

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

6:00 PM

Tuesday, November 2, 2010

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

Jim Fuller

David Rose

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Andy Becker

Susan McNeely

Duncan Love – LPCTV

Loran Greenslet

Mary Jane O’Hara

1. **Call to Order**

A. Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m. All.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of October 5, 2010 and the special meeting of October 18, 2010.

B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the meetings as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

A. There were none.

4. **Consider Mtn Riders Jam Proposal**

A. Bob Gilmore advised that this is across the street from the old post office. They would like to build a partial ramp and 12-foot scaffold and hold a Rail Jam, ski and snowboard competition on Friday, November 5, 2010 in the Municipal parking area of the lot. He asked Frank Heald if the Village would have any liability.

B. David Rose said they have insurance.

C. Jim Fuller noted that the request letter said that they have their insurance through Ludlow Insurance Company.

- D. **MOTION by Jim Fuller and seconded by David Rose to the use of the municipal parking lot for this event.**
- E. David Rose asked about village exposure.
- F. Frank Heald said they have sufficient insurance.
- G. **Motion passed unanimously.**
- H. Frank Heald said that the new store moving into the old IGA building has not opened yet. He will check with the Costa family.

5. **Readopt Personnel Policies for Health & Safety**

- A. Frank Heald advised that this is an update of policies that have been in place since prior to his arrival. It has gone through the employees' group and is integral to the safety program. It includes lockout, tag-out, confined spaces, blood born pathogens and cell phone policy. He said that the cell phone policy includes stopping the vehicle in a safe place prior to making or taking a call.
- B. **MOTION by David Rose and seconded by Jim Fuller to readopt the Personnel Policies for Health and Safety. Motion passed unanimously.**

6. **Discuss Holiday Party**

- A. Frank Heald advised that this has been presented to the Select Board and is different than past years. They are suggesting holding the Holiday Party at the Community Center. It would be a catered event in the cafeteria and they have not resolved the lighting yet. Seating would be at the regular cafeteria tables.
- B. Bob Gilmore asked if they had gotten bids from caterers yet.
- C. Frank Heald said it was only presented to the Select Board last night and he wanted to get input from the Trustees prior to proceeding. He discussed the issue of alcohol on town property with the Select Board and his suggestion is that it be allowed only in situations with a licensed, properly insured catering vendor that would be responsible for control of alcohol use. He does not recommend BYOB.
- D. Loran Greenslet said that they used to hold weddings at the armory.
- E. Bob Gilmore said that as a caterer, he always puts the onus of liquor on the owner and not himself.
- F. Jim Fuller asked if any caterers in town have liquor licenses.
- G. Bob Gilmore said not that he knows of. They would need to check with establishments that have catering and liquor licenses.
- H. Jim Fuller asked how many people generally attend.
- I. Frank Heald said 80 last year and up to as many as 108.
- J. Bob Gilmore asked what the Select Board wants to do.
- K. Frank Heald said solicit proposals.
- L. Bob Gilmore said it might end up being more expensive that way because the vendors may have their own establishments and need to hire additional personnel.

7. **Project Updates**

- A. **Water Project**



end of the year and escrow the balance until the completion of the project. The interest is 2.25%

- B. MOTION by David Rose and seconded by Jim Fuller to execute and sign the additional \$500,000. Motion passed unanimously.
- C. Mary Jane O'Hara asked how the balance is disbursed among the ratepayers.
- D. Frank Heald said that an information packet had been sent out to all taxpayers. He said \$800,000 in a 20-year note to the state, \$900,000 +/- to the USDA at 2.25%. Frank Heald added the Village might also get an additional 20% green grant because of the water conservation.
- E. Mary Jane O'Hara asked the number of ratepayers on the water system.
- F. Frank Heald asked Mary Jane O'Hara to stop by the office tomorrow and he would give her a copy of the packet. He added that the projects would be under budget.

9. **Other Business**

A. **Timber Creek II Development**

- i. Andy Becker introduced himself and explained that he and his partner, Ted Rossi are planning to develop land off of Trailside Road on Okemo. He referred to drawings that showed where the project would be located and also a draft site plan. They already have a 15-lot development on the lower side of Trailside Road. He indicated there would be a ski lift within the project that would unload at the bottom of Okemo's South Face chair lift. He said there would be 22 single-family units, 72 duplex units and 114 condominium units. There will also be a smaller chairlift for skiing within their property. He explained that the upper section of their property is bear habitat and cannot be developed with the exception of the drilling water wells and constructing a storage tank. This property will not be a portal to Okemo or for the general public. It will be for residents and their guests only but there will be a public section in their base lodge for people who ski down.
- ii. Bob Gilmore asked how large the base lodge would be.
- iii. Andy Becker said 18,000 square feet. He said the snowmaking, grooming and ski patrol would be provided by Okemo, but stressed that Okemo is not a partner in this project and has no financial interest in it. Residents and guest within the project will need to buy Okemo lift tickets if they want to ski at Okemo. He said that he and his partner got an option on the land in 2004. They hope to file their applications with the DRB in December and to Act 250 by the end of this year.
- iv. Bob Gilmore asked about traffic issues.
- v. Andy Becker said it would be a private, gated access area only and there would be no public day use parking. He said that they want to hook the project onto the Village Sewer system. They've looked at the allocation and hook on fees and have determined it would be an extraordinary amount of money to put out at one time. He wants to make a proposal to the Trustees (See copy attached.) in which he receives a letter from the Village confirming the ability to serve this project without making having to make the allocation payment at the issuance of the letter. He proposes that at the time of DRB and Act 250 approvals, the developer would pay \$50,000 as a placeholder to insure allocated capacity. Then at the time construction commences on a building, full allocation fees to be paid on a structure-by-structure basis with full hook-on fees to be paid at the time COs are requested for any structure. He said that they hope to have the necessary permit approvals by the end

of 2011 or 1<sup>st</sup> quarter 2012 and close on the purchase of land by 1st quarter 2012. They would then build a sales office, one ski trail and a lift. During the period 2013-2014 they hope to begin building what's been presold sold.

- vi. Bob Gilmore asked about the single-family homes.
- vii. Andy Becker said they would sell the lots and probably not build themselves. He said that their builder is Bensonwood Homes based in Walpole, New Hampshire.
- viii. Bob Gilmore said that the treatment plant has the capacity for this project and that the Board would need to discuss this proposal very thoroughly. The Board would try to work with them. This would have to be discussed in Executive Session.
- ix. David Rose said that he would like to go on record that he's presently employed by the firm doing the engineering for this project and that he would not be voting on it.

B. By-Way Letter

- i. Frank Heald said that he had not sent out the letter in support of the Scenic Route By-Way and has a copy for board signatures tonight.

C. Jamie Farquhar Recognition

- i. Frank Heald advised that on October 29, 2010, Jamie Farquhar retired after working over 40 years for the town. There was a plaque and luncheon. He suggested that the board authorize him to write a letter of appreciation on behalf of this board to Mr. Farquhar.
- ii. There was board consensus that Frank Heald should send a letter on behalf of the board to Mr. Farquhar.
- iii. Bob Gilmore asked Frank Heald to put a copy of the letter into each board member's box.

10. Set Date for December Meeting

- A. Next regular meeting will be December 7<sup>th</sup> at 6:00 p.m.

11. Possible Executive Session/Contracts

- A. Frank Heald said that no Executive Session is needed.

12. Adjourn

- A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:50 p.m.

Respectfully submitted,  
Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Jim Fuller

**TIMBER CREEK AT OKEMO NUMBER II, LLC**

**PROPOSAL TO LUDLOW VILLAGE BOARD OF TRUSTEES**

**I. Summary of Total Fees Based on Present Unit Count**

A. Allocation Fees:

693 Projected Bedrooms @ \$780/bedroom = \$ 540,540.00

B. Hook Up Fees:

209 Units @ \$4,500/unit = \$ 940,500.00

C. Enterprise Fund:

208 Residential Units @ \$500/unit = \$ 104,000.00

D. Administrative Permit Fees:

186 Units @ \$ 150/unit = \$ 27,900.00

1 Commercial Structure @\$200/unit = \$ 200.00

Plus \$.10/sq foot = \$ 1,800.00

E. Fire Department Fund:

400,000 Square feet @ \$.35/sq foot = \$ 140,000.00

*TOTAL FEES:* \$1,754,940.00

**II. Proposal Regarding Sewer Allocation Fees**

- A. Town to provide an "Ability to Serve" letter confirming that the Sewer Plant has capacity at the present time to serve this project without present payment
- B. At the time the project receives DRB and Act 250 approvals, developer to pay a fee of \$50,000 as a "place holder" to insure allocated capacity. This fee is to be taken off of the last of Sewer Allocation Fees to be paid by developer
- C. At the time construction commences on any structure within the project, full allocation fees to be paid on a structure by structure basis
- D. Full hook-up fees to be paid at the time Certificates of Occupancy are requested for any structures.