

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

December 19th, 2023

I. Present for Meeting

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

General Manager: Nick Lawler

Assistant General Manager: Dave Ketchen

Staff: Sara Kiley, Erica Rooks, Paul Denaro, Pat Laverty

Audience: Geri Bertozzi

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:15 PM, Motion by Commissioner Taylor, seconded by

Commissioner Knox. The Roll Call Vote: Pagacik – Yes, Hebert – Yes, Taylor – Yes, Knox – Yes, Larsen – Yes.

II. General

1. Pledge of Allegiance
2. Approve minutes from November 21st, 2023, on a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the minutes from November 21st,2023, The Vote: 5-0
3. Approve Executive Session minutes from October 25th, 2023, on a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the Executive Session minutes from October 25th,2023, The Vote: 5-0
4. Public Input – None

III. Electric Light Department

1. Lineman Acknowledgement – Apprenticeship Graduation – Moved to January Meeting.
2. FY23 Financials
 - a. The Board reviewed the 92% complete budget
 - b. Rate of Return – 6.6%, projected to be at around 8%. Littleton has some of the lowest rates in the State.
 - c. Green Rewards – Connor Reardon has successfully received approval from MassDEP for LELWD to put a level 3 charger in the municipal lot next to Common Convenience. LELWD will receive the funds and will then cover the additional cost.
3. Capital Project Update
 - a. Harwood Ave
 - i. Completed a large tree wire project.
 - b. Hartwell Ave

- i. 3 phase wire installation to begin next year, poles are set
- 4. 2024 Draft Budget
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the 2024 Electric Budget, The Vote: 5-0

IV. Water Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 42% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. DEP Regulations Overview
 - a. LWD submitted a withdrawal permit for the Trumbull Well. Currently we received the preliminary withdrawal permit.
 - b. MassDEP regulates the amount of water withdrawn from any water source.
 - c. Once MassDEP has completed their review of the withdrawal permit they will issue a draft renewed and amended permit for LWD to review. Then the draft permit will be released for a 30-day public comment period.
- 3. Capital Project Updates
 - a. Whitcomb Ave
 - i. Progressing through start up.
 - ii. Currently working through bringing all PFAS vessels online.
 - iii. The plant should be fully operational by the spring.
 - iv. Well Cleaning to begin this winter.
 - b. Cedar Hill
 - i. Monday there was a leak coming through the AT&T penetration zone due to the heavy rain.
 - ii. Water began to leak into our control room and took out one of our SCADA panels.
 - iii. LWD is working with AT&T on a solution
 - iv. Fence installed tomorrow and then contractors will come back in the spring to complete site work.
 - c. Boxborough
 - i. Making progress working through design
 - ii. Legislation is in the house
 - d. Flushing
 - i. System wide flushing complete

V. Sewer Department

- 1. FY23 Financials
 - a. Budget – The Board reviewed the 42% complete budget.
 - b. Capital Budget – The Board reviewed.

- c. Cash Report – The Board reviewed.
- 2. Project Updates
 - a. Methuen is tying in rebar and pouring concrete. Methuen does not anticipate a winter shutdown.
 - b. Revoli will shutdown for the winter and will come back in the spring
 - c. Public forum January 10th, 2024, at 6:30pm at Littleton Police Department.
 - d. Weston and Sampson came back with preliminary updated capacity results for the sewer discharge site. Currently still reviewing potential new discharge sites.

VI. General Manager

- 1. General Manager Update
 - a. Holiday party this Thursday at the Bull Run.
 - b. Legislative Rally February 25th-28th.
- 2. Next Meeting and Adjourn
 - a. January 24th at 6:00pm