

MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday April 7, 2015

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose

BOARD MEMBERS ABSENT:

Richard Harrison

STAFF:

Frank Heald

OTHERS PRESENT:

Alan Isaacson Jason Rasmussen Patrick Cody – LPCTV
Logan Nicoll Michael Waterhouse

PUBLIC HEARING
VILLAGE OF LUDLOW ZONING AND
FLOOD HAZARD REGULATIONS (AMENDED)

1. Chairman Bob Gilmore called the public hearing, pursuant to Title 24, Chapter 117 §4384 for the Zoning and Flood Hazard Regulations for the Village of Ludlow to order at 6:00 p.m.
2. Rose Goings advised that she is prepared to discuss any changes made or questions that board members may have.
3. Bob Gilmore asked if there was anything that needed more clarification.
4. Rose Goings said that the Planning Commission had cleaned up the regulations to comply with state statutes and made some changes to Article 2, Administration and Enforcement. There were changes made to Accessory Structures, making a footprint maximum of 144 square feet and adding a height limitation to 15 feet.
5. Alan Isaacson noted that in some districts the square footage had been 120 square feet and that was made the same for all districts.
6. Rose Goings said that Local Act 250 Review was added. She said that so far, this has only affected one property. She said that there were some clarifications on the Preservation District, where “similar uses” was removed and “Personal Services” was added. Also, some new definitions were added.
7. David Rose asked which property had been affected.
8. Rose Goings said Benson’.
9. David Rose asked if Local Act 250 review would now apply to any property that would require state Act 250.

10. Rose Goings said yes.
11. Alan Isaacson said that they also cleaned up all of the definitions. He said that per state statute, Group Homes do not require a permit, but that anything that does not fit into the state definition would require a permit.
12. Rose Goings said that there were no other added uses except for Professional Use in the Preservation District. She added that the Flood Hazard Regulations had been adopted earlier.
13. David Rose noted that there were also new sign regulations.
14. Rose Goings said yes.
15. Bob Gilmore said the village needs a sign ordinance because the zoning regulations have no means of enforcement. He said that these regulations also clarified the sandwich signs rules. He said that Planning Commission had done a good job. He noted that the Planning Commission had also decreased the Spring Setbacks as requested by David Rose.
16. **MOTION by David Rose and seconded by Bob Gilmore to adopt the VILLAGE OF LUDLOW ZONING AND FLOOD HAZARD REGULATIONS (AMENDED) dated February 10, 2015 as presented. Motion passed unanimously.**
17. Bob Gilmore thanked the Planning Commission for their hard work.
18. Rose Goings said there had been some grants to help.
19. Bob Gilmore closed the public hearing at 6:08 p.m.

REGULAR MEETING OF THE VILLAGE TRUSTEES

1. **Call to Order**

- A. Chairman, Bob Gilmore, called the meeting to order at 6:09 p.m., all members present, except Richard Harrison.

2. **Annual Board Reorganization**

- A. Elect Chairman of the Board
 - i. **Motion by David Rose and seconded by Bob Gilmore to elect Bob Gilmore Chairman of the Board. Motion passed unanimously.**
- B. Elect Vice Chairman of the Board
 - i. **Motion by Bob Gilmore and seconded by David Rose to elect David Rose Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board
 - i. **Motion by David Rose and seconded by Bob Gilmore to elect Richard Harrison as Clerk of the Board. Motion passed unanimously.**
- D. Appoint Union Negotiating Team Member
 - i. **Motion by Bob Gilmore and seconded by David Rose to appoint David Rose as Union Negotiating Team Member. Motion passed unanimously.**
- E. Appoint Recording Secretary
 - i. **Motion by David Rose and seconded by Bob Gilmore to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- F. Appoint Ludlow Enterprise Fund Committee Member
 - i. **Motion by David Rose and seconded by Bob Gilmore to appoint Bob Gilmore as Ludlow Enterprise Team Member. Motion passed unanimously.**

- G. Set Day and Time of Regular Meetings and Alternate meetings.
 - i. **Motion by David Rose and seconded by Bob Gilmore to continue with regular meetings to be held on the first Tuesday of the month at 6:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 6:00 p.m. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation
 - i. **Motion by David Rose and seconded by Bob Gilmore to continue with THE VERMONT JOURNAL as the newspaper of General circulation. Motion passed unanimously.**
- I. Adopt Roberts Rules of Order
 - i. **Motion by David Rose and seconded by Bob Gilmore to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**

3. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of March 5, 2015.
- B. **MOTION by David Rose and seconded by Bob Gilmore to approve minutes from the meeting of March 5, 2015 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Planning Commission Discussions**

- A. **Flood Resiliency**
 - i. Jason Rasmussen advised that Ludlow had received a grant for a flood study and to draft a new Flood Resiliency Element for the municipal plan. The state now requires that any town plan adopted after July 1, 2014 must include this element. There are two maps; the FEMA Flood Hazard Map and the new ANR River Corridor Map. The ANR map must be referred to in the town plan. He has drafted a chapter to include in Ludlow's plan. The Planning Commission still needs to review it. He referred to the FEMA map and indicated the floodway, flood plain and setbacks. He said that no new development is allowed in the floodway, structures elevated over BFE are allowed in the flood plain. He said that 11% of the land area in the village is located in those 3 zones and 82 structures. He then referred to the new ANR River Corridor and indicated how much broader an area it covered.
 - ii. David Rose asked who and how it was developed.
 - iii. Jason Rasmussen said that ANR had developed it. He said that this map is more fluvial erosion – where the river is likely to go over a period of time. They look at the meander of the river and there is a 50 foot buffer on the outside. It does take into consideration highways, valley walls and geological features. He said that 14% of the village land area is within this corridor and it included 155 structures.
 - iv. Alan Isaacson said the Planning Commission has the same questions as David Rose. He added that, according to the law, the legislative body must request the review of the map. He added that they had discussed the same thing with the Select Board on Monday night. The Planning Commission will draft a letter to ANR, but the Trustees must sign it. The

Planning Commission wants someone from ANR to actually walk the rivers and streams in Ludlow.

- v. David Rose asked who would pay for this.
- vi. Jason Rasmussen said that he does not think it would cost the town/village.
- vii. Alan Isaacson said there is nothing in the statute about cost.
- viii. Jason Rasmussen said that Springfield started the process of ANR review and ANR is being cooperative. There has not been any discussion of cost, yet. The River Corridor must be discussed in the town plan, but there is no requirement for the Village to regulate it. It will come into play at Act 250 and Act 248. He said that he will work with the Planning Commission on the letter and come back.
- ix. Bob Gilmore said that he is concerned about costs.
- x. Alan Isaacson said that the law says that ANR is supposed to help the towns with any issues.
- xi. Bob Gilmore asked what kind of team is working with Springfield.
- xii. Jason Rasmussen said there only have been 2 conference calls. Springfield hopes to finish up this summer.
- xiii. Bob Gilmore asked if there is a time frame.
- xiv. Rose Goings said that she would definitely get back to the Trustees at their next meeting. They are working under a grant and need to finish up.
- xv. Frank Heald said the Planning Commission still has work to do on this and would get back to the trustees.

B. Village Center Designation

- i. Alan Isaacson said that the town plan must be revised in order to comply with state statute. Frank Heald has requested that the Planning Commission work on expanding the Village Center Designation. Currently running from Governor's Inn to La Mere Square, he would like it to run to the Chamber of Commerce building. In order to do this, the town plan must state the intent to expand it. This must be done before they can apply to the state to expand it. There are tax credits available for building and facade renovations, economic development monies and tax benefits. Some of the buildings in the current designated area have used the tax benefits.
- ii. Jason Rasmussen advised that someone from outside the limits of the village center contacted the state about tax benefits.
- iii. Frank Heald said that they have also applied for a CDB Grant for \$100,000. He said that they will also be able to get Way Finding signs (signs that tell people where things are in the village.) They would have to get another grant and hire someone who makes them. He said that Burlington, Rutland and Killington have them. It would make for good, cohesive signage.

