

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

November 15th, 2021

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Sara Kiley, Corey Godfrey, Paul Denaro, Erica Rooks

Audience: Geri Bertozzi

Meeting called to order: 5:57 PM

Meeting Adjourned: 7:15 PM, Motion by Commissioner Taylor, seconded by Commissioner Trumbull. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes, Trumbull – Yes.

II. General

1. Approve Agenda – On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the Agenda as amended. The Vote: 5-0 in favor.
2. Approve minutes from September 21st, 2021. – On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from September 21st, 2021. The Vote: 5-0 in favor.
3. Approve minutes from October 20th, 2021. – On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the minutes from October 20th, 2021. The Vote: 5-0 in favor.
4. Public Input – None

III. Electric Light Department

1. FY21 Financials
 - a. Budget - The Board reviewed the 83% complete budget.
 - b. Cash Report – The Board reviewed.
 - c. Fund Balances – The Board reviewed.
 - i. Commissioner Pagacik stated we will need to start revamping Rate Stabilization.
 - d. Rate of Return – 8.2%
 - i. Erica Rooks stated the ROR spiked up in August/September. LELD adjusted the rate in October and will see where the sales are in November if an additional adjustment is needed.
 - ii. Commissioner Pagacik asked if we pay more in Lieu of Tax does that affect Rate of Return. GM Nick Lawler stated it does not.
 - e. Power Supply Report:

- i. Commissioner Pagacik asked if we were going to put more money into the Energy Efficiency Department? GM Nick Lawler stated that is an option and can review that for next year's budget.
2. Capital Project Update
 - a. Three Phase Squirrel Protection/AMI Meter Upgrade – Three Phase is more involved but will do the AMI meter upgrades at the same time. Over 5500 meters installed to date.
3. EV Charging
 - a. Charging stations are free for rate payers but have a \$2.00 parking fee.
 - b. Non-rate payer pays \$0.12 an hour.
 - c. Commissioner Trumbull stated that there has been interest from a resident in getting a fast-charging EV station. GM Nick Lawler stated that we do have a grant application into the DOER, and it has been in the budget for the past two years.
 - d. GM Nick Lawler stated we have \$60,000 in the budget to purchase one before receiving the grant money.
4. Municipal Cooperative
 - a. GM Nick Lawler stated they have the near finalized operating agreement. We are currently waiting for a few items back from the lawyers.
 - b. We will be ready to go to vote early December but will not form until after the 1st of the year. This will ensure we do not have to file any taxes for the current year.
5. Draft 2022 Budget
 - a. GM Nick Lawler presented the draft of the 2022 Budget for The Board to review.
 - b. O & M budget increased.
 - c. Administration there was a 3% adjustment plus two new positions. There was a large increase to Health Insurance/Middlesex Retirement/Long-Term Disability.
 - d. Computer Budget increased due to all the new licenses needed and building our cybersecurity.
 - i. Commissioners asked who is doing the test on the network vulnerability? Dave Ketchen stated we do not have that set up yet. Commissioner Pagacik asked to have the proposal run by him so he can present it to his cybersecurity department and have them look it over.
 - e. Operations Budget had a large increase to the Tree Trimming due to prevailing wage rates going up.
 - i. GM Nick Lawler stated we have an open bid for a 1-year contract.

IV. Water Department

1. FY21 Financials
 - a. Budget – The Board reviewed.
 - i. Equipment Maintenance – We had ordered hydrant markers last year but due to Covid they were not delivered until this year and affected 2021's budget.
 - ii. LELWD needed to unexpectedly fix certain pavement areas.
 - iii. Laboratory costs are up due to increased ground water/PFAS sampling
 - b. Cash Report – The Board reviewed.
2. Capital Project Updates

- a. Cedar Hill – Currently on a standstill but will be doing some sitework clean up to prepare for the steel crew on December 15th.
- b. Great Road – Project is almost complete.
- c. Transmission Main Project – Found a leak but LWD is currently helping Albanese find where the leak is located.
- d. Water Treatment Plant – Foundation is almost complete; Winston is testing the tanks for leaks and performing crack injections; Winston will hopefully start the slab over the office.
- e. Well 1 – Currently offline and will start the demo in order convert it to a pitless adapter. LELD is adding more electrical load which will bring in new bottle forms and pumping systems.

V. Sewer Department

- 1. FY21 Financials
 - a. GM Lawler presented the FY21 Budget at 33%
- 2. Project Update
 - a. Sewer System – Received the design draft for the sewer system.
 - i. Sewer Treatment Plant is looking to be 4200 square feet. They are currently looking at the site layout at 242 King Street.
 - ii. Sewer Discharge Site – Having an issue with DEP with the plans on the discharge site. DEP is now stating they cannot issue a discharge permit until they have 100% design of the treatment plant. This sets us back in our schedule, we applied for an extension on the MASS Water Works Grant.

VI. Executive Session

- 1. Land Acquisition - At 6:56 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 in open session. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes, Trumbull – Yes.

VII. General Manager

- 1. No update from GM Nick Lawler

Next Meeting Date – December 20th, 2021