

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

January 25th, 2023

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, Erica Rooks, Mike Dutcher, Pat Lavery, RJ Rooks, David Lizotte
Audience: Geri Bertozzi, Joe Knox, Mike Dutcher Family, Scott Edwards
Meeting called to order: 6:00 PM
Meeting Adjourned: 8:15 PM, Motion by Commissioner Pagacik, seconded by Commissioner Taylor. The Roll Call Vote: Larsen – Yes, Trumbull – Yes, Taylor – Yes, Pagacik – Yes, Karr – Yes.

II. General

1. Pledge of Allegiance
2. Approve Agenda – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the agenda. The Vote: 5-0 in favor.
3. Approve minutes from December 14th, 2022. – On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes as amended from December 14th, 2022. The Vote: 5-0 in favor.
4. Lineworker Presentation – GM Lawler recognized Mike Dutcher in graduating from NEPPA and applauded him on his hard work and dedication.
5. Public Input – None

III. Electric Light Department

1. Power Supply Update
 - a. Scott Edwards suggested running the generators more in 2023.
 - b. Hit all capacity peaks.
 - c. Scott has been researching another generator and location.
 - d. Scott Edwards has been researching battery projects with MMWEC where we license a site to them for 20 years, MMWEC installs the battery, and then there is a shared savings which the utility has been benefiting.
 - i. Commissioner Larsen asked after the 20 years who is responsible for the disposal of the battery/maintenance? Scott Edwards stated MMWEC would be responsible.
 - e. Scott Edwards stated the natural gas market been high but once we hit the middle of December prices began to decrease.
2. FY22 Financials

- a. Budget - Board reviewed the 100% completed budget.
 - b. Capital Budget – Board reviewed.
 - c. PILOT – Board reviewed.
 - d. Cash – Board reviewed.
 - e. Five Year Capital Plan
 - i. Infrastructure Grant is due in April which will grant money to install and expand our smart grid. Which if there is an outage, we will have different relays that will energize our system.
 - ii. Transformers are now 2-3 years out.
 - iii. Bucket Truck we have ordered will not be in until 2025
 - f. 2022 Energy Efficiency Report
 - i. GM Nick Lawler highlighted how LELWD goes above what is required by the stated for green projects.
3. Community Grant
- a. Conservation Commission is asking for a community grant to improve trail conditions throughout Littleton Trails in the amount of \$7,000.00.
 - b. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the community grant for Conservation Commission in the amount of \$7,000 in contingent upon the boardwalk project being fully funded. The Vote: 5-0 in favor.
4. Physical Security
- a. Substation attacks have the attention of NERC.
 - b. Currently we have multiple cameras all around our substations with 24/7 direct access, and motion sensors that will alert Pat Lavery and Dave Ketchen.
 - c. Dave Ketchen met with NSI and had some great ideas to adding more cameras in specific areas, more lights, fence sensors, and other perimeter sensors.
5. Capital Project Update
- a. Mutual Aid/Tree Wire/Fiber
 - i. Mutual Aid crews went to Holden for a few days.
 - ii. Tree wire in the lake area
 - iii. Cedar to Newtown fiber. Also add a redundant loop to move police and fire departments radio equipment to Cedar Hill. This will be their new radio head end.

IV. Water Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 50% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Whitcomb Ave Plant Dedication

- (1) GM Nick Lawler wants to honor the new Whitcomb Ave Treatment Plant to Meg Fraser-Romilly and her dedicated service to the Town and department.
 - (2) On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the dedication of the Whitcomb Ave Water Treatment Plant in honor of Meg Fraser-Romilly and her 30 years of commitment. The Vote: 5-0 in favor.
3. Cobbs MOU
 - (1) GM Nick Lawler stated Corey Godfrey and Commissioner Pagacik went back to Conservation Commission with the suggested amendments from the Board on the MOU. Conservation Commission has approved the MOU, once Corey receives their signed copy Sara Karr will get the Boards signatures.
 - (2) On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the Cobbs Pond Conservation Restriction Amendments MOU with the Littleton Conservation Commission. The Vote: 5-0 in favor.
4. Boxborough Water Expansion
 - a. LWD was successful in receiving an initial SRF approval of 19.2 million dollars.
 - b. GM Lawler stated we are on a strict schedule to appease the SRF loan which acquires getting a 19.2 million dollar borrowing authorization from the Town. This will be a 0% loan due to the PFAS issue, 20% loan forgiveness due to the sensitivity to the area, MASSDOT feels they have some ownership in this due to the road salt contamination, and betterments/connection fees from the Boxborough residents connecting.
 - c. The new Amazon Well will be able to produce about 500,000 gallons a day and Boxborough would only be about 65,000 gallons a day.
 - d. GM Lawler stated getting an IMA in place and then a Special Act.
5. Town Meeting Articles (May 2023)
 - a. Cobbs Wells Conservation Restriction Amendments.
 - 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.
 - d. Special Legislation – Extend services in Boxborough.
6. Draft FY24 Budget
 - a. Production

- (1) Chemical and electricity cost have increased.
- b. Distribution
 - (1) Commercial meter replacement which are reimbursable.
- c. Environmental
 - (1) New Clean Lakes expense
- d. Capital
 - (1) Beaver Brook Treatment Plant Filter Media Replacement & PFAS Design.
 - (2) Spec Pond Replacement Well and Renovations
- 7. Capital Project Updates
 - a. Whitcomb Ave
 - (1) Working on permanent power, piping in the back are tied in, bypass piping we are using to utilize the 4log compliance.
 - (2) Supply chain issue with PLC Cards.
 - b. Cedar Hill
 - (1) Movement on site, building the back room currently, fill tank in March.
 - c. Taylor Street Well
 - (1) Ground water permits are into DEP and hoping to get by spring

V. Sewer Department

- 1. FY23 Budget
 - a. The Board reviewed the 50% complete budget.
- 2. Project Update
 - a. Treatment Plant and Discharge Site contract are going out to bid.
 - b. Demo of the barn at 242 King Street must go out to bid as an SRF project even though it is not being funded by DEP.
 - c. 242 King Street House has had some upgrades, new thermostats, plumbing upgrades.
- 3. Reservation Discussion
 - a. Meeting with Sal Lupoli on Monday in regards to the sewer capacity.
- 4. Town Meeting Articles (2/15/23)
 - a. Transfer from the sewer enterprise fund to the operating fund.

5. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved Article 5 for Town Meeting. The Vote: 5-0 in favor.

VI. 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 to reconvene in open session to consider the discuss the following:
 - a. 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.
 - b. Consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Next Meeting Date – February 22nd, 2023