

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

**Regular Meeting
Tuesday, April 4, 2017**

Board Present:

David Rose Ron Bixby Robert Gilmore (via telephone)

Staff Present:

Frank Heald Chuck Craig

1. Call to Order:

- a. David Rose called the meeting to order at 5:00 pm.

2. Annual Board Re-Organization:

- a. MOTION by Robert Gilmore and seconded by Ron Bixby to elect David Rose as Chairman of the board. All in favor and the motion passed.
- b. MOTION by Ron Bixby and seconded by David Rose to elect Robert Gilmore as Vice Chair of the board. All in favor and the motion passed.
- c. MOTION by Robert Gilmore and seconded by David Rose to elect Ron Bixby as Clerk of the board. All in favor and the motion passed.
- d. MOTION by Ron Bixby and seconded by David Rose to appoint Robert Gilmore as the Ludlow Enterprise Fund Committee representative.
- e. MOTION by David Rose and seconded by Ron Bixby to set the time and date of the Water Commission meetings at 5:00 pm on the first Tuesday of the month and the third Tuesday as an alternate date. All in favor and the motion passed.
- f. MOTION by Robert Gilmore and seconded by Ron Bixby to use the Vermont Journal as the newspaper of record and the Rutland Herald as a backup. All in favor and the motion passed.
- g. MOTION by Ron Bixby and seconded by Robert Gilmore to adopt Roberts Rules of Order. All in favor and the motion passed.

3. Approve Minutes:

- a. MOTION by Robert Gilmore and seconded by Ron Bixby to accept the minutes from March 7, 2017 as presented. All in favor and the motion passed.

4. Comments from Citizens:

- a. None present.

5. Water Allocation Reduction & Abatement Request:

- a. David Rose said there was a request from Allan and Kelly Berman of 20 Smith Street to reduce the number of units in their house from three (3) units to two (2) units.

- b. Frank Heald said the Lister's Office confirmed there are only two kitchens and two units at 20 Smith Street. He also stated that the Water Commission does not retro any fees, but would adjust the future fees to represent two units on their next billing.
- c. MOTION by Robert Gilmore and seconded by Ron Bixby to approve the water reduction request for Allan and Kelly Berman of 20 Smith Street from three units to two units. All in favor and the motion passed.

6. Other Business:

- a. David Rose asked if there was any other business to discuss.
- b. Frank Heald reported that last night the Select Board approved the Municipal Manager's contract extension to May of 2018.
- c. MOTION by Robert Gilmore and seconded by Ron Bixby to approve the extension of the Municipal Manager's contract to May of 2018.
- d. Chuck Craig reported that they have been using the pumps a bit at the source water and hopes the water table will come back up.
- e. Frank Heald reported that the Select Board authorized an environmental assessment for an upgrade to the four (4) flood control dams to include a planning study for the flood control dams. He said that the NRCS has completed a preliminary study of the dams and their current capabilities and the initial study indicated the need to heighten dams and increase spillways. Frank said there are no funds available at this time, but if money becomes available for infrastructure we would be in the queue.

7. Set Date for Next Meeting:

- a. Next meeting has been scheduled on Tuesday, May 2, 2017.

8. Possible Executive Session Personnel/Contracts/Legal:

- a. Not needed.

9. Adjourn:

- a. MOTION to adjourn by Robert Gilmore and seconded by Ron Bixby. All in favor and the motion passed.
- b. Meeting was adjourned at 5:13 pm.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

David Rose, Chairman

Robert Gilmore

Ronald Bixby