

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday September 3, 2024

**BOARD MEMBERS PRESENT:**

David Rose, Chairman                      Ron Bixby

**BOARD MEMBERS ABSENT:**

Jackie Cromwell

**STAFF:**

Brendan McNamara                      Joe Guadiana

**AGENDA**

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 noted that no changes are needed.
  
3. Approve Minutes from Previous Meeting
  - A. David Rose noted that the minutes from August 6, 2024.
  - B. **MOTION by Ron Bixby and seconded by David Rose to approve the minutes from August 6, 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. He asked if they are all checked out on repairing the hydrants
  - B. Joe Guadiana said no for the Clow, but yes for the Mueller. He said he has someone coming to fix the one at the Little League. He said we will be there. We've never been way down. He said the valve is 6 to 8 feet down and the person has a special tool and can repair the bonnet.

- C. David Rose asked about the hydrant by Village Pizza.
- D. Joe Guadiana said we will have to move it.
- E. Brendan McNamara said we will need a Right of Way from Marchica. He would like a schedule for either moving or fixing it.
- F. Joe Guadiana said it will have to be moved a good distance to get off Village Pizza. It may be better to cap and tap it. The pipe is cracked.
- G. David Rose said that the road to Strong's needs gravel.
- H. Joe Guadiana said if he can get a grader and pass and back should make it ok.
- I. Brendan McNamara said we need to get it prepped for winter.
- J. Joe Guadiana said they check Strong's once a week and Godfrey once a day. He said that was what Loran Greenslet had told him to do. He will start doing both once a day.
- K. David Rose asked about a fence at the springs.
- L. Brendan McNamara said there is a valve there outback. We will put that on the radar and look into a fence.
- M. Lead line Inventory
  - i. Brendan McNamara said we will also look at the Springs building for what attention it may need. He said that MSK dropped off notices – door to door. He said that the NEMC software we use is antiquated and can't match addresses. We need to find pre-1980 connections, but there are no records. The project is on target and the funds are in place - \$103,000 100% fully forgivable.
- N. David Rose noted that the leaks on Main Street had been fixed.
- O. Joe Guadiana said they fixed one on Blue Ridge on Thursday.

6. Aged Receivables Report

- A. Brendan McNamara said they are doing well. We are chipping away and doing well. Accounts over 120 days are on payment agreements.

7. Water Allocation Requests/Possibly Approve

- A. There were none this month

8. Municipal Manager Updates

- A. Hydrants
  - i. Brendan McNamara advised that he will talk to Ron Tarbell about the leaking gate valve at the corner of the green at Vets' Park
- B. Resignation
  - i. Brendan McNamara advised that Seth resigned and his last day is September 11<sup>th</sup>. We will advertise for the position.

9. Other Business

- A. There was none

10. Set Date for Next Meeting -

A. October 8, 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

A. None is needed

14. Adjourn

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

B. Meeting adjourned at 5:10 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