

February 5, 2019

MEETING MINUTES
VILLAGE OF LUDLOW
WATER COMMISSION

Regular Meeting

February 5, 2019

5:00 PM

Board Members Present:

David Rose, Chairman	Robert Gilmore	Ron Bixby
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Staff Present:

Scott Murphy	Chuck Craig	
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1. Call to Order:

- a. Chairman David Rose called the Water Commission meeting to order at 5:00 pm.

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

- a. Scott Murphy said there are no changes to the agenda.

3. Approve Minutes from Previous Meetings:

- a. MOTION by Robert Gilmore and seconded by Ron Bixby to approve the minutes as presented on January 8, 2019 and January 25, 2019. All in favor and the motion passed.

4. Comments from Citizens:

- a. None

5. Review Bridge Street Water/Sewer Project

- a. David Rose said he asked to have this the Bridge Street Water/Sewer Project added to the agenda. He said when the Bridge Street Project was approved by the Water Commission on May 1, 2018 the amount of the winning bid was not included in the minutes, just the winning contractor.
- b. Scott Murphy said the bid was \$79,300.
- c. David Rose asked if this was a lump sum.
- d. Scott Murphy said yes.
- e. David Rose asked why the total amount of the project was higher than the lump sum bid that was approved.

- f. Scott Murphy said they ran into add-ons in both water and sewer that needed to be done.
- g. David Rose asked why \$40,000 worth of additions was added into the total. He said the contractor should have anticipated that when the quote was bid.
- h. Scott Murphy said we totally agree and it should have been better formulated at the beginning.
- i. David Rose said he is bothered that a lump sum bid came out much higher after the fact. He said we need to tighten this up because other contractors will not want to work with us in the future. He said the total project came in at \$106,215, which was much higher than the lump sum bid. He said other contractors may bid higher in anticipation of possible contingencies.
- j. David Rose said that in the future any bid changes will need to be approved by the board in advance.
- k. Scott Murphy said they are working on Commonwealth right now and are in the middle of it.
- l. David Rose said if field changes need to be made within the original scope and it is a lump sum bid, that would be the contractor's problem because they should have anticipated.
- m. Scott Murphy said we weren't happy either.
- n. David Rose said contractors do include contingencies in their bids so we need to tighten up our bid process and make it very clear to all in the future. He said we also need to be sure when a motion is made to approve an RFP the actual bid amount and specs are included in motion.

6. Other Business:

- a. David Rose asked Chuck Craig if there have been any freeze ups with the cold weather.
- b. Chuck Craig said there have not been any.
- c. Robert Gilmore said we made an effort to include information in their billing so that may help.
- d. David Rose asked about the Godfrey Tank and a letter that was received from the State to include a bubbler.
- e. Scott Murphy said he spoke with Pat Smart yesterday and asked him about testing over a period of time and he said that was ok.
- f. Scott Murphy said he also talked with Robert Clark from Otter Creek Engineering and they will craft a letter to send to the State and move forward.

7. Sign Warrant Orders:

- a. Warrant orders have been signed.

8. Possible Executive Session/Personnel/Contracts/Legal Issues

- a. David Rose advised that an executive session was needed.

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- b. MOTION by Robert Gilmore and seconded by Ron Bixby to enter into executive session in accordance with the provisions of 1 VSA § 313 (1) (B), the Village Water Commission enter into Executive Session to consider a personnel agreement with a municipal employee. The premature public knowledge of the proposed agreement would place the Village at a substantial disadvantage. The motion for executive session includes the members present. All in favor and the motion passed.
- c. Board entered into executive session at 5:11 pm.
- d. Motion by Robert Gilmore and seconded by Ron Bixby to exit executive session. All in favor and motion passed.
- e. MOTION by Ron Bixby and seconded by Robert Gilmore to authorize the Chairman to sign on behalf of the Water Commission the Municipal Manager's repayment agreement to reconcile an overpayment of \$9,392.45 of the manager's car allowance. All in favor and the motion passed.
- f. Chairman David Rose signed the agreement.
- g. No other action was taken.

9. Adjourn:

- a. MOTION by Ron Bixby and seconded by Robert Gilmore to adjourn. All in favor and the motion passed.
- b. Meeting adjourned at 5:23 pm.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

David Rose, Chairman

Robert Gilmore

Ronald Bixby