

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday January 2, 2024

**BOARD MEMBERS PRESENT:**

David Rose, Chairman

Ron Bixby

Jackie Cromwell

**STAFF:**

Brendan McNamara

**AGENDA**

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. Brendan McNamara noted that no changes are needed.

3. Approve Minutes from Previous Meeting

A. David Rose noted that the minutes from December 5, 2023.

**B. MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the minutes from December 5, 2023 as presented. Motion passed unanimously.**

4. Comments from Citizens

A. There were none.

5. Department Head Reports

A. Brendan McNamara advised that Joe Guadiana is out on leave.

6. Aged Receivables Report

- A. Brendan McNamara advised that the numbers are getting down. This report does include the new bills that recently went out. The number for over 120 days is \$16,487. He just signed an agreement with 2 other accounts and when those are paid, it should bring the over 120 days down to about \$6,000. They have not had to turn anyone's service off.

7. Water Billing Requests

- A. 81 High Street - Lot - remove allocation of 2 bedrooms leaving property with a 3-bedroom allocation
- i. David Rose said that this is the old state garage property. Original allocation request was for 5 bedrooms, the applicant wishes to reduce that to 3 bedrooms.
  - ii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request to remove the allocation for 2 bedrooms leaving property with a 3-bedroom allocation. Motion passed unanimously.**
- B. Timber Inn Motel and Home - requesting a rate reduction due to Flooding.
- i. Brendan McNamara advised that the applicant is working through the FEMA buy-out process and they are living in a 2nd floor unit at the motel. He recommended that the board drop the Timber Inn allocation to one-unit, residential retroactive to July 2023.
  - ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to accept the recommendation from the Town Manager and to reduce the Timber Inn allocation to one-unit, residential retroactive to July 2023. Motion passed unanimously.**

8. Budget Discussion

- A. Brendan McNamara said that he will have the Debt Management numbers when Ulla Cook returns tomorrow. He said that Wages are down because the staff went from 4 to 3 people.

9. Municipal Manager Updates

- A. Brendan McNamara said that things are pretty much at a status quo now. There was a leak on Elm Street caused by a broken flared service connection. It was fixed, but it took a while to get service restored to the Health Center. There was a water pressure spike to a home on 100 South. It went up to 130 psi. The vault was filled with debris and has been cleaned out.
- B. FEMA Update - Brendan McNamara said they are in the process of submitted projects this week. He said that Plumley and Creaser Avenues took the biggest hit. They need to recapture the funds.
- C. There have not been any freeze-ups, yet.
- D. They are in a good place.

- E. Water Discoloration - Brendan McNamara said that last spring, there was a problem with water discoloration by Sam's. They will explore that this spring. There may be a break in the line and it could be a big job or a minimal one.
- F. Asset Management Project – Brendan McNamara advised that Wayne Elliott will be at the February meeting. They submitted the High Street project to Clean Water and will have to wait to see where it will be on the priority list.
- G. Jackie Cromwell asked about capacity over the holiday weeks.
- H. Brendan McNamara said there were no problems. He said the notification system is working, but there are some glitches in the software. There was plenty of supply for the demand.

10. Other Business

- A. Water Bills/Freeze Ups
  - i. David Rose noted that Andover Street is prone to freeze ups. In the past, when the water bills went out, there was a reminder to keep the water on, to bleed the line. He said this year it was in the very fine print. We need to make sure people know about this.
  - ii. Brendan McNamara said the new Text All Service System will be testing on Wednesday and Thursday and should be up and running in a couple of weeks. We will be able to notify people and can zero in on locations by GPS. We will be able to notify specific locations about freeze ups.

11. Set Date for Next Meeting

- A. February 6, 2024 at 5:00 p.m.

12. Possible Agenda Items for Next Meeting

- A. Budget
- B. System-wide Status

13. Sign Warrant Orders

- A. Orders have been signed

14. Possible Executive Session - Personnel

- A. **MOTION by Ron Bixby and seconded by Jackie Cromwell to enter into Executive Session for Personnel. Motion passed unanimously.**
- B. Board entered into Executive Session at 5:12 p.m.
- C. Board exited Executive Session at 5:13 p.m. - No action taken

15. Adjourn

- A. **MOTION by Ron Bixby and seconded by Jackie Cromwell to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:14 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