

***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

- i. We received the reclosure grant to replace 6 of our reclosers throughout the system. This project will take over two years to complete.
- e. Fiber Grant
  - i. We are still waiting to hear from MassDOT for their final review.
- f. Battery Project
  - i. We went up in front of Conservation Commission again and it went well. We are waiting to hear comments from MassDOT.
  - ii. We have a few items we need to work on with the Fire Department such as the hydrant location and fire suppression system for the batteries.
  - iii. Dave mentioned that Wellesley has a battery project similar to ours and extended an invite to the Board to tour their area.

3. Public Safety Grant

- a. Littleton Police Department is looking to partner with Flock Safety, who is a national security company, to install 4 cameras in Littleton. LPD would have access to their whole network. The cost of 4 cameras would be \$12,000.
- b. Commissioner Pagacik recommended to add an additional camera because Route 110 is not covered, and the cost would be \$15,000.
- c. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Public Safety Grant for a one-time investment of \$15,000 for Littleton Police Department. The Vote: 5-0.

4. 97 Mill Road

- a. Currently working with an architect on what the warehouse will look like. They are currently working on the plans so we can go out to bid in August. The structural steel is in good condition, so we can reuse that, and that makes the project just a reskin.
- b. We did ask if the structural steel could support solar and they stated it could not. GM Nick Lawler asked for that in writing.
- c. Commissioner Pagacik asked if we should be advertising our name on this? With all the recent security issues, do we want to broadcast this is a light departments building? GM Nick Lawler stated this is an easy fix to have our sign removed.

5. GML Capital Call

- a. GM Nick Lawler presented information on both Rivermill and Sweetwater hydroelectric plants. The payback on this project is a little over 4 years but these numbers are conservative.
- b. One of the current owner of these plants is a Seabrook Engineer who will actually stay on as a part-time employee for GML to keep up with maintenance.
- c. The call for capital is more than the purchase price because we are trying to build a \$100,000 buffer for any unforeseen expenses to operate the plants. This would make the total cost \$900,000.
- d. Commissioner Knox asked who gets credits for the renewables? Gm Nick Lawler stated we can either sell them or take them.
- e. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board authorized the Littleton Electric Light and Water Departments acting through its General Manager to expend in an amount not to exceed \$233,333.34 in connection with the purchase by the GML Cooperative of Sweetwater Hydroelectric, LLC and Rivermill Hydroelectric, Inc., which purchase will include all of the respective companies' assets including real estate interests, subject to the negotiation of an acceptable purchase and sale agreement by the GML Cooperative. The Vote: 5-0.

## **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.