

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday December 17, 2019

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose Earl Washburn

STAFF:

Scott Murphy

OTHERS PRESENT:

Chuck Craig Ed McEaney – Okemo Valley TV
Justin Hyjeck

1. **Call to Order**

A. Chairman, Bob Gilmore called the meeting to order at 6:00 p.m., all members present.

2. **Consideration of any Changes, Additions or Removals to the Agenda**

A. Scott Murphy advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of November 5, 2019.
- B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the regular meeting of November 5, 2019 as corrected. Motion passed unanimously.**

4. **Comments from Citizens**

A. There were none.

5. **Sewer Allocation Requests**

A. Thomas & Linda Antonio

- i. Property address is 25 Cedar Drive
- ii. David Rose advised that this is a request for two additional bedrooms.
 - a) 2 bedrooms @ \$780/ bedroom \$1,560.00
 - b) Sewer Back fees \$231.22
- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application to for 2 additional bedrooms at \$1,560.00 plus back fees of \$231.22 for a total of \$1,791.22. Motion passed unanimously.**

B. DJ's Restaurant

- i. Property address is 144 Main Street
- ii. David Rose advised that this is an application to correct commercial/residential allotments and future billings:
 - a) Current allocation = 5,190 GPD
Restaurant with 161 seats, sewer base & staff = 5,190 GPD
Apartments = 2 on 2nd floor = 720 GPD
 - b) Corrected allocation = 6,270 GPD
Restaurant with 161 seats, sewer base & staff = 5,190 GPD
3rd floor gym = 1 commercial unit = 360 GPD
Apartments = 2 2- bedroom units on 2nd floor = 480 GPD
1 1-bedroom units = 240 GPD
Total allocation from 1990 = 6,280
- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application to correct the commercial/residential allotments as requested. Motion passed unanimously.**

6. Sewer Allocation Removal

A. Thomas & Fiona Woods

- i. Property address is 63 Andover Street
- ii. Request to remove one apartment from the property, which is currently a 3-family house.
- iii. **MOTION by David Rose and seconded by Earl Washburn to reduce the allocation by one bedroom as requested. Motion passed unanimously.**

7. Discuss Possible Amendment to “Vacant & Dangerous Buildings” Ordinance to Include Demo Removal

- A. Justin Hyjeck said that several citizens have come to him with concerns about the rubble. He said he told the people that the village is trying to remedy the situation.
- B. David Rose asked Scott Murphy for an update about the state.
- C. Scott Murphy said the state was active for a while, but has eased up. He suggested that the board add “removal” to the existing ordinance for future situations. He said he would talk to the town attorney to find out if they enact the amendment to the ordinance, may it be applied to this situation. He added that if the board votes to amend the ordinance and there is no petition to change that, it would become effective 60 days after the board approves it.
- D. Bob Gilmore explained to Justin Hyjeck that the property is not owned by the village and we can't touch it. He said that if the property is sold, the owner will have to clean it up.
- E. Scott Murphy said that all of the potential buyers will include clean up in the sale conditions.

- F. Earl Washburn said the trustees have tried to work with the owner. He said they have the same concerns about safety. He added that the state said the town would be fined, but we wrote to them stating that we do not own the property.
- G. Scott Murphy said the state has not contacted us since then.
- H. Bob Gilmore said that a neighbor offered money to assist with the removal.
- I. Scott Murphy said that the change to the ordinance would only be to section 5.05 and would only be the addition of the words, “and removal.” He said that the board would have to warn a public hearing for voter comments. They could do that at their next meeting, then put the item on the agenda of the regular meeting for board vote. If passed, the ordinance change would become effective 60 days after the meeting. The public hearing will be on January 7, 2020.
- J. David Rose said that state may still be pursuing the owners.

8. **Gill Terrace Stormwater Update**

- A. Scott Murphy advised that the stormwater lines are failing and Ron Tarbell does not expect them to last all winter. If they fail, it will undermine the roads. We are getting estimates to make infrastructure improvements all the way down the road.

