

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

December 20th, 2021

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Pat Laverty, Connor Reardon, Sara Kiley

Audience: Geri Bertozzi

Meeting called to order: 5:57 PM

Meeting Adjourned: 7:11 PM, Motion by Commissioner Larsen, seconded by Commissioner Trumbull. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Trumbull – Yes.

II. General

1. Approve Agenda – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Agenda as amended. The Vote: 4-0 in favor.
2. Approve minutes from September 15th, 2021. – To be reviewed and voted on next meeting
3. Approve minutes from November 15th, 2021. – On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the minutes from November 15th, 2021. The Vote: 4-0 in favor.
4. Approve Executive Session minutes from November 15th, 2021. – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from November 15th, 2021. The Vote: 4-0 in favor.
5. Public Input – None

III. Electric Light Department

1. FY21 Financials
 - a. Budget - The Board reviewed the 92% complete budget.
 - i. In Lieu of Tax Budget – Under for the year, we did not receive many grant request from the community.
 - ii. Commissioner Karr asked if we could reach out to the fire department for a demo on the hydraulic cutters. Sara Kiley will reach out to Interim Chief Clancy.
 - b. Cash Report – The Board reviewed.
 - i. GM Nick Lawler stated he wants to see where rate of return ends up at the end of the year. Then will make the recommendation January/February to move some of the money into rate stabilization.
 - c. Fund Balances – The Board reviewed.

d. Rate of Return – 8.3%

- i. GM Nick Lawler stated it is a little bit over, but we did drop a percent from last month. By the end of the year, we should be under the 8%.

2. EV Charging

- a. Targeting 30% renewable energy this year.
- b. GM Nick Lawler recognized Connor Reardon as MEAM Rising Star. This led to a promotion for him, Connor is now the Energy Sustainability Manager.
- c. Connor Reardon gave an update on the current EV Charging Rates.
 - i. Currently LELWD is low on our charging fee compared to other areas. Connor recommended charging per hour now and have on-peak and off-peak hours.
 - ii. GM Nick Lawler asked what the cost of the EV Chargers are? Connor stated we have level 2 chargers, and they go for about \$12,000.
 - iii. Commissioner Trumbull asked how quickly is the electric world growing? Connor stated it is accelerating, currently the number of electric cars we have in Littleton/Boxborough are about 160.
 - iv. Commissioner Karr asked what happened with getting an EV charger at the Littleton Common? Connor stated it is not equipped with the proper electrical infrastructure.
 - v. Connor recommends charging \$2.5/hr for on-peak hours (7am-10pm) and \$1/hr (10pm-7am). The parking fee will still apply.

d. Sustainable Home Program:

- i. Connor stated this will help LELD customers go all electric.
- ii. The program will start off with a home assessment, and if they were to implement any recommendations from the assessment, they would receive up to a \$500 rebate.
- iii. In order to help LELD customers switch to electric heat we would offer a \$1,000 incentive.
- iv. The DOER is looking to give funds for all electric rate payer.

3. Capital Project Update

- a. Three Phase Squirrel Protection/AMI Meter Upgrade – Three Phase has made progress from last month. Over 6800 meters installed to date.

4. Municipal Cooperative:

- a. GM Nick Lawler stated they are looking for January 19th for a joint Board Meeting.

5. Draft 2022 Budget

- a. GM Nick Lawler presented the 2022 Draft Budget.
- b. Energy Service Budget:
 - i. Added \$50,000 to the Sustainable Home Program.

- ii. Smart Solar will continue but without the state funds. This will continue as some form of a credit toward solar customers.
 - c. Meter/Substation Budget:
 - i. Added \$70,000 to meter inventory for additional meters.
 - d. Capital Budget:
 - i. Received a real quote for the tree truck which comes out too \$225,000
6. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the budget for fiscal year of 2022. The Vote: 4-0 in favor.

IV. Water Department

- 1. FY22 Financials
 - a. Budget – The Board reviewed the 42% complete budget.
 - b. Capital Budget – Spent money on the Great Road Watermain. Commissioner Karr asked if residents know if they can get our water? GM Nick Lawler stated he was unsure; we will follow up with Corey on notifying them.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Water Treatment Plant – They are out of the ground, backfill is complete. They are completing the masonry walls.
 - b. Amazon Well- LWD has the deed to the property. We are currently working on easement access and then will conduct a pump test for water in January/February.
 - c. Cedar Hill – Going well, new tank should be shipped up here in about a week.
 - d. Transmission Main Project – Complete. There is a slight leak, but it is within the allowed spec since it is so small.
- 3. Grimes Lane
 - a. David Guthrie and Chris Fineral did not want to complete what they had promised the Town they would complete. They were supposed to make a connection at Grimes and Foster but there was never any documentation written into their Planning Board decision. It was stated in meetings with the planning board at the hearing that they would complete this connection.
 - b. There is a culvert on Grimes Ln that is large and expensive. Nick Lawler and Commissioner Karr were going to meet with them to try and discuss what could be done but received letter from their lawyers.
- 4. ARPA Letter
 - a. GM Nick Lawler and Commissioner Karr have been working on letters to go out to political individuals on federal funding.
 - b. GM Nick Lawler stated he would like to start sending these letters out to start receiving funding. Nick stated for Commissioner Karr to work with Sara and Jason to get the letters out.

V. Sewer Department

1. FY21 Financials
 - a. GM Lawler presented the FY21 Budget at 42%
 - b. GM Nick Lawler stated he does want to ask Corey why the chemical budget was so high.
2. Project Update
 - a. DEP approved the connection for Hager Homestead.
 - b. Commissioner Karr stated we should make a public outreach to the streets that cross the spine and see who would connect.
 - c. Commissioner Larsen questioned the backlash we would receive of not going to specific streets.
 - d. GM Nick Lawler stated they would like to incorporate the replacement of the water infrastructure through King Street and Great Road.
 - e. Discharge Site – DEP will not issue the permit until the plant is designed. We have the unofficial word from MassWorks that they will extend the grant to 2023.

VI. General Manager

1. DC Trip is schedule for February 27th-March 2nd
2. Holiday Schedule: Half day Wednesday and will have lunch at Il Forno.

Next Meeting Date – January 26th, 2021