

7. Aged Receivables Report:
8. Other Business:
9. Municipal Manager Updates:
10. Set Date for Next Meeting: (December 5, 2023)
11. Sign Warrant Orders:
12. Possible Executive Session/Personnel/Contracts:
13. Adjourn:

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

**TUESDAY, OCTOBER 3, 2023
IMMEDIATELY FOLLOWING THE PUBLIC HEARING**

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 Justin Hyjek Earl Washburn

STAFF:

Brendan McNamara Ulla Cook

PLANNING COMMISSION MEMBERS PRESENT:

Terry Carter Judy Pullinen
Andrea Goldman

OTHERS PRESENT:

Eric Alden Katie Knoll Bruce Schmidt
Scott Baitz John Neal Noah Schmidt

1. Call to Order

A. Bob Brandt called the meeting to order at 6:00 p.m. All members present.

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

A. Bob Brandt advised that no changes are needed.

3. Action on the proposed additions and changes to the Village of Ludlow Zoning and Flood Hazard Regulations

-
- A. Bob Brandt read the following:
- a) Add to Article 4 Section 430, Boarding House/Rooming House to the permitted uses of the Village R-C District
 - b) Add a new section “Employee Housing” (Section 520.15) and a new section “Conversions and Changes of Use” (Section 520.14) in the Village of Ludlow’s Zoning and Flood Hazard Regulations
 - c) Add new definitions to Article 7
 - d) Modify existing definitions in Article 7
- B. Justin Hyjek suggested the board vote on the above line by line.
- C. **MOTION by Justin Hyjek and seconded for discussion by Bob Brandt to approve the addition to Article 4 Section 430 as presented.**
- D. Earl Washburn said that he does not agree to changes to Article 4 Section 430. He asked who will administer police and inspect the houses. Will there be penalties for non-compliance
- E. Terry Carter said that the owner will not have to go to the DRB because it will now be a permitted use and Rose Goings can approve it from the Planning and Zoning Office. She asked for the board to move this item to the end of the discussion.
- F. Earl Washburn said there are too many open questions for him.
- G. Justin Hyjek asked Terry Carter if the Planning Commission had many any changes to this section since the last meeting.
- H. Terry Carter said no. She said this will make it easier for someone to be able to get a permit.
- I. Justin Hyjek suggested shelving this to the end of the list.
- J. Bob Brandt said they can hold it to last
- K. Justin Hyjek said that Section 520.15 is the only change in here.
- L. Terry Carter said this is a new section, Workforce Housing.
- M. **MOTION by Bob Brandt and seconded by Justin Hyjek to accept Section 520.15, with the deletion of items D and E.**
- N. Bob Brandt said that he has a room much smaller in area and can fit a bunk bed and dresser.
- O. Terry Carter said that State law sets the size minimum size. She said it is 70 square feet, not 75 as typed on the hand-out.
- P. Bob Brandt said the Fire Marshal will regulate this. If he says a room is big enough, he will make any needed comments. Bob Brandt said he does not think the Town and Village of Ludlow should regulate this.
- Q. Justin Hyjek said if it is workforce housing, the fire marshal will have to inspect it.
- R. Earl Washburn said this is overreaching. He said the fire marshal and insurance companies will inspect. This is trying to regulate every phase of the owner’s ability to use his property. He said it is a duplication of energy and efforts. He said it is overkill.
- S. **Motion passed, 2 in favor one against (Earl Washburn)**
- T. Justin Hyjek referred to Article 7, items c and d. He said that the Planning Commission had changed around the wording and he appreciates it.
- U. Terry Carter said they changed the last two words from Employee Housing to workforce housing.
- V. Bob Brandt said that at their last meeting, the board asked them to remove “25 guest rooms.”
- W. Terry Carter said she was outvoted by the rest of the Planning Commission board. She said that Fox Run is an inn and has more than 25 rooms
- X. Justin Hyjek said the old Best Western has 43 rooms.
- Y. **MOTION by Bob Brandt and seconded by Justin Hyjek to approve the article with the change of the number of rooms from 25 to 15. Motion passed with amended number of rooms, 2 to 1 (Earl Washburn – no.)**
- Z. **MOTION by Bob Brandt and seconded by Justin Hyjek to accept the other definitions as presented in Article 7. Motion passed 2 to 1 (Earl Washburn against.)**

