

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, OCTOBER 4, 2022

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TRUSTEES PRESENT:

David Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Joe Gaudiana

OTHERS PRESENT:

Glenn Heitsmith

John Neal

1. **Call To Order**

A. David Rose called the regular meeting of the Village Trustees to order at 6:00 p.m.

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

A. Scott Murphy suggested that they discuss Agenda Item #7 after Item # 5 – Sewer Allocation. The board agreed.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of September 6, 2022

B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of September 6, 2022, as amended. Motion passed unanimously.**

4. **Comments from Citizens**

A. There were none.

B. Glenn Heitsmith arrived to the meeting late and asked if he could speak. He asked that the municipal garbage cans disappear every November 1st. He said that people still have trash and he requested that at least some of those cans be left out through the winter.

5. **Sewer Allocation Request**

A. 1 Gleascott Ave. – Sandra Arcara

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- i. Scott Murphy advised that this is an application for two additional bedrooms to an existing 3 bedroom house for a total of 5 bedrooms.
2 bedrooms at \$546.00 \$1,092.00
 - ii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the request from Sandra Arcara for an allocation for an additional bedrooms to an existing house. Total \$1,092.00 Motion passed unanimously.**

 6. **Possibly Approve Changes to Personnel Policy for Part Time Employee Holiday Pay**
 - A. Scott Murphy said that they discussed this last month and the board did approve the changes. At this point, the board now needs to approve the changes to the Personnel Policy. The Select Board approved it last night.
 - B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the changes to the Personnel Policy as highlighted and presented. Motion passed unanimously.**

 7. **Okemo Mountain Resort/Town Update – John Neal, Director of Resort Operations to Give Update on the Resort’s Preparations for the Winter Season**
 - A. John Neal said there were a couple of situations last year when they has to close all of the parking lots. It was a challenging year, much of it with staffing issues. He said that in previous years, they usually had 14 to 16 CDL licensed bus drivers. Last year they only had 6 busses running and couldn’t move people fast enough. They did do some signage. He said that he is responsible for parking, transportation and shuttle buses. This year, they have hired Pro Driver for CDL training. They have 7 new hires, 4 interviewed and 2 that need passenger endorsement. They will continue to park the Upper and Loft lots first and will close the upper lot earlier. They will then start loading the Red and Blue lots at the same time to help get people off the road faster. He said that he was more hands on last year and the teams have been discussing better ways to load the lots. They will also be limiting day passes and once a certain number of tickets have been sold, they will sell no more tickets for that day at the Mountain. Only EPIC pass holders will be allowed in.
 - B. David Rose said that last year, even High Street was backed up and thought the EPIC passes have brought more people.
 - C. John Neal said that the EPIC pass has changed skiing, making it more affordable. A season pass used to run between \$1,500 and \$1,600; the EPIC pass about \$600 to \$900. He said that the infrastructure needs to catch up. They have had issues with cars.
 - D. David Rose said that Okemo’s permits are based on parking and the comfortable carrying capacity. He said we were overrun last year.
 - E. John Neal said last year there was a weather incident where the southern ski areas, like Stratton, Bromley and Mount Snow had rain and ice, while Okemo had snow. There were so many people that it was hard to manage. He said that the CCC is not public information, and we had never before seen it reach CCC. He said that they are still monitoring traffic for the holiday periods.
 - F. David Rose asked if they would bring back the road show from Shaw’s to the stop light.
 - G. John Neal said that he has been working with Chief Billings, and the chief doesn’t want the road show. He said it was more effective with an officer at the light. He said that the Windsor County Sheriff doesn’t help, but also slowed traffic. He said that he is working closely with the Chief and he is always supportive. He said that the last 3 years have been

the most challenging with COVID and staffing and he is optimistic for this year. He said that even Pleasant Street and Dug Road were backed up.

- H. Glenn Heitsmith asked if they will be limiting the sale of day tickets on line.
- I. John Neal said yes.
- J. Glenn Heitsmith asked if there is a similar weather situation this year, will they be able to handle it with the sale of more EPIC passes.
- K. John Neal said that with staff and buses we will manage better, it may not be perfect. We are hoping for better snow all over Vermont.
- L. Glenn Heitsmith asked if there have been discussions about using Okemo Field for additional parking.
- M. John Neal said there are always discussions. He said they did not have enough buses last year. If we get more drivers, there may be more opportunities.

8. **Review Possible Projects to Be Funded by American Rescue Plan Funds Plan (ARPA)**

- A. David Rose said that we have discussed this at the last few meetings.
- B. Scott Murphy said that in their packets, he included a list of projects that other towns have used the money for: they included: fiber optics, equipment, generators.
- C. David Rose said he would like to put some toward sidewalks.
- D. Scott Murphy said they can use the funds for sidewalks. He said they can use it for almost any municipal activity.
- E. David Rose said he would like to use it for infrastructure in the village, sidewalks, and radar or crosswalk signs.
- F. Scott Murphy said there are also grants. He suggested looking at a portable, solar radar sign with trailer and battery back-up. He said that the town is also looking at these. He said they run about \$9,500.
- G. David Rose asked about the crosswalk signs with flashing lights.
- H. Scott Murphy said they cost about \$10,000.
- I. David Rose asked about replacing the drainage on Mountain Road from just below the railroad trestle.
- J. Scott Murphy advised that they would have to fill in 3 culverts and the job would run about \$105,000 to \$110,000. He said Village has received about \$228,000.
- K. David Rose said if that is done, they wouldn't be able to do as much sidewalk work. He added that the Village will also receive the 3/5 highway money from the town that could be used.
- L. Scott Murphy said that the sidewalk and the curb from Gleascott Avenue, by Richard Harrison's house to Commonwealth Avenue will be replaced this year. The cost is about \$250 per linear foot including granite curbs.
- M. Bob Brandt said that some of the other sidewalks already have granite curbs.
- N. Earl Washburn suggested they look at the last few budgets and see what they pulled and put off.
- O. David Rose he would like to work on infrastructure.
- P. Scott Murphy said he will put together a short list for their next meeting.
- Q. David Rose said he would like to know how many feet of sidewalk they should do and where.
- R. Scott Murphy said the funds have to be committed by December, 2024 and spent by December 2026.

9. **Possibly Approve Municipal Planning Grant (MPG) Application**

- A. Scott Murphy said that the Select Board signed this last night. This board needs to sign the resolution and it will be a co-Town and Village project. He said they will be working with Jason Rasmussen. The application is to compile housing data and identify housing needs, with the focus on long-term vs. short-term rentals, seasonal rentals and affordable work-force housing. The Regional Planning Commission will facilitate one public meeting and conduct one community survey and coordinate with the municipal boards and Chamber. They will identify possible tools that the town and village might use to address the housing issue and develop an action plan that summarizes the findings and develops priority implementation steps. He said this request is for \$20,803, with a 10% match: \$2,080 (split between the town and village).
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve and sign the resolution for the Municipal Planning Grant. Motion passed unanimously.**

10. **Possibly Appoint New Water Commissioner – Jacqueline Geer has submitted a letter of interest**

- A. David Rose said that they have been looking for a replacement since George Abraham resigned in May. He said that the Water Commissioners met with her earlier and she is interested in the position. He said she lives on Gill Terrace and is on the voter check list.
- B. **MOTION by Earl Washburn and seconded by Bob Brandt to appoint Jacqueline Geer as Water Commissioner. Motion passed unanimously.**

11. **Possibly Adopt Cash Receipts, Petty Cash Policy**

- A. Scott Murphy said that the auditors pointed out that we do not have a policy for how to handle cash and cash receipts and we should. He said the Select Board approved this at their meeting last night.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve and adopt the Cash Receipts and Petty Cash Policy. Motion passed unanimously.**

12. **Other Business**

- A. **Should the Trustees consider “back-charging” for homeowners who have knowingly added bedrooms without paying for the increased allocations?**
 - i. Scott Murphy said that there has been some discussion about this before and would like to put it on the agenda for their next meeting. He gave as an example, a house with a 3 bedroom sewer allocation that advertises that it sleeps 16. The owners did not update this on the town records. When they go to sell, they need a CO and this is found out.
 - ii. David Rose said that in the past, we did back-charge the current owner from the date they purchased the property if the bedroom count does not match the allocation.
 - iii. Scott Murphy said he will draft a policy for next month’s meeting. He said that situations like this come up frequently.
- B. **Water/Sewer Bills**

- i. David Rose said that water bills come out on June 9th and are due on July 9th. These bills are for service from July 1st through December 31st. He said that there are people who don't pay the bills on time and we haven't been charging interest. He would like to look at this at their November meeting. He said the next billing cycle will have bills going out in November and due in December.
 - ii. Scott Murphy said that years ago, it was decided not to charge interest.
 - iii. David Rose said he would like to put this on the agenda for the last meeting.
 - C. Wastewater Treatment Facility
 - i. David Rose asked how things are going.
 - ii. Joe Gaudiana said everything is getting done. He said the 2 new guys will be taking the Water Exam on November 5th. Seth and Trey are taking a 7 week course and doing well.
 - iii. David Rose asked, thinking ahead, to consider the next sewer projects: pipe lining.
 - iv. Joe Gaudiana asked about the pipe under the Vail Bridge.
 - v. David Rose said that will be done after the bridge is done. He asked about camera-ing.
 - vi. Joe Gaudiana said the state has a lot to do with it because of the water and erosion.
 - vii. David Rose said there is a plan to armor the pipe under Vail Bridge next year as the bridge builders would not allow it to be done while they were working on the bridge.
 - viii. Joe Gaudiana said that Chuck Craig has 3 or 4 options.
 - ix. David Rose asked about possible additional pipe wrapping other lines on the system to reduce infiltration as we did last year on lower Main Street.
 - x. Joe Gaudiana said that maybe it was too tight. We are not getting the flows at the plant that feed the Chloride and Sodium phi sulfate and we are manually adjusting the flows.
 - D. Manholes
 - i. David Rose said that the manhole by Cota & Cota needs some work.
 - ii. Joe Gaudiana said the Manash coming in November to clean manholes and once that's done, they will fix it.. He said that there are about 15 to 20 manhole tops that need to be completely cut out and repaired.
 - iii. Bob Brandt said that the sidewalk is getting done and asked if there is a cut-off date.
 - iv. Scott Murphy said that Fuller is coming to pave High Street and a small area by Killarney's.

13. **Municipal Manager Updates**

- A. Ordinance Violations Update
 - i. Scott Murphy said we sent notices and some have made corrections – Junk or Junk Vehicle ordinance. He said that tomorrow the defendant, acting as his own attorney, is coming to depose him. We are hoping for a court trial date after that.
 - ii. David Rose asked who records the deposition.
 - iii. Scott Murphy said the defendant does it all.
 - iv. David Rose asked what would happen to the owner of the land the Mill was on.

14. **Set Date for Next Meeting**

- A. Next regular meeting will be on November 1, 2022 at 6:00 p.m.

15. **Sign Warrant Orders**

- A. Warrant orders have been signed.

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

- A. Scott Murphy said that an Executive Session is needed to Discuss Contracts - 1 VSA 313(a) (1)
 - i. MOTION by Bob Brandt and seconded by Earl Washburn to enter into Executive Session for Contract. Motion passed unanimously.
 - ii. Board entered into Executive Session at 6:39 p.m.
 - iii. Board exited Executive Session at 6:50 p.m. No action taken.

17. **Adjourn**

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

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk