM Lawler also updated the Board on the generator project, and the completed sound study.
6. Draft 2021 Budget – GM Lawler presented the Board a Draft 2021 Budget. The 2021 Operations and Maintenance has increased \$153,446 to a total of \$7,723,743. The 2021 Capital Budget has decreased \$4,075,000 to a total of \$2,037,000. On a motion by Commissioner Karr and seconded by Commissioner Larsen, the Board voted to approve the 2021 Electric Budget as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
7. Solar Cap Increase/SMART Program – GM Lawler discussed with the Board the need to increase the residential net metering cap in order to allow further net metering interconnections in the future. GM Lawler also discussed with the Board to continue to support SMART Program interconnections through the DOER. On a motion by Commissioner Larsen and seconded by Commissioner Karr, the Board voted to approve the residential net metering cap by 1% (total cap now at 1,100 kW) and to further fund the DOER SMART Program by another \$25,000. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

IV. Water Department

1. FY21 Financials
 - a. Budget – The Board reviewed the 42% 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 presented a Gantt Chart, outlining all the projects that are currently being worked on. GM Lawler gave a verbal update on the design for replacement of the Cedar Hill tank
3. Drought Update - GM Lawler updated the Board on drought conditions that are still present throughout Central Massachusetts.

V. Sewer Department

1. FY21 Financials – GM Lawler presented the FY21 Budget (42%)
2. Engineering Update – AGM Ketchen updated the Board with regards to the work being completed by the Sewer Working Group and CDM Smith. AGM Ketchen further presented the financial complexities of the project, and the issues that the Department is facing with regards to Cost Recovery. The Board stressed the importance of public outreach on this project and directed GM Lawler to begin putting outreach materials together for review at the next meeting.

VI. General Manager

1. New Business – None
2. Next Meeting Date – January 27, 2021 at 6:00.

VII. Executive Session

At 8:11 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 litigation preparations, land acquisition and with the purpose of then to not reconvene in open meeting. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

At 8:52 p.m. a motion was made by Commissioner Karr 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, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.