

VILLAGE OF LUDLOW
WATER COMMISSION
REGULAR MEETING
TUESDAY, APRIL 4, 2023

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

AGENDA

1. Call to Order:

2. Annual Board Reorganization:
 - a. Elect Chairman of the Board
 - b. Elect Vice Chairman
 - c. Elect Clerk of the Board
 - d. Appoint Ludlow Enterprise Fund Committee Member
 - e. Set Day & Time for Regular Meetings & Alt Meetings
 - f. Adopt Roberts Rules of Order
 - g. Appoint Recording Secretary
 - h. Designate Newspaper of Record

3. Consideration of any Changes, Additions or Removal to the Agenda:

4. Approve Minutes from Previous Meeting(s):
 - a. March 2, 2023 Special Joint Committee Meeting
 - b. March 7, 2023 Regular Meeting

5. Comments from Citizens:

6. Water Allocation Request:
 - a. Kimball Bocklet - 33 Pleasant Street seeks to add three (3) additional bedrooms. Currently house has four (4) bedrooms but only being billed for three (3). Looking to build garage with accessory unit above to include two (2) bedrooms. No hook-on fee as water will come from main house.

7. Discuss Asset Management Plan:
8. Department Head Report:
9. Aged Receivables Report:
10. Municipal Manager Updates:
11. Other Business:
12. Set Date for Next Meeting: (May 2nd, 2023)
13. Possible Agenda Items for Next Meeting:
14. Sign Warrant Orders:
15. Possible Executive Session/Personnel/Contracts/Legal Issues:
16. Adjourn:

PRELIMINARY MINUTES

SELECT BOARD, VILLAGE TRUSTEES AND WATER COMMISSION

LUDLOW, VERMONT

SPECIAL JOINT COMMITTEE MEETING

THURSDAY, MARCH 2, 2023

HOWARD BARTON, JR. CONFERENCE ROOM

6:00 PM

SELECT BOARD MEMBERS PRESENT:

Bruce Schmidt, Chairman Brett Sanderson, Vice-Chair Robert Brandt
Scott Baitz Justin Hyjek

VILLAGE TRUSTEE MEMBERS PRESENT:

David Rosè, Chairman Earl Washburn Robert Brandt

WATER COMMISSION MEMBERS PRESENT:

David Rose, Chairman Ronald Bixby

STAFF PRESENT:

None

AGENDA

1. CALL TO ORDER:

- A. Select Board Members, Village Trustees, and Water Commissioners called the meeting to order at 6:00 p.m.
- B. Bruce Schmidt informed the Select Board that he would be turning over the Chairmanship for the Meeting to Brett Sanderson as Vice-Chairman.

2. MUNICIPAL MANAGER POSITION AND TRANSITION PROCESS:

- C. Motion by the Select Board to go into Executive Session to discuss contracts and personnel and to invite in Brendan McNamara. Motion made by Justin Hyjek. Second by Scott Baitz. Motion passed unanimously.
- D. Motion by the Village Trustees to go into Executive Session to discuss contracts and personnel and to invite in Brendan McNamara. Motion made by Robert Brandt. Second by Earl Washburn. Motion passed unanimously.

E. Motion by the Water Commissioners to go into Executive Session to discuss contracts and personnel and to invite in Brendan McNamara. Motion made by Ronald Bixby. Second by David Rose. Motion passed unanimously.

F. Boards went into Executive Session at 6:02 pm.

G. Board came out of Executive Session at 7:15 pm.

3. **ADJOURN:**

H. Motion by Select Board to Adjourn. Motion made by Brett Sanderson. Second by Scott Baitz. Motion passed unanimously.

I. Motion by Village Trustees to Adjourn. Motion made by Robert Brandt. Second by David Rose. Motion passed unanimously.

J. Motion by Water Commissioners to Adjourn. Motion made by Ronald Bixby. Second by David Rose. Motion passed unanimously.

