

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

January 21st, 2025

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Dave Ketchen, Sara Karr, Paul Denaro, Erica Rooks, Clean Lakes Committee

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:00 PM, Motion by Commissioner Knox, seconded by Commissioner Pagacik.

The Vote: 5-0

II. General

1. Pledge of Allegiance
2. Approve minutes from January 21st, 2025, on a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the minutes from January 21st, 2025, The Vote: 5-0
3. Public Input – N/A

III. Electric Light Department

1. 2024 Financials
 - a. The Board reviewed the 100% complete budget
 - b. Cash Report – Just over 10 million dollars in our operating fund, Nick is looking into transferring funds from operating to depreciation.
 - c. Rate of Return – End of the year rate of return came in at 7.3%.
2. Capital Project Updates
 - a. Foster Street
 - i. Still working on replacing 75% of the poles on Foster Street.
 - b. Depot Road
 - i. Poles being replaced
 - c. Fiber
 - i. Purchased fiber and materials for our next fiber project going down King Street.
3. Mutual Aid Commendation
 - a. LELWD received an APPA Mutual Aid Commendation because of our efforts during Hurricane Milton assisting the Orlando Utilities Commission.

IV. Water Department

1. FY25 Financials
 - a. Budget – The Board reviewed the 50% complete budget.

- b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Capital Project Updates
- a. Boxborough Water Main
 - i. Watermain is at a standstill for the next few months
 - ii. Trumbull Well transmission main is going well and making their way down Whitcomb Ave.
3. Boxborough Waterline Project – Mass DOT Easement
- a. Mass DOT is looking for LELWD to grant an easement for the purpose of providing utility access over Route 2.
 - b. On a motion made by Commissioner Larsen and seconded by Commissioner Pagacik, the Board approved the MassDOT easement, The Vote, 5-0
4. FY26 Draft Budget
- a. GM Nick Lawler presented the draft budget to be voted on for the next meeting
 - b. Commissioner Pagacik questioned what the Master Plan line item was
 - i. GM Nick Lawler stated it is needed to continue look into connecting to the MWRA
 - ii. Matt Silverman stated he has been attending quarterly meetings with 12-15 Towns who are also interested in connecting.
 - iii. There will be a financial evaluation coming up to see how it would financially play out for each Town.
 - c. Environmental budget overall decreased.
 - i. Clean Lakes requested 108,000 dollars; Nick has been working with John on this number. Currently CLC is having issues with MassDEP on permitting for cleaning which could affect their budget.

V. Sewer Department

1. FY25 Financials
- a. Budget – The Board reviewed the 50% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Updates
- a. Revoli is confirmed to start back up on April 15th. We are still working with MassDOT to final pave 90 days after completion instead of waiting a year.
 - b. 242 King Street wall panels and roof are up.
 - c. Testing at the discharge site for additional capacity is almost complete.
3. FY26 Draft Budget
- a. GM Nick Lawler presented the draft budget to be voted on in the next meeting.

VI. General Manager

1. General Manager Update
- a. We will be celebrating John Lanciani's retirement on 2/27 at 12:00.
 - b. APPA Legislative Rally this February.

- c. Commissioners are invited to Russell Street School to see the community grant items we have purchased for them in action.
 - d. We celebrated Billy Stewarts 50-year anniversary with the department on January 7th.
2. Next Meeting and Adjourn
- a. February 26th at 6:00pm