Littleton Light and Water Departments
Board of Commissioners Meeting Minutes

June 24, 2026

I. Present for Meeting

Commissioners Present: Melissa Hebert, Joe Knox, Scott Larsen, Ivan Pagacik, Dick Taylor
General Manager: Nick Lawler
Staff Present: Dave Ketchen, Erica Rooks, Connor Reardon, Paul Denaro
Audience: None
Meeting Called to Order: 6:00 PM
Meeting Adjourned: 7:16 PM. Motion by Commissioner Pagacik, seconded by Commissioner Hebert. The vote: 5–0.

II. General

1. Pledge of Allegiance
2. Board Reorganization
    a. On a motion by Commissioner Larsen and seconded by Commissioner Hebert, the Board appointed Commissioner Taylor as Chair. The vote: 5–0 in favor.
    b. On a motion by Commissioner Larsen and seconded by Commissioner Knox, the Board appointed Commissioner Hebert as Vice Chair. The vote: 5–0 in favor.
    c. On a motion by Commissioner Hebert and seconded by Commissioner Taylor, the Board appointed Commissioner Knox as Secretary. The vote: 5–0 in favor.
3. Approve minutes from May 20, 2026
    a. Commissioner Pagacik discussed deleting the last sentence of Item 5.c because it was confusing. The sentence began with “GM Lawler stated that…”.
    b. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the amended minutes from May 20, 2026. The vote: 5–0.
4. Public Input/Commissioner Input
    a. General Manager (GM) Nick Lawler provided an update on employee James Pero, who was injured at work while line-clearance trimming. GM Lawler stated that Mr. Pero was in good spirits and focused on recovery. GM Lawler stated that LELWD is conducting an incident report and has retained a safety officer from the Northeast Public Power Association (NEPPA) to perform an incident investigation. GM Lawler also stated that he applied for a benevolent fund donation for Mr. Pero through the NEPPA Benevolent Fund program and that a GoFundMe had been established to assist him.

b. Commissioner Knox requested that the Board discuss the Board's public grant process at a future Board of Commissioners meeting.

c. Commissioner Larsen noted that LELWD recently had three apprentice lineworkers compete in the NEPPA Apprentice Lineworker Rodeo. Commissioner Larsen stated that all participants performed well and that Gavin Duhamel placed second overall among fourth-year students.

III. Electric Light Department

1. 2026 Financials

    a. The Board reviewed the 42% complete budget.
    b. Power Budget – High due to ISO-New England costs. GM Lawler stated that ISO's pricing structure is being reviewed for potential changes.
    c. O&M Budget – The Board reviewed the budget and noted that it is in line.
    d. In Lieu of Tax – The Board reviewed the report.
    e. Capital Budget – The Board reviewed the report.
    f. Cash Budget – Cash position remains strong with just under $9M in the operating fund.
    g. Fund Balances – The Board reviewed the report.
    h. Rate of Return – Currently at 0.5% for the month of May.
    i. Power Supply Report – The Board reviewed the May report.
        i. Energy and Sustainability Manager, Connor Reardon, stated that April non-carbon emitting power supply was at 60% of total power supply.
        ii. Reardon stated that LELWD added 3.9 Megawatts of renewables to LELWD's power supply from Wind and Hydro generators in Maine.
        iii. Reardon also stated that he would attend an upcoming Littleton Sustainability Committee meeting.

2. Capital Project Updates

    a. GM Lawler stated that the electric capital projects will now be presented in a new format to the Board. Assistant General Manager (AGM), Dave Ketchen, will present the update tonight.

    b. AGM Ketchen provided the Board with an update on electric capital projects.

        i. Engineering

            1. The GIS Map Import Tool has been completed.

            2. AGM Ketchen updated the Board on the DOE Grant that supports enhancing reliability through system recloser replacement. AGM Ketchen stated that 6 reclosers have been purchased and are arriving in early 2027. Ketchen stated that this project includes engineering and commissioning costs and must be closed out by November of 2027.

        ii. Meter/Substation

1. Beaver Brook Substation Bus 2 Relay Upgrades will be completed this fall.
2. Beaver Brook Substation security upgrades are being evaluated. A transformer explosion wall is being designed, and additional security monitoring system upgrades are under review.

iii. Computer

1. Materials are still being procured to complete computer capital upgrades.

iv. Transportation/Facilities

1. The window replacement project has been completed. The water operations renovation is nearly complete.
2. The Squirt Boom Bucket Truck is on order and expected this fall. The Fork Truck IFB is due on June 23rd.

v. Operations

1. Tree Wire Upgrades – Various streets are ready for tree wire upgrades and cutover.
2. Underground improvements – Blood Road is underway. Nelson Lane is in the easement documentation phase.
3. Fiber Grant – LELWD received another $250K Massachusetts Community Compact Grant to upgrade the municipal fiber network in Littleton. This grant is open through November of 2027.
4. Transformers – Going out to bid for pad mount transformers.

