

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:30 PM

Tuesday October 6, 2020

BOARD MEMBERS PRESENT:

David Rose, Chairman

George Abraham

Ron Bixby

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Bob Brandt

Patrick Cody – OV-TV

1. **Call to Order**

A. David Rose called the meeting to order at 5:30 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 September 1, 2020 and the Special Meeting of September 23, 2020.

B. **MOTION by George Abraham and seconded by Ron Bixby to approve minutes from the meeting of September 1, 2020 and September 23, 2020 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

A. There were none.

5. **Discuss Possible Staff Person Addition**

A. Scott Murphy advised that we have discussed this before and that he and Chuck Craig have also discussed it. There are currently 3 good employees. Chuck Craig will be retiring in 2 to 3 years. One of our staff has passed his Grade 4 level in Wastewater and is Level 3 in Water.

The other employee is working hard, but the state is not helping with training. He said that VT certified operators are hard to get.

- B. David Rose said that it is good to have depth of personnel and that at one time, we did have a staff of 4 at the plant.
- C. Scott Murphy said another salary is not in the budget, but he would like to put feelers out and if the right person comes along, be able to hire them.
- D. George Abraham said that is a good decision and it is important to find the right person.
- E. Scott Murphy said we can put an ad with the Vermont Association and also with VLCT. He added that Chuck Craig may also have some contact.
- F. David Rose said this board is all in with this.
- G. Scott Murphy said he will start the search.

6. **Wayne Elliott from A&E Water Engineers to Review High Street Project**

- A. See minutes for Joint Board Special Meeting attached.

7. **Other Business**

A. **Fiscal Year End**

- i. Scott Murphy advised that for the last fiscal year, we had the amounts below. He said we are not in bad shape:

Budgeted Revenue	\$312,000	Budgeted Expenses	\$306,000
Actual Revenue	\$369,000	Actual Expenses	\$296,000

- ii. David Rose asked about the Special Fund.
- iii. Scott Murphy said there is about \$115,000 in the Capital Fund.

B. **Water/Sewer Disconnect Notices to Be Mailed in Early September**

- i. Scott Murphy advised that the notices went out with directions to pay or make arrangements to pay by October 13, 2020. Water will be shut off on October 14th. We are trying to work with the customers. There is about \$29,000 outstanding in combined water/sewer.
- ii. David Rose asked how often we send notices out.
- iii. Scott Murphy said yearly. These numbers are smaller than taxes.
- iv. David Rose suggested that we may be more diligent and send notices out more often, maybe a few times a year.

C. **Godfrey Tank**

- i. David Rose asked Chuck Craig how the tank is doing since the valves are in.
- ii. Chuck Craig said they have changed the rate at which the tank drains and it takes ½ day. He said it is doing what it was designed to do.
- iii. David Rose asked if Chuck Craig had heard anything from the rate payers along the stream.
- iv. Chuck Craig said no.

- v. David Rose asked if there were any other valves they should consider.
- vi. Chuck Craig said the one at the top of Mill Street.
- vii. David Rose asked how the springs are flowing.
- viii. Chuck Craig said it is below 50/50 and starting to fall behind.

D. **Black Fire Hydrants**

- i. Ron Bixby asked Chuck Craig if he had spoken with Pete Kolenda about the black fire hydrants.
- ii. Chuck Craig said no.
- iii. Scott Murphy said the State wants us to correct the hydrants with water low pressure. He said we are improving the lines as we go along. The state wants those hydrants sealed. We painted them black, but didn't seal them.
- iv. Chuck Craig said the state wants them welded closed.
- v. David Rose asked where this is happening.
- vi. Chuck Craig said if the line is less than 8 inches.
- vii. David Rose asked about the meaning of the colors on the tops of the hydrants.
- viii. Chuck Craig said blue is the best, then green, yellow, red. Black is not good.

8. **Set Date for Next Meeting**

- A. Scott Murphy said that the first Tuesday in November is the Federal Election and we would not be able to use this room for the Water Commission meeting. We could ZOOM or try to hold the meeting downstairs.
- B. Meeting set for Tuesday, November 10, 2020 at 5:00 p.m.

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

- A. None indicated

10. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

12. **Adjourn**

- A. **MOTION to adjourn by George Abraham and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:46 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby

George Abraham