- AA. Justin Hyjek noted that Section 520.14 – Conversions and Changes of Use was warned as part of Section B.
- BB. Terry Carter said this will make it easier for a business to convert the space and change the use. The parking requirements now allow them to use the Municipal parking lot. This is to help keep the village vital.
- CC. Justin Hyjek said the two items warned in Section B pertain to different things.
- DD. **MOTION by Justin Hyjek and seconded by Bob Brandt to approve Section 520.14 as presented. Motion passed 2 to 1 (Earl Washburn against.)**
- EE. **MOTION by Justin Hyjek and seconded by Bob Brandt to approve Section 430.**
- FF. Earl Washburn said that he still has not heard answers to his questions. – Who will police this?
- GG. Terry Carter said this change is to take Rooming House from being a Conditional Use to being a Permitted Use. It makes it easier for the property owner. For the most, they do not have to go to the DRB and Rose Goings can approve the permit.
- HH. Earl Washburn asked who inspect it.
- II. Terry Carter said the Zoning Office and the fire marshal.
- JJ. Earl Washburn said there is nothing in here to enforce the regulations.
- KK. **Motion passed 2 to 1 (Earl Washburn against.)**

4. **Approve Minutes from Previous Meetings**

- A. Bob Brandt advised the minutes to be approved are from the regular meeting on September 5, 2023.
- B. **MOTION by Justin Hyjek and seconded by Earl Washburn to approve minutes from the regular meeting of September 5, 2023 as submitted. Motion passed unanimously.**

5. **Comments from Citizens**

- A. There were none.

6. **FEMA UPDATE**

- A. Brendan McNamara said this is a continuing process and we are putting the pieces into the proper channels with descriptions - through the FEMA portal. We have hired a part time consultant who was recommended by the Regional Planning Commission and who has experience (from Irene) with what FEMA requires and how. He said they are meeting weekly with the FEMA project manager and now shifting to the damages at the Wastewater Treatment plant. We hope to see the submittals within the next 30 days.

7. **OKEMO WINTER UPDATE**

- A. Bruce Schmidt said that we (Okemo) need to communicate more with the Select Board and Trustees. They will be coming to meetings at the beginning and end of the ski seasons and whenever needed. Okemo is ready for the winter. We appreciate the support we got from the town and that we were able to support the town. We have completed the repairs to the base lodge and maintenance shop. The main parking lot has a new culvert, making it safer, with better access and egress. We have widened under the Black Ridge Chair, between Black Out and the Half Pipe. We have put in a new connector for beginners from the top. We will start

- snowmaking on November 1st – starting with World Cup to Chief and Sapphire to Upper and Lower Arrow. We will the Base, Sunburst and F10 lifts open. We plan to open mid-November. We will start snowmaking at Jackson Gore on December 1st and open December 8th.
- B. John Neal said that they are prepared to open. They will have expanded shuttle service to Cavendish Village Green and the Pointe. They have put in a new culvert and have discussed how best to off load and keep cars off Main Street. Things were better last year and hopefully even better this year. They will off-load 2 ways – lower and main lots at the same time and there will be a pedestrian walkway on the left side. They meet as a team weekly. They now have 12 CDL drivers and 4 non-CDL drivers. The debris in the Blue lot will be crushed and some moved to the Red lot to level is and make entering and exiting easier. We have been working with the Ludlow EMS department and can staff an ambulance for transfers to Springfield. We have EMTs on Ski Patrol to use the second ambulance, working with the Town. This way one ambulance can stay back. We will have a new message alert system that will alert WAYS, Google Maps and other similar apps as to traffic, parking, how many spaces are left. We have a transponder that notifies about ambulances. Prior to COVID, we were working with the Fire Department about training at the base lodge and Jackson Gore. We will be meeting with Chief Kolenda about resuming this.
 - C. Justin Hyjek thanked Bruce Schmidt and John Neal for coming to tonight’s meeting. He said that Okemo has listened to every complaint and comment and criticism and responded in facilitating solutions.
 - D. Bruce Schmidt said John Neal has been doing all of the heavy lifting. We have tried to work with the town. He wanted it make it clear that Okemo did purchase the crushed gravel and we truck it from the Blue Lot to the Red Lot. He thanked the board for the partnership during the flooding. He said the Company donated \$30,000 to the Vermont Community Foundation (Okemo, Stowe and Doer.) He said that they bought \$5,500 in gift cards to employees and \$3,000 in gift cards for employees with flood damages.
 - E. Earl Washburn said that his home at the Trailer Park was affected and Okemo employees came to help.
 - F. Bruce Schmidt said as part of the community, Okemo wants to help.
 - G. Justin Hyjek said he loves the collaboration with the Ludlow EMS and Okemo Ski Patrol. He asked with more trained people up on the Mountain, can patients be treated up there.
 - H. John Neal said they have to follow specific protocols, with transport and liability issues.
 - I. Justin Hyjek asked if Northstar will develop more of a trauma unit at the Mountain.
 - J. John Neal said he thinks there may have been some discussion.
 - K. Bruce Schmidt said that 20 years ago, you called the hospital and took patients there by car. Now, the Ski Patrol is under Springfield Hospital. There are more calls. He said if the Ludlow EMS team is out, we can send our people to help on another case, as well as sending our Paramedic. We are in conversations with Northstar. We haven’t found a way to make this all work, yet. We don’t want a clinic at Okemo, but will support a clinic in town.
 - L. Brendan McNamara said the town has had conversations with Bruce Schmidt and John Neal and we are moving forward. In the last 3 months, the town has hired 3 part time EMTs and another intern for a paramedic. We have hired employees, not just medical, but drivers for the ambulance.
 - M. Bruce Schmidt said our Ski Patrol employees work 4, 10 hour days and have time to also work for the Ludlow Ambulance.
 - N. John Neal said that since our partnership with Ludlow Ambulance, mutual aid calls have decreased from 25 to 4. That is a huge success.

8. **UPDATE/ACTION REGARDING TOWN/VILLAGE MERGER**

- A. Brendan McNamara said that he has had discussions about this and he recommends looking at a joint Select Board/Trustees meeting in November or December – one hour before the regular Select Board meeting. The two boards have to meet together to begin the process.
- B. Justin Hyjek said he would be happy to explore this.

9. **Department Head Reports**

- A. Brendan McNamara said that the departments are in. There were no comments

10. **Aged Receivables Report:**

- A. Brendan McNamara said that the letters will be going out with a 30 day deadline for possible discontinuation of service. He said there are extenuating circumstances and we try to negotiate payment terms.
- B. Bob Brandt asked if they are making any progress.
- C. Brendan McNamara said some.
- D. Justin Hyjek noted that the LLC owned properties owe \$13,290 over 120 days. He added that some of those are flood affected.
- E. Brendan McNamara said he deals with this on a case to case basis. Some are extenuating circumstances and their reasons are acceptable and we are willing to work with anything as long as it is continuous. Those who don't respond may have their service turned off.

11. **Other Business**

- A. Motions
 - i. Eric Alden said – as a suggestion, when a motion is being made, it is a “bit of a mess.” It is not clear on what is being said and what is being voted on. He suggested board members have a “cheat sheet” on how motions are handled by the 6 steps of Roberts Rules of Order. This would make motions clearer for residents.
 - ii. Justin Hyjek said that sometimes they may not be following Roberts Rules, but each and every motion is clearly stated and he hopes people will understand.

12. **Municipal Manager Updates:**

- A. **Wastewater Treatment Plant**
 - i. Brendan McNamara said that things are going well. In the last 2 days, they have gained access to one of the last ditches. The engineers have been there and the plant will be working at full capacity with 100% full flow. Now, they are working on mitigation, rebuild, out buildings and continue to prepare for the fall and winter.
- B. **Town and Village**
 - i. Brendan McNamara advised that the town and village are 85 – 90% back. Shaw's and the Health Center are working to re-open, The Village infrastructure is in a good place. They have paved Dug Road, Mill and Meadow Streets.

C. Public Service Announcements

- i. Chili Cook-off - Saturday October 7th
- ii. Justin Hyjek said the Skate Park is scheduled to reopen also on October 7th, but it may be pushed to Sunday, October 8th if it rains. He will be doing Social Media blasts.

13. Set Date for Next Meeting

- A. Next regular meeting will be on November 7, 2023 at 6:00 p.m.

14. Sign Warrant Orders

- A. Bob Brandt said they would sign Warrant orders.

15. Possible Executive Session/Personnel/Contracts/Legal Issues

- A. Bob Brandt said that an Executive Session is not needed.

16. Adjourn

- A. MOTION to adjourn by Earl Washburn and seconded by Justin Hyjek. Motion passed unanimously.
- B. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Lisha Klaiber

Bob Brandt, Chairman of Trustees

Earl Washburn, Vice Chair

Justin Hyjek

RECEIVED
OCT 16 2023
MUNICIPAL OFFICE

Town Village

VILLAGE OF LUDLOW
RESIDENTIAL OR COMMERCIAL BUILDING
WASTEWATER SYSTEM CONNECTION

The undersigned hereby request connection to the municipal wastewater disposal system for the following, to be issued on the basis of the representation contained herein:

Property Location: 29 Pleasant S
Land Records: Book No. _____ Map No. _____ Block No. _____ Parcel No. 230642-000
Property Owner: Andrew Demers Telephone: 617-240-3137
Mailing Address: 3 Pequot Trl, Old Saybrook, CT 06475
Residence (Circle): Single Family Multiple Family (Number of Units 3)
Number of Bedrooms in each unit: Increase front unit from 3 to 4.
Estimated Flows: _____
Commercial: Nature of Business: _____
Number of Units/Employees: _____
Type of Discharge to System: _____ Estimated Flows _____
Construction of Wastewater Collection Main (length/dimension): _____
Infiltration: _____
Contractor: _____ Telephone _____
Mailing Address: _____

PLANS AND SPECIFICATION FOR ANY SEWER CONSTRUCTION MUST BE ATTACHED. WORKSHEETS FOR CALCULATION OF WASTEWATER DISPOSAL ALLOCATION MUST BE ATTACHED AS NECESSARY. AS BUILT PLANS ARE REQUIRED FOR CONSTRUCTION OF ANY WASTEWATER COLLECTION MAINS.

In Consideration of the granting of this permit, the undersigned agrees:

1. To accept and abide by all provisions of the Village of Ludlow's Sewer Ordinance, and all other applicable regulations as may be amended (please refer to the Sewer Ordinance).
2. To maintain the building sewer service at no expense to the Village of Ludlow.
3. To notify the Municipal Manager when the building sewer is ready for inspection and connection to the main system, but before any portion of the work is performed.

APPLICANT/AGENT'S SIGNATURE: [Signature] DATE 10/5/2023

***** FOR OFFICE USE ONLY *****

Application No. _____ Date Received 10/16/23 By [Signature]
Wastewater Treatment Capacity Required: +120g Connection Fee: \$ 546⁰⁰ Date 10/16/23
Date of Approval by Village Board of Trustees: _____ Chief Operator Approval: _____
Date Payment Received: _____ Road Cut Permit Needed: YES or NO
Approved by Municipal Manager: _____ Date: _____

increasing from a 3 bedroom -> 4 bdrm. in their front unit.