

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**TUESDAY, JANUARY 2, 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:**

Glenn Heitsmith

Steve Meyers

**AGENDA**

**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 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 December 5, 2023 as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none

5. **FEMA Update**

- A. Brendan McNamara advised that they are working on finishing putting together a couple of projects' damages and costs. FEMA holds the projects and combines them. Major in the Village was clean up of debris and the temporary Water/Wastewater Treatment Plant losses. He hopes to see some funds start coming in within 60 to 90 days. He said that capturing the costs is crucial and FEMA understands. He said there was also work at the Cemetery (continuation of damages to the spillway that was found 3 to 4 months after the flood. A clay pipe blew apart and there was seepage into the graves.) There is no other news.
- B. Justin Hyjek asked about the plant during the holiday weeks.
- C. Brendan McNamara said that it went very well. There was some effluent, still some rocks and silt. Manosh and M&M continue to clear the ditch and suck up and transport the debris off site. The plant was running well during the holidays and we pushed off more of the Manosh and M&M work until tomorrow.

6. **Allocation Review and Possibly Approve**

- A. Rate Reduction due to Flood - Timber Inn Motel and Home, 112 Route 103 South
- i. Brendan McNamara advised that the applicant is finalizing the FEMA buyout process and there are no occupants at the motel, except the owners who are using a 2nd floor apartment. They are asking for a reduced rate. He said that he recommends reduction to single family residential rate retroactive until July 2023.
  - ii. **MOTION by Justin Hyjek and seconded by Earl Washburn to accept the recommendation of the Town Manager to reduce the rates to single family residential rate retroactive until July 2023. Motion passed unanimously.**
- B. Remove 2-bedroom allocation to go from a 5 bedroom to a 3 bedroom house allocation for the lot at 81 High Street.
- i. **MOTION by Earl Washburn and seconded by Justin Hyjek to approve the request to remove 2 bedrooms from the original allocation of 5 bedrooms to make the allocation for a 3-bedroom. Motion passed unanimously.**

7. **Department Head Reports**

- A. Brendan McNamara said that there is no report from Ron Tarbell and that there is also no report from Joe Guadiana as he is out on leave. The plant is running to specifications.
- B. Earl Washburn asked if we have a back-up for Joe Gaudiana.

- C. Brendan McNamara said the two other operators and Ron Tarbell oversees the operations. It is running fantastically.

## **8. Aged Receivables**

- A. Brendan McNamara advised that new bills just went out. The actual amount for over 120 days is about \$29,000. There are now agreements for payment within 12 - 15 days in the amount of about \$15,000 and only major one - \$7,000 to pay within 3 months. He is still working on the list and there have not been any turn-offs yet.
- B. Earl Washburn asked about the Credit Line column.
- C. Brendan McNamara said that is for overpayments, adjustment and other credits.

## **9. Other Business**

- A. Bridge By Fire Station
  - i. Justin Hyjek voiced concern about the bridge by the fire station and asked if VTRANS has taken any steps.
  - ii. Brendan McNamara agreed that was a substantial issue in July and the box is too small and just 6 feet from the fire station. The state is reluctant to allow us to riprap the bank and he is not sure why. VTRANS has taken over ownership of the bridge, but it is considered a Village bridge. VTRANS will replace the bridge that it will be cost-share.
  - iii. Justin Hyjek said he is not sure how they will do it.
  - iv. Brendan McNamara said there are different options. It will be 75%/25% USDA funded and it is out for engineering. If not riprap, possibly gabion boxes (with stone/steel fencing) allowing vegetation to come through (size about 15 feet long by 7 feet wide.) They will have to raise and widen the bridge. He is concerned that when they do that, it will affect the fire station.
  - v. Justin Hyjek said the Railroad rebuilt and put in the same size culvert.
  - vi. Earl Washburn said that in his opinion, that is why it flooded.
  - vii. Brendan McNamara said the debris plugged the bridge. VTRANS is involved because it is part of a major highway.
  - viii. Glenn Heitsmith asked if that bridge has a name or number.
  - ix. Brendan McNamara said Pond Street Bridge, no number.
- B. Planning Commission Definitions
  - i. Justin Hyjek asked if all of the definitions had been updated.
  - ii. Brendan McNamara said yes, about 6 weeks ago.. He said the Planning Commission is having a meeting this coming Thursday.
  - iii. Steve Meyers said he will forward the definitions to Justin Hyjek.

## **10. Municipal Manager Updates**

- A. Wastewater Treatment Plant - Brendan McNamara said it functioned fine this past week
- B. Traffic Control - Brendan McNamara said there were some small issues going up the road. He said coming down the hill at 3:30 to 4:00, there was an officer posted.
- C. Justin Hyjek asked about Shaw's intersection

- D. Brendan McNamara said it wasn't all that bad, but there were bottlenecks at the intersection of Shaw's and Route 100, when people would stop to let others turn, it messes up the traffic flow. There were lots of walkers.
- E. Brendan McNamara said there were a lot of calls for the Fire Department - smoke alarms and gas smells.
- F. Ambulance - Brendan McNamara said the Ambulance service was incredibly busy, but managed with only one mutual aid call. It was a credit to the Ambulance Service, crew and volunteers.

**11. Set Date for Next Meeting**

- A. February 6, 2024

**12. Sign Warrant Orders**

- A. No Warrant Orders to sign.

**13. Possible Executive Session**

- A. None needed.

**14. Adjourn**

- A. **MOTION by Earl Washburn and seconded by Justin Hyjek to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:23 p.m.

Respectfully submitted,  
Lisha Klaiber

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Bob Brandt, Chairman of Trustees

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Earl Washburn, Vice Chair

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Justin Hyjek