

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday November 7, 2017

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose Earl Washburn

STAFF:

Frank Heald Rose Goings

OTHERS PRESENT:

Terry Carter Alan Isaacson Vincent Guerrero– Okemo Valley TV
Alan Couch Jean Morrill

1. **Call to Order**

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

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 October 3, 2017.

B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the meeting of October 3, 2017 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. Jean Morrill complimented the work done on lower Pleasant Street.

5. **Sewer Allocation Request**

A. **Main & Mountain Motel.**

i. Property address is 112 Main Street, Parcel 230433.000

- ii. David Rose advised that this is a request for an additional sewer allocation of 240 GPD.
 - a. Allocation fee – 240 GPD at \$4.54/GPD \$1,089.60,
- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for an additional allocation fee at \$1,089.60. Motion passed unanimously.**

6. **Consider Ludlow Streetscapes Funding Request**

- A. Frank Heald advised this was also presented at the Select Board meeting. Streetscape does the flowers and greens at the bridges, the park, along Main Street and at Town Hall. They are requesting \$2,700 and he is proposing that there be contributions from the town and village
- B. David Rose asked if there is still a \$1500 allocation for them.
- C. Frank Heald said he does not know the amount, but does think there is some allocation.
- D. Earl Washburn suggested this be done through the budget process.
- E. David Rose agreed that they could put something in the budget.
- F. Frank Heald said that the town has not contributed Streetscapes in the past.
- G. Bob Gilmore agreed that the Village should contribute.
- H. David Rose suggested that Frank Heald put something in the budget.
- I. Bob Gilmore said they do a fabulous job.

7. **Consider Request from the Planning Commission for a Public Hearing RE: Municipal Plan**

- A. Alan Isaacson advised that the Municipal Plan is up for renewal. He said that anything approved prior to July, 2016 only had a five year term. After this renewal, we will now have 8 years. The town approved this plan on November 5, 2012 and it has expired. The Trustees have until March 2018. The Planning Commission would like to get the town and village on the same schedule. The biggest changes in this draft are to the Energy Chapter. It was written to comply with new state regulations and to make Ludlow eligible for Substantial Deference at PSB hearings. The Planning Commission is requesting that the Trustees schedule a public hearing for your next meeting, on December 5, 2017. The draft sent is annotated and the cover letter is somewhat of an executive summary and lists the changes.
- B. Rose Goings added that the Planning Commission also included a new vision statement and changed the wording in Chapter 10 to which this board objected.
- C. Alan Isaacson said that Pam Cruickshank sent the draft to the Select Board through a drop box. It was supposed to have been distributed to the Trustees as well. Without a plan, the village could lose its Village Center designation and the associated tax credits that people have been taking advantage of.
- D. Bob Gilmore clarified that the Planning Commission wants to coordinate the town and village plan dates.
- E. Alan Isaacson said the Select Board public hearing is on December 4, 2017 and the Planning Commission is asking you to schedule your public hearing on December 5th.
- F. David Rose asked if once warned in the paper, if becomes effective. He said he has not seen the draft and would like to read it before scheduling a public hearing.
- G. Earl Washburn asked if it would be voted on at town meeting.
- H. Alan Isaacson said no, the trustees would vote on it.
- I. David Rose asked if they do have a public hearing, can they still make changes.
- J. Alan Isaacson said yes. He added that he thought the trustees had already seen it.
- K. Bob Gilmore asked when the warning would go in the paper.

- L. Rose Goings said November 15, 2017. This would be in plenty of time for a hearing on December 5th.
- M. Earl Washburn asked if there would be time to make changes before the warning goes in the paper.
- N. David Rose said that before we get to this point, he wished that the Planning Commission had let this board know what they are doing.
- O. Bob Gilmore said the trustees could schedule another meeting when they receive the draft.
- P. Rose Goings said it would have to be by Monday.
- Q. Frank Heald suggested doing the public hearing in January.
- R. Earl Washburn suggested putting this on the agenda for their December meeting.

8. **Review Asset Management Plan/ Future Construction Alternatives**

- A. Frank Heald said the Asset Management Plan will be available for the December meeting. He said that the plan recommends work amounting to more than \$2.5 million, with \$1.8 of that for upgrades to the Waste Water Treatment plant. Over the next 2 years, we need to think about different funding sources. There are questions as to whether federal funds will be available. We need to find money for the final engineering and then go to funding sources. This will affect wastewater rates. If we go with a 25 year loan at about 3%, and finance all of the \$2.5 million, this will raise house costs about \$50/year. We have some money in the budget. If we bid out the \$1.8 million for the plant, it will probably come in at \$1.5 to \$1.65 million. We need to do collection system upgrades to the main coming down the mountain access road and other places within the village.
- B. David Rose asked about doing the projects piece meal.
- C. Frank Heald said we need to bring the plant up to specifications. The EPA was here yesterday and looked at the nitrogen optimization removal. Chuck Craig was pleased with the comments they did make, saying they were impressed with the way we operate the plant. There are some processes that we need to bring into this century. He suggests we bite the long term bullet and possibly look for grants from USDA Rural Development and other sources. He said that in January or February we will start looking for available funds. He hopes to locate funds in the next 4 to 6 months.

9. **Discuss Christmas Party**

- A. Frank Heald advised that the Select Board and Water Commission have already approved this and referred it to staff to get bids and set the date.
- B. **MOTION by David Rose and seconded by Earl Washburn to approve the Christmas Party and refer it to staff to obtain bids and set the date. Motion passed unanimously.**

10. **Project Updates**

- A. Frank Heald said that some of this was covered under the Asset Management Plan
- B. **Pleasant Street Storm Sewer**
 - i. Frank Heald said that at the last meeting, Steve Kelly brought to the board's attention that snow was being piled on the pull out by his property at the end of Pleasant Street. He advised that he was not aware the town was plowing snow there and it will not happen

again. Frank Heald said that he wanted to find out who owns that piece of property and went back as far as 1893 in the deeds and ownership is not clear. He suggested that we put in some top soil, plant some grass and just leave it alone.

- C. Box Culvert on Route 100 by bottom of Hemingway
 - i. David Rose asked about this project.
 - ii. Frank Heald said it was discussed at the Select Board meeting last night and it was decided to do this in the spring. However, the concrete is already down and the manufacturer wants money. The box is ready for delivery on Monday and the project can be done before winter. They can put the box in next week. This is the last time we will deal with that contractor, but he was low bidder.

11. Schedule FY2019 Budget Workshops

- A. Frank Heald said he will have preliminary numbers for their December meeting.

12. Other Business

- A. Car Wash
 - i. Bob Gilmore asked if the car wash owner had contacted the town because no water is being used.
 - ii. Frank Heald said that he thinks the water has been shut off.

13. Set Date for Next Meeting

- A. Meeting is December 5, 2017 at 6:00 p.m.

14. Sign Warrant Orders

- A. Warrant orders were signed.

15. Possible Executive Session/Personnel/Contracts

- A. Frank Heald advised that an Executive Session is needed.
- B. MOTION by David Rose and seconded by Earl Washburn that in accordance with the provisions of 1VSA §313 (1) (B), he moves that the Ludlow Village Trustees enter into Executive Session to consider;
 - i. A proposed labor relations agreement with certain Municipal Employees.

The premature public knowledge of the proposed contract 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 6:36 p.m.
- D. Board exited Executive Session at 6:50.

16. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Earl Washburn. Motion passed unanimously.**
- B. Meeting adjourned at 6:51 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn