

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday, October 3, 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 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 September 5, 2023.

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the regular meeting of September 5, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Department Head Report**

A. David Rose noted that in his report, Joe noted that the springs are producing much more water faster than what is being used.

B. Brendan McNamara said that is correct.

6. **Aged Receivables Report**

- A. Brendan McNamara advised that he will be sending out letters in the next week or two. They will try to come to some agreements where possible. There will be a 30- day deadline and they will look at on a case by case basis. There are some with extenuating circumstances, and there are some repeaters.

7. **Water Billing Requests:**

A. Aaron Dubin – Soapstone Road

- i. Brendan McNamara said this is a request to hook on a one family residence on Soapstone Road.
- ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to grant this request to hook a single family home on Soapstone Road onto the water system. Motion passed unanimously**

8. **FEMA Update.**

- A. Brendan McNamara advised that they are moving forward with putting together a damage inventory for the project. They are finding little things now and are including them to the larger scope. He said that with the Water side, labor is the largest thing with time to clean up, flush, clean up and exercise valves. This is all reimbursable by FEMA. We have hired a part-time consultant, recommended by the Regional Planning Commission – to work with us and act as liaison to FEMA. She has experience doing for Windsor after Irene.

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

- A. Brendan McNamara said that he would like to have a motion to sign the agreement with Aldrich & Elliott for the Asset Management Plan. He said this will be 100% forgivable.
- B. David Rose asked if there is a time line for completion.
- C. Brendan McNamara said spring of 2024.
- D. David Rose asked if this is lump sum.
- E. Brendan McNamara said no, it will be in phases.
- F. David Rose asked if it would be not to exceed.
- G. Brendan McNamara said yes.
- H. **MOTION by David Rose and seconded by Ron Bixby to authorize the Municipal manager to sign the Engineering Service Agreement with Aldrich & Elliott, for the Asset Management Plan. Motion passed unanimously.**

10. **Black River Overlook Water Allocation**

- A. Brendan McNamara said that he has not had a meeting yet. He and Joe Gaudiana want to meet with them first. He said that he has spoken to Troy Caruso about tying in the projects. We will support them if they do.

- B. David Rose said there had been a study of the system capacity done by Otter Creek Engineering and we should check it. We have had droughts in the past and we have had to run the wells to keep up with the demand

11. **Municipal Manager Updates**

- A. Brendan McNamara said the springs are producing more water than they are using. He said they fixed one leaky hydrant by the plant and paved that section of the road. They were having an issue with the PH of the water coming out of the plant, but it has settled back down. He added that it was also higher in the Strong and Godfrey tanks, probably from sitting. He said so far, so good. He said that he and Joe are prepping for a meeting to discuss the fall/winter operations and what the procedures will be.

12. **Other Business**

- A. David Rose asked about the repairing the valve on Main Street by the park.
- B. Brendan McNamara said he will get them a date when it will be done.
- C. David Rose asked about the leak on West Hill.
- D. Brendan McNamara said it was an old valve on a discontinued line and is not a problem.
- E. David Rose noted that they had paved over the valve boxes in the village, by Prospect Street.
- F. Brendan McNamara said he will mention it to them.

13. **Set Date for Next Meeting**

- A. Next regular meeting – November 7, 2023 at 5:00 p.m.
- B. David Rose said that he will not be at the December meeting,

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

- A. Asset Management Agreement

15. **Sign Warrant Orders**

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

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

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

17. **Adjourn**

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

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk