

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, DECEMBER 13, 2022

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TRUSTEES PRESENT:

Earl Washburn, Vice Chairman Bob Brandt (phone)

TRUSTEES ABSENT:

David Rose, Chairman

STAFF:

Scott Murphy

OTHERS PRESENT:

Andrea Goldman Meredith Milliken Charlie Rimer

1. **Call To Order**

- A. Earl Washburn called the regular meeting of the Village Trustees to order at 6:07 p.m.
David Rose absent.

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

- A. Scott said no changes are needed.

3. **Approve Minutes from Previous Meetings**

- A. Earl Washburn advised the minutes to be approved are from the regular meeting of November 1, 2022.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of November 1, 2022, as amended. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Sewer Allocation Request**

- A. 47 Depot Street. – Michelle Suker

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- i. Scott Murphy advised that this is an application to change from Office to Commercial Use. He said that no new allocation is needed
 - ii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the request from Michelle Suker to change the use. There is no additional allocation fee. Motion passed unanimously**
 - B. 91 Route 103S – Sam’s Steakhouse
 - i. Scott Murphy advised that this is an application to increase seating from 125 to 200. \$10,237.50 for increased allocation (75 seats @ 30 GPD x \$4.55/GPD = \$10,237.50)
 - ii. **MOTION by Earl Washburn to approve the request from Sam’s Steakhouse for increased seating from 125 to 200 for a total of \$10,237.50 Motion passed unanimously.**
 - C. 79 Freedom Hill South. – Peter Gil
 - i. Scott Murphy advised that this is an application for a new 3-bedroom allocation. Allocation fee is \$780.00 per bedroom = \$2,340 plus hook-on fee of \$4,500 for a
 - ii. 3 bedrooms at \$780.00 \$2,340.00
 - iii. Hook On Fee \$4,500.00 \$4,500.00
 - iv. TOTAL \$6,840.00
 - v. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the allocation fees of \$2,340 and hook-on fee of \$4,500 for a total \$6,840.00 Motion passed unanimously.**
 6. **Errors and Omissions**
 - A. Scott Murphy said that the assessor has 2 parcels to add to the Village Tax Roll from a subdivision. We check this periodically. These properties were part of the American Legion property.
 - B. **MOTION by Bob Brandt and seconded by Earl Washburn to accept the additions to the Village Tax Roll. Motion passed unanimously.**
 7. **Sidewalk Project on Lower High Street**
 - A. Scott Murphy advised that last month you heard about a delay in the project, and the contractor admitted his fault. Now, the contractor would like clarification concerning spring construction plans due to length of time to pre-order materials. He said that at their last meeting, David Rose had suggested that we should take it away from them and move it into one larger project. At this time, the contractor needs to know if he should order the materials.
 - B. Earl Washburn said that his opinion is that we should move forward with this project.
 - C. Bob Brandt agreed, saying he would like to see the project done.
 - D. Scott Murphy said that all he needs is the consensus of the board and will tell the contractor to order the materials. We would like to have this done by 5/31/2023.
 - E. Earl Washburn said he would like to see it done before Memorial Day.

8. **Other Business**

- A. **Paving driveway and Parking Area behind the Armory Building**
- i. Scott Murphy said that David Rose asked for an estimate. He said that the parking area would cost \$43,550.00 and the driveway entrance road would be \$22,880.00. He said quote was from last April and prices would have increased. He said that he can approach the Select Board and they may split the costs.
 - ii. Earl Washburn asked if they can redistrict the street.
 - iii. Scott Murphy said there is a process and the road has to be built to town road standards. He said they looked into composite paving and he will talk to Ron Tarbell, it may be less expensive.
 - iv. Bob Brandt said that the composite keeps the ground from moving. They used it at Billings Farm. Grass does grow through it. It is underneath the paving.
 - v. Scott Murphy said he will get together with Bob Brandt to look into it and put it on the agenda for next month. There is a lot of traffic on that road.

9. **Municipal Manager Updates**

- A. **Follow-up on Electric Charging Station Installation and Lack of Permits**
- i. Scott Murphy said that the owner signed a contract with the state and was told they didn't need a permit. They did.
- B. **Wastewater COVID Tracking System**
- i. Scott Murphy said the system tracks COVID through the wastewater system. We are one of 3 towns in Southern Vermont that has signed up. It does not cost the town. It gives the state a better handle of COVID in the area and new strains. We test weekly. He said that the first week, we tested way above the average new cases in the county. He added that was Thanksgiving Weekend. The second week we dropped too below average. He said that starting in July 2023; the state will require 24 hour tracking systems for influent and effluent. The device to do this is \$4,500/unit and we would need 2. He hopes to buy on in this fiscal year and one in the next.
- C. **Rental Registry Vendor Collection of Data**
- i. Scott Murphy said that the Select Board has contracted with Granicus to collect and collate data regarding short term rentals. There was quite a bit of discussion on this and they decided to move ahead with just the gathering of information. At this time, they are not establishing a rental registry. They want to see what they have first. Their goal is to collect and evaluate the data. If the Trustees do not want this, we can pull the town data only.
 - ii. Earl Washburn said that his position is that this is a duplication of efforts with the private insurance industry and it is administrative costs that are being forced down our throats that we don't need.
 - iii. Bob Brandt said that the town will pay for this first go around. They will just be collecting data on how the short term rentals are advertising and number of people per room. This will also help with sewer collection. He said he thought it would be okay to gather information during the holidays.
 - iv. Earl Washburn said it would be more information to make it easier prove his argument.

10. **Set Date for Next Meeting**

- A. Next regular meeting will possibly be on January 3, 2023 at 6:00 p.m.
- B. Date for FY24 Proposed Budget Discussion
 - i. Earl Washburn asked Scott Murphy if they would be sent draft copies before the meeting.
 - ii. Scott Murphy said yes and he will include David Rose, who may want to meet earlier.

11. **Sign Warrant Orders**

- A. Warrant orders have been signed.
- B. Scott Murphy said he will meet with Bob Brandt to sign the warrants.

12. **Possible Executive Session/Personnel/Contracts/Legal Issues**

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

13. **Adjourn**

- A. **MOTION to adjourn by Bob Brandt and seconded by Earl Warren. Motion passed unanimously.**
- B. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk