

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

August 9<sup>th</sup>, 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, Sara Kiley, Connor Reardon, Erica Rooks

Audience: Geri Bertozzi, Zachary Fentross

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:00 PM, Motion by Commissioner Karr, seconded by Commissioner Trumbull. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Taylor – Yes, Pagacik – Yes.

**II. General**

1. Pledge of Allegiance
2. Approve Agenda – On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the agenda as amended. The Vote: 5-0 in favor.
3. Approve minutes from June 15<sup>th</sup>, 2022. – On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the minutes from June 15<sup>th</sup>, 2022. The Vote: 5-0 in favor.
4. Public Input – None
5. Water Audit
  - a. Zach Fentross stated the department is in a good financial position.
  - b. Cash and Investments
    - i. \$7 million balance which is a \$3.5 million increase to the prior year. This is due to unspent bonds.
    - ii. Bond Anticipatory has a balance of \$8 million which is a \$5 million increase to the prior year. This is due to the new Cedar Hill Tank bond anticipatory note.
      1. Commissioner Pagacik asked if there was an issue with current assets to our liability? Zach stated there is not, this is not uncommon.
  - c. Capital Assets
    - i. \$2 million balance which is an increase of \$800,070 to the prior year.
  - d. Other Capital Assets
    - i. \$14 million balance which is an increase of \$1.9 million to the prior year.
  - e. Noncurrent Assets

- i. \$3-million balance which is a \$300,000 decrease to the prior year. This is due to the principal payments made. Bond rating agencies like to see 70-75% of your debt being paid off in 10 years and currently LWD is at 72%.
      - 1. Commissioner Karr asked since we have a Triple A bond rating will it be impacted? Zach stated this is a small factor and will not impact our bond rate but would recommend speaking with a bond agency.
  - f. Cash Flow
    - i. Net Cash provided by operating activities has a balance of \$1.9 million.
    - ii. The department is generating enough money to cover the principle and corresponding debt.
  - g. Management Letter
    - i. Zach did not identify any material weaknesses and or insignificant deficiencies.
    - ii. Maintain the general ledger for full accrual basis for accounting.
    - iii. Review adjustments of the customer master file on a quarterly basis.
    - iv. Improve accounting for the OPEB Trust Fund.
    - v. Prepare for the Governmental Accounting Standard No.87, this will need to be implemented for June 30<sup>th</sup>, 2023.
    - vi. Erica maintains a general ledger with significant detail.

### **III. Electric Light Department**

- 1. FY21 Financials
  - a. Budget - Board reviewed the 50% completed budget.
    - i. Transportation was slightly over with the inspection services
    - ii. Energy Service Budget is under. Connor is implementing a new program and it may drive us over, but we will follow up.
  - b. Capital Budget – Board reviewed.
  - c. Power Budget – Board reviewed.
  - d. Tax – Board reviewed.
    - i. GM Nick Lawler stated we had two grant requests from Rotary and LPD for printing and sending mailers.
    - ii. Commissioner Pagacik stated the LPD mailer should come out of the Community Development Grant and push back on Rotary.
  - e. Fund Balances
    - i. GM Nick Lawler stated the \$1-million transfer is shown into Rate Stabilization.
- 2. Safety Grant
  - i. Littleton High School is requesting \$4,930.00 helmets
  - ii. On a motion made by Commissioner Trumbull and seconded by Commissioner Karr, the Board approved the safety grant in the amount of \$4,930.00 for Littleton High School football gear. The Vote: 5-0 in favor.
- 3. LWD Expenses

- a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved to forgive LWD of indirect expenses in the amount of \$168,798.00. The Vote: 5-0 in favor.
- 4. 6:30pm Public Hearing – At 6:30 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to enter into a Public Hearing Session following a request by General Manager Lawler for the purpose of discussion and vote on new electric rates and then return to the regularly scheduled meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.
  - i. On a motion made by Karr and seconded by Trumbull, the Board approved the rates (Rate 100, ROIC 194) as presented by Lawler. The vote: 5-0 in favor.
  - ii. At 6:43 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to exit the Public Hearing Session and return to the regularly scheduled meeting. The Roll Call Vote: Karr – Yes, Trumbull – Yes, Larsen – Yes, Taylor – Yes, and Pagacik – Yes.
- 5. Terms and Conditions
  - a. Pat Lavery stated for the most part the Terms and Conditions had minor changes.
  - b. Currently we do not charge for labor or transformers which the majority of other utilities do.
    - i. Commissioner Pagacik asked if we give an estimate to the contractor before work starts? Pat Lavery stated that this is currently something we are doing.
    - ii. Commissioner Karr asked if existing services that may have a change? Pat Lavery stated that is a billable charge for only commercial customers.
  - c. On a motion made by Commissioner Karr and seconded by Commissioner Trumbull, the Board approved the proposed changes to the Terms and Conditions for the Littleton Electric Light Department. The Vote: 5-0 in favor.
- 6. Capital Project Update
  - a. Tree Wire/Spacer Cable/SCADA Radio/AMI/OMS
    - i. Tree wire at the lake area is progressing, currently at Beach Road.
    - ii. Summer Road is making progress with Spacer Cable donated by Hendricks.
    - iii. New SCADA Radios will begin to deploy soon.
    - iv. AMI Meters is almost complete.
    - v. We just currently linked OMS with our GIS system to help with outages

#### **IV. Water Department**

- 1. FY22 Financials

- a. Budget – The Board reviewed the 100% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Boxborough Water – Commissioner Bruce Trumbull has excused himself due to a conflict of interest.
  - a. GM Nick Lawler stated Boxborough officially asked us for help with their water quality issues.
  - b. GM Nick Lawler stated we are working on getting federal funds that will allow us to expand out service to Swanson Road in Boxborough.
  - c. Boxborough is asking us to attend an upcoming meeting to discuss the approach to expansion. The Board agreed.
3. Capital Project Updates
  - a. Whitcomb Ave
    - (1) Currently moving along; There are come electrical delays that could affect the project.
    - (2) GM Nick Lawler stated that there will be a Change Order to keep the Spectacle Pond Building.
  - b. Cedar Hill
    - (1) Painters are complete, and at this point they were supposed to begin site work. There was an issue with the cellular company's conduits which has delayed the site work for about 4 weeks.
    - (2) Dave Ketchen has looked into our contract in which we are currently supposed to be substantially complete, so we are billing for liquidated damages.
    - (3) New Tank is scheduled to be filled now in December and the Old Tank will be demolished beginning of next year.
4. MOU – COBBS
  - a. GM Nick Lawler stated this is for the conservation land at the COBBS Wells.
  - b. Conservation Commission and LCT are concerned about the facility size, where it will be built, and if water will be brought in from Nagog Hill.
  - c. This is a very rough draft between the Littleton Water Department and Littleton Conservation Commission.
    - (a) Commissioner Pagacik asked if we are spectating the size of the building in the MOU? Corey stated that is correct, but it could be changed.
5. MOU – CPC
  - a. GM Nick Lawler stated this MOU is the \$200,000 gift from the 242 King Street Realty Trust. This will allow the money to go to the CPC and will allow the Littleton Water Department to use for a project we would like to bring forward. The matching funds will stay in the CPC.

- b. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the MOU between the Board of Commissioners of the Littleton Water Department and the Town of Littleton Community Preservation Committee in the gift amount of \$200,000 from the 242 King St Reality Trust. The Vote: 5-0 in favor.

## **V. Sewer Department**

1. FY21 Financials
  - a. GM Lawler presented the FY21 Budget at 100%
2. Project Update
  - a. MEEPA did not issue their certificate because the phasing plan did not line up with the modeling plan of the discharge site. This means we will have to amend the application which will add two months to the proposed schedule.
  - b. GM Nick Lawler stated they are working with DEP on what is realistic.
  - c. Betterment Fee will determine the EDU will be and then by the water usage.

## **VI. General Manager**

1. N/A

## **VII. Executive Session**

1. At 8:00 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Trumbull and unanimously voted by roll call to enter into Executive Session and not to reconvene in open session to consider the 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 – September 28<sup>th</sup>, 2022**