

7. Aged Receivables Report:
8. Other Business:
9. Municipal Manager Updates:
10. Set Date for Next Meeting: (January 2, 2024)
11. Sign Warrant Orders:
12. Possible Executive Session/Personnel/Contracts:
13. Adjourn:

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, November 7, 2023

6:00 PM

HEALD AUDITORIUM

Village Trustees Meeting – Zoom Link

**Meeting ID: 984 2249 8745
Passcode: 045593**

**One tap mobile
+13126266799, 98422498745#,,,,*045593# US (Chicago)
+16469313860, 98422498745#,,,,*045593# US**

**Dial by your location
<https://zoom.us/j/98422498745>**

TRUSTEES PRESENT:
Justin Hyjek Vice Chairman Earl Washburn

TRUSTEES ABSENT:
Bob Brandt, Chairman

STAFF:
Brendan McNamara

OTHERS PRESENT:
Eric Alden

1. **Call to Order**

A. Justin Hyjek called the meeting to order at 6:00 p.m. Bob Brandt absent.

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

A. Brendan McNamara advised that changes are needed. He advised that 2 additional allocation requests were received. They will be added to #6 as B – 15 Gill Terrace and C – 20 Plumley Avenue.

3. **Approve Minutes from Previous Meetings**

- A. Justin Hyjek advised the minutes to be approved are from the regular meeting on October 3, 2023.
- B. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve minutes from the regular meeting of October 3, 2023 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **FEMA UPDATE**

- A. Brendan McNamara said Dam inventory has is complete and now we will be creating projects for the repairs. He said that he met today, with state agency personnel about repairs to the Wastewater Treatment Plant. He said that the plant is operating at 100% capacity. The plant is a #1 Priority and now we are trying to decide how to secure the best and largest amounts of funds to repair it in the best way. We will either have to make repairs or relocate the plant. He said that our plant is one of 3 of the worst hit plants in the state and ours is the worst hit.
- B. Justin Hyjek asked is there have been any recommendations to build up the river banks around the plant.
- C. Brendan McNamara said not yet. He said that the bridge is a choke way. He said that any debris piles up by the bridge and the water goes straight into the plant. It is a fairly new bridge so it is doubtful it would be replaced.
- D. Justin Hyjek said that Ludlow has adopted the NFIP. He said that Ludlow was once a farming, agricultural community in a valley, built on a river.
- E. Earl Washburn said GE used to use the river for power. They build a dam and formed a pond, hence, Pond Street. You can't go anywhere in Vermont and get away from the water.
- F. Brendan McNamara said repairs to the plant will be a long haul.

6. **Allocation Review & Possibly Approve**

- A. A. Demers – 28 Pleasant Street - Increasing from 3-bedroom to 4-bedroom in one unit.
 - i. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the request from A. Demers to increase from 3 bedrooms to 4 bedrooms in one unit. Motion passed unanimously.**
 - B.
- C. 15 Gill Terrace – subdivided lot to have a 5 bedroom house built.
 - i. Justin Hyjek asked if that is the acreage behind High Street.
 - ii. Brendan McNamara said yes, .24 acres.
 - iii. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the allocation request from 15 Gill Terrace for a 5-bedroom house to be built. Motion passed unanimously.**

- D. 20 Plumley Avenue (Mary Boyle) – request for allocation for a new 3- bedroom house plus hook-on fees.
- i. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the request for allocation and hook-on fees for 20 Plumley Avenue for a 3 bedroom house. Motion passed unanimously.**

7. **Consider/ Possibly Approve Village Christmas/Holiday Party**

- A. Brendan McNamara advised that at their meeting last night, the Select Board approved that he proceed with getting bids for the yearly Municipal Employees Holiday Party. He said he will get bids for an on-site or catered party.
- B. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the Holiday Party. Motion passed unanimously.**

8. **Department Head Reports**

- A. Brendan McNamara said that the departments are in.
- B. Justin Hyjek made mention of a water quality report that showed lead levels at 13 ppb. He asked where the lead is coming from.
- C. Brendan McNamara said the guess is it was not taken from the source. It would have had to have been from direct samples. It could be the service line. We do have to get rid of the lead. The lead project is coming up and we will look into it.
- D. Justin Hyjek asked about PFAS in the water.
- E. Brendan McNamara said there is a new state law requiring a license for water distribution. Our staff is licensed.

9. **Aged Receivables Report:**

- A. Brendan McNamara said that some notices did go out with a 30 day deadline for possible discontinuation of service. He said there are extenuating circumstances and we try to negotiate payment terms and work with people.
- B. Justin Hyjek noted that we don't want to shut off water service, but after a certain number of delinquent days, we have to do something.
- C. Brendan McNamara said he deals with this on a case -by -case basis. We are trying to work with people. The problem is the repeaters. We did get a number of responses.

10. **Other Business**

- A. FY2025 Budget Meetings
 - i. Justin Hyjek asked if we would be having separate budget meetings
 - ii. Brendan McNamara said he will send an electronic draft out and they will have a few separate meetings

11. **Municipal Manager Updates:**

A. **Town and Village**

- i. Brendan McNamara advised that he is working to get a press release from Shaw's. They say they are in the process of outsourcing the repair work and are dedicated to rebuilding. He said he asked them for a soft timeline and hopefully they will respond.
- ii. Justin Hyjek said there are a lot of rumors going around, but is it fair to say that they will not reopen this winter.
- iii. Brendan McNamara said he has spoken with the people at Shaw's and there is talk that they will be taking over the Rite Aid space, but there hasn't been much movement. He said possibly February. He said when he gets more information, he will advise the board.

