

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday August 1, 2023

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      Ron Bixby

**BOARD MEMBERS ABSENT:**

Jackie Cromwell

**STAFF:**

Brendan McNamara

1. **Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., Jackie Cromwell absent.

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

A. Brendan McNamara 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 June 6, 2023.

B. **MOTION by Ron Bixby and seconded by David Rose to approve minutes from the regular meeting of June 6, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Department Head Report**

A. Brendan McNamara said staff has been busy.

B. Ron Bixby said they have been doing a great job.

6. **Aged Receivables Report**

- A. David Rose noted that there are a couple that are way out; one on Pleasant Street Ext.
- B. Brendan McNamara advised that he is having conversations with the owners. He said that one property owner came into the office a couple of weeks ago to take care of their property taxes and said they will soon take care of the utility bills.

7. **Water Allocation Request:**

- A. 65 Pine Hill Road - Application to add 2 bedrooms to an existing three- bedroom home.
  - i. Brendan McNamara said there are. no issues
  - ii. **MOTION by Ron Bixby and seconded by David Rose to approve this request. Motion passed unanimously**

8. **Consider Signing Engineering Service Agreement – Aldrich & Elliot.**

- A. Brendan McNamara explained that this is part of the Asset Management Plan. We have already signed part of the loan. He suggested that we table this for one month to be able to get a better idea of where we are with the project.
- B. Consensus to table.

9. **Discuss Pricing for Water Sold in Bulk**

- A. Brendan McNamara said that they had been approached by someone on South who wanted to purchase between 250,000 – 300,000 gallons to fill a pond.
- B. Ron Bixby said that local pool companies sell their services of delivering water, but not for the water, itself.
- C. Brendan McNamara said that Springfield sells water at \$5.30 per 100 cubic feet when usage was down. He said he has told Joe Gaudiani to hold on to it.
- D. David Rose said that many years ago, we sold water to Cavendish Pointe.
- E. Brendan McNamara suggested tabling this discussion.
- F. Consensus to table.

10. **Municipal Manager Updates**

- A. Water System
  - i. Brendan McNamara advised that the water system stood up pretty well. Originally, there was a boil order, but it has been cancelled. He said that at one point, there was a miscommunication between “Don’t Use” and “Boil.” We didn’t lose pressure. The leak at Plumley has been fixed and the leak at the plant was fixed.
- B. Repairs
  - i. David Rose noted that the main from the springs to town on Route 100 at Clark Drive was eroded from the flood.

- ii. Brendan McNamara said the state highway department was there today, as was Joe Gaudiana when the fill was done. Cold River will be putting in the temporary bridge tomorrow and Ron Tarbell will be present for that.
- iii. David Rose said it looks like there are boulders on the main after the flooding.
- iv. Brendan McNamara said they have been removed. He said there is currently a leak at Thompson and Orion and that is non-flood related and will be fixed tomorrow.

C. Water/Wastewater Plant

- i. Brendan McNamara said the plant is halfway up and ServPro has been there. The clarifiers will be cleaned next week.
- ii. David Rose asked about the water telemetry to the Godfrey and Strong tanks.
- iii. Brendan McNamara said it is working and Joe Gaudiana has moved his office to the town hall and can access the system remotely. He added that the Godfrey tank is doing okay.

D. Still Need to:

- i. Brendan McNamara said up at the springs, the valves on the lines entering the treatment building are accessible and someone could come in and close them. He suggested putting in a fence or lock. Joe Gaudiana is working with Ron Tarbell on this as it is more of a security risk.
- ii. David Rose said a fence would work.

11. Discuss FY24 Wage Increases

- A. Brendan McNamara said that they are analyzing our wages as compared to other towns and for the Water/Waste Water Plant; we are in a good spot.
- B. David Rose said that they budgeted 5%.
- C. Brendan McNamara suggested waiting to see what the other boards are going to do. He said raises will be retroactive to July 1<sup>st</sup>.

12. Other Business

- A. None discussed

13. Set Date for Next Meeting

- A. Next regular meeting – September 5, 2023 at 5:00 p.m.

14. Possible Agenda Items for Next Meeting

- A. None listed.

15. Sign Warrant Orders

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

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

A. Brendan McNamara said that an Executive Session is not needed.

17. **Adjourn**

A. **MOTION to adjourn by Ron Bixby and seconded by David Rose. Motion passed unanimously.**

B. Meeting adjourned at 5:17 p.m.

Respectfully submitted,

Lisha Klaiber  
Recording Secretary

---

David Rose, Chairman

---

Ron Bixby, Vice Chair

---

Jackie Cromwell, Clerk