

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

June 25<sup>th</sup>, 2024

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Corey Godfrey, Dave Ketchen, Erica Rooks

Public: Rob Rounce, Mark Rambacher

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:44 PM, Motion by Commissioner Pagacik, seconded by Commissioner Larsen. The Roll Call Vote: Pagacik – Yes, Taylor – Yes, Knox – Yes, Hebert – Yes, Larsen – Yes

**II. General**

1. Pledge of Allegiance
2. Board Reorganization – This item was moved to the General Manager section.
3. Approve minutes from May 22<sup>nd</sup>, 2024, on a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the minutes from May 22<sup>nd</sup>, 2024, The Vote: 5-0
4. Public Input – Rob Rounce of 25 Juniper Road stated that he appreciates the Boards attention to the Clean Lakes Committees goals and funding provided. He stated that there remains work to be done coordinating various boards and finding funding for future projects. Commissioner Pagacik stated that this is why the Board of commissioners requested a 5-year plan from the Clean Lakes Committee, so that all parties involved could understand the direction. General Manager Lawler stated that the Clean Lakes Committee is welcome to meet with the Board at any time and that clean lakes are a town-wide issue, not just a drinking water quality issue.

**III. Electric Light Department**

1. FY24 Financials
  - a. The Board reviewed the 42% complete budget
  - b. Power Budget – Board reviewed, everything within range.
  - c. Capital Budget – Board reviewed, no major expenses. The 39 Ayer Road roof repair and 97 Mill Road Renovation project will both begin soon.
  - d. Cash Report – Board reviewed.
  - e. Rate of Return – Board reviewed.
2. Capital Project Update
  - a. Boxborough – Mass Avenue Spacer Cable
    - i. The cable has been pulled in and terminated. This project is 99% complete and all that remains is some metering work.
  - b. Tree Wire Replacement
    - i. Crews continue working on installing tree wire throughout the Long Lake area. Roxbury, Town and Woodland have all been completed and Pine, Meadowbrook and Middlesex are under construction.

- c. LELWD received a \$250k fiber grant through the Commonwealth of Massachusetts Fiber Grant Program. LELWD will be installing a new 96 strand backbone fiber ring to bolster municipal fiber capacity. LELWD will also be installing fiber to Indian Hill and the cemetery. LELWD needs to complete this work by December 31, 2025.
    - d. Work began to run in the primary service for the Level 3 EV charger in the town common municipal lot.
  3. Boxborough Renewable Energy Trust – LELWD worked to help Boxborough become a green community in Massachusetts. LELWD needs to sign the Massachusetts Clean Energy Trust Fund Membership Agreement before Boxborough can officially become a green community. LELWD’s council is reviewing this agreement, and this will be pushed to our next meeting.

#### **IV. Water Department**

##### **1. FY24 Financials**

- a. Budget – The Board reviewed the 92% complete budget.
  - i. On a motion by Commissioner Larsen and seconded by Commissioner Knox, the Board voted to approve the transfer of \$75,000 from Reserve Fund to cover the deficit in the Capital Improvement Budget for FY24. The Vote: 5-0.
- b. Capital Budget – The Board reviewed.
- c. Cash Report – The Board reviewed.

##### **2. Capital Project Updates**

- a. Whitcomb Ave Treatment Plant
  - i. Replacement of the fan hood is the only item that remains before wrapping this project up.
- b. Trumbull Well
  - i. Moving forward with the withdrawal permit. This project will be out for bid for Construction in August.
  - ii. We are expecting to receive additional funds from MassDOT to support this project as well.
- c. Beaver Brook Treatment Plant
  - i. Filtration Cost options are in and being evaluated.
  - ii. Jim Arciario is trying to get \$2M from the Economic Development fund to assist with this project.
- d. Flushing
  - i. Currently in zone 4.
  - ii. Flushing should be wrapped up in July.

##### **3. Boxborough Easements**

- a. On a motion by Commissioner Taylor and seconded by Commissioner Knox, the Board accepted the easement language with the Town of Boxborough for the Boxborough Water Main Extension project. The Vote: 5-0.

##### **4. Water Rates**

- a. General Manager Lawler presented a water rate study to the Board including 3 scenarios. The board deliberated each option.
- b. On a motion by Commissioner Larsen and seconded by Commissioner Knox, an increase to water rates will be applied beginning in FY25 of 3% each year for 3 years and to a Level 6 rate that incorporates Usage (gallons) greater than 25,000 will be incorporated at 25% above new the Level 5 rate. The vote: 5-0.

## **V. Sewer Department**

1. FY24 Financials
  - a. Budget – The Board reviewed the 92% completed budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Project Updates
  - a. Water and Sewer Superintendent Godfrey provided updates on the sewer construction.
  - b. Collection System – Revoli continues to install sewer main toward the Westford/Littleton town line.
  - c. Methuen has started construction of the treatment facility building.
  - d. Discharge Site – The sod has been completely installed and is being maintained by the Highway Department. The infiltration test is still on schedule for the fall.
3. Sewer District – This item has been pushed to next meeting.
4. 254-260 Ayer Road – Ayer IMA
  - a. General Manager Lawler presented the proposed 254-260 Ayer Road IMA to connect Littleton addresses to the Ayer sewer system. The commissioners discussed the IMA ramifications at length and had several concerns including Littleton water being discharged from the Merrimack Watershed into the Nashua River Watershed. The commissioners also are concerned about the legality of the IMA and the precedent that this decision may set.
  - b. On a motion by Commissioner Larsen and seconded by Commissioner Knox, the Board voted not to support the Intermunicipal Agreement that would allow the expansion of the Ayer Sewer system into the Town of Littleton to connect 254-260 Ayer Road. The vote: 5-0.

## **VI. General Manager**

1. General Manager Update
  - a. The Northeast Public Power Association Annual Conference is August 25<sup>th</sup> through August 29<sup>th</sup> and all commissioners are welcome to join. Commissioner Taylor will be recognized for his years of service of the Board of Commissioners.
  - b. David Lizotte's retirement party will be June 27<sup>th</sup> from 11:00 AM – 2:30 PM and all commissioners are welcome to join.
2. Board Reorganization
  - a. On a motion by Commissioner Larsen and seconded by Commissioner Pagacik the Board voted to appoint Dick Taylor as Chair. The Vote 5-0.
  - b. On a motion by Commissioner Knox and seconded by Commissioner Taylor the Board voted to appoint Scott Larsen as Vice Chair. The Vote 5-0.
  - c. On a motion by Commissioner Pagacik and seconded by Commissioner Knox the Board voted to appoint Melissa Hebert as Secretary. The Vote 5-0.
3. GM Review Process
  - a. The Board determined the Commissioner Larsen and Commissioner Taylor will review General Manager Lawler.
4. Next Meeting and Adjourn
  - a. August 14<sup>th</sup> at 6:00pm