

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

PUBLIC HEARING &

REGULAR MEETING

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

Tuesday, October 1, 2019

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose Earl Washburn

STAFF:

Scott Murphy Chuck Craig

OTHERS PRESENT:

Aaron Galley George Tucker, Jr. Eric Chattergee – Okemo Valley TV
Alan Isaacson

PUBLIC HEARING

6:00 P.M.

Pursuant to the provisions of Title 24, Chapter 117, §4444, of the Vermont Statutes Annotated, the Board of Trustees for the Village of Ludlow proposes to adopt the Municipal Plan.

The Village Board of Trustees will conduct a public hearing for the residents, taxpayers and interested persons in the Town of Ludlow on the eighth day of October 2019, at 7:00 PM in the Howard Barton, Jr. Conference Room to hear comments on “The Plan.”

1. Bob Gilmore opened the Public Hearing at 6:00 p.m.
2. Alan Isaacson explained that he had included an Executive Summary with the document. He said that the Planning Commission had held public meetings to receive comments and suggestions from the voters. They Planning Commission asked people where they wanted to see the town go in the next 5 to 10 to 20 years. They wanted to create a Vision Statement. The board wanted to shorten the plan and make it more readable. They moved a lot of the data to the appendices. They also included an Implementation Matrix, both in the main document and in the appendices.
3. David Rose said the Trustees did not receive a copy of the document in their packets.
4. Alan Isaacson went through the Implementation Matrix (See copy attached at end of minutes.)
5. Bob Gilmore asked about the Short Term Rental ordinance mentioned in the matrix and asked if it has worked in other towns.
6. Aaron Galley said he would research it and let the board know.
7. Alan Isaacson said we need to look for ways to provide more affordable housing in the town and village. He said that in the past, the update cycle for town plans was 5 years, it is now 8 years. He said the Planning Commission’s next project would possibly be to go through the zoning regulations to make

sure that they coordinate with the town plan. He said that he thanks Jason Rasmussen (Regional Planning Commission) for all of his assistance with the updating of the town plan.

8. **MOTION by Earl Washburn and seconded by David Rose to close the public hearing. Motion passed unanimously.**

REGULAR MEETING

1. **Call to Order**

- A. Chairman, Bob Gilmore called the meeting to order at 6:12 p.m., all members present.

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 September 3, 2019.
B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the regular meeting of September 3, 2019 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Sewer Allocation Requests**

A. **Bailey Holdings, LLC**

- i. Property address is 207 Main Street
ii. David Rose advised that this is a request for additional sewer allocation.
a) Total Requirement 1,440 GPD
b) Current Allocation 360
c) Requested 1,080 GPD
d) 24 seat Coffee bar (24 X 30 GPB = 720) \$3,276
e) Office (360 GPD X \$4.55) \$1,638
iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application to for additional sewer allocation fees of \$4,914.00. Motion passed unanimously.**

B. **Madison Acquisitions, LLC**

- i. Property address is 17 Silverstein Lane

- ii. David Rose advised that this is a request to add a single family dwelling with 5 bedrooms
 - a) Allocation fee – 5 bedrooms @ \$780.00/bedroom \$3,900.00
 - b) Hook on fee of 1 dwelling unit @ \$4,500 \$4,500.00
 - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application to add a 5-bedroom dwelling unit with an allocation fee of \$3,900.00 and hook-on fee of \$4,500.00 for a total of \$8,400.00. Motion passed unanimously.**
- C. Matthew & Mary Alberty
- i. Property address is 68 Main Street (2-family to 1-family)
 - ii. David Rose advised that this is a request to change a two family dwelling to a single family residence with 4 bedrooms. 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 two family dwelling to a single family dwelling with 4 bedrooms. There is no change in the allocation. Motion passed unanimously.**
6. **Possibly Appoint Nick Baitz as Village of Ludlow Electric Department Commissioner to Fill Vacant Seat**
- A. Earl Washburn recused himself from the vote.
 - B. **MOTION by David Rose and seconded by Bob Gilmore to appoint Nick Baitz to fill the vacancy as Ludlow Electric Department Commissioner until the next election. Motion passed unanimously.**
7. **Review Municipal Plan & Possibly Approve Plan**
- A. **MOTION by David Rose and seconded by Earl Washburn to approve the Municipal Plan as presented. Motion passed unanimously.**
8. **Sign Loan Documents for the WWTF Bond Project, Update and Consider Approval of Additional Work**
- A. Sign Loan Documents for the WWTF Bond Project, Update
 - i. Scott Murphy advised that the board has already voted on and approved this. He said they have already spent \$211,000. He said the Chairman needs to sign the loan document and the entire board must sign exhibits C and D. He said the project is going well.
 - ii. Bob Gilmore asked if it is interrupting their daily work.
 - iii. Chuck Craig said not too badly.
 - iv. David Rose asked if it would only be the one major excavation.
 - v. Chuck Craig said yes, and some piping.
 - vi. David Rose asked if the clarifiers would be done in the spring.
 - vii. Chuck Craig said yes.
 - B. Consider Approval of Additional Work

- i. Scott Murphy said that the current financial standing is the bond is for \$2,950,000 and they are committed to \$2,646,000, giving them a flexibility of \$304,000.
- ii. Chuck Craig said that he would like to bypass the uncovered chlorine contact tank. He said there are 2 tanks and the newer one is not covered. He said that the detention time in the uncovered tank exceeds what it should be and may lead to a possibly E. coli violation. He wants to be able to bypass that tank. This would also provide greater flexibility for chlorination and de-chlorination, it would be easier for cleaning purposes, there is no algae growth in the covered tank in the summer, it may result in less chemical usage in the summer and there would be less chance for re-growth at temperatures greater than 19°.
- iii. David Rose said that, in low-flow times, they would have the ability to shut this tank off and water would not be hanging around.
- iv. Chuck Craig said there are currently 2 parallel disinfectant tanks and we can't isolate them when the water is low. He wants to be able to do that.
- v. David Rose said it also makes sense with respect to maintenance.
- vi. Chuck Craig said his rough estimate is \$35,672. He said the majority is plumbing.
- vii. Scott Murphy said he will talk to Aldrich & Elliott to see if they are interested. Should this be included in the bond or should we go through the Capital Account. Should we use the flexibility of the bond? It is up to A&E who we use to do the project and we may have to use a different vendor. Tonight is if you want to approve the project.
- viii. **MOTION by David Rose and seconded by Earl Washburn to approve the project and to proceed, not to exceed \$50,000.00. Motion passed unanimously.**
- ix. David Rose asked about engineering.
- x. Chuck Craig said this would not be much to speak of. He will shoot the elevations for the weir.
- xi. Scott Murphy said that the cash flow is on target.
- xii. David Rose asked about reimbursement for expended funds.
- xiii. Scott Murphy said longer than expected.

9. **Review Large Infrastructure Needs for the Village**

- A. Scott Murphy advised the following needed future infrastructure projects.
 - i. Gill Terrace storm drain
 - ii. Depot Street water/sewer line (Pleasant to Terrace)
 - iii. Commonwealth Avenue water line
 - iv. High Street lines
 - v. Pond Street lines
 - vi. Terrace Avenue water/sewer lines
 - vii. Meadow Street lines

10. **Local Options Tax Discussion**

- A. David Rose asked if the tax were passed, what would the towns do with its share per year.
- B. Scott Murphy said the town would put some towards the general fund to lower property taxes and some toward infrastructure. The Select Board will discuss this again at their next meeting. Ludlow sent \$20 million to the state in property taxes. He added that Ludlow is grandfathered by the state to add this tax.

11. **Municipal Manager Updates**

A. **Water/Sewer Disconnects**

- i. Scott Murphy said that they started water/sewer disconnects of delinquent bills today. There were some people who did come in to pay their bills.

B. **Stone House Update**

- i. Scott Murphy advised that things are quiet. The state had sent the property owner as well as the town notices of violation and the town responded, in writing, to this. There is nothing else new.
- ii. Bob Gilmore said that we don't own the property and can't go in and clean up the property. The owner is current on their taxes. Hopefully, the state will have a plan.
- iii. Scott Murphy said the state may fine the owner.

C. **Pleasant Street Paving**

- i. Scott Murphy advised that it should start tomorrow.

12. **Other Business**

A. **Municipal Manager's Review Update**

- i. Scott Murphy advised that Bruce Schmidt will contact this board.

B. **Trucks on Pleasant Street**

- i. David Rose asked when the ordinance for no trucks on Pleasant Street will start.
- ii. Scott Murphy advised November 5, 2019.

13. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, November 5, 2019 at 6:00 p.m.

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

A. **Set FY2021 Budget Meeting Dates**

- i. Scott Murphy advised that the Select Board will hold its first budget meeting on November 18, 2019.
- ii. David Rose said the Trustees can start theirs a month later.

15. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

17. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn

IMPLEMENTATION MATRIX ITEMS

High Priority

1. Review and update zoning and subdivision bylaws in order to improve consistency with the updated Municipal Development Plan.
2. Coordinate with the Windham & Windsor Housing Trust to promote their existing programs and address local housing issues.
3. Work with neighboring communities that are actively exploring improved internet and cell phone services.

Medium Priority

4. Identify existing buildings located within flood and erosion hazard areas that have experienced repeated flood damage, and explore options to mitigate future flood or erosion hazards for those properties
5. Investigate options to better protect the river corridors
6. Coordinate with the SWCRPC, VT Agency of Natural Resources, Black River Action Team, and Lake Association to implement the Tactical Basin Plan.
7. Promote the tax credit programs available to property owners to help finance investment in eligible buildings for income-producing uses
8. Consider providing tax incentives for property owners to provide long-term rentals, as opposed to short-term rentals, in order to provide better housing options for employees of local businesses.
9. Work with partner groups (Okemo Valley Chamber of Commerce, Springfield Regional Development Corporation, Ludlow Economic Corporation, and Okemo Mountain Resort) to market the area.
10. Maintain Village Center Designation, or consider applying for Downtown Designation
11. Complete a village revitalization master plan
12. Establish local funding to support village revitalization
13. Evaluate the feasibility of providing and/or using alternative energy sources for power, transportation and building environment

Low Priority

14. Educate land owners about programs that can help to protect important farm or forest lands, such as conservation easements
15. Evaluate adopting a short-term rental ordinance
16. Work with the Okemo Valley Chamber of Commerce, local businesses, The Current and other partners to explore options for public transit service enhancements and/or car sharing
17. Study the feasibility of merging the Village of Ludlow with the Town of Ludlow
18. Update the Capital Budget and Program, and seek funding to implement high priority municipal facility capital projects as identified in this plan
19. Develop an open space or community recreation plan to inventory facilities, explore opportunities, identify priority improvements, and establish clear implementation steps.