

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday May 1, 2018

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose Earl Washburn

STAFF:

Scott Murphy Chuck Craig Ron Tarbell

OTHERS PRESENT:

Vincent Guerrero – Okemo Valley TV

1. **Call to Order**

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

2. **Consideration of any Changes, Additions or Removals to the Agenda**

i. Scott Murphy advised that no changes were necessary.

3. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of April 3, 5, 10 and 12, 2018.

B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the meeting of April 3, 5, 10, and 12, 2018 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Sewer Allocation Request(s)**

A. Levey House, LLC & Josh Rourke

i. Property address is 70 Main Street, Parcel 230521.000

- ii. David Rose advised that this is a request to add 2 bedrooms to an existing dwelling unit on the sewer system.

(1) Allocation fee – 2 bedrooms @ \$545.00/bedroom \$1,090.00

- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for an allocation for 2 bedrooms to an existing dwelling at \$545 per bedroom for an allocation total of \$1,090.00. Motion passed unanimously.**

B. Tomasz Pajak

- i. Property address is 113 North Village Road, Parcel 030535.000

- ii. David Rose advised that this is a request to add a dwelling unit with 3 bedrooms to the sewer system.

(1) Allocation fee – 3 bedrooms @ \$780.00/bedroom \$2,340.00

(2) Hook-on fee per dwelling unit \$4,500.00

- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for hook-on fee of \$4,500 and allocation for 3 bedrooms to an existing dwelling at \$780 per bedroom for an allocation fee of \$2,340.00 and total of \$6,840.000. Motion passed unanimously.**

C. David Brown

- i. Property address is 69 Route 66 (land), Parcel 060164.000

- ii. David Rose advised that this is a request to add a dwelling unit with 5 bedrooms to the sewer system.

(1) Allocation fee – 5 bedrooms @ \$780.00/bedroom \$3,900.00

(2) Hook-one fee per dwelling unit \$4,500.00

- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for an allocation for a single dwelling unit with 5 bedrooms to at \$780 per bedroom for an allocation fee of \$3,900.00 and hook-on fee of \$4,500 for a total of \$8,400.00. Motion passed unanimously.**

6. **Consider Coin Drop Request from Teddy's Team**

- A. Bob Gilmore advised that the American Stroke Association - Tedy's Team would like to have a coin drop on May 26, 2018. They did this last year and things went well.
- B. Scott Murphy noted that is Memorial Day Weekend.
- C. Earl Washburn asked if the date is open.
- D. Scott Murphy said yes.
- E. **MOTION by Earl Washburn and seconded by David Rose to approve the request for the Tedy's Team coin drop on Saturday, May 26, 2018, from 10:00 AM to 2:00 PM as presented. Motion passed unanimously.**

7. **Approve Execute Lease Agreement for Municipal Parking Lot at 199 Main Street**

- A. Bob Gilmore said this is the lease that we have done yearly for the lot by Brewfest.
- B. Scott Murphy said that rent is the same as last year.
- C. Bob Gilmore said that Brewfest is the new owner of the property.
- D. **MOTION by David Rose and seconded by Earl Washburn to approve the renewal of the lease of the Municipal Parking lot at 199 Main Street as presented. Motion passed unanimously.**

8. **Award Audit Bid for 2018-2020**

- A. Scott Murphy distributed an updated version of the proposal. He said it was re-written to make it more understandable. The low bidder is Telling & Associates from Middlebury. Last year, we used Graham & Graham and the quote from Telling is considerably less than Graham's. He said that they had 5 or 6 references good references and received good responses. He also asked for a list of school districts. Ulla Cook called the schools and also received good responses. The company is part of an association and their work will be reviewed by another member of the association.
- B. Bob Gilmore asked the approximate net savings.
- C. Scott Murphy said just under \$5,000.00.
- D. David Rose said he would like to know if the Select Board will also go with Telling & Associates.
- E. Scott Murphy said this board can approve the proposal subject to Select Board approval.
- F. **MOTION by David Rose and seconded by Earl Washburn to award the bid for Village Audit to Telling & Associates pending Select Board approval of the Telling bid. Motion passed unanimously.**
- G. Bob Gilmore thanked Scott Murphy for the research done on this bidder.

9. **Consider Wastewater Rate Increase**

- A. David Rose asked what the amount in the Sewer fund is.
- B. Scott Murphy said \$218,000+ in the sewer and \$413,000+ in the Sewer Construction Fund.
- C. David Rose asked when the rates were last raised.
- D. Scott Murphy said 2012 and that was a 5% increase.
- E. Bob Gilmore said that he took a pledge that they would not increase taxes this year. He understands that the funds are not being replenished with as many hook-ons as in the past.
- F. David Rose said that on the Water Department side, they have been taking money out of the Capital Fund to keep the operations going and so a rate increase is needed.
- G. Bob Gilmore noted to Chuck Craig the serious chemical purchases.
- H. Chuck Craig said between the chemicals and the sludge disposal there have been increases each year. He said that this year, trucking costs may go up. He added that they will be having some high expenditures with the planned wastewater plant upgrade.
- I. Bob Gilmore asked if they would be able to fund the expenses with the current rates.
- J. Scott Murphy said that is hard to foresee. He added that presently one of the arms on the big clarifier at the wastewater plant has a problem.
- K. Chuck Craig said repairs are needed on the clarifier and the costs won't be know till it's fully pumped out.
- L. Scott Murphy said they will address the clarifier later in the summer when the ground water table is lower, hopefully by August.
- M. Earl Washburn said that the rates have not been raised since 2012 and he is prepared to go with a 5% increase. He noted that the operation at the plant is pretty efficient and he does not want to underfund them.
- N. **MOTION by Earl Washburn and seconded by David Rose to increase the Wastewater rates by 5%. Motion passed, 2-1. Bob Gilmore against the increase.**

10. **Review Bridge Street Project Bids**

- A. Scott Murphy said that bids were received from Gurney Brothers, Belden Corp and M&M Excavating with Gurney being the low bidder. He added that Chuck Craig has 3 maps that outline the project for the Board: one for the utilities, one (pink) for the sewer and the blue one for the water work. The idea is to repair the water and sewer lines then rebuild the subbase of a portion of Bridge Street prior to paving.
- B. Ron Tarbell said that street is on his list to pave. He added that Chuck Craig has concerns about the sewer main which is an old clay tile line so he doesn't want to do the paving until after they repair the sewer and water lines.
- C. Scott Murphy noted on the water side of the project the Lawridge Heights booster pump station located near the railroad station is presently under feed due to low pressure caused by the old pipes.
- D. Chuck Craig said on that the Lawridge Heights booster pump station can't meet fire flows because the existing 4" mains are under sized. He added that the old brick-up sewer manholes have deteriorated will need to be replaced.
- E. Scott Murphy said that Gurney Brothers was the low bidder for both the sewers and the water. Gurney listed the gravel associated with the project as a separate line item. He would like the work to be done as early as possible.
- F. Ron Tarbell said the a portion of the road to be rebuilt begins at the west end of Gasset's Group building and runs about 500-600 feet to the intersection of South Hill Rd. They will need to remove the pavement and old subbase. Then place about 500 yards of new gravel and then pave the street.
- G. Scott Murphy asked if that would come out of the Highway Budget.
- H. Ron Tarbell said yes.
- I. **MOTION by David Rose and seconded by Earl Washburn to approve the bid from Gurney for \$34,800 for the sewer portion and \$17,300 for associated gravel. Motion passed unanimously.**

11. **Other Business**

- A. **Flushing of Manhole on Pond Steet Court by Gabranski property**
 - i. David Rose asked about flushing the manhole by Lou Gabranski's property.
 - ii. Chuck Craig said the old flushing man hole needs to be replaced as there is currently no access to the sewer line. He noted they have been replacing old flushing man holes around the Village over the years.
 - iii. Ron Tarbell said the work can be done in-house.
 - iv. Chuck Craig said there was slow flow.
 - v. Bob Gilmore asked Ron Tarbell and Chuck Craig to work it out.
- B. **Street Sweeper.**
 - i. David Rose asked what they will do with the old sweeper.
 - ii. Ron Tarbell said try to sell it, and they need to come up with a price.
 - iii. David Rose said they should take what they can get
 - iv. Scott Murphy said they should set a price and add – Or Best Offer.
 - v. David Rose asked when the new sweeper is expected.
 - vi. Ron Tarbell said after July 1st. He added that they are struggling now without it and have hired Gurney Brother's to sweep the Village streets for spring cleanup.

12. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, June 5, 2018 at 6:00 p.m.

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 6:28 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn