

## MINUTES

### VILLAGE OF LUDLOW WATER COMMISSION

**Regular Meeting**  
**Tuesday, January 8, 2013**  
**5:00 pm**

**Board Present:**

David Rose, Robert Gilmore

**Staff Present:**

Frank Heald

**Call to Order:**

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

**Approve Minutes:**

- a. MOTION by Robert Gilmore seconded by David Rose to approve the minutes from December 4, 2012 as presented. All in favor and the motion passed.

**Comments from Citizens:**

- a. None present.

**Water Reduction Request**

- a. David Rose said Robert and Susan Mitola of 6 Smith Street were requesting a reduction in their water allocation.
- b. Frank Heald said this was vetted through the Zoning Administrator so they could make the appropriate reduction.
- c. MOTION by Robert Gilmore and seconded by David Rose to reduce the water allocation for Robert and Susan Mitola of 6 Smith Street from 5 units to 4 units. All in favor and the motion passed.

**Consider & Approve Ludlow Enterprise Fund Request:**

- a. David Rose asked if the Water Commission needed to approve the LEF request.
- b. Frank Heald said Richard Strong was on the committee and now Ron Bixby serves so this board would make a recommendation.
- c. David Rose asked how these requests are impacted by Jackson Gore.
- d. Frank Heald said through the years more latitude was granted by the committee.
- e. David Rose asked if there was any accounting with each request.
- f. Frank Heald said they request documentation for each recipient for reimbursement.
- g. MOTION by Robert Gilmore and seconded by David Rose to grant the Ludlow Enterprise Fund requests with equal distribution of funds for the Ludlow Elementary School, Black River Academy Museum and Ludlow Teen Center. All in favor and the motion passed.

**FY 2014 Budget Workshop:**

- a. Frank Heald said a copy of the FY 2014 budget was included in the Water Commission's packet.
- b. Frank Heald said after the water rate increase this year we are still \$10,000 short.
- c. Frank Heald said the Water Commission had talked about paying down the State ARRA Water note by \$150,000 - \$200,000, but has not done this yet. He said that given the amount of money that was spent on the South Hill project and what will be needed for the Pleasant Street project the commission may want to postpone the pre-payment decision.
- d. David Rose asked if they are still putting money away for capital.
- e. Frank Heald said there is no money in this budget for capital or a buy down.
- f. David Rose asked if there was a capital improvement plan in place.
- g. Frank Heald said that once the hydraulic study was complete we will do an upgrade plan.
- h. David Rose asked if there were any pressing pipe issues that we know of.
- i. Frank Heald said once the hydraulic study is complete they will have a capital plan to work on that could include Pleasant Street, Meadow Street and High Street.
- j. Frank Heald said for revenues he does not envision growth in water connections.

- k. David Rose asked if they should look at the rates next time.
- l. Frank Heald said the shortfall will come out of the fund balance this year and they can revisit the rates.
- m. Robert Gilmore asked what the bottom line of the budget to approve was.
- n. Frank Heald said expenditures are \$278,941 and revenues are \$268,278.
- o. MOTION by Robert Gilmore and seconded by David Rose to approve the FY 2014 budget as presented. All in favor and the motion passed.

**Other Business:**

- a. Frank Heald said the monthly financials will be in the Commission's mailboxes tomorrow. He said they received a draft of the Management Letter from their audit firm and there were no contradictions or anomalies. He said he considers this a clean audit.
- b. Frank Heald said the Village Trustees will be signing a 5-year Water Planning Note in the amount of \$26,800 for work with Otter Creek of which \$13,000 has been spent.
- c. Robert Gilmore asked about the water usage report.
- d. Frank Heald said it was a report from Loran Greenslet that documents the daily usage.

**Set Date for Next Meeting:**

- a. Next meeting has been scheduled on Tuesday, February 5, 2013 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 5:25 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