

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

February 24, 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, Paul Denaro, Corey Godfrey, Pat Laverty

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:41 PM, Motion by Commissioner Trumbull, 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 Karr 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. – On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from December 16, 2020. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. Approve executive session minutes from December 16, 2020. On a motion made by Commissioner Trumbull and seconded by Commissioner Karr, the Board approved the executive session minutes from December 16, 2020. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Finance Committee Appointment. – The Board interviewed the single applicant, Geraldine Bertozzi, for the Water Department Representative to the Finance Committee. The Board was impressed with Geri's experience, enthusiasm and desire to communicate on Water Department matters. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, Geraldine Bertozzi was appointed to the Finance Committee as the Water Department representative. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
5. Public Input – None

III. Electric Light Department

1. FY20 Financials
 - a. Budget - The Board reviewed the 8.33% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed.

2. FY21 Capital Budget Amendment - On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board voted to amend the Electric 2021 Capital Budget to add \$40,000 for a Substation Breaker and \$30,000 for Landscape Equipment. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. Capital Project Update – GM Lawler updated the Board on the Hudson Light and Power customer transfer project (Board vote below), the King Street replacement project, 3 phase squirrel guard upgrades, and the Gilson Road/Mattawanakee tree wire project. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board voted to authorize GM Lawler to sign the Purchase and Sale as presented, \$140,000 for the customers and assets in Boxborough owned by Hudson Light and Power. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Green Communities – GM Lawler updated the Board on House Bill 2663, which is a bill that would support communities such as Boxborough become a Green Community.

IV. Water Department

1. FY21 Financials
 - a. Budget – The Board reviewed the 58.33% budget.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. FY22 Draft Budget – GM Lawler presented a \$4,771,458 draft budget. On a motion by Commissioner Karr and seconded by Commissioner Trumbull, the Board voted to approve the FY22 Water Budget for \$4,771,458. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. Town Meeting Articles – GM Lawler presented the Town Meeting Article for funding of the Water Enterprise Fund. On a motion by Commissioner Karr and seconded by Commissioner Taylor, the Board voted to approve the Annual Town Meeting article to fund the FY22 Water Enterprise Fund for \$4,971,458, article number to be determined. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Capital Project Updates - GM Lawler gave a verbal update on the bid progress with regards to the Whitcomb Ave Treatment Plant, which will be opened on April 8, 2021. GM Lawler also updated the Board on the Whitcomb Ave Well replacement project, the Cedar tank replacement project, which was awarded to Caldwell for \$2.7 million, and the Spectacle Pond raw water transmission main project which bids will be opened on March 18, 2021.

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

1. FY21 Financials – GM Lawler presented the FY21 Budget (58.33%)
2. FY22 Draft Budget/Sewer Rate – GM Lawler presented the FY22 Draft Sewer Budget and projected sewer rate to recover revenues to support the proposed budget. On a motion by Commissioner Karr and seconded by Commissioner Trumbull, the Board voted to approve the FY22 Sewer Budget for \$246,550. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. TM Articles – GM Lawler presented the Town Meeting Article for funding of the Sewer Enterprise Fund. On a motion by Commissioner Karr and seconded by

Commissioner Trumbull, the Board voted to approve the Annual Town Meeting article to fund the FY22 Sewer Enterprise Fund for \$246,550, article number to be determined. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

4. Project Update – GM Lawler and AGM Ketchen updated the Board on the sewer discharge site project, the sewer use regulations, and the sewer system design.
5. Disband Sewer Working Group – Commissioner Trumbull wanted to commend the working group for their work towards the Littleton Sewer Project. It was discussed that the working group would no longer be needed after Annual Town Meeting.

VI. General Manager

1. New Business – GM Lawler updated the Board on the new Executive Assistant job posting and an APPA Safety Award that was given to LELWD in recognition of their safe working practices in 2020.
2. Next Meeting Date – March 24, 2021 at 6:00.