

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

January 26th, 2022

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Pat Laverty, David Ketchen, Paul Denaro, Corey Godfrey, Justin Vancott, Erica Rooks, Sara Kiley

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:29 PM, Motion by Commissioner Larsen, seconded by Commissioner Trumbull. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes.

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: 4-0 in favor.
2. Approve minutes from September 15th, 2021. – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from September 15th, 2021. The Vote: 4-0 in favor.
3. Approve minutes from December 20th, 2021. – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from December 20th, 2021. The Vote: 4-0 in favor.
4. Public Input – None
5. Electric Audit – They have Covid and were unable to make the meeting and will be pushed off to February.

III. Electric Light Department

1. FY21 Financials
 - a. Budget - The Board reviewed the 100% complete budget of 2021.
 - b. Cash Report – The Board reviewed.
 - c. Fund Balances – The Board reviewed.
 - i. GM Nick Lawler stated the pension fund is an actual fund. Nick and Erica are looking further into what we are able to do with the fund.
 - d. Rate of Return –
 - i. Ended the year with a 7.8%
2. Capital Project Update

- a. Three Phase Squirrel Protection/AMI Meter Upgrade/Tree Wire/ Pole Replacement
 - i. Making progress with pole replacement, squirrel protection, and tree wire.
 - ii. Tree wire is almost complete in the Matawanakee area. Once that is complete, we will head over to the long lake side/Dahlia area.
3. Municipal Cooperative Authorization – Vote may be taken:
 - a. Groveland and Middleton have voted in favor to authorize the cooperative.
 - b. GM Nick Lawler stated the initial capital contributions is \$300,000 which has the least impact on Littleton.
 - c. Membership fees have been lowered to \$20,000. We would rather recover more through services provided than dues.
 - i. Types of services – energy audits, fleet repair, truck repair, etc.
 - ii. Commissioner Pagacik asked how we would set the rates of these services? GM Nick Lawler stated the board would set them.
 - d. Commissioner Karr asked once we vote to authorize would there be another joint meeting or what is the next step?
 - i. GM Nick Lawler stated we would need to meet. Once the coop forms, they will become public meetings.
 - e. GM Nick Lawler stated we can keep it as a running item for updates. Commissioner Karr agreed that would be helpful.
 - f. Commissioner Pagacik asked by water is listed in there? GM Nick Lawler stated that is our name, but we can pull it because we do go by both. Commissioner Pagacik wants to make sure that it will not come back with legal issues. GM Lawler stated it will not affect us.
 - g. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved that Littleton Electric Light and Water Department be, and it is authorized hereby, to become a member and manager of GML Utility Services Cooperative LLC; and that the General Manager of the Littleton Electric Light and Water Department, Nick Lawler, be, and he hereby is, authorized to execute that certain Written Consent of the Organizers of GML Utility Services Cooperative LLC as a duly authorized representative of the Littleton Electric Light and Water Department, a copy of which Consent is in front of each Commissioner at this meeting.. The Vote: 5-0 in favor.
4. LWD Indirect Expenses
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved to forgive LWD's indirect expense of 159,551.56 year ending December 21st, 2021. The Vote: 5-0 in favor.

IV. Water Department

1. FY22 Financials

a. Budget – The Board reviewed the 50% complete budget.

- (i) Environmental services are high due to the laboratory cost of PFAS sampling.
- (ii) Commissioner Karr asked if we have received reimbursements for that? Corey Godfrey stated we have billed for it.
- (iii) Commissioner Pagacik asked who we bill for the ones by the school? The Town? Corey stated we do not bill the Town. Commissioner Pagacik stated we should bill the Town and Commissioner Karr agreed.
- (iv) Commissioner Karr stated he would like to see what else we do not bill the Town for.

b. Capital Budget – The Board reviewed.

c. Cash Report – The Board reviewed.

2. Capital Project Updates

a. Transmission Main Project – Complete. We are 4law compliant, so water is flowing through the transmission main to Spectacle Pond.

- (1) Commissioner Pagacik asked if there were any issues with the temporary main with the cold weather? Corey Godfrey stated we have not had any issues.

b. Cedar Hill – Steel crew has been here building around the pedestal. Hoping to have the tank online by September and have the old tank demoed by November.

