

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

Tuesday December 1, 2020

**BOARD MEMBERS PRESENT:**

David Rose, Chairman

George Abraham

Ron Bixby

**STAFF:**

Scott Murphy

Chuck Craig

**OTHERS PRESENT:**

Janine Corning

Eric Chattergee – OV TV

1. **Call to Order**

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

**NOTE: ZOOM connection information can be found at the end of the minutes.**

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 November 3.
- B. **MOTION by Ron Bixby and seconded by George Abraham to approve minutes from the meeting of November 3, 2020 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. Meadow Street Resident Request
  - i. David Rose advised that the owner of the property (where the funeral home was located) on Meadow Street wants to increase the size of the water main. He said the board can consider it, but would need to know the cost and the amount of work that would be needed.

- ii. Janine Corning said they did bring this up when they first purchased the property and they understand it is a gigantic request. They want to open the discussion now in hopes of it possibly happening in 2022.
- iii. David Rose said they would need to know how much piping would be involved and would they need to do Mill Street also.
- iv. Scott Murphy said they can discuss this at their next meeting.
- v. David Rose said that the board would not be able to give Ms. Corning any answers tonight.
- vi. Janine Corning said she did not expect any answers tonight, she just wanted to start the discussion.
- vii. Scott Murphy said that Chuck Craig will have the information the board needs. They already have information from the Fire Marshal.

5. **Update on High Street Bond Vote & Informational Meeting**

- A. Scott Murphy advised they had to push back the bond vote. The public informational meeting will be held on Tuesday, January 5, 2021 at 6:00 p.m. via ZOOM. The Trustees will open the meeting and Wayne Elliott will have a slide presentation and then the floor will be open to questions. We are encouraging the public to request absentee ballots through the Town Clerk's Office. Ballots may be mailed in or dropped off at the ballot drop box in front of Town Hall. We are required to have public place for in person voting. Voting will take place on Tuesday, January 12, 2021 from 10:00 a.m. to 7:00 p.m. in the Heald Auditorium. There will be limited interaction in the voting place. He added that they have been working with the Vermont Bond Bank and Clear Water and Drinking Water.

6. **Review & Consider & Changes to Wastewater Rates**

- A. David Rose said that we raised the rates 10% last year.
- B. Scott Murphy advised that the Water Commissioners generally review the rates before the July 1<sup>st</sup> bills.
- C. David Rose said that his opinion is that we should not raise the rates at this time.
- D. George Abraham asked if this would be part of the budget process.
- E. Scott Murphy said this will be part of the budget process.
- F. Ron Bixby said he does not think rates should be raised at this time and the board can review it before the July bills go out.

7. **Set FY2022 Budget Workshops Dates**

- A. Scott Murphy advised that the Select Board will be working on their budget next Monday night. He said that the Water Commissioners can hold off to see where the Select Board ends up. He said if needed, we can set a meeting via emails.

8. **Other Business**

A. Signatures on Warrants

- i. Scott Murphy said that with the new COVID restrictions, the board may want to consider a reduced number of signatures on warrants, such as they did last spring.
- ii. David Rose said he is not opposed to doing that.
- iii. Ron Bixby said he is also not opposed and is in town every day.
- iv. David Rose said George Abraham could also get into town.
- v. George Abraham suggested that the board members coordinate amongst themselves as to who would sign and when
- vi. Scott Murphy said that they cannot vote on it tonight because it is not on the agenda. He will put it on the agenda for next month.

B. Vermont COVID-19 Arrearage Assistance Program (VCAAP)

- i. David Rose asked how many of our property owners have taken advantage of this program.
- ii. Scott Murphy said 7 out of 25 eligible residential property owners have applied. He said that 5 of those have been approved and 3 are pending. The total dollar value is about \$1,700 and of that \$750 is on the Water side. He said that of the 8 eligible commercial properties, 2 have applied; one approved, one pending. He said that total dollar value is \$1,900 and of that \$1,100 is on the Water side.
- iii. David Rose asked who makes the determination.
- iv. Scott Murphy said the state does. He added that the application process is simple and the town notifies property owners if they are eligible. He said that state assistance is available for the application process. He said that the deadline to apply is December 15, 2020.

C. Springs

- i. David Rose asked how the springs are flowing.
- ii. Scott Murphy said they are flowing smoothly and there was some overflow.
- iii. David Rose said there was not much change since last month.

D. Flow Testing for the Out of Service Hydrants

- i. David Rose asked if Chuck Craig has had any more thoughts on flow testing the out of service hydrants.
- ii. Scott Murphy said one is scheduled on High Street. He said that Pete Kolenda will do it in the next week or so.

E. Town Hall Doors

- i. Ron Bixby advised that during the day, the back doors to town hall are open and the front doors are locked.

9. Set Date for Next Meeting

- A. David Rose said the next meeting will be on Tuesday, December 1, 2020 at 5:00 p.m.
- B. Scott Murphy said that the Informational Meeting for the High Street Project Bond vote will be at 6:00 p.m. on December 1<sup>st</sup>. The Trustees will meet tonight to decide if their meeting will follow the Informational meeting.

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

- A. FY2022 Budget.
- B. Possibly having fewer signatures on Warrant Orders due to COVID.

11. **Sign Warrant Orders**

- A. David Rose said he will get in this week to sign orders.

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

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

13. **Adjourn**

- A. **MOTION to adjourn by George Abraham and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:14 p.m.

Respectfully submitted,

Lisha Klaiber  
Recording Secretary

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David Rose, Chairman

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Ron Bixby

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George Abraham

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83171935503?pwd=b2lFTVZKdkktaFhraUU3V2JaZm4zUT09>

Meeting ID:831 7193 5503

Passcode:583569

Dial by phone+1 929 436 2866Meeting ID: 831 7193 5503  
Passcode: 583569 (That's "L-U-D-L-O-W" on your phone keypad)