

December 4, 2018

**MEETING MINUTES**  
**VILLAGE OF LUDLOW**  
**WATER COMMISSION**

**Regular Meeting**

**December 4, 2018**  
**5:30 PM**

**Board Members Present:**

|                            |                |           |
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| David Rose, Chair (absent) | Robert Gilmore | Ron Bixby |
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**Staff Present:**

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| Scott Murphy | Chuck Craig |  |
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**Others Present:**

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| Robert Clark, Otter Creek Engineering |  |
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**1. Call to Order:**

- a. Robert Gilmore called the Water Commission meeting to order at 5:30 pm.

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

- a. Scott Murphy said the Municipal Manager's review approval and salary adjustment needs to be added to the agenda.
- b. Robert Gilmore said they will include the Municipal Manager's approval after comments from citizens.

**3. Approve Minutes:**

- a. MOTION by Ron Bixby and seconded by Robert Gilmore to approve the minutes for October 15, 2018, November 5, 2018, November 6, 2018 and November 14, 2018. All in favor and the motion passed.

**4. Comments from Citizens:**

- a. There were none.

**5. Possibly Approve Municipal Manager's Review & Salary Adjustment:**

- a. Robert Gilmore advised that the Municipal Manager's review and salary adjustment were approved in November at a Joint Board Meeting.

- b. MOTION by Ron Bixby and seconded by Robert Gilmore to approve the Municipal Manager's salary adjustment as discussed in the November Joint Meeting. All in favor and the motion passed.

**6. Godfrey Water Tank Update:**

- a. Scott Murphy said that he and Robert Clark attended a meeting in Montpelier to get a better idea of what the State was looking for regarding the Godfrey Water Tank Level Control Construction Permit Application.
- b. Scott Murphy said state representative has offered to meet with the Water Commissioners to provide more clarity and will be at their January 8<sup>th</sup> meeting.
- c. Scott Murphy said Robert Clark from Otter Creek Engineering would like to formally present the options to the Water Commission so you can make a decision as a board.
- d. Robert Clark said he provided a brief summary of alternatives that included three (3) options, with a fourth option that would also be available.

Option #1 – This alternative is proposed on the current drawings prepared by Otter Creek and involves creating a separate service area associated with the Godfrey Tank and utilizing the existing unused well pump building across the street from the WWTF. This option would also give the operators the flexibility to expand the size of the service area. Disadvantage is that the space is small so overall water age is greater and could involve a mixer at the tank site to improve water quality

Option #2 – New Storage Tank at the Springs. It involves replacing the existing altitude valve, with a control valve similar to Option #1. It would also allow both tanks to drain and fill concurrently and with larger fill cycles. Disadvantages are water quality and possible discoloration issues, and it has the longest associated project timeline and the greatest capital cost.

Option #3 – This alternative involves constructing a new valve pit adjacent to the tank pressure reducing and altitude valve vault. It would provide the greatest amount of water turnover by forcing water to flow sequentially through the system. Water from the Springs would fill the new tank. Disadvantages are the long timeline, capital cost, diminished fire protection capacity and no opportunity to provide a check valve.

- e. Robert Clark said there is one more option.

Option #4 which would involve replacing the valve in the altitude valve pit at the Godfrey Tank with a mechanical valve and cut into the Village sewer line for the overflow of the tank. If this valve did not work, we would have water at the Godfrey Tank and could install a bypass. This option would create the most water turnover and would be the most cost efficient. Disadvantages include a small increase in flow at the WWTF due to the overflow.

- f. Robert Gilmore said this sounds like a reasonable option if there are no problems with fire protection.
- g. Robert Clark said there could be more water discoloration as you are forcing the water to another direction.

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- h. Ron Bixby asked if the water discoloration would be just initially or routinely.
- i. Robert Clark said he was not sure and could not make any guarantees.
- j. Scott Murphy said we may want to consider option #4 because it is the simplest and most cost-effective plan.
- k. Scott Murphy asked Robert Clark to re-draft a letter with all of the options.
  - l. Robert Clark said he would leave an agreement for consideration at the next meeting for the Mapping updates.
  - m. Robert Gilmore said Option #1 seemed to have the lowest cost and the add-on ability was a plus if it doesn't meet our needs.
  - n. Scott Murphy said the next Water Commission meeting will be on January 8<sup>th</sup> and a representative from the State will be here.

**7. FY 2020 Budget Workshop:**

- a. Scott Murphy said there are only 3 minutes left before the Village Trustees meeting so we won't have time for a budget discussion.
- b. Robert Gilmore said we will table the budget until the next meeting.

**8. Adjourn:**

- a. MOTION by Ron Bixby and seconded by Robert Gilmore to adjourn. All in favor and the motion passed.
- b. Meeting adjourned at 6:00 pm.

Respectfully submitted,

Pam Cruickshank  
Recording Secretary

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David Rose, Chairman

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Robert Gilmore

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Ronald Bixby