

**VILLAGE OF LUDLOW  
WATER COMMISSION**

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

**Board Present:**

David Rose, Robert Gilmore, Ronald Bixby

**Staff Present:**

Frank Heald

**Call to Order:**

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

**Annual Board Re-Organization:**

- a. MOTION by Robert Gilmore and seconded by Ron Bixby to elect David Rose as Chairman. All in favor and the motion passed.
- b. MOTION by David Rose and seconded by Ron Bixby to elect Robert Gilmore as Vice Chair. All in favor and the motion passed.
- c. MOTION by Robert Gilmore and seconded by David Rose to elect Ron Bixby as Clerk. All in favor and the motion passed.
- d. MOTION by David Rose and seconded by Robert Gilmore to appoint Ron Bixby as the Ludlow Enterprise Fund Committee representative.
- e. MOTION by David Rose and seconded by Robert Gilmore to set the time and date of the Water Commission meetings at 5:00 pm on the first Tuesday of the month and the third Tuesday as an alternate date. All in favor and the motion passed.
- f. MOTION by Robert Gilmore and seconded by Ron Bixby to use the same newspaper of record that the Village Trustees and Select Board select. All in favor and the motion passed.
- g. MOTION by Robert Gilmore and seconded by Ron Bixby to adopt Roberts Rules of Order. All in favor and the motion passed.

**Approve Minutes:**

- a. MOTION by David Rose and seconded by Ron Bixby to approve the minutes from March 6, 2012 as presented. All in favor and the motion passed.

**Comments from Citizens:**

- a. No comments.

**Other Business:**

- a. Frank Heald said the Water Commission will need to set new water rates at their next meeting scheduled in May. He reported that they have moved Barbara Davis into the water department so she can assist with the review of water accounts. He said they are looking at every dwelling and property to arrive at a fixed number of units that can be divided into the requirements to come up with the water rates. He said the rate would be ½ what we original told Village voters it would be.

- b. Robert Gilmore asked how this was being done.
- c. Frank Heald said they will be looking at every property, dwelling, office, restaurant, etc. according to the state tables.
- d. Robert Gilmore asked if there would be anyone out in the field.
- e. Frank Heald said yes. He said there is also information in the Planning Office, Municipal Office and Listers Office so we can be sure it is consistent.
- f. Ron Bixby asked how units were measured (i.e. real estate office).
- g. Frank Heald said it would be based on the number of employees.
- h. Frank Heald said he would like select an afternoon to take all of the Water Commissioners out to the water facilities (springs, water tanks, etc.) so they can tour the entire water system.
- i. Frank Heald said we have a good system but the ongoing battle is understanding the valves. He said there are in excess of 50 valves of which some turn to the right and some turn to the left. He said they are working to better understand the system.
- j. Frank Heald said the Select Board has adopted a Fraud Policy that has been recommended by our Auditors for several years. He said this Fraud Policy would be presented to the employees. Any irregularities would be brought to the Municipal Manager. If it is attributed to the Municipal Manager, the instruction would be to take it to the appropriate board chair who would assume the investigation.
- k. Frank Heald said he is very happy with our current Auditors and added that they have a staff member who is familiar with municipal accounting.
- l. Frank Heald said the commission will be provided with detailed financials on a quarterly basis. Frank explained that we work on a weekly basis with payroll and accounts payable. He said with 75% of the year finished, we can take a look at the balance sheet and income.
- m. Robert Gilmore asked if the Fraud Policy was similar to a whistle blower.
- n. Frank Heald said VLCT is our insurer and they feel we need policies in place to protect ourselves.
- o. Frank Heald said in this community there is good separation with checks and balances in place. He said supervisors sign off on time-cards and he looks at every single bill and timecard each week. Frank explained that Pam and Diane process the payroll and accounts payable which will then go across the hall to the Town Clerk & Treasurer's office. Ulla and Pam can tell if any anomalies stick out.
- p. Robert Gilmore asked about the staffing at the Wastewater Treatment Facility and Loran's plans for retirement.
- q. Frank Heald said with the water project, storm damage and water billing inventory Loran's presence is an integral piece.
- r. David Rose asked about the hydrant testing.
- s. Frank Heald said it would happen within the next month. He said they will work together with the engineers. He said they may learn some things about the valves when they test the hydrants.

**Set Date for Next Meeting:**

- a. Next meeting has been scheduled on Tuesday, May 1, 2012 at 5:00 pm.

**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 5:36 pm.

Respectfully submitted,

Pam Cruickshank  
Recording Secretary

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David Rose, Chairman

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Robert Gilmore, Vice Chair

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Ronald Bixby, Clerk