

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday June 4, 2024

BOARD MEMBERS PRESENT:

David Rose, Chairman Jackie Cromwell

BOARD MEMBERS ABSENT:

Ron Bixby

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 May 7, 2024.
 - B. **MOTION by Jackie Cromwell and seconded by David Rose to approve the minutes from May 7, 2024 as presented. Motion passed unanimously.**

4. Comments from Citizens
 - A. There were none.

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. Water main that services Pine Hill was leaking and has been repaired
 - ii. Leaking Water service at 32 Pleasant Street was repaired
 - iii. Valve boxes are being blown out and valves are being turned
 - iv. Hydrants are being flushed on Pine Hill, Deeplawn Court Ext., Thompson and Plumley Avenues
 - v. Altitude and Godfrey tanks vales working perfectly.
 - vi. Back –up well is flushed weekly
 - B. David Rose said that he noticed that some hydrants are out of service.
 - C. Brendan McNamara said parts have been ordered from EJ Prescott and they will give a tutorial on how to replace the parts. He said that 3 to 4 hydrants are out of service.

6. Aged Receivables Report

- A. Brendan McNamara advised that they have issued some shut-off notices and are marking out. Some are on payment plans. The last billing cycle, they sent out \$675,000 in bills and have collected all but \$18,000. We may have to shut some off and have marked twice. We are doing well.

7. Water Billing Requests

- A. 13 South Hill Street – Seeking a separate unit with 1 bedroom
 - i. Brendan McNamara said the owner wishes to add a separate unit with one bedroom.
 - ii. **MOTION by Jackie Cromwell and seconded by David Rose to grant the request to add a separate unit with one bedroom, including \$500 hook-on fee. Motion passed unanimously.**
- B. 15 Commonwealth – 1 additional bedroom to make total of 4 bedrooms
 - i. Brendan McNamara said the owner wishes to add one bedroom – to go from 3 to 4 bedrooms.
 - ii. David Rose said this is the vacant lot that they discussed previously. They had to clean up the original allocation. The allocation was for a 1 to 3 bedroom house and now the owner is requesting allocation for a 4th bedroom.
 - iii. **MOTION by Jackie Cromwell and seconded by David Rose to approve the increase the allocation from a 3 bedroom to a 4 bedroom house. Motion passed unanimously.**
- C. Review/Change/Approve the Updated Allocation Application
 - i. Brendan McNamara said that per board request, Diane Knight updated the application to include the owner's name. She did a good job.

8. Municipal Manager Updates

- A. Leaks
 - i. Brendan McNamara advised that will be working next week to replace the valve at Veterans' Park as well as installing a man hole.
- B. Lead Service Pipe Inventory

- i. Brendan McNamara advised that they had a kick-off with MSK Engineering inventory and are proceeding as expected.
 - C. Asset Management Project
 - i. Brendan McNamara said he will be met with Wayne Elliott and they are 75% complete. It gave a detailed map of the infrastructure. Overall, we are in pretty good shape on the Water side and it is not as bad as he thought.
 - ii. David Rose said that the water system had been mapped years ago.
 - iii. Brendan McNamara said the maps have been updated. They are doing a good job. They are recording pressures and connection locations. We have an updated overview. The state is happy with the work. This is funded through the Clean Water and the loan is 100% forgivable.
 - D. State Funding Priority List
 - i. David Rose asked the status of the Priority list for the High Street project
 - ii. Brendan McNamara said we won't get it.
- 9. Other Business
 - A. Tank Draining and Cleaning
 - i. Brendan McNamara said we will be scheduling this soon. 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
 - ii. David Rose said that the water system had been mapped years ago.
- 10. Set Date for Next Meeting -
 - A. July 2, 2024 at 5:00 p.m.
- 11. Possible Agenda Items for Next Meeting
 - A. David Rose said there is always something.
- 12. Sign Warrant Orders
 - A. Orders have been signed
- 13. Possible Executive Session – Personnel/Contracts/Legal Issues – Possible Annual Pay Raises
 - A. David Rose advised that an Executive session is needed for Manager Review.
 - B. **MOTION by Jackie Cromwell and seconded by David Rose to enter into Executive Session for Manager Review. Motion passed unanimously.**
 - C. Board entered into Executive Session at 5:13 p.m.
 - D. No action taken.

- E. **Motion by Jackie Cromwell and seconded by David Rose to exit Executive Session. Motion passed unanimously.**
- F. Board exited Executive Session at 5:25

14. Adjourn

- A. **MOTION by Jackie Cromwell and seconded by David Rose to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:26 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk