

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

February 22nd, 2023

I. Present for Meeting

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

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

Staff: Sara Kiley, Paul Denaro, Corey Godfrey

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:00 PM, Motion by Commissioner Pagacik, seconded by Commissioner Taylor. The Vote: 4-0 in favor.

II. General

1. Pledge of Allegiance
2. Approve minutes from January 25th,2023 On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the minutes from January 25th,2023. The Vote: 4-0 in favor
3. Approve minutes from February 9th,2023 On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the minutes from February 9th, 2023. The Vote: 4-0 in favor
4. Approve Executive Session minutes from January 25th,2023 On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the executive session minutes from January 25th,2023. The Vote: 4-0 in favor
5. Public Input – None

III. Electric Light Department

1. FY23 Financials -There was not enough information to generate all financial reports. Currently the fund balances were the only report available.
 - a. Fund Balances
 - i. Funds are in great shape, AGM Dave Ketchen stated he would like to take a motion tonight to transfer 1 million dollars out of the operating budget into rate stabilization.
2. Transfer of Funds – Rate Stabilization
 - a. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved the transfer of 1 million dollars out of the 2023 operating budget to the rate stabilization budget. The Vote: 4-0 in favor
3. LWD Indirect Expenses

- a. On a motion made by Commissioner Karr and seconded by Commissioner Pagacik, the Board approved to forgive LWD of indirect expenses from the period July 2022 through December 2022 in the amount of \$168,789. The Vote: 4-0 in favor
- 4. Capital Project Update
 - a. Newtown Fiber
 - i. 200ft of fiber installed from Cedar to Newtown tank.
 - ii. Fiber has been pulled in from Cedar to Goldsmith.
 - iii. Commissioner Pagacik asked what is being terminated at Newtown Tank? AGM Dave Ketchen stated that is still up in the air, we are still reviewing.
 - b. Squirrel Protection
 - i. Still working on all 3-Phase commercial equipment.
 - c. Outage Management System
 - i. Currently up and running manually, we are able to report outages on the map and push it to our website.
 - ii. Once AMI metering system is integrated it will happen automatically.
 - d. Engineering Office Renovations
 - i. Facilities Manager Chris Austermann has been doing a great job coordinating and doing a lot of the work inhouse.
 - e. Senior Center
 - i. Looking into different avenues on how to feed electricity to the senior center.

IV. Water Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 58% complete budget.
 - i. Laboratory costs are still high. Commissioner Karr asked once the plant is online will that help with cost? Corey Godfrey stated somewhat, we may take less samples.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Whitcomb Ave
 - i. Sub-contractors are doing a great job.
 - ii. Painter, plumbers, HVAC, electricians are moving along
 - iii. PLC cards still waiting for those to come in. We cannot run the plant without these.
 - iv. Well 5 offline Monday to begin renovations
 - b. Cedar Hill
 - i. Electrician still working
 - ii. SCADA will be installed
 - iii. Fill tank
 - c. Cobbs
 - i. Approval in from Coms Comm

3. Boxborough Water Expansion
 - a. Introductory meeting took place.
 - b. Boxborough seems on board with our comments, no opt-in or opt-out for residence.
4. Town Meeting Articles (May 2023)
 - a. No updates
5. Water Use Regulations – Submetering Policy
 - a. Corey to have ready for next meeting been looking into if other towns have a policy like this in place but cannot find one.
6. Draft FY24 Budget
 - a. Previously presented, no changes have been made.
 - b. Under Environmental Services the Clean Lakes budget got incorporated.
 - i. Commissioner Karr asked if there was a balance that was transferred. Corey stated there was.
 - c. Littleton Water Department 5 Year Expense, Capital, and Revenue Plan
 - i. Debt service is increasing, and we should look into evaluating rates in 2025.
 - ii. Commissioner Karr asked when we will go toward monthly billing? Corey stated once all our ERT's and meters are switched out and we only have a little over 100 left.
 - d. On a motion made by Commissioner Pagacik and seconded by Commissioner Karr, the Board approved FY24 Water Operating Budget. The Vote: 4-0 in favor

V. Sewer Department

1. FY23 Financials
 - a. Budget – The Board reviewed the 58% complete budget.
 - i. Commissioner Karr asked if we are able to increase our usage once we get the plant moving? Corey stated we may be able to adjust the permit, he will begin conversations.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Draft FY24 Budget
 - a. On a motion made by Commissioner Pagacik and seconded by Commissioner Karr, the Board approved FY24 Sewer Operating Budget. The Vote: 4-0 in favor
3. Project Updates
 - a. Final sub bids will be next Wednesday and then barn demo on Thursday
 - b. Two weeks from today will be the collection system and then two weeks after will be the treatment plant.

- c. Awarding any besides the discharge site depends on the ground water discharge permit which we should have next week, and SRF permission.
- d. The SRF program is unsure of how to deal with the 8 million dollars since it is state money. Bond Counsel reached out stating we need a letter from the town stating the 8 million dollars is available for the sewer project.

VI. Assistant General Manager

- 1. Assistant General Manager Update
 - a. We will be participating in the NEPPA Rodeo
 - b. DOE infrastructure grant discouraged us from applying due to how competitive it is.
- 2. Next Meeting Date and Adjourn

Next Meeting Date – March 29th, 2023