

**VILLAGE OF LUDLOW
WATER COMMISSIONERS
Regular Meeting**

Tuesday, January 3, 2017

5:00 PM – Town Hall Conference Room

AGENDA

1. Call to Order
2. Approve Minutes from Previous Meetings
3. Comments from Citizens:
4. Consider Abatement Request from Frank Dwyer
5. Consider Abatement Request from Joe Rolka
6. FY 2018 Budget Workshop - Continued
7. Other Business
8. Set Date for Next Meeting
9. Possible Executive Session/Personnel/Contracts
10. Adjourn

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

**Regular Meeting
Tuesday, December 6, 2016**

Board Present:

David Rose, Ron Bixby, Robert Gilmore

Staff Present:

Frank Heald

1. Call to Order:

- a. David Rose called the meeting to order at 5:00 pm.

2. Approve Minutes:

- a. MOTION by Ron Bixby and seconded by Robert Gilmore to accept the minutes from November 1, 2016 as presented. All in favor and the motion passed.

3. Comments from Citizens:

- a. None present.

4. FY 2018 Budget Workshops:

- a. Frank Heald said there isn't anything out of the ordinary with the FY 2018 budget. He noted that the \$18,500 for depreciation is essentially the fund balance.
- b. Frank Heald said the "labor line" is used for labor/maintenance payroll from other departments assisting with projects, water breaks, etc.
- c. Frank Heald said the sodium is based on usage and they no longer use zinc orthophosphate.
- d. Robert Gilmore asked about the increases in labor and healthcare.
- e. Frank Heald said those increases are uncontrollable pieces. He added that the Union contract is up again for renegotiation.
- f. David Rose asked if the water rates are ok?
- g. Frank Heald said yes.
- h. David Rose asked what the water fund balance is.
- i. Frank Heald said the fund balance is over \$200,000.
- j. David Rose asked if the budget needed to be approved at this meeting.
- k. Frank Heald said there is no urgency to approve the budget tonight.

5. Other Business:

- a. David Rose asked if there was any other business.
- b. Robert Gilmore asked if there were any additional water issues from the Andover Street water project.
- c. David Rose said no. He added that they did not have any freeze ups last winter.

6. Set Date for Next Meeting:

- a. Next meeting has been scheduled on Tuesday, January 3, 2017 at 5:00 pm.

December 6, 2016

7. **Possible Executive Session Personnel/Contracts/Legal:**

a. None needed.

8. **Adjourn:**

a. MOTION to adjourn by Robert Gilmore and seconded by Ron Bixby. All in favor and the motion passed.

b. Meeting was adjourned at 5:16 pm.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

David Rose, Chairman

Robert Gilmore

Ronald Bixby

RECEIVED
MUNICIPAL OFFICE

December 12, 2016

Mr. Frank Heald
Village of Ludlow, Vermont
Water/Sewer Department
P.O. Box 359
Ludlow, Vermont 05149

Re: 18 Mill St., Ludlow water/ sewer bill

Dear Mr. Heald:

Enclosed, please find check for \$500.00 as a settlement that I am offering and that hopefully is acceptable for the outstanding water and sewer bill at 18 Mill Street. The water was shut off at the street, when Josselyn Brothers rented the steel structure in the rear portion of the main building, approx. 1 ½ years before hurricane Irene hit Ludlow. The Josselyns' had no need for water and they placed a porta john on the property for the 2 years they rented the rear structure. Since the end of 2009 not one drop of water has passed thru the water and sewer pipes at the property. That is why I had the Water and Sewer Dept. shut the water off because there was no need for it. I find it hard to understand that I can be charged for services that were never rendered.

Frank please let me know what you can do regarding this matter, we have never had a problem accepting responsibility for services that we use but it is hard accepting paying for services that we haven't used. Please let me know about your decision before you deposit the enclosed check. We appreciate whatever you can do regarding this matter. Thank you.

Regards,


Donna and Frank Dwyer

CRES Management Company LLC

Cell 732-995-0043

HI FRANK,

I AM WRITING TO YOU TO SEE IF YOU CAN COME TO SOME REASONABLE SOLUTION IN REGARDS TO MY water/sewer ACCOUNT. THE REASON THIS ACCOUNT LOCATED AT 20 Main Street HAS NOT BEEN PAID IS BECAUSE THIS PROPERTY IS NOT CONNECTED TO THE SEWER AND THE WATER IS TURNED OFF AT THE ROAD.

I HAVE TALKED TO THE OFFICE ON MANY OCCASIONS AND HAVE WRITTEN MY CONCERNS OF NOT HAVING ANY IMPACT ON THE TOWNS MUNICIPALITY. THERE REPLY IS SOMEWHAT AND SIMPLY (IT DOES NOT MATTER)

I RECALL WHEN I HAD A HOUSE AT 63 Main Street (now Sports Odyssey) THE TOWN CONTINUE CHARGING ME FOR water/sewer FOR YEARS. EVEN AFTER THE HOUSE WAS TORN DOWN AND LEVELED, I CONTINUE PAYING FOR water/sewer FOR TWO YEARS. I SHOULD NEVER BEEN CHARGED FOR THOSE MONTHS

FRANK PLEASE CALL ME TO DISCUSS THIS MATTER WHEN YOU HAVE A CHANCE.

REGARDS



JOSEPH ROLKA

REC'D
DEC 12 2016
MUNICIPAL OFFICE

228-2001

VILLAGE BUDGET - FY2018 -- DRAFT--DRAFT--DRAFT

	WATER	BUDGET		ACTUAL		BUDGET		BUDGET		Change 17/18	% Change
		2016	2016	2016	2016	2017	2018	2018			
701-85-10.05	Operator	\$ 5,100.00	\$ 6,722.63	\$ 5,616.00	\$ 5,784.00	\$ 5,616.00	\$ 5,784.00	\$ 5,616.00	\$ 5,784.00	\$ 168.00	3.0%
701-85-10.10	Assistant Operator	\$ 12,950.00	\$ 10,783.47	\$ 14,920.00	\$ 15,367.00	\$ 14,920.00	\$ 15,367.00	\$ 14,920.00	\$ 15,367.00	\$ 447.00	3.0%
701-85-10.15	Assistant Operator #2	\$ 9,300.00	\$ 11,228.36	\$ 9,542.00	\$ 9,828.00	\$ 9,542.00	\$ 9,828.00	\$ 9,542.00	\$ 9,828.00	\$ 286.00	3.0%
701-85-10.20	Assistant Operator #3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-10.25	Overtime	\$ 5,000.00	\$ 3,914.47	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%
701-85-10.30	Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-12.00	Pension	\$ 1,800.00	\$ 4,680.30	\$ 3,500.00	\$ 3,625.00	\$ 3,500.00	\$ 3,625.00	\$ 3,500.00	\$ 3,625.00	\$ 125.00	3.6%
701-85-12.20	Insurances	\$ 11,145.00	\$ 7,268.78	\$ 7,795.00	\$ 8,050.00	\$ 7,795.00	\$ 8,050.00	\$ 7,795.00	\$ 8,050.00	\$ 255.00	3.3%
701-85-15.00	FICA	\$ 2,500.00	\$ 4,355.97	\$ 4,055.00	\$ 4,385.00	\$ 4,055.00	\$ 4,385.00	\$ 4,055.00	\$ 4,385.00	\$ 330.00	8.1%
701-85-27.00	Certificates & Fees	\$ -	\$ 2,151.87	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	-50.0%
701-85-30.00	Insurance PC & I	\$ 2,178.00	\$ 2,243.00	\$ 2,243.00	\$ 2,290.00	\$ 2,243.00	\$ 2,290.00	\$ 2,243.00	\$ 2,290.00	\$ 47.00	2.1%
701-85-30.10	Workers Comp Insurance	\$ 1,534.00	\$ 1,454.00	\$ 1,454.00	\$ 1,822.00	\$ 1,454.00	\$ 1,822.00	\$ 1,454.00	\$ 1,822.00	\$ 368.00	25.3%
701-85-35.00	Utilities/Services	\$ 1,200.00	\$ 265.15	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
701-85-40.00	Testing Services	\$ 1,500.00	\$ 1,447.50	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
701-95-55.00	Ludlow Police Dispatch Service	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	0.0%
701-85-50.00	Uniforms	\$ 1,400.00	\$ 1,127.86	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
701-85-58.00	Telephone/Pagers	\$ 1,800.00	\$ 1,673.70	\$ 1,800.00	\$ 2,000.00	\$ 1,800.00	\$ 2,000.00	\$ 1,800.00	\$ 2,000.00	\$ 200.00	11.1%
701-85-70.00	South Hill Tank	\$ 300.00	\$ 3,201.97	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
701-85-70.03	Upper Vault (GMP)	\$ 800.00	\$ 602.74	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0.0%
701-85-70.04	Lower Vault (LED)	\$ 800.00	\$ 408.05	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	0.0%
701-85-70.05	Jewell Brook Electric	\$ 400.00	\$ 312.86	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	0.0%
701-85-70.07	North Hill Tank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-70.09	State Tax/Operating Fee	\$ 3,500.00	\$ 854.22	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00	\$ 3,000.00	\$ (500.00)	-14.3%
701-85-70.10	Special Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-70.15	Capital Improvements	\$ -	\$ 1,533.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-70.20	Construction in Progress	\$ -	\$ 22,215.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-85-99.00	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total WATER		\$ 63,207.00	\$ 88,445.26	\$ 70,525.00	\$ 71,251.00	\$ 70,525.00	\$ 71,251.00	\$ 70,525.00	\$ 71,251.00	\$ 726.00	1.0%

VILLAGE BUDGET - FY2018 -- DRAFT--DRAFT--DRAFT

DEBT MANAGEMENT

701-86-91.00	Booster Station Bond Interest	\$ 3,303.00	\$ 3,303.00	\$ 2,809.00	\$ 2,308.00	\$	\$	(501.00)		-17.8%
701-86-91.05	Booster Station Bond Principal	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$	\$	-		0.0%
701-86-91.06	USDA Water Note Principal	\$ 43,708.00	\$ 43,702.41	\$ 44,697.00	\$ 45,708.00	\$	\$	1,011.00		2.3%
701-86-91.08	USDA Water Note Interest	\$ 31,454.00	\$ 31,459.59	\$ 30,465.00	\$ 29,454.00	\$	\$	(1,011.00)		-3.3%
701-86-91.09	State ARRA Water Principal	\$ 28,711.00	\$ 28,710.63	\$ 29,572.00	\$ 30,459.00	\$	\$	887.00		3.0%
701-86-91.10	State ARRA Water Interest	\$ 18,744.00	\$ 18,743.67	\$ 16,882.00	\$ 16,995.00	\$	\$	113.00		0.7%
Total DEBT MANAGEMENT		\$ 135,920.00	\$ 135,919.30	\$ 134,425.00	\$ 134,924.00	\$	\$	499.00		0.4%

VILLAGE BUDGET - FY2018 -- DRAFT--DRAFT--DRAFT

EQUIPMENT									
	BUDGET	ACTUAL	BUDGET	BUDGET	Change 17/18	% Change			
	2016	2016	2017	2018					
701-87-35.00	Vehicle Maintenance	\$ 1,500.00	\$ 461.42	\$ 1,500.00	\$ 1,000.00	\$	(500.00)		-33.3%
701-87-35.05	Pump	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$	-		0.0%
701-87-35.10	Equipment/Tools	\$ 1,500.00	\$ 1,129.31	\$ 1,500.00	\$ 2,000.00	\$	500.00		33.3%
Total EQUIPMENT	\$ 3,500.00	\$ 1,590.73	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$	-		0.0%

MAINTENANCE									
	BUDGET	ACTUAL	BUDGET	BUDGET	Change 17/18	% Change			
	2016	2016	2017	2018					
701-88-20.00	Sodium Hypochlorite	\$ 1,000.00	\$ 400.00	\$ 1,000.00	\$ 1,000.00	\$	-		0.0%
701-88-25.00	Labor	\$ 2,500.00	\$ 4,245.08	\$ 2,500.00	\$ 4,000.00	\$	1,500.00		60.0%
701-88-25.05	Mains	\$ 3,000.00	\$ 3,362.03	\$ 3,000.00	\$ 3,500.00	\$	500.00		16.7%
701-88-25.08	Hydrants	\$ 3,000.00	\$ 1,450.62	\$ 3,000.00	\$ 2,500.00	\$	(500.00)		-16.7%
701-88-25.10	Springs Maintenance	\$ 5,000.00	\$ 3,479.79	\$ 5,000.00	\$ 5,000.00	\$	-		0.0%
701-88-25.12	Springs Electric	\$ 1,500.00	\$ 1,139.42	\$ 1,500.00	\$ 1,500.00	\$	-		0.0%
701-88-25.15	Entrances/Services	\$ 3,000.00	\$ 3,980.73	\$ 3,500.00	\$ 3,500.00	\$	-		0.0%
701-88-25.25	Material	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$	-		0.0%
701-88-25.30	Supplies	\$ 5,000.00	\$ 2,498.00	\$ 5,000.00	\$ 5,000.00	\$	-		0.0%
701-88-25.35	Gas/Oil	\$ 2,400.00	\$ 1,116.63	\$ 2,500.00	\$ 2,500.00	\$	-		0.0%
701-88-25.40	Shell Spring Propane Fuel	\$ 1,500.00	\$ 997.59	\$ 1,800.00	\$ 1,800.00	\$	-		0.0%
701-88-25.45	Bridge Street Pump Heat	\$ 700.00	\$ 405.15	\$ 800.00	\$ 800.00	\$	-		0.0%
Total MAINTENANCE	\$ 33,600.00	\$ 23,075.04	\$ 34,600.00	\$ 36,100.00	\$ 36,100.00	\$	1,500.00		4.3%

OFFICE

701-89-10.00	Manager	\$ 9,855.00	\$ 9,981.79	\$ 10,140.00	\$ 10,440.00	\$	300.00		3.0%
701-89-10.10	Commissioners	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$	-		0.0%
701-89-10.20	Clerks	\$ 3,663.00	\$ 3,572.37	\$ 3,765.00	\$ 3,870.00	\$	105.00		2.8%
701-89-10.25	Audit	\$ 2,000.00	\$ 1,733.35	\$ 2,100.00	\$ 2,100.00	\$	-		0.0%
701-89-10.27	Manager Car Allowance	\$ 483.00	\$ 487.42	\$ 483.00	\$ 498.00	\$	15.00		3.1%
701-89-12.20	Insurance	\$ 2,495.00	\$ 2,660.13	\$ 3,085.00	\$ 3,196.00	\$	111.00		3.6%
701-89-23.00	Computer	\$ 500.00	\$ -	\$ 500.00	\$ -	\$	(500.00)		-100.0%
701-89-25.00	Office Supplies	\$ 1,500.00	\$ 1,478.58	\$ 1,700.00	\$ 1,700.00	\$	-		0.0%
701-89-27.00	Legal	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$	-		0.0%
701-89-29.00	Miscellaneous	\$ -	\$ 153.26	\$ -	\$ -	\$	-		0.0%
Total OFFICE	\$ 23,996.00	\$ 23,066.90	\$ 25,273.00	\$ 25,304.00	\$ 25,304.00	\$	31.00		0.1%

CORROSION ETC

701-90-40.00	Testing Services	\$ 500.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	
701-90-45.00	Booster Stations Electric	\$ 2,500.00	\$ 3,244.01	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	0.0%
701-90-45.05	Material/Supplies	\$ 500.00	\$ 203.08	\$ 500.00	\$ 500.00	\$ -	\$ -	0.0%
701-90-45.06	Sodium Hydroxide	\$ 6,000.00	\$ 5,580.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	\$ -	20.0%
701-90-45.07	Zinc Orthophosphate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-90-45.08	Fluoride	\$ 2,700.00	\$ -	\$ 3,000.00	\$ 2,500.00	\$ (500.00)	\$ -	-16.7%
Total CORROSION ETC		\$ 12,200.00	\$ 9,027.09	\$ 12,500.00	\$ 13,000.00	\$ 500.00	\$ -	4.0%

OTHER

701-95-57.00	Training	\$ 1,000.00	\$ 558.75	\$ 1,200.00	\$ 1,000.00	\$ (200.00)	\$ -	-16.7%
701-95-59.00	Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-97-00.00	Construction Work in Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-99-99.00	Depreciation Expense	\$ -	\$ 119,175.28	\$ 19,000.00	\$ 18,500.00	\$ (500.00)	\$ -	-2.6%
Total OTHER		\$ 1,000.00	\$ 119,734.03	\$ 20,200.00	\$ 19,500.00	\$ (700.00)	\$ -	-3.5%
Total WATER FUND		\$ 273,423.00	\$ 400,858.35	\$ 301,023.00	\$ 303,579.00	\$ 2,556.00	\$ -	0.8%

Revenue:

701-06-05.00	Collections	\$ 247,100.00	\$ 289,607.52	\$ 285,700.00	\$ 289,280.00	\$ 3,580.00	\$ -	1.3%
701-06-06.00	Interest/Penalty	\$ 4,500.00	\$ 3,722.67	\$ 4,500.00	\$ 4,000.00	\$ (500.00)	\$ -	-11.1%
701-06-06.10	Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-06.15	Unrealized Gain/Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-20.15	Entrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-20.99	Miscellaneous	\$ -	\$ 397.95	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-25.30	Special Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-25.33	Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
701-06-25.34	USDA Note Interest Credit	\$ 10,200.00	\$ 10,262.09	\$ 10,663.00	\$ 10,309.00	\$ (354.00)	\$ -	-3.3%
Total WATER REVENUES		\$ 261,800.00	\$ 303,990.23	\$ 300,863.00	\$ 303,589.00	\$ 2,726.00	\$ -	0.9%
TO BE RAISED IN FEES		\$ 11,623.00	\$ 96,868.12	\$ 160.00	\$ (10.00)	\$ (170.00)	\$ -	-106.3%