

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
WATER COMMISSION**

REGULAR MEETING

5:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday May 2, 2023

BOARD MEMBERS PRESENT:

David Rose, Chairman

Ron Bixby

Jackie Cromwell

STAFF:

Brendan McNamara

OTHERS PRESENT:

Troy Caruso

1. **Call to Order**

A. David Rose called the meeting to order at 5:00 p.m., all members 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 April 4, 2023.

B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve minutes from the regular meeting of April 4, 2023 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Water Allocation Request:**

A. Shannon Stark – 10 West Main Street - Application to add one bedroom to an existing three-bedroom home.

i. David Rose advised this is an administrative change.

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- ii. MOTION by Ron Bixby and seconded by Jackie Cromwell to approve this request. Motion passed unanimously**
- B. **Don and Shelli Steinfield – 56 Depot Street - Application** to add one bedroom to an existing five- bedroom home.
- i. David Rose advised this is an administrative change.
- ii. MOTION by Ron Bixby and seconded by Jackie Cromwell to approve this request. Motion passed unanimously**
6. **Review & Possibly Approve Request for Decrease in Consumption – Norwalk Ski Club – 21 Pleasant Street**
- A. Brendan McNamara explained that the original town permit was for 55 occupants and they have said that they don’t have that capacity. The original state permit is for 30 occupants and they want to set the occupancy at 37. Brendan McNamara said that he recommends that this board decrease the occupancy to 30 to coincide with the state permit. The Club can go to Planning and Zoning to request a change and then go to the state for the increase to 37. We can’t approve more than the State allocation.
- B. **MOTION by Ron Bixby and seconded by Jackie Cromwell to approve the consumption occupancy from 55 to 30 as per the state permit. Motion passed unanimously.**
7. **Discuss Water Billing Error (affecting one account)**
- A. Brendan McNamara advised that we have overbilled the Sikorsky Ski Club in the amount of \$9,813.60. He has not had a conversation with the owners. We can either cut a check or give them a credit.
- B. David Rose asked how long this has been going on.
- C. Brendan McNamara said over 2 years.
- D. David Rose said we need to correct this.
- E. Brendan McNamara said that he will reach out to the Club and see how they would prefer to handle this.
- F. Board consensus for Brendan McNamara to contact Sikorsky Ski Club.
8. **Discuss Possible Change in Water Rates**
- A. David Rose said that the board looks at this every year.
- B. Brendan McNamara said that last year, they raised the Water rates by 5%.
- C. David Rose said we need to keep funds in the Capital Account and said he would be in favor of a 5% increase. He said that costs are increasing and we have projects that need to be done in the future. He said that a 5% increase would equate to about \$8.00 for a 3-bedroom home.
- D. **MOTION by Jackie Cromwell and seconded by Ron Bixby to increase the water rates by 5% effective July 1, 2023. Motion passed unanimously.**

9. **Discuss Water Main Break – Gleascott Avenue - 4/25/2023**

- A. Brendan McNamara advised that there was a significant water main break on Gleascott Avenue. A 12- inch line broke and we lost 300,000 gallons of water. The Chain of Command worked well and he was notified at 9:00 that night. Joe Gaudiana already knew and it was being taken care of. There was a low- level alarm at the Godfrey tank. The Fire Department was there in case of an issue at Gill Terrace, because they had to shut off the water to Gill Terrace. Ron Tarbell called M&M Excavating and they were there within 45 minutes. The repairs were complete by 6:00 a.m.
- B. David Rose said that we had a similar situation about 2 years ago and the Chain of Command did not work.
- C. Brendan McNamara said there was one issue, the wrong phone number for Joe Gaudiana, but they then called his cell.
- D. David Rose asked if we know the cost of the repairs
- E. Brendan McNamara said not yet.
- F. Troy Caruso said that his crew was helping to divert the water from the Villages with tables...

10. **Discuss Asset Management Plan**

- A. David Rose said that having an Asset Management Plan helps us be on the priority list for funding. He said the board had asked to get quotes from Otter Creek and Aldridge & Elliott (A&E.)
- B. Brendan McNamara said Otter Creek's quote was \$47,900 and A&E's quote was \$37,700. He said that both companies had the same specifications and their quote details were "apples to apples." We have loan forgiveness for up to \$50,000 making 100% loan forgiveness.
- C. David Rose asked if this includes lead.
- D. Brendan McNamara said no, that is a different project. He said that this board did its due diligence by getting 2 quotes.
- E. **MOTION by Ron Bixby and seconded by Jackie Cromwell to award the bid to Aldridge and Elliott for \$37,700.00. Motion passed unanimously.**
- F. David Rose asked when this will start.
- G. Brendan McNamara said it will be lump sum and they are waiting for us to sign the contract. It should be done by the end of the year.

