

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

Tuesday April 2, 2019

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

Earl Washburn

**STAFF:**

Scott Murphy

**OTHERS PRESENT:**

Chuck Craig

Sandi Kelley

Ed McEneaney – Okemo Valley TV

Charlie Hastings

Jill Laramie

Larry Kelley

Julie Nicoll

1. **Call to Order**

A. Chairman, Bob Gilmore called the meeting to order at 6:03 p.m., all members present .

2. **Annual Board Reorganization**

A. Elect Chairman of the Board

i. **Motion by Earl Washburn and seconded by David Rose to elect Bob Gilmore Chairman of the Board. Motion passed unanimously.**

B. Elect Vice Chairman of the Board

i. **Motion by Earl Washburn and seconded by Bob Gilmore 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 Earl Washburn as Clerk of the Board. Motion passed unanimously.**

D. Appoint Union Negotiating Team Member

i. **Motion by David Rose and seconded by Bob Gilmore to elect Earl Washburn as Union Negotiating Team Member. Motion passed unanimously.**

E. Appoint Recording Secretary

i. **Motion by David Rose and seconded by Earl Washburn to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**

F. Appoint Ludlow Enterprise Fund Committee Member

i. **Motion by David Rose and seconded by Earl Washburn 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 Earl Washburn 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 Earl Washburn to continue with THE VERMONT JOURNAL as the newspaper of General circulation. Motion passed unanimously.**
  - I. Adopt Roberts Rules of Order
    - i. **Motion by Earl Washburn and seconded by David Rose to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**
3. **Consideration of any Changes, Additions or Removals to the Agenda**
- A. Scott Murphy advised that an additional Sewer Request had come in from Harold and Susan Schaaff. It will be added at item 7C.
4. **Approve Minutes from Previous Meetings**
- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of March 11, 2019.
  - B. **MOTION by Earl Washburn and seconded by Bob Gilmore to approve minutes from the meeting of March 11, 2019 as submitted. Motion passed unanimously.**
5. **Comments From Citizens**
- A. Larry Kelley said that Project Graduation is requesting permission for a coin drop on Saturday, April 27<sup>th</sup> from 10 AM to 2 PM at the park. He gave the board a letter with the request.
  - B. Scott Murphy said that usually, this would have been included in their packets. He said that since it had not been warned, the board would not be able to vote on it tonight. He said that they could give a general consensus for approval tonight.
  - C. David Rose said that they can warn a special meeting.
  - D. Scott Murphy said he would call board members to set up the vote.
6. **Appoint Village Clerk & Treasurer**
- A. Scott Murphy advised that at Village meeting, the voters approved having the Trustees appoint the Village Clerk and Treasurer.
  - B. **MOTION by David Rose and seconded by Earl Washburn to appoint Ulla Cook as Village Clerk and Treasurer. Motion passed unanimously.**
  - C. Bob Gilmore noted that Sue Bragg has served many years as Village Clerk and Treasurer and her service is much appreciated. She will be missed.
  - D. Scott Murphy said he will send a letter to her.

7. **Wastewater Request(s)**

A. **Paul & Carolyn Tucker**

- i. Property address is 107 West Hill Road
- ii. David Rose advised that this is a request to add a 2 bedroom unit to the sewer system.
  - (1) Allocation fee – 2 bedrooms @ \$780.00/bedroom \$1,560.00
  - (2) Hook-on fee \$4,500.00
- iii. Scott Murphy explained that the applicants are requesting that the board forego the hook on fee. The house used to be a cabin and is being changed to a home. They are hooking through an existing home and not to the street. He said that in the past, there have been different allocation fees and the policy needs to be clarified. The policy is that for separate units, hook on fees are charged.
- iv. Chuck Craig said they are trying to tie into the existing home service, not the street.
- v. David Rose said that it's a new unit and the hook on fees apply.
- vi. Earl Washburn agreed.
- vii. **MOTION by Earl Washburn and seconded by David Rose to approve this application for an allocation for 2 bedrooms to at \$780 per bedroom and hook on fee of \$4,500 for an allocation total of \$6,060.00. Motion passed unanimously.**

B. **Winterplace COA**

- i. Property address is Ridgeview Road
- ii. David Rose advised that this is a request to add a new duplex (Building X) with 4 bedrooms in each unit on the sewer system.
  - (1) Allocation fee – 8 bedrooms @ \$780.00/bedroom \$6,240.00
  - (2) 2 Hook on fees @ \$4,500 \$9,000.00
- iii. **MOTION by David Rose and seconded Earl Washburn by to approve this application for an allocation for 8 bedrooms to an existing dwelling at \$780 per bedroom and 2 hook on fees for an allocation total of \$15,240.00. Motion passed unanimously**

C. **Harry and Susan Schaaff**

- i. Property address is 103 Upper Loop
- ii. David Rose advised that this is a request to add a single family home with 3 bedrooms in each unit on the sewer system. This had a septic and now the applicants want to hook onto the system
  - (1) Allocation fee – 3 bedrooms @ \$780.00/bedroom \$2,340.00
  - (2) 1 Hook on fees @ \$4,500 \$4,500.00
- iii. **MOTION by David Rose and seconded Earl Washburn by to approve this application for an allocation for 8 bedrooms to an existing dwelling at \$780 per bedroom and 1hook on fees for an allocation total of \$6,840.00. Motion passed unanimously**

8. **Approve & Sign Conflict of Interest Policy**

- A. Bob Gilmore said this was tabled from a previous meeting until tonight. He said that this is mandated by the state to be one by July 1, 2019. The board reviewed this at the last meeting.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve and sign the Conflict of Interest Policy.**

- C. David Rose asked about Article 5 on page 2, is this just for the trustees?
  - D. Earl Washburn said he thinks so.
  - E. Bob Gilmore asked David Rose to put this on the agenda for the Water Commissioners for next month. He said this is based on the Wilmington model.
  - F. **Motion passed unanimously.**
9. **Approve VTRANS Annual Financial Plan for the Village**
- A. Scott Murphy said that they need to verify to the state that they spend more than \$300 per mile on our roads.
  - B. **MOTION by David Rose and seconded by Earl Washburn to approve the VTRANS Annual Financial Plan as presented. Motion passed unanimously.**
10. **Approve Village Road & Bridge Standards**
11. **Approve & Sign Certification of Compliance for Village Road & Bridge Standards**
- A. Scott Murphy advised that items 10 and 11 can be addressed together. The board needs to approve the Road and Bridge Standards and certify that we adopted and comply with them. Doing this makes us eligible for additional grant funding (20% match instead of 30%.) There are no changes from previous versions.
  - B. **MOTION by David Rose and seconded by Earl Washburn to approve the Village Road and Bridge Standards and to sign and execute the Codes & Standards Certification of Compliance for Village Road and Bridge Standards as presented. Motion passed unanimously.**
12. **Possibly Approve Class 2 Highway Grant Application for Commonwealth Avenue Project**
- A. Scott Murphy said that this has been built into the budget and we need to submit the grant application by April 19<sup>th</sup>. The road is rated FAIR and needs work. This will be a joint effort with the town. The town approved the grant application last night. If the grant is not approved, we will not do the project.
  - B. **MOTION by David Rose and seconded by Earl Washburn to approve and the Class 2 Highway Grant Application as presented. Motion passed unanimously.**
13. **Consider Sidewalk Projects for FY2020**
- A. Scott Murphy provided the board with a list based on a 2017 survey by the Regional Planning Commission, evaluated by Ron Tarbell and Chuck Craig. We need to do the infrastructure before we do paving. Pleasant Street infrastructure improvements are needed and the road is not ready for paving. We need to work on the storm drains and connections to each house. Our funds are limited. We can't do both Pleasant and High Streets sidewalks as it is not built into the previous budget. We do have \$10,000 left from FY2019 budget, \$15,000 in the

- FY2020 budget and there is \$50,000 in the 3/5 fund. Pleasant Street needs it the most and lower Main from below Aubuchon's to Elm Street.
- B. David Rose said that he doesn't see Pleasant Street on the agenda for infrastructure in the near future.
  - C. Scott Murphy said that Ron Tarbell suggested putting a 1 ½ inch skim coat Pleasant Street from Depot Street to Andover Street (that will last about 3 years) for a cost of about \$11,000 and replace the sidewalk on the north side of the street from Andover to Depot for about \$17,500 (if we can reset the curb.)
  - D. David Rose asked if the \$11,000 for paving would be taken from this year's paving the budget.
  - E. Scott Murphy said yes.
  - F. David Rose said we need to prioritize.
  - G. Scott Murphy said they may consider a 1% Local Options Tax for a source of additional funds.
  - H. David Rose said if we do Pleasant Street that leaves some money left. He suggested High Street would be a good place as there would be no curbing required.
  - I. Scott Murphy said that would be a good option.
  - J. Jill Laramie said she lives on High Street and there is one bad spot in front of her house. There is a low area near her house at 22 High and water builds up and goes into her driveway and her neighbor's driveways. The sidewalk needs to be raised. She had requested a curb.
  - K. David Rose said people park on the sidewalk in front of Mrs. Laramie's house.
  - L. Jill Laramie said if they put in a curb, water will still build up in the road.
  - M. Bob Gilmore asked if she has an asphalt driveway.
  - N. She said dirt, but is considering sure-pack.
  - O. Bob Gilmore asked if Ron Tarbell has looked at this.
  - P. Scott Murphy said yes and Ron Tarbell confirms it. If they put in a new sidewalk, they will need to regrade and reset it. He said they may not be able to put in a curb because of the cost. They will regrade and make it better, while trying not to create a problem in the street. They need to find a "happy medium." He said they would have about \$31,000. They will start on Pleasant Street.
  - Q. Jill Laramie asked about plans for replacing storm drains, sewer and water lines on High Street.
  - R. David Rose said the Village has has engineering plans prepared for replacement of the lines from the intersection of Depot, up High Street to Orion Avenue. The water pipes are too small and old so they need to be addressed.
  - S. Scott Murphy said there is not enough money to do all of the High Street sidewalks, but maybe some sections.
  - T. Earl Washburn suggested replacement from Jill Laramie's house to the Church - they could take out the grass strip and grade. It would be a big project.
  - U. Jill Laramie said there is a 40 foot section that needs to be raised.
  - V. Bob Gilmore said they will have Ron Tarbell look at it.
  - W. Jill Laramie asked when they will start Pleasant Street and how long it will take.
  - X. Scott Murphy said they will start after July 1<sup>st</sup>. They will get the bids out before so they can start the work as soon after 7/1 as possible. How long it takes depends on the contractor, but he will keep in touch with her.

14. **Other Business**

- A. Traffic Flow

- i. Earl Washburn asked if there have been traffic counts on Pleasant and High Streets
- ii. David Rose said the Regional Planning Commission does counts each year.
- iii. Scott Murphy said we they will be doing Main Street this summer. We can request Pleasant and High Streets.
- B. Stop Sign
  - i. Bob Gilmore said another stop sign has been hit. He asked it be made a priority.
- C. Wastewater Plant Upgrade
  - i. David Rose asked about the status of the project.
  - ii. Scott Murphy said the Act 250 application was submitted yesterday, without the modeling. North Star was here last week and the model, if it is good, will go to Act 250. If not, it may throw a “monkey wrench” into the process. We are waiting for state approval. Wayne Elliott hopes to get the bid out within the next 30 days. He will be at the May 7<sup>th</sup> meeting.
  - iii. Bob Gilmore said that one year we waited too long to get contractors, they had already been booked.
  - iv. Scott Murphy said that is a valid point, the later you put a job out to bid, the higher the quotes.
- D. Stop Light
  - i. David Rose asked when the stop light would be changed to summer mode.
- E. Manhole Maintenance/Paving
  - i. David Rose asked if they have manhole maintenance plans.
  - ii. Chuck Craig said he does some every year. He will do the ones on the roads to be paved first.
  - iii. David Rose asked what are the plans for paving
  - iv. Scott Murphy said Trailside first.
  - v. Chuck Craig said that Ron Tarbell also said Prospect.
- F. Vail Bridge
  - i. David Rose asked when VTRANS plans for the replacement of the bridge.
  - ii. Scott Murphy said 2020.
- G. La Mere Foot Bridge
  - i. David Rose asked about the repairs to the bridge.
  - ii. Scott Murphy said that someone had cut the chain, but it’s blocked off again. They will look at it for repairs to the deck next month.

15. **Municipal Manager Updates**

16. **Set Date for May Meeting**

- A. Meeting set for Tuesday, May 7, 2019 at 6:00 p.m.

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

- A. Consider Possible Wastewater Rate Increase
- B. Aldrich & Elliott RE: Construction Loan Application & Engineering Contract
  - i. Wayne Elliott will be at the May meeting.

18. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Scott Murphy said that an Executive Session is not needed.

20. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:57 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Earl Washburn