

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

August 16th, 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, Corey Godfrey

Audience: Geri Bertozzi, Gary Wilson

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 July 18th, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the minutes from June 5th, 2023, The Vote: 4-1, Melissa Hebert – abstain
3. Approve Executive Session minutes from June 12th, 2023 – on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the executive session minutes from June 12th, 2023, The Vote: 4-1, Melissa Hebert.
4. Approve Executive Session minutes from July 18th, 2023 – on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the executive session minutes from July 18th, 2023, The Vote: 4-1, Melissa Hebert.
5. Public Input – N/A

III. Electric Light Department

1. FY23 Financials
 - a. The Board reviewed the 58% complete budget.
 - b. Energy Efficiency Report
 - i. Connor Reardon is working with Mark Rambacher and Rob Houston who are a part of the Sustainability Committee on education and suggested EV charging rates.
2. Capital Project Update
 - a. Pole Replacement/Newtown Fiber/Reclosure/Whitcomb Ave/Billing.
 - i. Currently we are working on Ayer Road for a MassDOT project which requires the relocation of a dozen poles.
 - ii. Replacing poles throughout the system.
 - iii. Begin planning for the installation of Tree Wire in the Harwood Ave area.

- iv. Recloser installation for added reliability at Liberty Square in Boxborough.
- v. Whitcomb Ave Garage rehab project has gone underway.
- vi. The front office will be reviewing the new layout of any paper billing notices.

IV. Water Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 8% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Whitcomb Ave
 - i. Iron filters are flowing and acclimated.
 - ii. Next, we will move to getting the manganese filters turned on and operational. This could take up to 4 weeks for the manganese filters to become fully operational.
 - iii. End of the year PFAS filters will then come online.
 - b. Cedar Hill
 - i. T-Mobile will be onsite soon to complete their work.
 - ii. Police/Fire/Highway will then cut over to their SCADA system.
 - iii. The demo is scheduled for early October.
 - c. Boxborough
 - i. 45% design complete
 - ii. MEAPA permit was submitted
 - iii. Construction should begin June of 2024
- 3. Taylor Street Well – Designation
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, The Board approved the dedication of the Taylor Street Well to Bruce Trumbull. The Vote 5-0.

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 8% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. The Treatment Plant site is completely cleared out and then Methuen will begin dewatering the area.
 - b. Revoli has been moving quickly. Currently all the work at the Middle School and Russel Street is complete.
 - c. A third of the watermain has been installed.
 - d. Revoli is currently at the High School and should be out next week.

3. Sewer Capacity Reservation Update

- a. The Board requested GM Nick Lawler to go back to Lupoli Companies for more information since the last request.
- b. Lupoli came back stating for 550 King Street they recalculated the restaurant flows and are looking to move forward with a less conservative number. This is why Lupoli is requesting the additional capacity.
- c. 410 Great Road request was for 55,000 gallons per day. GM Nick Lawler stated he spoke with Lupoli's engineer and told him the Board will not be able to approve this request.
- d. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board denied the reservation request sent in on July 11th, 2023 from Lupoli Companies on 550 King Street for 70,000 gallons per day of additional sewer capacity. The Vote: 5-0.
- e. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board denied the reservation request sent in on July 11th, 2023 from Lupoli Companies on 410 Great Road for 55,000 gallons per day of sewer capacity. The Vote: 5-0.
- f. GM Nick Lawler stated that we did receive 8 other sewer reservation requests that currently do not meet our guidelines.
- g. Once the time comes to request for more capacity the Board agreed to alert the sewer district that we will soon be opening a capacity request period. The property owner must meet our guidelines and have set plans to request additional capacity.

4. Adopt Betterment Order

- a. On a motion made by Commissioner Hebert and seconded by Commissioner Larsen, the Board approved the
 - i. Adoption of the Order and Recording of Liens: Pursuant to G.L. c.83, s.27 and Chapter 279 of the Acts of 2020, move that the Littleton Board of Water Commissioners vote to adopt the Statement of Action and Order for the assessment of betterments for the purposes of recovering the costs of constructing a system of sewerage and drainage and sewage treatment and disposal, known as the Littleton Common Smart Sewer Division, as outlined in the document before the Board today, and which project includes the construction of a sewer or drain in the following ways: King Street Great Road Meetinghouse Road Russell Street Shattuck Street Stevens Street and, in addition to those parcels abutting the ways noted above, pursuant to the authority set forth in Chapter 279 of the Acts of 2020, the following properties shall be bettered, notwithstanding the lack of frontage on the ways previously stated: Parcel ID Property Address U10 30 0 1 Adams Street U20 9 0 20 Foster Street U19 38 0 336 King Street U19 38 1 338 King Street U07 14 0 4 Robinson Road U07 20 0 25 Robinson Road U20 1 0 4 Rogers Street and authorize Town Counsel to record notice of this

Action and this Order, as well as any other lien documents related to this betterment as required by law.

5. Certification of Betterment

- a. On a motion made by Commissioner Hebert and seconded by Commissioner Larsen, the Board approved the
 - i. Certification of the Betterment: Pursuant to G.L. c.83, s.15B and Chapter 279 of the Acts of 2020, move to certify an estimated sewer assessment in an amount of 2,646,258.80, which is one tenth (10%) of the municipality's liability under all contracts that the Town has entered into for this project to date, and the total of such estimated assessment shall be allocated by the method used for the allocation of the actual assessment upon completion of the work, which method is reflected in the Board of Water Commissioner's Betterment Policy, revised June 9th, 2023, and such Reservation Agreements adopted pursuant thereto before the Board today, and authorize Nick Lawler to send notice of this certification to the Board of Assessors for commitment of the estimated betterments.

VI. General Manager

1. General Manager Update

- a. GM Nick Lawler stated that the Water Department is currently looking into a flushing plan.
- b. Next Meeting September 26th