

8. Other Business:

9. Municipal Manager Updates:

10. Set Date for Next Meeting: (April 2, 2024)

11. Sign Warrant Orders:

12. Possible Executive Session/Personnel/Contracts:

13. Adjourn:

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, February 6, 2024

6:00 PM

HEALD AUDITORIUM

Village Trustees Meeting – Zoom Link

Meeting ID: 984 2249 8745

Passcode: 045593

One tap mobile

+13126266799, 98422498745#,,,,*045593# US (Chicago)

+16469313860, 98422498745#,,,,*045593# US

Dial by your location

<https://zoom.us/j/98422498745>

TRUSTEES PRESENT:

Bob Brandt, Chairman

Earl Washburn,

Justin Hyjek

STAFF:

Brendan McNamara

OTHERS PRESENT:

Dan Buckley

James Young

AGENDA

1. Call to Order

- A. Bob Brandt called the meeting to order at 6:00 p.m. All members present.
- B. Bob Brandt asked everyone for a moment of silence honoring Herb Van Guilder and Howard Barton, Sr. both passed recently and both did a huge amount of work for the Town and Village of Ludlow.

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

- A. There were none.

3. Approve Minutes from Previous Meeting

- A. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the minutes from the regular meeting on January 2, 2024 and the special Joint Board meeting on January 24, 2024 as presented. Motion passed unanimously.**

4. Comments from Citizens

- A. There were none

5. FEMA Update

- A. Brendan McNamara advised that there is nothing new. They are working on finishing putting together a couple of projects' damages and costs. They are on the back side of the projects and hope for funding soon. The total cost of damages and repairs to the Town and Village of Ludlow was about \$2.9 million. He said that next week we will meet onsite at the plant to discuss options for mitigation or relocation of the plant. We will look at all options.
- B. Justin Hyjek asked about FEMA updates
- C. Brendan McNamara said that there is not much and the Select Board removed it from their agenda.

6. Allocation Review and Possibly Approve

- A. Increase in Allocation - 21 Coleman Brook Road, M02 Solitude
- i. Brendan McNamara advised that the applicant wishes to increase their allocation from a 5 bedroom house to an 8 bedroom house.
 - ii. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the increase in allocation from a 5 bedroom house to an 8 bedroom house. Motion passed unanimously.**
- B. Increase in Allocation - 86 Andover Street
- i. Applicant wishes to increase their allocation from a 2 bedroom house to a 3 bedroom house.
 - ii. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve the request to increase their allocation from a 2 bedroom house to a 3-bedroom house. Motion passed unanimously.**
- C. Increase in Allocation - 937 Okemo Ridge Road, Solitude
- i. Applicant wishes to increase their allocation from a 5 bedroom house to 6 bedroom house.
 - ii. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the request to increase the allocation from a 5 bedroom to a 6 bedroom house. Motion passed unanimously.**
- D. NOTE:
- i. Brendan McNamara advised that the next two, Eight Oh Brew and Mr. Darcy's were discussed at the Water Commissioners' meeting tonight. The commissioners have not done this in the past and tabled the discussion for more information about base costs. Brendan

- McNamara recommended that this board also table the discussion until next month's meeting.
- ii. Justin Hyjek said this board could structure the vote to include a commercial base rate.
 - E. Rate Reduction due to Flood - Eight Oh Brew
 - i. tabled
 - F. Rate Reduction due to Flood - Mr. Darcy's
 - i. tabled
 - G. **NOTE:**
 - i. Brendan McNamara advised that both Subway and Sam's have been approved by the Select Board to proceed with the FEMA buyout. They will not be reopening. If they did reopen and have relinquished their allocations, they will have to reapply for a new allocation.
 - H. Rate Reduction due to Flood - Subway.
 - i. Brendan McNamara advised that Subway is asking for removal of charges since July 2023 and to relinquish their allocation.
 - I. Removal of allocation/billing due to flooding - Sam's Steakhouse
 - i. Brendan McNamara advised that Sam's is asking for removal of charges since July 2023 and to relinquish their allocation.
 - J. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the request from Subway and Sam's to remove billing retroactive to July 2023 and to allow them to**
 - K. **relinquish their allocations. If they do reopen, they will have to reapply for a new allocation. Motion passed unanimously.**
 - L. Justin Hyjek asked what is holding up approval to start work at the Mill.
 - M. Brendan McNamara said there are permitting issues with the DRB, and with Flood Management, along with internal issues.
 - N. Justin Hyjek said he is hoping that we can expedite this so they can open as smoothly and soon as possible.

7. Department Head Reports

- A. Sewer Department
 - i. Justin Hyjek noted that they treated 13.6 million gallons at the plant in January, and asked what it was last year.
 - ii. Brendan McNamara said he would guess that we are a little below last year. He said that last weekend was the busiest of the year so far.

8. Budget Discussion - Possibly Set Up Budget Meeting Date

- A. Brendan McNamara said that he will send a draft within the next couple of days. He distributed a draft copy of the Annual Village Report. He suggested possibly having a special budget meeting within the next few weeks.
- B. Bob Brandt said he will be away, but will have phone service.

9. Aged Receivables

- A. Brendan McNamara advised that the account status is good. They have cleaned up some of the numbers in the 120 days. He said they can't turn off wastewater. We are trying to work out

agreements with some of the accounts. He said if the properties sell, the bills will be paid at closing. He added that some of the properties are up for tax sale. That should take place within the next month.

- B. Justin Hyjek asked about any properties that are just Water that are not responding.
- C. Brendan McNamara said that is the Water Commissioners area. There are some, but you can't turn water off in the winter. Some of the properties are rentals and you can't turn off their water because of renters' rights. We are making good progress.

10. Other Business

A. Website Update

- i. Justin Hyjek asked about the new website.
- ii. Brendan McNamara said we have to do a survey - describing our needs. The old contract was renewed in April. We have to explore. The new website is included in the budget. We have to look at options. We may want to have online bill payments, and fillable forms. He said the Planning and Zoning Department could post its own agendas. This would give the departments more ownership.
- iii. Justin Hyjek said the Recreation Department could benefit.

B. ARPA Funds

- i. Justin Hyjek asked about the ARPA funds.
- ii. Brendan McNamara said the Select Board will set a meeting after Town Meeting. It will be a joint meeting.
- iii. Justin Hyjek asked if the funds are separate for the Town and Village, what about parks. Can the funds be combined?
- iv. Brendan McNamara said he would find out for sure. He said some of the funds could be used to update the Audio/Visual system in Town Hall. That would be town and village.

11. Municipal Manager Updates

A. Highway Department Backhoe

- i. Brendan McNamara advised that the highway department needs a new backhoe. The current one is a 2015 and in need of repairs amounting to about \$44,000, including a new transmission. It would not be financially responsible to do the repairs. He said that Ron Tarbell is getting quotes for leases - about \$32,000 to \$36,000 per year for a 5 year lease. This may be the way to go. We will have to schedule a joint board meeting to make a decision.
- ii. Justin Hyjek asked about the trade-in value of the one we have.
- iii. Brendan McNamara said it varies, but we got one offer for \$10,000. He said that highway equipment is used when the roads and conditions are not good - snows, floods. We have a good in-house mechanic and the equipment is well maintained. We just got a new grader. The cost for this is about \$150,000 to \$175,000.
- iv. Justin Hyjek said it is better to lease.
- v. Brendan McNamara said they are looking at leasing. With a lease, you always have newer equipment. Some leases end at 5 years and you can roll it over to buy, but you know the payments.

B. Joe Guadiana

- i. Brendan McNamara announced that Joe Guadiana has been named Regional Water/Wastewater Operator of the Year 2023. This is a huge credit to Joe. He kept that plant running despite all of the flood damages. There is a plaque in the office for him.
THANK YOU JOE!!!

12. Set Date for Next Meeting

- A. Justin Hyjek said that the 5th is town voting.
- B. Meeting will be held at 6:00 p.m. on March 5, 2024 in the Howard Barton, Jr. Conference Room

13. Sign Warrant Orders

- A. Warrant orders were signed

14. Possible Executive Session

- A. None needed

15. Adjourn

- A. **MOTION by Earl Washburn and seconded by Justin Hyjek to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:27 p.m.

Respectfully submitted,
Lisha Klaiber

Bob Brandt, Chairman of Trustees

Earl Washburn, Vice Chair

Justin Hyjek

PRELIMINARY MINUTES

VILLAGE OF LUDLOW, VERMONT
VILLAGE TRUSTEES

THURSDAY, FEBRUARY 22, 2024

SPECIAL MEETING

HOWARD BARTON, JR. CONFERENCE ROOM

AGENDA

Board Members Present:

Earl Washburn, Vice Chair Justin Hyjek, Clerk

Staff Present:

Brendan McNamara

Board Members Absent:

Robert Brandt

1. Call to Order:

- a. Earl Washburn called the special meeting to order at 8:35 a.m., and led with the Pledge of Allegiance.

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

- a. None

3. Review and Possibly Approve Village Budget – FY2025:

- a. **MOTION to approve the Village FY2025 as presented by Justin Hyjek and seconded by Earl Washburn. All in favor and the motion passed unanimously.**

4. Possibly Approve and Sign Warning for the 2024 Annual Village Meeting:

- a. **MOTION by Earl Washburn and seconded by Justin Hyjek to remove the Public Informational Meeting on March 25, 2024 and approve/sign Village Warning. All in favor and the motion passed unanimously.**

5. **Other Business:**

a. None

6. **Adjourn:**

b. **MOTION to adjourn by Justin Hyjek and seconded by Earl Washburn. All in favor and the motion passed unanimously.**

b. Meeting adjourned at 9:17 a.m.

Respectfully Submitted,

Brendan McNamara
Recording Secretary

VILLAGE OF LUDLOW
TRUSTEES

Robert Brandt, Chairman

Earl Washburn, Vice Chair

Justin Hyjek, Clerk

RECEIVED

JAN 30 2024

MUNICIPAL OFFICE

David Del Tufo
c/o Eight Oh Brew
30 Ellsworth Street
Rye, NY 10580

January 26, 2024

Village of Ludlow Water/Wastewater Dept.
PO Box 359
Ludlow, VT 05149

Re: act # 531005, Location: 145 Main Street

To Water Commissioners and Village Trustees,

This letter is to request a "hold" be placed on the above reference property for Water/Wastewater for this billing period of 01/01/2024-06/30/24. The reason for the request is due to the flood from July 10th. Eight Oh Brew has been out of business since the day of the flood. We have not been able to re-open as soon as hoped and do not expect to be reopen for at least 2-3 more months. We are asking that our account be placed on hold until we re-open.

In addition to the "hold" request, we are asking that our previous billing period of 07/01/23-12/30/24, which was paid in full, be re-evaluated for the same reasons stated above, Eight Oh Brew has not been open since July 10th 2023. We have not had nor currently have water and no bathrooms in use.

In summary, we are in the process of re-building the business and will be back up and running in the future but we are asking for some relief from the past billing period and that this billing period be placed on hold until we re-open. We understand that we will need to pay the base charges for water and sewer.

Thank you for your consideration to this matter.

David Del Tufo
(914) 325-2442



1/31/24

Sams Steakhouse

91 RT 103 South Ludlow, Vermont 05149

Water Commission, Village Trustees of Ludlow,

MR. DARCY'S

We are writing this letter asking for a billing reduction to be reduced to commercial base fees only so we are able to keep the allocation. We are asking for all consumption charges for the billings beginning July 2023 be removed.

The property has been vacant since the flood in July 2023. While we are still uncertain what the future of the property holds we are HOPEFUL.

SAMS

We are asking for all consumption charges for the billings beginning July 2023 be removed. The property is in the middle of a FEMA buyout process. We DO NOT need to keep allocation for this property. And water should be shut off.

Any questions please feel free to reach out,

Sherry Dennett

Director Four Square Hospitality

sherry@foursquarehospitalityvt.com

(802) 376-7174

LUDLOW HIGHWAY DEPARTMENT

Monthly Report – February 2024

- Winter Highway Maintenance
- Transfer Station
 - Crushed & Load Dumpsters
 - Demo
 - cardboard
 - Turning compost
- Equipment Maintenance
 - Police Cruiser Maintenance
 - Ambulance Maintenance
 - Maintenance on highway trucks/ equipment
- Trees & Brush
 - Ongoing Clean-up from Storm Damage
 - Cut/Chip Brush Trailside-Old Weston Mtn. Roads
- Other/Miscellaneous
 - FEMA documentation
 - New 2024 Backhoe was delivered
 - Winging snow back/Pushback Intersections, turn arounds
 - Cold patching Ongoing
 - Open Culverts/Drains ditches
 - Haul Winter sand
 - Weight limit signs- Installed
 - Open Culverts

Respectively submitted,

Ronald Tarbell
Highway Foreman

Sewer Department Monthly Report for February, 2024

- The Wastewater Treatment Plant is running perfectly and our numbers are great. We have about 85% of the plant's equipment up and running and the plant is handling the winter flows with no problems.
- All equipment is working as it should for normal, day-to-day process control.
- We are starting the process of having a new manhole installed on Plumley Avenue where the old one was washed away by the flood.
- We treated 10.7 million gallons of wastewater at the treatment plant in February.
- We shipped out 70,000 gallons of sludge.

Respectfully submitted,

Joe Gaudiana – Ludlow Sewer Department