

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING  
HEALD AUDITORIUM**

**5:00 PM**

Tuesday March 1, 2022

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      George Abraham      Ron Bixby

**STAFF:**

Scott Murphy      Chuck Craig

**OTHERS PRESENT:**

Bob Brandt

1. **Call to Order**

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

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

A. Scott Murphy advised that a change is needed - an administrative adjustment added under Water Allocation Request.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of February 1, 2022

B. **MOTION by George Abraham and seconded by Ron Bixby to approve minutes from the meeting of February 1, 2022 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Request – 81 High Street, Lot #3**

A. David Rose said that the lot currently has Commercial Base Water. The Legion has been approved to sell this as a Residential lot. They are requesting that the board approve a change

of use and also to re-categorize it as a 3-bedroom Residential lot. This is an administrative adjustment and there will be no new fees.

- B. **MOTION by George Abraham and seconded by Ron Bixby to approve the request from the Legion and to change the lot from Commercial to Residential with an allocation for a 3-bedroom residential unit. Motion passed unanimously.**

5-2 **Water Allocation Request – 40 Andover Street**

- A. Scott Murphy advised that the owner requests to add one bedroom to an existing 3-bedroom residence. There will be no additional fees and the applicant will pay more when the bills go out.
- B. **MOTION by George Abraham and seconded by Ron Bixby to approve the change in allocation request for 40 Andover Street from 3 bedroom to 4 bedroom. Motion passed unanimously.**

6. **Review Water Department Operator Positions and Wage Scale**

- A. Scott Murphy said that they have been advertising for staff at the plant. They would prefer to hire someone with certifications. He looked at the average salary range and we are at the lower third of the scale.
- B. David Rose said if we are low, we should bring our wages up, within reason.
- C. Scott Murphy said that he will bring a proposal back to their next meeting.
- D. Ron Bixby said that he is also in favor of raising the wages.

7. **Municipal Manager Updates**

- A. **Manhole Repairs by pipe lining company**
- i. Scott Murphy said that they are done with pipe-lining, but will return when to do the man holes.
  - ii. Chuck Craig said they are scheduled to return in April
  - iii. Scott Murphy said that the manhole across from the high school is pouring water and they will dig it up as soon the weather gets warmer.
  - iv. Chuck Craig said that there was once a house there and he thinks they may have shut the water off at the house, but left it live at the street.
  - v. David Rose said there is still the problem by the Timber Inn.
  - vi. Chuck Craig said they need to do more observation of the pipe there. He thinks they will have to replace some pipe.
- B. **Water Line Freezes around town**
- i. Scott Murphy said that there was a freeze-up on Depot Street, by Terrace, one on Pond Street and one on Andover Street. They have been fixed.
- C. **Control Switch Repairs at the Springs Building**
- i. Scott Murphy said that Kenny Cook will do the work when the weather is better.

8. **Other Business**

A. **Waterline Breaks**

- i. David Rose asked if there have been any new breaks.
- ii. Scott Murphy said no.

B. **Spring Flows**

- i. David Rose asked how the spring flows are.
- ii. Chuck Craig said about a couple of hundred thousand gallons a day.
- iii. David Rose asked if they have increased with the additional people in town.
- iv. Chuck Craig said a little.

C. **Collections**

- i. David Rose asked how collections are.
- ii. Scott Murphy said about \$38,000 on the water side and \$60,000 on the sewer side. He said we bill out about \$200,000 on the water side at a time. He said that most payments are showing up at 30 days.
- iii. David Rose asked if there are many way out.
- iv. Scott Murphy said very few on both sides.
- v. David Rose asked about the owners of Mama's and if they still own the building. We had made an agreement with them that the town would put a lien on the property for the balance of outstanding payments and would collect upon sale of the building.
- vi. Scott Murphy said they still own the building, but have been current on recent payments. They have rented out the space and also reduced the hours of the business next door.

9. **Set Date for Next Meeting**

- A. April 5, 2022 at 5:00 p.m.

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

- A. David Rose said he would like an update from Wayne Elliott on the design progress for the Pleasant Street/ High Street project.
- B. Scott Murphy said that he had checked with Wayne Elliott and they are pretty much done and are waiting for the storm water line to be camera-ed.
- C. Chuck Craig said that Green Mountain Pipeline will be doing the work. He said that they will do both storm water and sewer lines.

11. **Sign Warrant Orders**

- A. David Rose said the warrants have been signed.

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

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

13. **Adjourn**

- A. **MOTION by George Abraham and seconded by Ron Bixby to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:16 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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George Abraham, Clerk