

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

October 25th, 2023

I. Present for Meeting

Commissioners: Melissa Hebert, Scott Larsen, Ivan Pagacik, Dick Taylor, Joe Knox

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

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

Audience: Geri Bertozzi, Conservation Commission, Tom Clancy

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:45 PM, Motion by Commissioner Taylor, seconded by

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

II. General

1. Pledge of Allegiance
2. Approve minutes from September 23rd, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from September 26th, 2023, The Vote: 5-0
3. Clean Lakes – Budget Discussion
 - a. John from Clean Lakes Committee proposed their 2024 Clean Lakes Committee Budget in the amount of \$190,200.
 - i. General Clean Lakes Projects
 1. Water Quality Testing (all lakes included)
 2. HydroVu Dashboard
 3. Doleful Pond Invasive Treatment
 - ii. Long Lake
 1. Eco-Harvesting
 2. Frog Pong Improvements
 - iii. Spectacle Pond
 1. Aquatic Invasive Treatments
 2. Plant Survey and Treatment Recommendation
 - iv. Forge Pond
 1. Eco-Harvesting (split with Westford)
 - a. Westford has committed the money to this project
 2. Plant Survey
 3. H&H Engineering Study of Drawdown Improvement Options (split with Westford)
 - v. Mill Pond

1. Boat Ramp Improvement
 - b. Clean Lakes is still currently working on their 5-year plan.
 - c. Commissioner Pagacik asked if the department could support the total budget? GM Nick Lawler stated that it was over the projected budget.
 - d. Commissioner Pagacik stated that the Board of Commissioners will work with Clean Lakes to bring some of these projects to the Town for funding.
4. Public Input
 - a. Robert Rounce from 25 Juniper Road has begun to get involved with Clean Lakes and he wanted to express how grateful he is for our support of Clean Lakes. Rob has been trying to work with Clean Lakes to be more aggressive in their 5-year plan as well as their yearly budget. Rob expressed concerns of the changes within the lakes and stated we do need to be proactive.

III. Electric Light Department

1. Community Grant – Littleton Fire, Littleton Schools – Moved out of order
 - a. Chief Tom Clancy is requesting a new Lucas Chest Compression System in the amount of \$15,000. Currently Littleton Fire has two devices but recently received notification their oldest device of 12 years will no longer be supported.
 - i. The Lucas device once placed on the patient frees up one of the team members to assist with administering other life saving measures.
 - ii. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the Lucas Chest Compression System in the amount of \$15,000. The Vote: 5-0.
 - b. Heidi MacGregor from Littleton Public Schools is \$4,158.38 for a new Makerbot Sketch 3D Printer for Russel Street Elementary.
 - i. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the MakerBot Sketch 3D Printer in the amount of \$4,158.38. The Vote: 5-0.
2. FY23 Financials
 - a. The Board reviewed the 75% complete budget
 - b. Capital Budget will not be fully expended this year, many of projects will be transferred to next years budget.
 - c. Rate of Return – 4.5%
3. Capital Project Update
 - a. Tree Wire
 - i. Crews have been working on Harwood/Hartwell/Spectacle Pond and Great Road.

IV. Water Department

1. FY23 Financials
 - a. Budget – The Board reviewed the 25% complete budget.
 - b. Capital Budget – The Board reviewed.

- c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Spectacle Pond
 - i. Spectacle Pond Plant is no longer online.
 - ii. Onyx is currently planning on removing the temporary pipe.
 - b. Cedar Hill
 - i. Demo began on Monday morning. There were issues with the Demo, so Cadwell had to shut the demo down.
 - ii. Demo will continue for the next few weeks.
 - iii. Commissioner Hebert questioned if we wanted to communicate the Demo with the Long Lake Neighborhood Association? Dave Ketchen stated that would be great and will work with Commissioner Hebert.
 - c. Whitcomb Ave
 - i. Iron and Manganese at 90% removal. Paul Denaro received great feedback from a resident stating they have noticed a great difference in the water quality.
 - ii. GAC scheduled to be installed by the end of the month.
 - d. Flushing
 - i. Currently in the 2nd phase of flushing out of seven phases.
 - ii. The flushing is an engineered plan which will be more effective for residents.
 - e. Boxborough
 - i. Making progress working through design
 - ii. Currently and active bill supported by Senator Arciero

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 25% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. Revoli is working toward the Common. Their goal is to get to Stevens street before wintertime.
 - b. November 1st Revoli is no longer allowed to use plates on state roads and will now have to fill.
 - c. Methuen is still working on the 30-foot hole for the Bioreactors.
 - d. Russel Street is almost complete, Revoli has a small portion left to complete. Once complete they will begin paving.
 - e. Recharge Site is almost complete, currently we are working out the sod issue.

VI. General Manager

- 1. General Manager Update

- a. Communication Update – GM Nick Lawler and Commissioner Hebert sat down last week to go over our ways of communication
 - (1) Currently we do have a large variety of communications (i.e. Commissioner Meetings/Website/Residential & Employee Letters/Social Media/Sewer Email/Public Forums/Door Hangers/Reverse 911.)
 - (2) Commissioner Hebert wanted to reinvigorate Watts & Drops with LCTV.
 - (a) Dave Ketchen suggested shorter videos we could share on our website.
 - (b) Currently working on different types of episodes.
 - (3) Commissioner Meeting one page summary minutes to be posted on our social media.
- 2. Next Meeting and Adjourn
 - a. November 21st at 6:00pm

VII. Executive Session

- a. At 7:30 p.m. a motion was made by Commissioner Hebert and seconded by Commissioner Taylor and unanimously voted by roll call to enter into Executive Session and to reconvene in open session if necessary to consider the following:
 - (a) 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.
- b. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved General Manager Nick Lawler to submit a claim regarding the PFAS Litigation to begin settlement process. The Vote: 5-0