

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

**INFORMATAIONAL MEETING
AND
PUBLIC HEARING**

6:00 PM

Tuesday, October 30, 2018

BOARD MEMBERS PRESENT:

David Rose

Earl Washburn

Robert Gilmore

STAFF:

Scott Murphy

Chuck Craig

Pam Cruickshank

OTHERS PRESENT:

Wayne Elliot, Aldrich & Elliot PC

Lisha Klaiber, Recording Secretary

**PUBLIC HEARING
INFORMATIONAL MEETING**

The legal voters of the Village of Ludlow are notified and warned to meet inside the Heald Auditorium in the Town of Ludlow in the Village of Ludlow, located at 37 Depot Street in Ludlow, VT on Tuesday, November 6, 2018 between the hours of ten o'clock (10:00) in the forenoon (AM), at which time the polls will open and seven o'clock (7:00) in the afternoon (PM), at which time the polls will close, to vote by Australian ballot upon the following Article of business:

ARTICLE I

Shall general obligation bonds or notes of the Village of Ludlow in an amount not To exceed Two Million Nine Hundred Fifty Thousand Dollars (\$2,950,000), subject to reduction from the receipt of available state and federal grants-in aid, be issued for the purpose of financing the cost of constructing necessary upgrades to the Village's wastewater treatment facility, the estimated cost of such improvements being Two Million Nine Hundred Fifty Thousand Dollars (\$2,950,000)?

The legal voters of the Village of Ludlow are further notified that the voter qualifications, registration and early/absentee voting relative to said special meeting shall be as provided in Chapters 43, 51 & 55 of Title 17, Vermont Statutes Annotated.

The legal voters of the Village of Ludlow are further notified that an informational meeting will be held on Tuesday, October 30, 2018, in the Heald Auditorium, located in the Ludlow Town Hall at 37 Depot Street, Ludlow, VT at 6:00 PM in the evening for the purpose of explaining the proposed improvements and the financing thereof.

Adopted and approved at a regular meeting of the Board of Trustees of Ludlow, VT duly called, noticed and held on October 2, 2018.

1. Chairman Bob Gilmore opened the Public Informational meeting at 6:07 p.m.
2. David Rose advised that there are two hearings tonight. The first is the Informational Meeting to hear about the proposed upgrades to the water treatment facility. The second will be to conduct an Environmental Hearing for the Wastewater Treatment Facility upgrade project.
3. Wayne Elliott explained the proposed upgrades to the water treatment facility.
 - a. Age related improvements will improve long-term reliability for the influent pumping and secondary clarifiers
 - b. Sludge recirculation and water pumping is by submersible pumps which don't provide automatic control
 - c. Control building finish floor is below the 100 year flood elevation and lacks flood protection
 - d. Control and ventilation improvements are needed for the chemical feed and storage area
 - e. Portions of the motor control center (MCC) in the control building are 33 years old and past the end of their useful life.
 - f. New Plant/PLC SCADA system will be provided for improved monitoring. They will be able to remotely monitor the status and alarms, but will not have ability to change settings.
 - g. New Influent Pump Station building with Sludge pumping – 500 square foot building
 - h. Variable frequency drives for the pumps. He said that the regarding the 3 vertical, centrifugal influent pumps, 2 pumps can handle the full load and the 3rd is for redundancy.
 - i. Replacement of internal equipment for all 3 clarifiers
 - j. Renovations to the Control building to include ventilation and electrical/control upgrades and flood protection. He said that equipment must be above the 500 year flood elevation and it will be protected by a 4 feet high concrete wall. There will be flood gates.
 - k. The total project cost of \$2,950,000 includes: 10% construction contingency, engineering, legal, administration, permit fees and short term interest costs
 - l. Through the state, loan funding is provided through the Clean Water State Revolving Fund (CWSRF). The town qualifies for up to 50% loan subsidy (approximately \$95,000) for the final design engineering and other related project costs. For construction, the CWSRF offers a 2% loan at a 20 year term.
 - m. The annual loan payment is projected at \$175,000 and is based on the Village receiving approximately \$95,000 in loan subsidy.
 - n. A typical residential sewer customer will see a projected increase in their sewer rate of \$73.00 per year (\$36.50 per half year.)
 - o. If the Trustees choose to use capital funds to reduce the total loan amount, for every \$200,000 of capital funds used, it would reduce annual sewer rate by \$5.00.
4. David Rose asked about ACT250.
5. Wayne Elliott said the project will require a minor amendment and usually these are pretty seamless.
6. David Rose asked when they need to submit the application to ACT250.
7. Wayne Elliott said not until January and that they still need drawings.
8. Scott Murphy said the state still has not decided about requirements for 100 or 500 year flood elevations.
9. Wayne Elliott said this project will be designed for 500 year.
10. David Rose asked what is the difference in flood elevations.
11. Wayne Elliott said 1.4 feet.
12. Earl Washburn asked if there will be interruptions in service.
13. Wayne Elliott said no. He added that there will be some challenges, but they will keep the old systems going throughout construction. He noted that one potential problem is who will be the contractor and they may not see the contractor until late summer. He said that the village will not have a say in the selection of the contractor and will most likely have to go with the low bidder. Most of the bidders are from Vermont or New Hampshire. The project schedule is:
 - a. November, 2018 – bond vote
 - b. February 2019 – complete design/permitting

- c. March 2019 – Advertise for bids
 - d. April 2019 – open bids
 - e. June 2019 – Begin construction
 - f. December 2019 – complete construction
14. David Rose asked if there are specs for the components.
 15. Wayne Elliott said yes.
 16. Chuck Craig asked if a representation from Aldrich & Elliott will be on duty at the project.
 17. Wayne Elliott said yes, full time.
 18. MOTION by David Rose and seconded by Earl Washburn to close the informational meeting. Motion passed unanimously.
 19. Bob Gilmore closed the public hearing at 6:30 pm.

PUBLIC HEARING
VILLAGE OF LUDLOW

The Village Board of Trustees for the Village of Ludlow will conduct an Environmental Hearing for the Wastewater Treatment Facility upgrade project for the residents, taxpayers and interested persons in the Village of Ludlow immediately following the Informational Meeting.

1. Chairman Bob Gilmore opened the Public Hearing to conduct an Environmental Hearing for the Wastewater Treatment Facility upgrade project at 6:30 p.m.
2. Wayne Elliott said the reason for this hearing is a state requirement because the project is part of the state revolving loan program and funding will be provided by the EPA. He said that documentation will be sent out for public notice and they will send it to the state. The state will review and ask for comments. A floodway project requires a public hearing. There will be no significant impact on the environment and the project has been cleared archeologically.
3. Scott Murphy said there are no Indian archives.
4. David Rose asked if this is new.
5. Wayne Elliott said it is required because the State Revolving Loan Fund is providing funds for design and construction. We are looking for a categorical exclusion.
6. David Rose asked if the contractors who may bid are normally the same ones.
7. Wayne Elliott said yes.
8. MOTION by David Rose and seconded by Earl Washburn to close this hearing.
9. Bob Gilmore closed the public hearing at 6:36 pm.

Respectfully submitted,
Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn