

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**Regular Meeting  
Tuesday, July 3, 2012  
5:00 pm**

**Board Present:**

David Rose, Robert Gilmore, Ron Bixby

**Staff Present:**

Frank Heald

**Call to Order:**

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

**Approve Minutes:**

- a. MOTION by Ron Bixby seconded by Robert Gilmore to approve the minutes from June 5, 2012 as presented. All in favor and the motion passed.

**Comments from Citizens:**

- a. No comments.

**Water Allocation Request:**

- a. David Rose said there was a water allocation request from Christine Farrell and Chris Meyer of 110 Main Street for an additional dwelling unit.
- b. MOTION by Robert Gilmore and seconded by Ron Bixby to approve the water allocation request for one additional dwelling unit with one bedroom at 110 Main Street.
- c. David Rose said there was a water request from Marc & Leslie Stuart of 46 Depot Street.
- d. Frank Heald said they would not need additional water allocation as it would be an extension of their retail operation.

**Water Allocation Reduction Request:**

- a. David Rose said there was a request from Mary Mutz of 48 Pleasant Street Extension to remove the water allocation from the former mini-golf.
- b. Frank Heald said they would not give back any monies previously paid, but would abate the current billing for July to December, 2012.
- c. MOTION by Robert Gilmore and seconded by Ron Bixby to remove the water allocation and abate the July billing for water at the former mini-golf for Mary Mutz at 48 Pleasant Street Ext. All in favor and the motion passed.

**Consider Water Service Abatements:**

- a. David Rose said there were two requests, one from Eldine Jelly and another from Edward Augustauskas of Mill Street to abate their services.
- b. Frank Heald said their homes were flooded during "Irene" and the homes have been removed. He said there is a water shut off, so we have already abated the water.
- c. Frank Heald said he spoke with the property owner, Vera Davis and she isn't sure what she is planning to do with the properties, so we can wait until the next billing.
- d. David Rose said no action would be needed by the Water Commission and they would retain the \$15 water shut off fee.

**Review & Approve Amendment to Purchasing Policy**

- a. Frank Heald reported that changes need to be made to the purchasing policy. He said that most of the bids are brought to the meeting and the boards are faced with opening, stamping and passing along the bids to the Municipal Manager and appropriate department head to review. He said the policy would enable the Municipal Manager, Town Clerk/Treasurer and Department Head to open the bids prior to the meeting and bring forth a matrix at the next meeting so the boards can

intelligently award the bids. He said the Town of Springfield has been successfully doing this for several years several years.

- b. Frank Heald said the Select Board had a version of the Purchasing Policy that highlighted the changes needed for the bid opening and will act at their August 6<sup>th</sup> meeting.
- c. Ron Bixby said it would give each department head the opportunity to go over the bids and ask the appropriate questions of each vendor.
- d. Robert Gilmore asked if the vendors could attend the board meetings.
- e. Frank Heald said that vendors could but are more apt to come to the bid opening, which would take place in the early afternoon, which would be more convenient for them to attend.
- f. David Rose said the Purchasing Policy would be tabled until the August meeting.

### **Other Business**

- a. Frank Heald said that several weeks ago residents noticed muddy water in the South Hill area. He said there is currently a 1" line that goes from the Bridge Street/Andover Street intersection up South Hill. He said the muddy water has cleared up but there is still some surfacing in the South Hill area. Frank said there are some under drains in that area so it could be ground water.
- b. David Rose asked if it would be something the water department would need to take care of.
- c. Frank Heald said yes. He said they could put together an RFP for the construction from Bridge Street to Lacava Lane (above the trestle).
- d. Frank Heald said there is some looping up there and we believe the 1" copper line should be replace with a 1.5" line.
- e. David Rose asked if some engineering would be needed.
- f. Frank Heald said yes they may need some.
- g. Frank Heald said that Otter Creek Engineering has sent a proposal for 3 different versions for the water system mapping.
  - a. Using free available orthophoto base mapping (lump sum) - \$15,500
  - b. Using existing Minuetman created orthophoto base (lump sum) - \$21,000
  - c. Using new planimetric base mapping (Lump sum)- \$26,500
- h. David Rose said the mapping of existing water system valves will include sewer within this area. He said when all is said and done if there is a break they can pull out the maps and have all of the information.
- i. Frank Heald said their recommendation is to go with the second version at a cost of \$21,000.
- j. Frank Heald said as they move into new technology, instead of trying to find maps, they can turn on a tablet and scroll to find the problem area. He said it takes the human element out and once it is all mapped they will know where everything is.
- k. Robert Gilmore asked how they would pay for it.
- l. Frank Heald said the Water Commissioners have the money in the water account.
- m. Frank Heald said they can borrow the money from the state using a 5-year loan at 0% interest and pay it back using the water money.
- n. MOTION by Robert Gilmore and seconded by Ron Bixby to engage Otter Creek Engineering in the water system mapping project using the Minuetman created orthophoto base mapping (lump sum) at a cost of \$21,000. All in favor and the motion passed.
- o. MOTION by Robert Gilmore and seconded by Ron Bixby to finance the mapping project through the State of Vermont Drinking Water & Groundwater Protection Division Revolving Loan Funds. All in favor and the motion passed.
- p. David Rose asked if they were planning any hydrant testing.
- q. Frank Heald said yes, this summer.
- r. David Rose asked if there were exercising any of the valves.
- s. Frank Heald said it is ongoing and Loran Greenslet will have an updated listing soon. He said the fire hydrants are done with a few more to be sandblasted and painted red.

### **Set Date for Next Meeting:**

- a. Next meeting has been scheduled on Tuesday, August 7, 2012 at 5:00 pm.

### **Adjourn:**

- a. MOTION to adjourn by Robert Gilmore and seconded by David Rose. All in favor and the motion passed.
- b. Meeting was adjourned at 5:30 pm.

Respectfully submitted,

Pam Cruickshank  
Recording Secretary

---

David Rose, Chairman

---

Robert Gilmore, Vice Chair

---

Ronald Bixby, Clerk