

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

June 12<sup>th</sup>, 2023

**I. Present for Meeting**

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

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

Staff: Sara Kiley, Erica Rooks, Paul Denaro, Corey Godfrey, Matt Silverman

Audience: Geri Bertozzi, Dave Fox, Melissa Hebert

Meeting called to order: 6:00 PM

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

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

**II. General**

1. Pledge of Allegiance
2. Approve minutes from May 8<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved the minutes from May 8<sup>th</sup>, 2023, The Vote: 4-0, Joe Knox – abstain
3. Approve minutes from May 17<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from May 17<sup>th</sup>, 2023, The Vote: 4-0, Joe Knox – abstain
4. Approve Executive Session minutes from May 17<sup>th</sup>, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Karr, the Board approved the Executive Session minutes from May 17<sup>th</sup>, 2023, The Vote: 4-0, Joe Knox – abstain
5. Approve minutes from June 5<sup>th</sup>, 2023 – Moved until next meeting
6. Public Input – N/A
7. Clean Lakes – GM Nick Lawler asked Clean Lakes to present their FY24 budget projections.
  - a. Currently Clean Lakes are looking to do a one-day aquatic invasive treatment of eco-harvesting at Lake Matawanakee. If this project is successful CLC would like to do a full pond mechanical treatment at Forge Pond/Lake Matawanakee in which they are looking into alternating the yearly expense with Westford CLC.
  - b. CLC is currently working on their 5-year plan to be presented at the end of the year.
    - i. Commissioner Karr recommended CLC to look into CPC funding for their 5-year plan.
  - c. The Board agreed to support the CLC FY24 budget.

- i. Commissioner Pagacik asked if we could get before and after photos of the lakes once treatment is complete. CLC is more than happy to do that.
- 8. Water Rates – Moved out of order
  - a. Dave Fox has been working on analyzing our water rates for the last 6 months. Our biggest drive into having Dave do this was the tier unit averaging for apartments and our base fix fee.
  - b. Dave built a tool, and it is easily adjustable and run different scenarios to changing fees/adjusting projects/debt service ext.
  - c. Dave recommended in FY25 the Board should look into raising rates slowly since the department is looking into infrastructure projects over the next few years.
  - d. Dave recommended to use unit averaging for apartments which you take the total consumption from the master meter and divide that by the number of units. Then individually run that consumption through the tiers and aggregate them.
  - e. On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved Appendix A Water Rate and Fee Schedule as amended to go into effect in FY24, The Vote: 5-0

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

- 1. EV Charging
  - a. GM Nick Lawler presented Connor Reardon's Charging Station Rates breakdown for the last 3 years.
    - i. Within this breakdown it shows the Level 2 charging rates in the surrounding Towns. Littleton is in line with the surrounding Towns cost to charge.
    - ii. Connor also did a breakdown of the Level 3 charging rates in the surrounding Towns.
    - iii. Commissioner Karr asked what is included in the charging rate? GM Nick Lawler stated the cost includes the price of power and infrastructure.
    - iv. An example shown to put our rate into perspective, LELWD's all electric Chevy Bolt has a battery of about 60kWh, which would cost \$25.20 to fully charge at \$0.42/kWh(Non-LELWD Customer). A comparable combustion car with a 12-gallon tank would cost \$42 at the average MA gasoline price of \$3.50.
  - b. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the proposed Electric Vehicle Charging Rates effective July 1<sup>st</sup>, 2023, as presented, The Vote: 5-0
- 2. Capital Project Update
  - a. Tree wire/Pole Replacement
    - i. Line crew is making strides in replacing the Tree Wire. Currently they are working in the Long Lake area.
    - ii. Currently replacing poles on Great Road
  - b. Newtown Fiber

- i. Fiber has been installed and we are currently waiting for the splice to take place this coming Thursday.
- ii. The project will be wrapped up soon.

#### **IV. Water Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 92% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Cedar Hill
    - i. AT&T is there now installing their equipment and has until the end of June to complete their work.
    - ii. T-Mobile will come in next which will take about a month and a half.
    - iii. Once T-Mobile is finished, we will begin with the old tank demolition and site clean-up.
  - b. Whitcomb Ave
    - i. 1<sup>st</sup> temporary permit was awarded for us to push water through the clear well. Over the next few months there will be more permits awarded to push forward. Paul Denaro has been working closely with DEP and Winston on all work.
    - ii. Next week we should be live moving water from the clear well to the system.
    - iii. Ribbon cutting in the early fall.
- 3. Boxborough Water Expansion
  - a. Corey will be heading to Boxborough's Select Board meeting tonight to speak on the IMA. We will have more up to date information after tonight's meeting.
- 4. PFAS Update
  - a. Matt Silverman gave an update to the Board about the current PFAS Regulations.
    - i. Currently we are following the current drinking water standard for Massachusetts which is 20 parts per trillion for the sum of 6 individual PFAS compounds.
    - ii. In March of 2023 there was a new draft regulation proposed by EPA. States will have up to 2 years to develop their regulations after the rule is finalized, which must be equal to or less than the Federal standard.
    - iii. Currently DEP has put us on reduced monitoring since our levels have been consistent with what is allowed.
    - iv. LELWD will continue to follow the status of the proposed regulations and follow the status of MassDEP proposed regulations.

#### **V. Sewer Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 92% complete budget.

- b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Budget Transfer
  - a. GM Nick Lawler stated this is due to the delayed hire of Jim Gavin, our Sewer Operator. LELWD had to use a consultant to do the sewer operations, which came in higher than expected but we were lower on our salary budget.
  - b. On a motion made by Commissioner Karr and seconded by Commissioner Larsen, the Board approved the budget transfer of \$28,000 from Sewer Salaries and Wages to Sewer Expenses withing the approved FY23 budget. The Vote: 5-0
- 3. Project Updates
  - a. Currently waiting for the approval of the IMA with Lupoli Companies and the Town. GM Nick Lawler gave a deadline of tomorrow at noon for a response.
- 4. Sewer Capacity Reservation
  - a. Northern banks Capacity Reservation soon to be sent out.

## **VI. General Manager**

- 1. General Manager Update
  - a. NEPPA Annual Conference in Mystic, CT.
- 2. General Manager Review Process
  - a. Commissioner Pagacik and Commissioner Larsen to sit with GM Nick Lawler for review.
- 3. Next meeting July 18<sup>th</sup>, 2023, at 6:00pm

## **VII. Executive Session**

- a. At 7:30 p.m. a motion was made by Commissioner Karr and seconded by Commissioner Taylor 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, Knox – Yes.