

PRELIMINARY MINUTES

VILLAGE OF LUDLOW

WATER COMMISSION

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday April 5, 2022

BOARD MEMBERS PRESENT:

David Rose, Chairman George Abraham Ron Bixby

STAFF:

Scott Murphy Chuck Craig

OTHERS PRESENT:

Rebecca Devereux – OV TV

1. **Call to Order**

A. Scott Murphy called the meeting to order at 5:00 p.m., all members present.

2. **Annual Board Reorganization**

- A. Scott Murphy asked for nominations for Chairman of the Board
- i. **Motion by George Abraham and seconded by Ron Bixby to elect David Rose Chairman of the Board. Motion passed unanimously.**
- B. David Rose asked for nominations for Vice Chairman of the Board
- i. **Motion by George Abraham and seconded by David Rose to elect Ron Bixby Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board
- i. **Motion by Ron Bixby and seconded by David Rose to elect George Abraham as Clerk of the Board. Motion passed unanimously.**
- D. Appoint Ludlow Enterprise Fund Committee Member
- i. **Motion by David Rose and seconded by George Abraham to appoint Ron Bixby as Ludlow Enterprise Team Member. Motion passed unanimously.**
- E. Set Day and Time of Regular Meetings and Alternate meetings.

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- i. David Rose said that the regular meetings are on the first Tuesday of the month at 5:00 p.m. and the alternate meetings are on the third Tuesday of the month at 5:00 p.m.
 - ii. **Motion by Ron Bixby and seconded by George Abraham that regular meetings to be held on the first Tuesday of the month at 5:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 5:00 p.m. Motion passed unanimously.**
 - F. Adopt Roberts Rules of Order
 - i. **Motion by George Abraham and seconded by Ron Bixby to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**
 - G. Appoint Recording Secretary
 - i. **Motion by George Abraham and seconded by Ron Bixby to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
 - H. Designate Newspaper of General Circulation
 - i. David Rose asked which paper the Select Board had chosen.
 - ii. Scott Murphy said THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up.
 - iii. **Motion by Ron Bixby and seconded by George Abraham to continue with THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up. Motion passed unanimously.**
 3. **Consideration of any Changes, Additions or Removals to the Agenda**
 - A. Scott Murphy advised that no changes are needed, but we will need an Executive Session.
 4. **Approve Minutes from Previous Meetings**
 - A. David Rose advised the minutes to be approved are from the regular meeting of March 1, 2022.
 - B. **MOTION by George Abraham and seconded by Ron Bixby to approve minutes from the meeting of March 1, 2022 as submitted. Motion passed unanimously.**
 5. **Comments From Citizens**
 - A. There were none.
 6. **Water Allocation Request – 9 High Street**
 - A. Scott Murphy advised that we are pulling this from the agenda. The owner requests to add one bedroom to an existing 8-bedroom residence for a total of 9 bedrooms. The Fire Marshall inspected and found 18 beds in one bedroom. There are issues that will have to be fixed. We were only being paid for 2 beds per bedroom.
 - B. David Rose asked if there will be a difference between 8 and 9 bedrooms.

C. Scott Murphy said no. He said the owners will be back when this is resolved.

7. **Review and Possibly Approve Suggested Wage Increases to Water Department Operator Positions**

A. Agenda Item to be discussed in Executive Session at the end of the meeting.

8. **On-Call Pay**

A. Scott Murphy advised that this was brought to his attention from the Highway Department. They have currently been paid \$90/week and it has not changed for 20 years. This is only in the winter. The Select Board voted to increase the rate to \$180/week. We thought it was appropriate to include the Water/Wastewater personnel in this increase. This would be year-round.

B. David Rose asked if the pay is the same

C. Chuck Craig said yes.

D. David Rose asked what the weekend pay is.

E. Chuck Craig said time and a half.

F. **MOTION by George Abraham and seconded by Ron Bixby to raise the on-call pay for water/wastewater staff from \$90/week to \$180.00 per week to coordinate with the Highway department increase. Motion passed unanimously.**

9. **Municipal Manager Updates**

A. New Staff Person Start Date:

i. Scott Murphy said that the new staff person will start on April 18, 2022 at the Water/Wastewater plant.

10. **Other Business**

A. Future Projects

i. David Rose asked Chuck Craig if there are any pressing projects for the summer, other than Timber Inn.

ii. Chuck Craig said that is the highest priority. He would also like to do more exploring where it broke before. He said there is also a water leak by the Community Center. We will continue to electronically listen and trace it. He said there used to be a house where the tank is and there was a service line there. He said there is plenty of water at the springs.

11. **Set Date for Next Meeting**

A. Next regular meeting - May 3, 2022 at 5:00 p.m.

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

- A. Review and discuss possible rate increase.

13. **Sign Warrant Orders**

- A. David Rose said they will be signed tonight.

14. **Possible Executive Session/Personnel/Contracts/Legal Issues**

- A. Scott Murphy said that an Executive Session is needed for personnel issues.
B. **MOTION by George Abraham and seconded by Ron Bixby to enter into Executive Session for personnel issues.**
C. Board entered into Executive Session at 5:11 p.m.
D. Board exited Executive Session at 5:21 p.m.
E. **MOTION by George Abraham and seconded by Ron Bixby to accept the recommendations from the Municipal Manager for wages for the Wastewater personnel. Motion passed unanimously.**

15. **Adjourn**

- A. **MOTION to adjourn by George Abraham and seconded by Ron Bixby. Motion passed unanimously.**
B. Meeting adjourned at 5:22 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

George Abraham, Clerk