

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW**

**WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

**TUESDAY, APRIL 4, 2023**

**BOARD MEMBERS PRESENT:**

David Rose, Chairman

Ron Bixby

Jackie Cromwell

**STAFF:**

Brendan McNamara

**1. Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., all members present.

**2. Annual Board Reorganization**

A. David Rose asked for nominations for Chairman of the Board

i. **Motion by Ron Bixby and seconded by Jackie Cromwell to elect David Rose Chairman of the Board. Motion passed unanimously.**

B. David Rose asked for nominations for Vice Chairman of the Board

i. **Motion by David Rose and seconded by Jackie Cromwell to elect Ron Bixby Vice Chairman of the Board. Motion passed unanimously.**

C. Elect Clerk of the Board

i. **Motion by Ron Bixby and seconded by David Rose to elect Jackie Cromwell as Clerk of the Board. Motion passed unanimously.**

D. Appoint Ludlow Enterprise Fund Committee Member

i. **Motion by David Rose and seconded by Jackie Cromwell to appoint Ron Bixby as Ludlow Enterprise Team Member. Motion passed unanimously.**

E. Set Day and Time of Regular Meetings and Alternate meetings.

i. David Rose said that the regular meetings are on the first Tuesday of the month at 5:00 p.m. and the alternate meetings are on the third Tuesday of the month at 5:00 p.m.

- ii. **Motion by Ron Bixby and seconded by Jackie Cromwell that regular meetings to be held on the first Tuesday of the month at 5:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 5:00 p.m. Motion passed unanimously.**
- F. Adopt Roberts Rules of Order
  - i. **Motion by Ron Bixby and seconded by Jackie Cromwell to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**
- G. Appoint Recording Secretary
  - i. **Motion by Ron Bixby and seconded by Jackie Cromwell to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation
  - i. David Rose said we have been using THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up
  - ii. **Motion by Ron Bixby and seconded by Jackie Cromwell to continue with THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up. Motion passed unanimously.**
- 3. **Consideration of any Changes, Additions or Removals to the Agenda**
  - A. David Rose advised that no changes are needed, but we will need an Executive Session.
- 4. **Approve Minutes from Previous Meetings**
  - A. David Rose advised the minutes to be approved are from the Special Joint Committee meeting of March 2, 2023 and the regular meeting of March 7, 2023.
  - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the Special Joint Commission meeting of March 2, 2023 and the regular meeting of March 7, 2023 as submitted. Motion passed unanimously.**
- 5. **Comments From Citizens**
  - A. There were none.
- 6. **Water Allocation Request**
  - A. Kimball Bocklet – 33 Pleasant Street - Application to add three (3) bedrooms. Currently, house has 4 bedrooms, but only billed for 3. Also, looking to build a garage with accessory unit about to include two (2) bedrooms. No hook-on fee as water will come from the main house.
  - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve this request. Motion passed unanimously.**

7. **Discuss Asset Management Plan**

- A. David Rose said that having an Asset Management Plan helps us be on the priority list for funding. Wayne Elliott asked us to get information from Otter Creek. David Rose said he contacted Otter Creek and they will send the information. They are also interested in doing the project. He added that Otter Creek used to do all of our work before COVID and we started working with Wayne Elliott (A&E.)
- B. Ron Bixby said that we would be doing due diligence in getting a quote from them as well as A&E.
- C. David Rose said he will forward the information to Brendan McNamara. It will take some time to put this together.
- D. Jackie Cromwell asked if we need to get this done before the lead pipe work.
- E. David Rose said that bill is still in the Legislature.
- F. Brendan McNamara asked how many connections we have. If it is under a certain number, the state may pay.
- G. David Rose said our mapping is done, but we would have to go into homes to look at the connections.

8. **Department Head Report**

- A. David Rose noted that in his report, Joe Gaudiana advised that one staff member resigned, there have been no leaks or breaks, and the springs are doing fine.
- B. Jackie Cromwell asked if they are still draining water from the hydrant on Gill Terrace.
- C. David Rose said if they shut it off completely, the water in the last 3 houses gets dirty. He said the line ends and there is an abandoned line at the top. They need to keep it open a bit to prevent the dirty water. He said that Joe Gaudiana also added that they are still waiting for the parts for the 12-inch production well and also the parts to convert our altitude valve from hydraulically to electronically control. Also, they received a grant from VLCT and were able to purchase new traffic control road signs, cones, high visibility vests, forestry helmets and eye and ear protection and face masks.

9. **Aged Receivables Report**

- A. David Rose said it has been better recently than in the past. He said bills go out in June and are due in July. In the past we did not start charging interest until January. We are now clamping down on this.
- B. Brendan McNamara said that people lose track of this quickly. He advised that he met with Joe Gaudiana and will be going around the facility with him.
- C. Ron Bixby said that Jackie Cromwell would also like a tour.

10. **Municipal Manager Updates**

- i. There were none

11. **Other Business**

A. **Billing Matrix**

- i. David Rose said that every May, we have a matrix showing us billing vs. rates to determine if rate increases are needed. We will do this at the May meeting.

12. **Set Date for Next Meeting**

- A. Next regular meeting - May 2, 2023 at 5:00 p.m.

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

- A. Review and discuss possible rate increase.

14. **Sign Warrant Orders**

- A. David Rose said they will be signed tonight.

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

- A. David Rose said that an Executive Session is not needed.

16. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:22 p.m.

Respectfully submitted,

Lisha Klaiber  
Recording Secretary

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David Rose, Chairman

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Ron Bixby, Vice Chair

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Jackie Cromwell, Clerk