

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday September 5, 2023

**BOARD MEMBERS PRESENT:**

David Rose, Chairman

Ron Bixby

Jackie Cromwell

**STAFF:**

Brendan McNamara

1. **Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., all present.

2. **Consideration of any Changes, Additions or Removals to the Agenda**

A. Brendan McNamara advised that a change is needed to add an update for acceptance of salary increases retroactive until July 1, 2023. This will be put at the end of the agenda.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of August 1, 2023.

B. **MOTION by Ron Bixby and seconded by David Rose to approve minutes from the regular meeting of August 1, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Department Head Report**

A. David Rose asked about what's involved in a system-wide leak detection test. He noted that they found 2 small leaks.

B. Brendan McNamara said they used headphones. He said that everything is coming in place. They are still waiting for the part for the 12 inch well.

6. **Aged Receivables Report**

- A. Brendan McNamara advised that they have collected some and they have contacted some of the property owners. He has told them about available aid. We will be sending out letters with demands and consequences, up to and including shutoff.

7. **Water Billing Requests:**

- A. **Change of Use Only – No change in allocation - Okemo Marketplace – Fitness Center vacant and will be occupied by Darkside Snowboards.**  
i. Brendan McNamara said there are no changes in allocation. This is for your information.
- B. **Abatement Request – 3-lot Subdivision on Prospect Street – Robert Sullivan**  
i. Brendan McNamara said they received a letter requesting abatement for costs associated with the 3-lot subdivision that was approved to have 3, single family homes. The hook up has not happened and will not until the property is developed. They have paid for the allocation.  
ii. David Rose said that our long- standing policy has been that once the allocation is granted, the billing begins, whether or not the lots are hooked on.  
iii. Brendan McNamara said abatement would be a tough precedent to set.  
iv. **MOTION by Ron Bixby and seconded by Jackie Cromwell to deny this request. Motion passed unanimously**

8. **FEMA Update.**

- A. Brendan McNamara explained that some of the water was relatively unaffected and he will follow-up with FEMA on Friday. The focus is Plumley - there is an abandoned pipe under the road and that will be a FEMA project and will be reimbursed. The other leaks at the plant will be fixed and will be reimburse. Last Tuesday was the first scoping. We have outlined and categorized every item. We will be reimbursed. We still have 60, starting from last Tuesday, to add projects. He said that he added the leak on Main Street between the Pot Belly and Book Nook. The road has been undermined due to the inordinate amount of truck traffic.

9. **Consider Signing Engineering Service Agreement – Aldrich & Elliot.**

- A. Brendan McNamara said that he spoke with Wayne Elliott today and they are holding the load for us to sign. This is for the Asset Management Plan. He suggested that we table this for one month to be able to get a better idea of where we are with the project.  
B. Consensus to table until next month.  
C. David Rose asked about the Lead inspection report.  
D. Brendan McNamara said that Aldrich & Elliot are working on it.

10. **Black River Overlook Water Allocation Discussion**

- A. Brendan McNamara said that this came up a few years ago to tie the development into the municipal water system. It would be good to get the service out there and we may talk to Troy

Caruso about tag teaming as he has expressed interest in getting service to the Golf Course. They need a letter from the board. Black River Overlook has the money and we do have sufficient supply. They would have to do the work to our specifications.

- B. David Rose said they were here about 3 – 4 years ago, but we never heard from them again.
- C. Brendan McNamara said he would craft a letter and send it to the board for approval.
- D. David Rose said that Otter Creek did the analysis of the Village’s water system capacity.

11. **Repairs on Pond Street Court and Thompson Avenue**

- A. Brendan McNamara said that leak at Thompson and Orion has been repaired. He said that he heard that there is a shed on the property line and the leak was set right over the line. He said that they found a leak on Pond Street Court last Friday, at the end and it was fixed last Saturday morning. It was a quick fix.
- B. Brendan McNamara said there was also a leak on the valve at West Hill. He said it will be fixed before the winter.

12. **Municipal Manager Updates**

A. **Town wide Emergency Notification System**

- i. Brendan McNamara advised that last night at the Select Board meeting. We will be getting a town wide alert system that will be subscriber based. It will text, call or email subscribers with any emergency alert. We can use it for emergencies, or even to let people know if there may be short water shut off for a repair, or a boil water notice. The cost is \$4,000 per year. This will also benefit water users as well.

13. **Other Business**

- A. David Rose asked about the State Funding priority list.
- B. Brendan McNamara said he will follow up on it.

14. **Set Date for Next Meeting**

- A. Next regular meeting – October 3, 2023 at 5:00 p.m.

15. **Possible Agenda Items for Next Meeting**

- A. Asset Management Agreement

16. **Sign Warrant Orders**

- A. David Rose said they will be signed tonight.

17. **Possible Executive Session/Personnel/Contracts/Legal Issues**

- A. Brendan McNamara said that an Executive Session is not needed.

18. **Act on Raises for Personnel**

- A. David Rose suggested following the Manager's recommendation  
B. Brendan McNamara said that his recommendation is based on review from department heads.  
C. David Rose said this would be retroactive to July 1, 2023  
D. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the manager's recommendation and make pay raises for Water Department personnel retroactive to July 1, 2023. Motion passed unanimously.**

19. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**  
B. Meeting adjourned at 5:15 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