6. Review Village Pick Up RFP

- A. Frank Heald advised that the Solid Waste District bid is out for Disposal and would be opened on Monday, April 13th. He advised that the RFP for Village pickup is in progress. There will be weekly pickup of totes for trash and biweekly pickup of single stream recyclables.
- B. Bob Gilmore asked if they would meet the deadline.
- C. Frank Heald said yes, they would be awarding the bid at their next meeting.

7. **Approve VTRANS Annual Financial Plan - Village**

- A. Frank Heald advised that this document must also be signed each year and VTRANS \$300.00 in municipal funds for each mile listed in the village. He noted that the Village raises a lot more.
- B. **MOTION by David Rose and seconded by Bob Gilmore to adopt, sign and certify the VTRANS Annual Financial Plan – Village Highways. Motion passed unanimously.**

8. **Coin Drop Request**

- A. Bob Gilmore advised that Project Graduation does an annual coin drop.
- B. Frank Heald advised that there was a letter from the Project Graduation people requesting a coin drop on Saturday, May 9, 2015 from 10:00 a.m. to 2:00 p.m. He said that American Legion has already requested a coin drop in April.
- C. **MOTION by David Rose and seconded by Bob Gilmore to approve the Project Graduation Coin Drop for Saturday, May 9, 2015 from 10:00 a.m. to 2:00 p.m. Motion passed unanimously.**

9. **Discuss Boy Scouts' Parade**

- A. Ned Bowen advised that the American Legion has been in contact with the Boy Scouts' Green Mountain Council and they would like to hold the Scouting Salute to Veterans Parade in Ludlow on Saturday, November 7, 2015 starting at 11:00 a.m. He would like to have community involvement and support. The plan is to have the step off area at Stearn's Pit, come across Witalec Road and then down West Hill to Route 103, ending at the high school, a distance of 1.3 miles. They expect approximately 900 +/- scouts, leaders and families and 25 military organizations with 5 to 25 members and vehicles. They will need traffic control and to shut down Route 103 for about 1 hour. He said that Vermont is the only state in the union that holds a statewide parade.
- B. Bob Gilmore asked if they had spoken with Chief Billings.
- C. Frank Heald said he has spoken with the chief and they think they can work it out. He added that there are weather considerations. If the weather is inclement, they won't want to come down West Hill. They would like to put up signs 1 to 2 weeks before the event warning people that there will be a road closure on that day. They will need to marshal traffic control. He said that he and Chief Billings would meet with Ned Bowen to discuss this.
- D. Logan Nicoll said that the Select Board is on board with this event and want to make it work, but need more concrete plans.
- E. Bob Gilmore asked if they would need a parade permit.
- F. David Rose said the consensus is that the Trustees are in favor of the event.
- G. Frank Heald said that we don't have parade permits. He said that they can take more formal action at their next meeting.

10. **Other Business**

- A. **Traffic Signs**
 - i. Bob Gilmore asked about the traffic blinkers at the crosswalk by Heritage Credit Union.
 - ii. Frank Heald said they will do it in the spring. He said that they need to get the sign company back here to change them.
 - iii. Bob Gilmore asked about the request made to have a crosswalk from Shaw's to La Mere Square.

- iv. Frank Heald said they are looking at solar powered signs and that he would bring back some suggestions for the next meeting. He added that they may want to move the existing crosswalk signs that are by the old post office to the La Mere Square location.

11. **Set Date for May Meeting**

- A. Meeting set for Tuesday, May 5, 2015 at 6:00 p.m.

12. **Sign Warrant Orders**

- A. Warrant orders were signed.

13. **Possible Executive Session/Personnel/Contracts**

- A. Frank Heald said that an Executive Session is not needed.

14. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Bob Gilmore. Motion passed unanimously.**
- B. Meeting adjourned at 6:39 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Richard Harrison