

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday January 3, 2023

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      Ron Bixby      Jackie Cromwell

**STAFF:**

Scott Murphy

1. **Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., all 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 December 13, 2022.

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the meeting of December 13, 2022 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Request:**

A. 85 Main Street. – Troy Caruso

i. Scott Murphy advised that this is an application to change from a Commercial Use (Laundromat) to Residential Use. He said this is an administrative change that no new fees are due.

ii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request from Troy to change the use from Commercial (Laundromat)) to Residential. There is no additional allocation fee. Motion passed unanimously**

B. 1-5 Lamere Square, Building 2 – Betsy Mitchell

- i. Scott Murphy advised that this is an application change the upper level use from Commercial – office space to residential (2-bedroom apartment) He said this is an administrative change and no fees are due
- ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the request from Betsy Mitchell to change the use from Commercial (office space) to residential (2-bedroom apartment). Motion passed unanimously.**

6. **Review and Possibly Approve FY 2024 Budget**

- A. David Rose noted that Workmen’s Comp is up.
- B. Scott Murphy said the number is based on the Actual for the year and a 3-year weighted average. He said that he is concerned about inflation, fuel costs, salaries/wages and insurance. He said that they also added the 4<sup>th</sup> person. He added that the Miscellaneous/Tank Expense line is for the cleaning of the tanks. He said that we have cleaned the interior walls in both tanks, but they are required to have the entire tank cleaned. We will do one this year and one the following year. He added that the cost for sodium hypochlorite has also increased.
- C. David Rose said there are no big ticket items.
- D. Scott Murphy said the capital account is just under \$50,000.
- E. David Rose said that the expenses have increased 5.7%.
- F. Ron Bixby said that he is prepared to approve this budget.
- G. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the FY2024 Water Budget as presented. Motion passed unanimously.**

7. **Municipal Manager Updates**

A. Update on Priority List Status for DWRLF List

- i. Scott Murphy said we had applied for Drinking Water Revolving Loan Fund and the Clean water loan. Neither of them made the funding cut-off. Our Clean water application moved up, but we are not ready. We will re-apply in February.
- ii. David Rose asked how much more work Wayne Elliott has to do.
- iii. Scott Murphy said 10%. He said there are specific steps to be taken, but the state has to review each step and they are behind.
- iv. David Rose asked when they will be finished.
- v. Scott Murphy said at 90% - as soon as the State approves 90%, and they are slow and back logged.

8. **Other Business**

A. Collections

- i. David Rose asked how they had closed up.
- ii. Scott Murphy said there were only 3 left and they either paid or reached a payment agreement.

B. Commonwealth Avenue

- i. Scott Murphy said there is a minor leak at the bottom of Commonwealth Avenue on Main Street.

- ii. Ron Bixby asked how far up Preedom Hill does the water line go. He said there is an icy spot, about 25 feet on the left above Kosky’s residence at the bottom of Preedom Hill Road that should be looked at.
  - iii. Scott Murphy said that he and Ron Tarbell went up, maybe not the same spot, and Ron Tarbell thought it might be runoff. He said he would check with Ron Tarbell.
  - C. Control Valve at the Springs
    - i. David Rose asked for an update
    - ii. Scott Murphy Ken Cook is working on this. He ordered a part and it was delayed. He is working on it.
9. **Set Date for Next Meeting**  
A. February 7, 2023 at 5:00 p.m.
10. **Possible Agenda Items for Next Meeting**  
A. Possibly Approve final FY2024 Budget  
B. Review upcoming water projects including Pleasant Street Extension
11. **Sign Warrant Orders**  
A. David Rose said they have been signed
12. **Possible Executive Session/Personnel/Contracts/Legal Issues**  
A. Scott Murphy said that it is not needed.
13. **Adjourn**  
A. **MOTION to adjourn by Ron Bixby and seconded by Jackie Cromwell. Motion passed unanimously.**  
B. Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Lisha Klaiber  
Recording Secretary

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David Rose, Chairman

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Ron Bixby, Vice Chair

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Jackie Cromwell