

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

May 22<sup>nd</sup>, 2024

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Sara Karr, Paul Denaro, Corey Godfrey, Dave Ketchen, Pat Lavery

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

**II. General**

1. Pledge of Allegiance
2. Approve minutes from April 3<sup>rd</sup>, 2024, on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the minutes as amended from April 3<sup>rd</sup>, 2024, The Vote: 3-0
3. Public Input – None

**III. Electric Light Department**

1. FY23 Financials
  - a. The Board reviewed the 33% complete budget
  - b. Power Budget – Board reviewed, everything within range.
  - c. Capital Budget – Board reviewed, no major expenses.
  - d. Cash Report – Board reviewed.
  - e. Rate of Return – Board reviewed.
2. Parlee
  - a. Currently the Highway Department is using the garage for storing their equipment.
  - b. Hired another GLM Tree Crew which will be working more in Central Mass and are stationed at Parlee.
  - c. Looking to rehab the garage and will be in front of the Conservation Commission this week regarding this project.
3. Capital Project Update
  - a. Boxborough Mass Ave
    - i. Will be starting the reconductor with the Hendriks 3-phase spacer cable.
    - ii. Replacing Poles
  - b. OMS
    - i. Rolling out a new Outage Management System.

**IV. Water Department**

1. FY23 Financials

- a. Budget – The Board reviewed 83% of the complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
  - a. Cedar Hill
    - i. Planted seed and the grass has begun to come in.
    - ii. Few touch up paint spots and clean up of the site over the next few weeks.
  - b. Whitcomb Ave
    - i. Working on remaining punch list items.
    - ii. Wells are cleaned.
  - c. Flushing
    - i. Currently in zone 2.
    - ii. Flushing should be wrapped up in July.
  - d. Boxborough
    - i. Having a weekly call with all involved on getting the permitting through.
    - ii. We have come to a solution with National Heritage on the Blanding Turtle situation.
- 3. Cobbs/Beaver Brook
  - a. Beaver Brook has some levels of PFAS in it and we have been working on resolving this issue. Currently we have a few different options on how to resolve the PFAS issue, but we have time to decide which route we want to go.
  - b. Unfortunately, with the permitting issue we have been having with the Federal Government on Cobbs; We are now looking into potentially combining Cobbs and Beaverbrook.
- 4. Boxborough Easements
  - a. We will be bringing three different easements for the Boxborough project, currently executed is from the Town of Harvard.
  - b. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board accepted the easement with the Town of Harvard. The Vote: 3-0
- 5. Water Rates
  - a. Currently our rates cover our operations but in the next few years with the water projects we have lined up we should consider slowly raising our rates.
  - b. We will bring more options to the next meeting.

## **V. Sewer Department**

- 1. FY23 Financials
  - a. Budget – The Board reviewed 83% of the complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Postponement Policy
  - a. Corey worked on this policy with the Town Council to allow residents to postpone their sewer connection of their property.
  - b. An owner desiring to postpone the connection of their property to the public sewer shall submit a Sewer Connection Postponement Application to the Littleton Water Department and then be voted on by the Board of Commissioners.

- c. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the Public Sewer Connection Postponement Policy. The Vote:3-0.
- 3. Rules and Regulations Amendment
  - a. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved to amend the Sewer Use Rules & Regulations as presented. The Vote:3-0.
- 4. Project Updates
  - a. Revoli construction has completed the services throughout the common. Next, they will work on Great Road.
  - b. Methuen completed cement and dewatering work.

## **VI. General Manager**

- 1. General Manager Update
  - a. Dave Ketchen is applying for a cybersecurity grant through the state and we need authorization to apply.
    - (1) On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board authorized the General Manager Nick Lawler to apply for the cybersecurity grant. The Vote: 3-0.
  - b. NEPPA Annual Conference this year will take place Aug 25<sup>th</sup>-28<sup>th</sup> in Mount Washington. If you would like to attend, please work with Sara Karr.
  - c. RJ Rooks was promoted to Working Foreman aside Rob Hunt.
  - d. The Sewer Discharge Trahan Grant has made it through the next hurdle.
  - e. Lineman Rodeo was a few weeks ago and we finished in 4<sup>th</sup> place which was great with having two apprentice linemen competing. Pat Lavery was also recognized for his mutual aid efforts.
  - f. Dave Lizotte's retirement party is June 27th at the Tiki in Westford
  - g. Employee Appreciation is tomorrow May 23<sup>rd</sup> at noon here at the department.
  - h. Board Reorganization will take place at the next meeting.
- 2. GM Review Process
  - a. Due July 1<sup>st</sup>, last year Nick sat down with the Chair and Vice Chair of the Board.
- 3. Next Meeting and Adjourn
  - a. June 26<sup>th</sup> at 6:00pm