

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

5:30 PM

ZOOM ELECTRONIC ONLINE BOARD MEETING

Tuesday June 2, 2020

JOIN ZOOM MEETING LINK: [HTTPS://US02WEB.ZOOM.US/J/646238267](https://us02web.zoom.us/j/646238267)

(Note: You must first sign up for a free ZOOM account by going to: <https://zoom.us/signup>)

BOARD MEMBERS PRESENT:

David Rose, Chairman Ron Bixby

BOARD MEMBERS ABSENT:

Bob Gilmore

STAFF:

Scott Murphy Chuck Craig

OTHERS PRESENT:

Ed La Montagne Ted Reeves

1. **Call to Order**

- A. David Rose called the meeting to order at 5:30 p.m., all members present, except Bob Gilmore.
- B. Scott Murphy advised the Electronic Meeting Guidelines had been posted in the minutes from the meeting on April 7, 2020 and will still be followed.

2. **Consideration of any Changes, Additions or Removals to the Agenda**

- A. Scott Murphy advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of May 5, 2020.
- B. **MOTION by Ron Bixby and seconded by David Rose to approve minutes from the meeting of May 5, 2020 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Continue Discussion on Water Hydrants & Possible Water Line Extension at Kettle Brook and Other Associations**

- A. Scott Murphy advised that at their last meeting, David Rose suggested that we have a test done of the system capacity. Scott Murphy said that he contacted Wayne Elliot who gave him a rough estimate of \$500. He added that he and Chuck Craig think that we should have this done.
- B. David Rose and Ron Bixby both agreed.
- C. Scott Murphy said that at the last meeting, Kettlebrook had indicated that they might contribute.
- D. David Rose said that this board should know the system capacity and pay for the testing if the cost would only be \$500. He asked Scott Murphy to verify that for the board.
- E. Scott Murphy said he would do that and added that this would be the first step in the process.
- F. Ted Reeves said he would also be interested in the results. He added that there has been no progress in discussions with Winter Place, Kettlebrook and Bull Run.

6. **Possibly Approve Water Valve Replacement Bid on Elm Street/Pleasant Street**

- A. David Rose advised that three bids were received for this project:

VENDOR	BID
Adams Trucking & Excavation	\$16,400
United Construction	\$23,205
M&M Excavating	\$13,125

- B. Scott Murphy said the apparent low bidder is M&M Excavating.
- C. David Rose asked if the bids were “apples to apples.”
- D. Scott Murphy said yes.
- E. **MOTION by Ron Bixby and seconded by David Rose to award the bid to M&M Excavating for \$13,125.00. Motion passed unanimously.**

7. **Possibly Purchase Filters for Pleasant Street Property**

- A. David Rose said that he had not heard from the property owner.
- B. Ron Bixby said that he has spoken to the property owner today and he would have attended this meeting but did not have ZOOM capability. Ron Bixby said that the owner had run out of filters and had to buy them. He used the same company that we had suggested. He had to buy 2 sets and has the receipt. We should have taken care of this for quite a while. The owner would like us to either pay him for the filters or deduct it from his water bill. The amount is \$211.46 and he will have enough filters for one year. The water situation should be cleared up within a year. Ron Bixby said he is in favor of compensating the property owner.
- C. David Rose asked Scott Murphy and Chuck Craig if this situation should have been cleared up since they replaced the Godfrey tank.
- D. Scott Murphy said that we believe that the water is clear and Chuck Craig has tested the water. In the past, the Water Commissioners thought we would only have to purchase filters one time, Chuck Craig found a better company where the price was about \$160.
- E. Ron Bixby said the man has 2 filter systems, one larger than the other. Originally, they were \$75.61 per box, but the new price is \$91.65 per box, plus shipping, handling and taxes. The property owner thinks the appliances should be cleared up after this.
- F. David Rose said this will be the last time.
- G. Ron Bixby said that this board had not purchased filters for this man before.
- H. Chuck Craig said that is correct since he has been here.
- I. Ron Bixby said that every time the owner asked, we said no and he has been patient.
- J. David Rose said this will be the only time.
- K. Ron Bixby asked if we would issue a check or deduct it from the water bill.
- L. Scott Murphy said we will issue a check.
- M. **MOTION by Ron Bixby and seconded by David Rose to issue a check in the amount of \$211.46 to the property owner to reimburse him for the cost of the filters. Motion passed unanimously.**
- N. Ron Bixby said hopefully, this will alleviate any water/filter problems.

8. **Consider Water Service Rate Increase Effective July 1, 2020**

- A. David Rose said that Scott Murphy had provided a matrix showing water rates. He said that we have been making improvements and in order to continue this, we need to increase our rates. Our rates are still among the lowest in the state. He is in favor of an increase. He said that a 5% increase would amount to a gain of \$18,281 and a 10% increase would bring \$36,563.
- B. Ron Bixby said he is in favor of a 10% increase. We have to offset the costs of improvements.
- C. David Rose said that the current residential rate is \$118.55 and a 10% increase would bring that to \$130.41 – an increase of \$11.86.
- D. **MOTION by Ron Bixby and seconded by David Rose to increase the water rates by 10% effective the next billing cycle. Motion passed unanimously.**

9. **Other Business**

- A. **High Street Project**
 - i. Scott Murphy said that at the May meeting, we discussed this. We are waiting to hear about the Drinking Water grant. We had received priority for the Clean Water, but not the drinking water. We asked them if we could move up on the priority list for drinking water. The Drinking water people said that some of the projects ahead of us may drop off and we could possibly move up. If not, we get into position for next year’s projects. In the interim, we could have a shovel ready project. Tom Brown, from the Clean Water division thought that because we had an RFQ, it might still be valid, but it is not. Our RFQ was too specific. Our next step is to prepare an RFQ, get an engineer and submit it to the state. He would like to prepare the paperwork, send out the RFQ and have results for this board for their July or August meeting.
 - ii. David Rose asked if this would be a joint Town and Water Commission project.
 - iii. Scott Murphy said yes.
 - iv. David Rose asked if we could reduce the scope of the original project.

- v. Scott Murphy said that he will talk to Robert Clark from Otter Creek and Wayne Elliot and get feedback from them. He said the original scope included water, sewer and storm water. The estimate for that was \$600,000 to \$800,000. The project can be reduced.
- vi. David Rose said he is in favor of doing the project and will like to have it value-engineered and try to reduce the costs. He would like to move forward with an RFQ.
- vii. Scott Murphy said we may be able to get funding as part of the COVID-19 stimulus package. We have the opportunity to have a shovel-ready project to get funding. He will have the RFQ for next month.

B. Godfrey Tank

- i. David Rose asked about this project.
- ii. Chuck Craig said the project is complete and operational.

C. Service Connection on Andover Street

- i. David Rose asked about this project.
- ii. Scott Murphy advised that we will be patch-paving within the next week or two.

10. Set Date for Next Meeting

- A. Meeting set for Tuesday, July 7, 2020.

11. Possible Agenda Items for Next Meeting

- A. High Street Update

12. Sign Warrant Orders

- A. Warrant orders were signed. David Rose said that this board voted to authorize one person to sign the warrant order through June. We are all set until the next meeting.
- B. Scott Murphy said the Select Board has switched back to all board members signing orders.

13. Possible Executive Session/Personnel/Contracts

- A. Scott Murphy said that an Executive Session is not needed.

14. Adjourn

- A. **MOTION to adjourn by Ron Bixby and seconded by Bob Gilmore. Motion passed unanimously.**
- B. Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Lisha Klaiber
Acting Recording Secretary

David Rose, Chairman

Robert Gilmore

Ron Bixby

Zoom Instructions

Topic: Ludlow Water Commission

Time: Tuesday, May 5, 2020 – 6:00 PM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: <https://us02web.zoom.us/meeting/u5ArdeqgrD0tE-EI00ckvmGbK6gWRoseGoingsn9g/ics?icsToken=98tyKu-sqDkpEtaTt1yCc7QtE53qbN-xllQDj4oNzBzuFS10YCigMdVwFbVxSd-B>

Join Zoom Meeting Link:

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Meeting ID: 646 238 267

One tap mobile (cell phone):

+13126266799,,646238267# US (Chicago)

+19292056099,,646238267# US (New York)

Dial by your location:

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

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