

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

November 21st, 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, Pat Laverty

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:15 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 October 25th, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the minutes from October 25th, 2023, The Vote: 5-0
3. Public Input – None

III. Electric Light Department

1. FY23 Financials
 - a. The Board reviewed the 83% complete budget
 - b. Capital Budget will not be fully expended this year, many of projects will be transferred to next year's budget.
 - c. Rate of Return – 5.7%, we will be under 8% for the year. The department had some of the lowest rates in the State.
 - d. Green Rewards – Connor Reardon has successfully received approval from MassDEP for LELWD to put a level 3 charger in the municipal lot next to Common Convenience. LELWD will receive the funds and will then cover the additional cost.
2. Capital Project Update
 - a. Depot Rd Recloser
 - i. Installed new recloser at Depot Rd which will improve reliability.
 - b. Ayer Rd MassDOT
 - i. Completed our scope of work for the MassDOT project.
 - c. Harwood Ave

- i. Will be complete next week, running new tree wire, and replacing poles.
- d. Substation
 - i. Annual maintenance testing and no major issues were found.
- e. Batteries
 - i. Working with PLM and Citizens on an impact study for battery storage at Parlee.
 - ii. Currently working on a site visit with the Board at Wellesley to tour their battery facility.
- 3. 2024 Draft Budget
 - a. Board to review and approve in December.

IV. Water Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 33% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Whitcomb Ave
 - i. Progressing with start-up.
 - ii. Flushing out the PFAS vessels for testing purposes.
 - iii. Within the next few weeks we are hoping to have a fully functional system going out to the system.
 - b. Flushing
 - i. System wide flushing is about to wrap up. This should improve the water quality due to the lack of system flushing over the last 5 years.
 - c. Well Cleaning
 - i. Full well cleaning will take place this winter and be completed in early spring.
 - ii. The wells will be stripped completely, chemically treated, surged, and inspected.
 - d. Cedar Hill
 - i. Tank has been fully demoed.
 - ii. Installation of the new fence and grade the site to be completed in a few weeks. Then in the spring Caldwell will come out and seed the site.
 - e. Boxborough
 - i. Making progress working through design
 - ii. Legislation is in the house

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 33% complete budget.
 - b. Capital Budget – The Board reviewed.

- c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. Revoli is currently on Stevens Street and looks to be completed by wintertime.
 - b. Revoli can no longer work on State Roads.
 - c. Shattuck Street is paved.
 - d. Methuen is tying in rebar and pouring concrete. Methuen does not anticipate a winter shutdown.

VI. General Manager

- 1. General Manager Update
 - a. Haleigh Dufour won a Customer Service Award; she has been an incredible asset to the department.
 - b. The Department won the APPA Excellence in Public Power Communication Award.
- 2. Next Meeting and Adjourn
 - a. December 19th at 6:00pm