

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

December 17th, 2025

I. Present for Meeting

Commissioners: Joe Knox, Ivan Pagacik, Dick Taylor, Scott Larsen

General Manager: Nick Lawler

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

Audience: Rob Rounce, Julie Lord, Heidi MacGregor

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 November 24th, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the minutes from November 24th, 2025, The Vote: 4-0.
3. School Grant (Moved Out of Order)
 - a. Littleton Public Schools is requesting a school grant in the amount of \$20,000. Julie Lord and Heidi MacGregor presented a rebrand and redesign of the library in the Middle School.
 - i. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the school grant and to not exceed \$20,000. The Vote: 4-0.
 - b. Safety Grant – Mike Lynn is requesting \$1,400 for hockey helmets.
 - i. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the safety grant in the amount of \$1,400. The Vote: 4-0
4. Public Input/Commissioner Input
 - a. Commissioner Knox stated the charter committee brought up the fact we need a finance representative.

III. Electric Light Department

1. 2025 Financials
 - a. The Board reviewed the 92% complete budget
 - b. Power Budget – Not complete yet due to the time this meeting is held. We will present it at next meeting.
 - c. In Lieu of Tax – The Board reviewed
 - d. Capital Budget – The Board reviewed
 - e. Cash Report – The Board reviewed

- f. Rate of Return – Not available but will review at the next meeting. GM Nick Lawler stated that we are on track and close to the goal of 4% rate of return.
2. Capital Project Updates
 - a. Parlee Rehab
 - i. Project is starting and should be completed in March.
 - b. Blood Road
 - i. Underground wiring project has begun, and the riser poles are in. The project should be completed in a few weeks.
 - c. Fiber Grant
 - i. Good progress, waiting for the fiber contractor to cut over all the existing fiber to the new fiber ring.
 - d. Recloser Project
 - i. Bid opening will be in early January.
 - e. Foster Street
 - i. Completed, we are just waiting for reimbursement
 - f. Mass Ave
 - i. We will have this completed by tomorrow. We are taking the overhead wire under the bridge tonight.
 3. Draft 2026 Budget
 - a. GM Nick Lawler stated we have added \$25,000 to outside services to hire a 3rd party to complete dig safes.
 - b. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the 2026 Electric Budget in the amount of \$36,217,466. The Vote: 4-0.

IV. Water Department

1. FY26 Financials
 - a. Budget – The Board reviewed the 42% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
 - a. GAC Media Replacement
 - i. The bid has been awarded, and the contractor took a sample of our vessels that stated we have copper in our water. The issue is that the sample line that feeds the canaster is made of copper and that is how fine they read it in the GAC media. We have taken multiple samples and reported what we found and are waiting to see if the lab will accept our media.
 - b. Well Cleaning
 - i. Bid was awarded and we are waiting to find the right time to begin the well cleaning.
 - c. Boxborough Water Main
 - i. Currently at a standstill until spring.
 - d. Trumbull Well
 - i. Land cleaning next week and are working on test borings.

3. Finance Committee Representative
 - a. Nothing new to report but we are still looking for a representative.
4. 550 King Street
 - a. Lupoli reached out to work on a payment plan for the water connection fees. GM Nick Lawler, Commissioner Pagacik, and Commissioner Knox had sat down with Lupoli to see what his request was. His original request was not reasonable but after some back and forth we may have come up with something that makes sense. There are several connections within 550 King Street that are similar to any type of commercial connection within town. The only piece of the property we agreed to try and find a payment plan is for his large residential portion. His connection fee for the large residential portion is 1.3 million dollars, and we would feel comfortable having Lupoli owe 30% of the fee at the time the certificate of occupancy is awarded for the first 320 apartments. Then after 1 year it would be another 30%, 2 years 20%, and 3 years 20%. This will be a Board vote which we do not have to vote on and make sure we come to consensus.

V. Sewer Department

1. FY26 Financials
 - a. Budget – The Board reviewed the 42% completed budget.
 - i. The budget is a little all over the place with the new plant being online. Currently using a lot of chemicals due to low flow so that budget line item is high.
 - ii. Working on FY27 with the Town.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Update
 - a. Groundwater Discharge Permit
 - i. Draft application complete and should go in this month to receive more capacity
 - b. 242 King Street
 - i. Punch list items
 - c. Revoli
 - i. Nearing completion and working on small punch list items.

VI. General Manager

1. General Manager Update
 - a. Legislative Rally in DC is in February, please let Sara know if you would like to attend
 - b. Ribbon Cutting 1/6/2026
 - c. Christmas Lunch is 12/23 at Rapscaillon
 - d. Next meeting January 28th