

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

August 18th, 2021

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Sara Kiley, Corey Godfrey, Scott Edwards

Audience: Geri Bertozzi

Meeting called to order: 6:03 PM

Meeting Adjourned: 7:36 PM, Motion by Commissioner Taylor, seconded by Commissioner Trumbull. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes.

II. General

1. Approve Agenda – with the addition of a School Grant and LWD Indirect Expenses – On a motion made by Commissioner Trumbull and seconded by Commissioner Larsen, the Board approved the Agenda as amended. The Vote: 4-0 in favor.
2. Approve minutes from June 30th, 2021. – On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the minutes from June 30th, 2021. The Vote: 4-0 in favor.
3. Approve Executive Session minutes from June 30th, 2021 - On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the Executive Session minutes from June 30th, 2021. The Vote: 4-0 in favor.
4. Approve minutes from July 22nd, 2021. – On a motion made by Commissioner Trumbull and seconded by Commissioner Larsen, the Board approved the minutes from July 22nd, 2021. The Vote: 4-0 in favor.
5. Approve Executive Session minutes from July 22nd, 2021 – Commissioner Karr would like to have the financial plan that was spoken about added to the minutes. On a motion made by Commissioner Trumbull and seconded by Commissioner Karr, the Board approved the July 22nd, 2021 Executive Session minutes as amended. The Vote: 4-0 in favor.
6. Public Input – None
7. Fraud Policy – GM Nick Lawler presented a Fraud Policy to the board to be reviewed and discussed at the next meeting.

III. Electric Light Department

1. FY21 Financials
 - a. Budget - The Board reviewed the 50% complete budget.

- b. Cash Report – The Board reviewed.
- c. Rate of Return – 4.9%
 - i. GM Nick Lawler stated that LELWD will be adjusting the PPC in September or October to lower the rate for rate payers which will stay for the year.
- d. Fund Balances – The Board reviewed.
- e. Power Supply Report:
 - i. GM Nick Lawler spoke on raising the EV rate for the non-rate payer rate, currently the rate is at 12 cents.
 - ii. GM Nick Lawler presented the Rain Barrel Event and is looking for a Saturday date in September if the Board would like to participate. The Board will discuss.
 - iii. MMWEC Dispatch Results – The Board reviewed.
- 2. Integrated Resource Planning Policy:
 - a. GM Nick Lawler presented the power supply policy, which will have LELWD meeting the requirement of the Mass General Law. On a motion made by Commissioner Trumbull and seconded by Commissioner Larsen, the Board approved the Integrated Resource Planning Policy. The Vote: 4-0 in favor
- 3. School Grant – Request for \$4,548 to update and increase access to STEM resources for all K-5 students. On a motion made by Commissioner Trumbull and seconded by Commissioner Larsen, the Board approved the School Grant of \$4,548 to update and increase access to STEM resources for all K-5 students. The Vote: 4-0 in favor
- 4. LWD Indirect Expenses Vote to Forgive – Motion made by Commissioner Trumbull and seconded by Commissioner Taylor to forgive LWD of their indirect expenses from January 2021 – June 2021 amount of \$159,551.56. The Vote: 4-0 in favor.
- 5. Capital Project Update – GM Nick Lawler updated The Board on the Three Phase Hendrix project on Porter Road, and pole replacements on King Street.

IV. Water Department

- 1. FY21 Financials
 - a. Budget – The Board reviewed the 100% budget.
 - b. Cash Report – The Board reviewed.
- 2. Capital Project Updates - - GM Lawler gave an update on Cedar Hill, Transmission Main, Whitcomb Ave Treatment Plant, Cobbs, Great Road
 - a. Cedar Hill - Dave Ketchen gave an update on the project.
 - (1) Tank manufacturer showed up this week. They have most of the watermain work complete and will start pedestal work next week.
 - b. Transmission Main – Project is almost complete, currently being pressure tested.
 - (1) Once paving begins, follow up with the state.
 - c. Whitcomb Ave Treatment Plant – Working on the base mat and slab.
 - d. Great Road – Install distribution main between Lawrence Street and Beaver Brook, notice to proceed has been given to Albanese.
 - e. Cobbs – Corey Godfrey gave an update on this project:

- (1) Met with the State on how to amend all 12 conservation restrictions that exist. We are looking to create one new conservation restriction that covers all ground of the zone 1 area of the wells. This is currently being drafted.
- f. Whitcomb Ave Wells – The new replacement wells have had coliform present in raw water.
 - (1) Corey Godfrey stated everyone is currently experiencing this with the excess amount of rain fall we have been having. It was momentarily and cleaned out immediately, this was only in the well and never got out to the public.
 - (2) With the new WTP this is something that will never get out into the public.
3. ARPA Act – Have the Commissioners write a letter requesting funding from the ARPA fund to the Select Board.
 - a. GM Nick Lawler presented to The Board, stating this is something we could tie back to the water main/sewer infrastructure project. We will be requesting around \$1,500,000 for work relating to Russell Street.

V. Sewer Department

1. FY21 Financials – GM Lawler presented the FY21 Budget (100%)
2. Project Update – GM Nick Lawler updated the board on the Sewer Discharge Site, and Sewer Plant.
 - a. Sewer Discharge Site – We are at 90% design and should be going to bid by December.
 - b. Sewer Plant – We are out to bid for the MBR portion of the plant and bids are due by September 2nd.
 - (1) Commissioner Trumbull recommended LWD to speak with Mike Caso over at New England Technologies.
 - (2) Commissioner Karr recommended to put out an addendum to the current bid stating if we want to buy 100% including installation what would that cost be.

VI. General Manager

1. September 30th, we will have a small retirement celebration for Scott, Jay, and Eileen.
2. We received a plaque from the Navaho Travel Authority, that recognized LELWD and our commitment to Light Up Navajo II.

VII. Executive Session

1. Land Acquisition - At 7:15 p.m. a motion was made by Commissioner Larsen and seconded by Commissioner Taylor and unanimously voted by roll call to enter into Executive Session and not to reconvene in open 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. Also, to discuss trade secrets or confidential, competitively sensitive, or other proprietary information provided and to not reconvene.

Next Meeting Date – September 20th, 2021