

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

March 29th, 2023

I. Present for Meeting

Commissioners: Ivan Pagacik, Scott Larsen, Jim Karr, Dick Taylor, Bruce Trumbull
General Manager: Nick Lawler
Assistant General Manager: Dave Ketchen
Staff: Sara Kiley, Paul Denaro, Corey Godfrey, Pat Laverty
Audience: Geri Bertozzi, Steven Whitten
Meeting called to order: 6:00 PM
Meeting Adjourned: 7:00 PM, Motion by Commissioner Pagacik, seconded by Commissioner Taylor. The Roll Call Vote: Larsen – Yes, Taylor – Yes, Pagacik – Yes, Karr – Yes, Trumbull – Yes.

II. General

1. Pledge of Allegiance
2. Commissioner Karr held a moment of silence for the children and teachers who were murdered in Nashville, TN.
3. Approve minutes from February 22nd, 2023 On a motion made by Commissioner Taylor and seconded by Commissioner Karr, the Board approved the minutes from February 22nd, 2023. The Vote: 4-0 in favor
4. Highway Department Building Update
 - a. Steven Jahnle from the Highway Department presented to the Board his concerns with outgrowing the space at the campus of 39 Ayer Road. Currently the highway department is looking to expand the space since Steve would like to expand the department.
 - b. Due to the limited space, it has been challenging. Currently the Highway Department is doing small renovations with the help of LELWD's Facilities Manager Chris Austermann.
 - c. All the Commissioners agreed that they appreciate Steve bringing these concerns to the Board.
5. Public Input – None

III. Electric Light Department

1. FY23 Financials -The Board reviewed the 17% complete budget.
 - a. Energy Services – Currently on budget for the year.
 - i. Audit Services – Boxborough will have a Town Meeting article to become a green community. Currently Connor Reardon is looking into

Boxborough's current audit to see if they can update the audit and not redo it.

- b. LPD is requesting a grant for a new speed trailer in the amount of \$17,549.16. Commissioner Pagacik would like the grant request to come out of Community Development Grant.
 - i. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the community development grant for LPD in the amount of \$17,549.16 for their new speed trailer. The Vote: 4-0 in favor.

2. Safety Grant

- a. Mike Lynn from Littleton High School is requesting a safety grant in the amount of \$1,897.00 for new lacrosse helmets.
 - i. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the safety grant for Littleton High School in the amount of \$1,897.00 for new lacrosse helmets. The Vote: 4-0 in favor.

3. Capital Project Update

- a. Newtown Fiber
 - i. Fiber installed from Cedar to Newtown tank.
 - ii. Fiber has been pulled in from Cedar to Goldsmith.
- b. Pole Replacement
 - i. King Street pole replacement has begun
- c. Tree wire
 - i. Tree Wire installation in the lake area will begin once the weather gets better.

IV. Water Department

1. FY23 Financials

- a. Budget – The Board reviewed the 67% complete budget.
- b. Capital Budget – The Board reviewed.
- c. Cash Report – The Board reviewed.

2. Capital Project Updates

- a. Whitcomb Ave
 - i. Waiting on the PLC Cards which should come in late April.
 - ii. Currently working on Punch List items.
 - iii. Work is still going on at Well 5.
- b. Cedar Hill
 - i. Begin filling the tank on Tuesday of next week.
 - ii. Electricians are on site.

3. Boxborough Water Expansion

- a. Currently still working through the IMA, no new updates.

4. Town Meeting Articles (May 2023)

- a. Boxborough Water Infrastructure Project will go to Town Meeting in the ask for 19 million dollars. This will fund the expansion of the new water source and distribution system to Boxborough.
 - i. Geri Bertozzi asked if LELWD will still ask for the 19 million if Boxborough does not follow through with the project? GM Nick Lawler stated that we would not, LELWD would only move forward with the development of the new water source. This would be about 6 million dollars.
 - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved Article 21 for the Water Infrastructure Project which includes Boxborough. The Vote: 5-0 in favor.
- 5. FY24 Budget – Amendment
 - a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the amended FY24 capital budget to be increased by 1.9 million for the new watermain in the Littleton Common. The Vote: 5-0 in favor.
 - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved Article 6 for the Water Enterprise Fund subject to Town Counsel Approval. The Vote: 4-0 in favor, Commissioner Trumbull obtained.
- 6. Water Use and Regulations – DRAFT
 - a. GM Nick Lawler asked the board to review for the next meeting.
- 7. Submetering Policy
 - a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved Section 4.9 Submeter in the Littleton Water Use and Regulations, subject approval to Appendix A rate schedule. The Vote: 5-0 in favor.

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 67% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. Currently working with the Lupoli Companies on the reservation request and the MOU.

VI. General Manager

- 1. Senior Luncheon is April 20th at Littleton High School at noon.
- 2. Line crew to go out to Navajo Nation April 2nd.
- 3. Mock Accident for the Littleton Water Department which was a great learning lesson.

4. LELWD won another RP3 and Safety Award. Dave Ketchen and Pat Lavery will be attending the APPA E&O to be recognized.
5. NEPPA Rodeo coming up on May 9th – 11th.

VII. Executive Session

1. At 7:50 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 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 – April 26th, 2023