

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

PUBLIC HEARING AND REGULAR MEETING

5:30 PM

Tuesday August 6, 2019

BOARD MEMBERS PRESENT:

David Rose, Chairman

Bob Gilmore

Ron Bixby

STAFF:

Scott Murphy

Chuck Craig

PUBLIC HEARING

The Village of Ludlow Water Commission will hold a Public Meeting on Tuesday, August 6, 2019 at 5:00 pm in the Town Hall Conference Room to receive public comments and input regarding proposed amendments to the Public Water System Regulations Ordinance. Changes can be found at www.ludlow.vt.us or in the Ludlow Municipal Office

1. David Rose called the public hearing to order at 5:00 p.m. and read the warning notice.
2. There was no one from the public present.
3. David Rose closed the public hearing at 5:02 p.m.

**WATER COMMISSION
REGULAR MEETING**

1. **Call to Order**

- A. David Rose called the meeting to order at 5:04 p.m., all members present.

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 July 2, 2019.
- B. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve minutes from the meeting of July 2, 2019 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Water Allocation Requests**

A. Adam Pedicino

- i. Property address is 14 Twine Hill Road
- ii. David Rose advised that this is a request to add a 3-bedroom residence to the water system. He advised that the hook-on fee is \$500.00
- iii. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve this application to add a 3-bedroom residence to the water system with a hook-on fee of \$500.00. Motion passed unanimously.**

B. Jeff Freedom

- i. Property address is 32 High Street add one additional bedroom to an existing 3-bedroom residence. He said there is no change in the allocation. This is administrative. David Rose asked if Mr. Freedom came in or if this was the result of an inspection by Rose Goings.
- ii. Scott Murphy said the Mr. Freedom did come in as he needed some information for the state. He said the Mr. Freedom may not actually add the bedroom.
- iii. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve this application to change a 3-bedroom residence to a 4-bedroom with no change in the allocation. Motion passed unanimously.**

C. Tony Caruso/Janine Corning

- i. Property address is 12 Meadow Street
- ii. David Rose advised that this is a request to change a two family dwelling to a single family residence with 6 bedrooms. He said there is no change in the allocation. This is administrative.
- iii. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve this application to change a two family dwelling to a single family dwelling with 6 bedrooms. There is no change in the allocation. Motion passed unanimously.**

6. **Possibly Approve Amendments to the Public Water System Regulations Ordinance**

- A. Scott Murphy advised that the board has been working on this ordinance for some time. If voted on tonight, it will take effect in 60 days. He noted that on the last page of the draft, item 28.03 has an error with the effective date. It reads January 6, 1995. The board may approve the ordinance subject to correction of that date to October 6, 2019.
- B. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve the Amendments to the Public Water System Regulations Ordinance with the correction of effective date to October 6, 2019. Motion passed unanimously.**

7. **Review Bids & Possibly Award Contract for Godfrey Tank Project**

- A. Scott Murphy advised that there was good response to the RFP, with 5 or 6 interested and 3 bids that come in. Daniels was the apparent low bidder, with a quote of \$138,500. Otter Creek will oversee the project and prepare the construction contracts.
- B. David Rose asked if all of the bids with equivalent.

- C. Chuck Craig said that they were.
- D. Ron Bixby asked Chuck Craig if he recommends the low bidder.
- E. Chuck Craig said yes.
- F. Scott Murphy said hopefully, they can schedule this work in the fall. It will only take a few weeks.
- G. Chuck Craig said there are a couple of pipes, controls and valves.
- H. **MOTION by Ron Bixby and seconded by Bob Gilmore to award the contract to Daniels for \$138,500.00. Motion passed unanimously.**

8. **Discuss Repairs & Possibly Approve Contract to Iron Waterline on Main Street**

- A. Scott Murphy said that there had been a water main break in front of what was Dr. Montgomery's house (121 Main Street.) It was fixed, but it is an old iron pipe and very fragile. It could break again; Chuck Craig recommends that we repair it now, before the winter.
- B. David Rose asked if it was from the curb to Main Street.
- C. Scott Murphy said yes. He said there were 2 bids, Adams (\$8,850) and Gurney (\$11,625.).
- D. Bob Gilmore asked if we have worked with Adams before.
- E. Scott Murphy said we did 2 other projects with them.
- F. David Rose asked if the quotes were "apples to apples." He noted that Adams' quote says the town will provide material, while Gurney's says they will provide material.
- G. Chuck Craig said the material is only about 40' of soft copper and dirt. He added that we have already torn up the sidewalk.
- H. David Rose asked if Adams will repair the sidewalk.
- I. Scott Murphy said that Main Street will be paved.
- J. Chuck Craig said he is comfortable with Adams.
- K. **MOTION by Ron Bixby and seconded by Bob Gilmore to award the bid to Buck Adams for \$8,850.00.**
- L. David Rose asked if it is lump sum.
- M. Scott Murphy said yes.
- N. **Motion passed unanimously.**

9. **Discuss Possibly Amending the Village Purchasing Policy for Inflation**

- A. Scott Murphy explained that the purchasing policy has not been updated since 2004. He is suggesting raising the major purchases limit from \$3,000 to \$5,000 and the regular purchases range limit from \$100 to \$2,999.99 to \$500 to \$4,999.99. Anything under \$500 would be incidental purchases. He said that with inflation, \$3,000 in 2004 was about \$4,100 today. He said the Select Board voted on this last night.
- B. David Rose asked what types of major purchases have been made.
- C. Scott Murphy said a blower this week and a mulcher.
- D. David Rose asked how the Select Board voted.
- E. Scott Murphy said 3 in favor, 2 against.
- F. Ron Bixby said that he agrees with the increase.
- G. **MOTION by Ron Bixby and seconded by Bob Gilmore to increase the major purchases limit from \$3,000 to \$5,000, the regular purchases range limit from \$100 to \$2,999.99 to \$500 to \$4,999.99 and incidental purchases would be anything under \$500. Motion passed unanimously.**

10. **Discuss Repairs & Possibly Approve the Proposed Town & Village Credit Card Policy**

- A. Scott Murphy asked that the town does not have credit cards and people have been using their personal credit cards for purchases, such as classes and equipment. There is more chance for fraud and we should have a policy. He is suggesting getting town credit cards to facilitate some purchases and on-line purchases. He referred to section E of the proposed credit card policy:
“The preferred method of payment for purchases will remain as the purchase order and approval by the Municipal Manager. Balances must be paid off monthly from the department/s approved budget. All credit card balances and purchases must be preapproved by the Municipal Manager.”
He said that the Police have purchased specific equipment and employees have used personal credit cards for conferences and classes.
- B. Bob Gilmore asked if the balances would be paid off monthly.
- C. Scott Murphy said yes.
- D. **MOTION by Bob Gilmore and seconded by Ron Bixby to approve the proposed Town & Village Credit Card Policy as presented. Motion passed unanimously.**

11. **Other Business**

- A. **New Required Testing for PFAS in 2019**
- i. Scott Murphy advised that the state has passed new PSAF test requirements. There are no vendors in the state that carry the tests and the state is trying to find vendors. Endyne will be our middleman.
 - ii. Chuck Craig said that the testing must be done by December 31, 2019.
 - iii. Scott Murphy said that the tests must be done within 6 hours of the time the samples are taken. The cost is about \$600.
 - iv. David Rose asked how often tests must be done.
 - v. Chuck Craig said that the state has not set that yet. The action limits for the state is 20 parts per trillion.
 - vi. David Rose said that is lower than the EPA.
 - vii. Chuck Craig said PFAS can be found in fire-fighting foam, waterproof clothing, boots, upholstery and many other things. He said that the foam should not be used in the water shed areas.
 - viii. Ron Bixby said they have it on 2 trucks, but have not used it in a long time. He said there is a meeting at the Fire Department tonight and he will advise them about this.
 - ix. David Rose said that a lot of places have it and it may scare people.
 - x. Ron Bixby asked if this was for the board's information.
 - xi. Scott Murphy said yes.
- B. **Springs**
- i. David Rose asked Chuck Craig how the springs are flowing.
 - ii. Chuck Craig said good, they are flowing over. He added that some of the smaller streams are drying.
- C. **Valves**
- i. David Rose asked Chuck Craig how the valves are doing.
 - ii. Chuck Craig said no issues.

12. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, September 3, 2019 at 5:30 p.m.

13. **Possible Agenda Items for Next Meeting**

- A. None indicated

14. **Sign Warrant Orders**

- A. Warrant orders were signed.

15. **Possible Executive Session/Personnel/Contracts**

- A. Scott Murphy said that an Executive Session is needed for personnel issues.
B. **MOTION by Ron Bixby and seconded by Bob Gilmore to enter in to Executive Session for Personnel Issues to consider Wage Increase for Non-Union Employees. Motion passed unanimously.**
C. Board entered into Executive Session at 5:27 p.m.
D. Board exited Executive Session at 5:33 p.m.
E. **MOTION by Ron Bixby and seconded by Bob Gilmore to approve wage increases as discussed. Motion passed unanimously.**

16. **Adjourn**

- A. **MOTION to adjourn by Bob Gilmore and seconded by Ron Bixby. Motion passed unanimously.**
B. Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Lisha Klaiber
Acting Recording Secretary

David Rose, Chairman

Robert Gilmore

Ron Bixby