

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**PUBLIC HEARING  
AND**

**REGULAR MEETING**

**6:00 PM**

Tuesday October 3, 2017

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

**BOARD MEMBERS ABESENT:**

Earl Washburn

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Steve Kelly

Ron Tarbell

Ed McEneaney – LPCTV

John Kiernan

1. **Call to Order**

- A. Chairman Bob Gilmore, called the meeting to order at 6:02 p.m., all present, except Earl Washburn.

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

- A. Frank Heald said that no changes were necessary:

3. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of September 5, 2017.
- B. **MOTION by David Rose and seconded by Bob Gilmore to approve minutes from the meeting of September 5, 2017 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Sewer Allocation Request**

A. Aubuchon Realty Company, Inc.

- i. Property address is 128 Main Street, Parcel 230422.000
- ii. David Rose advised that this is a request to convert from commercial office use to a 4 bedroom residential unit. The current commercial use is allocated 360 GPD and a 4 bedroom units has an allocation of 480 GPD. We need to approve the additional bedroom allocation
  - a. Allocation fee – 120 GPD at \$4.54/GPD \$545.00
- iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an additional allocation fee at \$545. Motion passed unanimously.**

B. Kenneth Woodward

- i. Property address is 17 High Street, Parcel 230129.000
- ii. David Rose advised that this is a request to add two (2) bedrooms to the existing sewer allocation.
  - a. Allocation fee – 2 bedrooms @ \$545.00/bedroom \$1,090.00
- iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an allocation for two (2) additional bedrooms at \$545 per bedroom for \$1,090. Motion passed unanimously.**

C. David Murphy

- i. Property address is 110 Johnson Loop, Parcel 220225.000
- ii. David Rose advised that this is a request to add a 4 bedroom dwelling unit to the sewer system.
  - a. Allocation fee – 4 bedrooms @ \$780.00/bedroom \$3,120.00
  - b. Hook on fee – dwelling unit @ \$4,500.00 \$4,500.00
  - c. Allocation reserves 210 GPD
  - d. Physical connection to the collector system shall be designed by a registered Professional Engineer (Vermont) connecting to an existing manhole by core and rubber boot. Plans to be reviewed and accepted by the Village of Ludlow prior to commencement of construction and actual connection 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 4-bedroom dwelling at \$780 per bedroom for an allocation total of \$3,120.00 and hook on fee of \$4,500 for a total of \$7,620.00 at 210 GPD. Motion passed unanimously.**

6. **Project Updates**

A. Pleasant Street Storm Sewer

- i. Frank Heald said the drainage project is in place. The contractor is now removing the old road base material. They are 200 feet from the end of the removal and then the new material will go in. Paving should be next week.
- ii. David Rose asked if there was any impact to the curbs.
- iii. Frank Heald said no, they will be able to use the existing curbs.
- iv. Bob Gilmore asked what material they are using for the drainage structures.
- v. Frank Heald said the drainage piping HDPE and the structures are a hard plastic material.

- vi. David Rose said that type of structures has been used it on High Street in the past and is working well. They are much cheaper than concrete structures and are easier to work with.
  - vii. Steve Kelly said he lives near the work zone and was not notified. He said that the contractors have been parking on his property and torn up his gardens.
  - viii. Frank Heald said presumably, the contractor will repair what was torn up.
  - ix. Steve Kelly added that many people park on is property and asked if the town can do anything about that.
  - x. Frank Heald said this is the first he's heard about it and will look into it.
  - xi. Steve Kelly asked if the town can reseed the pull-out. He said that the town uses the lot to dump plowed snow into the river.
  - xii. Frank Heald said the town would not dump snow into the river.
  - xiii. Steve Kelly said maybe they just pile it up there.
  - xiv. Bob Gilmore said that would be against the ordinances.
  - xv. Frank Heald said it does not sound correct to him, but he will look into it and get back to Mr. Kelly.
- B. Lower Main Street Sewer Lining
- i. Frank Heald said this was completed 2 weeks ago and both the lining and manhole renovation went well. He said we will see the impact in April by hopefully less ground water infiltration. He added that the contractor made a little mess at the Timber Inn and there was some repair work done.
- C. Asset Management Program
- i. Frank Heald said that John Kiernan of Otter Creek Engineering is here to give a report.
  - ii. John Kiernan said that one of the primary incentives was a \$55,000 grant to map pieces of the sewer lines that were not mapped. The grant is to put together components. The Asset Management Program will help develop level of service goals, operations and maintenance goals, map the system and create an inventory of all major components, including materials and pipe sizes. Staff members will fill out a form every time they open up a manhole. The form will provide information needed to create a database. All of the information will be linked for services and inspections. It will also identify a condition assessment based of personnel experience. It will identify replacement costs and expected useful life.
  - iii. David Rose asked if they will be measuring man hole inverts.
  - iv. John Kiernan said no. That would be a monumental task.
  - v. Frank Heald said that he and Chuck Craig spent months attended classes on Asset Management and Chuck Craig has a comprehensive understanding and fully utilizes the available information.
  - vi. John Kiernan said they ranked the components to find out where the hot spots are. They identified segments to look at for possible replacement projects. One of those hot spots that was identified is the Pleasant Street project that is currently being done. They put together a cost range for each of the identified projects and a projected year for the work. The range of costs can be budgeted. The draft also contains levels of service goals. Chuck Craig has said that they respond to customer complaints within 2 hours of the receipt of the call. Level of Service Goals includes:
    - a. Treatment Effectiveness
    - b. Infiltration/Inflow
    - c. System Capacity
    - d. Emergency Response/Service Interruptions
    - e. Customer Service/Public Outreach
    - f. Maintain User Rate Stability
  - vii. John Kiernan explained that each of the above topics has levels
    - a. Desired outcome

- b. Level of Service Goals
- c. Inputs/Data needed
- d. Current Operating Conditionn
- e. Target Measures to achieve Level of Service Goals
- viii. Bob Gilmore said that infiltration has been the #1 problem over the years, but we are making progress with it.
- ix. John Kiernan said that both Frank Heald and Chuck Craig have commented on the draft.
- x. David Rose asked, when this is complete, will it include the proposed upgrades to the waste water plant.
- xi. John Kiernan said yes. It will have an inventory of all major components at the plant. There is the potential for a major upgrade. The state will require a Fiscal Sustainability Plan and parts of that are already in the Asset Management Plan.
- xii. David Rose asked when this will be finalized.
- xiii. John Kiernan said he hopes to be able to present the final plan to the board at their November meeting. The whole plan is due September 28, 2018. He asked board members to give any comments to Frank Heald as soon as possible. This part is due by the end of October.
- xiv. Frank Heald said they will be phasing a lot of upgrades over the next 20 years for the Wastewater System and parts of the collection system are older. They have been progressively upgrading the system since 1965 and did a major upgrade about 15 years ago.
- xv. John Kiernan the final piece will look at alternatives; doing it in pieces or one big upgrade.
- xvi. Frank Heald said that infrastructure monies may become available and we will be ready if that happens.
- xvii. David Rose asked about High Street
- xviii. Frank Heald said a portion of that is already designed.
- xix. David Rose asked if it will be shovel ready.
- xx. Frank Heald said they are close with it. There is not a lot of design needed at the treatment plant. Most of the work will be replacement of components.
- xxi. The board thanked John Kiernan for his presentation.

7. **Schedule FY2019 Budget Workshops**

- A. Frank Heald said he hopes to have preliminary numbers in December.

8. **Other Business**

A. **Pavers**

- i. Frank Heald said that he contacted Northeast Deck and Patio and they think the warranty is OK for the pavers on Main Street in front of the Mill. They hope to replace the pavers this fall. He said he would not use that type of pavers again.

B. **Sidewalk on Pleasant Street**

- i. Bob Gilmore asked if they would be doing any sidewalks this year. He said the sidewalk on Pleasant Street by Depot Street is missing pieces.
- ii. Frank Heald said they will do some in the spring. There are variables
  - a. Which sidewalks to repair
  - b. A grant application for major sidewalk repairs under Transportation Alternatives

- c. A sidewalk assessment from the Regional Planning Commission. They are looking at bridges, roads, culverts and sidewalks. He said he has yet taken a critical look at their work.
  - C. Mill Street Bridge
    - i. Steve Kelly asked if the town has any plans for the Mill Street Bridge.
    - ii. Frank Heald said the plan is somewhere in the state's building process. The town will not spend the money to replace the bridge. It is a historical 1929 Pony Truss and must be replaced as such. The money is far more than available at the local level. He said it is possible for 4-5-6 years before we hear anything.
  
- 9. Set Date for Next Meeting
  - A. Meeting is November 7, 2017 at 6:00 p.m.
  
- 10. Sign Warrant Orders
  - A. Warrant orders were signed.
  
- 11. Possible Executive Session/Personnel/Contracts
  - A. Frank Heald advised 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 6:46 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Earl Washburn