

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

January 27, 2021

**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: Cindy Napoli, Chuck DeCoste, Paul Glavey, Joe Knox, Matthew Nordhaus,  
Anthony Ansaldi, George Sanders

Meeting called to order: 6:04 PM

Meeting Adjourned: 8:32 PM, Motion by Commissioner Taylor, seconded by

Commissioner Karr. 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 Larsen and seconded by Commissioner Taylor, the Board approved the Agenda as amended. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
2. Approve minutes from December 16, 2020. – Tabled
3. Approve executive session minutes from December 16, 2020. – Tabled
4. Public Input – None

**III. Electric Light Department**

1. FY20 Financials
  - a. Budget - The Board reviewed the 100% complete budget.
  - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
  - c. Power Supply Report – The Board reviewed.
2. 6:30 Public Hearing, Review and Approve Electric Rates – On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Public Hearing was opened at 6:30. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Public Hearing was suspended until sewer discussion was complete. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes. On a motion by Commissioner Karr and seconded by Commissioner Larsen, at 7:10 the Public Hearing was reopened to discuss Rate 90. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes. GM Lawler presented to the Board a new electric rate, Rate 90. There were no comments from the Board or the Public. On a motion by Commissioner Taylor and seconded by Commissioner Larsen the Board approved the rates as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor –

Yes, Trumbull – Yes, and Pagacik – Yes. On a motion by Commissioner Taylor and seconded by Commissioner Larsen, the Board voted to close the Public Hearing. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

3. LWD Indirect Expenses – On a motion by Commissioner Karr and seconded by Commissioner Larsen, the Board voted to forgive LWD indirect costs of \$159,551.56 for the period of July 2020 through December 2020. 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 50% budget.
  - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. FY22 Draft Budget – GM Lawler presented a \$4,449,328 draft budget, which is an increase of \$508,656 from last year which is due to large water main capital projects.
3. 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
4. Finance Committee Appointment - GM Lawler updated the Board on the resignation of Alan Bell from the Finance Committee due to Bell moving to Westford. The Board asked that GM Lawler advertise for a new appointment with interviews/appointment to be made at our next regularly scheduled meeting.
5. Water Department Structure/Staffing – GM Lawler presented a future organizational chart that GM Lawler and Superintendent Godfrey will aspire to as the department continues to change. The Board was approving of the plan, but noted that the Foreman position should have more supervisory responsibilities and that the Operations Assistant should be retitled to better fit the position. GM Lawler agreed, and committed to work those changes into the plan. GM Lawler also presented a plan on how to accomplish the Departments goals over the next three years without hiring a Water Systems Manager, and utilizing current staff already in place. The Board was accepting of this plan, but asked that the milestones be better defined and brought back to the Board.

#### **V. Sewer Department (Taken out of order and discussed at the beginning of the meeting)**

1. FY21 Financials – GM Lawler presented the FY21 Budget (50%)
2. Engineering Update – Posted as a Joint Meeting by Town Administrator Ansladi, the Board of Commissioners, Select Board, TA Ansalidi, and GM Lawler discussed the Sewer Project, and what next steps are. No consensus was reached, and all action items are on hold until both Boards have reviewed the CDM Executive Summary.

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

1. New Business – GM Lawler updated the Board on the PFAS litigation, the 2050 Roadmap (Climate Bill), and reminded the Board of the Conflict of Interests training obligations.

2. Next Meeting Date – February 24, 2021 at 6:00.