

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