

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

October 22nd, 2025

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Sara Karr, Erica Rooks, Dave Ketchen

Audience: Kathy Gibbons

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:00 PM, Motion by Commissioner Taylor, seconded by Commissioner Knox.

The Vote: 4-0

II. General

1. Pledge of Allegiance
2. Approve minutes from September 24th, 2025, on a motion made by Commissioner Knox and seconded by Commissioner Hebert, the Board approved the minutes as amended from September 24th, 2025, The Vote: 4-0.
3. Betterment Abatements (Moved Out of Order)
 - a. 6 Meetinghouse Road
 - i. No action currently due from the Board. The customers claim that their property is not a commercial property, but they are zoned as a mixed-commercial and run a sewer business out of the property. Commercial customers are not allowed to opt out of sewer.
 - b. 256 Great Road
 - i. This request is based on our methodology of assessing the betterment which is based off of water consumption. The owner is claiming that the water usage is coming from irrigation. The owner of the property does want to be present so we will push this off until our November meeting.
 - c. 585 King Street
 - i. Kathy Gibbons and her son Patrick were present. Kathy and her son have lived here for 26 years and appreciated the Board giving her the opportunity to speak. Kathy formally rejects the sewer betterment assessment of her property and requests either an abatement or a retroactive opt out. When she opted in 2023, she did in good faith based on the estimated assessment from the Town which was \$3914.00. She was never told directly that her end cost would have been almost \$40,000. The letter she received seemed vague and there was no clear disclosure of the final cost and relied on the Town for the information given by the Town. She is a single income homeowner, a public-school teacher who is nearing retirement. The cost breakdown is going to be very overwhelming for her. She has always supported the Town and is looking for the Town to support

her. Kathy specially thanked Dave Ketchen and Nick Lawler for how attentive they were to her requests.

- ii. GM Nick Lawler stated that a letter was sent out that did clearly state the cost of decommissioning, and monthly sewer cost. The betterment was on the lower side, but it was within range. Town Council does not support an abatement or a retroactive opt out but he did speak with Council today because he does believe Kathy did not understand the letters sent out. GM Nick Lawler stated we should wait until next meeting to see what we can do.
- iii. Next Meeting (Moved out of Order)
 - 1. November 24th at 6:00pm.

- d. Public Input/Commissioner Input
 - i. Commissioner Hebert toured the sewer plant the other day and really appreciated how informational it was.
 - ii. Commissioner Pagacik will be having a meeting with Al Fletcher from Nashoba Ski to discuss a property development project.

III. Electric Light Department

- 1. 2025 Financials
 - a. The Board reviewed the 75% complete budget
 - b. Power Budget – The Board reviewed
 - i. Our power usage is up, and due to the cold winter and hot summer weather we are buying more power.
 - ii. GM Nick Lawler believed raising the rate about a half of a penny would keep out Rate of Return positive.
 - c. In Lieu of Tax – The Board reviewed
 - d. Capital Budget – The Board reviewed
 - e. Cash Report – The Board reviewed
 - f. Rate of Return – Currently at 0.8%.
- 2. Capital Project Updates
 - a. Recloser Project
 - i. We received a grant for 6 new reclosers in our system. We just signed the contract and are preparing the bid package for those.
 - b. Sub station
 - i. Completed
 - c. Tree Wire
 - i. Completed the Coughlin Road tree wire upgrade, the area is now all tree wire.
 - ii. Blood Road underground project is starting in a few weeks and hopefully will be completed by the end of the year
 - d. Foster Street
 - i. 99% complete but we are waiting for National Grid to transfer their service to one of the new poles.
 - e. Fiber Grant
 - i. Hitting our portion of the contract hard the last few weeks and are hopeful of being completed soon.
 - f. Battery Storage

- i. Dave Ketchen went to Conservation Commission meeting to talk about the battery storage project. Cons Com is looking for a full contamination plan which we are in favor of.
- g. 242 King
 - i. We are working on separating the parcel so the house and the plant will each be on their own lot.

3. Boxborough School Grant

- a. Blanchard Memorial Elementary is looking to see if the Board will consider granting them \$4,979.25 to purchase LEGO Education Spike Prime Sets, Expansion Sets, Robotic Challenge Tables, and Robotic Challenge Sets.
 - i. On made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the Boxborough School grant in the amount of \$4,979.25. The Vote: 4-0.

IV. Water Department

- 1. FY25 Financials
 - a. Budget – The Board reviewed the 25% complete budget.
 - b. Cash Report – The Board reviewed.
 - i. Commissioner Pagacik stated we are selling a lot of water, which is good but where is it coming from?
 - 1. GM Nick Lawler stated Patriot is a high user, and we have been in a drought, so the current rainfall allowed residents to use water.
 - ii. We received \$500,000 from the PFAS settlement.
 - c. Capital Budget – The Board reviewed.
- 2. Capital Project Updates
 - a. Boxborough Water Main
 - i. Working with CJP to pave the other side of the bridge in Littleton but they have not committed to it yet.
 - b. Trumbull Well
 - i. C.Naughten is still working on the last two boring permits.
 - c. Taylor Street
 - i. Littleton DPW will be completing the pavement
 - d. Whitcomb Ave Carbon Replacement
 - i. Bid opening tomorrow
 - e. COBBS
 - i. Still working with Tigh & Bond on a rough design to the State. The current issue with any building over 2000sqft will require a restroom.
 - f. Groundwater Discharge
 - i. Still working with Weston and Sampson on trying to increase the permitting capacity.
- 3. Finance Committee Representative
 - a. Nothing new to report but we are still looking for a representative.

V. Sewer Department

1. FY25 Financials
 - a. Budget – The Board reviewed the 25% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Update
 - a. Revoli completed paving on the bridge but is back to flush the pipes.
 - b. We are working on plant start up procedures and are working through some general issues.

VI. General Manager

1. General Manager Update
 - a. Next meeting November 24th.