

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday January 7, 2025

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.

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 3, 2024.

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the minutes from December 3, 2024 as presented. Motion passed unanimously.**

4. Comments from Citizens

A. There were none

5. Department Head Reports

A. Brendan McNamara said that things are going well.

B. David Rose asked that Joe Guadiana's report be added to the end of the minutes

6. Aged Receivables Report

A. Brendan McNamara said they are doing well. He said that new bills have just gone out. Accounts over 120 days are on payment agreements.

7. Water Allocation Requests/Possibly Approve

- A. 42 Andover Street - Aaden Stern would like to increase from 3 to 4 bedrooms
 - i. Brendan McNamara said there is no hook-on fee and they are already hooked on. This is basically administrative
 - ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the request for 42 Andover Street for an increase from 3 to 4 bedrooms. Motion passed unanimously.**

8. Municipal Manager Updates

- A. February Meeting
 - i. Brendan McNamara advised that the board will have a draft copy of FY2026 budget before the February meeting for review.
- B. Lead Line Inventory
 - i. Brendan McNamara advised that the inventory by MSK is complete. He said that we will be reaching out to non-responders. We are preparing applications to payment to the state. The state has in excess of \$38,000,000 available on a first come basis. We are trying to get our application in as soon as possible.
 - ii. David Rose asked if people have lead lines, who is responsible to pay for replacement
 - iii. Brendan McNamara said that we would be forcing them to replace. It may end up as cost sharing. The people may not choose to do the replacement. We have to work on a plan.
- C. FEMA
 - i. Brendan McNamara said they are finishing up the waterline under the river at Plumley. It will be 90% FEMA funded.
- D. Pine Hill Leak???
- i. Brendan McNamara said they suspected a leak on Pine Hill (behind Sam's) and found no leak. The water tested positive for chlorine. It may be from flushing the hydrant once a week. If we replace the pipe, it will be replaced with 8" HDPE pipe. It is a 20 to 40 foot section.
- E. Asset Management Program
 - i. Brendan McNamara said the plan has been completed. He said that he and Joe Gaudiana will start to look at the infrastructure.
- F. Mid Fiscal Year 2024 Progress
 - i. Brendan McNamara said that he is meeting with the department heads, setting 30 to 60 minute meetings for 6 month to 12 month plans. He is trying to get on the offensive instead of being on the defensive
- G. Spring House Repairs
 - i. Brendan McNamara said they will be looking into securing the building. At present, the roof is being held together with tarps. We need to put in some safety for the valve - it could shut off the water system.
- H. Dirty Water
 - i. Brendan McNamara said they have had some reports of dirty water on Lowe High Street. They did work on Gleascott (at lower Vets' Park) and will inspect that area.
- I. Department Functioning well
 - i. Brendan McNamara advised that Glen Ayre is a tremendous asset to the department. We have received compliments in the last 3 to 4 months. The staff is very responsive to calls.

9. Other Business

- A. Tanks
 - i. David Rose asked if the tanks are full.
 - ii. Brendan McNamara said yes, they have not had issues. He said that the Godfrey tank fills slower and there may be a leak on a private line at LaMere Square. He said the Notifier System is working well.
 - B. Plowing to Tanks and Wells
 - i. Jackie Cromwell asked if they are plowing to the tanks as wells
 - ii. Brendan McNamara said yes
10. Set Date for Next Meeting -
- A. February 4, 2025 at 5:00 p.m.
11. Possible Agenda Items for Next Meeting
- A. David Rose said Budget FY2026 review
12. Sign Warrant Orders
- A. Orders have been signed
13. Possible Executive Session – Personnel/Contracts/Legal Issues
- A. None is needed
14. Adjourn
- A. **MOTION by Jackie Cromwell and seconded by Ron Bixby to adjourn. Motion passed unanimously.**
 - B. Meeting adjourned at 5:12 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk

