

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday October 2, 2018

BOARD MEMBERS PRESENT:

David Rose, Vice Chair Earl Washburn

BOARD MEMBERS ABSENT:

Bob Gilmore, Chairman

STAFF:

Scott Murphy

OTHERS PRESENT:

Chuck Craig Wendy Neal Leslie Stuart
Cindy Ingersoll Josh Rourke Vincent Guerrero – Okemo Valley TV

1. **Call to Order**

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

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

A. Scott Murphy suggested that item #10 be moved to after Item #5 and Item #8 follow item #10.
NOTE: minutes will be in order of agenda.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of September 4, 2018.
B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the regular meeting of September 4, 2018 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. Josh Rourke said that he has questions regarding his sewer allocation of 360 GPD.
B. Scott Murphy suggested that Mr. Rourke meet with him in the office.

5. **Sewer Allocation Requests:**

A. Parke Properties
i. Property address is 68 Birch Lane, Parcel 230313.000

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- ii. Scott Murphy advised that this is a request to add one additional bedroom to an existing property.
 - (1) Allocation fee – one bedroom at \$780.00
 - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application for an additional bedroom at \$780.00. Motion passed unanimously.**
- B. Elizabeth Gilroy
- i. Property address is 62 Stoney Fields, #3B, Parcel 220145.002
 - ii. Scott Murphy advised that this is a request to add one additional bedroom to an existing property
 - (1) Allocation fee – one bedroom at \$780.00
 - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application for an allocation for an additional bedroom at \$780.00. Motion passed unanimously.**
6. **Warn Special Village Meeting on November 6, 2018 to Consider Village of Ludlow’s Bond Request for an Amount Not to Exceed \$2,950,000 to Finance the Cost of the Wastewater Treatment Facility Upgrades**
- A. Scott Murphy said they need to warn the meeting and sign the bond documents. The meeting will be on November 6, 2018 and there will be an informational meeting on Tuesday, October 30, 2018. They are advertising on Okemo Valley TV.
 - B. David Rose suggested sending out a mailer.
 - C. Scott Murphy said there is an information sheet from Aldrich and Elliot that could be used. He said that it explains the funding and project. He said that the bond may be up to \$2,950,000, possibly less, depending on how much the Village wants to put into the project from the Capital Account, which currently has about \$650,000.
 - D. David Rose asked if that has to be decided now.
 - E. Scott Murphy said it is up to the voters to decide.
 - F. David Rose said they might also include a matrix showing how much the tax increase would be based on contributions from the Capital fund in increments of \$200,000.
 - G. Scott Murphy said they need to decide that within the next couple of weeks. He said he would see what could be done about the mailer.
 - H. **MOTION by Earl Washburn and seconded by David Rose to Warn a Special Village Meeting for the Bond Vote on November 6, 2018 from 10:00 AM to 7:00 PM. Motion passed unanimously.**
7. **Sign or Approve Bond Documents Related to WWTF Upgrade as prepared by Bond Attorney Paul Guiliani**
- A. Scott Murphy advised that they need to sign the resolution for the bond. Ulla Cook will post and publish the vote. She attests that the vote totals will be posted within 30 days after November 6th. Ulla Cook was appointed Assistant Village Clerk as the Village Clerk may not be in the area at that time.
8. **Road Closure Request RE: First “Dine Down Depot” Event on Depot Street on 11/25/18 from 3:00 – 10:00 PM**
- A. Leslie Stuart advised that she and Wendy Neal own Stemwinders and they have gotten together with Rogan and Abby Lechthaler from Downtown Grocery. They would like to hold a fund

raising event for a local non-profit or a particular family. The event would showcase menus made with products from local farms and wines. They would hold this event on Depot Street on Sunday, November 25, 2018 from 3:00 to 10:00 PM. They have contacted the other retail businesses on Depot who are on-board with the event. She said the street is closed annually for the Chili Cook-off and also several years ago for a motorcycle event.

- B. David Rose said that he does not recall the motorcycle event. He voiced concern regarding profits.
- C. Leslie Stuart said they would charge for the dinner to cover their costs and all additional profit would go to a local family. They are working on the logistics of that with Black River Good Neighbors.
- D. Wendy Neal said they will solicit vendors for the produce.
- E. Scott Murphy said that they are working with Black River Good Neighbors and if the proceeds cannot go directly to the family, they will go to Black River Good Neighbors. He added that Chief Billings does not have any issues with serving alcohol and is also not really concerned about traffic.
- F. Earl Washburn said he is also not concerned about traffic on Depot.
- G. David Rose said he would like a written plan for the proceeds. He asked about insurance.
- H. Scott Murphy said it is not needed.
- I. Wendy Neal said both businesses have insurance.
- J. **MOTION by Earl Washburn and seconded by David Rose to approve the “Dine Down Depot” request for road closure of Depot Street, between Main and Pleasant Streets on Sunday, November 25, 2018 between 3:00 - 10:00 PM. Motion passed unanimously.**
- K. Leslie Stuart said she will send the plan to Scott Murphy.

9. **Review & Possibly Amend Village Vendor Ordinance**

- A. David Rose said that this concerns the food truck on Main Street.
- B. Scott Murphy said that he has a seasonal vending permit that is good for 150 days.
- C. David Rose said that he would like to wait for Bob Gilmore to act on this. He said he thought there was a Zoning portion of this, but Rose Goings thinks differently. In the July, 2008 Trustee Minutes, former manager Frank Heald explained the process and indicated there was a Zoning component. David Rose said, as an example, if he wanted a vending truck at his house, he would need to go through zoning.
- D. Scott Murphy said the current permit is for a restaurant business that is asking for this and so they already sell food.

10. **Consider FEMA Hazard Mitigation Plan from SWCRP**

- A. Cindy Ingersoll advised that the prior plan has expired and was multi-jurisdictional. The new plan will be just for the Town and Village of Ludlow and must be adopted by both entities. The purpose is to identify natural hazards and plan to mitigation. Once the plan is in place, the town and village will be eligible for state match of up to 5% along with federal match of 7 ½ %. The draft has been submitted to the state. It is her understanding that once submitted to the state, the town and village are covered.
- B. Scott Murphy said that the previous plan did expire and the town and village may be exposed for the federal portion, but are now covered by the state portion.
- C. Cindy Ingersoll said there are specific elements to the process including publicly noticed meetings to receive comments from the public, the formation of a Hazard Mitigation Committee, assessment for hazards such as floods, fires and winds, detail analysis of the top 8

of each event and trends. The plan must also include goals and a list of action items to improve resiliency. The committee must monitor annually the progress on strategies and may add or drop items. At this point, the draft has gone to the state for review and comments. Rose Goings needs to add development information. When the state has reviewed the plan, they will forward it to FEMA. When it comes back from FEMA, they may have comments.

- D. Scott Murphy said once FEMA approves the plan, it will come back to the town and village for adoption by each entity.
- E. Cindy Ingersoll said she will advise the town when it comes back from the state.

11. **Update on Stone Building at 83 Main Street**

- A. Scott Murphy said that he called the property owner yesterday and the property is not listed for sale. He told the owner they has been given one month and sent a letter. The month will be up on October 10th. He said the owner has not spoken to anyone regarding listing the property. The DRB had approved demolition of the structure for the previous owner. The Village can fence or demolish the structure and place a lien on the owner's property. This is a safety issue.
- B. Earl Washburn said that when people buy property, they should cover their bases. This board gave them 30 days and after October 10th comes, we should start proceedings.
- C. David Rose agreed that they should start the process after the 10th.
- D. **MOTION by Earl Washburn and seconded by David Rose to instruct Scott Murphy to start the violation process on October 11, 2018. Motion passed unanimously.**

12. **Authorize Village Trustees Chair & Municipal Manager to Sign Dead River Company Resolution RE; #2 Fuel Oil**

- A. Scott Murphy said that this is a new company doing business in Vermont. They are well known in ME and NH. He was told by a former supplier that they are a pretty strong company. We need to provide a Corporate Resolution to establish a credit account with them. He said that David Rose may sign as Vice Chair of the board.
- B. **MOTION by Earl Washburn and seconded by David Rose authorize David Rose, as Vice Chairman, to sign the Corporate Resolution. Motion passed unanimously.**

13. **Municipal Manager Updates**

- A. **Waste Water Facility**
 - i. Scott Murphy advised that on August 9th, the state Waste Water Division inspected our facility rated it EXCELLENT. The staff is to be commended on an excellent job.
 - ii. David Rose asked how the plant is doing.
 - iii. Chuck Craig said as good as expected.
 - iv. David Rose asked about if there have been any false positives from the lab that analyze the sampling conducted at the WWTF.
 - v. Chuck Craig said yes there was one false positive and one real one in August that exceeded the limits. To correct the issue they cleaned the chorine contact tank.
 - vi. David Rose said the plant's Discharge Permit will need to be renewed in June 2019.
 - vii. Chuck Craig said the engineer writes a letter.
- B. **Andover Street Truck Crash Building**
 - i. Scott Murphy said that a letter was sent to the property owner giving them 30 days to address the problem. The house is a safety issue. The owner did receive final notice from

- the insurance company regarding settlement.
- C. Sewer Flow Charts
- i. Scott Murphy said that sewer flow charts will be provided to the board on a quarterly basis.
- D. Special Events
- i. David Rose asked if any special events are planned in the village
 - ii. Scott Murphy said the annual Chili Cook-Off is scheduled for Saturday, October 6th from 11:00 AM to 3:00 PM.
- E. Junkyard Issue on Gleascott
- i. David Rose asked about the issue.
 - ii. Scott Murphy said it has been resolved.
- F. Flushing Man-Hole Pond Street Court by Louie Gabranski's House
- i. David Rose asked if the new flushing manhole had been installed as we indicated it would be done last year at this time.
 - ii. Chuck Craig said not yet.
- G. Paving
- i. David Rose asked about paving.
 - ii. Scott Murphy said that it is scheduled to start again tomorrow.
 - iii. David Rose asked if they would be paving Prospect Street
 - iv. Scott Murphy said not this year.
 - v. Chuck Craig said that Ron Tarbell had mentioned that they might skim coat it.
 - vi. Scott Murphy said he will check on it.
 - vii. Earl Washburn said that the manhole on Andover is uneven.
 - viii. Chuck Craig said they will put a patch on it as patches are easy to remove and keep the plows from hitting the rims.
 - ix. David Rose asked if they will bring West Hill up to grade.
 - x. Chuck Craig said they will cold patch it. They can't level it.
 - xi. David Rose said if they do Prospect, they should open the manholes and check the structures as they are currently paved over and appear they have not been opened in many years.
 - xii. Chuck Craig said he had looked at them and all the structures are good.
 - xiii. David Rose said he would like to get a program started to open and inspect structures on a regular schedule. The program may be to inspect each structure maybe once every year or two.
 - xiv. Chuck Craig said the water department needs to know the paving schedule.
 - xv. Scott Murphy said they will work on that.
 - xvi. Chuck Craig said he has a survey of structure locations.
 - xvii. Scott Murphy said there are 860 structures and of that 100 are done.
 - xviii. Chuck Craig said the department opened all of them on Andover Street from Jewell Brook bridge to the Village line. He said in that area there are also some old man holes that are abandoned.
 - xix. David Rose said he doesn't like surprises like West Hill manhole and line we had to do an emergency repair last month ahead of the paving project and so regular inspection is important.
 - xx. Scott Murphy said he will check on it.
 - xxi. David Rose asked about the road cuts and paving on High Street. They need to be paved.
 - xxii. Scott Murphy said that cut was done in July, but the owners are waiting for the house to be delivered. It is scheduled for October 9th. We told them to pave now. We do have a bond.
 - xxiii. Earl Washburn asked about the sidewalks at that location.
 - xxiv. Scott Murphy said it would be done after the paving.
 - xxv. David Rose asked about a road cut policy and said it should say that road cuts need to be "saw cut." The present policy also states road cuts will be repaved within 48 hours.

14. **Other Business**

- A. **Schedule Joint Board Meeting RE: Municipal Manager’s Review**
i. Scott Murphy said the Select Board has scheduled it for Monday, November 5th at 6:00 p.m.
– one hour before their regular meeting.

15. **Set Date for Next Meeting**

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

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

- A. Scott Murphy said they will discuss budget workshops. He said he does have proposals from department heads.
B. David Rose said that Village Meeting is 3 weeks after Town Meeting.

17. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

19. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
B. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn