

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday June 6, 2023

**BOARD MEMBERS PRESENT:**

David Rose, Chairman      Jackie Cromwell

**BOARD MEMBERS ABSENT:**

Ron Bixby

**STAFF:**

Brendan McNamara

1. **Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., Ron Bixby absent.

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

A. Brendan McNamara advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of May 2, 2023.

B. **MOTION by Jackie Cromwell and seconded by David Rose to approve minutes from the regular meeting of May 2, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Request:**

A. 104 Main Street, LLC - Application to add 3 bedrooms to an existing three bedroom home.

i. Brendan McNamara said there are. no issues

ii. **MOTION by Jackie Cromwell and seconded by David Rose to approve this request. Motion passed unanimously**

6. **Review & Possibly Approve Request for Decrease in Consumption – Jewell Brook, LLC.**

- A. Brendan McNamara explained that the original town permit was for a 72 unit hotel and additional condominium unit for a total of 80 bedrooms. They wish to decrease the occupancy to 44 bedrooms. He said they had paid the allocation fee and there have been no consumption charges.
- B. **MOTION by Jackie Cromwell and seconded by David Rose to approve the decrease consumption occupancy to 44 bedrooms. Motion passed unanimously.**

7. **Department Head Report**

- A. Brendan McNamara said they would cover this under Manager's Updates

8. **Aged Receivables Report**

- A. Brendan McNamara advised that we are doing OK. Some of the outstanding bills are in the 90 to 120 day list. He said the bulk are for 1 or 2 that he will handle personally.
- B. David Rose said there is \$20,300 outstanding.
- C. Jackie Cromwell asked if the late fees are included. She asked if Brendan McNamara had contacted the Sikorski Ski Club and what was the outcome
- D. Brendan McNamara said they would prefer a check.

9. **Discuss Asset Management Plan**

- A. Brendan McNamara said that the state is reviewing the engineering agreement. He said the loan forgiveness is for \$50,000 and the loan amount is \$37,700.00. This covers A&E's fees.
- B. **MOTION by Jackie Cromwell and seconded by David Rose to approve the Asset Management Plan. Motion passed unanimously. .**

10. **Municipal Manager Updates**

- A. **High and Pleasant Street Project**
  - i. Brendan McNamara advised that there has been no movement.
- B. **Water Treatment Facility**
  - i. Brendan McNamara advised that Chris passed the license exam on May 5<sup>th</sup>
  - ii. David Rose asked Brendan McNamara to notify him if there are any leaks.

11. **Other Business**

- A. **Rust Colored Water At Sam's Steak House**
  - i. David Rose asked about the rust in the water.

- ii. Brendan McNamara said the line is tied to the new line. They flushed the hydrant by Pine Hill behind Sam's. No one else is on the other end. He said that the water is not necessarily discolored because the filters picking up the discoloration.
  - B. Valve Exercise Program
    - i. Brendan McNamara said that they are starting a valve exercise program – to exercise each valve 2 times per year.
  - C. Part for Control Valve at the Wells
    - i. David Rose asked about the part.
    - ii. Brendan McNamara said it is not in yet and they will start to look for another source.
  - D. Lead Service Program
    - i. Brendan McNamara said he is putting together a program
  - E. Red Light at the Gill Terrace Pump House
    - i. Brendan McNamara said it is a low pressure light and will light when the usage at Gill Home is heavy.
12. **Set Date for Next Meeting**
- A. Next regular meeting – July 11, 2023 at 5:00 p.m.
13. **Possible Agenda Items for Next Meeting**
- A. None listed.
14. **Sign Warrant Orders**
- A. David Rose said they will be signed tonight.
15. **Possible Executive Session/Personnel/Contracts/Legal Issues**
- A. Brendan McNamara said that an Executive Session is not needed.
16. **Adjourn**
- A. **MOTION to adjourn by Jackie Cromwell and seconded by David Rose. Motion passed unanimously.**
  - B. Meeting adjourned at 5:16 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