

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

November 24<sup>th</sup>, 2025

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Sara Karr, Erica Rooks, Dave Ketchen, Matt Silverman, Paul Denaro

Audience: Randy Steinberg

Meeting called to order: 6:00 PM

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

The Vote: 5-0

**II. General**

1. Pledge of Allegiance
2. Approve minutes from October 22<sup>nd</sup>, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the minutes as amended from October 22<sup>nd</sup>, 2025, The Vote: 5-0.
3. Betterment Abatements (Moved Out of Order)
  - a. 470/476 King Street
    - i. The property owners are applying for an abatement due to the assessment for 470 King Street is disproportionate because it was assessed as a two-unit property instead of a business.
    - ii. The property owners would like to pay to connect both properties to the sewer.
    - iii. Town Council recommends denying the abatement request since it does not meet the standards for an abatement. Both properties were assessed on actual water use and were allotted 1 REU which is the minimum for a business zoned property.
    - iv. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board denied the abatement request for 470 King Street according to Town Council. The Vote 5-0.
    - v. On a motion made by Commissioner Knox and seconded by Commissioner Taylor, the Board denied the abatement request for 476 King Street according to Town Council. The Vote 5-0.
  - b. 256 Great Road
    - i. Randy Steinberg, who is the property owner for 256 Great Road stated his property assessment seemed high since it is based on water usage and in the summer months he does irrigation on his property.
    - ii. Town Council stated that the property was assessed at 6 REUs which was derived from the betterment policy. All other existing usage was based on average daily water usage over a 5-year period, and there was a consideration for irrigation.

- iii. On a motion made by Commissioner Hebert and seconded by Commissioner Larsen, the Board denied the abatement request for 276 Great Road according to Town Council. The Vote 5-0.
- c. 585 King Street
  - i. Town Council stated her reasonings for wanting the abatement did not work and recommended we deny her request, but they did state we could allow her to apply to defer connection. There is language in our policy which stated you can apply to defer connection for 10 years, but you must meet the criteria listed. If at any reason her current system fails, she must connect to the new system.
  - ii. On a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board denied the abatement request for 585 King Street according to Town Council. The Vote 5-0.
- d. Public Input/Commissioner Input
  - i. Commissioner Knox gave an update on the Charter Committee
  - ii. Meeting with Sal Lupoli 12/5 at 11:00am

### **III. Electric Light Department**

- 1. 2025 Financials
  - a. The Board reviewed the 83% complete budget
  - b. Power Budget – The Board reviewed
  - c. In Lieu of Tax – The Board reviewed
  - d. Capital Budget – The Board reviewed
  - e. Cash Report – The Board reviewed
    - i. Devens expenses and revenue are being tracked separately
  - f. Rate of Return – Currently at 1.6%.
- 2. Capital Project Updates
  - a. Recloser Project
    - i. Bid opening is this week and beginning of next year we will purchase the 6 reclosers.
  - b. Tree Wire
    - i. Currently working on Bulkey and Grimes Road
  - c. Blood Road
    - i. Underground wiring project begins next week and hopeful to have that complete by the end of the year.
  - d. Fiber Grant
    - i. Good progress, what we have left to install is the Great Road portion and then our fiber contractor will do the splices.
  - e. 160 Ayer Road
    - i. Completed the change out of the live front transformer.
- 3. Draft 2026 Budget
  - a. GM Nick Lawler stated there is no action needed from the Board tonight and will vote next meeting.
  - b. Administrative
    - i. Up 3% due to benefits
  - c. Energy Services
    - i. Conducting new customer survey

- ii. EV program growing
- d. Meter/Substation
  - i. New testing equipment
- e. Operations
  - i. Added more tree trimming
  - ii. Police details have increased
- f. Capital
  - i. Purchasing a squirt boom bucket, cipper

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

- 1. FY26 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. Boxborough Water Main
    - i. Running services until Christmas time.
    - ii. CJP is working on digsafes
  - b. Trumbull Well
    - i. C.Naughten is still working on DOT permits. Currently no work has been completed.
  - c. Well Cleaning
    - i. Bid opening next week and that will be full well cleaning in the system
  - d. Whitcomb Ave Carbon Replacement
    - i. Paul has been working with Calagon on additional sampling, and we are anticipating on the 1<sup>st</sup> vessel completed in the new year.
  - e. Acton
    - i. Acton is installing 6 GAC filter installation and there biggest producing plant was supposed to be offline for a few weeks. We installed an interconnect and committed 200,000 gallons a day.
    - ii. Concord has also installed an interconnection, and Acton is currently using theirs. We have not given them any water yet but once we do, we will have to keep it flowing.
- 3. Finance Committee Representative
  - a. Nothing new to report but we are still looking for a representative.

## **V. Sewer Department**

1. FY26 Financials
  - a. Budget – The Board reviewed the 33% completed budget.
    - i. We will have to begin looking into FY27 sewer budget now that we are switching to the new plant.
    - ii. We completed a clean water test, and DEP approved us to run the plant as intended. We are able to tie in any connections that are ready.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Project Update
  - a. Revoli
    - i. Nearing completion and they are currently working on existing manholes.
  - b. 242 King Street
    - i. System is up and running but we are working on engineering oversight in the electrical room. Starting on September 30<sup>th</sup> we began holding liquidated damages.
    - ii. We are looking to decommission the old system over Christmas break and then a full demolition during summer break.

## **VI. General Manager**

1. General Manager Update
  - a. 12/13 Toys for Tots at 10am
  - b. 12/4 Jim Arciero fundraiser at Bamboo from 6pm-8pm
  - c. We are looking to host a sewer ribbon cutting Tuesday January 6<sup>th</sup> at 11:30am.
  - d. Next meeting December 17<sup>th</sup>