

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

April 27th, 2022

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Paul Denaro

Audience: Mark Hollinger

Meeting called to order: 6:00 PM

Meeting Adjourned: 6:54 PM, Motion by Commissioner Trumbull, seconded by Commissioner Taylor. The Vote: 4-0 in favor.

II. General

1. Approve Agenda – On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the agenda. The Vote: 4-0 in favor.
2. Approve minutes from March 30, 2022. – Tabled to next meeting.
3. Approve Executive Session minutes from January 26, 2022. – Tabled to next meeting.
4. Approve Executive Session minutes from March 30, 2022. – Tabled to next meeting.
5. Public Input – None

III. Electric Light Department

1. FY22 Financials
 - a. Budget – The Board reviewed the 25% complete budget.
 - b. Cash Report – The Board reviewed.
 - c. Rate of Return – Currently at 3.7%
2. Capital Project Update
 - a. Three Phase Squirrel Protection/AMI Meter Upgrade/Tree Wire/ Summer Road
 - i. Making progress with Tree Wire, currently working on Laurel and Dahlia.
 - ii. AMI we are almost complete, about 200 or so meters left.
 - iii. Continue to pick away and schedule outages to complete Three Phase Squirrel Protection.
 - iv. Started construction in Boxborough on re-conductoring Summer Road to spacer cable.
3. Renewable Energy Rate – GM Lawler presented to the Board a draft of a new rate to give customers the option to retire Renewable Energy Credits.

IV. Water Department

1. FY22 Financials

- a. Budget – The Board reviewed the 75% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Cedar Hill
 - (1) Tank has been painted and raised.
 - (2) Working with Caldwell and Cell Carriers on antenna band.
 - b. Whitcomb Ave
 - (1) All pressure vessels have been delivered and installed.
 - (2) Winston Builders working on roof trusses.
 - c. Spectacle Pond/Ayer Road/Great Road
 - (1) Final paving will begin May 23rd.
 - d. Boxborough
 - (1) GM Lawler updated the Board on a project collaboration between LELWD and the town of Boxborough.

V. Sewer Department

- 1. FY21 Financials
 - a. GM Lawler presented the FY21 Budget at 75%
- 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) GM Lawler updated the Board on upcoming sewer public forums.

VI. General Manager

- 1. General Manager Update
 - (1) GM Lawler updated the Board on an opportunity that GM Lawler, through APPA, has been given to go to the attend next Smart Energy Power Alliance in Australia. The Board supported GM Lawler's attendance in this event.
 - (2) GM Lawler updated the Board on a scheduled meeting (5/17 at 10:00) with the Lupoli Companies to discuss the 550 King Street project and the Littleton Sewer Project.

Next Meeting Date – May 25, 2021 at 6:00.