

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, December 1, 2009

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

Jim Fuller

David Rose

STAFF:

Frank Heald

OTHERS PRESENT:

Duncan Love – LPCTV

1. **Call to Order**

A. Chairman Bob Gilmore called the meeting to order at 6:03 p.m. All members present.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of November 3, 2009.

B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the regular meeting of November 3, 2009 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

A. Letter from Resident who lives on Andover Street.

- i. Frank Heald advised that a letter was received, today, from a resident who lives on Andover Street who voiced concern about vehicles still speeding on Andover Street. She requested a “Children at Play” sign and crosswalk crossing Andover Street near the bridge to Dorsey Park.
- ii. Bob Gilmore noted that he thinks that people are speeding and not paying attention to the radar sign.
- iii. Frank Heald said it is hard to tell. He has no problem putting up a “Children at Play” sign, but the crosswalk would not really go anywhere. He said that they hope to refurbish the Dorsey Park bridge next summer and maybe put a sidewalk on the bridge at that time with a cross walk going to the bridge. It would not currently be safe to put a crosswalk to the bridge at this time.
- iv. David Rose asked if the radar signs data had been downloaded yet.

- v. Frank Heald said that they have the interface, but have not downloaded, yet. It will be done soon.
- vi. David Rose suggested talking to Chief Billings about more enforcement in that area.
- vii. Frank Heald said that no matter where they would park a cruiser, it would be visible to oncoming traffic.
- viii. Jim Fuller suggested random speed checks.
- ix. Bob Gilmore asked Frank Heald to send a letter to the person and tell her that the board is considering what actions to take and to thank her for her concerns.
- x. Frank Heald asked the board if they want to put up a “Children at Play” sign.
- xi. The board agreed to have a sign put up.

4. **Discuss FY 2011 Budget Workshops**

- A. Frank Heald advised the board that the staff expects to finish up on the town draft budget this week and to finish the Village draft by mid-month. He suggested that the board could start looking over the draft at their meeting in January and then hold a second meeting if necessary.
- B. The board agreed.

5. **Village Water Project Update**

- A. Frank Heald advised that the contractor has stopped working for the winter. We are just under \$1,000,000 into the project, including stored materials. They had taken delivery of material early to avoid any price increases in materials. Most is stored at the Jewel Brook. The General Contractor is about 25-30% done and has used about 50% of the allotted time. They will increase crews in the spring to catch up. The section from Route 100 to Snell spring is done, except for the house connections. We are negotiating with Rural Development on how to include the sewer project on Andover Street in this contract and settle up at the end. The State and Federal governments are overwhelmed with all of the ongoing projects (not just Ludlow) and slow to pay the bills.
- B. Bob Gilmore asked if the General Contractor has an estimated completion date?
- C. Frank Heald said they expect to finish most of the work in July and wrap up in August.

6. **Other Business**

- A. **Parking Sign by IGA and Speed Limit Signs**
 - i. Bob Gilmore had noted at the last meeting that the parking sign was knocked over.
 - ii. David Rose said there is a sign further back in the parking lot now.
 - iii. Bob Gilmore said that they had discussed putting up a 2-sided sign that would be visible to people coming from both sides of the road.
 - iv. Frank Heald said that Jean Metuchen suggested putting up universal parking signs on both sides of the post with the button for the crosswalk. It might be better than putting it in the driveway.
 - v. Jim Fuller noted that people have been parking there.

- vi. Bob Gilmore advised that the sports shop had held an event there this past weekend. The brought in snow and set up jumps. There were a lot of people there and the parking lot was full. He added that he had the opportunity to use the push-button crosswalk and the lights worked.
 - vii. David Rose recalled that they had also discussed putting up a speed limit sign by the radar sign by Subway.
 - viii. Bob Gilmore asked about the radar sign by Chrisandras.
 - ix. David Rose said that sign was installed today.
 - x. Frank Heald said it would be hooked up tomorrow.
 - xi. Jim Fuller said that trucks really speed there at night.
 - xii. Frank Heald said that he would tell that to Chief Billings.
- B. Audit
- i. Frank Heald advised that the audit is complete and they will have a management letter for the January meeting. The auditors have suggested that the staff do year-end tie-outs in a different way. The report was really good. He asked the board what they thought about not printing the entire 50 pages of financials. He advised the Village Electric only prints the Income/Expense Statement and Balance Sheet. People may ask for copies of the full statements.
 - ii. David Rose said he feels that it is important to continue printing the entire package, although he does wonder how many people do read it all.
 - iii. Jim Fuller said it is important for transparency that they continue to print all of the statements. He does know some people who do read the entire package.
 - iv. Bob Gilmore said that it only goes to Village residents. How many copies do they print?
 - v. Frank Heald said about 500. He added that he has been asked at Town Meeting why the town prints all that information.
 - vi. Jim Fuller said could they go back to the smaller format.
 - vii. Frank Heald said no, because people said they could not read the smaller print.
 - viii. Jim Fuller said to leave it as it is.
- C. Water Treatment Facility Building Roof
- i. Frank Heald said that at their last meeting, they discussed the 2 quotes for the roof of the Water Treatment building. Vermont Roofing had quoted on total replacement, while Tyrell quoted putting a layer over the existing roof. The board had asked that the two contractors be asked to quote on what the other had proposed, but Vermont Roof would not quote on the repair only. He advised that Tyrell would not quote on the complete replacement. Loran Greenslet obtained a quote from a contractor from White River Junction for the total replacement for \$10,500.00. The quote from Vermont Roofing was \$10,880.00. David Rose asked about a warranty.
 - ii. Frank Heald said 15 years.
 - iii. David Rose suggested that they do the total job.
 - iv. Bob Gilmore noted that the 2 replacement quotes are relatively even.
 - v. Frank Heald said that Vermont Roofing had done the roof on Town Hall and did a very good job.
 - vi. **MOTION by David Rose and seconded by Jim Fuller to award the bid for the replacement of the Wastewater Facility building roof to Vermont Roofing for \$10,880.00. Motion passed unanimously.**
 - vii. Frank Heald said he thought they would start as soon as possible.
- D. Governor's Council on Physical Fitness and Sports Honors

- i. Frank Heald advised that 4 people from staff attended the award ceremony in Montpelier and Ludlow was awarded the Gold Award. The Gold Award is the highest award that 1st year participants may achieve. He said that he is very proud of everyone and noted the hard work done by all. He noted that Pam Cruickshank leads the efforts. Pam Cruickshank, John Butler, Kevin MacPherson and Pam Todt attended the ceremony. He added that the efforts put forth make a safer, healthier workplace and healthier employees. This also saves the town money on workman's compensation and insurance.
 - ii. Bob Gilmore said that the program also builds camaraderie among the employees. He commended the staff for their participation.
 - E. Happy Holidays
 - i. Bob Gilmore wished everyone happy holidays.
 - F. Next Meeting
 - i. January 5, 2010.

- 7. **Possible Executive Session / Personnel**
 - A. Bob Gilmore advised that an Executive session for personnel was needed.
 - B. MOTION by David Rose and seconded by Jim Fuller to enter into Executive Session. Motion passed unanimously.
 - C. Board entered into Executive Session at 6:38 p.m.
 - D. Board came out of Executive Session at 6:52 p.m.

- 8. **Adjourn**
 - A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.**
 - B. Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller