

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

September 28<sup>th</sup>, 2022

**I. Present for Meeting**

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

Assistant General Manager: David Ketchen

Staff: Paul Denaro, Corey Godfrey, Justin Vancott, Sara Kiley

Audience: Geri Bertozzi, Joe Knox, Jon Kazanjian

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. Approve Agenda – On a motion made by Commissioner Pagacik and seconded by Commissioner Trumbull, the Board approved the agenda as amended. The Vote: 3-0 in favor.
3. Approve minutes from August 9<sup>th</sup>, 2022. – On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the minutes from August 9<sup>th</sup>, , 2022. The Vote: 3-0 in favor.
4. Approve Executive Session minutes from August 9<sup>th</sup>, 2022. – On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the minutes from August 9<sup>th</sup>, 2022. The Vote: 3-0 in favor.
5. Public Input – None

**III. Electric Light Department**

1. Littleton Community Development Grant (Board Moved)
  - a. Jon Kazanjian from Parks and Recreation asking the Board to grant them 6 new laptops to replace their current ones that have broken.
  - b. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the community grant for 6 new laptops 3D for Parks and Recreation in the amount of \$1164.00 The Vote: 3-0 in favor.
  - c. Ivan Pagacik presented on behalf of the Cemetery Commission; they have been having some vandalism issues at the cemetery. The Cemetery Commission will be purchasing the cameras and is asking the Light Department for the fiber extension and electrical work.
  - d. On a motion made by Commissioner Taylor and seconded by Commissioner Pagacik, the Board approved the community grant for the fiber extension and

electrical work for Cemetery Commission in the amount and not to exceed of \$8000.00 The Vote: 3-0 in favor.

2. FY22 Financials

- a. Budget - Board reviewed the 67% completed budget.
- b. Capital Budget – Board reviewed.
  - i. HVAC a few change orders were finally process and carried over
  - ii. Fiber grant has been added and will begin work soon.
- c. Power Budget – Board reviewed.
- d. Tax – Board reviewed.
- e. Cash – Board reviewed.
- f. Fund Balances – Board reviewed.
- g. Energy Efficiency Report
  - i. Commissioner Pagacik would like Connor to report on where we will be at the end of the year for carbon emissions. David Ketchen stated with the drought this year it did push us in the wrong direction.

3. Power Supply Update

- i. Transmission costs are increasing.
  - 1. Winter Reliability increase which they are predicting there will not be enough natural gas supply for January/February/March of next year. The cost will increase by one-third to a half cent.
  - 2. Mystic 8 and 9 generation site which is labeled as a must run source. This was a half cent raise which started in July.
- ii. We plan to stay where we are at and will reevaluate in the new year.
- iii. Scott is currently working on numbers to see what our best plan is to move forward and will report at our next meeting.
- iv. We are looking into a group battery storage program that is being run by MMWEC. This would be a 50/50 cost and savings.
- v. Also reviewing another area for a generator.

4. Capital Project Update

- a. Hendriks/Tree Wire/Pole Replacements/AMI/Meridian
  - i. Summer Road filming is complete with Hendriks. Hendriks is breaking down all the footage and putting it into a step-by-step procedure of how to install them. This will be shown around the country. Sunday they will be cutting over the Hendriks infrastructure.
  - ii. Tree Wire is finished up for the year and will begin again next year.
  - iii. Pole replacements currently working on.
  - iv. AMI has about 90 meters left.
  - v. Meridian going live October 17<sup>th</sup> with our new billing system.

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

1. FY23 Financials

- a. Budget – The Board reviewed the 17% complete budget.

- b. Capital Budget – The Board reviewed.
      - (1) Water main replacement cost are the last few invoices from the Great Road project.
    - c. Cash Report – The Board reviewed.
  - 2. Boxborough Water – Commissioner Bruce Trumbull has excused himself due to a conflict of interest.
    - a. Engineering cost to construct the Amazon Well came in which was about 19 million but MASSDOT will pay for the preliminary engineering and design.
    - b. Flow test went well at Amazon, and we will be asking for half a million gallons a day.
  - 3. Capital Project Updates
    - a. Whitcomb Ave
      - (1) Still on schedule for substantial completion but we will have a meeting next week and will see if anything changes.
      - (2) Spec pond water possibly will not be connected until end of next year if it is not completed by April.
    - b. Cedar Hill
      - (1) No movement on site since our last meeting. We are waiting for a change order from Caldwell which is causing major delays.
      - (2) The interior pedestal needs to be built, pour the floor, build the wet/dry rooms. Littleton is not holding anything up for this work to be complete its all the change order information.
    - c. COBBS
      - (1) Conservation still has some concerns so at this point we will not be going to fall town meeting.
      - (2) Scott and Ivan to go to the next Conservation meeting with Corey.
  - 4. MWRA
    - (1) Surrounding Towns have been meeting with interest in connection to the MWRA water system.
    - (2) MWRA waived the connection fee to the system for the next 5 years and there would be a 20-million-gallon cap.
    - (3) This is definitely something to look into because if down the line we wanted to connect this would be the best cost-effective way.

## **V. Sewer Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 17% complete budget.
    - (1) Sewer Design has gone up with the permitting issue with DEP and MEEPA. Corey does not expect much more to come out of the construction budget to off set the design cost.
- 2. Project Update

- a. Bid opening for the barn demolition will be mid-October and will have it demoed by the end of the year.
  - b. Corey stated we should have the groundwater discharge permit from DEP in October.
  - c. Corey stated we have started the prequalification process now so once we get the permit, we will be ready to bid.
  - d. Wastewater engineer technician position has been posted.
3. DRAFT Betterment Policy
- a. Commissioner Larsen stated we will need a vote on this but will only review tonight.
  - b. The betterment describes the method of calculating the betterment and the process of owners reserving future sewer capacity.
  - c. Corey suggested next Thursday to have another meeting on this. All comments from the Board will be due next Wednesday.

## **VI. General Manager**

- 1. Mutual Aid Vote
  - a. On a motion made by Commissioner Pagacik and seconded by Commissioner Taylor, the Board approved the LELWD Non-Union Policy on Mutual Aid Assistance to be paid their contract rate accordingly to Nick Lawler and Dave Lizotte. The Vote: 4-0.
  - b. Chairman Larsen will sign off on GM Nick Lawler's contract.
- 2. Our Tree Trimmer Brian Grimes started a few weeks ago and he sat in our interviews for our second Tree Trimmer. We hired Phil Peloquin from Highway and will start this coming Monday.
- 3. LELD also hired Josh Deterra as our Senior Electrical Engineer who is coming from Shrewsbury.
- 4. LELD is currently looking from our next General Line Forman.

## **VII. Executive Session**

- 1. At 7:30 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 – October 13<sup>th</sup>, 2022**