

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday July 2, 2024

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      Ron Bixby      Jackie Cromwell

**STAFF:**

Brendan McNamara

**OTHERS PRESENT**

Becca Boyle      Kathy Grant      Melissa Rockhill

**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 June 4, 2024.
  - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the minutes from June 4, 2024 as presented. Motion passed unanimously.**
  
4. Comments from Citizens
  - A. Plumley Avenue Water Issue
    - i. Becca Boyle asked if there was anything being done about the sediment issues on Plumley Avenue.
    - ii. Brendan McNamara said they have been working with engineering and FEMA and there is meeting schedules tomorrow at 8:00 a.m. with FEMA to scope the area. Once done, this will allow us to proceed to replace that line after getting the permits from ANR.

5. Department Head Reports

- A. David Rose read through Guadiana's report, noting that things are going well. The following other items were reported:
  - i. Altitude and Godfrey tank valves are working perfectly and tank capacities are where they are supposed to be
  - ii. Water leaks on West Hill was repaired by M&M Excavating.
  - iii. Water leaks on Parker Avenue was repaired by Brooks Excavating.
  - iv. Blowing out valve boxes and turning valves throughout town and village
  - v. Hydrants are being flushed on Pine Hill, Deeplawn Court Ext., Thompson and Plumley Avenues
- B. Brendan McNamara said that R. J. Prescott has been here fixing hydrants and training our personnel. They fixed 4 hydrants. He said that our personnel are now 100% capable of repairing hydrants. He said that the hydrant by Village Pizza has been hit and is leaking and should be moved.

6. Aged Receivables Report

- A. David Rose said that he doesn't think they need to see this report every month.
- B. Brendan McNamara said they are doing well. He said they have turned off service for a couple of places and some are on payment plans.
- C. Jackie Cromwell suggested just the accounts over 120 days late.
- D. David Rose said the amount over 120 days is \$11,793.00.

7. Water Billing Requests

- A. There were none this month.

8. Municipal Manager Updates

- A. Leak
  - i. Brendan McNamara advised that there is a water leak in a person's yard on their service line. Joe Guadiana has have tried several times to contact the owner. The owner is local and is not answering the door. He said that it is the property owner's responsibility to repair the leak. He said that unless repaired, the leak will eventually erode the infrastructure. He said he will be sending a formal, certified letter to the owner.
- B. Tank Cleaning
  - i. Brendan McNamara said Joe Guadiana is requesting bids and he hopes to have the results for the August meeting. He said there are 2 ways: one is to drain and clean one tank and refill. Then drain and clean the other. The second way is to use divers. We have the capacity to drain, but it is tough

- C. Alert System
    - i. Brendan McNamara said this past Sunday, at 3:15 a.m., his phone started going off every 4 minutes. It said the tank is unresponsive. Joe Guadiana was able to log in remotely and found out that the tanks were fine. He said the problem was probably a disconnect in the cell tower.
9. Consider Action Regarding Municipal Manager Review and Annual Staff Increases
- A. David Rose said that at their meeting last month, the board reviewed Brendan McNamara. They are pleased with his performance. He said that the Select Board and Trustees vote to increase salaries for the town manager and water department staff. He said this board pays a portion of the manager's salary. He said that the boards voted to increase the town manager's salary by 7% and municipal staff will be increased on a range determined by merit.
  - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the proposed salary increases as presented. Motion passed unanimously.**
10. Other Business
- A. New Fire Chief
    - i. Brendan McNamara said as of July 1<sup>st</sup>, we have a new fire Chief – Ben Whalen. He has met with Joe Guadiana and Ron Tarbell. They went around to the hydrants. The departments will work together.
  - B. Black River Overlook, Rublee Lane
    - i. Brendan McNamara said there has been continued discussion about connecting the development to the water system and they are still moving forward. We have the capacity. He said he hasn't heard anything new.
11. Set Date for Next Meeting -
- A. August 6, 2024 at 5:00 p.m.
12. Possible Agenda Items for Next Meeting
- A. David Rose said there is always something.
13. Sign Warrant Orders
- A. Orders have been signed
14. Possible Executive Session – Personnel/Contracts/Legal Issues
- A. None is needed

15. Adjourn

- A. **MOTION by Jackie Cromwell and seconded by Ron Bixby 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