

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

April 26th, 2023

I. Present for Meeting

Commissioners: Scott Larsen, Jim Karr, Dick Taylor

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

Staff: Sara Kiley, Paul Denaro, Corey Godfrey, Pat Laverty, Matt Silverman

Audience: Geri Bertozzi, Clean Lakes Committee

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:00 PM, Motion by Commissioner Pagacik, seconded by Commissioner Taylor. The Vote: 3-0 in favor

II. General

1. Pledge of Allegiance
2. Clean Lakes Committee – GM Nick Lawler invited the Clean Lakes Committee now that the funds have been allocated to the Water Department.
 - a. GM Nick Lawler stated that our process is to bring a draft budget to the Board in January, and then it will be voted on in February.
 - b. Nick stated John and Dave from the Clean Lakes Committee have a good idea in the fall time of their projected budget.
 - c. Clean Lakes will present to the Board their next fiscal year budget and what gets approved by the Board will go into the budget.
 - d. Commissioner Karr stated the Board is very supportive of the Clean Lakes Committee.
 - e. Currently Clean Lakes is budgeted for \$55,000, they do have concern with how prices have increased they will be going over budget. GM Nick Lawler stated that is okay we can absorb some of the funds if it does go over budget.
 - i. Commissioner Karr stated that we will need to be cognizant of our rate payers.
 - f. Leon Weaver from CLC stated that we used to think that the committee had all access to the entirety of the cell town funds. Leon questioned if all that money is being allocated to Clean Lakes? GM Nick Lawler stated according the DOR that cannot happen, but the Board supports Clean Lakes and will work with the allocation of the funds.
 - i. Leon asked if the Spectacle Pond Cell Tower money is earmarked to CLC? GM Nick Lawler stated it is not earmarked; this is part of our enterprise fund. The Board will work with CLC on the projects submitted.
 - g. Commissioner Karr stated to CLC to work on getting 5-year capital plan.

3. Approve minutes from March 29th, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from March 29th, 2023, The Vote: 3-0 in favor
4. Approve Executive Session minutes from March 29th, 2023 – Moved to next meeting
5. Public Input – None

III. Electric Light Department

1. FY23 Financials -The Board reviewed the 25% complete budget.
 - a. Rate Stabilization up to 5 million, the transfer from the operating fund was successful.
 - b. Energy Report – New level 3 EV Charger was installed at LELWD.
2. Financial Policy – The Board to review and vote at the next meeting.
 - a. Any comments or changes please let Nick or Sara know.
3. Capital Project Update
 - a. Newtown Fiber
 - i. Fiber installed
 - ii. In the process of building a shed for storage.
 - iii. Mid-June we should be online.
 - b. Tree wire/Squirrel Protection
 - i. Tree Wire installation in the lake area soon to begin
 - ii. Only about 3 businesses left for Squirrel Protection Installation.
 - c. EV Charger
 - i. Pat met with Mark Hollinger and his current project cannot move forward due to the location.
 - ii. Looking into ways to support Marks project, the Board supported Pat Laverty looking further into this.

IV. Water Department

1. FY23 Financials
 - a. Budget – The Board reviewed the 75% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
 - a. Whitcomb Ave
 - i. PLC are supposed to ship next week
 - b. Cedar Hill
 - i. Tank began filling
 - ii. Caldwell are bringing in a larger pump to fill the tank faster.
 - c.
3. Boxborough Water Expansion
 - a. Currently received a redline MOU from Boxborough and are currently reviewing.
4. Town Meeting Articles (May 2023)

- a. No changes, the Board has previously supported.
- 5. Water Use and Regulations
 - a. Corey Godfrey gave an overview of our new Water Use and Regulations.
 - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the Town of Littleton Water Use and Regulations as presented. The Vote: 3-0 in favor

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 75% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. All bids are currently in.
 - b. Currently still waiting on DEP for the final permit.
- 3. Town Meeting Articles
 - a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved and recommended Article 8 for Annual Town Meeting, The Vote: 3-0 in favor.
 - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved Article 23 as amended for Annual Town Meeting, The Vote: 3-0 in favor
- 4. Sewer Capacity Reservation Request – 265 277, 287, 289 Great Road and 25 Robinson
 - a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved and recommended the Sewer Capacity Reservation Request for 265 277, 287, 289 Great Road and 25 Robinson up to the amount of 10 REUS. The Vote: 3-0 in favor

VI. General Manager

- 1. General Manager Update
 - a. No update.
- 2. Next Meeting Date and Adjourn

Next Meeting Date – May 24th, 2023