

**VILLAGE OF LUDLOW**  
**WATER COMMISSION REGULAR MEETING**  
**TUESDAY, JANUARY 3, 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. December 13, 2022 Regular Meeting.
  
4. Comments from Citizens:
  
5. Water Allocation Request:
  - a. 85 Main Street - Owner Troy Caruso requests Change of Use from Commercial (laundromat) to Residential. Administrative change only, no fees due.
  - b. 1-5 Lamere Square, Building two – upper level. Managing member Betsy Mitchell requests a Change of Use from Office Space to a two-bedroom residence. No fees due, administrative change only.
  
6. Review and Possibly Approve FY 2024 Budget:
  - a. The Water Commissioners to review proposed FY24 budget.
  
7. Municipal Manager Updates:
  - a. Update Priority List Status for DWRLF list.
  
8. Other Business:
  
9. Set Date for Next Regular Meeting:
  - a. February 7, 2023 Regular Meeting.

10. Possible Agenda Items for Next Meeting:

- a. Possibly approve final FY24 Budget.
- b. Review upcoming water projects including Pleasant Street Extension.

11. Sign Warrant Orders:

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

13. Adjourn:

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
WATER COMMISSION**

**REGULAR MEETING**

**5:00 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

**Tuesday, December 13, 2022**

**BOARD MEMBERS PRESENT:**

Ron Bixby, Vice Chair      Jackie Cromwell

**BOARD MEMBERS ABSENT:**

David Rose, Chairman

**STAFF:**

Scott Murphy

**OTHERS PRESENT:**

Alan Couch                              John Neal                              Jim Filipowicz

1. **Call to Order**

A. Ron Bixby called the meeting to order at 5:00 p.m., David Rose absent.

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

A. Scott Murphy advised that no changes are needed

3. **Approve Minutes from Previous Meetings**

A. Ron Bixby advised the minutes to be approved are from the regular meeting of November 1, 2022.

B. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve minutes from the meeting of November 1, 2022 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Request:**

- A. 47 Depot Street – Michelle Suker
  - i. Scott Murphy advised that this is a request to change to use from Office to Commercial. He said that no new allocation is needed and this is an administrative adjustment. No action is required.
  - ii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request to change the use from office to commercial as per the administrative approval. Motion passed unanimously**
  - iii. Michelle Suker asked about this.
  - iv. Ron Bixby said that the board had already voted and approved the change of use.
  
- B. Sam’s Steakhouse – 91 VT. Route 103S
  - i. Scott Murphy said this is an application to increase seating from 125 seats to 200 seats. There will be no additional fees
  - ii. **MOTION by Jackie Cromwell and seconded by Ron Bixby to approve the request to increase the seating from 125 to 200 seats as per the administrative approval. Motion passed unanimously**
  
- 6. **Review Water Shut-offs for Delinquent Accounts**
  - A. Scott Murphy said that at their last meeting, the board had approved a change in policy. He said that as the deadline came closer, people started paying. He said that there were 3 remaining and they have either reached paying agreements or have paid. There were no shut-offs.
  
- 7. **Municipal Manager Updates**
  - A. **Timber Inn Water Lines**
    - i. Scott Murphy said that this was a last of the season project. It was done last Friday. There was some backfill and the sample tap was removed.
    - ii. Ron Bixby said the contractor called for approval to shut off the hydrant. The fire department is asking for permission for guard rail cut for easier access to the new hydrant. He said that we bagged the old hydrant.
    - iii. Scott Murphy said he will talk to Ron Tarbell about the guard rail. He said the state usually does guard rails in the spring and he will ask to put this on the list.
    - iv. Scott Murphy asked the process for taking a hydrant off-line. He will check with Joe Guadiana and get back to the board.
  
  - B. **Chlorine Tests for Water line taps**
    - i. Scott Murphy said that historically, when a water line has been tapped, the state did not require testing. He said that other towns have, as BEST Practice Policy, have been doing chlorine testing. He asked the board, if at no cost to them, they want to start this practice.
    - ii. Ron Bixby said it should be mandatory.
    - iii. Jackie Cromwell agreed.
    - iv. Scott Murphy said he will make it a Best Practice Policy going forward.
  
- 8. **Other Business**

- A. Budget
  - i. Scott Murphy said they may want to start discussions on the FY2024 budget at their meeting on January 3, 2023. He will check with David Rose. He said it should not take too long.
  
- 9. Set Date for Next Meeting
  - A. January 3, 2023 at 5:00 p.m.
  
- 10. Possible Agenda Items for Next Meeting
  - A. Start review of FY24 Budget.
  
- 11. Sign Warrant Orders
  - A. Ron Bixby said they have been signed.
  
- 12. Possible Executive Session/Personnel/Contracts/Legal Issues
  - A. Scott Murphy said that it is not needed.
  
- 13. Adjourn
  - A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
  - B. Meeting adjourned at 5:13 p.m.

Respectfully submitted,

Lisha Klaiber  
Recording Secretary

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David Rose, Chairman

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Ron Bixby, Vice Chair

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Jackie Cromwell

85 Main St. LLC

VILLAGE OF LUDLOW, VERMONT

RESIDENTIAL OR COMMERCIAL WATER SERVICE APPLICATION

TO THE VILLAGE OF LUDLOW WATER DEPARTMENT:

The undersigned, being the owner of the property located at 85 Main St. Unit 10, does hereby request a permit to install and connect water service to service the residence at said location. One family residence: [X] More than one family: [ ] Commercial: [ ]

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

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

Specify other fixtures None

- 2) The maximum number of persons who will use the above fixtures is 2-3
3) The name and address of the person or firm who will perform the proposed work is Tony Caruso 85 Pallottas Hill Rd Ludlow, VT 05149
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.

Change of use only - \$ fees

Date: 12/13/22 Signed: [Signature]

Address of Applicant: 85 Pallottas Hill Rd Ludlow, VT 05149

Date: 12/13/22 Signed: [Signature] (Municipal Manager)

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

Already hooked on

RECEIVED DEC 14 2022 MUNICIPAL OFFICE

VILLAGE OF LUDLOW, VERMONT

RECEIVED

RESIDENTIAL OR COMMERCIAL WATER SERVICE APPLICATION

DEC 21 2022

TO THE VILLAGE OF LUDLOW WATER DEPARTMENT:

MUNICIPAL OFFICE

The undersigned, being the Managing Member of the property located at 1-5 Lamen Square does hereby

request a permit to install and connect water service to service the Building 2 Upper Level at said location.  
(Residence, Commercial Bldg., etc.)

One family residence: \_\_\_\_\_ More than one family: \_\_\_\_\_

Commercial: <sup>Current</sup> Office Space Convert to a 2-bedroom residential unit (Indicate # of Apartments)  
(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:

Number	Fixture	Number	Fixture
<u>1</u>	Kitchen Sinks	_____	Water Closets
_____	Lavatories	_____	Urinals
<u>1</u>	Laundry	_____	Bath Tubs
<u>1</u>	Automatic Washers	<u>1</u>	Showers
_____	Automatic Dishwashers	_____	Garbage Grinders

Specify other fixtures \_\_\_\_\_

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

3) The name and address of the person or firm who will perform the proposed work is Tyson Construction, Charlie Eltinge

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: 12/19/2022 Signed: [Signature] Member Lamen Square, LLC

Address of Applicant: 9 Cascade Lake Road Warwick, NY 10990

Date: 12/23/2022 Signed: [Signature]  
(Municipal Manager)

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

No fee - Δ of use only

FY 2024 WATER BUDGET											
	BUDGET		ACTUAL		BUDGET		BUDGET		BUDGET		
	FY 2021		FY 2021		FY 2022		FY 2023		FY 2024		
<b>WATER</b>											
701-85-10.08 Salaries	\$ 32,700.00	\$ 34,188.45	\$ 33,681.00	\$ 35,200.00	\$ 46,900.00	\$ 11,700.00				33.2% 4th person added%	
701-85-10.25 Overtime	\$ 4,900.00	\$ 2,914.73	\$ 4,500.00	\$ 5,000.00	\$ 4,800.00	\$ (200.00)				-4.0%	
701-85-12.00 Pension	\$ 3,000.00	\$ 3,614.87	\$ 3,500.00	\$ 3,600.00	\$ 5,000.00	\$ 1,400.00				38.9%	
701-85-12.20 Insurances	\$ 5,492.00	\$ 5,333.97	\$ 5,675.00	\$ 5,750.00	\$ 5,750.00	\$ -				0.0%	
701-85-15.00 FICA	\$ 4,400.00	\$ 4,757.77	\$ 4,800.00	\$ 4,900.00	\$ 4,900.00	\$ -				0.0%	
701-85-27.00 Certificates & Fees	\$ 2,000.00	\$ -	\$ 1,800.00	\$ 1,700.00	\$ 1,700.00	\$ -				0.0%	
701-85-30.00 Insurance PC & L	\$ 3,599.00	\$ 3,565.52	\$ 3,533.00	\$ 3,673.00	\$ 3,746.00	\$ 73.00				2.0%	
701-85-30.10 Workers Comp Insurance	\$ 1,373.00	\$ 1,967.07	\$ 2,045.00	\$ 2,856.00	\$ 4,334.00	\$ 1,478.00				51.8%	
701-85-35.00 Utilities/Services	\$ 1,200.00	\$ 3,362.14	\$ 1,600.00	\$ 2,000.00	\$ 2,500.00	\$ 500.00				25.0%	
701-85-40.00 Testing Services	\$ 1,750.00	\$ 2,521.00	\$ 2,900.00	\$ 3,000.00	\$ 3,000.00	\$ -				0.0%	
701-85-50.00 Uniforms	\$ 1,000.00	\$ 905.73	\$ 800.00	\$ 950.00	\$ 1,275.00	\$ 325.00				34.2%	
701-85-55.00 Ludlow Police Dispatch	\$ 420.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ -				0.0%	
701-85-58.00 Telephone/Pagers	\$ 1,800.00	\$ 2,144.24	\$ 1,800.00	\$ 2,200.00	\$ 2,400.00	\$ 200.00				9.1%	
701-85-70.00 South Hill Tank	\$ 1,000.00	\$ 260.72	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ -				0.0%	
701-85-70.03 Upper Vault (GMP)	\$ 1,000.00	\$ 957.95	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ -				0.0%	
701-85-70.04 Lower Vault (LED)	\$ 1,000.00	\$ 1,047.13	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ -				0.0%	
701-85-70.05 Jewell Brook Electric	\$ 600.00	\$ 363.05	\$ 500.00	\$ 450.00	\$ 450.00	\$ -				0.0%	
701-85-70.09 State of VT Operating Fee	\$ 4,000.00	\$ 4,001.98	\$ 4,000.00	\$ 4,000.00	\$ 4,200.00	\$ 200.00				5.0%	
701-85-70.15 Capital Improvements	\$ -	\$ 20,903.34	\$ -	\$ -	\$ -	\$ -				#DIV/0!	
701-85-70.20 Construction in Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				#DIV/0!	
701-85-99.00 Miscellaneous/Tank Inspections	\$ -	\$ -	\$ 2,500.00	\$ 79,279.00	\$ 2,500.00	\$ 2,500.00				Tanks need total cleaning	
<b>Total WATER</b>	\$ 71,234.00	\$ 92,809.66	\$ 77,334.00	\$ 79,279.00	\$ 97,455.00	\$ 18,176.00				22.9%	
<b>DEBT MANAGEMENT</b>											
701-86-91.00 Booster Station Bond Interest	\$ 776.00	\$ (198.21)	\$ 259.00	\$ -	\$ -	\$ -					#DIV/0! paid off in FY 2022
701-86-91.05 Booster Station Bond Principal	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -					#DIV/0! paid off in FY 2022
701-86-91.06 USDA Water Note Principal	\$ 48,875.00	\$ 48,875.45	\$ 49,981.00	\$ 51,112.00	\$ 51,112.00	\$ -					0.0%
701-86-91.08 USDA Water Note Interest	\$ 26,287.00	\$ 26,286.55	\$ 25,181.00	\$ 24,050.00	\$ 24,050.00	\$ -					0.0%
701-86-91.09 State ARRA Water Principal	\$ 33,283.00	\$ 33,283.48	\$ 34,282.00	\$ 35,310.00	\$ 35,310.00	\$ -					0.0%
701-86-91.10 State ARRA Water Interest	\$ 14,170.00	\$ -	\$ 13,712.00	\$ 12,144.00	\$ 12,144.00	\$ -					0.0%
701-86-91.11 Water Planning Note	\$ 5,360.00	\$ 5,360.00	\$ 5,360.00	\$ -	\$ -	\$ -					#DIV/0! paid off in FY 22 1st payment
<b>Water High Street Bond</b>	\$ -	\$ -	\$ -	\$ 4,911.49	\$ 4,911.00	\$ (0.49)					0.0%
<b>Total DEBT MANAGEMENT</b>	\$ 138,751.00	\$ 123,607.27	\$ 138,775.00	\$ 127,527.49	\$ 127,527.00	\$ (0.49)					0.0%



WATER	BUDGET		ACTUAL	BUDGET		BUDGET	BUDGET	BUDGET	change	% change
	FY 2021	FY 2021		FY 2021	FY 2022					
<b>EQUIPMENT</b>										
701-87-35.00 Vehicle Maintenance	\$ 1,000.00	\$ 531.47	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	
701-87-35.05 Pump	\$ 500.00	-	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0.0%	
701-87-35.10 Equipment/Tools	\$ 1,400.00	\$ 464.74	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 500.00	\$ 500.00	50.0%	
<b>Total EQUIPMENT</b>	\$ 2,900.00	\$ 996.21	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 500.00	\$ 500.00	20.0%	
<b>MAINTENANCE</b>										
701-88-20.00 Sodium Hypochlorite	\$ 1,100.00	\$ 762.55	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	150.0%	
701-88-25.00 Labor	\$ 4,000.00	\$ 2,293.25	\$ 4,000.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ -	\$ -	0.0%	
701-88-25.05 Mains	\$ 12,000.00	\$ 17,516.51	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 18,000.00	\$ 1,000.00	\$ 1,000.00	5.9%	
701-88-25.08 Hydrants	\$ 2,250.00	\$ 1,624.55	\$ 2,500.00	\$ 2,250.00	\$ 2,250.00	\$ 2,200.00	\$ (50.00)	\$ (50.00)	-2.2%	
701-88-25.10 Springs Maintenance	\$ 4,500.00	\$ 4,051.53	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,750.00	\$ 250.00	\$ 250.00	5.6%	
701-88-25.12 Springs Electric	\$ 1,300.00	\$ 1,039.45	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	0.0%	
701-88-25.15 Entrances/Services	\$ 1,900.00	\$ 5,854.41	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.0%	
701-88-25.25 Material	\$ 2,000.00	\$ 310.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 200.00	\$ 200.00	10.0%	
701-88-25.30 Supplies	\$ 4,400.00	\$ 4,799.99	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,300.00	\$ (200.00)	\$ (200.00)	-4.4%	
701-88-25.35 Gas/Oil	\$ 2,000.00	\$ 868.80	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	0.0%	
701-88-25.40 Snell Spring Propane Fuel	\$ 1,900.00	\$ 1,511.59	\$ 2,500.00	\$ 2,300.00	\$ 2,300.00	\$ 2,200.00	\$ (100.00)	\$ (100.00)	-4.3%	
701-88-25.45 Bridge Street Pump Heat	\$ 100.00	\$ 169.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ -	\$ (200.00)	\$ (200.00)	-100.0%	
<b>Total MAINTENANCE</b>	\$ 37,450.00	\$ 40,801.63	\$ 40,300.00	\$ 42,200.00	\$ 42,200.00	\$ 44,600.00	\$ 2,400.00	\$ 2,400.00	5.7%	
<b>OFFICE</b>										
701-89-10.00 Manager	\$ 12,700.00	\$ 15,152.94	\$ 13,900.00	\$ 14,800.00	\$ 14,800.00	\$ 15,500.00	\$ 700.00	\$ 700.00	4.7%	
701-89-10.10 Commissioners	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	0.0%	
701-89-10.20 Clerks	\$ 4,016.00	\$ 5,468.85	\$ 4,050.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	0.0%	
701-89-10.25 Audit	\$ 2,000.00	\$ 1,590.00	\$ 2,500.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	0.0%	
701-89-10.27 Mileage Car Allowance	\$ 180.00	\$ 190.96	\$ 190.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ -	\$ -	0.0%	
701-89-12.20 Insurance	\$ 2,470.00	\$ 2,165.54	\$ 2,502.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ -	\$ -	0.0%	
701-89-12.21 Insurance Carveout	\$ 707.00	-	\$ 708.00	-	-	\$ -	\$ -	\$ -	#DIV/0!	
701-89-23.00 Computer	\$ 250.00	-	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ -	0.0%	
701-89-25.00 Office Supplies	\$ 1,600.00	\$ 1,721.88	\$ 1,600.00	\$ 1,650.00	\$ 1,650.00	\$ 1,600.00	\$ (50.00)	\$ (50.00)	-3.0%	
701-89-27.00 Legal	\$ 500.00	-	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	0.0%	

701-89-29.00	Miscellaneous	\$	250.00	\$	389.95	\$	375.00	\$	400.00	\$	400.00	\$	400.00	\$	-	0.0%
<b>Total OFFICE</b>		\$	<b>27,673.00</b>	\$	<b>29,680.12</b>	\$	<b>29,575.00</b>	\$	<b>30,830.00</b>	\$	<b>31,480.00</b>	\$	<b>31,480.00</b>	\$	<b>650.00</b>	<b>2.1%</b>

	BUDGET FY 2021	ACTUAL FY 2021	BUDGET FY 2022	BUDGET FY 2023	BUDGET FY 2024	change	% change #DIV/0!
<b>WATER</b>							
<b>CORROSION ETC</b>							
701-90-40.00 Testing Services	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	#DIV/0!
701-90-45.00 Booster Stations Electric	\$ 3,500.00	\$ 3,585.11	\$ 6,000.00	\$ 4,750.00	\$ 4,500.00	\$ (250.00)	-4.2%
701-90-45.05 Material/Supplies	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 400.00	\$ (100.00)	-20.0%
701-90-45.06 Sodium Hydroxide	\$ 6,500.00	\$ 5,150.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
701-90-45.07 Zinc Orthophosphate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
701-90-45.08 Fluoride	\$ 2,400.00	\$ 1,792.50	\$ 2,200.00	\$ 2,000.00	\$ 1,900.00	\$ (100.00)	-4.5%
<b>Total CORROSION ETC</b>	<b>\$ 12,900.00</b>	<b>\$ 10,527.61</b>	<b>\$ 18,700.00</b>	<b>\$ 17,250.00</b>	<b>\$ 16,850.00</b>	<b>\$ (400.00)</b>	<b>-2.1%</b>

