

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**PUBLIC HEARING & REGULAR MEETING**

**5:30 PM**

**HOWARD BARTON, JR. CONFERENCE ROOM**

Tuesday January 7, 2020

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman      David Rose      Earl Washburn

**STAFF:**

Scott Murphy      Ulla Cook      Chuck Craig

**OTHERS PRESENT:**

Sam Hillman      Eric Chattergee – Okemo Valley TV

**PUBLIC HEARING**

**5:30 P.M.**

**Pursuant to the provisions of Title 24, Chapter 59, §1971, of the Vermont Statutes Annotated, the Board of Trustees for the Village of Ludlow proposes to amend the “Vacant & Dangerous Buildings Ordinance” to include demo removal.**

**The Village Board of Trustees will conduct a public hearing for the residents, taxpayers and interested persons in the Town of Ludlow on the eighth day of January 7, 2020, at 5:30 PM in the Howard Barton, Jr. Conference Room to possibly amend the “Vacant & Dangerous Buildings Ordinance.”**

1. Bob Gilmore opened the Public Hearing at 5:30 p.m.
2. Earl Washburn noted that in Paragraph 5.01, there was some ambiguity in the wording, with the deletion of “unsafe” from line 1, but not from line 4.
3. There were no other comments.
4. **MOTION by David Rose and seconded by Earl Washburn to close the public hearing. Motion**

**passed unanimously.**

5. Public hearing closed at 5:35 p.m.

### **REGULAR MEETING**

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. David Rose advised the minutes to be approved are from the regular meeting of December 17, 2019 and the Joint Committee Meeting of December 17, 2019.

- B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the regular meeting of December 17, 2019 and the Joint Committee meeting of December 17, 2019 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **FY2019 Village Audit Overview with Accountant Sam Hillman**

- A. Sam Hillman introduced herself. Her firm performed the annual audit of the Village financials. Included in the work are comparisons of bank reconciliations, bank statements and check book entries. They review the balance sheet and review the Policies and Procedures, verifying those policies, whether they are being followed and are they effective. They assist in the preparation of the Financial Statement. They provide an independent opinion on the systems and procedures. They do question the organization of the Electric Department as a department within then Village, and the trustees appointing board members. They do maintain their own separate books and are not included in the village financial statements.

- B. Scott Murphy explained that the Electric Department board members are generally voted upon by the residents, but there was a recent vacancy and that position was filled by the trustees for the person to serve only until the next Village Meeting.

- C. Sam Hillman noted that on page 13 of the audit, it shows the General Fund assets at about \$960,000 and liabilities at about \$958,000, leaving a balance of \$303.00. She referred to page 15 and noted that total revenues were \$479,000 and expenditures were \$563,000. On page 40, the change in the funds balance was -\$45,000. Page 41 shows the General Fund total at -\$5,000. Page 42 shows the Highway Department at -\$67,500 due to winter sand/salt, road construction and signs. She noted that for FY2018, loans taken were \$193,000 and there was a negative \$31,850 on behalf of the trackless that was never recorded in the Village books and set up as a

- liability. (Town purchased the trackless and charged back part to the Village.)
- D. Ulla Cook advised that the town shows this item as an Accounts Receivable.
  - E. Sam Hillman said that the company issued two letters to the village. The first letter says that there are no disagreements with management. It says that they used estimated figures for:
    - i. Useful life of fixed assets
    - ii. Inventory of Water/Sewer
    - iii. Net pension liability from VMERS
  - F. Sam Hillman said the second letter states that the internal controls show no deficiencies and no incidences of non-compliance.
  - G. David Rose said that Sam Hillman had covered all of his questions.
  - H. Scott Murphy said that overall, the Village is in a good cash flow position.

6. **Consider & Approve Amendment to the Village of Ludlow’s “Vacant & Dangerous Buildings Ordinance.”**

- A. Earl Washburn said, regarding his question, that he would yield to the town attorney, but he thinks that the deletion of “unsafe” from line 1, but not line 4 of Paragraph 5.01 is ambiguous. He said they could table the vote until after the attorney reviews it.
- B. Scott Murphy said that would mean that they would have to hold another public hearing. The board can include his changes from this meeting.
- C. **MOTION by Earl Washburn and seconded by David Rose to approve the Amendment to the Village of Ludlow “Vacant & Dangerous Buildings Ordinance with the removal of “unsafe” from line 4 of Paragraph 5.01. Motion passed unanimously**
- D. David Rose said that the amendment would become effective on March 7, 2020.

