

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, July 1, 2008

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman Jim Fuller David Rose

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

Marilyn Ledoux Duncan Love – LPCTV

1. **Call to Order**

- A. Chairman, Bob Gilmore, called the meeting to order at 6:02 p.m.
- B. Frank Heald requested that the agenda be amended to include “Other Business.” The board agreed.

2. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of June 3, 2008.
- B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the meetings of June 3, 2008 as submitted. Motion passed unanimously.**

3. **Comments from Citizens**

- A. None

4. **Coin Drop School Requests**

- A. TARPS (The Animal Rescue and Protection Society)
 - i. Date requested is July 26, 2008 from 9:00 a.m. to 3:00 p.m.
- B. Gill Home.
 - i. Date is open for this year or next year.
- C. Jim Fuller noted that – with regard to TARPS, the town only allows hours of 10:00 a.m. to 2:00 p.m.
- D. David Rose advised that the town only permits 4 coin drops per year.
- E. Frank Heald said that requests are already full.
- F. Bob Gilmore asked Frank Heald to send notes to both organizations denying the requests.
- G. Jim Fuller asked about 2009 for Gill
- H. Frank Heald advised that the coin drops are for non-profit organizations.
- I. Bob Gilmore asked Frank Heald to include that the coin drops are typically for non-profit organizations in the letters to Gill.
- J. Frank Heald said that he recently toured Gill and was impressed. The staff is doing a nice job. It would be good if the occupancy were higher.
- K. Jim Fuller said the facility has improved over the last 3 years.

5. **Sewer Allocation Request**

- A. **Michael and Julia Burton**
 - i. Property address is 118 Lower Loop
 - ii. David Rose advised that this is a request to add two (2) dwelling units with a total of 5 bedrooms. Loran Greenslet has approved this request.
 - (1) Allocation fee – 5 bedrooms @ \$545.00/bedroom \$3,900.00
 - (2) Hook on Fee – 2 dwelling units @ \$4,500 each \$9,000.00
 - (3) Allocation reserves at 210 GPD per dwelling unit.

- iii. **MOTION by Jim Fuller and seconded by David Rose to approve this application for two (2) dwelling units with a total of 5 bedrooms dwelling at \$4,500 per dwelling unit and \$545 per bedroom for a total of \$12,900.00. A road cut permit shall be applied for and the appropriate performance bond posted. A member of the Village wastewater staff shall witness actual construction. Motion passed unanimously.**

6. **Crosswalk Signals Update**

- A. Frank Heald advised that they need to put in place one piece of concrete crosswalk at the post office/IGA crosswalk. He added that they would be sawing the poles down and putting bollards on them.
- B. Bob Gilmore asked about Streetscapes.
- C. Frank Heald said they did not have any ideas. He said he would check with them again.
- D. Regarding the Radar signs to be installed by the School and on Andover, Frank Heald advised that he has asked CEA to complete the installations. He hopes that it will be installed within the next month or so.

7. **Other Business**

A. **Vendor Ordinance**

- i. David Rose asked if the vendor ordinance is being enforced.
- ii. Frank Heald said that there was a miscommunication between the Police Department and him and that has now been cleared up. He has already had a discussion with the T-shirt people and will call the pie company this week. Ticketing will begin as soon as necessary.
- iii. Jim Fuller noted that zoning regulations preclude the pie business from selling down by OMS.
- iv. Bob Gilmore asked Frank Heald to recap the Vendor Ordinance for the sake of the TV viewers.
- v. Frank Heald said that the vendor ordinance requires the sellers to procure an itinerant vendor permit. They must file for the permit at town hall and the property owner where the business must also obtain a zoning permits and the property owner must meet all zoning requirements for the district the property is located in. There will be no vendors allowed to sell on public lands. Parking requirements must be met. The vendor must show a certificate of insurance and people selling food must have a health license. The ordinance is very restrictive.
- vi. David Rose said the ordinance is on the town website.
- vii. Bob Gilmore added that there are fees involved. They can be obtained at town hall.

B. **Rich Frank**

- i. Jim Fuller asked about Rich Frank.
- ii. Frank Heald the funds were not available until after today (July 1st.)
- iii. Jim Fuller said they would be repaving Pleasant Street.
- iv. Frank Heald said not down there, only between Elm and Depot.

C. **Lake Pauline Transfer**

- i. David Rose asked about the transfer.
- ii. Frank Heald said that the town counsel is preparing the paperwork.

D. **Garbage Ordinance**

- i. Bob Gilmore asked if they are enforcing the ordinance. He noted that second homeowners are still putting their garbage out 1 to 2 days before scheduled pickups. The ordinance states that garbage may not be put out until 6:00 a.m. on regularly scheduled pickup days.
- ii. Frank Heald said it would be helpful if he would be advised on the Monday morning after the weekend.
- iii. Bob Gilmore asked whom he should call on Sunday afternoon.
- iv. Frank Heald said the police.
- v. Jim Fuller noted that some people miss the pickup and leave the garbage out until the next pickup.

E. **Fiscal Year Close Out**

- i. Frank Heald said that some of the orders that the board signed this evening are from the previous fiscal year. The Select Board will be setting the town tax rate at their next meeting on July 7th. The Trustees need to set the Village Tax rate. They can call a special meeting on Thursday in the morning.
- ii. Bob Gilmore said he would be away until Friday.
- iii. David Rose and Jim Fuller will be available.
- iv. The meeting will be at 9:00 a.m. on Thursday, July 3rd.

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- F. Meeting with the Select Board
- i. Bob Gilmore asked if they would meet with the Select Board at the end of the Select Board meeting.
 - ii. Frank Heald said the Select Board agenda does not have a ton of stuff, but does not know how long it will take.
 - iii. Bob Gilmore said he would try to be there.
 - iv. Jim Fuller asked if they are all going.
 - v. Bob Gilmore said they should.
- G. Business Owner Retirement
- i. Frank Heald advised that long time business owner, Marion Josselyn retired as of June 30th.
 - ii. It was agreed that Frank Heald would write a letter to Marion Josselyn on behalf of the Trustees.
- H. Mowing Ordinance
- i. Frank Heald said that lots must be mowed by August 1st.
 - ii. Jim Fuller noted that the armory lawn was mowed.
 - iii. Frank Heald said that Loran Greenslet contacted that Adjutant General's office about the lawn and it was then mowed.
8. Possible Executive Session/ Personnel/Contracts
- A. MOTION by David Rose and seconded by Jim Fuller to enter into Executive Session for Personnel/Contract matters. Motion passed unanimously.
 - B. Board entered into Executive Session at 6:25 p.m.
 - C. Board came out of Executive Session at 6:45 p.m.
 - D. No action taken.
9. Adjourn
- A. MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.
 - B. Meeting adjourned at 6:46 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller