

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

**July 5, 2016**

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman                      David Rose

**BOARD MEMBERS ABSENT:**

Richard Harrison

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Chuck Craig                                      Ed McEaney – LPCTV

1.    **Call to Order**

A.    Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m., Richard Harrison absent.

2.    **Approve Minutes from Previous Meetings**

A.    Bob Gilmore advised the minutes to be approved are from the regular meetings of May 3, 2016 and June 7, 2016.

B.    **MOTION by David Rose and seconded by Bob Gilmore to accept the minutes from May 3, 2016 and June 7, 2016 as presented. Motion passed unanimously.**

3.    **Comments From Citizens**

A.    There were none.

4.    **Wastewater Allocation Request**

A.    **Paul & Maryanne Prina**

i.    Property address is Deerfield Drive, Lot #22, Parcel 230824.000

ii.   Bob Gilmore advised that this is a request to add a 3 bedroom dwelling unit to the sewer system.

(1)	Allocation fee – 3 bedrooms @ \$780.00/bedroom	\$2,340.00
(2)	Hook on fee – dwelling unit @ \$4,500.00	\$4,500.00
(3)	Allocation reserves 210 GPD	

- (4) Physical connection to the collector system shall be witnessed by a member of the Village wastewater staff.

- iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an allocation for a 3-bedroom dwelling at \$780 per bedroom for an allocation total of \$2,340.00 and hook on fee of \$4,500 for a total of \$6,840.00 at 210 GPD. Motion passed unanimously.**

5. **Wastewater Allocation Removal Request**

A. Paul Ahn

- i. Property address is 13 Twine Hill Road, Parcel 230734.000  
ii. Bob Gilmore advised that this is a request to remove structure from the water/waste system. They will be tearing the building down.  
iii. **MOTION by David Rose and seconded by Bob Gilmore to approve the removal of 13 Twine Hill Road from the Water/Wastewater system. Motion passed unanimously.**  
iv. Frank Heald advised that this would be effective July 1, 2016.

6. **Consider Wastewater Abatement Request**

- i. Property address is 416 Ghia Farm Road  
ii. Frank Heald advised that this is a dwelling that hooked onto the system in 1999, without going through the Trustees. It is a request to reduce the amount due by the \$3,311.12 user fees. The principle is dead and the children were not aware of the situation. The money does exist in escrow.  
iii. David Rose said that we provided the service and the charges were never paid. He does not support abatement of the fees.  
iv. Bob Gilmore said that ignorance is no excuse. Referring to the invoice provided, he noted that the correct fees, dating back to 1999 were charged.  
v. Chuck Craig said that he thinks that whatever has been done in the past for similar situations should be done in this case.  
vi. **MOTION by David Rose and seconded by Bob Gilmore to deny the request for abatement of usage fees for the property located at 416 Ghia Farm Road. Motion passed unanimously.**

7. **All Projects Update**

A. High Street, Depot Street and Okemo Road

- i. Frank Heald advised that the Preliminary Engineering Report for the High Street water system, including storm drains from Depot Street to Thompson is complete. This also includes the bottom of Okemo Road. This was done by Dufresne. The estimate is about \$800,000.

B. Mountain Collection System

- i. Frank Heald advised that Otter Creek has surveyed the Mountain Collection System and there are spots on Mountain Road where they will need to change the pipe size and rebuild most of the manholes. There is no estimate available on this. He said that he also spoke to Otter Creek about the plant and they referred him to Aldrich and Elliott.

C. Site Work at Plant

- i. Frank Heald advised he had received an email today from Aldrich & Elliott and the estimate for the plant is \$1.8 to \$2.1 million. He said that Otter Creek looked at the issues in the

collection system and the large main parallel to Route 103 on the north side of the river. This has also backed up with an onsite inspection and TV work and manhole inspections. There is also no estimate for this at this time.

- ii. Frank Heald said the point is that we need to bring this together into an “Asset Management Plan” which would include High Street, Meadow Street, the Mountain Collection System and the plant. He will meet with Otter Creek tomorrow. He will apply for a grant to study this and put all of the projects together and prioritize the projects into a 2 to 6 or 3 to 7 year plan. There is money available at the state level for grant requests that is due in August. He thinks the High Street project will qualify under the 45 to 70% Rural Development money.
  - iii. Bob Gilmore asked if this all would require a bond.
  - iv. Frank Heald said maybe.
  - v. Bob Gilmore asked if it would require Act 250 approval.
  - vi. Frank Heald said probably not, as it is all existing, but they will need DEC permits.
  - vii. Bob Gilmore asked how much would it cost for the work at the plant, noting that work was done recently.
  - viii. Chuck Craig said the work was done 10 years ago.
  - ix. Frank Heald said some of the work that is needed to be done is on the original equipment. He said it makes sense to develop an Asset Management Plan to put all of the projects together and prioritize them. He added that, based on the TV results, they think the line is in good shape, but the manholes are not.
  - x. David Rose said that he saw a big ball of roots on the TV in one manhole.
  - xi. Frank Heald said they will have a plan put together within the new couple or few months.
  - xii. Bob Gilmore asked if that would be timely with the grant schedule.
  - xiii. Frank Heald said yes.
- D. Walker Street Bridge Project
- i. Frank Heald advised this is scheduled for August-September-October of 2017.
- E. Other Work
- i. Frank Heald said the deck on the bridge on Route 103N will be replaced in May 2017. The project is expected to take about 7 to 10 days and traffic will be detoured to Rod & Gun Club Road.
  - ii. They already have a grant to do the culvert at Hemenway Hill Road.
  - iii. They have also received a grant to replace the paved deck on the bridge on Pleasant Street Ext. They will try to do this early in the spring of 2017. This means there will be trailer trucks on Pleasant Street. He will come in for a temporary parking ban on Pleasant Street and Pleasant Street Ext. That project will be about \$350,000.
- F. Commonwealth Avenue
- i. Frank Heald advised that FEMA had approved 75% funding for the Commonwealth Avenue project. He would like to have this project done concurrently with the Walker Bridge project and hopes to be able to maintain one-way traffic on Main Street. He said that next summer will be interesting and there will be consternation over the traffic and construction.
  - ii. Bob Gilmore said that Route 103 is one of the primary East-West routes in the state.

8. Other Business

A. Traffic Light

- i. Frank Heald advised that the loops in the road at the stoplight have failed. He said that within 7 to 10 days they will install overhead cameras for the side streets.

B. Wastewater Camera

- i. David Rose noted that the Wastewater Department has a camera for the lines.

- ii. Chuck Craig said that they got a grant from the VLCT. It is a push camera with a 200 foot cable. A “glorified snake with a camera.” In the past we had to rent a camera at \$100 per hour.
  - iii. Frank Heald said with the VLCT program, they were able to get a \$10,000 camera for \$5,000.
  - iv. Chuck Craig said that, with this camera, they will be able to map the services and see who has and who does not have service.
  - C. Union Contract
    - i. Frank Heald advised that the union contract calls for increases.
  - D. Sidewalks
    - i. David Rose asked if they have decided what, if any sidewalk work will be done this year, or are they waiting until they get the year end results.
    - ii. Frank Heald said that they will wait to see how the year closes.
  - E. Special Tax Rate Meeting
    - i. Frank Heald said they will need to schedule a special meeting on Friday morning to set the tax rate. He said that the Select Board will set the town rate at a meeting on Thursday at 8:00 a.m.
    - ii. Special Village Tax Rate Meeting set for 8:00 a.m. on Friday, July 8, 2016 at 8:00 a.m.
9. Set Date for Next Meeting
- A. Meeting set for Tuesday, August 2, 2016 at 6:00 p.m.
10. Sign Warrant Orders
- A. Warrant orders were signed.
11. Possible Executive Session/Personnel/Contracts
- A. Frank Heald said that an Executive Session is not needed.
12. Adjourn
- A. **MOTION to adjourn by David Rose and seconded by Bob Gilmore. Motion passed unanimously.**
  - B. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lisha Klaiber

---

Robert Gilmore, Chairman

---

David Rose

---

Richard Harrison