

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

March 25th, 2026

I. Present for Meeting

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

General Manager: Nick Lawler

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

Audience: Paul Osner

Meeting called to order: 6:00 PM

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

The Vote: 4-0

II. General

1. Pledge of Allegiance
2. Approve minutes from March 3rd, 2026, on a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the minutes from March 3rd, 2026, The Vote: 4-0.
3. Public Input/Commissioner Input
 - a. None.

III. Electric Light Department

1. 2026 Financials
 - a. The Board reviewed the 17% complete budget.
 - b. Power Budget – High but we are continuing to monitor it.
 - c. O&M Budget – The Board reviewed.
 - d. In Lieu of Tax – The Board reviewed
 - e. Capital Budget – The Board reviewed
 - f. Fund Balances– The Board reviewed
 - i. Funds are up 1%
 - g. Energy Report
 - i. Connor Reardon presented his energy report to the Board.
 1. The tree program is scheduled to open on April 24th.
 2. EV Stations are continuing to bring in funds
 3. We are 41% non-Carbon which is a great way to start the year.
2. Capital Project Updates
 - a. Tree Wire
 - i. We are ready to pull in wire to a few different roads: Bulkley, Grimes, Mill, and Harwood. Throughout the winter we replaced the poles and are ready to begin the process of pulling in tree wire.
 - b. Underground Wire Improvement

- i. 508 Great Road (Nelson Lane): This area has been an issue with poles breaking during storms, so we are working to bring their service underground.
 - ii. 9 & 11 Beaverbrook Road: Underground upgrades needed
 - iii. Sarah Indian Way: Another area that causes us issues during storm events
 - iv. Blood Road: A section of this road will be brought underground but currently the ground is too wet, but we are still on track to finish in time.
 - c. Fiber Grant
 - i. We are 99% complete with installing the new ring. We will then work with our contractor to cut over to the new ring.
 - ii. There is another fiber grant we will be applying for this year and that application is due next week. We will bring the loop to the Cedar Hill area
 - d. Devens
 - i. Going great. Erica has been instrumental in the billing/customer service side, and Rob and RJ have really taken charge on the operations side.
 - ii. Devens has had a positive financial impact on the department.
- 3. Parlee Garage Rehabilitation
 - a. Parlee Demo complete and are waiting on the delivery of wall and roof panels.
 - b. Site work will begin to ramp up and once the panels come in the project should be quickly wrapped up.

IV. Water Department

- 1. FY26 Financials
 - a. Budget – The Board reviewed the 67% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Projects
 - a. Trumbull Well
 - i. Onsite working installing the foundation and pads for the generator.
 - ii. Working with DOT on Route 2 for installing the watermain.
 - b. Well Cleaning
 - i. All Well 3 cleanings are complete.
 - ii. Well 5 and one well at Whitcomb Ave still need to be cleaned.
 - c. GAC
 - i. Calgon will be in the second week of April to begin the 1st GAC media swap out.
 - d. Flushing
 - i. We are looking to schedule flushing this year.

V. Sewer Department

- 1. FY26 Financials
 - a. Budget – The Board reviewed the 67% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.

2. Sewer Connection Updates
 - a. 294 and 298 Great Road, and 17 Stevens Street have connected.
 - b. Northern Bank connected without us knowing but we are working through to get proper documentation.
 - c. Lupoli is looking to connect soon (existing buildings).
 - d. Discharge permit is in with DEP, and it is currently being reviewed. We are very optimistic that we will get close to the capacity we requested. Late fall we will work with Town Counsel on how to open that process up to the district.
 - e. Nick Lawler and Matt Silvermen met with Gary Armstrong from Lupoli Companies and were presented a flow chart for all properties. Current need is 227,000 gpd. We asked Gary to go back and create a formal document and request to present to the Board.

3. Betterment Abatements
 - a. 20 Meetinghouse Road
 - i. The owner would like to be present we will push off until our April meeting.

VI. General Manager

1. General Manager Update
 - a. 242 King Street: There was a Town Meeting article referring to 242 King Street declaring it as surplus. Nick Lawler had reached out to TA Jim Duggan to see why this had been added to the article. This was done prematurely since we are still working though separating the two properties at 242 King.
 - b. We hired an E&O Manager, Christopher Monsini. Chris spent time at both Hudson and Holden Light.
 - c. Land Acquisition: Looking into future land sites to be purchased for department use.
2. Next Meeting Date and Adjourn
 - a. April 29th, 2026 at 6:00pm.