

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday June 4, 2019

BOARD MEMBERS PRESENT:

David Rose, Vice Chairman Earl Washburn

BOARD MEMBERS ABSENT:

Bob Gilmore - Did call in for
Sue Bragg

STAFF:

Scott Murphy Pam Cruickshank

OTHERS PRESENT:

Sue Bragg Sonny Bragg Eric Chattergee– Okemo Valley TV
Chuck Craig

1. **Call to Order**

- A. Vice Chairman, David Rose called the meeting to order at 6:03 p.m., all members present, except Bob Gilmore.

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 May 7, 2019.
B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the meeting of May 7, 2019 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Presentation of Letter of Commendation for Sue Bragg**

- A. David Rose said that the Trustees would like to honor Sue Bragg for her years of service to the Village of Ludlow and present her an award. He asked he when she first became Village Clerk.
- B. Sue Bragg said 1975.
- C. Bob Gilmore congratulated Sue for her decades of service and we are all most appreciative of her service and dedication. He said that he thanks Sue for her help during the times when he had health issues. He thanks her for her steadfastness and empathy. Bob Gilmore read the resolution that was presented to Sue Bragg (copy attached.)
- D. Earl Washburn thanked Sue Bragg for her service.
- E. David Rose presented the award to Sue Bragg.
- F. Bob Gilmore signed off.

6. **Review & Possibly Approve Ludlow Enterprise Fund Requests**

- A. Scott Murphy advised that at their meeting last night, the Select Board voted on the distribution of the funds and hope that the Trustees will agree. He said that the past committee has disbanded and could not be brought back together.
- B. David Rose said that, in the past, the Enterprise Committee would make a recommendation to the Select Board and the Trustees. Once that happened, each board would vote. If they agreed, the money would be awarded and if not, there would be no award until the next year.
- C. Scott Murphy said there were 3 applications; the Chamber of Commerce, the library and the independent school committee. The Select Board voted to fully fund the library's request for \$3,878 and to set aside the remainder (about \$8,000) for the school.
- D. David Rose said he would prefer to table this until next month when Bob Gilmore can be present. He did add that the Trustees had not seen any applications and they would review them before making a decision. He asked if the money in the fund is from Okemo or South Face
- E. Scott Murphy said that most are from Okemo.
- F. David Rose said that the fund has benefited many worthy projects such as the Emergency Services Building, the stage at town hall, the community center and some library projects.
- G. Earl Washburn asked how much is left in the fund.
- H. Scott Murphy said about \$11,800. He said if this money is used, the fund will be depleted.

7. **Sewer Change of Use Request**

- A. Carroll Kelly/Rogan & Abby Lechthaler
 - i. Property address is 190 Main Street
 - ii. David Rose advised that this is a request to change a 3-bedroom to commercial office. He said there is no change in the allocation. This is administrative.
 - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application to change a 3-bedroom apartment to a commercial office with no change in the allocation. Motion passed unanimously.**

8. **Review & Possibly Amend Wastewater Service Rates**

- A. Scott Murphy said that they did raise the rates last year, but that we are still one of the lowest in rates in the state.
- B. David Rose said that he is inclined to raise the rates to cover our costs and save for future projects..
- C. Earl Washburn agreed.
- D. **MOTION by Earl Washburn and seconded by David Rose to raise the rates by 10%.
Motion passed unanimously.**

9. **Review & Possibly Award Commonwealth Avenue Infrastructure Project Bid – Authorize
Municipal Manager to Sign Commonwealth Infrastructure Project Bid**

- A. David Rose said that the Water Commissioners could not justify this project. In a perfect world he could support it, but we have always picked projects that make our system stronger and spending \$278,000 on a dead end line that only serves 12 homes does not do that. They said we could do some repairs.
- B. Scott Murphy said that if the Class 2 Highway Grant project is funded, and we expect to hear soon, we may be able to do some work there. He said maybe we can do some minor changes to the manhole such as rebuilding and repaving them. We are also considering future work on Pleasant and High Streets.
- C. David Rose said the next major project should be the High Street water and sewer from Depot Street to Thompson Avenue and the preliminary engineering has already been done.
- D. It was the consensus of the board to not move forward with the Commonwealth Avenue project.

10. **Other Business**

- A. **Street Sweeping work**
 - i. David Rose said that he is troubled by hiring a contractor to do sweeping at \$4,700 to the Village, when we have a sweeper. This wasn't in the budget. He said that in a discussion with the highway foreman, he was told that our new sweeper is too small and too slow.
 - ii. Scott Murphy said that our unit has limited removal capacity. He said that this was all discussed when we were talking about purchasing a unit.
- B. **Street Line Painting**
 - i. David Rose said that he has been told that we will be hiring this out also at a cost of around \$2,000 to \$3,000. Again, it's not in the budget. He has been told there is a problem with our unit painting more than one color, due to the time to cleanup the unit when painting a different color. He suggested painting all of one color, one day or however long it takes, then coming back and do the second color the next round. He indicated that he has asked about it at budget time, but it was never added..
 - ii. Scott Murphy said that our machine is undersized; it is slow and breaks down. We will do more of the parking spaces. The vendor will be here next Wednesday night. We will discuss this again during the budget process. We need a bigger machine.
- C. **Potholes**
 - i. David Rose said that, in a discussion with Ron Tarbell, he was told that the department can't fix potholes until after July 1st because the asphalt budget is used up and we can't purchase

more until July. He said, but yet, we can hire out sweeping and line painting that is unbudgeted.

- ii. Scott Murphy said that we did fix some patching over the winter and he will see what we can do.

D. Signs on High Street

- i. David Rose said some traffic signs on High Street are on the ground for some time and need to be fixed.
- ii. Scott Murphy said that some things can be done. He added that within the next 2 weeks we will be doing flowers and cross walks.

E. Paving Traffic Diversion

- i. Earl Washburn said that the with the traffic diversion caused by the paving, it is hard to get out onto Route 103.
- ii. Scott Murphy said that we called VTRANS and they will get this project done.
- iii. David Rose asked if the town is getting updates.
- iv. Scott Murphy said they are getting weekly updates and he will forward them to David Rose.

11. Municipal Manager Updates

A. Letter from Resident of Pleasant Street Extension

- i. Scott Murphy said that the Select Board had received a letter from a resident of Pleasant Street Ext. voicing their concern about the truck traffic on Pleasant Street Ext. and Pleasant Street. The Select Board asked Scott Murphy to look into this.
- ii. David Rose suggested signage by JELD-WEN and to ask JELD-WEN to talk to their drivers. This started when we were doing the Walker Bridge and traffic was detoured.
- iii. Scott Murphy said that GPS systems also route vehicles down Pleasant Street. The corner of Andover and Pleasant is narrow and dangerous. He will keep this board advised.

B. Love Joy Brook Bridge

- i. Scott Murphy advised that this is not a Village issue, but the town received a Highway Structures grant in the amount of \$151,000 for repairs to the Love Joy Brook Bridge. The total cost of the project is \$168,500.

C. Better Roads Grant

- i. Scott Murphy advised that we received a Better Roads grant in the amount of \$32,000 for work on the Okemo Access Road, in the town. He said that part of the work will be to stabilize the banks at the Witalec Road intersection.

D. Ludlow Ambulance Service

- i. Scott Murphy advised that the ambulance service was named a “Heart Safe Community” and a special award will be presented at the end of October.

E. Wastewater Treatment Facility

- i. Scott Murphy advised that wastewater facility and staff are being awarded “The Facility Excellence Award for Wastewater Outstanding Facility” by the Green Mountain Environment Association. This award is for facilities exceeding operational requirements.

F. Stone House

- i. Scott Murphy said that he has spoken with the property owner about removing the rubble. He said that he asked if the town would be allowed to come onto the property to remove it. He said they would approve if it was in writing and at no cost to them. The state is also concerned about the property, but there is no way to enforce the cleanup, other than sending them a letter. He said that a previous owner, from years ago, called and may be interested in

purchasing stones from the house. They may be interested in sponsoring fund raising for the cleanup. The cleanup cost is about \$9,000 to \$12,000. He said that the property owner blames the town.

- ii. David Rose asked about funding, such as a FEMA Commonwealth storm drain project for town to buy the property.
- iii. Scott Murphy said the town could buy it, but the owner wants too much for a vacant lot. We do need to do something, possibly minimal fencing.
- iv. David Rose suggested adding screening.
- v. Earl Washburn asked if it could be used as fill. He said it would be a shame to leave it there.
- vi. Scott Murphy said that M&M or Crown Point would charge us to remove it. It would have to be separated, even though there is no asbestos. He said this is ongoing.

G. LaMere Square Bridge

- i. Scott Murphy advised that the Select Board was given an estimate by Daniels Construction, for \$19,000. We did get some money from the PILOT Program and will be using some of it for the Ambulance consulting contract. We could use the balance towards the bridge. The Select Board has decided to put the contract out to bid. The work will probably not be done this year.
- ii. David Rose asked if they could check with Belden.
- iii. Scott Murphy said the Select Board wants 3 bids.
- iv. David Rose said this is a Village bridge and he is curious as to why the Select Board would want to fund it.
- v. Scott Murphy said no, it is the town's. He said that he is putting together an RFP. He said that Daniels had already looked at the bridge and said the repairs that they would do would last 50 years. He added that contractors are busy now.
- vi. David Rose said he disagrees. The Village was deeded the bridge in the 1990s when LaMere Square was developed. In return for the Village discontinuing LaMere Avenue, the developer purchased the present pedestrian bridge and deeded it to the Village. This transaction is in the land records.

H. Sidewalks

- i. David Rose asked about the sidewalks.
- ii. Scott Murphy said that he put out the RFP and didn't receive any bids. He said he called some contractors, but they haven't gotten back to him. Ron Tarbell is pursuing someone he knows from Rutland.
- iii. David Rose suggested calling other town managers who may be able to give them some other names of contractors.
- iv. Scott Murphy said he would check.
- v. David Rose asked about curbing.
- vi. Scott Murphy said he will put that on the agenda for next month.
- vii. David Rose asked about money, as the Trustees has not awarded the job.
- viii. Scott Murphy said that there is still money left from this year and there will be money in the budget for FY2020.

I. Bridge Street Paving

- i. David Rose asked when it will be done.
- ii. Scott Murphy said it will be done by the end of June.
- iii. David Rose asked about raising the manholes.
- iv. Chuck Craig said they are all set. He wants to keep them 2" low and cover them with cold patch.
- v. Scott Murphy said the paver was waiting for us to say we were ready.

- vi. Chuck Craig said the covers were flush with the temporary sure-pack. When the paving is done, Ron Tarbell will even it up.
- vii. David Rose said there are a few manholes that need work; he noted the ones by Cota & Cota, Village Pizza and on Pleasant Street by the Mill Street Bridge.
- viii. Chuck Craig said he would check them. He added that there are a few catch basins that also need work and he will fix them

12. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, July 2, 2019 at 6:00 p.m.

13. **Possible Agenda Items for Next Meeting**

- A. None indicated

14. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Scott Murphy said that an Executive Session is not needed.

16. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Bob Gilmore. Motion passed unanimously.**
- B. Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn

**VILLAGE OF LUDLOW, VERMONT
BOARD OF TRUSTEES**

RESOLUTION

**IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE
BY DOROTHY SUE BRAGG**

WHEREAS: Dorothy Sue Bragg has served as an employee in the Ludlow Municipal Office and an Officer of the Village of Ludlow for several decades; and

WHEREAS: Dorothy Sue Bragg has shown her dedication as a public servant and has provided exemplary leadership to the residents of the Village of Ludlow; and

WHEREAS: Dorothy Sue Bragg has brought respect, honor, and integrity to the Village of Ludlow, the Municipal Office and the Village Clerk's Office by leading by example, exhibiting the highest level of ethics and maintaining a superior moral character; and

WHEREAS: As a valued staff member of the Village of Ludlow, Dorothy Sue Bragg has imparted knowledge and wisdom to those she mentored, compassion and selflessness to those in need, and inspiration and encouragement to those she led; and

WHEREAS: Dorothy Sue Bragg has remained committed to betterment of the Ludlow community; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Ludlow does hereby commend Dorothy Sue Bragg for her time-honored legacy of dedication, enthusiasm and outstanding public service given to the Ludlow community.

IN WITNESS THEREOF, we have signed this RESOLUTION officially and caused the Executive seal of the Village of Ludlow, Vermont to be affixed this 4th day of June, 2019.

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

Robert Gilmore, Chairman

David Rose

Earl Washburn