

VILLAGE OF LUDLOW

WATER COMMISSION

REGULAR MEETING

TUESDAY, January 2, 2024

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. December 5, 2023 Regular Meeting
4. Comments from Citizens:
5. Department Head Reports:
6. Aged Receivables Report:
7. Water Billing Requests:
 - a. 81 High St. – Lot – remove allocation of 2 bedrooms leaving property with a 3-bedroom allocation.
 - b. Timber Inn Motel & Home – requesting a rate reduction due to Flooding.
8. Budget Discussion

9. Municipal Manager Updates:

10. Other Business:

11. Set Date for Next Meeting: (February 6, 2024)

12. Possible Agenda Items for Next Meeting:

13. Sign Warrant Orders:

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

15. Adjourn:

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday December 5, 2023

BOARD MEMBERS PRESENT:

David Rose, Chairman

Ron Bixby

Jackie Cromwell

STAFF:

Brendan McNamara

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. 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 October 3, 2023.

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell 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. **Department Head Report**

A. David Rose noted that in his report, Joe Gaudiana said that the controller on the well has finally been fixed.

B. Brendan McNamara said that is correct.

C. Ron Bixby asked about Joe Gaudiana's test.

D. Brendan McNamara said that Joe Gaudiana passed his Water Distribution Certification exam, but Seth did not pass the exam that he had taken. He said that Seth and Chris are pre-registered for their next exams.

E. David Rose asked if study guides are available.

F. Brendan McNamara said that Rural Water has helped and he will check on on-line guides.

6. **Aged Receivables Report**

- A. Brendan McNamara advised that letters have gone out. He said some people have paid and some are on payment plans. He said that there are some people who said they will get back to us, but haven't. We have given them a time line for getting back to us. If they don't, we may be shutting off some water. These are usually the repeat delinquencies.
- B. Jackie Cromwell asked if we can require auto-pay for those perpetual repeaters.
- C. Brendan McNamara said that if there is no money in their accounts, it could kick back. We can look at this, with possible terms of service to include paying a percentage of their balances. He said this could be a health issue, but the Electric Company does shut off electricity.

7. **Water Billing Requests:**

- A. 15 Gill Terrace – Subdivision Proposed – 5-bedroom Single Family Residence
 - i. David Rose said that he had done the survey.
 - ii. Jackie Cromwell said the property is in deplorable condition.
 - iii. **MOTION by Ron Bixby and seconded by David Rose to grant the request from 15 Gill Terrace for allocation for a 5- bedroom single family residence**
 - iv. Brendan McNamara said this would be new construction.
 - v. **Motion passed: 2 in favor, one (Jackie Cromwell) abstain.**
- B. Mary Boyle – 20 Plumley Avenue - Subdivision Proposed – 3-bedroom Single Family Residence
 - i. Brendan McNamara said this will also be new construction.
 - ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to grant the request from Mary Boyle for allocation for a 3- bedroom single family residence. Motion passed unanimously.**
- C. A. Demers – 28 Pleasant Street
 - i. Brendan McNamara said this is a request to increase allocation from 3 bedroom to 4 bedroom
 - ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to grant this request to increase allocation from 3 to 4 bedrooms. Motion passed unanimously**
- D. Mr. Darcy's – 31 Route 103 South
 - i. Brendan McNamara said this is a request to increase allocation by 50 seats at the restaurant (from 80 to 130 seats.)
 - ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to grant this request to increase allocation for 50 additional seats (from 80 to 130.) Motion passed unanimously**

8. **FEMA Update.**

- A. Brendan McNamara said that water system wasn't as extensively adversely affected by the flood as other areas. We are in the cost recovery mode, putting project together. If they are 100% substantially complete, we work with FEMA for reimbursement.

9. **Municipal Manager Updates**

A. Plumley Avenue

- i. Brendan McNamara said at the end of Plumley Avenue, where the river crosses – it is dead-ended. In the spring they will install a blow-off and/or restore the river crossing. There is stagnant water there. He said that Joe Gaudiana suggested putting a boiler blow off there and at Creaser.
- ii. David Rose said a boiler blow off helps keep the water flowing.
- iii. Brendan McNamara said the town would pay to hire a plumber. He said the people are not there year-round. He said the people said the water is green. We checked the PH and it is fine. They think it may be from the service line.
- iv. David Rose asked if the work is done in the spring, will FEMA still pay.
- v. Brendan McNamara said what we are doing now is a temporary fix and FEMA will pay for the permanent fix in the spring. He said there were also reports of green water on Depot and Pine Hill. He said the water was cloudy and it may be the pipes in the homes.
- vi. Ron Bixby said it may be the copper pipes.
- vii. Brendan McNamara said they flushed the hydrant, but there may be leaks in the lines. There was an issue with the line by Sam's.
- viii. David Rose said there were 2 lines up Route 103 by Sam's – one deteriorated and they merged the lines into one.

B. Aldrich & Elliott Project

- i. David Rose asked how that project is going.
- ii. Brendan McNamara said they should have the draft of the Asset Management Plan in January or February. It is moving forward well. He said it will roll into the gooseneck service into the Asset Management. The soft deadline is November 2024.

10. **Other Business**

A. Andover Street Work

- i. David Rose asked about the work.
- ii. Brendan McNamara said it is a new sprinkler service and they are connecting a 2" line into a 12" line.

B. Tank Alarms

- i. David Rose asked if the tank alarms are working.
- ii. Brendan McNamara said yes, he receives a text every morning at 8:30 a.m. Ron Tarbell also receives the texts.

11. **Set Date for Next Meeting**

- A. Next regular meeting – January 2, 2024 at 5:00 p.m.

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

- A. Budget discussion.

B. FEMA Recovery updates.

13. **Sign Warrant Orders**

A. David Rose said they will be signed tonight.

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

A. Municipal Manager Probationary Review.

- i. David Rose said that he asked for this to be put on the agenda to discuss moving the Town Manager from probationary to the next step. He said that other boards have moved on this. If the board agrees, this will be retroactive to October 1, 2023.
- ii. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve moving the town manager from probationary to the next step, retroactive until October 1, 2023. Motion passed unanimously.**

15. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:23 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk

RECEIVED

DEC 20 2023

MUNICIPAL OFFICE

Town of Ludlow Water Commission Board
PO Box 359
Ludlow, VT 05149

14 December 2023

To Whom It May Concern:

I recently received a water/wastewater invoice for my property at 81 High Street, Ludlow, Lot #2. The property has an approved allocation for 5 bedrooms. I would like to relinquish the allocation for 2 bedrooms, bringing my allocation to 3 bedrooms.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Karen Haskell". The signature is fluid and cursive, with a long horizontal stroke at the end.

Karen Haskell
PO Box 963
Charlestown NH 03603
603-826-0197

RECEIVED

DEC 18 2023

MUNICIPAL OFFICE



Dec. 18, 2023

Ludlow Village Water/Wastewater Dept.
Box 359
Ludlow, VT 05149

Re: 141056, 141142 request for relief

Esteemed ladies and gentlemen:

Our home and business were damaged by flooding on July 10, 2023. Neither structure has used much water nor flushed many toilets since. I am asking for a reduction in fees due from us for the current billing period (July 1, 2023-Dec. 31, 2023).

Presently the water service to the house is shut off at the valve in the crawl space. If it hasn't already been done, Joe and the crew should close the curb stop. Our home is unheated.

The "motel" connection serves the second floor apartment where Donna and I await a FEMA buy-out. Driven off by flooding, we couldn't move back onto the property until early November. The apartment unit features one bedroom (the other bedroom is office space), one full bathroom, and a kitchen with a sink. Please do not turn off that water.

Please adjust future billing to address the facts that we do not expect to re-open our business anytime soon and only plan to live in the apartment until the buy-out goes through, which could be as late as Apr. 1, 2024, or later.

Sincerely,

Glenn Heitsmith

112 Route 103 S.
Ludlow, VT 05149
(802) 417-7670
timberinn@tds.net