

**Village of Ludlow Electric Light Department
Meeting Notice**

Board of Commissioners

Date 04/24/2025

4:30 Ludlow Town Hall, Howard Barton Jr. Conference Room

MEMBERS PRESENT:

Shannon Stark, Chair

Jean Strong

MEMBERS ABSENT:

Logan Nicoll

STAFF PRESENT:

Chris Recchia

Brett Sanderson

OTHERS PRESENT:

Lisha Klaiber

AGENDA

I. CALL TO ORDER

- A. Shannon Stark called the meeting to order at 4:35. All members present except for Logan Nicoll.

II. CONSIDERATION OF ANY CHANGES, ADDITIONS OR REMOVALS TO THE AGENDA

- A. There were none

III. APPROVAL OF MINUTES

- A. Chris Recchia advised that the minutes to be approved are from the meetings of March 27, 2025.
 B. **MOTION by Jean Strong and seconded by Shannon Stark to approve the minutes for the meeting of March 27, 2025, above as presented. Motion passed unanimously.**

IV. MANAGER'S REPORT – Copy of report attached at end of minutes

- A. Job Descriptions
- i. Chris Recchia said that he and Brett Sanderson have finished the job descriptions for Outside Operations Manager and Comptroller. We are working on the job description for the Lineman Supervisor/Safety Officer position and consider this to be a priority and will finish and advertise the position.
 - ii. Chris Recchia said that the job description for the Department Manager is “woefully inadequate”, and the position has no real responsibilities. He hopes to have a new description by mid-May and ready for the May meeting. The board needs to approve this job description before it is advertised.
 - iii. Jean Strong asked Chris Recchia to make sure that job descriptions are dated on the document

- B. Personnel Manual
 - i. Chris Recchia said they are making good progress on the Personnel Manual, and it is a couple of weeks away from completion
- C. Solar Project agreement
 - i. ready for signatures tonight
- D. Section 248(j) application for the Howard Barton, Jr. Substation Expansion
 - i. Chris Recchia said this is more involved and he has consulted with their attorney, Ron Shems, who said that I, along with Brett Sanderson and the engineers, can certify to most of the specifics such as water, species, and I can testify at the PUC. This would be instead of hiring consultants.
- E. Tariff Update for Residential On-Demand Rate
 - i. This is for the Department of Public Services. The case is being developed. This should be an easy process for me to start.
- F. Outside Manager's Truck
 - i. Brett Sanderson's truck has arrived and has been labeled.

V. OUTSIDE OPERATIONS MANAGER – Copy of report attached at end of minutes

- A. Brett Sanderson said that they have fixed one streetlight, continue to do meter readings, performed monthly checks on the substations, and done 49 dig safe locations (this month they are paving the road we have to visit all of them). We have done line maintenance and DCU installations (repeaters) for the AMI. He said that they took down trees on Davis Road. They did the truck inspections and lettering. They did a Safety Meeting about Substation components. They cleaned up the yard and office areas.

VI. 125th ANNIVERSARY

- A. Banner Graphics Concept
 - i. Chris Recchia showed a sample of a possible banner to be hung for a month at the usual place on Route 103.
 - ii. Jean Strong said that the traffic goes by there and people don't see the banners. She suggested at the office
 - iii. Brett Sanderson suggested two smaller banners, one at the office and the other at the shop location.
 - iv. Chris Recchia wondered how it would be received by customers with the rate increase,
 - v. Shannon Stark said she would make the "125 years" more prominent
 - vi. Jean Strong said we have done a lot of work and there is so much to do. She has not heard anything negative about Ludlow Electric.
 - vii. Chris Recchia said he will bring a new proposal to their next meeting.

VII. EXECUTIVE SESSION - PERSONNEL

- A. **MOTION by Jean Strong and seconded by Shannon Stark to enter into Executive Session for Personnel Matter of which premature general public knowledge of discussion would clearly place the public body at a substantial disadvantage. Motion passed unanimously.**
- B. Board entered into Executive Session at 4:53 p.m.

- C. **MOTION by Jean Strong and seconded by Shannon Stark to exit Executive Session at 5:22 p.m. Motion passed unanimously.**

VIII. ACTIONS FROM EXECUTIVE SESSION

- A. No action taken

IX. OTHER BUSINESS

- A. There was none

X. ADJOURNMENT

- A. **MOTION by Jean Strong and seconded by Shannon Stark to adjourn. Motion passed unanimously.**
B. Meeting adjourned at 5:25 p.m.

Respectfully Submitted

Lisha Klaiber

Shannon Stark, Chair

Jean Strong

Logan Nicoll

Outside Operations Manager
Report

April 23, 2025

- ☐ Street Light Maintenance
 - 1 light
- ☐ Meter Reading
 - In progress
- ☐ Substation Maintenance
 - Monthly checks
 - Need to schedule to install Regs at Howard Barton Jr sub-Summer of 2025
 - Install Recloser at Smithville sub-Summer of 2025
- ☐ URD Locates
 - 49 Dig Safe locates
 - ☐ Line Maintenance
 - DCU installs for AMI
- ☐ Monthly outages
- ☐ Services
 - 3
- ☐ Line Trimming – Tree removals
 - Davis RD
- ☐ Vehicle Maintenance
 - Truck Inspections
 - Truck lettering
- ☐ Safety Meeting Topic
 - Substation components Safety
- ☐ Shop & Office Maintenance
 - Yard clean-up office
 - Miscellaneous

Memo to: Ludlow Electric Light Department Board of Commissioners

From: Chris Recchia- Interim Department Manager

Date: 4/24/2025

RE: Manager's Report

This month, we resolved the organizational chart and major positions for the Outside Operations Manager and for the Comptroller. Brett and I are working on the Lineman Supervisor/Safety Officer position description, and we both consider this to be an important priority to finalize and advertise.

The existing Department Manager position description is woefully inadequate, so I'll be providing you with an updated version of that too (I am sending the current version to you for your review). When completed, the DM position description is one you should approve, the rest of the staff are provided to you for informational purposes. I was hoping to have a draft Personnel Manual for you this evening, but that is not yet ready for your review.

I believe the solar project is ready to sign (again) tonight, which should be the last approval needed for this project to move forward.

I am working on the Sec. 248(j) application to PUC for the Howard Barton Jr. Substation expansion request. It is more involved than I had hoped but will consult with engineers and lawyers as needed. I know Brett wants to move forward with this in Spring or Early summer at the latest.

I am also completing a tariff update for the residential on-demand rate, as discussed with the Public Service Department. The rate case is proceeding to be developed, and I hope to have an update about filing dates at our Board meeting.

Finally, I am starting to think *about* how best to acknowledge Ludlow Electric's 125th anniversary. I believe in light of the fact that we are going to be requesting a significant rate increase, I recommend it be relatively low-key (no fireworks). We have a banner proof to consider this evening and to discuss any other concepts you may wish to pursue.

Respectfully submitted,

Chris Recchia