

**MEETING MINUTES**  
**VILLAGE OF LUDLOW**  
**WATER COMMISSION**

**Regular Meeting**

**October 2, 2018**  
**5:30 PM**

**Board Members Present:**

David Rose, Chair	Robert Gilmore (absent)	Ron Bixby
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**Staff Present:**

Scott Murphy	Chuck Craig	
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**1. Call to Order:**

- a. David Rose called the Water Commission meeting to order at 5:30 pm.

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

- a. Scott Murphy said there were none.

**3. Approve Minutes:**

- a. MOTION by Ron Bixby and seconded by David Rose to approve the minutes from September 4, 2018 as presented. All in favor and the motion passed.

**4. Comments from Citizens:**

- a. None.

**5. Godfrey Water Tank Project Update:**

- a. Scott Murphy said a response letter went out and was kicked back due to incomplete status. Scott said Mark Youngstrom from Otter Creek Engineering talked with Tim Raymond from the Water Division and he told us that it is not uncommon to receive a letter asking for corrections.
- b. Scott Murphy said Mark Youngstrom has solved the problem and has issued the required responses.
- c. David Rose asked how long the review process will take and if we will receive a “yes” or “no” response.
- d. Scott Murphy said it could take 1-2 weeks.
- e. Ron Bixby asked if the weather will affect construction process.
- f. Scott Murphy said it will happen next year and it will also help to keep our funding in line.

**6. Possibly Approve Contract for Water Line Replacement on South Hill Street**

- a. David Rose asked what this project was about.

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- b. Chuck Craig said at the intersection of Bridge Street and South Hill Street there is a 1” water line that has serviced South Hill Street for many years. He said many of the water mains servicing the later developments such as Twine Hill, Okemo Heights and Lawridge Heights have been bypassed, but there are still several properties on the 1” iron line which is failing.
  - c. Chuck Craig said over the course of the summer the Water Department has patched the 1” line as best they could.
  - d. David Rose asked if this line has been leaking for a while.
  - e. Chuck Craig said they noticed the leaking this summer and need to find a way to service the customers that are still on the old line.
  - f. David Rose asked what is the plan.
  - g. Chuck Craig said for the Graves property, they can tap in on Twine Hill, but for the Higley property they will need to go through the woods on private property and tap into Bridge Street.
  - h. Scott Murphy said the problem is that there were issues with the neighbors decades ago so the neighbor says “no line”. Scott added that discussions are ongoing and if they don’t give us permission, it will be a very costly run.
  - i. David Rose asked if the contractors have all received the same information to so they may quote on the job.
  - j. Chuck Craig said he tried to give everyone the same information and some contractors came and measured themselves.
  - k. David Rose said he received some concerns from one contractor because we have not provided the information or numbers needed for a quote so it is not “apples to apples.”
  - l. Scott Murphy said we have received two estimates so far.
  - m. David Rose asked if we plan to revisit the project specs and provide the information so each contractor will be able to price the project properly.
  - n. Scott Murphy said once we have more information we will go back to everyone to be fair.
  - o. David Rose asked how big a project it is.
  - p. Chuck said the Graves property will take 1-2 days and will require inside work with a plumber and the Higley property will take 3 days if we receive permission from the homeowner.
  - q. Scott Murphy said we may need to call a special meeting.
7. **Schedule Joint Board Meeting RE: Municipal Manager’s Review**
- a. Scott Murphy announced that a joint board meeting has been scheduled on November 5<sup>th</sup> at 5:00 pm in the Conference Room.
  - b. David Rose asked if the Chairman has asked about a format with questions.
  - c. Scott Murphy said he would need to ask the Chair.
8. **Other Business:**
- a. David Rose asked how the Bridge Street project was progressing.
  - b. Chuck Craig said they are at the toughest part because a valve failed and had to be re-tied. He said it resulted in a water outage for a day.
  - c. David Rose asked how the sewer is coming along.

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- d. Chuck Craig said about 75% of the line has been laid so it will be a couple more weeks.
- e. Scott Murphy said there were two additions to the project.
- f. David Rose asked if there are any other leaks in the water system that we know about.
- g. Chuck Craig said he is not aware of any other leaks.
- h. Scott Murphy said he would not be surprised if there were other pipes like that out there.
- i. Scott Murphy said he received a call from Robert Clark of Otter Creek Engineering letting us know that the state is putting out more funding and the High Street Project qualifies. He said we can look to re-open it.
- j. David Rose asked how the flows at the Springs are.
- k. Chuck Craig said everything is good. He said the rains didn't make a big difference.
- l. David Rose asked how the altitude valves are.
- m. Chuck Craig said they need to be adjusted every so often.

9. **Set Date for Next Meeting:**

- a. David Rose said the next meeting is scheduled on Tuesday, November 6, 2018 at 5:30 pm.

10. **Possible Executive Session/Personnel/Contracts/Legal Issues:**

- a. David Rose asked if an Executive Session was needed.
- b. Scott Murphy said no.

11. **Adjourn:**

- a. **MOTION by Ron Bixby and seconded by David Rose to adjourn. All in favor and the motion passed.**
- b. Meeting adjourned at 5:47 pm.

Respectfully submitted,

Pam Cruickshank  
Recording Secretary

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David Rose, Chairman

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Robert Gilmore

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Ronald Bixby