

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

February 23rd, 2022

I. Present for Meeting

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

General Manager: N/A

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

Audience: Geri Bertozzi, Zachary Fentross

Meeting called to order: 6:00 PM

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

II. General

1. Approve Agenda – On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the agenda as amended. The Vote: 4-0 in favor.
2. Approve minutes from January 26th, 2022. – On a motion made by Commissioner Trumbull and seconded by Commissioner Taylor, the Board approved the minutes from January 26th, 2022. The Vote: 4-0 in favor.
3. Approve Executive Session minutes from January 26th, 2022. – Board will hold off till the next meeting.
4. Public Input – None
5. Electric Audit
 - a. Zach Fentross stated the department is in a good financial position.
 - b. Independent Auditor Report – Clean Opinion, this is the best opinion you are able to receive.
 - c. Management Discussion – There is only a financial discussion for 1 fiscal year due to the restatement of the net pension liability. This information was not available two years ago.
 - i. Next audit we will have both 2021 and 2020 so we are able to compare.
 - ii. Unrestricted Cash – Over a 4-million-dollar balance, there was a decrease of 1.3 million from the prior year. This was due to our ENE deposit.
 - iii. Restricted Investments – Balance of about 6 million. This has a decrease of 2.6 million dollar from the prior year. This is due to the generators.
 - iv. Other Capital Assets – Balance of about 30 million dollars. This has a 7.6-million-dollar increase. This is due to our generators.
 - v. Our OPEB net liability has been funded about 65%.
 - d. Statement of Revenues

- i. Electric Sales – Sales of about 29 million. This has a decrease of about 1.7 million dollars. This is due to our sales of our purchase power. This was also affected by COVID 19.
 - ii. Change of Deposition – Balance of about 2 million. Our rate of return was about 7.2%.
- e. Management Letter
 - i. Maintain a full General Ledger for accounting. Currently we do not include the OPEP or General Pension liability but will be added.
 - ii. Review any adjustments on the customer master file.
 - iii. Create and follow a policy for write offs
 - iv. Maintain all procurement documents.
 - v. Develop a methodology for bad debts.
 - vi. Improve accounting for OPEB Trust Fund.
- f. Zach Fentross is currently working on the Water Department audit.

III. Electric Light Department

- 1. FY21 Financials – Will send an update
- 2. Capital Project Update
 - a. Three Phase Squirrel Protection/AMI Meter Upgrade/Tree Wire/ Pole Replacement
 - i. Making progress with Tree Wire, looking to move into the Long Lake area soon.
 - ii. We are still moving forward with the squirrel protection. Commissioner Pagacik stated that the detour sign is still up near Harwood and a lot of debris was left behind after the storm. Dave stated he will follow up with Highway.
 - iii. Substation switch was installed.
- 3. Community Development Grant - LPD
 - a. LPD is looking for a new K9 to replace Vojak. Commissioner Pagacik asked if we knew the cost? Commissioner Karr stated they go through a bidding process so once that is complete, they will know the cost.
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved but to not exceed \$15,000 for the Littleton Police K9 Unit. The Vote: 4-0 in favor.
- 4. School Grant – Littleton
 - a. Shaker Lane is asking for a coding software through the STEM program. Heidi received an extension through March of the reduced price of \$2700
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the K-5 integrated coding and game design School Grant of \$2700. The Vote: 4-0 in favor.

IV. Water Department

1. FY22 Financials
 - a. Budget – The Board reviewed the 58% complete budget.
 - (i) Payroll and OT are under. Corey Godfrey stated that we did make an offer to two candidates. Chris Samarco from the Highway Department will start March 7th and Ryan Dane from Powell will start March 14th.
 - (ii) Production – Good Shape.
 1. Commissioner Karr asked how many meters are left to be replaced? Corey Godfrey stated there are about 150 full meters to replace and about 200 of the ERTs.
 2. Dave Ketchen stated with residents who are unresponsive we are starting to send out shut off letters. Residents will get 10 days to respond and if they do not, we will shut them off.
 3. Environmental – Lab cost are still high.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
 - a. Whitcomb Ave – Continue to pour concrete on the slab and have begun pouring walls. Making great progress with the weather given. Filters will be coming in April.
 - (i) Commissioner Pagacik asked where materials are being stored? Paul stated that is everywhere. Pagacik followed up with if something happens to the material who will be responsible and when does the warranty begin? Paul believes we are responsible, but we can follow up on that along with the warranty.
 - b. Cedar Hill – Currently on a stand still until the weather breaks and then we will begin painting.
3. LWD FY23 Draft Budget – Vote may be taken
 - a. Dave Ketchen stated he added in the 5-year capital plan as a discussion point. There are still changes to be made from what is decided at this meeting.
 - (i) Dave stated we did receive a cost estimate for the watermain on Taylor Street/Whitcomb Ave and Warren Street that came in higher than expected. This was taken out of the capital.
 - b. Administration budget – Bond principal and interest is a little over 2 million dollars and is pretty accurate. Increase of 115%. Commissioner Karr asked if this included the entire WTP project? Dave Ketchen stated that it does include the entire 24 million.
 - (i) Commissioner Karr asked if we received the 10 million? Dave Ketchen stated that he can follow up with Erica. Corey Godfrey stated that SRF are reimbursement loans, so they pay as we go.
 - c. Capital budget