- (i) Commissioner Karr asked when they will lift the tank up? Dave Ketchen stated end of April/May. Dave stated he can set something up if the board would like to watch.

c. Water Treatment Plant – Slab area over the office was poured and is now tented and heated. Things will slow down a little bit with the masons.

- (i) Well 1 has been removed and the pit less adapter was installed. Polito has moved over to Well #5 to begin work over there.
- (ii) Commissioner Karr asked the status on the 36inch pipe? Justin Vancott stated the 36inch issue has been complete.

d. 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.

3. LWD FY23 Draft Budget – Vote may be taken

a. GM Nick Lawler stated major changes are Payroll which is up 5%. We are adding in two positions to cover the soon to be retirees.

- (i) First position is at the Utility Specialist 1 rate but hoping for someone with experience. Second position is a split position with the Sewer Department, hoping to hire someone with a sewer license.

b. Overtime came down with a lot of the night work ending.

c. Bond Principle & Int may be hirer, still currently working on it.

- d. Distribution – Safety Equipment went up to purchase a trench box.
- e. Production – Solids Removal \$10,000 increase but unsure if it is enough with all the sludge removal.
- f. Capital Budget
 - (1) \$2 million for the water main replacement. Corey stated we are looking to develop a new well where Amazon is. This will require us to build a new water main as well as replace from Taylor Street to rt 2.
 - (i) This number could come down but we wanted to present it as what it is at currently.
 - (2) \$6 million for the water main in the sewer district but GM Nick Lawler does not want another \$6 million borrow.
 - (i) Corey went through and identified areas that would be an issue which would be King Street to the 495 bridge, Great Road (sub shop – Acton Toyota), and the intersection of great road and king street from Goldsmith to the Westford Townline. This would come down to about 2 million.
- 4. Annual Town Meeting Article – Vote may be taken
 - a. Commissioner Karr stated that 6 million dollars is too much and would like a prioritized list of what needs replacement.

V. Sewer Department

- 1. FY21 Financials
 - a. GM Lawler presented the FY21 Budget at 50%
 - (1) Chemical budget was high due to two things; Carbon used to last a year but now there are only lasting about 6 months. Methanoyl due to covid was all expired and had to purchase more.
- 2. Project Update
 - a. Sewer Map – Go up 100ft from Goldsmith to Conant Street and include the connecting side streets.
 - b. Commissioner Karr stated if we do not do it now, we will pay the price, since Sal will be picking up a large portion of the construction cost.
 - c. Corey Godfrey stated we are at 60% design, hoping to be 90% in May.
 - d. David Ketchen stated we are working on an RFP for the building material for 242 King Street. This should be ready to go to bid in a month or so. We are also working on a quote for a relator service to sell the house.
 - e. Pump station at Littleton Lumber is soon to wrap up.
- 3. Sewer FY23 Draft Budget – Vote may be taken
 - a. GM Nick Lawler stated there was 47% increase.
 - b. Increase in Sewer Wagers/Benefits for a new employee. Chemicals increased by \$5,000.
 - c. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved to Sewer FY23 Budget. The Vote: 5-0 in favor.

4. Annual Town Meeting Article – Vote may be taken
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved to Annual Town Meeting Article. The Vote: 5-0 in favor.

VI. General Manager

1. Debt Service Mailer
 - a. Sara Kiley gave a breakdown of the debt service mailer.
 - (1) Hoping this mailer will give in site to residents on understanding their bill and what this fee is for.
 - (2) Breakdown of the current projects that are being paid off by this service fee.
 - (3) The fee is determined by the amount of your usage, so we added in ways to reduce your bill.
 - (4) Working with Connor Reardon on making a page on the website about the debt service fee since it does change so we can keep the information moving forward up to date on our website. Also, would like to add a bill of residential and commercial to the website with a more in-depth breakdown of the bill.
2. APPA Legislative Rally is February 27th – March 2nd
3. APPA Rodeo in Austin, Tx. RJ Rooks, Tom Guillot, and Mike Dutcher will be representing LELWD

VII. Executive Session

1. Land Acquisition - At 7:29 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 discuss strategy with respect to litigation if an open meeting

Next Meeting Date – February 23rd, 2021