9. **Set FY 2021 Budget Workshop**

A. **Village Budget**

- i. Bob Gilmore asked Scott Murphy if there are any significant changes.
- ii. Scott Murphy said there are no big surprises. He added that the Select Board raised the 3/5 highway by \$10,000. He said that salaries have stable increases. He noted that Insurance has a \$2,400 increase, Lights is up \$1,000. Equipment is up \$2,500 and Retreatment is up \$1,000. He said that overall there is an increase of \$.008 or less than \$2.00 increase on the tax bill.
- iii. David Rose noted that the 2019 budget for Signs/Lines/Rails was \$2,550 and the actual cost was \$21,893.80.
- iv. Scott Murphy said they had hired a vendor to do the stripes on the road. He added that the Select Board refused to put the striper in their budget. He said if we can get the funding, the village can buy one.
- v. David Rose asked if we would be able to find money to buy one.
- vi. Scott Murphy said he is hopeful there may be funds available at the end of this current fiscal year.
- vii. David Rose asked what the fund balance will be.
- viii. Bob Gilmore said that a 1% Local Options Tax would be helpful for this.
- ix. David Rose said that the Village always had a fund balance in the past.
- x. Scott Murphy said there is \$782,000 in the cash account with a \$780,000 payout. He said there is about a \$159,000 cash flow.
- xi. Bob Gilmore asked if they should put the striper in the budget.
- xii. Scott Murphy suggested they wait to see what is left at the end of this fiscal year. He said it makes sense to purchase one as it would save money and the work would get done sooner.
- xiii. Earl Washburn asked if the village has a contingency fund.
- xiv. Bob Gilmore noted that last winter they were over on sand.
- xv. Scott Murphy said it would be a good idea to have a contingency fund. He will be meeting with the accountants next week and will ask how they might set one up.
- xvi. David Rose noted that Unemployment is up.

xvii. Scott Murphy said that there were 2 claims for workmen's comp. He would bring the updated draft for their next meeting.

B. Wastewater Budget

i. Scott Murphy said the Wastewater Budget is not bad. They are missing page 7; Capital and the Chevy 3500 is not listed - there should be another \$19,500 added. He said that for the bond for the Wastewater Treatment Plant, the first payment is not due until one year after the substantial completion certificate is issued. This will not occur until after July, 2020, so the first payment will not be due until July 2021.

10. Consider Wastewater Rate Increase

- A. Scott Murphy said that Pam Cruickshank put together a schedule of use fee rates for wastewater that includes a 10% increase.
- B. Bob Gilmore said they increased the rates 10% last year.
- C. Scott Murphy said the revenue has decreased since May and there are sewer connection fees at about \$40,000.
- D. David Rose said the Capital Fund is in good shape, but we do have future projects to consider.
- E. Scott Murphy said we usually decide at the May meeting about expenditures. He said he will bring back an amended budget for the next meeting.
- F. David Rose said there are not a lot of changes.

11. Municipal Manager Updates

A. Scott Murphy said that he had covered most of them.

12. Other Business

A. Wastewater Treatment Plant

- i. David Rose asked about the project.
- ii. Chuck Craig said they are on schedule, there is more dirt work.
- iii. Scott Murphy said shutdown will be on January 12, 2020, and there will be interior work done in March.
- iv. Chuck Craig said on December 1st, they opened the other half of the plant.
- v. David Rose asked about infiltration.
- vi. Chuck Craig said even with the rains, they are not bad.

B. Godfrey Tank

- i. Scott Murphy said the Godfrey tank is running.
- ii. David Rose asked when it will be operational
- iii. Chuck Craig said by the end of the month.

C. Lamere Square Bridge

- i. Bob Gilmore asked about the bridge.
- ii. Scott Murphy said that Daniels has the materials and did the interior work. They are supposed to be here within 2 weeks.

D. Trucks on Pleasant Street

- i. Bob Gilmore said there are still trucks on Pleasant Street and asked about the Jersey barrier.
- ii. Scott Murphy said they will remove it when the snow clears. The police have been writing tickets. They had a bollard, but it was knocked over. He said when the Lamere Bridge is

- done; they will remove the Jersey barrier.
- iii. David Rose asked about putting a larger sign by Jeld Wen.
- iv. Scott Murphy said this is an idea.
- v. Bob Gilmore said it is a difficult turn. He said when the sidewalk was paved, the trucks ran over it and broke the sidewalk. He said there was an accident there about 2 weeks ago.

13. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, January 7, 2020 at 6:00 p.m.

14. **Possible Agenda Items for Next Meeting**

- A. Scott Murphy advised that they will have the public hearing for the Vacant & Dangerous Buildings Ordinance amendment. They will also put the budget workshop on the agenda.

15. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Scott Murphy said that none is needed.

17. **Adjourn**

- A. Meeting adjourned at 6:39 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn