

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

June 25<sup>th</sup>, 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, Matt Silverman, Erica Rooks

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:00 PM, Motion by Commissioner Larsen, seconded by Commissioner Taylor.

The Vote: 5-0

**II. General**

1. Pledge of Allegiance
2. Approve minutes from May 27<sup>th</sup>, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the minutes from May 27<sup>th</sup>, 2025, The Vote: 5-0.
3. Approve Executive Session minutes from May 27<sup>th</sup>, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Larsen, the Board approved the Executive Session minutes from May 27<sup>th</sup>, 2025, The Vote: 5-0.
4. Public Input – None

**III. Electric Light Department**

1. 2025 Financials
  - a. The Board reviewed the 42% complete budget
  - b. Power Budget – The Board reviewed
  - c. In Lieu of Tax – The Board reviewed
  - d. Capital Budget – The Board reviewed
  - e. Cash Report – The Board reviewed
  - f. Fun Balances are up 5%
  - g. Rate of Return – Currently at 1.7%.
2. Capital Project Updates
  - a. Foster Street
    - i. Picking away and we are almost complete. Currently we are waiting for all the communications transfers to be completed.
  - b. 242 King Street
    - i. Transformer is ready to be powered up for when start up begins on June 7<sup>th</sup>. Some fiber work needs to be complete as well.
  - c. Tree Wire
    - i. Crews have jumped back into installation of tree wire throughout the system.
  - d. Reclosure Grant



## IV. Water Department

1. FY25 Financials
  - a. Budget – The Board reviewed the 92% complete budget.
  - b. Capital Budget – The Board reviewed.
  - c. Cash Report – The Board reviewed.
2. Capital Project Updates
  - a. Trumbull Well
    - i. Drillers are currently out there and are looking to drill the 36” to set the stainless-steel outside for the well packing.
    - ii. Naughton will be out installing borings on route 2 and then they will submit to the DOT and hopefully get the permit to directional drill under Beaverbrook.
  - b. Boxborough Water Main
    - i. CJP finished the main line installation. They still need to install hydrants and a few services.
  - c. Watermain replacement
    - i. CJP is doing the work for the watermain replacement on Taylor Street and are looking to get started. The current main is about 100 years old.
  - d. Foster Street
    - i. Watermain is almost complete, there are a few sections left for pressure testing and then they can tie into Taylor Street.
  - e. Sewer Expansion
    - i. Revoli has been working on the collection system and has about 350 feet left. Once they get past IBM it should pick up. They have about 3-4 weeks left of work.
    - ii. Revoli will start milling and then paving King Street and Great Road.
  - f. 242 King Street
    - i. Electrical finishing touches
    - ii. Working on getting everything to line up for startup.
  - g. High School Discharge Test
    - i. Model is not complete, but it is about 90% complete but based on preliminary results they ran the model at 300,000 gallons per day and are confident the leech field can accommodate that.

## V. Sewer Department

1. FY25 Financials
  - a. Budget – The Board reviewed the 92% completed budget.
  - b. Capital Budget – The Board reviewed.
    - i. Commissioner Pagacik questioned the ARPA funds we have left which is \$586,857. When does this have to be expended by? GM Nick Lawler stated it needs to be expended by the end of this year, and we will have it expended by that time frame with engineering costs.
    - ii. Commissioner Pagacik also questioned the MassWorks Grant which has \$46,306 left. GM Nick Lawler stated this will be expended by the month.
  - c. Cash Report – The Board reviewed.

2. Final Betterment Process
  - a. GM Nick Lawler presented a betterment document from Town Council. The Board will take a vote on the final betterments next meeting.
3. Project Update
  - a. Update was given.

## **VI. General Manager**

1. General Manager Update
  - a. Working through the Devens contract which will be for about 8 years. Everything so far is going great.
  - b. Derek Cokonis placed 3<sup>rd</sup> in the apprentice rodeo.
  - c. Dave Ketchen presented the Navajo plaque we received. We had Tom Guillot, Ryan Dame, Gavin Duhamel, and Ralph Bellevance from Mansfield join our team because his manager would not allow him to go. The team installed 19 poles, 12,000 feet of wire to serve 3 homes.
  - d. LEWLD received the 1<sup>st</sup> PFAS settlement check from the class action lawsuit.
  - e. GML Dinner went well, and it is our intention to continue doing these to keep the boards updated.
  - f. NEPPA Annual Conference is August 17<sup>th</sup>-20<sup>th</sup>, if you would like to attend reach out tomorrow.
  - g. We will be serving breakfast tomorrow at 7:30am here at the office to present the employees with the Sue Kelly Award.
  - h. Mark Perrons retirement party is tomorrow as well at Il Forno at noon.
2. Next Meeting
  - a. August 13<sup>th</sup> at 6:00pm.

## **VII. Executive Session**

- a. At 6:45 p.m. a motion was made by Commissioner Larsen and seconded by Commissioner Taylor and unanimously voted by roll call to enter into Executive Session and to reconvene in open session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Roll Call Vote: Knox – Yes, Larsen – Yes, Taylor – Yes, Pagacik – Yes, Hebert – Yes.
- b. A motion was made by Commissioner Larsen and seconded by Commissioner Taylor and unanimously voted to authorize the General Manager Nick Lawler to sign the MOU between the Littleton Water Department and the Mass Laborers District Council Local 272. The Vote: 5-0.