

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

December 18<sup>th</sup>, 2024

**I. Present for Meeting**

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Sara Karr, Paul Denaro, Erica Rooks

Meeting called to order: 6:00 PM

Meeting Adjourned: 6:45 PM, Motion by Commissioner Knox, seconded by Commissioner Pagacik.

The Vote: 4-0

**II. General**

1. Pledge of Allegiance
2. Approve minutes from November 25<sup>th</sup>, 2024, on a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the minutes from November 25<sup>th</sup>, 2024,  
The Vote: 4-0
3. Public Input – N/A

**III. Electric Light Department**

1. Safety Grant
  - a. Littleton Hockey requested new helmets in the amount of \$875.00
  - b. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the safety grant for Littleton Hockey's helmets in the amount of \$875.00.  
The Vote: 4-0 in favor.
  - c. Littleton Lacrosse requested new helmets in the amount of \$1855.00
  - d. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the safety grant for Littleton Lacrosse helmets in the amount of \$1855.00.  
The Vote: 4-0 in favor.
2. 2025 Draft Budget
  - a. The 2025 draft budget was presented with no change from the last meeting.
  - b. A rate decrease to start in 2025.
  - c. On a motion made by Commissioner Pagacik and seconded by Commissioner Knox, the Board approved the 2025 operating and capital budget. The Vote: 4-0 in favor.
3. Capital Project Updates
  - a. Revoli painted the lines up in the municipal lot and now the EV chargers are up and running.
  - b. Tree wire is completed for the year.
  - c. Foster Street poles are set.

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

1. Capital Project Updates
  - a. Boxborough Water Main
    - i. Construction has begun on Whitcomb Ave
    - ii. Piping to begin in January
  - b. Beaverbrook Treatment Plant
    - i. Paul Denaro and staff have been working on renovations to the treatment plant.
    - ii. Working on cybersecurity issues
  - 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 42% completed budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Project Updates
  - a. Revoli shut down for the winter. Currently we are working on getting a spring schedule.
  - b. 242 King Street panels to be completed in about two weeks
  - c. Began leaching field testing and everything looks great so far.

#### **VI. General Manager**

1. General Manager Update
  - a. Once financials are available for the end of the year GM Nick Lawler will share with the Board.
  - b. Holiday party is tomorrow at 11:30.
  - c. We will be celebrating Billy Stewart 50-year anniversary with the department on January 7<sup>th</sup> at 10:00am.
2. Next Meeting and Adjourn
  - a. January 22<sup>nd</sup> at 6:00pm