

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

March 6<sup>th</sup>, 2024

**I. Present for Meeting**

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

Assistant General Manager: Dave Ketchen

Staff: Sara Karr, Erica Rooks, Paul Denaro, Joe Fiorello, RJ Rooks, Corey Godfrey

Audience: Mark Rambacher

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, Hebert – Yes

**II. General**

1. Pledge of Allegiance
2. Approve minutes from January 24<sup>th</sup>, 2024, on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the minutes from January 24th, 2024, The Vote: 5-0
3. Public Input – None

**III. Electric Light Department**

1. Lineman Acknowledgement – Apprenticeship Graduation
  - a. Lineman Joe Fiorello has been a great addition to the LELWD team, who is quickly becoming a leader in the shop and in the field. AGM Dave Ketchen presented Joe Fiorello with a plaque as a token of our appreciation for his hard work.
2. FY23 Financials
  - a. The Board reviewed the 8% complete budget
  - b. Power Budget – Board reviewed, everything within range.
  - c. Capital Budget – Board reviewed, no major expenses.
  - d. Cash Report – Depreciation transfer was complete from last meeting.
  - e. Fund Balances – Up 2% from last year
  - f. Rate of Return – Board reviewed.
3. Capital Project Update
  - a. Hartwell Ave
    - i. Completed a 3-phase wire extension.
  - b. Hill Road
    - i. Multiple pole replacement
  - c. Boxborough Mass Ave
    - i. Reconductor with the Hendriks 3-phase spacer cable

## IV. Water Department

1. FY23 Financials
  - a. Budget – The Board reviewed 58% of the complete budget.
  - b. Capital Budget – The Board reviewed, projecting to stay under budget.
  - c. Cash Report – The Board reviewed; operating balance is doing tremendous.
2. FY25 2025 Draft Budget
  - a. Overall decrease from last year’s budget.
  - b. FY25 Administration Budget
    - i. Master Plan – with the upcoming potential MWRA Project they need a lot of information on our master outlook on the Town.
  - c. Environmental Budget
    - i. Clean Lakes Budget – The Board voted at the last meeting to increase their budget.
  - d. Capital Budget – Special Appropriations
    - i. The money we have appropriated for the sewer district water main work for FY24 was going to have to get a vote at Town Meeting to transfer over to FY25; Erica Rooks spoke with Town Council on the best strategy moving forward of how to approach this.
    - ii. Town Council suggested having a line item for special appropriations for specific projects. This will allow LWD to carry the money over without continuing to have to get a transfer vote each year.
    - iii. These funds come from retained earnings, once a project is complete those funds will go back into retained earnings.
  - e. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the FY25 Water Budget in the amount of \$6,425,280 as amended. The Vote: 5-0
  - f. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the warrant article for FY25 Water Enterprise Fund in the amount of \$8,475,280. The Vote: 5-0
  - g. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved to see if the Town will vote to transfer \$1,900,000 from “Capital Outlay – Improvements” to “Special Purpose Appropriation – Water Main Replacement along the Sewer Route” within the FY24 Water Enterprise Budget adopted under Article 6 of the May 1, 2023, Annual Town Meeting. The Vote: 5-0
3. Capital Project Updates
  - a. Boxborough
    - i. Currently working through permitting issues.
      1. There is an endangered turtle population that has raised concern with the State. LWD is performing a mini pump test to address these concerns and then we should receive approval.
      2. This is currently holding up other permitting approval.
  - b. Whitcomb Ave
    - i. All vessels in the plant are up and running
    - ii. Working on remaining punch list items
  - c. Beaver Brook

- i. Matt Silverman is working with Wright Peirce on replacing the filter media and piping issues. All work will be completed in the fall.
    - d. Cedar Hill Tank
      - i. Closing out punch list items
      - ii. Caldwell will come back in the spring to finish the sitework.
  - 4. Town Meeting Articles

## V. Sewer Department

- 1. FY23 Financials
  - a. Budget – The Board reviewed 58% of the complete budget.
    - i. January utility bills were high usage.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
- 2. Project Updates
  - a. Revoli construction will start back up in the beginning of April. AGM Dave Ketchen and Corey Godfrey had a meeting with our communications consultant on a communication plan to alert the residents of the upcoming sewer work.
  - b. Schedule a Sewer Forum for mid-late April.
  - c. This fall we will be pumping 200,000 gallons into discharge site and hopefully then we will be able to increase our allowed gallons per day.
  - d. Field Conditions
    - i. The sod conditions at the pumping station have created safety concerns. Currently there are a few uneven spots and will not be available this spring for sports.
    - ii. Onyx hired a sub-contractor to lay the sod and it was performed incorrectly. Onyx will address the issues above.
  - e. Methuen has continued pouring concrete.
  - f. 550 King Street Inquiry
    - i. Lupoli Companies have been trying to find lessees for the IBM buildings. The Lupoli Companies reached out and questioned if it was possible to feed about 125 megawatts of power to the building.
    - ii. This would be a great opportunity and we could create a mini substation to that site.
  - g. 245 Foster Street
    - i. We had a meeting with an engineering team and developer questioning us about utility usage to that site but mostly sewer. They were trying to see if they could connect to our system at 242 King Street.
    - ii. LELWD has no current plans to connect to that area on Foster Street.
- 3. Sewer Rate
  - a. Corey Godfrey reviewed surrounding Towns sewer rates and is recommending a sewer rate of \$0.025 per gallon for the rest of FY24.
  - b. Currently our old sewer system is out of compliance with DEP but Jim Gavin, our Sewer Operator, is doing a great job of getting our system up and running correctly.
  - c. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the FY24 Sewer Rate of \$0.025 per gallon. The Vote: 5-0.

## **VI. General Manager**

1. General Manager Update
  - a. Community Grant
    - (1) Mike Lynn is requesting \$2,120.00 for new lacrosse helmets. On a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the safety grant request in the amount of \$2,120.00. The Vote: 5-0.
  - b. Senior Luncheon will be held on April 18<sup>th</sup> at 12:00.
  - c. April 26<sup>th</sup> we will be hosting the Senior Safety Talk.
  - d. The Customer Satisfaction Survey has received almost 1000 surveys. The survey is set to end on March 8<sup>th</sup>.
2. Communications Update
  - a. Commissioner Hebert and Commissioner Pagacik had a LCTV shoot to get more behind the scenes of the department.
  - b. Our next LCTV shoot will be with Commissioner Taylor on the mechanics department.
3. Open Space and Recreation Plan
  - a. LWD reviewed the Open Space and Recreation Plan and wrote a letter in favor of their plan.
4. Next Meeting and Adjourn
  - a. April 3<sup>rd</sup> at 6:00pm