

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

February 26th, 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

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 February 26th, 2025, on a motion made by Commissioner Knox and seconded by Commissioner Larsen, the Board approved the minutes from February 26th, 2025,
The Vote: 5-0
3. Public Input – N/A

III. Electric Light Department

1. 2025 Financials
 - a. The Board reviewed the 8% complete budget
 - b. Capital Budget – The Board reviewed
 - c. Cash Report – The Board reviewed, look into doing a transfer into the depreciation fund.
 - d. Rate of Return – Currently at .1%.
 - e. 2024 Energy Efficiency Report
 - i. Required Spending Requirement
 1. 2024 Required Spending was \$79,212
 2. LELWD actually spent \$207,102
 - ii. Common EV Charger Ribbon Cutting
 1. LELWD is looking to host within the next couple of months
2. Capital Project Updates
 - a. Foster Street
 - i. Crews are working hard on setting the new pole line and are just about ready to start pulling new wire.
 - b. Fiber
 - i. Purchased fiber and materials for our next fiber project going down King Street.
 - ii. Working on some MassDOT permitting issues.
 - c. 550 King
 - i. Currently working on getting underground feeds into the 550 King Street Development before King Street gets paved.

- d. Blood Road
 - i. There are a few poles on Blood Road that go through the woods in the swamp area. We will be going underground with those wires.

IV. Water Department

- 1. FY25 Financials
 - a. Budget – The Board reviewed the 58% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. FY26 Draft Budget
 - a. GM Nick Lawler stated there has not been much of a change since last meeting to the FY26 Budget.
 - b. Administration
 - i. We did add \$25,000 to payroll to support a Water Department Agent to assist with Clean Lakes and the Water Department.
 - c. On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the FY26 Water Budget in the amount of \$6,736,428. The Vote:5-0.
- 3. Cobbs/Nagog (Land)
 - a. LELWD has indicated that we are interested in a portion of land at Nagog for a treatment plant.
- 4. Town Meeting Article
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved The Town Meeting Article for the Water Enterprise Fund in the amount of \$7,564,848.00. The Vote:5-0.
- 5. Capital Project Updates
 - a. Boxborough Water Main
 - i. Two and a half weeks' worth of work on Whitcomb Ave before CJP comes back.
 - ii. Equipment going in next week at the Trumbell Well.

V. Sewer Department

- 1. FY25 Financials
 - a. Budget – The Board reviewed the 58% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. FY26 Draft Budget
 - a. On a motion made by Commissioner Pagacik and seconded by Commissioner Larsen, the Board approved the FY26 Sewer Budget in the amount of \$2,319,868. The Vote:5-0.
- 3. Town Meeting Article

- a. On a motion made by Commissioner Larsen and seconded by Commissioner Pagacik, the Board approved The Town Meeting Article for the Water Enterprise Fund in the amount of \$2,319,867.00. The Vote:5-0.
- 4. Project Updates
 - a. Revoli worked on the kitchen line this past week and repaired the sidewalk. Revoli will be back to work at the pump station.
 - b. 242 King Street is coming along, currently they are working on installing electrical.

VI. General Manager

- 1. General Manager Update
 - a. LELWD won the APPA Sue Kelly Award and will be presented at the National Conference in June.
 - b. LELWD won the Diamon Level Safety Award which will be presented at the E&O Conference.
 - c. Senior Lunch is April 22nd at the Littleton High School.
- 2. Next Meeting and Adjourn
 - a. March 26th at 6:00pm