

Littleton Light and Water Departments
Board of Commissioners
Meeting Minutes

August 13th, 2025

I. Present for Meeting

Commissioners: Joe Knox, Ivan Pagacik, Dick Taylor, Scott Larsen

General Manager: Nick Lawler

Staff: Sara Karr, Paul Denaro, Matt Silverman

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 June 25th, 2025, on a motion made by Commissioner Taylor and seconded by Commissioner Knox, the Board approved the minutes from June 25th, 2025, The Vote: 4-0.
3. Approve Executive Session minutes from June 25th, 2025, on a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved the Executive Session minutes from June 25th, 2025, The Vote: 4-0.
4. Public Input/Commissioner Input
 - a. Commissioner Pagacik would like an update on the Whitcomb Ave paving? Matt Silverman stated we will have paving complete before the next commissioners meeting.
 - b. Commissioner Pagacik stated the Common paving looks great. Commissioner Larsen asked when Russell Street is getting done?
 - i. GM Nick Lawler stated that it is on the DPW, and they are running into some easement issues.
 - c. Commissioner Knox gave the Board an update on the Charter Committee.

III. Electric Light Department

1. 2025 Financials
 - a. The Board reviewed the 50% 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 8%.
 - 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. Devens
 - i. The guys are relearning the system. Currently we have had six trouble calls in the first few weeks of taking Devens over.
 - ii. Commissioner Pagacik asked if we must stock Devens? GM Nick Lawler stated that we do, and we have already started. Overall, we are in great shape at Devens.
- 3. 97 Mill Road
 - a. GM Nick Lawler presented a schedule to the Board, and we will soon be going out to bid for the rehab of 97 Mill Road.
- 4. Communication Update
 - a. GM Nick Lawler presented the draft Watts & Drops 60 Minutes story. 60 Minutes was in today to do the taping for the cybersecurity event from 2022-2023. Nick stated we do want to communicate to the public before it airs but 60 Minutes has been wearied of having us go public about it before it airs.
 - b. We are looking to have Watts & Drops sent out at the end of August/beginning of September. The Board agreed we should communicate this with our residents.

IV. Water Department

- 1. FY25 Financials
 - a. Budget – The Board reviewed the 100% complete budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
- 2. Capital Project Updates
 - a. Boxborough Water Main
 - i. CJP is under contract with MASS who is doing bridge in Boxborough. They will be out there starting August 25th. Once they run the main, they will be able to connect and pressure test.
 - b. Trumbull Well
 - i. Finalized the Well design.
 - ii. C. Naughten is still working on the last two boring permits.
 - c. Foster Street
 - i. Service connections complete and tied into Taylor Street.
 - d. Taylor Street
 - i. Services connected back to the regular watermain.
 - ii. Fully complete and live.
 - e. 550 King
 - i. We have done all the watermain excavation and pipe installation work. We are working on pressure testing and then we will be able to connect.
- 3. Finance Committee Representative
 - a. Gerry has stepped down from being our Finance Committee Representative. GM Nick Lawler recommended the Board to start thinking about who they would like to appoint.

V. Sewer Department

1. FY25 Financials
 - a. Budget – The Board reviewed the 100% completed budget.
 - b. Capital Budget – The Board reviewed.
 - c. Cash Report – The Board reviewed.
2. Project Update
 - a. Revoli will be back to finish paving and working on punch list items.
 - b. Methuen's subs have been working on electric wiring, testing chem and water lines, bathroom is almost complete. The membranes should be onsite in a few weeks and then testing will begin.
 - c. We had a meeting with DEP on the effluent recharge to receive an update.
3. Final Betterment Order
 - a. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved to certify an actual sewer assessment in the amount of \$25,959,028.66, which is the gross amount of the project costs to be recovered for this project, which is estimated to cost approximately \$48,677,856.74, allocated by the method reflected in the Board of Water Commissioner's Betterment Policy, revised August 14, 2024, and all such Reservation Agreements adopted pursuant thereto; shown on the list entitled Exhibit A, and attached hereto. The Vote: 4-0.
 - b. On a motion made by Commissioner Larsen and seconded by Commissioner Taylor, the Board approved to authorize Nick Lawler to send notice of this certification to the Board of Assessors for commitment of actual betterments. The Vote: 4-0.

VI. General Manager

1. General Manager Update
 - a. Next Meeting
 - (1) September 24th at 6:00pm.