

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

September 26<sup>th</sup>, 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, Paul Denaro, Pat Laverty

Audience: Geri Bertozzi, Alicia Day

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 August 16<sup>th</sup>, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from August 16<sup>th</sup>, 2023, The Vote: 5-0
3. Public Input – N/A

**III. Electric Light Department**

1. Parks and Recreation – Kooper Field Request – Moved out of order
  - a. Currently Parks and Recreation is not moving forward with this request.
2. FY23 Financials
  - a. The Board reviewed the 67% complete budget
  - b. Rate of Return
    - i. 3.6% rate of return
  - c. Energy Report
    - i. Met with Mark Hollinger to go over his EV Grant which he received through MassDEP. LELWD is working with Mark on securing a spot for the EV Charger.
3. Capital Project Update
  - a. Recloser at Depot Road
    - i. Received the recloser and received training. To be installed on Depot Road next week.
  - b. AMI Outage Management System

- i. Tested our new AMI Outage Management System on our last storm. Overall went well and will be a great tool for our customers and employees.
  - c. Long Lake Tree Wire
    - i. Wrapped up in the Long Lake area for the installation of tree wire for added reliability
    - ii. Next, we will be at Harwood Ave to install tree wire.
  - d. Tree Trimming
    - i. Had a consultant identify any dangerous trees that could come down and cause issues. LELWD and GML will begin working on removing any of those issues come October.
- 4. Boxborough Schools – Grant Request
  - a. Boxborough Schools requested any donations from the department to build a new playground.
  - b. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the donation of \$12,500 from the Boxborough Community Development Grant and \$5,000 from the Boxborough School Grant. Total Donation of \$17,500 to PLAY24. The Vote: 5-0

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

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 17% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Cedar Hill
    - i. T-Mobile has been onsite and should be finished as of next week
    - ii. Demo is scheduled for the 2<sup>nd</sup> week of October which should take a few weeks to complete
    - iii. Site cleanup once the demo is complete.
  - b. Boxborough
    - i. 45% design complete
    - ii. MEAPA permit was submitted
    - iii. Looking to go to bid late winter early spring for construction to begin in the summer.
    - iv. Nick and Corey are working on the Legislation to be written
  - c. Whitcomb Ave
    - i. Bugs have been released in the manganese filters, working out those issues as to why one of the filters is not taking the bugs.
    - ii. Bypass is scheduled to be removed
    - iii. Connect Well 5 to the treatment plant to introduce that water.
  - d. Beaverbrook Treatment Plant
    - i. Nick and Corey are working with Wright Peirce on PFAS solution for Beaverbrook Treatment Plant

- e. Spectacle Pond
  - i. Matt Silverman, Paul Denaro, and Corey Godfrey are working with Weston and Sampson to find a replacement well for Spectacle Pond
- f. COBBS
  - i. The National Park Service has approved the replacement property of Cobbs.
  - ii. Next item is to go to the May Town Meeting.

## **V. Sewer Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed the 17% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Project Updates
  - a. Revoli is complete from the High School to King Street bridge.
  - b. Russel Street Watermain was tested today and hopefully everything looks good so we can move off Russel Street for now.
  - c. Revoli will continue to work toward the King Street common.
  - d. The Treatment Plant is still in the process of digging the hole for the bioreactor.
  - e. The Effluent Recharge project is complete.
  - f. Sewer Forum will be held on October 10<sup>th</sup> at 6:30pm at LPD.

## **VI. General Manager**

- 1. General Manager Update
  - a. Vote to forgive LWD for indirect expenses
    - (1) On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved forgive LWD of indirect expenses for the period January 2023 through June 2023 in the amount of \$168,918. LELD will charge them off as an additional in lieu of tax payment for the year ended December 31, 2023. The Vote 5-0
  - b. Paul Denaro and Alex Luther went back down to Jackson Mississippi to receive a tour of the treatment plant they assisted in bringing the plant back online.
- 2. General Manager Review
  - a. Chairman Pagacik and Commissioner Larsen sat down with GM Nick Lawler regarding his review. Chairman Pagacik compared the surrounding towns General Managers current salary, but many of these Towns are only electric. Nick has been managing not only electric but water and now sewer. Nick has done an incredible job and has served countless hours to this department.

- b. (1) On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board accepted the review with the salary adjustment as presented.
- 3. Next Meeting and Adjourn
  - a. October 25<sup>th</sup> at 6:00pm