

VILLAGE OF LUDLOW

WATER COMMISSION

REGULAR MEETING

TUESDAY, May 2, 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. April 4, 2023 Regular Meeting
4. Comments from Citizens:
5. Water Allocation Request:
 - a. Shannon Stark – 10 West Main St.- Currently a 3-bedroom home wanting to add (1) additional bedroom allocation.
 - b. Don and Shelli Steinfield – 56 Depot St. – Currently a 5-bedroom home wanting to add a (1) additional bedroom allocation.
6. Review & Possibly Approve Request for Decrease Consumption- Norwalk Ski Club:
7. Discuss Water Billing Error (effecting one account):
8. Discuss Possible Change in Water Rates:
9. Discuss Water Main Break- Gleascott Ave.- 04/25/2023:

10. Discuss Asset Management Plan:
11. Discuss High Street & Pleasant Street Ext. Improvements
12. Department Head Report:
13. Aged Receivables Report:
14. Municipal Manager Updates:
15. Other Business:
16. Set Date for Next Meeting: (June 6th, 2023)
17. Possible Agenda Items for Next Meeting:
18. Sign Warrant Orders:
19. Possible Executive Session/Personnel/Contracts/Legal Issues:
20. Adjourn:

PRELIMINARY MINUTES

VILLAGE OF LUDLOW

WATER COMMISSION

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TUESDAY, APRIL 4, 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 members present.

2. Annual Board Reorganization

- A. David Rose asked for nominations for Chairman of the Board
i. **Motion by Ron Bixby and seconded by Jackie Cromwell to elect David Rose Chairman of the Board. Motion passed unanimously.**
- B. David Rose asked for nominations for Vice Chairman of the Board
i. **Motion by David Rose and seconded by Jackie Cromwell to elect Ron Bixby Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board
i. **Motion by Ron Bixby and seconded by David Rose to elect Jackie Cromwell as Clerk of the Board. Motion passed unanimously.**
- D. Appoint Ludlow Enterprise Fund Committee Member
i. **Motion by David Rose and seconded by Jackie Cromwell to appoint Ron Bixby as Ludlow Enterprise Team Member. Motion passed unanimously.**
- E. Set Day and Time of Regular Meetings and Alternate meetings.
i. David Rose said that the regular meetings are on the first Tuesday of the month at 5:00 p.m. and the alternate meetings are on the third Tuesday of the month at 5:00 p.m.

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- ii. **Motion by Ron Bixby and seconded by Jackie Cromwell that regular meetings to be held on the first Tuesday of the month at 5:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 5:00 p.m. Motion passed unanimously.**
- F. Adopt Roberts Rules of Order
- i. **Motion by Ron Bixby and seconded by Jackie Cromwell to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**
- G. Appoint Recording Secretary
- i. **Motion by Ron Bixby and seconded by Jackie Cromwell to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation
- i. David Rose said we have been using THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up
 - ii. **Motion by Ron Bixby and seconded by Jackie Cromwell to continue with THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as back-up. Motion passed unanimously.**
3. **Consideration of any Changes, Additions or Removals to the Agenda**
- A. David Rose advised that no changes are needed, but we will need an Executive Session.
4. **Approve Minutes from Previous Meetings**
- A. David Rose advised the minutes to be approved are from the Special Joint Committee meeting of March 2, 2023 and the regular meeting of March 7, 2023.
 - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the Special Joint Commission meeting of March 2, 2023 and the regular meeting of March 7, 2023 as submitted. Motion passed unanimously.**
5. **Comments From Citizens**
- A. There were none.
6. **Water Allocation Request**
- A. Kimball Bocklet – 33 Pleasant Street - Application to add three (3) bedrooms. Currently, house has 4 bedrooms, but only billed for 3. Also, looking to build a garage with accessory unit about to include two (2) bedrooms. No hook-on fee as water will come from the main house.
 - B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve this request. Motion passed unanimously.**

7. **Discuss Asset Management Plan**

- A. David Rose said that having an Asset Management Plan helps us be on the priority list for funding. Wayne Elliott asked us to get information from Otter Creek. David Rose said he contacted Otter Creek and they will send the information. They are also interested in doing the project. He added that Otter Creek used to do all of our work before COVID and we started working with Wayne Elliott (A&E.)
- B. Ron Bixby said that we would be doing due diligence in getting a quote from them as well as A&E.
- C. David Rose said he will forward the information to Brendan McNamara. It will take some time to put this together.
- D. Jackie Cromwell asked if we need to get this done before the lead pipe work.
- E. David Rose said that bill is still in the Legislature.
- F. Brendan McNamara asked how many connections we have. If it is under a certain number, the state may pay.
- G. David Rose said our mapping is done, but we would have to go into homes to look at the connections.

8. **Department Head Report**

- A. David Rose noted that in his report, Joe Gaudiana advised that one staff member resigned, there have been no leaks or breaks, and the springs are doing fine.
- B. Jackie Cromwell asked if they are still draining water from the hydrant on Gill Terrace.
- C. David Rose said if they shut it off completely, the water in the last 3 houses gets dirty. He said the line ends and there is an abandoned line at the top. They need to keep it open a bit to prevent the dirty water. He said that Joe Gaudiana also added that they are still waiting for the parts for the 12-inch production well and also the parts to convert our altitude valve from hydraulically to electronically control. Also, they received a grant from VLCT and were able to purchase new traffic control road signs, cones, high visibility vests, forestry helmets and eye and ear protection and face masks.

9. **Aged Receivables Report**

- A. David Rose said it has been better recently than in the past. He said bills go out in June and are due in July. In the past we did not start charging interest until January. We are now clamping down on this.
- B. Brendan McNamara said that people lose track of this quickly. He advised that he met with Joe Gaudiana and will be going around the facility with him.
- C. Ron Bixby said that Jackie Cromwell would also like a tour.

10. **Municipal Manager Updates**

- i. There were none

11. **Other Business**

A. **Billing Matrix**

- i. David Rose said that every May, we have a matrix showing us billing vs. rates to determine if rate increases are needed. We will do this at the May meeting.

12. **Set Date for Next Meeting**

- A. Next regular meeting - May 2, 2023 at 5:00 p.m.

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

- A. Review and discuss possible rate increase.

14. **Sign Warrant Orders**

- A. David Rose said they will be signed tonight.

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

- A. David Rose said that an Executive Session is not needed.

16. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:22 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk

VILLAGE OF LUDLOW, VERMONT

RESIDENTIAL OR COMMERCIAL WATER SERVICE APPLICATION

TO THE VILLAGE OF LUDLOW WATER DEPARTMENT:

Shannon Stuck

The undersigned, being the owner of the property located at 10 West Main St., does hereby request a permit to install and connect water service to service the 10 West Main St at said location.
(Residence, Commercial Bldg., etc.)

One family residence: More than one family: _____
(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>
<u>1</u>	Kitchen Sinks	<u>1</u>	Water Closets
<u>1</u>	Lavatories	<u>1</u>	Urinals
<u>1</u>	Laundry	<u>1</u>	Bath Tubs
<u>1</u>	Automatic Washers	<u>1</u>	Showers
<u>1</u>	Automatic Dishwashers	<u>1</u>	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 Marc Szylok 413 886 9178

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: 4/25/23 Signed: *[Signature]*

Address of Applicant: 10 West Main St. Ludlow VT 05149

Date: 4/27/23 Signed: *[Signature]*
(Municipal Manager)

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

TO THE VILLAGE OF LUDLOW WATER DEPARTMENT:

Don + Shell: Steinfield

The undersigned, being the Owner of the property located at 56 Depot St, does hereby request a permit to install and connect water service to service the 56 Depot St at said location.

One family residence: More than one family: (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:

Number	Fixtures	Number	Fixture
<u>0</u>	Kitchen Sinks	<u>3</u>	Water Closets
<u>3</u>	Lavatories	<u>0</u>	Urinals
<u>1</u>	Laundry	<u>0</u>	Bath Tubs
<u>0</u>	Automatic Washers	<u>1</u>	Showers
<u>0</u>	Automatic Dishwashers	<u>0</u>	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 John + Shell
- 4) Plans and specifications for the proposed water service are attached herewith 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: 4/21/23 Signed: [Signature]
 Address of Applicant: 109 Main St Farmingdale, N.J. 07727
 Date: 4/27/23 Signed: [Signature] Municipal Manager

Water Dept. 40 West Village - 8500
Ludlow 91.500

RECEIVED
APR 26 2023
MUNICIPAL OFFICE

go from a 5-bedroom to a 6-bedroom home.

⊕ H2o fees - meeting next week

RECEIVED

APR 19 2023

MUNICIPAL OFFICE

April 19, 2023

Village of Ludlow
Water/Waste Dept
Board of Trustees and Water Commission

Via email

Re: Account # 221022 Norwalk Ski Club

I'm reaching out to you about the water and sewer charges for our Ski Club at 21 Pleasant Street. I reached out recently to inquire about water and sewer charges are calculated in Ludlow, in particular for our ski club house at 21 Pleasant Street. As with some of the other ski clubs in town the Club, the house is used primarily from December to March, with very limited usage in the other months. Given that the charges for water and sewer seem high to us. I spoke with Diana in the office who informed me that we are being charged based on having sleeping availability for 55 people. I don't know where that figure came from. We don't have beds for that number of people (nor have we ever.) Originally, we were approved for 30 beds back in 1998. Since then, we have reconfigured the rooms and added 7 more beds for a total of 37 beds. This has been our occupancy since about 2010. Below is a summary of the bed layout and I have attached the bedroom layout as well along with a copy of the original waste water approval from the State for 30 beds. We ask that you review our water and sewer charges and adjust them to properly reflect the number of beds at the Club. If you need additional information, you can reach out to me via email, ChrisSullivan11@gmail.com or by phone at 203-913-4676.

Sincerely,



Christine Sullivan

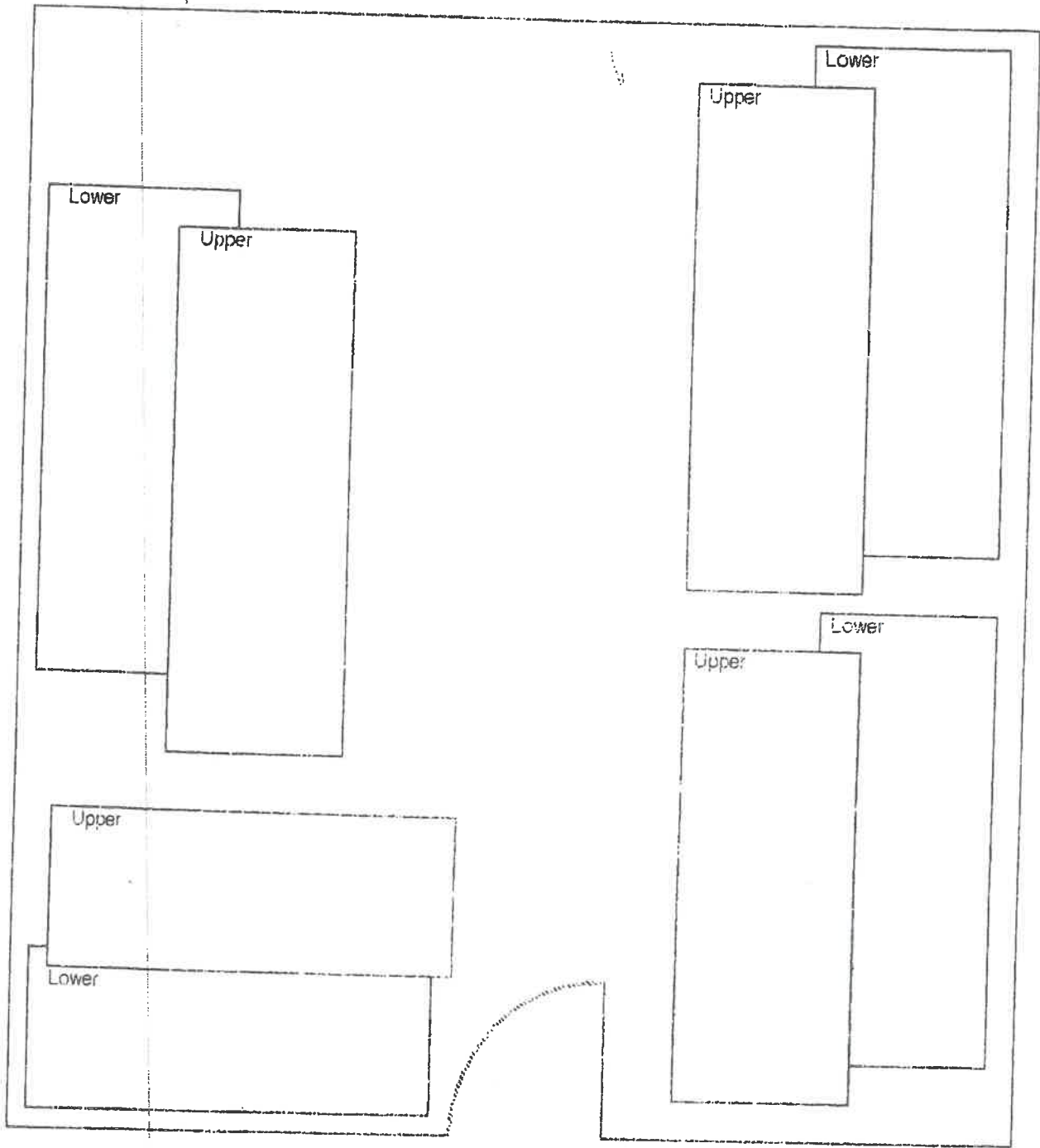
Treasurer, Norwalk Ski Club

Bedroom Layout

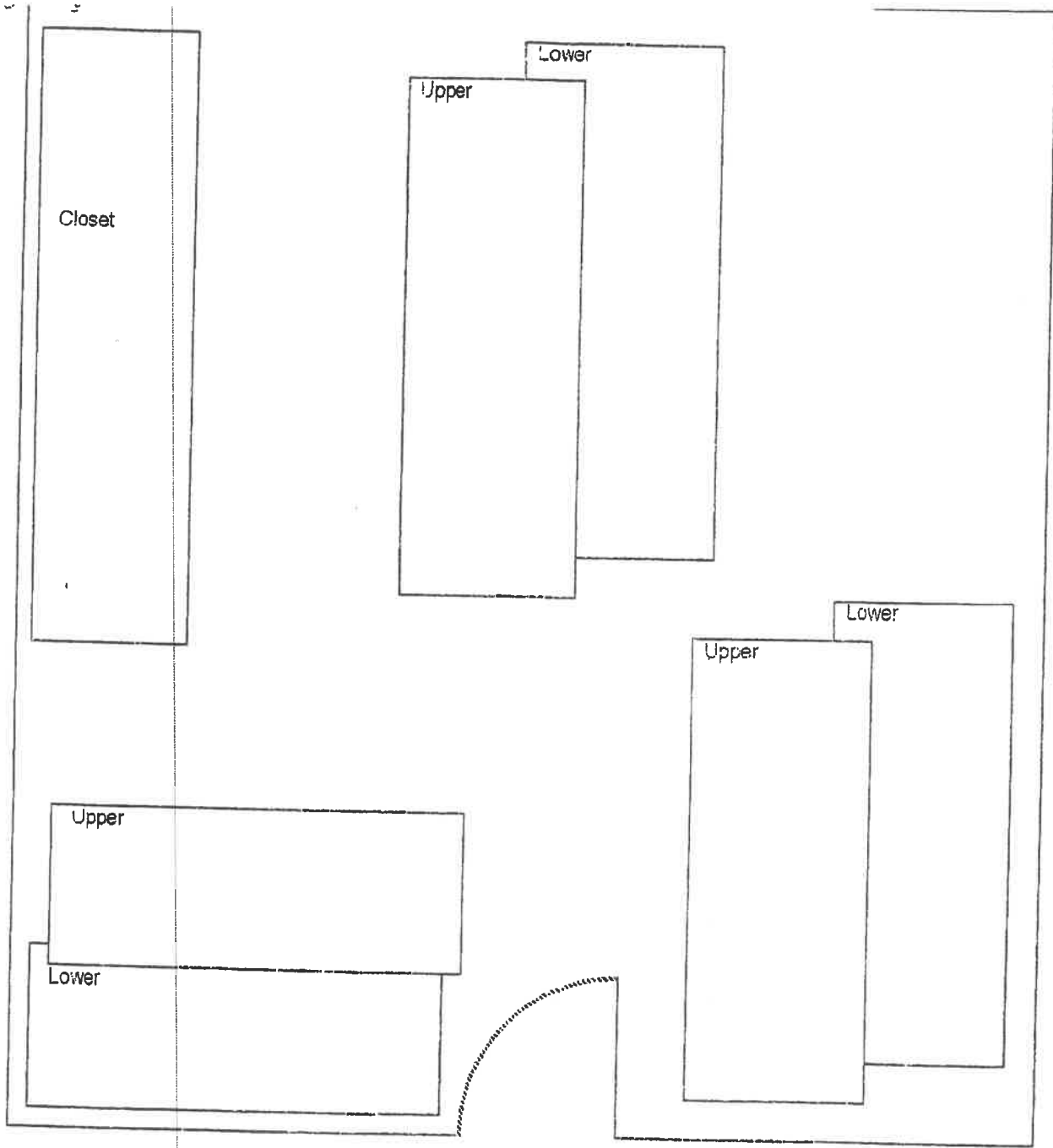
Room

1 1st floor	8
2 2nd floor	7
3 2nd floor	4
4 2nd floor	2
5 2nd floor	4
6 2nd floor	6
7 2nd floor	4
1 1st floor	2 (Reading Den)

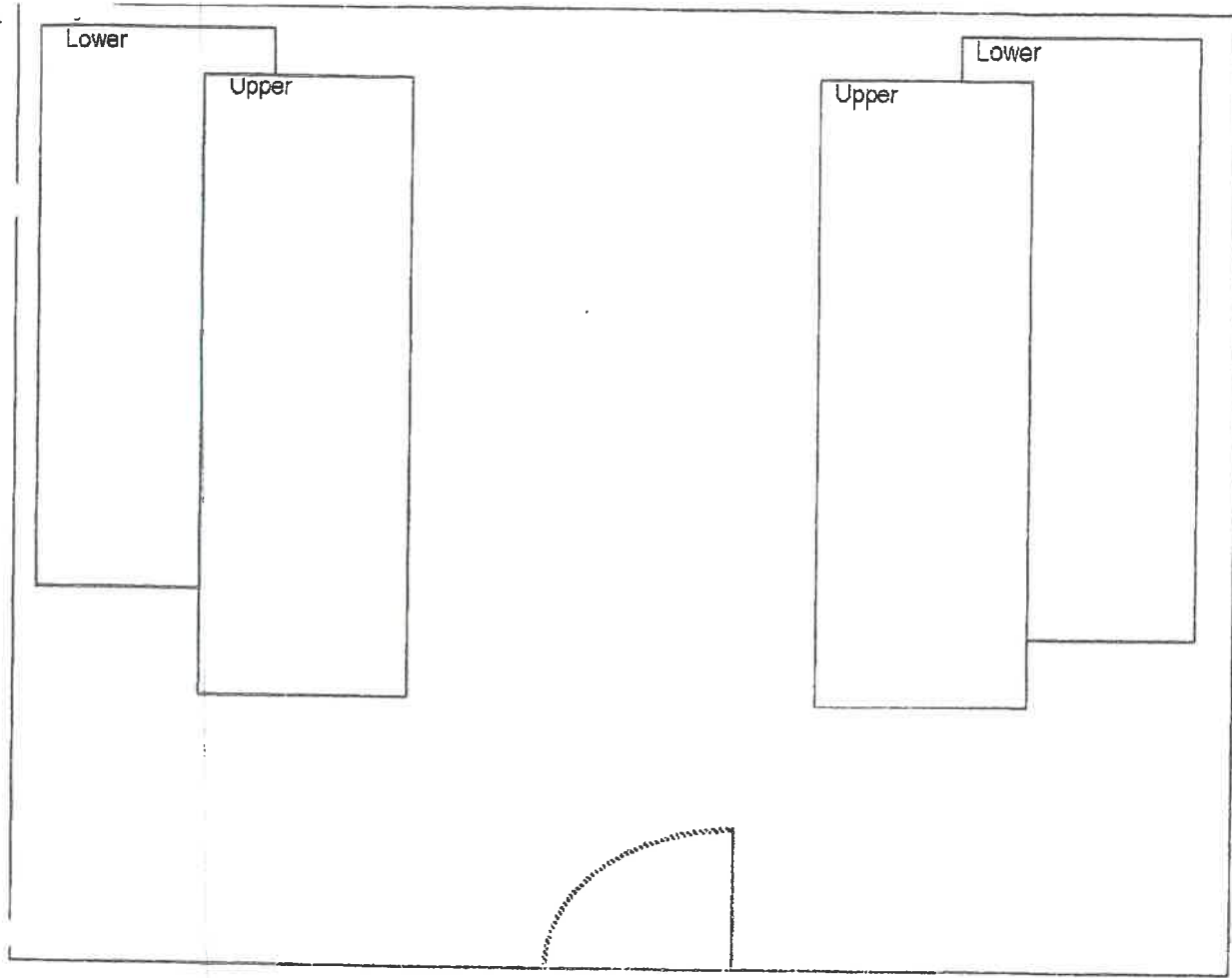
37



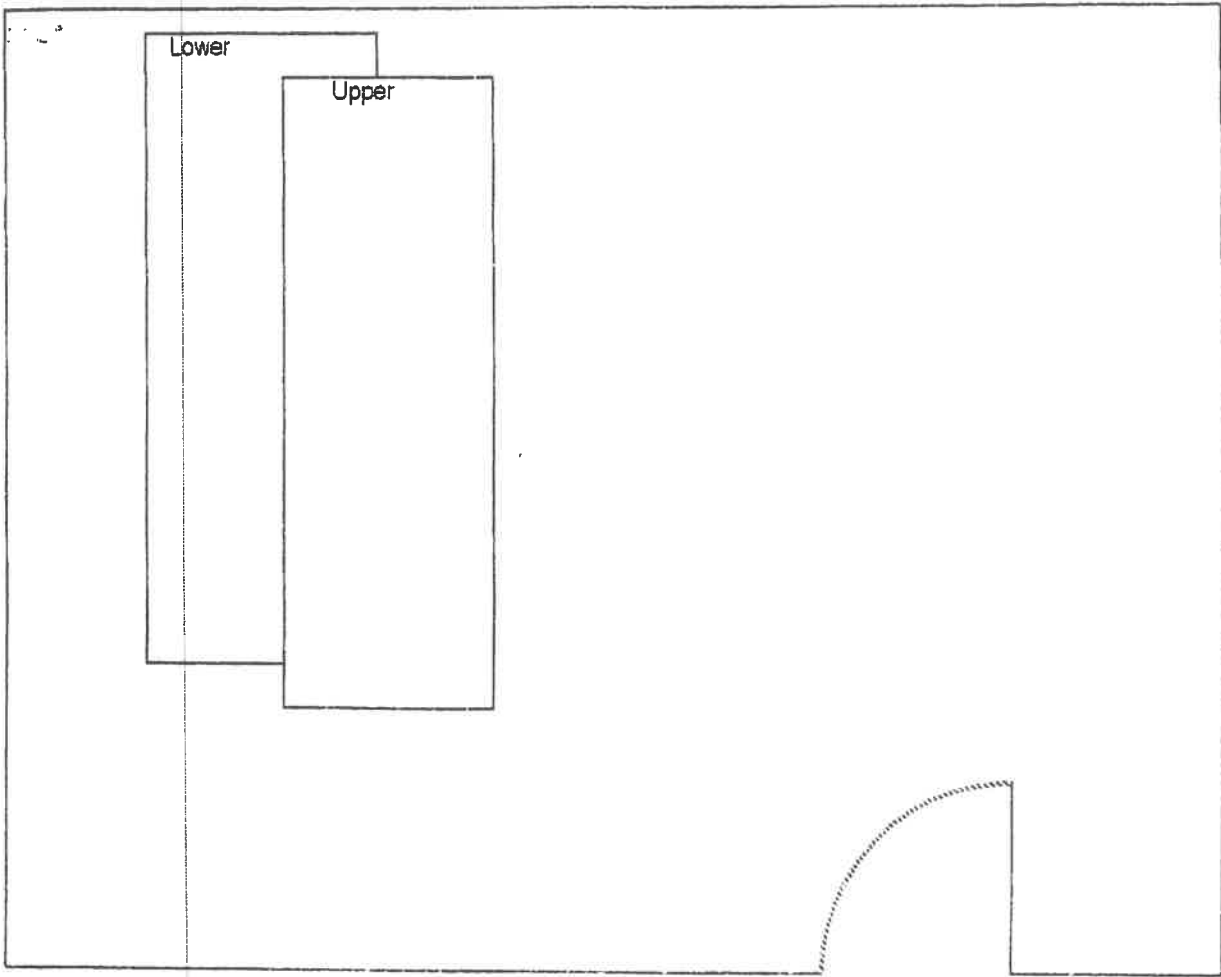
ROOM 1 - MEN



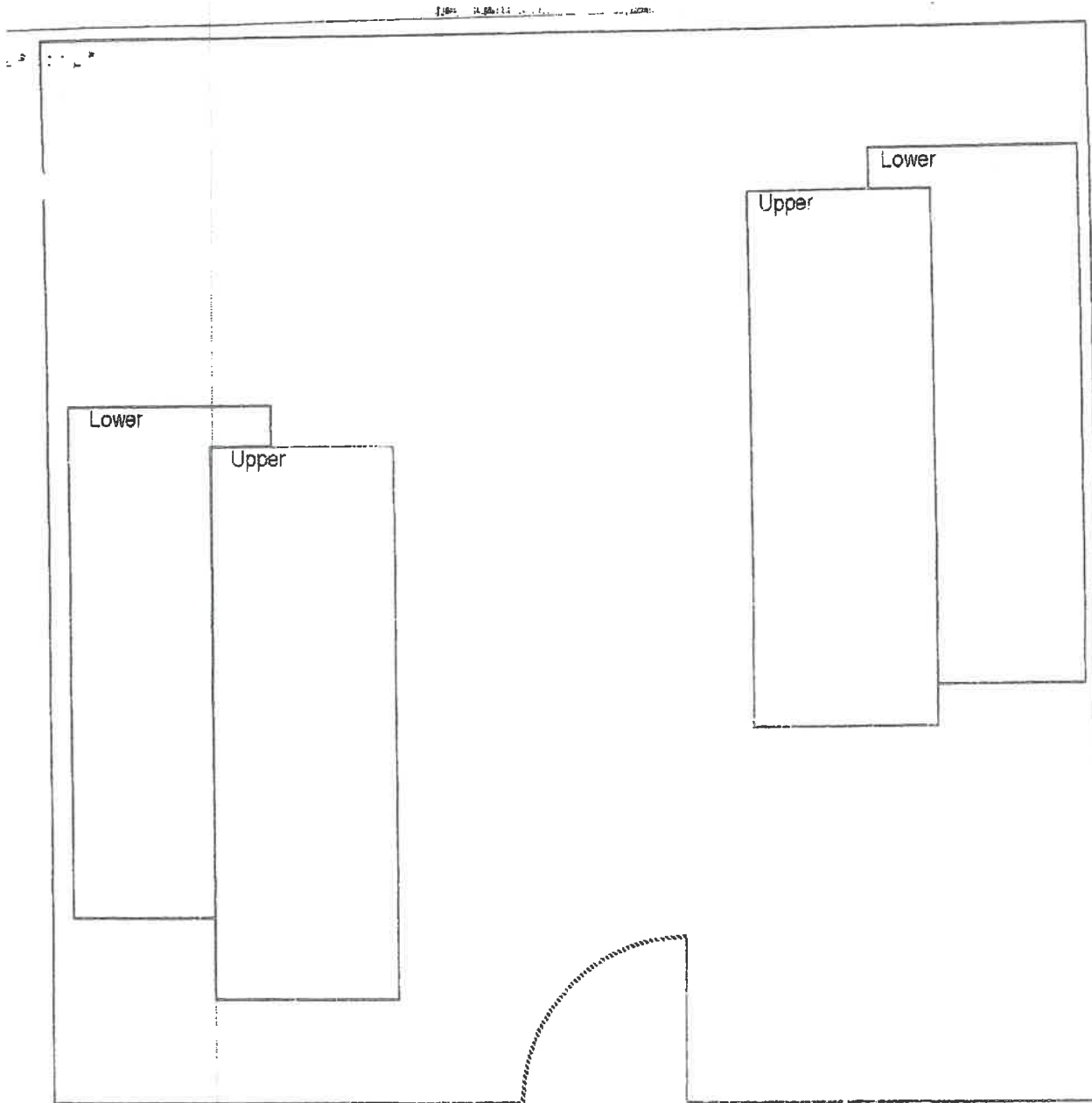
ROOM 2 - WOMEN



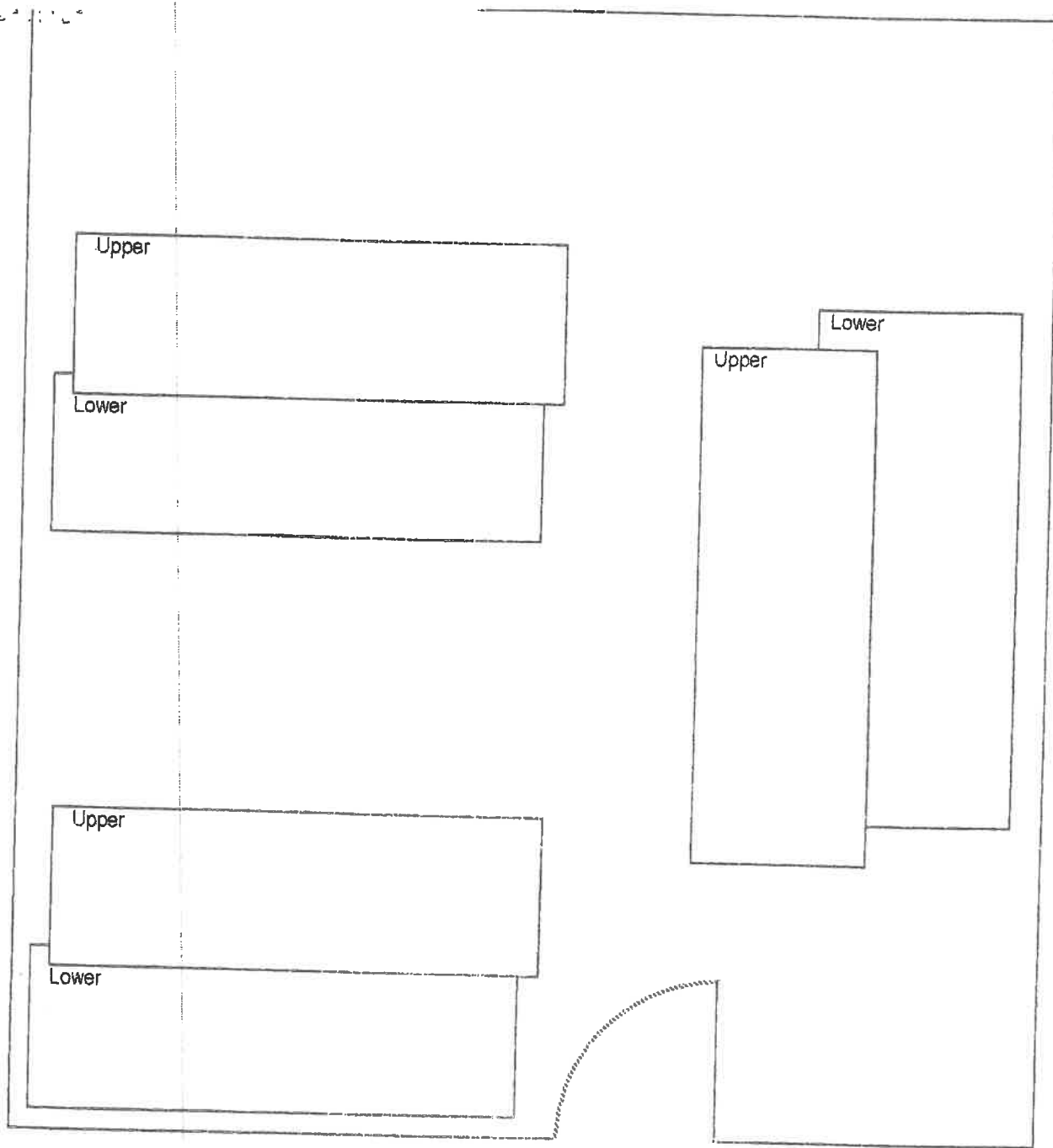
ROOM 3 - WOMEN



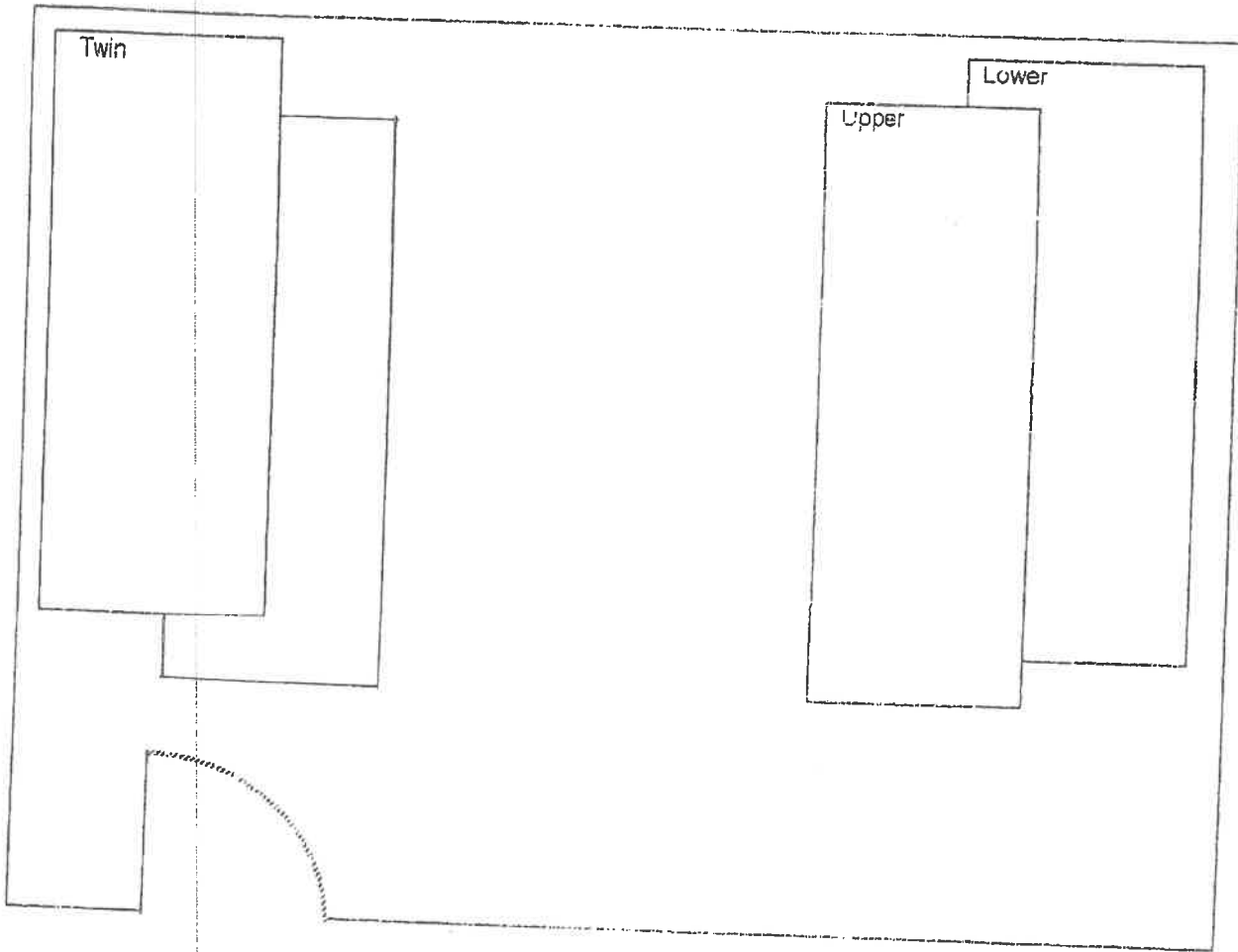
ROOM 4 - WOMEN



ROOM 5 - MEN

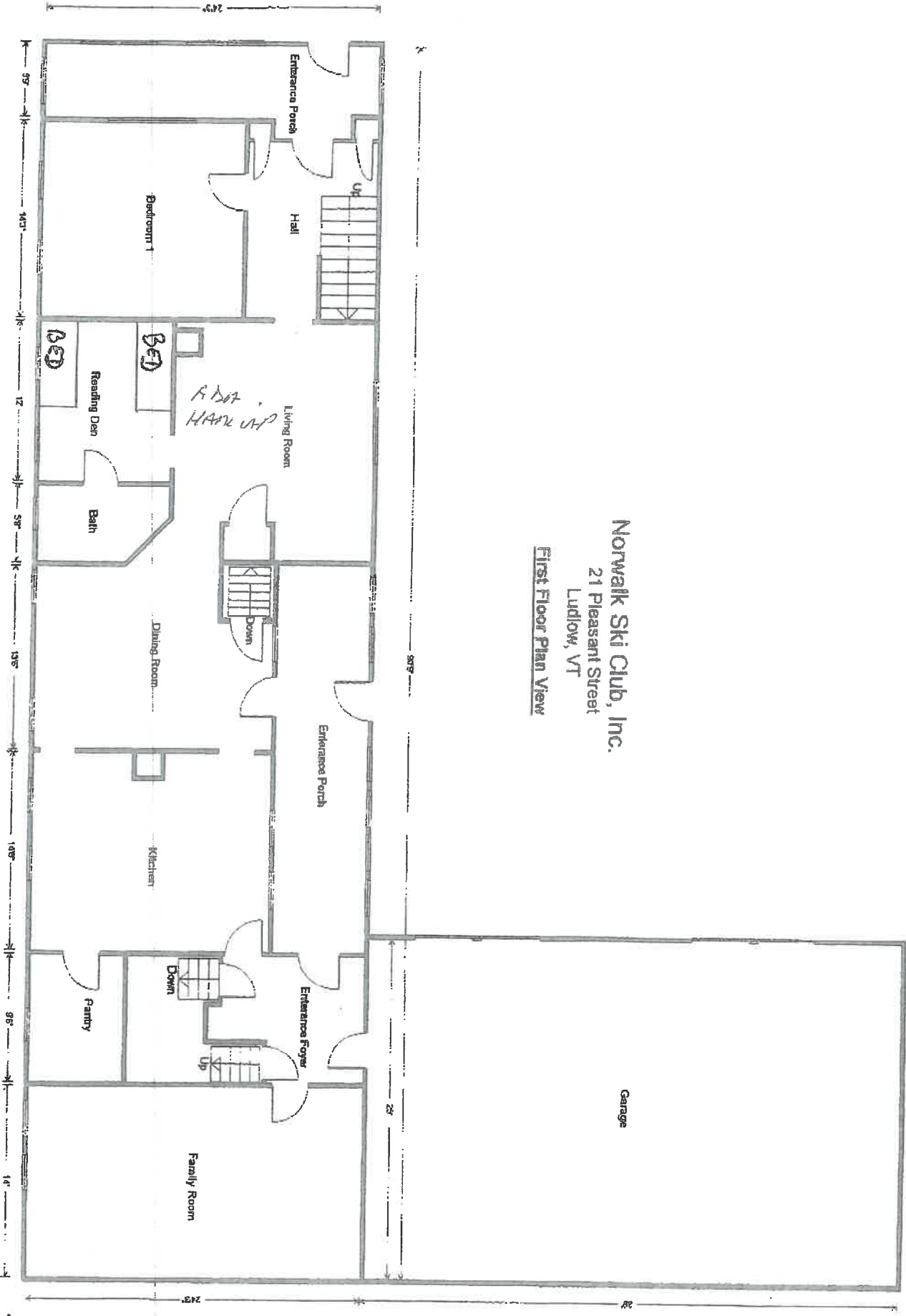


ROOM 6 - MEN



ROOM 7 - SWING (Men or Women)
For overflow use only!
Door MUST remain open when not in use!

Norwalk Ski Club, Inc.
21 Pleasant Street
Ludlow, VT
First Floor Plan View





WATER SUPPLY/WASTEWATER DISPOSAL PERMIT
WW-2-1079
(PIN#NS98-0013)

LAWS/REGULATIONS INVOLVED:
Environmental Protection Rules
Chapter 1 and Chapter 21, Appendix A, Part 11

LANDOWNER: Norwalk Ski Club
ADDRESS: 40 Little Fox Lane
Wilton CT 06897

This project consisting of conversion of a single family residence to ski club, with an increase in design flow, located on 21 Pleasant Street in Ludlow, Vermont is hereby approved under the requirements of the regulations named above subject to the following conditions:

1. The project shall be completed as described on the application prepared by Bonnie Zipeto. The project shall not deviate from the approved proposal without prior written approval from the Division of Wastewater Management.
2. A copy of the approved plan and this permit shall remain on the project during all phases of construction and, upon request, shall be made available for inspection by State or local personnel.
3. This project is approved for the following uses and maximum design wastewater flows. No changes to these uses and design sewage flows are allowed without prior written approval from the Division of Wastewater Management.

<u>use</u>	<u>flow (gpd)</u>
Ski Club House	
30 persons maximum occupancy @ 75 gpd/sleeping space	2250

4. This permit does not relieve you, as applicant, from obtaining all applicable approvals that may be required from the Act 250 District Environmental Commission, the Department of Labor and Industry, the Department of Health, other State Agencies or the Town prior to construction.
5. This permit shall in no way relieve you of the obligations of Title 10 Chapter 48, Subchapter 4, for the protection of groundwater.
6. The project is approved for the existing connection to the municipal water system. No other means of obtaining water is permitted without prior review and written approval.
7. No changes shall be made to the existing municipal service water line unless prior written approval is obtained from the Wastewater Management Division.

WATER SUPPLY & WASTEWATER DISPOSAL PERMIT # WW-3-0457
NORWALK SKI CLUB
PAGE TWO

8. This project is approved for the existing connection to a municipal sewer system. No other method of sewage disposal is permitted without prior written approval.
9. No changes shall be made to the existing municipal service sewer line unless prior written approval is obtained from the Wastewater Management Division.
10. By acceptance of this permit the permittee agrees to allow representatives of the State of Vermont access to the property covered by the permit, at reasonable times, for the purpose of ascertaining compliance with Vermont environmental and health statutes and regulations and with the permit.
11. In the event of a transfer of ownership (partial or whole) of this project, the transferee shall become permittee and subject to compliance with the terms and conditions of this permit.

CANUTE DALMASSE, COMMISSIONER
DEPARTMENT OF ENVIRONMENTAL
CONSERVATION

DATE: July 21, 1998

BY 
ASSISTANT REGIONAL ENGINEER
TERENCE P. SHEARER

/ts

Copies: Ludlow Town Planning & Board of Selectmen
Department of Labor and Industry
Roger Thompson, Jr., Engineering Manager

Delete Account

Account	221022	-	Find
Name	NORWALK SKI CLUB,		Find
Book/Seq	1	0	Find
General	Mailing	Agreement	Meters
		Rates	X-Acct Meters
		Notes	Balance
		Other	Direct DB
		Work	AutoCRMove
		Memo Notes	+Copy

Spoke w/ Christine (Chris) Sullivan from the Norwalk Ski Club regarding how the consumption amounts are figured, using State tables for rooming houses @ 40 gpd * by the # of people that we were told could sleep there (55 people) 40 gpd * 55 = 2200 gpd - 360 gpd (base fee) = 1840 gpd / 2 billings per year = 920 gpd (units) for each billing. Chris said that the issue is that they can only sleep 40 people. I told her that she would have to write a letters to both boards asking for an allocation decrease to 40 people along with sending in a CO from the Fire Marshall or the Ludlow P&Z office which shows that this property is approved for an occupancy not to exceed 40 people. Once Chris can get the proper documents together, she will send them off to my email so they can be placed on both board's agendas. ~ D 03/15/2023

Christine Sullivan submitted a letter and documentation from the State of Vermont- who issued a H20/VWV Disposal Permit that states a maximum occupancy of 30 people. Therefore I have submitted the letter and supporting docs to the Village Trustees and H20 Commissioners, requesting their approval to change Norwalk's consumption down to 420 gpd (units)- (30 people x 40gpd= 1200 gpd - 360 gpd (base) = 840 gpd / 2 billings = 420 gpd (units) per billing period. ~ D 04/27/2023

Save Account Cancel Save & Duplicate Account My Help

Water Department Monthly Report for the Month of April, 2023

- We had a major water main leak Tuesday night the 25th around 9:00pm. A five-foot-long crack developed in the 12" main going up Gleascott Avenue and as a result we lost about 300,000 gallons of water. We had to shut the water off to all of Gill Terrace including the Gill Home. Ron called M&M Excavating and they were there to dig within 45 minutes. With their help and a couple of guys from the highway dept we were able to cut the damaged piece of pipe out and replace it with C-900 plastic pipe. The repair went well and we restored water to Gill Terrace by 6:00am.
- Other than the water leak it has been basically, business as usual.
- Snell Springs continues to produce plenty of water. Thru April 26, the collection gallery fed the springs building 14.5 million gallons of water and the Town and Village used 6.6 million gallons. (55%)
- Brad Small from Cla-Val installed the new parts for our altitude valve and it is now electronically controlled instead of hydraulically/mechanically. It's all up and running and working perfectly. No more manually opening and closing the valve every day!
- Brad is also going to be servicing the pressure reducing valve in the upper vault this week and he will be servicing it yearly from now on.
- Aldrich and Elliott are working on our required service line inventory which is due in November, 2024 for the national Revised Lead and Copper Rule. We hope to not find very many lead water service lines on our system.
- We fixed a small water leak for the sprinklers at Dorsey Park and the sprinklers are on for the summer.
- We're still waiting on a part from Ken Cook Electric for our 12-inch production well. Our 6-inch well is working properly and can be used at any time.
- 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 and Chris are signed up to take their Water Operator 3 exams this Friday, May 05.

Respectfully submitted,

Joseph Gaudiana