

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

September 21<sup>st</sup>, 2021

**I. Present for Meeting (Remote Meeting – ZOOM)**

Commissioners: Jim Karr, Dick Taylor, Ivan Pagacik, Bruce Trumbull (Zoom)

General Manager: Nick Lawler

Staff: Dave Ketchen, Sara Kiley, Paul Denaro

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:29 PM, Motion by Commissioner Taylor, seconded by Commissioner Pagacik. The Vote: 3-0 in favor.

**II. General**

1. Approve Agenda – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the Agenda as amended. The Vote: 3-0 in favor.
2. Approve minutes from August 18<sup>th</sup>, 2021. – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the minutes from August 18<sup>th</sup>, 2021. The Vote: 3-0 in favor.
3. Approve Executive Session minutes from August 18<sup>th</sup>, 2021 - On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the Executive Session minutes from August 18<sup>th</sup>, 2021. The Vote: 3-0 in favor.
4. Public Input – None
5. Fraud Policy – Commissioner Karr stated we should add some form of bonding and indemnification in the policy. GM Nick Lawler stated we do not have anyone who is bonded, Commissioner Karr stated at a minimum Nick Lawler and Erica Rooks should be.
  - a. GM Nick Lawler stated he will follow up with auditors regarding the bonding and indemnification.

**III. Electric Light Department**

1. FY21 Financials
  - a. Budget - The Board reviewed the 66.67% complete budget.
    - i. If operating fund is high move some of that money back into rate stabilization.
  - b. Cash Report – The Board reviewed.
  - c. Fund Balances – The Board reviewed.
  - d. Rate of Return – 6.7% through August.
    - i. GM Nick Lawler stated that LELWD will be adjusting the PPC in October to lower the rate for rate payers.

- ii. GM Nick Lawler stated you can go over the 8% if you put the money back into rate stabilization.
- 2. Capital Project Update - GM Nick Lawler updated The Board on the pole replacements on Oak Hill/Sanderson/Porter Rd, and Infrastructure replacement at Pondside.
  - a. Oak Hill Road: Replacing all the poles from Oak Hill to Sanderson Road, this will allow us to install fiber optic to support our SCADA system and dispatch. During the fall we will build a storage shed to house all of the equipment.
  - b. Porter Road: Continuing with pole replacement and underground wire.
  - c. Pondside: Infrastructure replacement.
- 3. Community Development Grant - Rotary – Request for \$500 to put together Emergency Kits for seniors. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the Rotary Community Development Grant of \$500 to put together Emergency Kits for seniors. The Vote: 3-0 in favor
- 4. Municipal Cooperative – GM Nick Lawler stated if the Board needs anything before the next meeting, please let him know. Once the Operating Agreement is finalized, he will present it to the Board.

#### **IV. Water Department**

- 1. FY21 Financials
  - a. Budget – The Board reviewed the 16.67% budget.
  - b. Cash Report – The Board reviewed.
- 2. Capital Project Updates - - GM Lawler gave an update on Well 3, Water Treatment Plant, Transmission Main, Cedar Hill, Watermain Flushing, Great Road
  - (a) Well 3 – Currently operable. We need to test out Well 3 before we can take Well 1 offline.
    - (i) Commissioner Karr asked with the issues that happened over there have we thought about putting cameras? Paul Denaro stated we do have cameras there, but it is not directed at the Well Field. Commissioner Karr stated to put one on a tower or on the current Well 1 building.
    - (ii) Working on getting Well 3 4-log compliant.
  - (b) Water Treatment Plant – Currently forming the walls and pouring foundation. The backwash tank is complete and are waiting to test it.
    - (i) Currently the biggest issue is the long lead time for the PFAS vessels which could impact the schedule.
  - (c) Transmission Main – 95% complete, there is one issue coming out of the plant which is a 180 ft section of 36in pipe that transitions to a 12in pipe:
    - (i) The 36in pipe was not shown to be restrained anywhere on the drawings but the 12in pipe had shown the installation of thrust blocks. Albanese installed the pipe per the drawing and once it was pressure tested it separated.
  - (d) Cedar Hill – Almost complete with the pedestal pouring, once that is complete the project will come to a halt. The steel crew will not be able to get here until December and will begin building the tank on the ground.
  - (e) Watermain Flushing – We have begun flushing the watermain.

- (f) Great Road Project – Albanese was awarded the bid, but will not begin until October and will last about 3 weeks.
- 3. Town Meeting Article – GM Nick Lawler gave an overview on Article 97 on Cobbs regarding getting zone 1 to have the correct restrictions per DEP.
  - (a) GM Nick stated there are 5 different conservation restrictions over 3 different parcels of land. The issue is with the current restrictions in place are not restrictive enough to classify as zone 1. There are 7 different items that need to happen for the restrictions to be put in place and in control of LWD.
  - (b) The current issue is if LWD decides to abandon the property the Conservation Trust wants to be in control. Also, at one-point LWD disturbed one of the conservations trails and they would like it to be fixed.
  - (c) GM Nick Lawler stated he does not foresee any issues moving forward with this Article. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, to recommend Article 16 for special town meeting as written. The Vote: 3-0 in favor.

## **V. Sewer Department**

- 1. FY21 Financials – GM Lawler presented the FY22 Budget at 16.67%
- 2. Project Update – GM Nick Lawler updated the board on the 1A Spine and Sewer Discharge Site.
  - a. 1A Spine – GM Nick Lawler gave an overview of the 1A Spine phase one of the project before this is brought to Town Meeting.
  - b. Sewer Discharge Site – We are at 90% design and should be going to bid by December.
- 3. District Expansion – GM Nick Lawler updated the Board on a letter from Sal Lupoli on committing to the sewer.
  - (a) GM Nick Lawler stated in the legislation the sewer division can expand its service territory by vote of the Board of Commissioners. Once the district is expanded to that parcel it cannot be removed.
  - (b) Commissioner Karr stated that the environmental impact needs to be touched on since this property is under zone 2. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, to expand the sewer district to include the property 550 King Street based upon the September 9<sup>th</sup> commitment from Lupoli Companies. The Vote: 3-0 in favor.
- 4. Town Meeting Article – No necessary action currently.

## **VI. General Manager**

- 1. Reminder that on September 30<sup>th</sup>, we will have a small retirement party for Scott, Jay, and Eileen.
- 2. Next Meeting Date – November 22<sup>nd</sup>, 2021