

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**PUBLIC HEARING  
AND**

**REGULAR MEETING**

**6:00 PM**

Tuesday August 1, 2017

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

Earl Washburn

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Chuck Craig

Janet Upton

Ed McEneaney – LPCTV

1. **Consideration of Changes, Additions or Removal to the Agenda**

A. Frank Heald said that none were necessary.

2. **Call to Order**

A. Chairman, Bob Gilmore, called the meeting to order at 6:02 p.m., all present.

3. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of July 11, 2017.

B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the meeting of July 11, 2017 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Award Bid for FY2018 Summer Retreatment**

A. Frank Heald advised that the bid results were in the packets. Fuller is the low bidder and based on past experience with them, the recommendation is to award the Retreatment Bid to Fuller Sand and Gravel.

B. **MOTION by Earl Washburn and seconded by David Rose to award the bid for Retreatment to Fuller and Gravel for \$62/ton and \$2.00/ square yard for Cold Plane. Motion passed unanimously.**

6. **Award Bid for Village FEMA Local Hazard Mitigation Plan**

A. Frank Heald advised that they received one bid, from the Southern Windsor County Regional Planning Commission (SWCRPC) with a cap at \$12,510. This is the fixed available amount. The recommendation is to award the bid to SWCRPC for \$12,510.

B. **MOTION by Earl Washburn and seconded by David Rose to award the bid for the Village FEMA Local Hazard Mitigation Plan to SWCRPC for \$12,510. Motion passed unanimously.**

7. **Consider Village Banner Request from Rainbow Riding Center RE: Summer Palooza in Belmont, VT**

- A. Frank Heald advised that we denied the request because it has been a long standing policy to not allow banners from entities not part of the Town or Village of Ludlow. Allowing this would open the door for other future requests. We recently denied the request from the Weston Playhouse to advertise the opening of their new barn theater. When administration denies a request, the applicant may come to this board for approval.
- B. David Rose said that while entities not from Ludlow may be worthy, he agrees with the town policy to limit banners to town entities.
- C. Earl Washburn agreed that the policy should be followed.
- D. Janet Upton said that there is no place available in Ludlow available for a facility such as theirs. She added that it also serves clients from the Ludlow schools. She noted that they are non-profit and monies received go for sustaining the program and financial assistance to clients.
- E. Bob Gilmore said that many entities from outside Ludlow have been turned down in the past. He said that he has been on the board for a long time and agrees that we should stand by the precedents already established.
- F. Earl Washburn said we should stick with the policy.
- G. **MOTION by Earl Washburn and seconded by David Rose to uphold the standing policy and deny this request. Motion passed unanimously.**

8. **Project Updates**

- A. **Pleasant Street Storm Sewer**
  - i. Frank Heald advised that this RFP did not attract bidders. He asked if the board would like to rebid this or find a contractor and negotiate a price.
  - ii. David Rose asked if Frank Heald would negotiate based on time and expenses.
  - iii. Frank Heald said yes as we already have the needed materials.
  - iv. Bob Gilmore asked why we have the materials
  - v. Frank Heald said because when we purchase them, we don't pay taxes on them and the contractor does not get a mark-up on them. He said the bid went out to Casella, Belden, M&M, George Tucker, Modzer, and Gurney. He added that timing is a problem, because we would like to have this complete by the time Fuller is ready to do the retreatment project. He added that many of the contractors have work.
  - vi. Earl Washburn asked if our crew could do the work.
  - vii. Frank Heald said no
  - viii. David Rose suggested that Frank Heald reach out to contractors.
  - ix. Frank Heald said it is not a long project. They will take up the pavement and regrade to have the water sheet to the left, going down. It involves new piping and structures. It will be repaved when the pavers come. He would like to try to negotiate with a contractor.
  - x. Earl Washburn agreed with the suggestion that Frank Heald negotiate with a contractor and let Frank Heald make the decision.
  - xi. Bob Gilmore also agreed, saying to get it done.
  - xii. David Rose suggested using contractors who have done work Ludlow in the past.
- B. **Lower Main Street Sewer Lining**
  - i. Chuck Craig said that the representative from the contractor that will be doing this project came and walked the project with him. A time frame has not been determined. The contractor explained how the project would be done. We will clear the brush from the easement.
  - ii. Frank Heald said that has been done. He said that the president of the company said the materials for the project should be here 3 weeks from today.
  - iii. Chuck Craig said the contractor will be here earlier to do the camera work.
- C. **Asset Management Program**
  - i. Frank Heald distributed copies of the Summary of Project Deliverables and Schedule for the project. (Copy attached.) He explained that there had been a death in the contractor's family and then a cruise for family members.
  - ii. David Rose asked if the project is Lump Sum.
  - iii. Frank Heald said yes and it was a fully funded grant.
  - iv. David Rose advised that this is a request for additional sewer allocation.

9. **Other Business**

- A. **Sidewalks**
  - i. David Rose asked if plans had been made for sidewalk work this summer.

- ii. Frank Heald said money is available, but he does not have a schedule at this time. He said the Bridge will have new sidewalks.
  - iii. David Rose suggested the sidewalk that should be considered for replacement is the one on Main Street from Gleascott Avenue past Dick Harrison's to the old Parkside laundromat at the intersection of Commonwealth Ave.
  - iv. Frank Heald added Pleasant Street by Bob Gilmore's house.
  - v. Bob Gilmore agreed, saying that is a main thoroughfare.
  - vi. David Rose asked about the pavers by the Mill.
  - vii. Frank Heald said that he had not reached out yet. He said they are not really designed for snow plows.
  - viii. David Rose said many of them are gone.
  - ix. Frank Heald said the original contractor is out of the business, but that his former will replace them under the warranty.
  - x. Earl Washburn asked if the ones at the crosswalks are better.
  - xi. Frank Heald said no. They were expensive and a disappointment on the road. We have painted and will continue to paint the crosswalks in the future. He considers it money wasted.
- B. Water Commissioners' Tour
- i. David Rose said the Water Commissioners will be going up the springs to the plant and suggested that the Trustees would also like to participate. They would have to warn a meeting. This is schedule for September 5<sup>th</sup> at 3:30 p.m.
  - ii. Frank Heald said he had just planned on doing the water system that day and scheduling the plant for another time.

10. **Set Date for Next Meeting**

- A. Meeting is September 5, 2017 at 6:00 p.m.

11. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

13. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Earl Washburn. Motion passed unanimously.**
- B. Meeting adjourned at 6:26 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



**Village of Ludlow, Vermont  
Clean Water Infrastructure Asset Management Planning  
Summary of Project Deliverables and Schedule**

<b>Task</b>	<b>Description</b>	<b>Deliverable</b>	<b>Status</b>	<b>Target Completion Date</b>
1	Create Asset Inventory and Condition Assessment	Table depicting attributes and condition of assets	Chuck Craig provided information to fill out Asset Inventory of Collection System on July 17 <sup>th</sup> . A+E provided draft Asset Inventory of WWTP. Tables in Excel format drafted (color-coded based on risk). Requires QA/QC review before submitting to State.	August 4, 2017
2	Mapping Assets	Base map of Village Wastewater Collection System	Entire service area has been mapped as of July 17 <sup>th</sup> ; only 20 manhole structures were not physically located (out of a total of more than 400);	August 18, 2017
3	Develop Level of Service Goals	Table describing measurable goals (Treatment Effectiveness, Infiltration/Inflow Control, Customer Communications, and User Rates)	Met with Town Manager and Superintendent to review and identify target goals; To be presented at next Trustees meeting	September 5, 2017
4	Risk Assessment	Table/matrix with scoring criteria	Risk assessment completed for collection sewers; need to complete for manholes, force mains, and WWTP	September 5, 2017
5	Capital Improvement Plan	Capital Improvement Plan, Five-Year Budget Projection for Wastewater System; Alternatives Analysis with Life-Cycle Costs	Waiting on completion of Risk Assessment; Segments of the collection system have been identified based on risk factors	October 3, 2017
7	Develop Financial Plan and Funding Strategies	Capital Improvement Plan, Five-Year Budget Projection for Wastewater System; Fiscal Sustainability Plan for WWTP	To be completed concurrently with Capital Improvement Plan	October 3, 2017
8	Final Report	Letter Report	After review and comments from Village and State on previous deliverables	November 7, 2017