

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

October 23<sup>rd</sup>, 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, Sara Karr

Audience: George Sanders

Meeting called to order: 6:00 PM

Meeting Adjourned: 8:00 PM, Motion by Commissioner Larsen, seconded by Commissioner Pagacik. The Vote: 4-0

**II. General**

1. Pledge of Allegiance
2. Approve minutes from September 25<sup>th</sup>, 2024, on a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the minutes from September 25<sup>th</sup>, 2024, The Vote: 4-0
3. Public Input – George Sanders wanted to thank the employees who went to Mississippi. GM Nick Lawler stated that George has written many letters to get those employees recognized. Paul Denao and Allan Woitowicz will be receiving an award for their efforts in Mississippi from MWWA on November 1<sup>st</sup>.

**III. Electric Light Department**

1. FY24 Financials
  - a. The Board reviewed the 75% complete budget
  - b. Power Budget – Board reviewed; everything is in great shape.
  - c. Capital Budget – Board reviewed
  - d. Cash Report – Board reviewed.
  - e. Rate of Return – Board reviewed, 4.3% and projecting to be under.
  - f. Energy Efficiency Report –
    - i. Public Power Week - Staff planted 71 trees and had an event with the Schools and Council on Aging.
2. Capital Project Update
  - a. Tree wire upgrades and replacing poles throughout the system
  - b. Installation of EV Charger beginning at the municipal lot.
  - c. Oak Ridge cable replacement.
  - d. Substation testing complete.

3. Community Grant Request
  - a. The Bicycle and Pedestrian Advisory Committee is asking to have portable water fountain for cyclist and pedestrians.
  - b. George Sanders thanked the Commissioner for their continued support to this community.
  - c. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the community grant in the amount of \$2,000, The Vote: 4-0
  
4. Littleton School Grant
  - a. Littleton Public Schools is requesting \$15,766.00 to provide students with updated Augmented and Virtual Reality experiences with educational content. The goal is to use this technology to create deeper experiential learning opportunities that include engaging virtual field trips, science explorations, creative exploration, and the potential for student-created content.
  - b. On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the Littleton School Grant in the amount of \$15,766.00, The Vote: 4-0
  
5. Boxborough School Grant
  - a. Boxborough Public School is requesting \$4,998.35 to purchase 10 iPads with the following accessories and apps: durable cases with screen protectors; kid stylus pens; Apps: Letter School, Ready to Print, Choice Works, Word Wizard, SnapType Pro 2, and Clicker Writer. The apps would support preacademic skills as well as augment or replace written communication.
  - b. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the Littleton School Grant in the amount of \$4,998.35, The Vote: 4-0

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

1. FY24 Financials
  - a. Budget – The Board reviewed the 25% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
  
2. Capital Project Updates
  - a. Whitcomb Ave Treatment Plant
    - i. Project complete. The final payment requisition was processed.
    - ii. First backwash of filters for the year to begin next week
  - b. Cedar Hill
    - i. Dave Ketchen is working with Caldwell on closing out this project.
  - c. Boxborough Water Main
    - i. Working on finalizing permitting in order to award contact.
    - ii. Matt Silverman was able to work with Weston and Sampson on getting our Blanding Turtle contract worked into the SRF loan.
  - d. Beaverbrook Treatment Plant
    - i. Paul Denaro and staff have been working on renovations to the treatment plant.

3. Boxborough Water Main Extension – North Bridge Easement
  - a. Nick Lawler stated that there could be a few minor tweaks on the easement depending on our legal teams feedback, but overall this easement is final.
  - b. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board authorized the General Manager Nick Lawler to sign the North Bridge Easement at 151 Taylor Street pending legal approval, The Vote: 4-0

## **V. Sewer Department**

1. FY24 Financials
  - a. Budget – The Board reviewed the 25% completed budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Project Updates
  - a. Revoli work on Great Road should be complete, and the sewer main work up to Village Lane needs to be complete by November 1<sup>st</sup>.
  - b. 242 King Street Plant is moving along.
  - c. Joe Knox and Nick Lawler did meet with the Finance Committee, Select Board, and Town Administrator to go over the funding for the Sewer Project. The Town only assessed 10% of the betterment which causes a FY26 problem because the 1<sup>st</sup> payment to the Clean Water Trust is due. The Town will not have collected enough betterment revenue to pay that, but this is only a 1-year problem thankfully.

## **VI. General Manager**

1. General Manager Update
  - a. No update.
2. Next Meeting and Adjourn
  - a. November 26<sup>th</sup> at 6:00pm