11. **Discuss High Street & Pleasant Street Ext. Improvements**

- A. David Rose said that this went to the State for review in February and the Drinking Water was approved February 16, 2023 and it needs to be signed - Phase 1. He said the priority list is subject to state approval.
- B. Brendan McNamara said that Phase 2 is final design and that is a whole other project. If we are on the priority list, we can move forward.
- C. David Rose asked the cost of Phase 2, do we have another estimate?
- D. Brendan McNamara said he is still trying to gather the full scope and will be doing that.
- E. David Rose said there is a 90% review and Scott Murphy had a link to the sewer camera.
- F. Brendan McNamara said he will try to get a few more estimates and will check with Wayne Elliott about the priority list.

12. **Department Head Report**

- A. David Rose noted that in his report, Joe Gaudiana advised that he is working with Wayne Elliott on the required service line inventory that is due November 2024.
- B. Brendan McNamara said they had been working with Scott Murphy on the scope for the lead line survey – the cost is about \$107,000.00 and we are on the hook for \$4,000 of that amount. The \$103,000 is forgivable. He said he will talk to Wayne Elliott on how to proceed. This is required by state statute. He said that most of the lines are from the streets, but there are some that are in homes. He said he will follow-up and try to get on the priority list (usually announced in June/July.)
- C. David Rose noted that the new, electronic altitude valve has been installed and is working well.
- D. Brendan McNamara said there was one issue from the water line break– a person said that his hot water heater blew because of the pressure spike. We actually had low pressure. He added that the electric valve for the 6” wells that has been on order for 2 years is still not in. He said he gave Joe Gaudiana a list of commercial electricians to contact. He will follow-up with Joe Gaudiana.
- E. David Rose asked if they are doing OK with 3 employees.
- F. Brendan McNamara said yes.
- G. David Rose asked if they are exercising the valves.
- H. Brendan McNamara said he will talk to Joe Gaudiana about that. When they do, it creates dirty water for about 15 to 20 minutes,
- I. David Rose said that if we exercise the valves in the summer, we will find out if there is a bad valve. It is better than having one fail in the winter.
- J. Brendan McNamara said he will talk to Joe Gaudiana about setting up a cycle for exercising the valves.

13. **Aged Receivables Report**

- A. David Rose said he likes to know how we are doing – on the Water side; the \$10,000 over 120 days is not terrible.
- B. Brendan McNamara said he spoke with Diane Knight and there are some that are higher and over 120 days. He said that people lose track of this quickly. He said we are not at the point where we will have to shut someone’s water off, some are on payment plans and some can still apply to Vermont Homeowner Assistance Program (VHAP.) He said that program (from COVID) may be around a little bit longer.
- C. Ron Bixby said that Scott Murphy had some payment plans in place.
- D. Brendan McNamara said as long as they stay on the plans it’s good.

14. **Municipal Manager Updates**

- A. New Hires
 - i. Brendan McNamara advised that we have 2 new hires: Jarrod Jowdy has replaced Cherry Nicoll in the Planning office and is doing well. Becky Parker will be starting this Friday, replacing Angela Kissell.

B. Water Treatment Facility

- i. Brendan McNamara advised that he went on a tour with Joe Gaudiana 2 weeks ago and it was very detailed. Joe Gaudiana took him through the entire system. He said that the 2 employees there will be taking the license exam on May 5th.

C. One Month

- i. Brendan McNamara advised that on May 3rd he will have been here one month and things are going well.

15. **Other Business**

A. Rust in Water

- i. Troy Caruso said that the water at Sam's and Darcy's has been rusty-brown for about 6 months and he has to replace the water filters every 2 weeks.
- ii. David Rose asked if it started after they did the work at the Timber Inn.
- iii. Troy Caruso said no. He said that he has spoken to Joe Gaudiana.
- iv. Brendan McNamara said it may be the service line, not the tank.
- v. David Rose said there are 2 lines and they may be on the older one.
- vi. Troy Caruso said it is killing their ice machines.
- vii. Brendan McNamara said he would look into it.

B. Red Light at the Pump House

- i. Jackie Cromwell said there is a red light on at the pump house.
- ii. Brendan McNamara said he will check with Joe Gaudiana.

16. **Set Date for Next Meeting**

- A. Next regular meeting – June 6, 2023 at 5:00 p.m.

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

- A. None listed.

18. **Sign Warrant Orders**

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

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

- A. Brendan McNamara said that an Executive Session is not needed.

20. **Adjourn**

- A. **MOTION to adjourn by Jackie Cromwell and seconded by Ron Bixby. Motion passed unanimously.**
- B. Meeting adjourned at 5:36 p.m.

Respectfully submitted,

Lisha Klaiber
Recording Secretary

David Rose, Chairman

Ron Bixby, Vice Chair

Jackie Cromwell, Clerk