

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

September 24th, 2025

I. Present for Meeting

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

General Manager: Nick Lawler

Staff: Sara Karr, Paul Denaro, Matt Silverman, Dave Ketchen

Audience: Jo-Ann Dery, Rob Rounce

Meeting called to order: 6:00 PM

Meeting Adjourned: 7:10 PM, Motion by Commissioner Larsen, seconded by Commissioner Taylor.

The Vote: 4-0

II. General

1. Pledge of Allegiance
2. Approve minutes from August 13th, 2025, on a motion made by Commissioner Larsen and seconded by Commissioner Knox, the Board approved the minutes from August 13th, 2025, The Vote: 4-0.
 - a. Commissioner Hebert made a comment that even though she missed the August meeting she appreciated the communication in the newsletter for 60 minutes. GM Nick Lawler updated her that 60 minutes was not in favor of us going public with the story, but we felt it was right to alert our residents.
3. Public Input/Commissioner Input
 - a. Jo-Ann Dery from the Littleton Conservation Trust is working on a dark sky initiative and was hoping LEWLD would be willing to add information about that in the Watts & Drops newsletter. Jo-Ann stated they have a blurb written up already if she could share it with staff. GM Nick Lawler stated she is welcome to forward him the write up.
 - b. Dark Sky is another step in conservation efforts for fireflies to find their mates, birds mostly migrate at night so the less light the better, also it helps people see better. People do not realize their outdoor light is damaging to all, and this will help educate people.
 - c. Rob Rounce stated he attended a talk about Dark Sky and the volume of facts presented in Pepperell like the Police Department is able to see better with less light. Rob appreciated any effort that has or will be given.
 - d. Commissioner Knox gave the Board an update on the Charter Committee.

III. Electric Light Department

1. 2025 Financials
 - a. The Board reviewed the 67% complete budget.
 - b. Power Budget – The Board reviewed.
 - i. Our power usage is up, and due to the cold winter and hot summer weather we are buying more power.

- ii. GM Nick Lawler believed raising the rate about a half of a penny would keep out Rate of Return positive.
 - 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 8%.
 - g. Rate of Return – Currently at 0.8%.
2. Capital Project Updates
- a. Sub station
 - i. Making progress on our relay upgrade change at the substation. One of our transformers: we switched out all the relays and all the brains behind it. Currently two out of the six transformers have been upgraded, and we will continue working on that for the rest of the year.
 - b. Front Office
 - i. Printer upgrade complete
 - c. Transportation
 - i. We should be receiving another bucket truck in November and another bucket truck chastity by the end of the year. Commissioner Larsen asked which truck is being replaced? Seventy-four will be replaced this year and seventy-six will be replaced next year.
 - ii. Commissioner Pagacik asked what we do with the old trucks? David Ketchen stated we put them on Municibid.
 - d. Tree Wire
 - i. Working currently on Coughlin Road.
 - ii. Blood road we will be completing this fall.
 - e. Fiber Grant
 - i. Moving forward on the state roads and we have until the end of the year to finish.
 - f. Foster Street
 - i. Picking away and we are almost complete. Currently we are waiting for all the communications transfers to be completed.
 - g. Mass Ave
 - i. Currently we are having issues with the size of the manhole we installed, and we are currently waiting for the price for the change order.
 - h. Devens
 - i. Our staff has been incredible at putting a lot of work into the system. Devens is very thankful we have come back to oversee their system.

IV. Water Department

- 1. FY25 Financials
 - a. Budget – The Board reviewed the 17% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.

2. Capital Project Updates

a. Presentation

- i. Matt Silverman and Corey Godfrey presented the impact of turtles on the Trumbull Well project. This was helpful to show people that when you are going through the permitting process make sure all government entities are speaking to each other. We could have avoided more testing if all parties were involved.

b. Boxborough Water Main

- i. Littleton side of the project is paved but waiting to see when the Boxborough portion is complete. Matt Silverman will get a ballpark on when the paving will be completed.

c. Trumbull Well

- i. C.Naughten is still working on the last two boring permits.

d. Whitcomb Ave Carbon Replacement

- i. Currently working on requests for bids and we are leaving the schedule a little vague so we can do one filter at a time to see what the process is.

e. Foster Street

- i. Project is completed and \$53,000 under budget.

f. Taylor Street

- i. Working on getting a price for final paving

g. COBBS

- i. Currently working with Tigh & Bond on a rough design to the State. The current issue with any building over 2000sqft will require a restroom. We do not want a restroom since it is a zone one protection area.
- ii. We are hoping to go in front of the state for a waiver, but we are also working on different options.

h. Clean Lakes

- i. No update besides, they sent a 5-year budget.

i. Parlee Rehab (Electric Taken Out of Order)

- i. Electric sub bids are in and next Wednesday we should have the general contractor bids in.

3. Finance Committee Representative

- a. Diane Crory has posted and advertised it but currently we have no interest.

V. Sewer Department

1. FY25 Financials

- a. Budget – The Board reviewed the 17% completed budget.
- b. Capital Budget – The Board reviewed.
- c. Cash Report – The Board reviewed.
 - i. Betterment piece might change depending on what the Town does.

2. Project Update

- a. GM Nick Lawler sent the Board the abatement request from 256 Great Road, and he also reached out to Town Council on how to manage it. Town Council will review the request and give their feedback.
- b. Revoli will be back to finish paving and working on punch list items.
- c. We are working on plant start up procedures still. Currently projected to begin start up in November.

VI. General Manager

- 1. General Manager Update
 - a. Dave Ketchen received a Letter of Recognition for working with E-ISAC for allowing them to use our substation for a security analysis.
 - b. Bill Stewart officially retired from LELWD.
 - c. Next Meeting
 - (1) October 22nd at 6:00pm.