

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

**Regular Meeting
Tuesday, January 5, 2016**

Board Members Present

David Rose, Chair Robert Gilmore Ron Bixby

Staff Present

Frank Heald Chuck Craig

Others Present

Ed McEneaney, LPC-TV

Call to Order

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

Approve Minutes

A. MOTION by Robert Gilmore and seconded by Ron Bixby to accept the minutes from December 1, 2015 as presented. All in favor and the motion passed.

Comments from Citizens

A. None.

Budget Workshops

- A. David Rose said a draft of the FY 2017 budget is included in their packets.
- B. Frank Heald said the budget proposes the potential for another staff member. They will leave the expense in the budget for discussion until the next meeting.
- C. Frank Heald said the goal is to find the right individual who would be capable of doing a multitude of things. He explained that we currently have a few staff members who in addition to their normal jobs are able to do other things such as drive a bus, run the trackless for the sidewalks and mechanical repair.
- D. Frank Heald said the ideal individual would have a background in wastewater and water, but that we would make the commitment to train and help him/her get to the next step/grade.
- E. Frank Heald said the rest of the budget is a reflection of what we anticipate.
- F. Ron Bixby asked if the \$8,000 in the budget for a new person was just for the water department.
- G. Frank Heald said yes, if the individual worked for another department, their time would be charged to them. He said the water portion is divided with wastewater using a percentage.
- H. Frank Heald said that most of the increases in the budget are wages and also a new contract with Brookfield Service to perform maintenance two times per year on our generators.
- I. Robert Gilmore asked who had performed the work in the past.
- J. Frank Heald said that we have done the work ourselves, but the machines are getting old and need to be looked at professionally.
- K. Frank Heald said the South Hill Tank needs to be painted. He said Chuck Craig did perform an inspection of the tank with a camera inside.
- L. David Rose asked if the painting is for the outside of the tank.
- M. Chuck Craig said yes and our staff will do the painting. He said the type of paint they need is very expensive.
- N. Ron Bixby questioned the insurance line increase and wondered why the difference.
- O. Frank Heald said they may have over budgeted in 2016.
- P. Robert Gilmore asked if we will submit a copy of this budget to the auditors.
- Q. Frank Heald said the auditors will perform the annual audit at the end of the fiscal year.
- R. Frank Heald said his sense is that the expense for an additional staff member may be removed from the budget by both boards, which would increase revenues by \$20,000.
- S. Chuck Craig said he does not have any particular plans for capital expenses.
- T. Frank Heald said he met with Red Dufresne last week and they discussed the problem on High Street and he thinks we would probably get 45% of the expense covered in a USDA grant, but if the PSI fell below 20 we could receive 75% in grants.

- U. Frank Heald said another project would be at the intersection of the Mountain Road and Pond Street.
- V. David Rose asked if the Water Department had all of the tools and equipment they need, including specialized equipment.
- W. Chuck Craig said they are stocked well, including the new service truck.
- X. Robert Gilmore asked if they have looked into Snap-On-Tools.
- Y. Chuck Craig said yes, but could not justify the cost.
- Z. David Rose said they will take another look at the budget for the final approval at their next meeting.

Other Business

- A. Frank Heald said he wanted to make the board aware that the Select Board is considering a local option tax to put in front of voters. He said that the money could be used for municipal purposes including tax reduction, highway garage improvements, sand and salt storage improvements, paving projects or to start a fund for future projects. He said this would not be a burden on taxpayers and they will try to stimulate the conversation as this will result in a tax reduction for residents.
- B. Robert Gilmore asked how much would be raised by the local option tax.
- C. Frank Heald estimated between \$500,000 to \$600,000.

Set Date for Next Meeting

- A. Next regular meeting will be held on Tuesday, February 2, 2016 at 5:00 pm.

Possible Executive Session Personnel/Contracts/Legal

- A. Not needed.

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 5:25 pm.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

David Rose, Chairman

Robert Gilmore

Ronald Bixby