7. **FY2021 Budget Workshop**

A. **VILLAGE BUDGET**

- i. Scott Murphy said that changes made since the last meeting included verification about insurance on page 5. It includes a 5.4% increase along with salary and insurance for a new employee. He said another change was removal of the \$7,900 for the line striper painting machine. He advised that the town will not pay for it. Scott Murphy said they could wait until the end of the fiscal year to see if any funds are available to purchase it.
- ii. David Rose suggested putting in the budget. He said he would like to have the stripes done in May.
- iii. Bob Gilmore asked how much that would raise the taxes.
- iv. David Rose said that the projected increase of 5.4% is already high.
- v. Scott Murphy said that if they include the striper, it would raise the increase to about 7.7%.
- vi. David Rose said that they had included an additional \$2,500 for sidewalks and could pull that out. He would like to see the increase down to 4%.
- vii. Scott Murphy said that the town has mentioned sidewalks several times.
- viii. Bob Gilmore asked what sidewalks they would do.
- ix. Scott Murphy said on Main Street from Main & Mountain to Elm and by the Colonial.
- x. David Rose said that \$15,000 would not buy a lot of sidewalk work. He asked Scott Murphy to try to find other places to lower the budget.
- xi. Bob Gilmore asked what would be the estimated revenue if the Local 1% Options tax were enacted.
- xii. Scott Murphy said it would not become effective until July 2020, but that the village would not receive the money. It would go to the town and the first payment would not be received until after the first quarter. He said if they drop the \$2,500 from Sidewalks, it would bring the increase down to about 4%. He said he would look for other possible savings and bring it back next month.
- xiii. David Rose asked about Debt Management on page 5 and reference to Sidewalk/Storm Bond.
- xiv. Scott Murphy said it was a rebate of \$894, like a green-bate.
- xv. Bob Gilmore asked about the LaMere Bridge.
- xvi. David Rose said the town is paying for it.
- xvii. Scott Murphy said the contractor was supposed to have started in December. He will call them tomorrow.

B. WASTEWATER BUDGET

- i. David Rose said there were no changes made since the last meeting.
- ii. Scott Murphy said they did take the truck out of Capital.
- iii. David Rose said to back the truck out. David Rose asked the drop-dead date for the budget.
- iv. Scott Murphy said it is close to their next regular meeting date. He will check and advise.

8. Confirm Municipal Manager's Review

- A. Bob Gilmore said that he, along with Bruce Schmidt, chair of the Select Board and David Rose, Chair of the Water Commissioners, met for the Municipal Manager's review and they all agreed to a 3% increase effective 12/1/19.
- B. MOTION by David Rose and seconded by Earl Washburn to approve the 3% raise for Scott Murphy effective 12/1/19. Motion passed unanimously.

9. Municipal Manager Updates

A. Water Testing for PFAS's

- i. Scott Murphy said that the state required water testing for PFASs and our tests were fine.

B. Tax Sales

- i. Scott Murphy advised that they will be doing the tax sales on February 7, 2020 at 10:00 a.m.
- ii. David Rose asked if any of them are in the village
- iii. Scott Murphy said he doesn't know but would check.

10. Other Business

A. Trucks on Pleasant Street

- i. David Rose asked how they are doing with the trucks on Pleasant Street.
- ii. Scott Murphy advised that some trucks are still trying to make that turn. He said the police have been there and writing tickets. He has reached out to Jeld Wen and La Valleys to remind them to advise their truckers. We will put up a sign by Jeld Wen. He said that he is reaching out to truck GPS companies to get them to change the routings.
- iii. David Rose asked what the fines are.
- iv. Scott Murphy said \$25.
- v. Bob Gilmore suggested raising it.

B. Local 1% Options Tax

- i. Bob Gilmore said that he is strongly in favor of a Local Options tax and said that visitors will pay most of it and it will not decrease their visits. He said we can use the revenue. He said they tried to pass one in 2004, but it didn't happen.
- ii. Scott Murphy said it never got to town meeting.
- iii. Bob Gilmore said if they had passed it back in 2004, they would have raised \$7.4 million. We won't be taxing food or heating oil. He said that he will try to set up an interview on Okemo Valley TV to discuss this. It is vital for the community. We send a lot of money

- receiving towns.
  - iv. Scott Murphy said that we send \$1.8 million to the state in Property Transfer taxes alone.
  - v. Bob Gilmore said we need to explain this to the voters.
11. **Set Date for Next Meeting**
- A. Meeting set for Tuesday, February 4, 2020 at 6:00 p.m.
  - B. Village Meeting will be on Tuesday, March 24, 2020.
  - C. Earl Washburn said he will be away from February 29 to March 14, 2020.
12. **Possible Agenda Items for Next Meeting**
- A. Discuss Gill Terrace Stormwater Options
  - B. FY2021 Budget
13. **Sign Warrant Orders**
- A. Warrant orders were signed.
14. **Possible Executive Session/Personnel/Contracts**
- A. Scott Murphy said that an Executive Session is not needed.
15. **Adjourn**
- A. **MOTION to adjourn by David Rose and seconded by Earl Washburn. Motion passed unanimously.**
  - B. Meeting adjourned at 6:52 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