

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

January 28th, 2026

I. Present for Meeting

Commissioners: Joe Knox, Melissa Hebert, Dick Taylor

General Manager: Nick Lawler

Staff: Sara Karr, Dave Ketchen, Paul Denaro, Connor Reardon

Audience: N/A

Meeting called to order: 6:00 PM

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

The Vote: 3-0

II. General

1. Pledge of Allegiance
2. Approve minutes from December 17th, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the minutes from December 17th, 2025, The Vote: 3-0.
3. Public Input/Commissioner Input
 - a. N/A

III. Electric Light Department

1. 2025 Financials
 - a. The Board reviewed the 100% complete budget. Strong financial year for the department
 - b. O&M Budget – The Board reviewed.
 - c. In Lieu of Tax – The Board reviewed
 - d. Capital Budget – The Board reviewed
 - e. Cash Report – The Board reviewed
 - f. Fund Balances – We will be looking into making another transfer into the depreciation fund.
 - g. Rate of Return – 1.1% lower than what we aimed for, but we are still positive rate of return.
 - h. 2025 Energy Efficiency Report
 - i. Main take away is we spent more than what is required to spend. LELWD spent 281% more than the required spending on energy efficiency and sustainable programs in 2025.
 - ii. Energy audits were down 19%.
2. Capital Project Updates
 - a. Blood Road
 - i. Due to the bad frost, we are having to push this off to the spring.
 - b. Fiber Grant

- i. Good progress, last section to be installed will be on Great Road. Once that is installed we will cut over to the new fiber.
 - c. Recloser Project
 - i. Currently out to bid and the lead time for materials to complete this project is over a year.
 - d. Storm Response
 - i. No storm related outages. Chris Austermann our facilities manager went above and beyond with snow removal and other issues within the department.
 - e. Parlee
 - i. Demo has begun and are estimating end of March to be complete.
- 3. Community Grant – EHS EV Charger
 - a. Elder and Human Services is looking to have their new EV charging station professionally installed at the new Center on Shattuck Street in the amount of \$2,100.
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the EHS Community Grant in the amount of \$2,100. The Vote: 3-0.
- 4. Community Grant – Town Clerk Storage
 - a. Diane Crory is looking for a storage shed for the Town Clerks office in the amount of \$16,400.
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the Town Clerk Community Grant in the amount of \$16,400. The Vote: 3-0.

IV. Water Department

- 1. FY26 Financials
 - a. Budget – The Board reviewed the 50% 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. Maher services has pulled all of the Beaver Brook Well pumps for evaluation, some repairs are needed. Cleaning chemicals currently sitting in wells, Maher should be back on-site this week to complete mechanical portion of cleanings, then the pump components will be re-installed and the well tested. Whitcomb Ave wells and Spectacle Pond Well are still to be completed.
 - c. Boxborough Water Main
 - i. Currently at a standstill until spring.
 - d. Trumbull Well
 - i. Additional land clearing is yet to begin, as the snow is impacting C. Naughton's operations a bit. Maher services is on-site, has placed the well

screen and several portions of the well casing. They still have a ways to go on the install prior to any type of well development being able to take place, but is on the horizon

3. FY27 Draft Budget
 - a. Presented for the Board to review, vote will be taken next meeting.
 - b. Administrative
 - i. 3% increase for employees
 - ii. We are taking on a portion of the assistant conservation agent for one more year
 - iii. Insurance premiums and insurance are up
 - c. Production Budget
 - i. Chemical use is higher
 - ii. Well Cleaning & Redevelopment we alternate cost between the type of well cleaning each year.
 - d. Capital
 - i. Spec Pond Renovations we do not have a current plan but there is some current maintenance we do there throughout the year.
 - ii. Warren Street water main replacement

V. Sewer Department

1. FY26 Financials
 - a. Budget – The Board reviewed the 50% 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.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Update
 - a. Groundwater Discharge Permit
 - i. Groundwater permit application is in to increase our capacity to hopefully 475,000 gallons per day.
 - b. Revoli
 - i. Project is complete
 - c. 242 King Street
 - i. Punch list items
 - d. 242 King Street House
 - i. We made it through the conservation commission to move forward with our application. We met with MassDOT on the driveway location. Next step we have to go in front of land court due to the 495 taking.
3. Betterment Abatements
 - a. 423 King Street
 - i. Owner would like to be present so we will try for next meeting
4. Connection Deferral Agreement
 - a. 585 King Street
 - i. Just received draft agreement from Town Counsel and currently reviewing.
5. FY27 Draft Budget
 - a. Presented for the Board to review, vote will be taken next meeting.

VI. General Manager

1. General Manager Update
 - a. We are still looking for a Fin Com rep
 - b. Sara Karr is looking into hosting a shred it event here at the department in the spring or summer time.
 - c. Next meeting February 25th