

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

March 3rd, 2026

I. Present for Meeting

Commissioners: Ivan Pagacik, Melissa Hebert, Dick Taylor

General Manager: Nick Lawler

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

Audience: N/A

Meeting called to order: 6:00 PM

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

The Vote: 3-0

II. General

1. Pledge of Allegiance
2. Approve minutes from January 28th, 2026, on a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the minutes from January 28th, 2026, The Vote: 3-0.
3. Public Input/Commissioner Input
 - a. None.

III. Electric Light Department

1. 2026 Financials
 - a. The Board reviewed the 8% complete budget.
 - b. O&M Budget – The Board reviewed.
 - i. Facilities is high due to the current office renovations.
 - c. In Lieu of Tax – The Board reviewed
 - d. Capital Budget – The Board reviewed
 - e. Fund Balances– The Board reviewed
 - i. Funds are up 2%
2. Capital Project Updates
 - a. Fiber Grant
 - i. Still working on the fiber project, almost complete with installing the 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
 - b. Tree Wire
 - i. Picking through the system and also replacing poles along with installing tree wire.
 - c. National Grid

- i. We have been having meetings with National Grid on connecting a new service at Kimballs. National Grid would like us to serve, but we are still working though this with National Grid.
 - d. Devens
 - i. Working on capital projects at the Hospital Road Substation.
 - e. Blood Road
 - i. Paused and waiting until spring to continue.
- 3. Parlee Garage Rehabilitation
 - a. Parlee Demo complete and are waiting on the delivery of wall and roof panels.

IV. Water Department

- 1. FY26 Financials
 - a. Budget – The Board reviewed the 58% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. FY27 Draft Budget
 - a. No real change since last meeting, just a few small shifts due to Town error. Our special appropriation accounts that pay for projects that are constructed over several fiscal years were not set up correctly.
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the FY2027 Water Budget at \$6,862,001. The Vote 3-0.
- 3. Town Meeting Articles
 - a. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board votes to support the Appropriation of Water Retained Earnings Article in the amount of \$1,900,000. The Vote 3-0.
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board votes to support the Appropriation of PFAS Settlement Funds Article. The Vote 3-0.
 - c. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board votes to support the Water Enterprise Fund at \$6,862,011.00. The Vote 3-0.

V. Sewer Department

- 1. FY26 Financials
 - a. Budget – The Board reviewed the 58% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Betterment Abatements
 - a. 423 King Street
 - i. The owner did not show. GM Nick Lawler stated they are asking for an abatement due to the assessment of their water usage. Town Counsel advised that the information provided did not demonstrate a consistent or sustained period of reduced water use to show that the assessment is disproportionate

- ii. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board denied the abatement request for 423 King Street according to guidance provided by Town Counsel the Vote 3-0.
 - b. 20 Meetinghouse Road
 - i. The owner would like to be present we will push off until our April meeting.
- 3. Connection Deferral Agreement
 - a. 585 King Street
 - i. Kathy has received the deferral agreement and is in agreement. Kathy is working with her mortgage company to sign off on the agreement.
 - ii. On a motion made by Commissioner Hebert and seconded by Commissioner Taylor, the Board approved the connection deferral agreement as requested by the applicant at 585 King Street and to be executed once the applicant signs. The Vote 3-0.
- 4. FY27 Draft Budget
 - a. No real change since last meeting
 - b. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board approved the FY2027 Sewer Budget at \$2,443,123.00. The Vote 3-0.
- 5. Town Meeting Article
 - a. On a motion made by Commissioner Taylor and seconded by Commissioner Hebert, the Board votes to support a warrant article to amend the FY26 Sewer Enterprise Fund Operating Budget adopted under Article 7 of the May 6, 2025, Annual Town Meeting by appropriating \$140,000 from Sewer Retained Earnings. The Vote 3-0.
 - b. On a motion made by Commissioner Hebert and seconded by Commissioner Taylor, the Board votes to support the Sewer Enterprise Fund at \$2,473,123.00. The Vote 3-0.

VI. General Manager

- 1. General Manager Update
 - a. GM Nick Lawler was down in DC, and it was confirmed that we have received 1.1 million dollars of funding for sewer expansion.
 - b. Senior Luncheon is April 23rd at noon.
 - c. Safety Talk with the seniors March 25th.
 - d. Sara Karr stated that we are moving forward with the shred event. The company recommend providing three potential dates in case our first choice is already booked. The dates we want to provide are May 2nd, 16th, and June 13th. The event will be on a Saturday starting at 9am.
 - e. LELWD received a Community Impact Award from Dragos for our efforts against China
 - f. GM Nick Lawler commends our Electric and Front Office Staff for their efforts during these large snowstorms.
 - g. Next Meeting March 25th.
- 2. Water Capital Project Updates (Taken out of Order)
 - a. Well Cleanings
 - (1) Ongoing, Whitcomb Ave wells and Spectacle Pond Well are still to be completed.
 - b. Trumbull Well

- (1) Contractor will perform a pump test and see what the effects are.