

MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday July 7, 2015

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

Richard Harrison

David Rose

STAFF:

Frank Heald

Rose Goings

OTHERS PRESENT:

Chuck Craig

Ralph Michael

Ed McEaney – LPCTV

Alan Isaacson

1. **Call to Order**

A. Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m., all members present.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of June 2, 2015 and the Special Meeting of June 16, 2015.

B. **MOTION by David Rose and seconded by Richard Harrison to approve minutes from the meeting of June 2, 2015 and the Special Meeting of June 16, 2015 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

A. There were none.

4. **Award 2015 Summer Paving Bid**

A. Frank Heald advised that the details of the bid were included in the packets. As they have been doing recently, bids were opened by the committee. Bids were received from 4 bidders. (See below.) The committee recommends awarding the bid to the apparent low bidder, Fuller Sand & Gravel. The town and village have done work with Fuller previously and were satisfied with their work.

Fuller Sand & Gravel	Pike Industries	Springfield Paving	Wilk Paving
\$70.00	\$88.49	\$93.72	\$93.63

B. MOTION by Richard Harrison and seconded by David Rose to award the village paving bid to Fuller Sand & Gravel at \$70.00 per ton. Motion passed unanimously.

5. Sewer Request

A. DPC Associates – Upper Crossroad

- i. Property address is on Upper Crossroad, Parcel 220141
- ii. Frank Heald advised that this will include many properties. The property owners wish to build a sewer line out to our road. This particular lot needs to connect to the sewer because the land doesn't perk.
- iii. Ralph Michael said this is the first of the lots and the neighbors have pooled money to build a sewer line that will be connected to other properties. So far, 10 properties have committed. This property is owned by DPC Associates. The group got information on how to construct a sewer line. All of the neighbors received letters about the proposed sewer line and 10 have committed. Greg Mauriello is holding the escrow fund. It currently is \$96,000. An additional owner owes \$7,000 and DPC has paid or committed an additional \$26,000 for a total of \$129,000. The sewer line will be about 700 feet, with an 8 inch line and 5 manholes. Gurney will be the contractor and they have a construction budget of \$83,000, project management of \$6,000, engineering of \$16,000, legal of \$5,000 and miscellaneous and contingencies of \$12,000 for a total of \$122,000. This lot has applied for connection to the sewer. Each existing lot with septic systems must also apply to the state to convert from septic to sewer. The whole system must be approved by the state. At this time, only DPC is applying. They are also paying for the Infiltration Allowance of about \$300-\$400. They also need a letter from town manager that the Village approves the request and can provide service.
- iv. Bob Gilmore asked if the road is paved there.
- v. Ralph Michael said about half of it is paved. Gurney has included pavement cutting and repaving in their price.
- vi. Bob Gilmore asked Chuck Craig for input.
- vii. Chuck Craig said he had reviewed the project and it meets town and village requirements.
- viii. Bob Gilmore asked about the infiltration allowance.
- ix. Ralph Michael said it is included in the state permit fee.
- x. Frank Heald said it is the difference between a 4 bedroom house allocation of 210 GPD against the reserve capacity, based on 560 GPD flow. It will be the same for each subsequent lot.
- xi. David Rose said it is a good project for the property owners and town and village.
- xii. Frank Heald said the road cut permits would be next.
- xiii. David Rose asked about the mains.
- xiv. Frank Heald said they will become municipal after they are built.
- xv. Ralph Michael said that each pump station would be the responsibility of each respective owner, adding that 2 duplexes will share on.
- xvi. Frank Heald said the board is just approving the allocation tonight.
- xvii. David Rose advised that this is a request to add a 4 bedroom dwelling unit to the sewer system.

(1)	Allocation fee – 4 bedrooms @ \$780.00/bedroom	\$3,120.00
(2)	Hook on fee – dwelling unit @ \$4,500.00	\$4,500.00

(3) Allocation reserves 210 GPD

- xviii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for Parcel 220141 an allocation for a 4-bedroom dwelling at \$780 per bedroom for an allocation total of \$3,12.00 and hook on fee of \$4,500 for a total of \$7,620.00 at 210 GPD. Motion passed unanimously.**

6. **Execute Village Audit Agreement**

- A. Bob Gilmore advised that the board had approved Graham and Graham at a previous meeting and the contract needs to be signed.
- B. **MOTION by David Rose and seconded by Richard Harrison to authorize Bob Gilmore to sign the Audit contract with Graham and Graham on behalf of the Village Trustees. Motion passed unanimously.**

7. **Update on Wastewater Treatment Facility Nitrogen Optimization Evaluation Plan**

- A. Frank Heald advised that the state is concerned with nitrogen TNDLS with respect to the Long Island Sound and Lake Champlain. We are a small part of the Sound drain basin and nitrogen is discharged out of the plant. We engaged Aldrich and Elliott to do the plan and it has been transmitted to the state. We should hear back with comments from the state. A few tweaks can be made to reduce our nitrogen discharge. The discharge for the entire state of Vermont does not equal that of one city in NY, MA, or CT. We may have some small construction at the plant.
- B. Bob Gilmore asked about Cavendish.
- C. Frank Heald said he does not know.
- D. David Rose asked if there is a timeline for the fixes.
- E. Frank Heald said no.
- F. David Rose asked if it affects our Discharge Permit.
- G. Frank Heald said the study was a requirement of the permit. There is a lot of chemistry it and he wonders if the state has staff who can deal with it. He said that he and Chuck Craig had gone to a meeting and the lady from NH said that she would not do anything at her plants. We have done an interesting thing with phosphorous during the summer and we will see what we can do with nitrogen. He will keep the board posted.
- H. Bob Gilmore asked if they were happy with Aldrich and Elliott.
- I. Frank Heald said there were 2 engineers, the price was very competitive and the principal engineer was a 40ish woman who was very competent.

THE FOLLOWING 2 AGENDA ITEMS WERE DISCUSSED AT THE SAME TIME

8. **Review Amendment to the Zoning and Flood Hazard Regulations**
9. **Review Amendment to Municipal Plan**

- A. Rose Goings advised that she had given Pam Cruickshank additional information for board members earlier today. The Planning Commission is asked that this board set up a public hearing for address changes in the village zoning regulations that had come up during the Planning Commission's review. It was noticed that in the Preservation District, non-residential uses lacked the district standards and they do need to be included. The Planning Commission also reworded the variance section to make it clearer. They added a Renewable

- Energy Resource Variance and a diagram to help explain BOCA building height measurements.
- B. David Rose asked if that diagram was applicable to all areas.
 - C. Rose Goings said yes. The maximum height is 35 feet by BOCA measurements.
 - D. Alan Isaacson said that the biggest change is the non-residential standards.
 - E. Rose Goings said that for tonight, they also included a better copy of the Municipal Plan as the original was too light. She advised that changes to the town plan were included in Chapter 3, Natural Resources, Chapter 4, Scenic and a new chapter, Chapter 11 was added for Flood Resiliency. The state requires the addition of the flood resiliency chapter. She suggested that the trustees have both hearings on the same night.
 - F. Alan Isaacson said the Planning Commission also extended the Village Center Designation to the Chamber of Commerce building. This had to be put in the municipal plan in order for the state to consider the town's application to change the existing Village Center Designation. This is found on pages 27-28. He said that Chapter 3 is on page 15.
 - G. Frank Heald said that a public hearing could be warned in 15 days.
 - H. Bob Gilmore asked if Rose Goings and Alan Isaacson were comfortable with the documents.
 - I. Rose Goings said yes.
 - J. Bob Gilmore asked if the Regional Planning Commission would be okay with it.
 - K. Rose Goings said the Planning Commission had worked with them through a grant.
 - L. Alan Isaacson said that changes could still be made after the public hearing based on comments or suggestions.
 - M. **MOTION by David Rose and seconded by Richard Harrison to schedule a public hearing on Tuesday, August 4, 2015 to review proposed amendments to the Zoning & Flood Hazard Regulations and the Municipal Plan. Motion passed unanimously.**

10. **Set Date for May Meeting**

- A. Meeting set for Tuesday, August 4, 2015 at 6:00 p.m.

11. **Other Business**

- A. **Fluvial Erosion**
 - i. David Rose noted that at the last meeting, Rose Goings had discussed having the state come in to look at the flood resiliency map and discuss changes that Ludlow wants.
 - ii. Rose Goings said that Gretchen Alexander and John Broker Campbell had come and met with her, Jason Rasmussen and Alan Isaacson. They are willing to correct certain areas, such as where the river is bordered by cement walls, but they are not willing to change areas that Ludlow feels are too large unless Ludlow adopts their map into its zoning regulations. She said that this has not been discussed with the rest of the Planning Commission, but that we will continue to work on this with ANR. She said that she is not comfortable adopting their map.
- B. **Sewer As-Builts**
 - i. David Rose asked about the Otter Creek drawings.
 - ii. Frank Heald said they should be here later this month.
- C. **Crosswalk Signs**
 - i. Bob Gilmore asked about moving the crosswalk by the old post office to LaMere Square.
 - ii. Frank Heald said they have 2 options: 1) is to move the existing one by the post office to La Mere Square. This would involve saw cut of the pavement and cost

about \$10,000 to \$12,000. The second, preferable alternative is to purchase solar operated, flashing signs designed to be a constant reminder that it is a crosswalk. That would run about \$3,400. It would be on all day and flash yellow.

- iii. Bob Gilmore asked about the company that Holly Ellis had suggested.
 - iv. Frank Heald said that the cost was too high.
 - v. Bob Gilmore asked when they would be able to get the solar units.
 - vi. Frank Heald said they can't make a motion under "Other Business," but that he would be able to order them under his purchasing authority and get them installed.
- D. Special Village Meeting – Act 148
- i. Dave Rose noted that there will be a Special Village Public Information Hearing on Monday, July 20, 2015 at 6:00 p.m. and Special Village Meeting on Tuesday, July 21st to vote on \$94,200 for village trash pickup.
 - ii. Frank Heald said the public hearing would be held upstairs.

12. Possible Executive Session/Personnel/Contracts

- A. Frank Heald advised that a brief Executive Session is needed for Contracts.
- B. **MOTION by Dave Rose and seconded by Richard Harrison that in accordance with the provisions of 1VSA §313 (1) (B), he moves that the Village of Ludlow Board of Trustees enter into Executive Session to consider the evaluation/appointment of certain municipal employees. The premature public knowledge of this proposed agreement would place the Town and Village of Ludlow at a substantial disadvantage. This motion for Executive Session includes the members present and the Municipal Manager. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:42 p.m.
- D. Board exited Executive Session at 6:47.
- E. **MOTION by Dave Rose and seconded by Richard Harrison to support the manager's recommendations regarding wage changes for non-union village employees. Motion passed unanimously.**

13. Adjourn

- A. **MOTION to adjourn by David Rose and seconded by Richard Harrison. Motion passed unanimously.**
- B. Meeting adjourned at 6:48 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Richard Harrison