

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

SPECIAL MEETING & BUDGET WORKSHOP

TUESDAY, DECEMBER 15, 2020

5:00 PM

ZOOM ELECTRONIC MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/86123072117?pwd=RjcxV3F5bUIYS0hVcGp0YkkvYlcyZz09>

Meeting ID: 861 2307 2117

Passcode: 461472

By phone

+1 929 436 2866 US (New England)

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Passcode: 461472

BOARD MEMBERS PRESENT:

David Rose, Chairman

George Abraham

Ron Bixby

STAFF:

Scott Murphy

OTHERS PRESENT:

Patrick Cody – OV TV

1. **Call to Order**

- A. David Rose called the meeting to order at 5:00 p.m., all members present. He advised the Electronic Meeting Guidelines had been posted in the minutes from the meeting on April 7, 2020 and will still be followed.

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

- A. Scott Murphy advised that he would like to discuss and possibly approve Holiday Gift Cards
- B. Board agreed to discuss it at this time.

- C. Scott Murphy explained that due to COVID, we will not be able to have our annual Christmas party. The Select Board voted to approve purchasing \$50.00 gift cards in lieu of the party. They will be given to staff, employees, elected officials, officers, board members and commissioners.
- D. **MOTION by George Abraham and seconded by Ron Bixby to support the purchase of the gift cards as presented and to pay our percentage. Motion passed unanimously.**

3. **FY2022 Budget Workshop**

- A. Scott Murphy said that there are no big surprises. He said there is an increase in Testing Services because the state is requiring additional testing. The first test cost \$1,000 and the for the second test, the state relaxed some of its requirements and it cost \$460.
- B. David Rose asked how often we do testing.
- C. Scott Murphy said generally once a year, in the summer.
- D. Scott Murphy said that they built in the High Street Water project into Debt Management. The first payment won't come due until one year after project completion, which would be next year. The payments will be about \$4,800 per year for 30 years.
- E. Water Mains - Scott Murphy said that Chuck Craig bumped up. We spent \$10,790 this past year and about \$5,200 the previous year. Check Craig is trying to get the budget numbers closer to actual numbers.
- F. Audit - Scott Murphy said that a single audit is needed. Currently they have the Wastewater Treatment Plant project, but will have one also for the High Street Water project when it happens.
- G. David Rose asked about the budget for the manager that was \$10,000 in 2020 and increased the last two years.
- H. Scott Murphy said it has been under-budgeted and we are trying to approach where it actually should be.
- I. Booster Pump Station Electricity - Scott Murphy noted the increase in the
- J. David Rose asked why the increase.
- K. Scott Murphy said they fixed the Andover pump station and added a pump there. He will check on this item and get back to the board.
- L. Sodium Hydroxide - Scott explained the increase is because Chuck Craig uses more of it than was budgeted for.
- M. David Rose asked if they use it to control acidity.
- N. Scott Murphy said he would get back to the board on that.
- O. Revenue - Scott Murphy said that rates were increased last year. He said that the budget is in good shape based on Revenue versus Expenses.
- P. George Abraham asked about Grant Expense.
- Q. Scott Murphy said it is offset in Grant Revenue
- R. David Rose said it may be the Godfrey Tank.
- S. Scott Murphy said it would be the matching funds the Village must pay – sometimes 10% or 20%.
- T. David Rose said there are no real surprises and no big changes.
- U. Scott Murphy said that the board's next big decision will be whether to increase rates. They can discuss that in May.

- V. David Rose asked Scott Murphy to get back to them on the Booster Pump Station electricity. He will also get back to them on the Grant expenses. He asked why the budgets have been lower than actual numbers.
- W. Scott Murphy said he doesn't know.
- X. David Rose asked Scott Murphy to get the answers to the outstanding questions and the board can finish the budget up at their next meeting.

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

- A. David Rose said he would like an Executive Session for Personnel
- B. **MOTION by Ron Bixby and seconded by George Abraham to enter into Executive Session. Motion passed unanimously.**
- C. Board entered Executive Session at 5:11 p.m.
- D. Board exited Executive Session at 5:30.
- E. **MOTION by Ron Bixby second by George Abraham to authorize the Chairman to discuss the Boards review of the manager to the manager. Motion passed unanimously.**

5. **Adjourn**

- A. **MOTION to adjourn by George Abraham and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:31 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby

George Abraham