

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

May 25<sup>th</sup>, 2022

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Erica Rooks, Sara Kiley

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:00 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 Larsen and seconded by Commissioner Taylor, the Board approved the agenda as amended. The Vote: 4-0 in favor.
2. Board Reorganization – On a motion by Commissioner Karr and seconded by Commissioner Taylor unanimously voted to appoint Scott Larsen as Chairman on the Board of Light and Water. The vote: 4-0 in favor. At 6:05 p.m. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor unanimously voted to appoint Ivan Pagacik as Vice-Chairman on the Board of Light and Water. The vote 4-0 in favor. A motion made by Commissioner Pagacik and seconded by Commissioner Taylor unanimously voted to appoint Jim Karr as Secretary/Clerk on the Board of Light and Water. The vote 4-0 in favor.
3. Approve minutes from March 30<sup>th</sup>, 2022. – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the minutes as amended from March 30<sup>th</sup>, 2022. The Vote: 4-0 in favor.
4. Approve minutes from April 27<sup>th</sup>. – On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the minutes from April 27<sup>th</sup>, 2022. The Vote: 4-0 in favor.
5. Approve Executive Session minutes from January 26<sup>th</sup>, 2022. – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from January 26<sup>th</sup>, 2022. The Vote: 4-0 in favor.
6. Approve Executive Session minutes from March 30<sup>th</sup>, 2022. – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from March 30<sup>th</sup>, 2022. The Vote: 4-0 in favor.
7. Public Input – None

**III. Electric Light Department**

## 1. FY22 Financials

- a. Budget – The Board reviewed the 33% complete budget.
- b. Cash Report – Just over 7.4 million.
- c. Fund Balances – Not true through April, numbers are through March.
  - i. GM Nick Lawler stated with the additional money coming into the Operating Fund we should move money over to Rate Stabilization.
  - ii. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik the board approved to transfer 1 million dollars out of the Operating Fund Balance into the Rate Stabilization Fund Balance. The Vote 4-0.
  - iii. Commissioner Pagacik would like to see what The Town is doing for investments. Geri Bertozzi will get those reports over.
- d. Rate of Return - 4.4%
  - i. Commissioner Karr asked would it be better to do it long, so we are not making drastic adjustments. GM Nick Lawler agreed on doing a 6-month adjustment and will follow up with the rate change.

## 2. Capital Project Update

- a. Three Phase Squirrel Protection/AMI Meter Upgrade/Tree Wire/ Pole Replacement
  - i. Making progress on Tree Wire in the Long Lake area. Laurel and Lincoln are complete, and Park and Maplehurst are next.
  - ii. Hendrix project on Summer Road in Boxborough, more prep work needed than they thought. Hendrix will be paying for the wire and material.
  - iii. AMI has 80 meters left.

## 3. Interconnection Standards

- a. GM Nick Lawler stated this will impact the library in a positive way.
- b. One of the additions is the net metering rate clause form.
- c. Cap on commercial customers which is 50kw or 50% of the previous 12-month energy consumptions.
- d. Application fee
- e. Municipal buildings are capped at 100% of the previous 12-month energy consumption
- f. On a motion made by Commissioner Karr and seconded by Commissioner Taylor the board approved the interconnection standards changes as presented. The vote 4-0.

# IV. Water Department

## 1. FY22 Financials

- a. Budget – The Board reviewed the 83% complete budget.
  - (a) GM Nick Lawler stated we had a truck in the budget for next year, but we were unable to purchase, and finally one came up and it was purchased.
- b. Capital Budget – The Board reviewed.
- c. Cash Report – The Board reviewed.

## 2. Capital Project Updates

- a. Paving
  - a. Hartwell is complete and about a half mile left on Spectacle Pond which will be complete next week.
  - b. Taylor street and Harwood will be next and then go to 2A and Great Road.
- b. Amazon Well
  - a. Short term pump test was complete, and it performed well. This well will supply about 500,000 gallons a day.
  - b. Next, we will continue with our test wells and pump them at their short term, and if it sustains that we can then double it.
- c. Whitcomb Ave
  - a. On the roof currently, the trusses are complete, began sheathing and process piping.
- d. Well 1
  - a. Online and will finish the landscaping, driveway, and fence.
- e. Cedar
  - a. Working on the cellular mounts
- f. Hydrants/Gates/Meters
  - a. Working on repairing all the hydrants and gates.
  - b. 30 meters left to replace.
  - c. Commissioner Pagacik asked if we have a pipe puller? The cemetery expansion is having an issue and does not have that in their budget. GM Nick Lawler stated to have TC work with Justin, and we will work it out.

## **V. Sewer Department**

- 1. FY21 Financials
  - a. GM Lawler presented the FY21 Budget at 83%
- 2. Project Update
  - a. Sewer
    - (1) We are at 90% design and into DEP for a permit. The project is ready to bid, but we need the DEP permit before we put that out.
    - (2) Cost of goods have gone up, SRF requires all materials to be American made but we will not know the cost until the project goes out to bid.
    - (3) There will be a 19 million dollar ask to the State Mass Grant.

## **VI. General Manager**

- 1. General Manager Update

- a. Fiber Grant Awards on Thursday June 2<sup>nd</sup> – Work with Sara on who can go
  - b. NEPPA Rodeo – Lineman did great.
  - c. Denise Pagacik Scholarship – Two applicants were chosen; One will come from the Light Department and the other from Denise's Scholarship.
  - d. John K. sent a thank you letter for the 3D printer.
  - e. NEPPA Annual is in Stowe VT, August 14<sup>th</sup> – 17<sup>th</sup> if interested please let Nick and Sara know.
2. General Manager Review
    - a. 3% annual raise.
    - b. Commissioner Karr recommended a onetime stipend.
    - c. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik the board approved a 3% annual raise and a onetime 4.5% stipend. The vote 4-0.
  3. Finance Committee Representative
    - a. a motion was made by Commissioner Pagacik and seconded by Commissioner Karr unanimously voted to appoint Geri Bertozzi as Finance Committee Representative beginning July 1st, 2022, until June 30th, 2025, on the Board of Light and Water.

## **VII. Executive Session**

1. Land Acquisition - At 7:38 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Pagacik and unanimously voted by roll call to enter into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

**Next Meeting Date – June 15<sup>th</sup>, 2021**