3. Parlee Garage Rehabilitation
   a. GM Lawler presented a current photo of the site and explained that the project was nearing completion. Lawler stated that they are now targeting a mid-July completion.
   b. GM Lawler provided an update on the Battery Energy Storage System (BESS) project with Citizens Energy. He stated that Citizens Energy was experiencing financing challenges and was seeking another partner to assume responsibility for the project. GM Lawler reviewed the project's history with the Board, noting that it began approximately three years ago. After discussion, it was determined that the project was no longer the best use for the site.

IV. Water Department

1. FY26 Financials
   a. Budget – The Board reviewed the 92% complete budget.
   b. Capital Budget – The Board reviewed.

c. Cash Report – The Board reviewed.

2. FY26 Water Budget Transfer
    a. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board voted to approve the transfer of $600,000 from "Water Misc. Expenses" to "Water Capital Improvements" within the approved FY26 operating budget. The vote: 5–0 in favor.
    b. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board voted to approve the transfer of $1,800 from the "Water Operating Fund" to the "Whitcomb Ave PFAS Project" to cover a prior-year invoice that was incorrectly charged to the project. The vote: 5–0 in favor.
3. Capital Project Update
    a. Well Cleaning
        i. Well cleanings have been completed.
    b. Sheriden Lane Watermain Replacement
        i. LWD Crews are replacing the water main on Sheriden Lane and are doing an excellent job. This is being completed ahead of the town paving this road.
    c. Drinking Water Quality Report
        i. Being re-issued with QR code printed on the mailing.
    d. Tank Cleaning
        i. To be scheduled later this year.
    e. Boxborough Watermain
        i. Paving has been completed.
    f. Trumbull Well
        i. Borings have been completed along Route 2 and submitted to DOT for review.
    g. Flushing
        i. Flushing is being planned for this fall.

V. Sewer Department

1. FY26 Financials
    a. Budget – The Board reviewed the 92% completed budget.
        i. GM Lawler noted that sewer wages are covering the cost of LWD wages for associated work.
    b. Special Appropriations– The Board reviewed.
    c. Cash Report – The Board reviewed.

i. GM Lawler noted that some large betterment payments have been late for 550 King Street.

2. FY26 Sewer Budget Transfer
    a. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board voted to approve the transfer of $27,000 from "Sewer Expenses" to "Sewer Salaries and Wages" within the approved FY26 budget. The vote: 5–0 in favor.

3. Sewer Project Update
    a. The treatment plant performance test was completed. LELWD continues to work with Veolia to fine-tune treatment plant performance.
    b. Various sewer connections continue to be completed.
    c. A site visit was held at Littleton High School to discuss the demolition of the old treatment system.

VI. Executive Session

1. At 6:47 PM, a motion was made by Commissioner Pagacik and seconded by Commissioner Hebert to enter Executive Session and reconvene in open session for the purpose of discussing litigation with respect to PFAS mitigation. The motion was unanimously approved by roll call vote: Pagacik – Yes; Taylor – Yes; Knox – Yes; Hebert – Yes; Larsen – Yes.

2. At 6:59 PM, a motion was made by Commissioner Pagacik and seconded by Commissioner Knox to exit Executive Session and reconvene in open session. The motion was unanimously approved by roll call vote: Pagacik – Yes; Taylor – Yes; Knox – Yes; Hebert – Yes; Larsen – Yes.

VII. General Manager

1. General Manager Update
    a. GM Lawler stated that the American Public Power Association's National Conference would be held in Boston the following week and encouraged Board members to attend.
    b. GM Lawler stated that the NEPPA Annual Conference would be held in mid-August on Cape Cod and encouraged Board members to attend.
    c. LELWD is still searching for a new finance committee representative.
    d. GM Lawler stated that the Great Blue Survey results came back favorably again and with some constructive feedback. Lawler stated that Executive Assistant, Sara Karr, would present the results at an upcoming meeting.
    e. The GML Board meeting will be held on August 6th.
2. General Manager Review

a. Commissioner Hebert presented the performance evaluation of GM Lawler that was conducted by Commissioner Hebert and Commissioner Taylor. GM Lawler successfully accomplished the goals established by the Board for the previous 2-year period. Commissioner Hebert also discussed GM Lawler's goals moving forward. The Board authorized the Chair and Vice Chair to execute the review documents with GM Lawler specifying wage adjustments and performance stipends for the remainder of his contract (3 years) conditional on GM Lawler continuing to hit departmental goals.

3. Next Meeting Date and Adjourn
   a. August 12, 2026, at 6:00 PM.