

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday April 2, 2024

BOARD MEMBERS PRESENT:

David Rose, Chairman Ron Bixby Jackie Cromwell

STAFF:

Brendan McNamara

OTHERS PRESENT:

Alan Couch

AGENDA

1. Call To Order
 - A. Brendan McNamara called the meeting to order at 5:00 p.m.

2. Consideration of any Changes, Additions or Removals to the Agenda
 - A. Brendan McNamara noted that no changes are needed.

3. Annual Board Reorganization
 - A. Elect Chairman of the Board - Brendan McNamara asked for nominations
 - i. **MOTION by Ron Bixby and seconded by Jackie Cromwell to elect David Rose as chairman of the board. Motion passed unanimously.**
 - B. Elect Vice Chairman of the Board - David Rose asked for nominations
 - i. **MOTION Jackie Cromwell and seconded by David Rose to elect Ron Bixby as vice chair 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 Fund Committee member. Motion passed unanimously.**

- E. Set Day and Time for Regular Meetings and Alternate Meetings
 - i. **MOTION by Ron Bixby and seconded by Jackie Cromwell to keep regular meetings on the first Tuesday of the month at 5:00 p.m. and alternate meetings on the 3rd Tuesday at 5:00 p.m. Motion passed unanimously.**
 - F. Adopt Robert's Rules of Order
 - i. **MOTION by Ron Bixby and seconded by Jackie Cromwell to adopt Robert's Rules of Order. Motion passed unanimously.**
 - G. Appoint Recording Secretary
 - i. **MOTION by Ron Bixby and seconded by Jackie Cromwell to appoint Lisha Klaiber as Recording Secretary. Motion passed unanimously.**
 - H. Designate Newspaper of Record
 - i. **MOTION by Ron Bixby and seconded by Jackie Cromwell to continue with THE VERMONT JOURNAL as paper of record with THE RUTLAND HERALD as alternate. Motion passed unanimously.**
4. Approve Minutes from Previous Meeting
- A. David Rose noted that the minutes from March 5, 2024.
 - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the minutes from March 5, 2024 as presented. Motion passed unanimously.**
5. Comments from Citizens
- A. Alan Couch referred to the minutes of February 6, 2024 and asked about the increase in allocation for 86 Andover Street from 2 to 3 bedrooms. He said that he thought that the category was 1 to 3 bedrooms.
 - B. David Rose said it was for bookkeeping.
 - C. Brendan McNamara said it is clerical. It is 1 to 3 bedrooms and there is no change in fee. He said that for 15 Commonwealth, the original house burned down and there are no records of what the allocation was. The fee for 1, 2 or 3 bedrooms is the same.
6. Department Head Reports
- A. David Rose read through Guadiana's report, noting that things are going well:
 - i. Flow for March was 18.9 million gallons, usage was 9.7 million gallons
 - ii. Altitude Valve and Godfrey tank valves are working and capacities are right at pre-set values
 - iii. Gate valve exercising plan is in place, starting in April
 - iv. Weekly hydrant flushing on Pine Hill, Deeplawn Ext. and Thomson Avenue
 - v. Back-up well is flushed weekly
 - vi. Seth is signed up to take his Class 3 water exam in April
 - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to accept the report from Joe Guadiana as presented. Motion passed unanimously.**
7. Aged Receivables Report

- A. Brendan McNamara advised that they have made big strides in bringing down the numbers.

8. Water Billing Requests

- A. There were none

9. Municipal Manager Updates

- A. Brendan McNamara advised that there have been no freeze ups or breaks this winter.
- B. Brendan McNamara said that they are progressing on the Lead line service inventory. He said the cost of that will be about \$101,000, but about 99.9% of that is forgivable. It has to be completed by October.
 - i. Alan Couch said that he is planning to elevate his home within the next 6 to 8 months and thinks he probably has lead pipes. He asked if it should be addressed when the work is done.
 - ii. Brendan McNamara said that he will check with Pat Smart (project manager) and get back to Mr. Couch
 - iii. Alan Couch said he will need to know that for his budget. He added to find out about curb stop also.
- C. Brendan McNamara said that he expects to have Wayne Elliott here in May to discuss the Asset Management plan.
- D. David Rose asked if the Village had reapplied for the State Funding priority list.
- E. Summer Project List
 - i. Remove the old fire hydrant by the plant.
 - ii. Replace valves by the park
 - iii. Line split by Sam's on Route 103 - we think there is a leak there that may affect the chlorination
 - iv. River crossing at the end of Plumley
 - v. Still cleaning up flood and things not done

10. Other Business

- A. 15 Commonwealth Avenue - Brendan McNamara said there was a house on the property that was destroyed by a fire in the 1980's. At that time, when rebuilt, CO's were not being issued and it was listed as a 1 - 3 bedroom house. There are no records about the original house. The fee for 1, 2, or 3 bedroom allocation is the same. He said that his recommendation was to make the allocation for 3 bedrooms. If when they rebuild, the owners want to have 4+ bedrooms, they will have to come back to increase the allocation.
- B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to designate the allocation for 15 Commonwealth Avenue as 3 bedrooms. Motion passed unanimously.**

11. Set Date for Next Meeting

- A. May 7, 2024 at 5:00 p.m.

12. Possible Agenda Items for Next Meeting
 - A. None listed

13. Sign Warrant Orders
 - A. Orders have been signed

14. Possible Executive Session - Personnel
 - A. Brendan McNamara advised that an Executive session is not needed

15. Adjourn
 - A. **MOTION by Ron Bixby and seconded by Jackie Cromwell to adjourn. Motion passed unanimously.**
 - B. Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk