

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

**REGULAR MEETING
HEALD AUDITORIUM**

5:00 PM

Tuesday June 1, 2021

ZOOM Public Informational Meeting Link:

<https://us02web.zoom.us/j/83171935503?pwd=b21FTVZKdktlaFhraUU3V2JaZm4zUT09>

Meeting ID: 831 7193 5503

Passcode: 583569

Dial by phone: +1 929 436 2866

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BOARD MEMBERS PRESENT:

David Rose, Chairman

George Abraham

Ron Bixby

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Bob Brandt

Richard Bean

Eric Chatterjee – OV TV

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 May 4, 2021.

B. **MOTION by Ron Bixby and seconded by George Abraham to approve minutes from the meeting of May 4, 2021 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Hook-on Request**

A. David Rose advised that the property owners are Paul & Denise DeFeo and the property Address – 76 Pine Hill Road. He said that the hook-on fee is \$1,500.

B. **MOTION by George Abraham and seconded by Ron Bixby o approve the hook-on request for 76 Pine Hill Road as presented. Motion passed unanimously.**

6. **Review RFQ Requirements for Lower High Street Preliminary Engineering Study**

A. Scott Murphy said that they had talked about this last month and this RFQ has a response date of July 9, 2021 and does not include costs. It would give you a rough idea of the project

- B. David Rose said he would prefer to see the prices of the preliminary design.
- C. Scott Murphy said that if they discuss the prices, it would disqualify them from the 50% grant. The process would be to rate the vendor responses #1, #2 and so on. They can interview the #1 vendor and discuss prices with them. If they are not satisfied with the vendor, they can interview #2.
- D. David Rose asked if they can do RFQs.
- E. Scott Murphy said no, that is the way the grant process works. He expects that the preliminary study would cost about \$15,000 to \$18,000, a small part of the entire project cost.
- F. David Rose said he would like to see the costs.
- G. Scott Murphy said not with this process.
- H. George Abraham said they would be able to vet the qualifications before making a final decision.
- I. David Rose asked if this would be the first round, before their final design RFP.
- J. Scott Murphy said yes, because you would have a preliminary design.
- K. David Rose said he would like to make sure that all bidders are on the same page money-wise.
- L. There was a board consensus to send out the RFQ.

7. **Municipal Manager Updates**

A. **Black River Overlook Request**

- i. Scott Murphy said that at their last meeting, they had received an inquiry from Black River Overlook. They are considering hooking on to the Village Water system and asked for a discount in the hook-on fee of \$1,500.
- ii. Chuck Craig said he looked into it and had not heard of any other town that gave discounts.
- iii. Scott Murphy said he had checked with other town managers and none of them gave discounts. There was one who said that this there is a community development program, there may be discounts. There may be state and federal funding available.
- iv. David Rose said that the water department is funded by the rate payers.
- v. David Rose polled the board and there was a consensus not to give a discount.
- vi. Scott Murphy said that there is a new buyer for the golf course and he may be looking to develop a motel and may want to hook on to village water. He suggested that Black River Overlook may want to contact him.

8. **Other Business**

A. **Springs**

- i. David Rose asked how the springs are running.
- ii. Chuck Craig said they are good and spilling more than 2 times what they are serving.

B. **Tank Cleaning**

- i. David Rose asked if the diver had come to clean the tanks.
- ii. Chuck Craig said yes.

C. **SCADA System**

- i. David Rose asked if Chuck Craig is still looking into the SCADA system for the Strong Tank.
- ii. Chuck Craig said it's not a SCADA system, he is looking into a cellular based system to monitor the water height in the tank. He has a price. It would send signals back to the Waste Water Treatment Facility.

9. **Set Date for Next Meeting**

- A. Next regular meeting – July 6, 2021 at 5:00 p.m.

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

- A. Review possible projects.

11. **Sign Warrant Orders**

- A. David Rose said the warrants have been .

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

- A. Scott Murphy said that an Executive Session is for Contracts 1 VSA § 313 (a)(1) to discuss Municipal Manager Contract.
- B. **MOTION by George Abraham and seconded by Ron Bixby to enter in to Executive Session to discuss Municipal Manager Contract. Motion passed unanimously.**
- C. Board entered into Executive Session at 5:11 p.m.
- D. Board exited Executive Session at 5:16 p.m.
- E. **MOTION by Ron Bixby and seconded by George Abraham to authorize the Chair to sign the Manager’s Contract on behalf of the Water Commission. Motion passed unanimously.**
- .

13. **Adjourn**

- A. **MOTION to adjourn by Ron Bixby and seconded by George Abraham. Motion passed unanimously.**
- B. Meeting adjourned at 5:17 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

George Abraham, Clerk