

VILLAGE OF LUDLOW
WATER COMMISSION
REGULAR MEETING
TUESDAY, AUGUST 1, 2023

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

AGENDA

1. Call to Order:
2. Consideration of any Changes, Additions or Removal to the Agenda:
3. Approve Minutes from Previous Meeting(s):
 - a. June 6, 2023 Regular Meeting
4. Comments from Citizens:
5. Department Head Reports: (Reports will be handed out at the meeting)
6. Aged Receivables Report:
7. Increase Water Allocation:
 - a. 65 Pine Hill Rd – Already Hooked- On to System w/ a 3-bedroom Home- need 5-bedroom allocation – increase of 2 bedrooms
8. Consider Signing Engineering Service Agreement:
 - a. Aldrich & Elliot
9. Discuss Pricing for Water Sold in Bulk:

10. Municipal Manager Updates:
11. Discuss FY24 Wage Increases:
12. Other Business:
13. Set Date for Next Meeting: (September 5, 2023)
14. Possible Agenda Items for Next Meeting:
15. Sign Warrant Orders:
16. Possible Executive Session/Personnel/Contracts/Legal Issues:
17. Adjourn:

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 5th
 - 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

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk

RECEIVED

VILLAGE OF LUDLOW, VERMONT

JUN 25 2023

RESIDENTIAL OR COMMERCIAL WATER SERVICE APPLICATION

MUNICIPAL OFFICE

TO THE VILLAGE OF LUDLOW WATER DEPARTMENT:

The undersigned, being the Owner of the property located at 65 Pine Hill Rd., does hereby request a permit to install and connect water service to service the House at said location.

One family residence: X More than one family: Increase current hook-on from 3-bdrm to 5 bdrm
(Residence, Commercial Bldg., etc.)
(Indicate # of Apartments)

Commercial: _____
(Specify nature of business housed in building, such as store, barber shop, etc.)

1) The following indicated fixtures will be connected to the proposed water service:

<u>Number</u>	<u>Fixture</u>	<u>Number</u>	<u>Fixture</u>
_____	Kitchen Sinks	_____	Water Closets
_____	Lavatories	_____	Urinals
_____	Laundry	_____	Bath Tubs
_____	Automatic Washers	_____	Showers
_____	Automatic Dishwashers	_____	Garbage Grinders

Specify other fixtures _____

2) The maximum number of persons who will use the above fixtures is _____

3) The name and address of the person or firm who will perform the proposed work is Seiko Builders 49 Freedom Hill Rd. Ludlow, VT

4) Plans and specifications for the proposed water service are attached hereunto as 602-345-5747 Exhibit "A".

In consideration of the granting of this permit, the undersigned agrees:

- a) To accept and abide by all provisions of the Village of Ludlow Water Dept. Rules and Regulations, and of all other pertinent ordinances or regulations that may be adopted in the future.
- b) To maintain the water service at no expense to the Village of Ludlow Water Dept.
- c) To notify the Municipal Manager when the water service is ready for inspection and connection to the public water, but before any portion of the work is covered.

Date: 6/25/23 Signed: [Signature] (Agent for Owner)

Address of Applicant: 49 Freedom Hill Rd. S. Ludlow, VT

Date: 7/6/23 Signed: [Signature]
(Municipal Manager)

Water Hook-On Fees: Village - \$500
Town - \$1,500