

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

September 25th, 2024

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Matt Silverman, Paul Denaro, Pat Laverty

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:22 PM, Motion by Commissioner Pagacik, seconded by Commissioner Larsen. The Vote: 5-0

II. General

1. Pledge of Allegiance
2. Approve minutes from August 14th, 2024, on a motion made by Commissioner Knox and seconded by Commissioner Hebert, the Board approved the minutes from August 14th, 2024, The Vote: 5-0
3. Public Input – George Sanders of 672 Great Road commended the Water Department on the water quality and hard work that has gone into water treatment and distribution over the past 5 years.

III. Electric Light Department

1. FY24 Financials
 - a. The Board reviewed the 67% complete budget
 - b. Power Budget – Board reviewed.
 - c. Capital Budget – Board reviewed.
 - d. Cash Report – Board reviewed.
 - e. Rate of Return – Board reviewed.
 - f. Energy Efficiency Report – An EV Forum is being conducted by Connor Reardon on October 15th.
2. Capital Project Update
 - a. Littleton Common EV Charger
 - i. The EV Charge in the municipal lot will be completed soon. The lot has been prepped and paved, and Revoli will line the lot.
 - b. Substation Testing – will take place in October
 - c. Tree Wire Upgrades
 - i. Upgrades to continue in the Fort Pond Hill area.
3. Boxborough Renewable Energy Trust – On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the board voted to authorize the General Manager to sign the Massachusetts Clean Energy Technology Center Renewable Energy Trust Fund Membership Agreement on behalf of Littleton Electric Light and Water Departments. The Vote: 5-0

4. MMWEC Stony Brook (Intermediate) – General Manager Lawler provided an update to the board regarding LELWD’s ownership position for the Stony Brook Plant. Lawler notified MMWEC that LELWD determined that 100 percent of LELWD’s shares in the asset are excess and requested that MMWEC transfer the excess share in accordance with the Power Sales Agreement.

IV. Water Department

1. FY24 Financials
 - a. Budget – The Board reviewed the 17% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
 - a. Cedar Hill
 - i. The area residents block party was very successful.
 - ii. Working with Caldwell Tanks to closeout project.
 - b. Whitcomb Ave Treatment Plant
 - i. The last punch list item has been rectified.
 - ii. Working to close out the project.
 - c. Boxborough Project
 - i. The bid opening for the Trumbull Well and Boxborough Watermain extension came in under budget.
 - ii. Contracts should be signed over the next few weeks.
3. Boxborough Watermain Extension – Campanelli Easement
 - a. On a motion by Commissioner Larsen and seconded by Commissioner Pagacik, the Board agreed to execute the Grant of Easement on Beaver Brook Road in Boxborough. The Vote: 5-0
 - b. On a motion by Commissioner Pagacik and seconded by Commissioner Knox, the Board agreed to execute the Water Supply agreement as indicated in the Grant of Easement on Beaver Brook Road in Boxborough. The Vote: 5-0
4. Senior Center – Water Connection Fee
 - a. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board agreed to waive the Senior Center water connection fee. The Vote: 5-0
 - b. The board discussed the possibility of donating to name a room in the Center on Shattuck Street.

V. Sewer Department

1. FY24 Financials
 - a. Budget – The Board reviewed the 17% completed budget.
 - i. General Manager Lawler updated the board that the Town under-collected betterments on the initial collection by only collecting 10% of betterment fees. General Manager Lawler will work with town officials to determine the best way to move forward.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. 254-260 Ayer Road – Ayer IMA
 - a. On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board agreed to execute the Intermunicipal Agreement between Town of Ayer and Town of Littleton for the provision of municipal sewer. The Vote: 5-0

3. Project Updates
 - a. Revoli is hoping to have completed pipe installation by the end of this year.
 - b. Revoli is trying to get some final paving done this year on the state roads, but they are having issues with the MassDOT permit.
 - c. Metheun is progressing well at the WRRF.
 - d. Sewer Forum scheduled for November.
4. Town Meeting Articles
 - a. General Manager Lawler updated the board on the upcoming Special Town Meeting Articles.
 - b. On a motion by Commissioner Pagacik and seconded by Commissioner Larsen, the Board voted to approve the appropriation of the \$200,000 contribution made by Mark Montanari toward the tennis court project contingent on CPC approval of the project.
The Vote: 5-0

VI. General Manager

1. General Manager Update
 - a. APPA Mutual Aid – LELWD employees were sent to assist in restoration efforts after Hurricane Helene. Rob Hunt led the effort and RJ Rooks and Gavin Duhamel were part of the team as well.
 - b. Paul Denaro and Alan Woitowicz have won the MWWA Water Works Pride awards for recognition of MWWA member individuals who give extra effort to make a difference in the water works profession highlighting their efforts on mutual aid in Jackson, Mississippi. This award will be presented to Paul and Alan at the MWWA Annual Meeting on November 1.
2. Next Meeting and Adjourn
 - a. October 23rd at 6:00pm
 - b. Meeting adjourned at 7:22 pm on a motion by Commissioner Pagacik and seconded by Commissioner Larsen. The Vote: 5-0.

VII. Executive Session

1. No Executive Session was needed.