

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

March 30th, 2022

I. Present for Meeting

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

General Manager: Nick Lawler

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

Audience: Geri Bertozzi, John Kazanjian

Meeting called to order: 6:01 PM

Meeting Adjourned: 8:00 PM, Motion by Commissioner Pagacik, 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 Taylor and seconded by Commissioner Pagacik, the Board approved the agenda as amended. The Vote: 4-0 in favor.
2. Approve minutes from February 23rd, 2022. – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the minutes from February 23rd, 2022. The Vote: 4-0 in favor.
3. Approve minutes from March 3rd, 2022. – On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the minutes from March 3rd, 2022. The Vote: 4-0 in favor.
4. Approve Executive Session minutes from January 26th, 2022. – Board will hold off till the next meeting.
5. Public Input – None

III. Electric Light Department

1. Littleton Community Development Grant (Board Moved)
 - a. John Kazanjian from Parks and Recreation asking the Board to grant a 3D printer for Camp Tahattawan in the amount of \$2604.66.
 - i. Commissioner Pagacik asked if this will also be used year-round? John stated yes, we do have a mind craft club all year round and we will have it available to other kids as well.
 - ii. Commissioner Karr asked how many kids will be participating in the camp? John stated this will be the largest attendance they are expecting, and they will have to cap it at 175 kids a week.

- b. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the community grant 3D printer for Parks and Recreation in the amount of \$2604.66. The Vote: 4-0 in favor.

2. FY22 Financials

- a. Budget – The Board reviewed the 17% complete budget.
 - i. Software licensing hits earlier
 - ii. Transportation for inspections on NEPPA trucks but we will get reimbursed.
- b. Cash Report – Just over 6 million.
- c. Rate of Return – Currently at 2.7%
- d. Energy Report
 - i. April 29th is when our shade tree program will begin.
 - 1. Commissioner Pagacik stated he spoke with the Shade Tree Committee Program Director, and she stated that she wants to have a portion of land where they can grow trees. Ivan stated to her to reach out to Connor due to the number of trees we have left over.

3. Power Supply Update

- a. Scott Edwards stated transmission is skyrocketing which is about 25% of our current cost while capacity is about 5-6%. Currently Nick Lawler and Pat Laverty are looking into running our generators more than what we are.
- b. Transmission does not look to be slowing down, Scott suggested to reduce monthly peaks will benefit us. Commissioner Karr asked if there are schedules, we can look at for peak demands? GM Nick Lawler stated we do review those monthly.
- c. Commissioner Pagacik asked how would this affect our fuel cost? Scott stated the fuel cost is worked into our cost to run. To run in the winter, it cost about 11 cents a kwh and, in the summer around 7 cents kwh. The pole cost is much higher.
- d. Scott stated we are hedging ahead so this protects our cost.
- e. Scott stated that he has been looking at batteries but still don't work financially unless you get state or federal funding. The payback on the batteries is around 11 years but then they need to be replaced. Without a federal grant it is hard to justify them.
 - i. GM Nick Lawler stated we are looking into grants which would have the payback be around 5-6 years.

4. 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. Foster Street we had a large pine tree come down one windstorm and replaced about 6-7 poles. Then the next windstorm took down 3 more poles we replaced.
 - iii. AMI we are almost complete we only have a few more left to switch out.

IV. Water Department

1. FY22 Financials
 - a. Budget – The Board reviewed the 67% complete budget.
 - (1) Commissioner Pagacik questioned our legal cost. GM Nick Lawler stated that we have been going over our legal cost lately. Commissioner Pagacik stated that we should adjust the budget accordingly for 2024.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
 - a. Cedar Hill
 - (1) Currently have the primer coat on the tank and will be doing the finish coat next week.
 - (2) Cell carriers are pushing back the timeline due to not wanting anyone on site while they are working. We are working on having the tank online while the cell carrier does their work so only the demolition will be pushed out.
 - (3) April 20th is when they are raising tank.
 - b. Whitcomb Ave
 - (1) April 6th the biological filters will be delivered and will be installed.
 - (2) VFDs are delayed until September.
 - c. Well #1
 - (1) Currently was just cleaned, once they installed the pitless adapter the well was clean. Beaverbrook will be offline soon for cleaning.
 - (2) Currently we are running Well 3 to Spectacle Pond and are blending out there.
 - d. Cobbs
 - (1) A lot of our legal expenses have been going to Cobbs. We are currently working on land ownership and will have to meet with the trust and conservation committee.
 - (2) We received a draft water management permit from DEP and the next step will be a 30-day public comment period. Then we will have a Fall Special Town Meeting Article to clean up the land ownership.
 - e. Amazon Well
 - (1) Amazon Well will tie back to Whitcomb Ave Treatment Plant. We are currently looking into federal grants.
 - (2) April 14th at Noon we will have a photo opportunity.
 - f. Water Meters
 - (1) Working diligently to complete. Commissioner Pagacik is done.

g. Maintenance Program

- (1) Currently working on exercising and replacing our aging infrastructure (gates, hydrants, etc.)

V. Sewer Department

1. FY21 Financials

a. GM Lawler presented the FY21 Budget at 67%

- (1) Utilities to keep up 242 King Street is high.
- (2) Overall budget is below.

2. Project Update

a. Sewer Site Plan

- (1) Meeting with CDM smith for 90% design, this is when we can submit plans to DEP.
- (2) When the contract is awarded, you can bill up to 50% betterment fee.
- (3) Unfortunately, the survey did not go 500-1000 feet off 2A, they only went 50-100 feet and then go in as a change order.
 - (a) Commissioner Pagacik believes in Chapter 149 states there is a maximum percent of how much you can do a change order for in a contract. GM Nick Lawler stated he will investigate that.
- (4) GM Nick Lawler stated that we have started the outreach on Russel Street to get feedback if they would like to be expanded into the district.
 - (a) We hosted a forum at LELWD.
 - (b) Commissioner Karr stated that we should work on changing the legislation so that if residents don't want to join now, they do have an option to later join.

VI. General Manager

1. General Manager Update

- (1) Chris Austermann was hired as our facilities manager
- (2) APPA Rodeo – Our crew did great.
- (3) NEPPA Rodeo will be May 9th, please let Sara Kiley know if you would like to attend.
- (4) MEAM meeting in Plymouth Mass on May 18th, please let GM Nick Lawler if you would like to attend.
- (5) Cell tower revenue has been an issue the last few weeks. There will be a Town Meeting article that attempt to address issues of where these funds are deposited. Per the DOR, cell tower revenue must go into the enterprise fund.
 - (a) There is a joint meeting with the Select Board and FinCom on Monday April 4th at 8:30am and the Commissioners will attend.

Next Meeting Date – April 27th, 2021