

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

November 25th, 2024

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Connor Reardon, Sara Karr, Paul Denaro

Audience: Clean Lakes

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 October 23rd, 2024, on a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the minutes from October 23rd, 2024, The Vote: 4-0
3. Public Input – N/A
4. Clean Lakes Committee FY26 Budget
 - a. Clean Lakes Committee presented their proposed 2026 budget.
 - i. Clean Lakes has secured CPC funding for the current fiscal year which any leftover funds will get carried over into 2026
 - ii. Clean Lakes will be going in front of the Select Board to request funding for FY2026.
 - iii. GM Nick Lawler asked Clean Lakes to elaborate on what the carryover column.
 1. Clean Lakes stated that it is the outstanding funds they have not spent currently this fiscal year but will be spent before the start of FY26.
 2. Commissioner Pagacik suggested adding the date of the current actual funds left for us to know what type of funds are being spent.
 - iv. Clean Lakes is asking \$108,500 for FY2026.
 - v. FY2026 Water Budget will be presented to the board at the January meeting.
 - vi. Clean Lakes is asking for LELWD to show support in creating a stabilization fund with the Town. Clean Lakes is having an open discussion with the Town and is asking LELWD to weigh in with our support.

III. Electric Light Department

1. FY24 Financials
 - a. The Board reviewed the 83% complete budget
 - b. Power Budget – Board reviewed; everything is in great shape.

- c. Capital Budget – Board reviewed; the department should be receiving our transformers so you will see that line item become expended.
 - d. Cash Report – Board reviewed.
 - e. Rate of Return – Board reviewed, 5.4% and projecting to be under 8%.
 - f. Energy Efficiency Report – Board reviewed.
2. Electric Vehicle Charging Fee
- a. Our current fee structure is per hour and we have received feedback from our residents looking for us to restructure our current fee system.
 - b. The new 2025 fee structure will charge per kWh:
 - i. LELWD Customer Level 2 \$0.17/kWh
 - ii. Non-LELWD Customer Level 2 \$0.21/kWh
 - iii. LELWD Customer DCFC \$0.34/kWh
 - iv. Non-LELWD Customer DCFC \$0.42/kWh
 - c. Connor did hold an EV forum and received great feedback from our customers.
 - d. On a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the 2025 Electrical Vehicle Charging Fee as presented, The Vote: 4-0
3. Capital Project Update
- a. Tree wire upgrades and replacing poles throughout the system
 - b. Oak Ridge cable replaced and will go back for driveway repairs
 - c. Harwood Ave Tree Wire pole complete.
 - d. Two MassDOT projects are underway
 - i. Foster Street clearing trees and setting poles.
 - ii. Mass Ave bridge project waiting for them to get off the ground for us to begin.
 - e. Exercised our airbrake switches to insure all are working correctly.
 - f. Two new reclosures were installed on Hill Road and Goldsmith Street.
4. 2025 Draft Budget
- a. The 2025 draft budget was presented to the board but will be voted on at the next meeting.
 - b. GM Nick Lawler asked the board to review and come to him with any questions.

IV. Water Department

1. FY25 Financials
- a. Budget – The Board reviewed the 33% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
- a. Boxborough Water Main
 - i. Last week we held the preconstruction meetings for the two contracts.
 - ii. The department will begin working on communicating to the residents affected when construction begins.
 - b. Beaverbrook Treatment Plant
 - i. Paul Denaro and staff have been working on renovations to the treatment plant.
 - c. Cedar Hill
 - i. Dave Ketchen is working with Caldwell on closing out this project.

V. Sewer Department

1. FY25 Financials
 - a. Budget – The Board reviewed the 33% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Updates
 - a. 242 King Street Plant is moving along, wall panels are coming in a few weeks.
 - b. Revoli is about complete with road infrastructure and is working as quickly as possible to finish.

VI. General Manager

1. General Manager Update
 - a. APPA Legislative Rally 2/23-2/26.
 - b. John Lanciani announced his retirement date, and his last day is 2/27/2025.
 - c. Billy Stewart will be retiring again in May with 50 years at the department.
2. Next Meeting and Adjourn
 - a. December 18th at 6:00pm