

7. Discuss Vail Bridge Sewer Line Project
8. Discuss possible Town & Village Merger Update:
9. Department Head Report(s): (Hwy report to be handed out at meeting)
10. Aged Receivables Report:
11. Other Business:
12. Municipal Manager Updates:
13. Set Date for Next Meeting: (August 1, 2023)
14. Sign Warrant Orders:
15. Possible Executive Session/Personnel/Contracts:
16. Adjourn:

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, June 6, 2023

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TRUSTEES PRESENT:

Bob Brandt, Chairman

Justin Hyjek

Earl Washburn

STAFF:

Brendan McNamara

OTHERS PRESENT:

Scott Baitz

Andrea Goldman

Frank Provance

Troy Caruso

Meredith Milliken

Ryan Silvestri

Alan Couch

Logan Nicoll

Jean Strong

1. **Call To Order**

- A. Bob Brandt called the regular meeting of the Village Trustees to order at 6:00 p.m.

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

- A. Bob Brandt advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

- A. Bob Brandt advised the minutes to be approved are from the regular meeting on May 2, 2023.
- B. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve minutes from the regular meeting of May 2, 2023 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

- A. Andrea Goldman said that it is good that the Select Board meetings are on ZOOM and asked about this board.
- B. Brendan McNamara said it will be, but that the person who will be working the computer was not available tonight.
- C. Andrea Goldman said that the crosswalks in the Village are not visible and suggested that they be painted.

- D. Brendan McNamara said that the paint has arrived and the Highway Department will be painting them when the weather gets better.
- E. Justin Hyjek suggested that they move the signs to the meridian.
- F. Brendan McNamara said he will talk to Ron Tarbell.

5. **Sewer Allocation Request**

- A. 104 Main Street, LLC – 3 additional bedrooms
 - i. Brendan McNamara said that there are no issues.
 - ii. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the allocation and connection as requested.**
 - iii. Justin Hyjek asked where the 3 additional bedrooms are.
 - iv. Brendan McNamara said he doesn't know.
 - v. **Motion passed unanimously.**

6. **Sewer Allocation Removal (Partial) Request**

- A. Gregory Azzolin/Pam Alexander – South Hill - Application from proposed 4- bedroom to 3 bedrooms.
 - i. Brendan McNamara explained that the applicant has changed the construction plans
 - ii. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the request in allocation from 4 to 3 bedrooms as requested. Motion passed unanimously**

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

- A. Brendan McNamara said that this project has been going on for years. Originally it included 80 bedrooms. This is a request to reduce the number of bedrooms to 44.
- B. Andrea Goldman said that this has been a contentious project and should be done through the zoning administration.
- C. Earl Washburn said it was 80 and now would be dropped to 44.
- D. Andrea Goldman said that the project was rejected last year.
- E. **MOTION by Justin Hyjek and seconded by Earl Washburn to table this discussion to the July meeting. Motion passed unanimously.**

8. **Discussion with Troy Caruso re: Possibility of Fox Run Being Connected to the Sewer System**

- A. Brendan McNamara said this is a preliminary conversation with Troy Caruso.
- B. Troy Caruso said that he has spoken with Joe Gaudiana and there is a possibility to bring the lines through the cemetery and Thompson Avenue. They would be brought down the

