

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

Tuesday, July 5, 2011

**BOARD MEMBERS PRESENT:**

Bob Gilmore

Jim Fuller

David Rose

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

George Benson

Brian Siano

Michelle Stinson – LPCTV

Glen Heitsmith

Ron Tarbell

1. **Call to Order**

- A. Chairman, Bob Gilmore called the meeting to order at 6:01 p.m.

2. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of June 7, 2011.
- B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the meeting of June 7, 2011 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

- A. Bike Path
- i. Glen Heitsmith asked the board's permission to speak even though he is not a resident of the Village.
  - ii. Permission was granted.
  - iii. Glen Heitsmith advised that he had recently attended a public hearing in the West Windsor regarding a mountain bike expansion. The town agreed to spend \$10,000 to promote mountain biking. Glen Heitsmith said that he feels that the town and village of Ludlow should get behind a bike path to help small businesses. He said that years ago, there was a bike path committee and it died out. He would like the Trustees to take the position to support a bike path.
  - iv. Bob Gilmore said that he was part of that committee and it went as far as it could go, including architectural renderings. He said that there had been federal funding, but that stopped because the proposed location of the path was in the Flood Plain. In addition there was resistance from private property owners along that path.
  - v. Frank Heald said that Addendum B is a current application for a bike path from the Chamber Office to Jackson Gore to Buttermilk Falls.
- B. Street Lining
- i. Glen Heitsmith asked why there is no yellow line down the middle of Main Street
  - ii. Ron Tarbell said that is a state road and they are responsible for the lines. District 3 will do them.
  - iii. Bob Gilmore asked Ron Tarbell to follow up with the state AOT.
  - iv. Ron Tarbell said that he would.
  - v. Frank Heald said weekly or every other week.

4. **Sewer Reduction Requests**

- A. Bob Gilmore advised that letters had been received from Kenneth Tofferi for 18 Pond Street, John C. Montgomery for 121 Main Street and Heritage Family Credit Union for 200 Main Street (former Jiffi Mart) requesting water and sewer allocation reductions. He explained that Mr. Tofferi requested the reduction formerly listed as the bakery, Mr. Montgomery is retiring and is relinquishing his commercial space and Heritage Family Credit Union removed the Jiffi Mart building and are requesting reduction of that allocation.
- B. Frank Heald said that management and the Water Commissioners approved the reduction requests.
- C. **MOTION by David Rose and seconded by Jim Fuller to approve the sewer reductions as requested by Kenneth Tofferi for 18 Pond Street Bakery, John C. Montgomery for the commercial allocation at 121 Main Street and Heritage Family Credit Union for the Jiffi Mart space. Motion passed unanimously.**

5. **Open Summer Paving Bids**

- A. Frank Heald advised that 6 RFPs had been sent out and 4 presented Village Only bids and the 2 others included that in the town bids. He suggested opening and recording the 4 Village Only bids. He said that the town will open their bids on Thursday morning. He would like to be able to work with the town, using the same contractor.
- B. Bob Gilmore clarified that they would not be awarding a bid tonight.
- C. Frank Heald confirmed that the Trustees would only open and record those 4 bids tonight.

CONTRACTOR	PRICE
Fuller Sand & Gravel, Danby, VT	\$70/ton, good for 30 days
Pike Industries, Wallingford, VT	\$125/ton
Wilk Paving, Center Rutland, VT	\$87.74/ton
Lane Construction, Northfield, MA	\$79.50/ton, Brian Siano present

- D. **MOTION by David Rose and seconded by Jim Fuller to defer opening the rest of the bids and authorize the town manager to follow the lead of the Select Board in awarding the paving bids. Motion passed unanimously.**

6. **Consider and Approve Proposed Boundary Definition Documents for Benson's Chevrolet**

- A. Bob Gilmore advised that a letter had been submitted and that he had walked the property with Frank Heald and has no objections to the land swap. He added that this board is trying to help small businesses in the community.
- B. Frank Heald advised that the land swap is regarding the westerly boundary of the Village of Ludlow and the easterly boundary of the Benson property. He said that the boundary line is "squishy" at best and had changed over the years as needed. He said that it is now time to establish and record a current boundary line. He said the village and Bensons would be exchanging Quit Claim Deeds establishing the west boundary of the village and the east boundary of the Benson property. In addition, the Bensons will be giving the village a perpetual easement to maintain and repair the sidewalk across a piece of their property.
- C. **MOTION by Jim Fuller and seconded by David Rose to accept the Quit Claim Deeds and Easement Deed as presented. Motion passed unanimously.**
- D. The village deed was signed by the trustees and notarized by Lisha Klaiber.
- E. Frank Heald told George Benson that, tomorrow; he would bring the deeds over to Mr. Benson's parents to sign.

7. **Project Updates**

- A. Frank Heald advised that the Andover sewer project is complete. The water project is experiencing some punch list items where things are not quite right. The problems are being addressed.
- B. Bob Gilmore asked what the problems are.
- C. Frank Heald said that the PRV valves are integral in maintaining the pressure in the system and tank level and are not working as anticipated. The engineer, contractor and valve manufacturer are working on the problems together. They are the PRVs in the upper and lower vaults.
- D. Jim Fuller asked when they expect the problems to be corrected.
- E. Frank Heald said within weeks. There are a few folks who are being affected and they are being addressed individually.

8. **Discuss Date for Tax Rate Meeting**

- A. Frank Heald said that at this point, he is asking the availability of the board members for a meeting. The listers did some reappraisal work and the paperwork for the CLA and school tax rate are being delayed in getting back from the state. He hopes to have them tomorrow and the Select Board is having their meeting on Thursday at 8:00 a.m. He would like to set the Trustees' meeting shortly thereafter, but he needs to have 24 hours to warn the meeting.
- B. Bob Gilmore said that he would not be available on Thursday or Friday.
- C. David Rose and Jim Fuller are both available on Thursday afternoon.
- D. Frank Heald set the tax rate meeting for the village for 4:00 p.m. on Thursday, July 7, 2011 – tentatively. He said they need to get the tax bills out on Friday.

9. **Other Business**

- A. Year End Financials
  - i. Frank Heald said that based on what he has seen; the village indicated tax rate will be \$.1854. Last year it was \$.1827 and the trustees voted to use funds to buy it down to \$.1627. He said it looks like they may be running a surplus of \$50,000 this year. In the past, with the exception of last year when they did the buy-down with \$30,000, they have used surpluses for paving and sidewalks. Last year they overspent their retreatment budget.
  - ii. Bob Gilmore asked when they need to decide about the surplus.
  - iii. Frank Heald said at the tax meeting. They can buy the tax rate down, save the funds or do sidewalks and paving.
  - iv. Bob Gilmore said that he would not be at the meeting on Thursday, but he would like to do sidewalks and curbing.
  - v. Jim Fuller asked what the total they took the \$30,000 from was.
  - vi. Frank Heald said he thought it was \$117,000 in the fund balance. He added that \$15,000 buys down \$.01.
  - vii. Jim Fuller said he would prefer to keep the surplus or use it for sidewalks.
  - viii. David Rose said he would prefer to save it.
  - ix. Frank Heald said they would need to decide at the warned meeting on Thursday. He added that the staff has done a great job staying within their budgets and they have a terrific group of municipal employees.
  - x. David Rose asked if they would have the funds to repair the catch basins by the Baptist Church, at the bottom of Smith Street and by the cemetery entrance.
  - xi. Ron Tarbell said it is a small line item and in the cards to do.

10. **Set Date for August Meeting**

- A. Meeting set for Tuesday, August 2 at 6:00 p.m.

11. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Jim Fuller. Motion passed unanimously.**
- B. Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Jim Fuller