

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

May 5, 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, Erica Rooks, Pat Laverty, Scott Edwards

Audience: Geri Bertozzi

Meeting called to order: 6:03 PM

Meeting Adjourned: 7:52 PM, Motion by Commissioner Karr, seconded by Commissioner Larsen. 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 Larsen, 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 February 24, 2021. – On a motion made by Commissioner Larsen and seconded by Commissioner Karr, the Board approved the minutes from February 24, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. Approve minutes from March 24, 2021. On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved the minutes from March 24, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Approve Executive Session minutes from March 24, 2021 - On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved the Executive Session minutes from March 24, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
5. Public Input – None

III. Electric Light Department

1. FY21 Financials
 - a. Budget - The Board reviewed the 25% complete budget.
 - b. Cash Report, Rate of Return and Fund Balances – The Board reviewed.
 - c. Power Supply Report – The Board reviewed.
2. Capital Project Update – GM Lawler updated the Board on the Hudson Light and Power customer transfer project and the Gilson Road/Mattawanakee tree wire project.

3. Municipal Cooperative – GM Lawler updated the Board on the forming of a municipal cooperative. LELWD is in the process of reviewing an engagement letter from Greenberg Traugott to perform the legal services required to form the cooperative.
4. Power Supply Analyst Employment Contract – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, upon mutual agreement between Edwards and the Board, the Board terminated the employment contract of Scott Edwards effective May 5, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes. It is the understanding that GM Lawler will execute a contract with Edwards for three years for similar services with additional duties to assist with Water Department projects.

IV. Water Department

1. FY21 Financials
 - a. Budget – The Board reviewed the 75% 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 bid progress with regards to the Whitcomb Ave Treatment Plant and the rebidding of the electric to be opened on May 13. GM Lawler also updated the Board on the Whitcomb Ave Well replacement project (DEP inspection on 5/10), and the Spectacle Pond raw water transmission main project which will commence soon.

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

1. FY21 Financials – GM Lawler presented the FY21 Budget (75%)
2. Project Update – GM Lawler updated the Board that counsel and CDM Smith are finalizing project design scope of work.
3. Sewer Discharge Site – In a joint meeting with the school committee, the schedule of the construction of the discharge site was discussed. The impact to the student athletes and the importance of the timing as it relates to the MassWorks grant were weighed by both sides. GM Lawler is to bring concerns back to CDM Smith to determine how we can balance both issues.
4. Sewer Use Regulations – GM Lawler presented again the Sewer Use Regulations (edited) to the Board for review. These will be brought back again before the Board to adopt in June.
5. TM Meeting Articles – It was decided by the Board that there would be no construction authorization article to bring forward at Annual Town Meeting. The Board directed GM Lawler to conduct another Sewer Forum with LCTV and to set up a table at Annual Town Meeting to answer questions.

VI. General Manager

1. New Business – GM Lawler and the Board discussed that GM Lawler’s contract is set to expire. The Board designated Commissioner Taylor and Commissioner Trumbull to work with GM Lawler on his next contract.

VII. Executive Session

1. Land Acquisition - At 7:46 p.m. a motion was made by Commissioner Trumbull and seconded by Commissioner Karr and unanimously voted by roll call to enter into Executive Session to consider the purchase, exchange, lease or value of real property that the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and to not reconvene.

Next Meeting Date – June 3, 2021 at 6:00.