

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

July 18<sup>th</sup>, 2023

**I. Present for Meeting**

Commissioners: 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, Pat Laverty

Audience: Geri Bertozzi, Melissa Hebert

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:45 PM, Motion by Commissioner Karr, seconded by Commissioner Knox. The Roll Call Vote: Pagacik – Yes, Karr – Yes, Taylor – Yes, Knox - Yes.

**II. General**

1. Pledge of Allegiance
2. Approve minutes from June 5<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from June 5<sup>th</sup>, 2023, The Vote: 3-1, Joe Knox – abstain
3. Approve minutes from June 12<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from June 12<sup>th</sup>, 2023, The Vote: 4-0.
4. Approve minutes from June 20<sup>th</sup>, 2023, on a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the minutes from June 20<sup>th</sup>, 2023, The Vote: 4-0.
5. Approve Executive Session minutes from June 12<sup>th</sup>, 2023 – Moved to next meeting.
6. Public Input – N/A

**III. Electric Light Department**

1. FY23 Financials
  - a. The Board reviewed the 50% complete budget.
  - b. Fund Balances are in great shape.
    - i. ENE Prepaid Power will pay all power supply cost.
  - c. Energy Efficiency Report
    - i. Commissioner Pagacik, GM Nick Lawler, and Connor Reardon sat down with Mark Rambacher and Rob Houston about the electrical charging fee. GM Nick Lawler stated it was a great meeting and both Rob and Mark brought up good points.
    - ii. Our comments back were to let the fee run for a few months since this is new to utilities.

- iii. Connor Reardon will hold an EV Forum for customers in the fall time and also will begin to go to sustainability meetings to have and open dialog.
- 2. Capital Project Update
  - a. Pole Replacement/Newtown Fiber/Reclosure/.
    - i. Currently we are working on Ayer Road for a MassDOT project which requires the relocation of a dozen poles.
    - ii. Replacing poles on Great Road.
    - iii. Wrapped up the Newtown Fiber project.
    - iv. Recloser installation for added reliability

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

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 100% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Whitcomb Ave
    - i. We are beginning to transition into moving water throughout the plant in a phase process to the clear well. We attempted to perform this last week but had drive issues which have since been resolved.
    - ii. We are starting to migrate chemical treatment over to the treatment plant and then will slowly introduce filtration.
  - b. Cedar Hill
    - i. AT&T has completed their transfer to the new tank.
    - 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.
- 3. PFAS Update
  - a. GM Nick Lawler stated the class action lawsuit down in South Carolina has been settled by all parties.
  - b. Gm Nick Lawler stated it will take some time to figure out how the funds are disbursed.
- 4. Taylor Street Well – Designation
  - a. GM Nick Lawler stated this would be a good opportunity to recognized Bruce Trumbull whose dedication to the Water Department has been outstanding.

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

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 100% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Project Updates
  - a. Revoli has made good progress in the Middle School parking lot and will be out of the lot as of today. Then they will go up the axis path to the Town Hall.

- b. Tonight, will be the first night shift going from the Highschool to 495 and then Sunday night they will start at the Common.
  - c. Methuen should be onsite next week for erosion control for the treatment plant. Methuen is looking to set up to pour cement before winter.
  - d. 242 King Street will be used by CDM Smith, Methuen, and Revoli as their office. LELWD will be expecting a positive change order for this.
- 3. Sewer Capacity Reservation – Hager Homestead (336/338 King Street)
  - a. Hager Homestead sent in a reservation request for 3,720 gallons of sewer capacity.
  - b. On a motion made by Commissioner Karr and seconded by Commissioner Knox, the Board approved the Reservation Request for the Hager Homestead in regards to 3,720 gallon of sewer capacity per day. The Vote: 4-0.
- 4. Sewer Capacity Reservation – 410 Great Road and 550 King Street
  - a. The Board requested GM Nick Lawler to go back to Lupoli Companies for more information since the last request.
- 5. Deadline for Request for Reservation of Sewer Capacity
  - a. LELWD will be informing the district that the deadline for applications for sewer reservation request is August 4<sup>th</sup>.

## **VI. General Manager**

- 1. General Manager Update
  - a. NEPPA Annual Conference in Mystic, CT.
  - b. Ribbon Cutting for Whitcomb Ave will be held on September 13<sup>th</sup>, 2023.
- 2. LELD Union Contract
  - a. On a motion made by Commissioner Karr and seconded by Commissioner Taylor, the Board approved the negotiations with LELD Union 104. The Vote: 4-0.
- 3. Next meeting August 16<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 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) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Roll Call Vote: Pagacik – Yes, Karr – Yes, Taylor – Yes, Knox - Yes.