B. **Mount Holly Ambulance**

- i. Brendan McNamara advised that effective November 1st, we have taken over their service. It was moving toward a collaborative effort. We thought the takeover would not happen until next year, but it has happened. Stephanie Grover is working with the Mount Holly Select Board.

12. **Set Date for Next Meeting**

- A. Next regular meeting will be on December 5, 2023 at 6:00 p.m.

13. **Sign Warrant Orders**

- A. Justin Hyjek said Warrant orders have been signed.

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

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

15. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by Justin Hyjek. Motion passed unanimously.**
- B. Meeting adjourned at 6:23 p.m.

Respectfully submitted,

Lisha Klaiber

Bob Brandt, Chairman of Trustees

Earl Washburn, Vice Chair

Justin Hyjek

Town = \$780 per bedroom
Village = \$546 per bedroom

Town Village

VILLAGE OF LUDLOW

RESIDENTIAL OR COMMERCIAL BUILDING WASTEWATER SYSTEM CONNECTION

The undersigned hereby request connection to the municipal wastewater disposal system for the following, to be issued on the basis of the representation contained herein:

Property Location: 31 Rt 103 South

Land Records: Book No. _____ Map No. _____ Block No. _____ Parcel No. 230349-000

Property Owner: ROUTE 103, LLC Telephone: 516-779-1250

Mailing Address: 89 Fox Lane, Ludlow, VT 05149

Residence (Circle): Single Family Multiple Family (Number of Units _____)

Number of Bedrooms in each unit: _____

Estimated Flows: _____

Commercial: Nature of Business: EXISTING & MR. DARCY'S REST.

Number of Units/Employees: increase 50 seats. 80 existing

Type of Discharge to System: _____ Estimated Flows: to 130 total

Construction of Wastewater Collection Main (length/dimension): _____

Infiltration: _____

Contractor: _____ Telephone: _____

Mailing Address: _____

PLANS AND SPECIFICATION FOR ANY SEWER CONSTRUCTION MUST BE ATTACHED. WORKSHEETS FOR CALCULATION OF WASTEWATER DISPOSAL ALLOCATION MUST BE ATTACHED AS NECESSARY. AS BUILT PLANS ARE REQUIRED FOR CONSTRUCTION OF ANY WASTEWATER COLLECTION MAINS.

- In Consideration of the granting of this permit, the undersigned agrees:
1. To accept and abide by all provisions of the Village of Ludlow's Sewer Ordinance, and all other applicable regulations as may be amended.
 2. To maintain the building sewer service at no expense to the Village of Ludlow.
 3. To notify the Municipal Manager when the building sewer is ready for inspection and connection to the main system, but before any portion of the work is covered

APPLICANT/AGENT'S SIGNATURE: [Signature] CE DATE: Nov 30, 2023

***** FOR OFFICE USE ONLY *****

Application No. 141040 Date Received: 11/30/23 By: Sian Kujer

Wastewater Treatment Capacity Required: 50 seats x 30 gpd = 1500 gpd Connection Fee: already on system Date: 11/30/23

Date of Approval by Village Board of Trustees: _____ Date of Invoice: _____

Date Payment Received: _____ Date of Inspection: _____

Approved by Municipal Manager: [Signature] Date: 11/30/27

email Dione Tawhalla@ttds.net Chief Operator Date: _____

LUDLOW HIGHWAY DEPARTMENT

Monthly Report – November 2023

Staff continues to assist the Transfer Station by turning the compost pile, loading cardboard, demo and crushing the dumpsters for disposal and removal.

Winter Highway Maintenance has begun,

Ditching & Culvert Cleaning:

Trees, Brush:

On-Going Clean up Branches & Trees (Storm damage)

Other/Miscellaneous

Maintenance on Ambulance & Police Cruisers

Maintenance on Hwy Trucks/ Equipment

Assisting w/information for FEMA documentation

Trucks have been serviced by ATG hopefully ready for Winter season.

Trackless is broke down to be picked up week of 27th.

Respectively submitted,

Ronald Tarbell
Highway Foreman

Sewer Department Monthly Report for November, 2023

- The Wastewater Treatment Plant is running perfectly and our numbers are great. We have about 85% of the plant's equipment up and running. Under normal conditions we run only about 50% of the plant all winter so we're in good shape for the ski season.
- M&M Excavating and MaNosh were here and we cleaned the flood mud and sand out of the aeration tank. That tank is ready for when we need it in the winter or early spring.
- TMDE Calibration was here on November 15 to calibrate our lab equipment and our drying oven is not within acceptable specifications. We will need a new one soon.
- A field technician from Lakeside Equipment was here on November 14 to diagnose our fine screen and we're waiting on parts for that.
- We treated 6.5 million gallons at the WWTF in November.
- We shipped no sludge.

Respectfully submitted,

Joe Gaudiana – Ludlow Sewer