# *Littleton Light and Water Departments*
# *Board of Commissioners*
# *Meeting Minutes*

January 24th, 2024

## I. Present for Meeting

Commissioners: Scott Larsen, Ivan Pagacik, Dick Taylor, Joe Knox
General Manager: Nick Lawler
Assistant General Manager: Dave Ketchen
Staff: Sara Karr, Erica Rooks, Paul Denaro, Pat Laverty
Audience: Geri Bertozzi, Clean Lakes Committee, Alicia Day
Meeting called to order: 6:00 PM
Meeting Adjourned: 7:30 PM, Motion by Commissioner Taylor, seconded by Commissioner Knox.
The Roll Call Vote: Pagacik – Yes, Taylor – Yes, Knox – Yes, Larsen – Yes.

## II. General

1. Pledge of Allegiance
2. Approve minutes from December 19th, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the minutes from December 19th, 2023, The Vote: 4-0
3. Public Input – None

## III. Water Department – Moved out of order

1. FY25 2025 Draft Budget
    a. FY25 Budget is nearly complete with the exception of the capital budget.
    b. Commissioner Pagacik stated looking at the Clean Lakes at projected 5-year capital plan there are some items in the budget that fall more on the Town's responsibility. Town Administrator Ryan Ferrara stated the Clean Lakes can use CPC funds to fund their projects.
        i. The Board will support helping Clean Lakes by getting in front of the Town to apply for CPC funds.
        ii. Commissioner Pagacik stated that he would support raising Clean Lakes budget from $103,000 to $157,300.
        iii. John from Clean Lakes thanked the Board for all their help and support.
        iv. Clean Lakes will be having a meeting with CPC to discuss their projects.
        v. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the new Clean Lakes budget of $157,300 for FY25. The Vote: 4-0.
    c. Commissioner Pagacik suggested voting on the FY25 budget next month.
2. FY23 Financials
    a. Budget – The Board reviewed the 50% complete budget.
    b. Capital Budget – The Board reviewed.
    c. Cash Report – The Board reviewed.
3. Capital Project Updates

a. Boxborough
    i. Reviewed the design and supplied comments back to Weston and Sampson.
    ii. On track to bid the project in March/April.
    iii. Currently working on getting a few different easements needed for the project.
    iv. The hearing for this legislation is coming up.
b. Beaver Brook
    i. Matt Silverman is working with Wright Peirce on replacing the filter media and piping issues.
    ii. Currently in the beginning stages of exploring ways to remove PFAS from Beaver Brook.
c. Whitcomb Ave
    i. Plant is up and running
    ii. Working on punch list items and scheduling well cleaning.

**IV. Electric Light Department**

1. Community Grant Request – Parks and Recreation, and Conservation Commission – Moved out of order
    a. Alicia Day is requesting a grant for $5845.00 to purchase a 3D Projector. Their department is looking to add this equipment to the preschool area that they are currently developing at 41 Shattuck Street.
        i. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Parks and Recreation grant request in the amount of $5,845.00 to purchase an Obie games projector, The Vote: 4-0.
    b. The Conservation Commission is requesting $5,100 to help initiate a three-year management program for the removal of Phragmites at Cloverdale.
        i. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Conservation Commission grant request in the amount of $5,100.00 to initiate the management program for the removal of Phragmites at Cloverdale, The Vote: 4-0.
2. Public Safety Grant Request – Police Department - Moved out of order
    a. Littleton Police Department is requesting a Public Safety grant to help upgrade their current personal protection equipment.
        i. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Public Safety Grant in the amount of $10,000 to purchase upgraded personal protection equipment, The Vote: 4-0.
3. FY23 Financials
    a. The Board reviewed the 100% complete budget
    b. Rate of Return – End of the year rate of return came in at 7.7%.
    c. Fund Balances – In great shape. GM Nick Lawler suggested moving money into Depreciation, per our auditor's suggestion.
    d.
4. Capital Project Update
    a. Hartwell Ave
        i. Completed a 3-phase wire extension.
    b. Lawrence Street
        i. Removing single phase wire.
    c. Transformer bid opening coming up

5. Depreciation Fund Transfer
    a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the transfer of $614,530 from Electric Operations (Fund 6200) to Depreciation (Fund 6201), The Vote: 4-0.

## V. Sewer Department

1. FY23 Financials
    a. Budget – The Board reviewed the 50% complete budget.
    b. Capital Budget – The Board reviewed.
    c. Cash Report – The Board reviewed.
2. Project Updates
    a. Received positive feedback from the Sewer Forum. We will host another forum once construction begins again.
    b. Methuen has continued to work through the winter.
3. FY 2025 Budget – Draft
    a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the FY 2025 Sewer Budget in the amount if $898,249, The Vote 4-0.

## VI. General Manager

1. General Manager Update

    a. Legislative Rally February 25th-28th.

2. Customer Satisfaction Research

    a. LELWD has partnered with GreatBlue research in creating a customer service satisfaction survey. Sara Karr has been working closely with GreatBlue to create the survey.

    b. We will be distributing the survey via email, social media post, and with a QR code in Watts & Drops.

    c. GreatBlue will analyze the data received and present all findings to the Board at the March Board meeting.

3. Next Meeting and Adjourn

    a. March 6th at 6:00pm