

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday January 5, 2016

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman Richard Harrison David Rose

STAFF:

Frank Heald

OTHERS PRESENT:

Chuck Craig Ed McEneaney – LPCTV

1. **Call to Order**

A. Chairman, Bob Gilmore, called the regular meeting to order at 6:01 p.m., all members present.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the meeting of December 1, 2015.

B. **MOTION by David Rose and seconded by Richard Harrison to approve minutes from the meeting of December 1, 2015 as submitted. Motion passed unanimously.**

3. **Comments from Citizens**

A. There were none.

4. **Sewer Allocation Requests**

A. **Frederic Skeris Trust**

i. Property address is 216 Upper Crossroad, Parcel 220142.00

ii. David Rose advised that this is a request to add two (2) dwelling units to the sewer system.

a) Allocation fee – 7 bedrooms @ \$780.00/bedroom \$5,460.00

b) Hook on fee – per dwelling unit @ \$4,500.00 \$9,000.00

c) Allocation reserves 420 GPD

iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for two (2) dwelling units with 7 bedrooms at \$780 per bedroom for an allocation total of \$5,460.00 and hook on fee of \$4,500 per unit for a total of \$14,460.00 at 420 GPD. Motion passed unanimously.**

B. **David Manafort**

i. Property address is 85 North Ridge Road, Parcel 040253100

ii. David Rose advised that this is a request for one additional bedroom to the sewer system. The property is located in the Village

a) Allocation fee – 1 bedroom @ \$545.00/bedroom \$545.00

iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for an additional bedroom for an allocation total of \$545.00. Motion passed unanimously.**

5. **Consider Sewer Allocation Request from Martha Harrison**

A. Bob Gilmore advised that a letter had been received from Ms. Harrison requesting exception to the policy of paying sewer usage fees from the time of approved sewer allocation. She said that she does not plan to actually hook on until early summer 2016.

B. David Rose said that while he would like to help, the policy is to begin sewer usage billing at the time of the allocation approval. He said that there are lots of these cases and granting this request would be opening a Pandora's Box.

C. There was general consensus among board members to deny this request.

D. Frank Heald said he would respond to Ms. Harrison.

6. **Junkyard Ordinance Complaint RE: 19 Gill Terrace**

- A. Bob Gilmore advised that a complaint had been received from a neighbor regarding a junkyard situation on Gill Terrace.
- B. Frank Heald shared pictures of the property. He advised that Ms. Newsome has made progress cleaning up the property, moving the stuff into the garage. He said there is not much more we can do at this time.
- C. Bob Gilmore asked Frank Heald when the last time that Frank Heald visited the property was.
- D. Frank Heald said 3 hours ago. He said the property looks in better shape than the pictures depict. He added that the pictures were from the complainant and Ms. Newsome has made significant progress cleaning up the property. He will keep on the situation.

7. **FY2017 Budget Workshop**

A. **Village Budget**

- i. Frank Heald advised that the village budget is up about 13,800 from the amended budget from last year. He said that most of that is employee costs and health insurance. He added that the balances of the insurances are manageable. The Ludlow Electric donation is a pass through for insurance. They pay the village and the village pays the insurance bill.
- ii. David Rose suggested that the GL will grow this year.
- iii. Frank Heald said yes, from the new Benson's dealership.
- iv. Bob Gilmore asked the removal of village trash pickup is reflected.
- v. Frank Heald said that was taken out of the FY2016 budget. He said there will also be a model built for the Andover Street project. The plans are for several units.
- vi. Bob Gilmore said the land has been graded.
- vii. Chuck Craig said that panels are on the foundation.
- viii. David Rose noted that the trackless has been paid off and asked if we need a new one.
- ix. Frank Heald said we spent money on repairs for it last year and we won't need one this year.
- x. Richard Harrison noted that delinquent taxes are looking good.
- xi. Frank Heald said that tax collection, in general, is good.
- xii. Bob Gilmore noted that they had been sucking leaves out of a drain by his house.
- xiii. Chuck Craig said that Ron Tarbell has asked them to do some of the ones that plug up.
- xiv. Richard Harrison said the manhole by his place needs repair.
- xv. Bob Gilmore said he doesn't see any needed changes.
- xvi. Frank Heald asked board members to review the draft and call him before the next meeting. He hopes to finalize the budget at the next meeting.

B. **Waste Water Budget**

- i. Frank Heald said that they have included a 4th person in the water/waste water budget for discussion purposes and to begin the thought process. The person would have to be multi-talented and be able to be used in a variety of places and times. The costs for that person would be allocated to whichever department he was working in. He said that he and Chuck Craig have discussed this and we would like to have a person that can fill in in various situations. We need someone with CDL with passenger endorsement.
- ii. Bob Gilmore said it seems wise to do this and to leave the position in the budget. He asked if Frank Heald would advertise the position.
- iii. Frank Heald said not at this time. We will look for the right person. He said they can afford to leave the position in the budget. The bottom line shows a negative fee raise of \$1500. Continuing on, Frank Heald said that Sodium Bisulfite is up. He said in Plant Repairs, they are small items and they may capitalize them if the life of the item is over 5 years.
- iv. David Rose asked if they anticipate any plant upgrades.
- v. Frank Heald said there is the nitrogen situation resting with the state.
- vi. David Rose asked if that would be a big project.
- vii. Chuck Craig said it could turn into one if the numbers we are producing require the upgrade.
- viii. Bob Gilmore asked if that would affect all of the plants in the state.
- ix. Chuck Craig said all of the plants to the Connecticut River.
- x. Frank Heald said all NH and VT, but what we put out combined, is nothing compare to Hartford, CT or Springfield MA. He added that NH is not going to do anything at this time. He said that we have to encourage the legislature to have the agencies involved do cost/benefit analyses.
- xi. Bob Gilmore asked if we should write to the legislature.
- xii. Frank Heald said he is not sure it would do any good. He added that Alice Nitka helped us get funds for the last project and if we have to do this, he hopes there will be participatory funds.
- xiii. Chuck Craig said it is too early to guess at costs.
- xiv. Frank Heald agreed, saying we don't know the extent to which the nitrogen would have to be removed or what the technology will be. It all depends on the extent to which we will need to reduce the outflow.
- xv. Bob Gilmore said we have recently upgraded our plant.
- xvi. Frank Heald said it is probably in the middle of the pack of plants, probably better than a lot. He said that our average daily flow is not near the capacity of the plant. We just don't know at this time.

- xvii. Bob Gilmore said it is not an immediate concern.
- xviii. David Rose asked if they should put money into Capital Projects.
- xix. Frank Heald said he could move up the \$65,000 from Depreciation. He added that the \$167,422 in Depreciation Actual 2015 went to the fund balance. It was a mechanical response to the actual depreciation number of the plant. He said they also bumped up Line Maintenance by \$5,000.

8. **Other Business**

A. **Junk Car Situations**

- i. Richard Harrison advised that something should be done, in the spring, about the junk cars on Andover Road and also by the sewage plant.
- ii. Bob Gilmore said the one location is by LaValleys, but he was not aware of a situation on Andover Road.
- iii. Richard Harrison said they are in the backyard, before the steep hill.
- iv. Frank Heald said that location would be in the town and a Select Board issue. He said that Richard Harrison, as a town resident, may make a complaint. He advised that a property is allowed to have up to 4 unregistered vehicles by state law.
- v. Bob Gilmore asked how many are there by LaValleys.
- vi. Richard Harrison said he did not know.
- vii. Frank Heald said that he has not received any written complaints about either location and that he does not go looking for these things. He will take action, if someone makes a complaint.
- viii. Richard Harrison said he would look at it in the spring.

B. **Garbage Ordinance in the Village**

- i. Frank Heald advised that David Rose had brought up to him the Garbage/Rubbish ordinance and said that it basically related to pickup. Frank Heald advised that in order to do away with an ordinance, you must follow the same procedure as when you enact an ordinance, with meetings and petitions. He said that the existing ordinance could be modified to address the few haulers picking up in the village and how they should collect and transport the garbage.

9. **Set Date for Next Meeting**

- A. The next regular meeting is set for Tuesday February 2, 2016 at 6:00 p.m.

10. **Sign Warrant Orders**

- A. Bob Gilmore advised that warrant orders have been signed.

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

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

12. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Richard Harrison. Motion passed unanimously.**
- B. Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Richard Harrison