Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

May 20th, 2026

I. Present for Meeting

Commissioners: Ivan Pagacik, Scott Larsen, Joe Knox, Dick Taylor, Melissa Hebert
General Manager: Nick Lawler
Staff: Sara Karr, Paul Denaro, Matt Silverman
Audience: Madavi Oliver (20 Meeting House), Amy Tarlow-Lewis (3 Omega Way), Greg Stahovec (66 Foster Street), Diane Crory (74 King Street)
Meeting called to order: 6:00 PM
Meeting Adjourned: 7:00 PM, Motion by Commissioner Larsen, seconded by Commissioner Taylor. The Vote: 5–0

II. General

1. Pledge of Allegiance
2. Approve minutes from April 29th, 2026, on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from April 29th, 2026, The Vote: 5-0.
3. Public Input/Commissioner Input
    a. Town Clerk Diane Crory thanked LELWD for consistently providing staff support during every election. She said it can be difficult to find volunteers across town, but she can always count on our staff. Diane emphasized how important it is for her department to rely on other departments, boards, and committees for assistance, especially given the limitations of her budget and the ongoing need for volunteers. Diane explained that she also wanted to highlight our department's grant program, which many residents may not fully understand. She noted that she previously received an LELWD grant that funded a large storage area for election materials. She emphasized that the project was made possible through this grant support. Diane stated that Nashoba Tech is completing the work and it should be done by the end of June and she is looking to get a dedication plaque for LELWD on the shed and get a photo once building is complete.

    b. Commissioner Hebert stated that the department's shred event was super awesome, and it seemed like a lot of residents were very appreciative of this event so great job Sara and team.

    c. Commissioner Pagacik stated that Assistant General Manager Dave Ketchen is back from his mutual aid trip to Saipan. GM Nick Lawler added that this was a great opportunity for Dave, and while Nick was down at DC Dave was recognized by the National Mutual Aid Network for his efforts.

4. OML Complaint – June 25th, 2025
    a. Commissioner Pagacik had asked General Manager Nick Lawler to look into this and report back.

b. GM Nick Lawler stated that once he received the complaint, he went to Town Clerk Diane Crory's office to speak with her. He then acknowledged the complaint with the individual and then looked into the matter to try and find some facts around it.
c. OML Complaint regarding the Commissioners Meeting on June 25th,2025. Nick confirmed with the town clerk that this meeting was posted per MGL. We had a quorum of the Board, and all 5 members were present. Minutes were taken, and approved at the next meeting August 13th,2025, which were posted and sent to the town clerk.
    i. Agenda item Public Safety Grant: We spoke about LPD looking to partner with Flock Safety, not LELWD, and a motion was made for a one-time investment of $15,000 to be given to LPD.
    ii. GM Nick Lawler stated there is a lot of talk about the Department of Justice and defamation out there that does not apply to any of this. GM Nick Lawler stated not all of those accusations were made by this individual who made the complaint.
    iii. Under the OML, complaints must be filed within 30 days of the alleged violation, but this meeting was almost a year ago. GM Nick Lawler stated that it is his belief that a reasonable resident could conclude that the matter of funding a Public Safety Grant would be discussed at the June 25th, 2025 meeting; if someone were interested in learning more regarding the grant, they could have attended the meeting or reviewed the minutes afterward, certainly earlier than nearly a year later. If someone was interested in learning more about the grant, they could have contacted myself or Sara.
    iv. The Public Safety Grant was disbursed to LPD last summer, the Board makes such grants like the one you just heard Diane Crory speak on and other town departments from its unappropriated earned surplus.
    v. LELWD did not control any aspect of LPD's decision regarding the deployment of these LPR cameras, and LELWD does not own or operate the LPR cameras in Littleton. The decision to install these cameras was made solely by LPD. LELWD did not discuss any activation of a surveillance system or collection of data at the June 25th,2025 meeting because we have no role in law enforcement or the operation and installation of this law enforcement equipment.
    vi. GM Nick Lawler stated it is possible that LPD could have used the Public Safety Grant funds for other purposes than the LPR cameras. It is clear from June 25th,2025 minutes the Board did not deliberate on anything other than whether to fund the Public Safety Grant to LPD. GM Nick Lawler forwarded the town's vendor warrant on March 6th that LPD requested the expenditure of $15,000 to Flock. The warrant clearly identified flock security system and was signed off by Jim Duggan, the Town Treasurer, and all 5 Select Board members. Nowhere you will find a signature on this warrant from anyone at LELWD, including the Board.
    vii. Commissioner Pagacik stated the board must determine if violation occurred and should vote if a violation occurred or not. Commissioner Knox asked if this was necessary? GM Nick Lawler stated it is required under MGL; we then have to inform the complainer and the Attorney General's office of our decision.
    viii. Commissioner Larsen stated that these grants come to us and we review them and if the funds are available, we dispense the funds as we see sufficient and I believe that is what we did in this case. Commissioner Hebert agreed with Commissioner Larsen's statement and added that it is really unfortunate that

residents did not seek to understand, especially with how much this board cares about its citizens and ratepayers.

ix. Commissioner Hebert recommended having a joint meeting with the Select Board with what has happened here because she has seen members from that Board writing on social media about what is going on here and this department.

x. Commissioner Pagacik entertained a motion. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board met, reviewed and discussed the OML complaint and found no violation of the Open Meeting Law related to the June 25th, 2025, meeting. The Vote: 5-0.

5. Complaint – Amy Tarlow-Lewis
   a. GM Nick Lawler shared a complaint from Amy Tarlow-Lewis with the Board as soon as he received the email complaint. Commissioner Pagacik asked GM Nick Lawler to engage counsel and to provide us their feedback.
   b. GM Nick Lawler stated he met with counsel and drafted this letter presented at the meeting. The letter clearly states what our role was and was not in this matter, the letter did not get into defamation, which it could have since this individual has been spreading misinformation. Commissioner Pagacik asked the Board if anyone had any comments on this letter? Commissioner Hebert echoed her comment from the previous complaint discussion.
   c. Commissioner Pagacik recommended having the General Manager forward this letter to Mrs. Lewis. The Board agreed, without being recognized by the Chair, Mrs. Lewis stated since I am sitting here why don't you just print it off for me. GM Nick Lawler stated he will forward the letter to her.

III. Electric Light Department

1. 2026 Financials
   a. The Board reviewed the 33% complete budget.
   b. Power Budget – High due to ISO cost in January and February.
   c. O&M Budget – The Board reviewed the budget is in line.
   d. In Lieu of Tax – The Board reviewed.
      i. Small Safety Grant hit the budget
   e. Capital Budget – The Board reviewed.
   f. Cash Budget – Cash position remains strong with just under 11 million dollars which is a great position to be in with our future projects.
   g. Fund Balances– The Board reviewed.
   h. Rate of Return – Currently at 0.2%.

2. Capital Project Updates
   a. Pole Replacement
      i. Pole 19 on King Street replaced.
   b. Tree Wire
      i. Replacing pole line infrastructure on Warren and Bulkley in preparation to install tree wire.
   c. Substation
      i. Been working on substation switching with National Grid.

ii. One of our linemen on a rainy day grabbed our infrared camera without supervisor direction and found a hot disconnect. Our guys have a great attitude to find issues before they become failures.

3. Parlee Garage Rehabilitation
   a. GM Nick Lawler presented a current photo of the site production.
   b. Mid of June completion.
   c. Commissioner Pagacik asked if we are coordinating with DPW on storage? GM Nick Lawler stated we have issues with storage so we will figure out what we need and help DPW as much as we can.

4. Land Acquisition RFP
   a. RFP has been reviewed by counsel, so we will send this out and the deadline for response is July 15th.

5. NEPPA Facility – New Building
   a. NEPPA's expansion with programs and classroom sizes has taken off quite a bit. GM Nick Lawler stated at the last NEPPA Board meeting they talked about adding another classroom which would take the pressure off the current building.
   b. GM Nick Lawler stated LELWD built the current building, paid for it, and then they paid us back over the term of a 20 year lease. This is a big benefit for us because we're getting infrastructure built and paid for by the association. GM Nick Lawler stated we have had a great partnership with NEPPA. Commissioner Larsen asked about expanding the pole yard because Cody has been looking for more space. GM Nick Lawler stated that Cody will be on the building committee, and he will have the ability to be part of the design.

IV. Water Department

1. FY26 Financials
   a. Budget – The Board reviewed the 83% complete budget.
   b. Capital Budget – The Board reviewed.
   c. Cash Report – The Board reviewed.
      i. Projected 5 million dollars for the end of the year.

2. 5 Year Financial Plan Review
   a. GM Nick Lawler presented the 5 Year Expense, Capital, and Revenue Plan. LWD is projected to stay right around $5 Million and that is with a few watermain projects coming up. Commissioner Pagacik asked if the Russel Street watermain project was complete? GM Nick Lawler stated it was and now it is in highways hands for paving. Commissioner Larsen asked when the road will be paved? Commissioner Knox believed once school is out, but GM Nick Lawler will follow up with Steve.

3. Capital Projects
   a. White Street Watermain
      i. Completed earlier this week and now are waiting for bacteria test results. Our own crew installed 350 feet of watermain to connect Great Road and White

Street. Our Water Foreman Greg Leger led this project, and the guys did a great job out there.

b. Well Cleaning
    i. Finished Spectacle Pond and is running in the system. Looking to do Well 1 this week and that will wrap up well cleaning.

c. Tank Inspections
    i. Looking to have Newtown and Cedar Hill Tank inspected this year.

d. Boxborough Watermain
    i. Trench paving in Boxborough has been completed and services installed. Currently waiting for CJP to pave the Littleton section, we should receive a schedule later this week.

e. Trumbull Well
    i. Installed rebar and forms for the concrete foundation.
    ii. Received delayed materials.
    iii. Borings to be completed next week on Route 2

f. Flushing
    i. Commissioner Pagacik asked if we had plans on flushing? Matt Silvermann stated that we are going to hold off for now.

V. Sewer Department

1. FY26 Financials
    a. Budget – The Board reviewed the 83% completed budget.
    b. Capital Budget – The Board reviewed.
    c. Cash Report – The Board reviewed.

2. Sewer Connection and Project Updates
    a. Working on an RFP to decommission the old system at the high school.
    b. No new connections since last month but we have had 1 approval at 553 King Street.
    c. Matt Silverman is working with local engineers and contractors on a few properties who are looking to connect.
    d. Staff are working on the plant startup with Veolia. Progress has been somewhat challenging because Veolia's team is based in India and is only able to program for a few hours each day. Veolia is expected to send an on-site technician during the week of June 8th. The first performance test encountered issues and it lasted only about 10 minutes, although it is expected to run for 14 days.

3. Betterment Abatements
    a. 20 Meetinghouse Road
        i. Madavi Oliver from 20 Meetinghouse Road was present to review their abatement request.
        ii. Madavi thanked everyone for considering her appeal for the property at 20 Meetinghouse Road. Madavi's concerns are that when the properties betterment was originally calculated the building was classified as a residential property. In 2023, the property was converted fully into a commercial building and since that conversion the actual water usage and resulting sewer demand appear to be significantly lower than what was assumed under the original residential calculation.

iii. Madavi stated at the last meeting it was acknowledged that the water usage at the property has been lowered. She stated that based on the change in use she is requesting a reconsideration and calculation of the sewer connection fee, along with an abatement or reduction in the assessed connection fee. Madavi submitted permit and architect documentation and thanked the Board for their time and consideration.

iv. GM Nick Lawler stated that Madavi was very helpful in getting us documentation but wanted to clarify that it is not a connection fee but a betterment fee. The water usage has gone down but reiterated to the Board that we must be careful with betterment laws since it is supposed to be equitable throughout the assessed properties. The assessments were done through the guidance of by Town Counsel over a 5-year period looking at water usage and if the REU properties assessment was not a whole number, for example if it came to 2.8 it would round up to the next whole number so they would be assessed 3 REUs.

v. GM Nick Lawler explained that, for new construction or changes in use, the property owner provides a use chart to calculate Title 5 flows. He noted that all assessments are based on Title 5 flow calculations. In Madavi's case, the revised calculation resulted in 2.2 REUs, reflecting a reduction; however, under LELWD's standard practice, the figure would be rounded up to 3 REUs. He stated that this is consistent with how all properties in the district have been assessed.

vi. GM Nick Lawler recommended with this knowledge that the Board deny the 20 Meetinghouse Betterment Abatement request. If Madavi does not agree with our decision she can go to the Supreme Court to appeal the decision.

vii. On a motion made by Commissioner Larsen and seconded by Commissioner Hebert, the Board denied the 20 Meetinghouse Betterment Abatement request. The Vote: 5-0

VI. General Manager

1. General Manager Update

a. NEPPA Rodeo competition with 21 teams competing. We did have a team compete at the last minute with no practice and we came in 4th overall. GM Lawler expressed gratitude and praise for the competing team of Ryan Dame, Gavin Duhamel, and Jake Pinard.

b. Kudos to Dave Ketchen for his mutual aid efforts to Saipan and to his wife for holding down the fort while he was gone. Commissioner Hebert asked if we would be going down again? GM Nick Lawler stated we would not be.

c. NEPPA Annual August 16th-19th up in Hyannis, let Sara know if you are interested.

d. APPA Mutual Aid Committee met, and Dave was recognized for his efforts in Saipan.

e. APPA Cybersecurity Committee has selected GM Nick Lawler as Chair which he was very honored to be recognized and chosen.

f. Amy Talow-Lewis asked if she could speak, Commissioner Pagacik stated that Public Input was at the beginning of the meeting. Amy stated that she saw her name on the agenda and complaints that I did not come forward to ask questions and I am here now and you won't let me ask the questions; this is not how we do things in Littleton she has been to plenty of Select Board meetings and there is a lot of conversations and back and forth, why don't we do this here? Commissioner Larsen stated that we had public input that she was not present for. Amy stated that Commissioner Larsen is just deflecting because you don't want to hear it. GM Nick Lawler stated to Commissioner Pagacik to let Amy speak. Amy stated to GM Nick Lawler that she hopes that it is not just letting her speak and let her get it out of her system. Commissioner Pagacik interjected and stated to Amy that he is giving her the floor so proceed. Amy stated that her concern is how the grant was written? Was it written by LELWD? Was LPD a copartner on the public safety grant and where did that money come from? GM Nick Lawler stated to Commissioner Pagacik that Amy is extremely misinformed. Amy interjected that is why she is here, GM Nick Lawler stated he was speaking with the Chair of the Board. Commissioner Hebert stated that Amy should have come to us prior and asked questions. Amy stated that she is here now.

g. Commissioner Pagacik stated that personally the stuff that has been circulating throughout the Town he is offended by it. Commissioner Hebert agreed. Amy interjected but Commissioner Pagacik asked Amy to let him speak. Commissioner Pagacik stated that the falsehoods, information at Town Meeting, personal attacks. Amy stated they were not personal attacks. Commissioner Pagacik stated he would appreciate an apology from Amy to our General Manager. Amy stated that she would like an apology because we are sending her a letter from a lawyer. Commissioner Pagacik repeated he would like an apology due to what Amy indicated about our General Manager because that was wrong. Amy stated that she doesn't understand the facts. Commissioner Hebert stated that is exactly why because she doesn't understand. Commissioner Pagacik stated that the grenades were thrown without Amy ever coming to our Board or department beforehand to understand the facts. Amy stated that the flock cameras went up and no one in Town knew about it. Commissioner Pagacik stated she should speak with the Police Department and Select Board because they knew about it. Amy stated the Select Board claimed they did not know. Commissioner Pagacik stated they signed the warrant they knew about it. Amy stated that Nick sent an email to Chief Pinard which she has with the flock camera contract so that shows there was knowledge of it. GM Nick Lawler stated that did not happen. Amy stated yes, it did and she has a FOIA request and an email from Nick. Commissioner Pagacik stated we approved a Public Safety grant and that is the extent of it and all this stuff about the Department of Justice and accusing Nick of working with the Department of Justice and purchasing these cameras is so wrong. Amy stated that she has an invoice and she knows the LPD purchased these cameras. Commissioner Larsen stated many town departments come to us and ask for money and we give the money as we see appropriate. Commissioner Pagacik stated that we do not spearhead any of the grants, the school department, safety grants, etc... and would still appreciate an apology to at least our General Manager. Commissioner Pagacik stated that he is not looking for an apology to the board even though there were comments about us but he expects an apology to our General Manager. Amy asked if we have a process on how we are requesting on what the money is used for? Commissioner Larsen stated that we trust that the department who is requesting the grant has done their due diligence. Commissioner Pagacik stated that the Police Department does not fall under the purview of the Light & Water Commission, it is with the Select Board and that is where Amy needs to go. Amy stated that she would have a conversation with them, but when she was standing at the microphone at Town Meeting, she stood next to Chief Patterson, and he offered to have a conversation with her at LPD and she appreciated that. Commissioner Pagacik asked if she went and spoke with him? Amy stated no but she went to the Select Board meeting and felt all her questions were answered there. Commissioner Pagacik also stated that she incorrectly lumped in the Water Department on this grant and with our staff here, how do you think this makes them feel? Amy stated that it is not about their performance. Commissioner Pagacik stated she is at Town Meeting not having the facts. Commissioner Pagacik reiterated he would like an apology to our General Manager and staff. Amy stated that it is not about the staff and quality service and I think people understand that. Commissioner Knox stated that departments come to us with a presentation and request for the funds, our Commission believes that it has gone to the Select Board for approval and we gave the one-time funds. Amy stated that GM Nick Lawler sent an email with the contract and presentation for the cameras, so she feels he holds some responsibility. GM Nick Lawler stated that the Chief had sent him a presentation to share with the Board as part of the grant request and he came in and presented the flock cameras. GM Nick Lawler has never seen the contract. Amy asked if anyone questioned if residents would have 4th amendment concerns? Commissioner Larsen reiterated what Commissioner Knox said about how any department who comes to us for a grant has gone over this with Select Board which then they come to us looking for funding. Commissioner Pagacik recommended discussing grants moving forward, the Board agreed. Amy stated that is the Boards choice, but things need to be dug deeper. Commissioner Hebert asked Nick when that letter is going to be sent to Mrs. Lewis? GM Nick Lawler stated tomorrow, Commissioner Hebert thanked Nick and told Amy that she will understand more about the process.

2. Board Re-organization (Moved out of order)
   a. No action taken/not discussed.
3. Next Meeting Date and Adjourn
   a. June 24th, 2026, at 6:00pm.