- walking trail at Fox Run. We would be able to pick up the condos and golf course. We would also be able to add the proposed condos and hotel. We want to connect to water and sewer.
- C. Bob Brandt asked how they would go through the cemetery
 - D. Troy Caruso said the trail goes to the Pinnacle to Fox Lane.
 - E. Logan Nicoll said he likes the idea and asked if it could include the Rublee Lane housing.
 - F. Troy Caruso said sure, why not. It makes sense.
 - G. Brendan McNamara said they would need to do a feasibility study and this would be a Troy Caruso's expense. We have the capacity at the plant, but do need to have a study done. We would need to increase the line size on Thompson and Orion to 8". This is just the first discussion.
 - H. Bob Brandt asked about the new lines on High Street.
 - I. Brendan McNamara said he thinks they are 8 inch. He said the springs produce sufficient gallons, but we need to look to the future and don't want to use all of the water. We produce about 600,000 GPD.
 - J. Earl Washburn said that the water pressure at the cemetery is low.
 - K. Troy Caruso said they have wells at the golf course and two 10,000 gallon tanks. He said they are starting the discussion here before going to the state. We will be doing feasibility studies as to how many units we can build. The regulations say up to 51 units that will be done in phases as well as 60 – 100 hotel rooms. He said the condos will be 3 to 4 bedrooms. He said at 24 Fox Lane there will be 6 units and 51 units on the 24 acre portion. We will build the hotel on the 100 acre portion. He said he walked this with the board last year.
 - L. Andrea Goldman voiced concern about running sewage through the cemetery.
 - M. Troy Caruso said the lines would be on the perimeter. We can't go up Route 103 – there was a problem getting under the river.
 - N. Brendan McNamara said they have done directional bores under the river in Cavendish.
 - O. Frank Provance said in the past, there was too much opposition. It would make more sense going up Route 103 and under the river.
 - P. Bob Brandt said the distance would be shorter going down the lower bank between the gravel and the pond.
 - Q. There was general consensus among board members.
 - R. Brendan McNamara said there was a problem with the State Highway. Sometimes, the State prefers to go under the river.
 - S. Troy Caruso said they could go under Dug Road – he owns that property.
 - T. Brendan McNamara said if they go down Route 103, it may be easier to pick up Black River Overlook apartments.
 - U. Troy Caruso said there are options.

9. **Discuss Possible Town and Village Merger**

- A. Brendan McNamara this has been discussed in the past.
- B. Justin Hyjek said he wants to explore the benefits, distractions and feasibility of a merger. Recently, the town of Lyndonville passed a merger.
- C. Bob Brandt said he thinks it would be beneficial to Ludlow, but we would have to sell it to the voters.

- D. Earl Washburn said the town was opposed to it and voted it down twice in the past. He said at one time, the Electric Department was an issue. It may raise the taxes and the administrative costs would move to the Town.
- E. Brendan McNamara said there would be a savings. There is a lot of “back over yourself” times. We would have to determine costs. He said the Village just lost a grant for the lower portion of the Access Road. He added that we have 2 board members that sit on both the Select Board and Trustees.
- F. Justin Hyjek said the Select Board has discussed this and want the Trustees to initiate the discussions.
- G. Alan Couch said that the Electric Department and Village Trash pick-up were issues. He said there are some redundancies between the Town and Village. He said that the paving in the Village goes to the Town Highway department. He said that Brett Sanderson said that there was some issue with the Electric Department’s charter with the Village that would have to be worked out. It may be an administrative change to may have to go to the State.
- H. Brendan McNamara said that can be researched. He said that the sidewalks are an issue.
- I. Earl Washburn said there are people in the Village who are not on the sewers. He doesn’t think the Electric Department is that big an issue.
- J. Logan Nicoll said that he is in favor and would like to see a study done. He said the offices in town hall spend time calculating the split for bills. There is a lot of redundancy. He said that trash pick-up is no longer an issue. He said that the Village doesn’t always have funds to repair all of the sidewalks. He said there is an extensive charter in the Village. In Dillon’s Law, the local governing body only has the power unless the State has granted them the power. The Charter allows the town to have more power. The Village Charter established the Electric Department and Water/Sewer Department. If we go forward with this, the town would have to adopt the Village charter and the Legislature would have to approve it. He said the Town recently passed a charter of one issue, Australian ballot.
- K. Justin Hyjek said that one issue is sidewalks and the town can’t do sidewalks. One unified board would be better for the town.
- L. Jean Strong said that 4 to 5 years ago, there was a committee formed to discuss a merger of the town and village. They met twice and never met again. We need to get this going and have a plan for keeping it moving forward.
- M. Earl Washburn suggested that they address this with the town.
- N. Justin Hyjek said that it is the consensus of this board to move forward, but it may be more efficient for the Select Board to form the committee with Trustees on the committee.
- O. Bob Brandt said that at one point, the Select Board said no unless the Trustees bring the matter to them.
- P. Earl Washburn asked Brendan McNamara to put this on the Select Board agenda.

- Q. Bob Brandt said they may need a joint meeting to start the discussions and maybe the two board form the committee together.
- R. Brendan McNamara said he will put it on the July agenda for the Select Board with a plan to move forward. We can discuss a hybrid meeting.
- S. Justin Hyjek asked if this could be done by November or at the town meeting.
- T. Logan Nicoll said this is more extensive and may be possible for March. The consensus at the state level is to support a merger if the town and village are overwhelmingly in support. If there is any controversy, it will get derailed. He said if they vote at town meeting 2024, he would be able to introduce the bill at state level and possibly get it through in 2024. He suggested that they talk to Steve Ankuda (town attorney) about this.
- U. Earl Washburn said the last vote on a merger was in 1968.

10. **Department Head Reports**

- A. South Hill Beavers
 - i. Brendan McNamara said it was going well until the beavers ate through a 2” x 4” board. We put in another piece of culvert under the baffle and are at a stalemate with the beavers.
- B. Crosswalk Painting
 - i. Earl Washburn asked to have the Highway Department put this on their schedule
 - ii. Brendan McNamara said it is scheduled for next week.

11. **Aged Receivables Report:**

- A. Brendan McNamara said there is about \$38,000 outstanding and between 15 and 19 of them are in the 90 to 120 day range. VHPA is ending soon. He said that some of the people are on payment plans. He will start sending out letters now and hopes to have most of the cleared up within the next 30 days. He said that he has visited some of the accounts and some will need to increase their payments. The amounts are not sustainable and they are basically barely paying their interest. He said that some of the ones that are in the 90 to 120 day range are in the \$1,000’s. He said they don’t want to have to turn off services. We need to stay current and there is \$30,000 that is owed to the town and it is up to him to have these bills cleaned up.

12. **5 Alarm 5K Race Approval – September 2, 2023**

- A. Brendan McNamara said that at our last meeting, we wanted more information which has been provided, including a map of the race route, starting at the Community Center, going up High

Street to Dug Road, down Pond to Depot Street to Pleasant to Elm and finishing at the Community Center. This has been cleared by the Police Department

- B. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the 5 Alarm 5K Race as indicated. Motion passed unanimously.**

13. **Other Business**

- A. Sidewalks - Paving
- i. Earl Washburn said that the sidewalks by the park look good.
 - ii. Justin Hyjek said he loves the park and he would like to make Ludlow more pedestrian friendly. He said the Planning Commission put out a survey, in an attempt to get resident input.
 - iii. Brendan McNamara said that the state has the village on the schedule for paving in 2025 and that will help. There is a lack of sidewalks in front of Dunkin Donuts.
 - iv. Justin Hyjek asked if there is a sign ordinance in the Village
 - v. Andrea Goldman said the Planning Commission is looking to revise the ordinance and it is on their agenda.
 - vi. Justin Hyjek said the Video Stop sign is still up.
 - vii. Brendan McNamara said he will talk to the Planning and Zoning office.
- B. Justin Hyjek advised that there will be a meeting with Granicus next week and they will make a presentation in July.

14. **Municipal Manager Updates: High Street & Pleasant Street Ext. Projects**

- A. Brendan McNamara advised that the sidewalks are complete by the park. He said that the Memorial Day activities were fantastic and it means a lot to people to have this back. They redid the sign at the front of the park
- B. RFPs for paving bids for Mill, Meadow and partially up Hemingway Hill will be going out next week.
- C. The town received a grant to pave the Access Road from the trestle up, but the Village did not get a grant to pave from the trestle down.
- D. Bob Brandt asked about drainage on the side of the Access Road.
- E. Brendan McNamara said he will check with Ron Tarbell and also the line by the high school.
- F. Crosswalks will be painted next week.

15. **Set Date for Next Meeting**

- A. Next regular meeting will be on July 11, 2023 at 6:00 p.m.

16. **Sign Warrant Orders**

A. Bob Brandt said they would sign Warrant orders.

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

A. Bob Brandt said that an Executive Session is not needed.

18. **Adjourn**

A. **MOTION to adjourn by Earl Washburn and seconded by Justin Hyjek. Motion passed unanimously.**

B. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Lisha Klaiber

Bob Brandt, Chairman of Trustees

Earl Washburn, Vice Chair

Justin Hyjek

**Bid Opening Meeting Minutes
Town of Ludlow**

FY24 Village Summer Paving

Wednesday, June 28, 2023 at 10:00 a.m.

Howard J. Barton Jr. Conference Room

Present:

Brendan McNamara, Municipal Manager
Ron Tarbell, Public Works Supervisor
Pamela Todt, Assistant Town Clerk/Treasurer
Fuller Paving & Wilk Paving Representatives
Diane Knight, Acting Recording Secretary

Call to Order:

- a. Brendan called the Bid Opening Meeting for the FY24 Village Summer Paving to order at 10:11 a.m.
- b. Brendan said he will open the bids today, record the price indicated, review the bids and make a recommendation to the Village Trustees at their regular meeting scheduled for July 11, 2023.
- c. Brendan said RFPs were hand – delivered &/or sent via email. The results are as follows:

2024 Village Summer Paving: Mill Street/ Meadow Street

VENDOR	BID
Fuller Sand	\$86.00/Ton
Pike Industries	\$125.00/Ton
Wilk Paving	\$109.00/Ton

Adjourn:

- a. Meeting adjourned at 10:15 a.m.

Respectfully Submitted,

Diane Knight
Acting Recording Clerk

**Bid Opening Meeting Minutes
Village of Ludlow
FY24 Water/Wastewater 3/4-Ton Tk w/ Plow**

Wednesday, June 28, 2023 at 10:15 a.m.

Howard J. Barton Jr. Conference Room

Present:

Brendan McNamara, Municipal Manager
Ron Tarbell, Public Works Supervisor
Pamela Todt, Assistant Town Clerk/Treasurer
Diane Knight, Acting Recording Secretary

Call to Order:

- a. Brendan called the Bid Opening Meeting for the FY24 3/4-Ton WWTF Ext. Cab Truck with Plow to order at 10:15 a.m.
- b. Brendan said he will open the bids today, record the price indicated, review the bids and make a recommendation to the Village Trustees at their regular meeting scheduled on July 11, 2023.
- c. Brendan said RFPs were hand – delivered &/or sent via email. The results are as follows:

2024 Hwy 3/4-Ton Extended Cab - 4WD Truck w/Plow

VENDOR	BID
Benson’s Chevrolet, Inc.	Net = \$31,090.00 Model Yr = 2024
Ford of Claremont	Net = \$31,677.00 Model Yr = 2023
Springfield Autosaver Group - GMC	Net = \$39,631.00 Model Yr = 2024

Adjourn:

- a. Meeting adjourned at 10:22 a.m.

Respectfully Submitted,

Diane Knight
Acting Recording Clerk

Sewer Department Monthly Report for the Month of June, 2023

- No major concerns at the treatment plant. It's basically, business as usual.
- We flowed just over 5.8 million gallons through the plant this June. Up a little from June last year which was just over 4 million.
- We shipped out no sludge in June.
- The high school sewer line relocation project came to a sudden halt and was cancelled when we discovered that the existing sewer line exiting the building is encased in concrete.
- Beardmore Excavating is installing a holding tank and force main at 65 Pine Hill and will be hooking onto the sewer.
- Cota and Cota at 7 Main Street had a sewer clog last week. A-1 Sewer and Drain ran a camera down the line and saw a collapsed sewer service line and they'll be digging that up for repair. Our sewer main out in front of the building is fine and working properly.
- We continue working with BIOBOT by providing them with two influent samples per week for analyzing. The latest results for Ludlow's COVID and Mpox viruses are included with this report.
- We continue the ongoing maintenance of manholes by raising them, lowering them and/or filling them with cold patch.

Respectfully submitted,

Joseph Gaudiana



Village of Ludlow WWTP

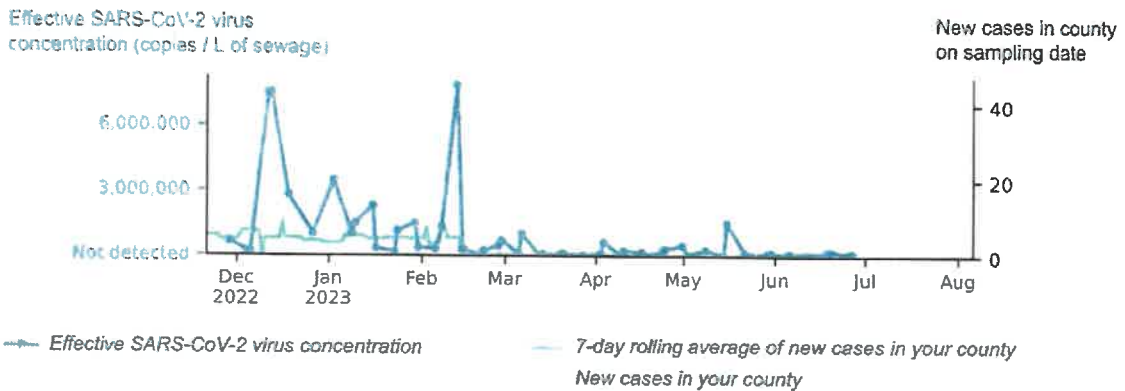
Sample collection date: **June 27, 2023**

SARS-CoV-2 virus in wastewater

DETECTED	Virus concentration (copies per liter of sewage) 43,418	Effective* virus concentration (copies per liter of sewage) 78,809
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**Effective virus concentration value is derived by adjusting the raw virus concentration to account for dilution and other factors.*

Effective virus concentration over time



The effective virus concentration reported by Biobot is different from the results reported on CDC's [Covid Data Tracker](#). CDC results are normalized using flow and population, whereas Biobot normalizes to a fecal strength indicator measured in your sample.

Learn more about Biobot's normalization and effective concentration methodologies by visiting biobot.io/covid19-report-notes and support.biobot.io

For county-level, regional and nationwide views of the data, please visit biobot.io/data

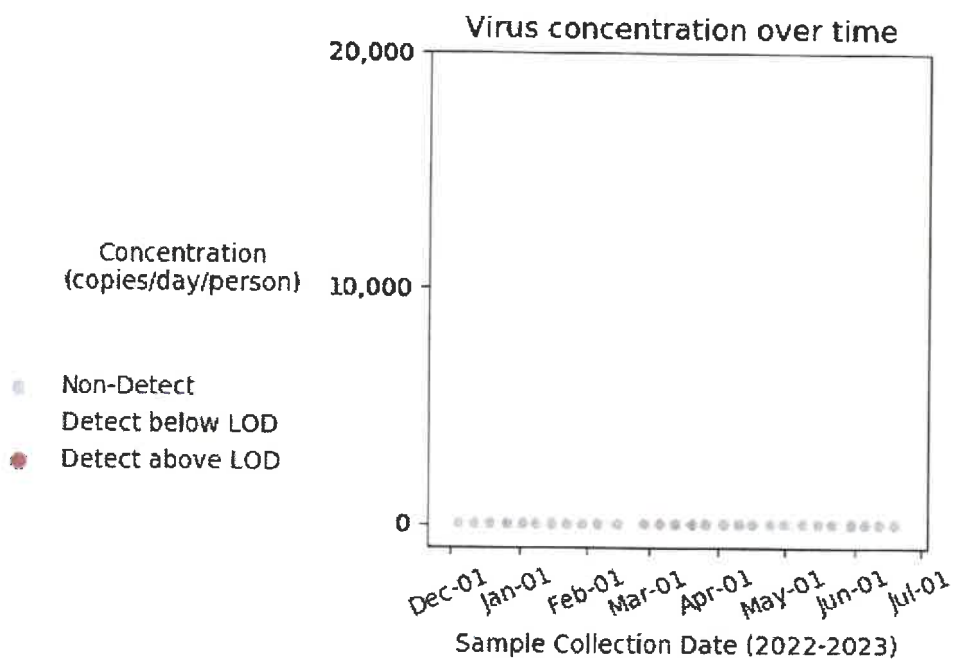
Village Of Ludlow Wwtp

Mpox virus in wastewater

Sample collection date
2023-06-20

NOT DETECTED

Virus concentration
(copies/day/person)
Below LOD



Note: Concentrations above 0 are considered detects. Concentrations below the limit of detection (LOD) are not reliable and should be interpreted with caution. The LOD is normalized to population flow-rate and changes by sample.