K. Meeting Adjourned at 7:17 pm.

Respectfully submitted,

Bruce Schmidt

SELECT BOARD

Bruce Schmidt, Chairman

Brett Sanderson, Vice-Chair

Scott Baitz

Justin Hyjek

Robert Brandt

VILLAGE TRUSTEES

David Rose, Chairman of Trustees

Earl Washburn, Trustee

Robert Brandt, Trustee

WATER COMMISSION

David Rose, Chairman of Water Commission

Ronald Bixby, Water Commissioner

Jacqueline Geer, Water Commissioner

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday March 7, 2023

BOARD MEMBERS PRESENT:

David Rose, Chairman

Ron Bixby

Jackie Cromwell

STAFF:

Scott Murphy

Joe Gaudiana

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. Scott Murphy advised that no changes are needed, except that the minutes for March 2, 2023 are not ready.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of February 7, 2023, Special Joint Committee Meeting of February 21, 2023 and Special Joint Committee Meeting of February 27, 2023

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the regular meeting of February 7, 2023, Special Joint Committee Meeting of February 21, 2023 and Special Joint Committee Meeting of February 27, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Requests:**

A. Property Adjacent to 21 Prospect Street – Robert Sullivan. -

- i. Scott Murphy advised that this is a request for a permit to connect to the water service for three lots on his property. This property is being subdivided into 3 lots from the current one lot. He intends to build three, 3-bedroom properties on these lots in the future. The hook-on fee is \$1,500.00 (3 x \$500.00.).
- ii. David Rose recused himself from this vote as he has done work for this applicant.

- iii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request to for a permit to connect to the water service for 3 lots. Motion passed unanimously**

B. Sam's Steakhouse – 91 VT. Route 103S – Troy Caruso

- i. Scott Murphy said this is an application to decrease the number of seats from 200 to 140. This is an administrative change only.
- ii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request to decrease the seating from 200 to 140 seats as per the administrative approval. Motion passed unanimously**

6. **Municipal Manager Updates**

A. **Gill Terrace Hydrant Leak**

- i. Scott Murphy said the work is done. The hydrant had been leaking for a while and it had not been fully closed or fully open. It is not leaking any more.

7. **Other Business**

A. **Asset Study Follow-up – Email from Wayne Elliott of A & E Engineers**

- i. Scott Murphy said that he received an email from Wayne Elliott today and the project is eligible for loan forgiveness for up to \$50,000.00. Mr. Elliott has given an estimate of \$30,000 to \$40,000 for the Asset Study. This would cover our entire cost, with the exception of our staff labor.
- ii. David Rose asked who would do this.
- iii. Scott Murphy said Wayne Elliott as we got our application in on time - we met the deadline.
- iv. David Rose asked if they would help us with a priority list for future project.
- v. Scott Murphy said it would include water system evaluation, inventory analysis, life expectancy study of system components and risk analysis. He said the study could be done this coming season.
- vi. David Rose said he sees no reason not to do it and it would be a benefit.
- vii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to move forward to hire A&E Engineering to provide the Asset Management Study for the estimated cost of \$30,000 to \$40,000 with loan forgiveness of up to \$50,000. Motion passed unanimously.**
- viii. Scott Murphy said he would let Wayne Elliott know of the board's decision.

B. **Control Valve at the Wells**

- i. David Rose asked for an update
- ii. Scott Murphy Ken Cook is still waiting for the backordered parts. He is working on it.

8. **Department Head Report**

A. David Rose said that the Monthly Report looks good and answers questions for the board.

B. Altitude Valve

- i. Joe Gaudiana contacted Brad Small from CLA-Valve. The estimate to rebuild the valve is \$3,500 or to \$4,500 to provide an electronic valve.
- ii. David Rose asked if that included telemetry.
- iii. Scott Murphy said yes
- iv. There was board consensus to move forward with the purchase of the electronic valve.
- v. Scott Murphy noted that since it is under \$5,000 he can order it..

- C. David Rose said the water flow from the springs look good.
- D. David Rose said that Scott Murphy is moving on from Ludlow and has been here 5 years. We appreciate all that he has done for Ludlow and wish him well in his next endeavor. Thank you, Scott.

9. **Set Date for Next Meeting**

- A. Next regular meeting is on April 4, 2023 at 5:00 p.m.
- B. Village Annual Meeting March 28, 2023 at 7:00 p.m. Informational Meeting on March 27, 2023 at 6:00 p.m.

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

- A. None listed

11. **Sign Warrant Orders**

- A. David Rose said they have been signed

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

- A. David Rose said that an Executive Session is needed.
- B. **MOTION by Ron Bixby and seconded Jackie Cromwell to move into Executive Session. Motion passed unanimously.**
- C. Board entered into Executive Session at 5:19 p.m.
- D. Board exited Executive Session at 5:28 p.m.

13. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell

MAR 24 2023

VILLAGE OF LUDLOW, VERMONT

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 33 Pleasant St, does hereby request a permit to install and connect water service to service the Residence at said location. (Residence, Commercial Bldg., etc.)

One family residence: [checked] More than one family: (Indicate # of Apartments)

Commercial: Matter of record only to add 1 bedroom to main house + add 2 - bdrm unit over the garage (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:

Table with 4 columns: Number, Fixture, Number, Fixture. Includes Kitchen Sinks, Lavatories, Laundry, Automatic Washers, Automatic Dishwashers, Water Closets, Urinals, Bath Tubs, Showers, Garbage Grinders.

Total of 3 additional bedrooms - No hook-on fee needed - running H2O from main house

Specify other fixtures

2) The maximum number of persons who will use the above fixtures is 6

3) The name and address of the person or firm who will perform the proposed work is Brooks Excavation Jimmy Filipowic

4) Plans and specifications for the proposed water service are attached hereunto as 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: 3/23/23 Signed: [Signature]

Address of Applicant: PO Box 737 Point Lookout NY 11669

Date: Signed: (Municipal Manager)

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

DATE: 03/30/2023

RE: Charles & Kimball Bocklet Additional Allocation/Hook-On

A/C# 221059 – 33 Pleasant St.

This property is currently a 3-bedroom home that is going to be a 4-Bedroom and will need an additional 1-bedroom allocation for sewer. If approved, then there will be a charge of \$546.00 for the additional sewer allocation and reflect as a matter of record for water – No Fees. The billing system will reflect the additional bedroom for the semi-annual bills.

They are constructing a 2-bedroom accessory unit above their garage. They will hook on to the water system from the house and will not be charged for a water hook-on. If approved by the Water Commissioners, then this change should be reflected as a matter of record only – No Fees.

However, they are planning on hooking the garage wastewater into the wastewater pipe coming down from Terrace Ave and runs through their property, therefore the Bocklets will need an additional 2-bedroom wastewater allocation (\$ 1,092.00) and should be charged for another wastewater hook-on (\$ 2,200.00).

Summary of Charges:

Sewer Hook-On Fee = \$2,200.00
Sewer - 3 add'l bdrms= \$1,638.00
Water = Matter of Record (ONLY)

Semi- Annual Billing Changes:

- (1) 4-bedroom Unit Water/Sewer
- (1) 2-bedroom Unit Water/Sewer

BK. XX PG. XX
 PARCEL 230481.000
 RUSSO
 N/F

BK. XX PG. XX
 PARCEL 230480.000
 GREENLAND
 N/F

BK. XX PG. XX
 PARCEL 230619.000
 MADERA LLC
 N/F

BK. XX PG. XX
 PARCEL 230626.000
 LAZETERA
 N/F

BK. XX PG. XX
 PARCEL 230627.000
 XXX
 N/F

Preliminary
 Draft Copy



PRELIMINARY SKETCH OF PROPERTY
 WORKSHEET FOR OWNER

DATED, _____

Stephen Mongeon
 STEPHEN MONGEON, VT. LAND SURVEYOR NO. 664

TAG	BEARING	DISTANCE
L1	N 74°53'34" W	70.5'±
L2	N 15°58'09" E	59.8'±

SUBJECT PARCEL
 MBL 230625.000

Scale 1" = 50'

March 27, 2015

WORKSHEET SKETCH

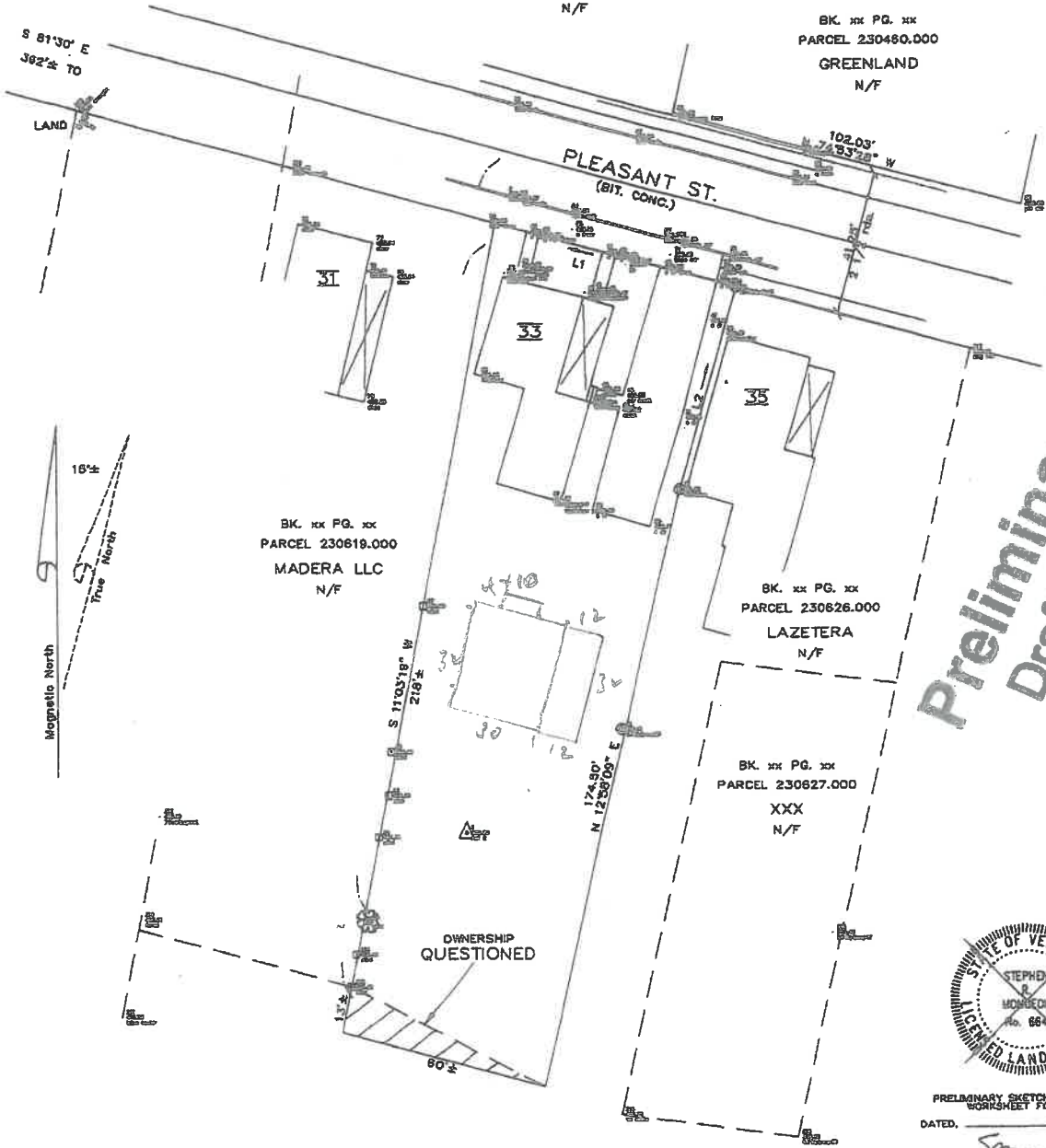
for
 C.J.
 Bocklet

33 Pleasant Street
 Windsor County

Ludlow
 Vermont

S.R. MONGEON
 LICENSED LAND SURVEYOR, L.L.C.
 P.O. BOX 83 LUDLOW, VT. (802) 299-8989

BAR SCALE



Water Department Monthly Report for the Month of March, 2023

- We lost one of our employees, Trey Bowman, as he chose to go into business for himself. We wished him luck and his last day was Friday, March 24.
- We have had no issues at the water department. Basically, business as usual.
- Still no leaks or water line freeze-ups on the Village's side of the system this past winter.
- Snell Springs continues to produce plenty of water. Thru March 26, the collection gallery fed the springs building 13.4 million gallons of water and the Town and Village used 6.9 million gallons. (52%)
- Brad Small from Cla-Val ordered the parts to convert our altitude valve from hydraulically controlled to electronically controlled. He will install the parts as soon as he gets them.
- We finalized the drawings with Aldrich and Elliot for the new water mains to be installed in Pleasant Street EXT and Lower High Street in the summers of 2023 and 2024, respectively.
- We're still waiting on a part for our 12-inch production well. Our 6-inch well is working properly and can be used at any time.
- We were awarded a generous grant from The Vermont League of Cities and Towns for new safety equipment. We received new traffic control road signs, cones, high visibility vests, forestry helmets, eye and ear protection and facemasks.
- The water crew continue to raise, lower and replace curb boxes and valve boxes throughout the town and village which were damaged or in need of cold patch.
- We continue to exercise our 12" production well monthly.
- Seth is signed up to take his water operator exam this Thursday, April 06.

Respectfully submitted,

Joseph Gaudiana