

Littleton Light and Water Departments Board of Commissioners Meeting Minutes

June 30th, 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 Lavery, Justin Vancott, Sara Kiley

Audience: Tom Clancy

Meeting called to order: 6:01 PM

Meeting Adjourned: 7:41 PM, Motion by Commissioner Larsen, seconded by Commissioner Pagacik.

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 Pagacik and seconded by Commissioner Taylor, the Board approved the Agenda as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Pagacik – Yes, Taylor – Yes, Trumbull – Yes.
2. Approve minutes from June 3rd, 2021. – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from June 3, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
3. Approve Executive Session minutes from June 3rd, 2021 - On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Executive Session minutes from June 3, 2021. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
4. Public Input – None

III. Electric Light Department

1. Community Grant – LFD (Moved Up by Commissioner Karr)
 - a. Back on June 9th Commissioner Karr received a letter for a community grant from now retired chief Scott Wodzinski for \$11,450.00 for some apparatus equipment for the fire department.
 - b. Interim Chief Tom Clancy presented that back in April 2021 they purchased battery operated hydraulic spreaders. They had a company come in and do a demonstration of the cutters and spreaders (Jaws of Life). With how the automotive companies are making cars now, the metal is much tougher and now the old tools will not cut through them. Battery operated tools are much faster to deploy and no fumes used.

- c. Chief Clancy is asking the board to approve the grant for the cutters to complete the set. – On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, to approve the community grant of \$11,450.00 to the Littleton Fire Department to purchase the hydraulic cutters. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.
 - d. Commissioner Karr did ask that when the cutters to come in (6-8 weeks) to let the board know so we can do a PR event.
2. FY21 Financials
- a. Budget – The Board reviewed 41.67% Budget
 - i. Pagacik stated there is a school grant request coming in.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date. ENE finalized a fund balance review; GM Lawler wants the board to review it and next meeting follow up on it.
 - i. ENE expected the operating cash to be about 4.8 million dollars because it is two months of bills. Which included the ISO and power supply bills, but we have money with ENE, so we are double accounted for.
 - ii. Rate Stabilization is at 4 million, and some of the savings from the generators will go into that.
 - iii. ENE believes we should start using the Pension Fund to offset future liabilities.
 - c. Rate of Return – At 4.3% slightly higher than last May.
 - d. Green Rewards – We canceled the EV Program with ENE and LELWD has recreated our own program effective 7/1/2021.
3. Capital Projects Update – GM Lawler updated the board on the Generators, Hudson/Boxborough customers, Matawanakee Trail, Porter Road, and Substation upgrades
- a. Generators:
 - i. ENE almost missed the peak; communication was not clean. LELWD team did a great job at catching the peak.
 - ii. LELWD signed a one-year deal with MMWEC to have them perform daily forecasting and peak alerting for our generator.
 - b. Hudson Project:
 - i. Almost complete, just have some clean-up work.
 - c. Matawanakee Trail:
 - i. Tree wire upgrade to be completed in a few weeks.
 - ii. Pole Work is complete.
 - d. Porter Road
 - i. Soon to start Three Phase Hendrix conversion project.
 - e. Substation
 - i. 25kV circuit breaker needed to be replaced and that has been completed.

4. Municipal Cooperative Update:
 - a. LELWD had a meeting with the Cooperative member and counsel, and they are working on the articles of corporation.
 - i. Will need to have bylaws written up.
 - ii. GM Lawler presented a few different options for the co-op for the board to discuss later at a joint meeting.

IV. Water Department

1. FY21 Financials
 - a. Budget – GM Lawler have an overview of the budget (91.67%); we are in great shape and payroll is under.
 - b. Cash Report – GM Lawler gave a summary of the cash report to date.
2. Capital Project Updates - GM Lawler gave an update on Well 3, Cedar Hill, Transmission Main, Whitcomb Ave Treatment Plant, Spec Pond, Amazon Well
 - a. Well 3 – We are down to the punch list items.
 - i. Paul Denaro gave an update on the wells; everything is running smoothly. One of the wells is offline due to a warranty issue.
 - b. Cedar Hill – Site work started the week prior.
 - i. Dave Ketchen gave an update on the project; Began digging the foundation and working on the watermain.
 - c. Transmission Main – Night work is almost complete.
 - d. Whitcomb Ave Treatment Plant – Site work has started.
 - e. Spec Pond – Will be open by end of August
 - f. Amazon Well – On the planning boards meeting to do the ANR.
3. Library Connection
 - a. Asking for municipal hook ups, and we will waive the fee.

V. Sewer Department

1. FY21 Financials – We will come close to expending the full amount of the budget due to covid.
 - a. GM Lawler spoke with the Town about moving forward and they will transfer \$246,000 (Town Meeting Appropriation) back into the sewer fund.
2. Project Update – GM Lawler gave an update on the Sewer Expansion
 - a. 90% complete on the design of the sewer discharge site. Design/Bid/Contract Award will be done by March.
 - b. CDM is working on the price selection package for the MBR equipment.
3. Sewer Use Regulations – GM Lawler presented the final Sewer Use Regulations as prepared by CDM Smith and LELWD. On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, to approve the Sewer Use Rules and Regulations as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes, and Pagacik – Yes.

VI. General Manager

1. General Manager Update
 - a. Littleton High School sent the board a letter thanking them for the Pagacik scholarship.
 - b. ENE Financial Analysis Report for the Board to review.
2. Next Meeting Date and Adjourn
 - a. Next Meeting Date – August 18th, 2021 at 6:00.

VII. Executive Session

At 7:05 p.m. a motion was made by Commissioner Taylor and seconded by Commissioner Larsen 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 conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel

Following Executive Session

1. Land Acquisition – On a motion made by Commissioner Larsen and seconded by Commissioner Trumbull, the Board authorized the General Manager to work with Chairman Karr and execute a Purchase and Sale to acquire 242 King Street with no substantial financial differences as presented. The Roll Call Vote: Karr – Yes, Larsen – Yes, Pagacik – Yes, Taylor – Yes, Trumbull – Yes.
2. General Manager Contract - On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board authorized Chair Karr to execute the contract, as presented, for General Manager Lawler. The Roll Call Vote: Karr – Yes, Larsen – Yes, Pagacik – Yes, Taylor – Yes, Trumbull – Yes.