

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

December 14<sup>th</sup>, 2022

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Paul Denaro, Corey Godfrey, Dave Ketchen, Sara Kiley

Audience: Geri Bertozzi, Joe Knox, Brent Debraga, Brian Casey, Rick Fryeburg

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:00 PM, Motion by Commissioner Pagacik, seconded by

Commissioner Taylor. The Roll Call Vote: Larsen – Yes, Trumbull – Yes, Taylor – Yes, Pagacik – Yes.

**II. General**

1. Pledge of Allegiance
2. Moment of Silence for the passing of Meg Fraser, an outstanding employee of the Light and Water Department for 30 years.
3. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the agenda as amended. The Vote: 5-0 in favor.
4. Approve minutes from October 13th, 2022. – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from October 13<sup>th</sup>, , 2022. The Vote: 4-0 in favor, Commissioner Pagacik obtained.
5. Public Input – None

**III. Electric Light Department**

1. Littleton Community Development Grant (Board Moved)
  - a. Commissioner Pagacik presented Parks and Rec community grant for a new after school program in the library on Shattuck Street. This grant will help purchase new equipment and activities for the program.
  - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the community grant for Parks and Recs new after school program equipment in the amount of \$5008.85. The Vote: 5-0 in favor.
  - c. Brian Casey from Littleton Police Department requested a new K9 kennel and shelter for the police departments newest K9 Peter. This is the same kennel and shelter Vojack has but due to the nature of these dogs they cannot be kenneled in the same shelter.



- d. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the community grant for LPDs new K9 kennel and shelter in the amount of \$3056.06. The Vote: 5-0 in favor.

2. FY22 Financials

- a. Budget - Board reviewed the 83% completed budget.
- b. Capital Budget – Board reviewed.
- c. Power Budget – Board reviewed.
- d. Tax – Board reviewed.
- e. Cash – Board reviewed.

3. Safety Grant

- a. Littleton Hockey requested 20 new helmets in cages in the amount of \$2960.00 for FY2023.
- b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the FY23 safety grant for Littleton Hockey’s helmets and cages in the amount of \$2690.00. The Vote: 5-0 in favor.

4. Capital Project Update

- a. Summer Road/Tree Wire/SCADA/Fiber
  - i. Summer Road was a success, replaced open wire and spacer cable.
  - ii. Long Lake single phase tree wire upgrades
  - iii. SCADA Radio communication project began installing a few pilots.
  - iv. Fiber to the cemetery is complete once it gets inspected LELWD will have someone come out to splice it in order to send communication from the cameras to the town.

5. Power Supply Update

- a. Scott Edwards will be here in January to present on the Power Supply Update.
- b. Currently Scott is looking into purchasing property for a new generator site.

6. 2023 Draft Budget

- a. 2023 Electric Budget up 9%
  - i. Large portion of this is the cost of purchasing transformers.
- b. O&M Budget
  - i. Admin – payroll adjustments
- c. Computer Budget
  - i. Computers - replacing operations personnel computers
  - ii. IT Management – looking to switch IT management companies
    - 1. Commissioner Pagacik stressed to have a full vulnerability test on our system.
  - iii. Pat Laverty stated we are working with APPA on a cyber security grant which will install a device that monitors network traffic and will alert us if there is abnormal traffic.
- d. Operations Budget
  - i. Tree trimming lowered by bringing in house



- e. Capital Budget
  - i. Engineering
    - 1. SCADA Upgrade – a few switches in the system to be replaced
    - 2. Liberty Square – Been offline for a few months due to radio issues
    - 3. AMI Integration – Begin integrating all of the information across the billing/GIS/Management system.
  - ii. Computer
    - 1. Firewall needs replacement
    - 2. Phone System – Front office looking into upgrading the devices and back-end software.
    - 3. Upgrading our wireless access points
  - iii. Facility & Transportation
    - 1. Engineering office rehab
    - 2. Whitcomb garage rehab to be used as storage
    - 3. 760/774 truck rehab
    - 4. Front parking lot paving from the front entrance to the gate
    - 5. Substation shed rehab
  - iv. Operations
    - 1. Tree wire upgrade
    - 2. Mass ave spacer cable is open wire currently
    - 3. Hartwell Ave install 3 phase spacer cable
- f. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the 2023 Electric Budget. The Vote: 5-0 in favor.

## **7. Sewer Department (Board Moved)**

- a. Reservation Discussion
  - i. Rick Fryeburg presented a quick overview of 550 King Street on behalf of Lapoli Companies. 550 King Street will be a mixed-use property featuring apartments, retail, restaurants. This will be a 5-7 year build out.
  - ii. Commissioner Karr questioned the amount of gallons per day and usage needs will be?
    - 1. Rick stated if you add up the plan as is it would generate 172,000 gallons per day but the likely hood of the plan going and needing that amount is unlikely. Also, we would not need this by day one since this is a multiyear build out.
    - 2. Rick stated after reviewing the betterment policy the biggest difficulty is that initial payment of 10 million dollars upfront with not having any tenants to offset the cost.
    - 3. Commissioner Karr stated let the board and staff continue with the project and work with the developer on how we can make it work for the developer and sewer department.
    - 4. Commissioner Pagacik stated his biggest concern is commitment.
    - 5. Commissioner Karr stated that the letter we received from the developer committing 6 million to the project is a great commitment.
    - 6. Rick stated that if we come to an agreement put it into an MOU so if anything changes the commitment goes with the property.



- b. Project Update
  - i. Corey stated currently we are working on permitting with DEP, hoping to go to bid in January.
  - ii. DEP must make a decision on the permit by middle of January
  - iii. Currently waiting for State Historical commission to make a decision on 242 King Street barn. The local historical commission deemed the barn as non-historical and wrote a letter to the State stating that.
- c. Sewer Budget
  - i. Board Reviewed the 33% complete budget.

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

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 33% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Whitcomb Ave
    - (1) Generator and transformers have been installed and hoping to get power in the plant
    - (2) Temporary piping on how we will get water from Well #3 to spec pond for startup. Once start up is complete we will work on Well #5.
  - b. Cedar Hill
    - (1) RPI back on site and finished installing conduit for the cell companies.
    - (2) RPI will begin working inside the pedestal.
    - (3) Water in the tank by the end of February.
    - (4) Demo of the old tank in April.
  - c. Taylor Street Well
    - (1) Ground water permits are into DEP and hoping to get by spring
    - (2) Preliminary design has begun.
- 3. COBBS MOU
  - (1) With the landowner ship issues we need to work this out with Conservation before we go to DEP for a permit.
  - (2) Conservation is okay with working these issues out but wanted an MOU with how these issues will get laid out.
  - (3) The Board supports Commissioner Larsen and Commissioner Pagacik to present on the MOU between Littleton Conservation Commission and Water Commission.
- 4. Metering
  - (1) We have had a few customers reach out to us on submetering, generally in the past we have not allowed this. Customers are looking to get away from a third party and have the Water Department manage and read them.



- (2) The Board supports creating a policy to allow submetering for commercial customers.

5. Open Space & Recreation Planning Committee

- a. New committee made up of from 1 member of selected committees in the town.
- b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved Commissioner Ivan Pagacik to represent the Light and Water Commission on the newly formed Open Space & Recreation Planning Committee. The Vote: 5-0 in favor.

6. Town Meeting Articles

- a. Cobbs
- b. Borrowing Authorization for Boxborough water
- c. Lead and Copper

- (1) Going through the State Revolving Fund but with 100% forgiveness so you will need a borrowing auth.

**V. General Manager**

1. Toys for Tots

- a. This Saturday December 19<sup>th</sup> at LPD beginning at 10:00am

2. Legislative Rally

- a. February 26<sup>th</sup> – March 1<sup>st</sup> in DC

3. Hired two new apprentice lineman starting after the 1<sup>st</sup> of the year, Gavin Duhammel and Derek Deconis

4. Hired Jim Gavin as our Wastewater Operator

**Next Meeting Date – January 25<sup>th</sup>, 2022**