

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

May 17<sup>th</sup>, 2023

**I. Present for Meeting**

Commissioners: Scott Larsen, Jim Karr, Ivan Pagacik, Dick Taylor

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

Staff: Sara Kiley, Erica Rooks, Paul Denaro, Pat Laverty

Audience: Diane Dickerson, Joe Knox, Katrina, Geri

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:30 PM, Motion by Commissioner Pagacik, seconded by

Commissioner Karr. The Roll Call Vote: Larsen – Yes, Pagacik – Yes, Karr – Yes, Taylor – Yes.

**II. General**

1. Pledge of Allegiance
2. Board Reorganization
  - a. At 6:05 p.m. On a motion by Commissioner Karr and seconded by Commissioner Larsen unanimously voted to appoint Ivan Pagacik as Chairman on the Board of Light and Water. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik - Yes.
  - b. At 6:05 p.m. On a motion made by Commissioner Karr and seconded by Commissioner Larsen unanimously voted to appoint Scott Larsen as Vice-Chairman on the Board of Light and Water. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik - Yes
  - c. At 6:05 p.m. On a motion made by Commissioner Karr and seconded by Commissioner Larsen unanimously voted to appoint Dick Taylor as Secretary/Clerk on the Board of Light and Water. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik - Yes
3. EV Charger – Moved
  - a. GM Nick Lawler stated the Green Community received a grant to support two additional ChargePoint Chargers at the library. Currently LELWD does have a charger there so we would be able to connect the new charges off the existing one.
  - b. The Town received \$15,000 in grant money but the total cost of the project is \$34,351.72. Diane Dickerson is requesting the additional funding of \$19,351.72 to proceed with the project.
  - c. on a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved additional funding in the amount of \$19,351.72 for

the 2 EV Chargers at the Library out of our FY23 Capital Funding, The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik - Yes

4. Public Input - Moved

- a. Katrina from the Library Trustees stated they will be having a ribbon cutting ceremony for their new solar panels on June 10<sup>th</sup> at 10:30am and welcomed staff and commissioners.

5. Approve minutes from April 26<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from April 26<sup>th</sup>, 2023, The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik - Yes

6. Approve Executive Session minutes from March 29<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from March 29<sup>th</sup>, 2023, The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes

### **III. Electric Light Department**

1. FY23 Financials -Financials will be presented at the next meeting.

2. Financial Policy

- a. GM Nick Lawler stated that no changes to the policy had been made since the last meeting.
- b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the ENE Pre-Paid Fund, Depreciation Fund and Rate Stabilization Fund Balances Policy, The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes

3. Battery Storage – 97 Mill Road

- a. LELWD officially purchased 97 Mill Road.
- b. GM Nick Lawler stated we are looking into utilizing the garage on site to assist DPW with their storage issue. Currently Nick is working closely with DPW on how we will move forward.
- c. GM Nick Lawler is still looking into battery storage options for the site. Commissioner Pagacik stated he would like one of the battery companies to come and give a presentation as well as visit their facilities.

4. Capital Project Update

- a. Tree wire/Squirrel Protection
  - i. One three phase customer left to change
  - ii. Tree wire pull in the lake area to begin after Memorial Day.
- b. Transformer Purchase
  - i. Finally received a purchase from 2021 but we are in good shape for inventory.

### **IV. Water Department**

1. FY23 Financials

- a. Budget – The Board reviewed the 83% complete budget.
- b. Capital Budget – The Board reviewed.

- c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Cedar Hill
    - i. Tank is online
    - ii. Currently working with the Cell Companies to get onsite and install equipment.
  - b. Whitcomb Ave
    - i. PLC Cards are in
    - ii. We are currently testing the external system
    - iii. Well 5 is back online
- 3. Boxborough Water Expansion
  - a. Town Council meeting with Boxborough this week.
  - b. Working on receiving 20% loan forgiveness.
- 4. Water Rate Analysis
  - a. Debt service will increase this year so residents will see an increase on their bill. Currently Water Rates will not be increased.
  - b. GM Nick Lawler stated next meeting there will be a complete breakdown of projection in rate structure.

## **V. Sewer Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 83% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Project Updates
  - a. Authorization to award was approved, LELWD can now sign and award contracts.
  - b. Next step will be Pre-construction meetings with both contractors.
  - c. 242 King St Barn was demolished, and discharge site is moving fast.
- 3. 550 King Street
  - a. Signed sewer capacity
  - b. Working with Lupoli companies on a payment schedule.

## **VI. General Manager**

- 1. General Manager Update
  - a. NEPPA Rodeo – Our guys represented LELWD and did amazing.
  - b. Next Meeting – June 14<sup>th</sup>, 2023

## **VII. Executive Session**

- a. At 7:15 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 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. The Roll Call Vote: Karr – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes