

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING  
HOWARD BARTON, JR. CONFERENCE ROOM**

**5:00 PM**

Tuesday January 11, 2022

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      George Abraham      Ron Bixby

**STAFF:**

Scott Murphy

**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 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 7, 2021.

B. **MOTION by Ron Bixby and seconded by George Abraham to approve minutes from the meeting of December 7, 2021 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Review DWSRF Loan/Subsidy Documents for Lower High Street/Pleasant Street Ext Project**

A. David Rose said that the Trustees s had acted on this last week.

- B. Scott Murphy said that the board had hired the services of A&E for the planning of this project. We applied for the revolving loan grant. The Drinking Water side is \$11,350 and the Clean Water is \$9,550. We may receive a 50% subsidy and if not, payment will be at 0% interest over 5 years. He said that he sent the documents to the state and A&E last week.
- C. David Rose asked how long the state would take to review them.
- D. Scott Murphy said that one person had retired and there is only one person reviewing them.

6. **Discuss Draft of FY2023 Budget**

- A. David Rose noted that they had paid off the Booster Station bond in FY2022 and that Water Main Maintenance had increased \$2,000.00 and that payments would be starting for the High Street project.
- B. Scott Murphy said that there is \$47,000 in Capital.
- C. Total Expenses are \$323,936.49 and revenue is \$432,612, leaving \$108,000 to increase Capital.
- D. Scott Murphy said there are always problems to be dealt with. He said that we will wait until May to look at water rates. We need to see where we are this year.
- E. David Rose said the next billing goes out in July and in May we can look at the rates.
- F. David Rose said he does not see many changes and the board will wait for their May meeting to approve the draft budget.

7. **Municipal Manager Updates**

- A. **Control Pump at the Springs**
  - i. Scott Murphy said that David Rose asked if the control issue for the backup well has been repaired. It is an electrical problem and they couldn't find anyone to do the repairs. They will talk to Kenny Cook who is an electrician.
  - ii. David Rose asked if the water tank low level alarms have been wired to dispatch.
  - iii. Scott Murphy said that they can't hook up the alarms to the Police Department dispatch. They do have them running to the Police Chief, Scott Murphy, Ron Tarbell and Chuck Craig.
  - iv. David Rose asked if there is a chain of command for receipt of the alarm texts and a notification process.
  - v. Scott Murphy said yes.

8. **Other Business**

- A. Freeze-ups
  - i. David Rose asked if there have been any freeze ups.
  - ii. Scott Murphy said no
- B. Packet Copies
  - i. George Abraham said that Diane Knight had spoken to him about receiving email copies of the packets.
  - ii. David Rose said he prefers paper copies.
  - iii. Ron Bixby said that he had brought it up. He said he can look at the documents on line and print out what he needs to.

9. **Set Date for Next Meeting**

- A. Next regular meeting – February 8, 2022 at 5:00 p.m.

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

- A. Finalize FY2023 Budget

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 5:08p.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