- (i) Dave Ketchen stated we are considering asking for a borrowing authorization for the 6 million dollars.
- (ii) Corey Godfrey stated that he feels we should space this out over a few years. Commissioner Pagacik questioned if we are getting money from Amazon? Corey Godfrey stated it is only \$300,000.
- (iii) Commissioner Pagacik asked if we have any potential overages for the current projects? Dave and Corey stated currently there are not.
- (iv) Corey Godfrey stated that we should focus on what is in the sewer district due to everything bidding high. Commissioner Karr asked when they will open the streets? Corey Godfrey stated most likely this year before winter.
- (v) Commissioner Karr stated what if we phase it out in the bid documents. Have the contractor start with the building and then the street to buy time.
- (vi) Commissioner Pagacik asked Geri what is going on at FinCom? Geri Bertozzi stated that they may not do the senior center anymore due to cost coming in so high.
- (vii) Commissioner Karr asked when the town will be paving Russell Street? Corey Godfrey stated that he was on a call with the town, and they will not be doing the paving in FY23. Corey is trying to set up a separate meeting to discuss.
- (viii) Corey Godfrey stated that we do have 2.9 million dollars cash and we could use that money for the sewer watermain project.
- (ix) Commissioner Karr stated we should have another meeting before the 18th to go over the budget.
- (x) Geri Bertozzi stated that the town was way off with their electric budget. The amount that came in was much higher. Geri was wondering if Aleesha could come to the meetings when we do any rate changes. Commissioner Karr stated of course.

- a. Dave Ketchen stated that we can investigate all town accounts.

4. Annual Town Meeting Article – Vote may be taken

- a. On hold until the next meeting to review the water budget
- b. Dave Ketchen stated that we will have to take 55 White Street through imminent domain, but we do not need to go to town meeting if the board is okay with it.

V. Sewer Department

- 1. FY21 Financials
 - a. AGM Ketchen presented the FY21 Budget at 58%
 - (1) Chemical budget was high
- 2. Project Update
 - a. Sewer Site Plan – Changed the orientation based on comments from Amy Green, prior the building was touching a no build zone. It is now closer to 495.

- (a) Corey Godfrey stated that we could move the residential driveway to the other side of the house. Commissioner Karr feels this will draw more attention to Beaver Brook
- (b) Dave Ketchen stated that the EV money coming in is very favorable to Littleton. Dave suggested to knock the house down had have an EV charging station there.
 - (i) Commissioner Karr asked what would happen if we loose out on the money that we would get for selling the house? And what is the turn around time for the state money?
 - (ii) Commissioner Pagacik asked if we can put the EV charger across the street?
 - (iii) Commissioner Taylor asked if 242 King is Historic?
- b. Received a newer estimate at 26 million.
- c. Dave Ketchen asked if we wanted to go 1000 sq feet? This number is currently estimating 50 sq feet. Commissioner Karr stated that we can change anything down the line
- d. Dave Ketchen stated we are hosting a Russell Street Sewer Meeting here next week. This is to educate the residents and if they want to be in the district.

VI. General Manager

1. General Manager Update

- a. Debt Service mailer was incorrect with the wording for the senior incentive. The letter stated that we would waive the \$20 base fee. We have had a few questions from seniors.
 - (1) We have 684 customers, so it is about \$2678 a year.
 - (2) On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the to raise the senior discount from \$10 to \$20. The Vote: 4-0 in favor.

Next Meeting Date – March 23rd, 2021