

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, SEPTEMBER 6, 2022

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TRUSTEES PRESENT:

David Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Rose Goings

OTHERS PRESENT:

Andrea Goldman

Glenn Heitsmith

Meredith Milliken

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 advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of August 2, 2022

B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of August 2, 2022, as amended. Motion passed unanimously.**

4. **Comments from Citizens**

A. There were none

5. **Sewer Allocation Request**

A. 113 Upper Crossroad, Unit 2 – Heather Govern

i. Scott Murphy advised that this is an application for one additional bedroom to an existing 3 bedroom house.

1 bedroom at \$780.00

\$780.00

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- ii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the request from Heather Govern for an allocation for an additional bedroom to an existing house. Total \$780.00 Motion passed unanimously.**

 - B. 48 Cedar Lane – Adam Girard
 - i. Scott Murphy advised that this is an application for one additional bedroom to an existing 3 bedroom house.
 - 1 bedroom at \$780.00 \$780.00
 - ii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the request from Adam Girard for an allocation for an additional bedroom to an existing house. Total \$780.00 Motion passed unanimously.**

 - C. 6 Parker Avenue – Justin Cook & Suzanne Dodge
 - i. Scott Murphy advised that this is an application to one bedroom to each of 2 duplexes
 - 2 bedrooms at \$546.00 \$1,092.00
 - ii. **MOTION by Earl Washburn and Bob Brandt to approve the request from Justin Cook and Suzanne Dodge for an allocation to add one bedroom to each of 2 duplexes for a total \$1,092.00 Motion passed unanimously.**

 - D. 22 Route 66 – Ron & Caroline LaMorte
 - i. Scott Murphy advised that this is an application to add two new bedrooms to an existing 4 bedroom house.
 - ii. 2 bedrooms at \$780.00 \$1,560.00
 - iii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the request from Ron & Caroline LaMorte to add 2 new bedrooms to an existing 4 bedroom house for a total of \$1,560.00 Motion passed unanimously.**

 - E. 64 Pond Street – Off the Rails restaurant – Relinquishment of Allocation
 - i. Scott Murphy advised that on May 3, 2022, this board approved an allocation for 50 additional seats for an outdoor deck, which they did not use. There are currently 160 seats.
 - ii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the request from Off the Rails restaurant to relinquish that allocation for 50 additional seats. Motion passed unanimously.**

 - 6. **Possibly Approve Errors & Omissions from the Lister**
 - A. David Rose said there are 2 properties that had not been included on the Grand List.
 - i. 25 Tapper Street – Ken Saccardo
 - ii. 14 Terrace Avenue – Paul Cunningham
 - B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve Errors and Omissions as presented. Motion passed unanimously.**

 - 7. **Review Bids and Possibly Award Contract for the High School Sewer Line**
 - A. Scott Murphy advised that no bids were received by the due date of August 17, 2022. He explained that the Water Commission Bid for the project by the Timber Inn and this RFP

were sent at the same time, but had 2 different due dates. He said that both companies (M&M and Adams) had the bids in envelopes. We can rebid it, but Ron Tarbell suggested that we hold off and put it out to bid in the winter and include the storm water run-off project for the High School. It would be a good project for the spring.

- B. David Rose agreed and asked Scott Murphy to let the contractors know what we are doing.

8. **Review Potential American Rescue Plan Act Funded Projects (ARPA)**

- A. Scott Murphy advised that the Village has received the second round of funding (\$114,936) for a total amount of \$229,874.
- B. David Rose had asked Scott Murphy to suggest some projects.
- C. Scott Murphy said that they are able to use the funds for water, sewer and combined water/sewer projects. They could also use it for sidewalks. He said that we don't qualify for the Small Neighborhoods Grants Program and the Transportation Alternatives Program is usually for 3-4 year projects, piggy-backs with state funding and part of the process is to hire a project manager.
- D. David Rose said we had applied for a similar one a few years ago and we didn't get it.
- E. Scott Murphy said it is the same and there are a lot of hurdles. He said that the Village has to dedicate the funds by December 2024 and order the materials. Project completion is by December 2026.
- F. David Rose said that he is always in favor of side walk repairs. He also said possibly radar signs and cross walk signs.
- G. Scott Murphy said we can start to get in line for grants.
- H. David Rose said there is also a drainage problem on the Access Road, from the trestle down. He asked if we could use the money for Water/Sewer project as they are self-funding.
- I. Scott Murphy said he thinks so. We can use the funds for any municipal services except starting a rainy day fund or paying off debts. We can use them for anything that would be funded by the Municipality.
- J. Bob Brandt said to look at Water/Sewer needs and sidewalks.
- K. Scott Murphy said he will bring a map of sidewalks to the next meeting.
- L. David Rose asked Scott Murphy if he had a rough estimate of costs.
- M. Scott Murphy said the problem is that this year's costs were so much greater than previous years. We could try to base an estimate on this year's costs.
- N. David Rose said they also need to talk about plans for next year.
- O. Scott Murphy said they will be doing the sidewalks by the Harrison house this fall.
- P. Earl Washburn asked if they will use granite curbing.
- Q. Scott Murphy said yes.
- R. David Rose suggested that we ask the Regional Planning Commission to work on grants for us.
- S. Scott Murphy said the flashing signs are easy to get. He said that sidewalk costs are based on linear feet and we have some granite.
- T. Andrea Goldman asked if restarting the Good Bus would be possible
- U. Scott Murphy said he doesn't know. He said that Calcutta's is running a bus now.
- V. Andrea Goldman asked if they could help.
- W. Scott Murphy said they did a feasibility study last year about getting people off the mountain and it was completed. He said he will add the idea of a bus to the list.

9. **Consider and Possibly Approve Holiday Pay for Part time Employees**

- A. Scott Murphy said that the Select Board discussed this at their meeting on August 1, 2022 and they approved straight hourly pay for holidays where staff did not work. The staff at the Transfer Station worked on Sunday, July 4th. He said that staff who works on a holiday will get paid at time and a half if they work on the holiday. He said that this board discussed it at last month's meeting, but could not vote on it because it was not on the agenda.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the Holiday Pay for part time employees. Motion passed unanimously.**
- C. David Rose asked Scott Murphy if this would be included in the Personnel Manual.
- D. Scott Murphy said yes.

10. **Approve Municipal Manager Review**

- A. David Rose advised that the Trustee met in Executive Session to discuss this. A week later, he met with the Chair of the Select Board. It was decided that the Municipal Manager's increase be the same as other employees and retroactive until July 1, 2022.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the increase for the Municipal Manager. Motion passed unanimously.**

11. **Other Business**

- A. Bowker Court
 - i. Scott Murphy said that on September 19, there will be a status conference with the court. After that, they will set a trial date at the Environmental Court via ZOOM. After that, it may end up going to the Vermont Supreme Court.
- B. High Street Paving
 - i. Scott Murphy said that will be done soon.
- C. Okemo Traffic
 - i. David Rose asked if there is a plan for improving this.
 - ii. Scott Murphy said that there were several meetings this summer. They will be at the Select Board meeting next Monday to discuss possible solutions. He said he will bring this board feedback at your next meeting.

12. **Municipal Manager Updates**

- A. Vendor Permit for food truck at Off The Rails restaurant parking lot
- B. Vendor Permit for food truck at Main & Mountain Bar and Hotel parking lot
 - i. Scott Murphy said that we received applications for permits for vendor permits at Off the Rails and Main and Mountain. He said that the food truck, now at the Golf Course will be moved to the parking lot at Off The Rails. He said that they will be pouring a new concrete sidewalk and entranceway. The permit is for 150 days, from mid-November to mid-April.
 - ii. Scott Murphy said that the food truck at Main and Mountain will be there on weekends from July 1, 2022 through June 30, 2023.
 - iii. Earl Washburn asked why there was a bond on the permit for Off the Rails.
 - iv. Scott Murphy said that Troy Caruso filled out the application. He said that will be crossed out.

- v. Glenn Heitsmith asked where someone using the food truck would go to the bathroom.
 - vi. Scott Murphy said that vendor trucks are not required to have bathrooms.
- C. Zoning Discussion Update
- i. Rose Goings said that the Planning Commission skipped some meetings this summer, due to staff shortages in both the Regional Planning Commission and local shortages. We have been working with Regional on a quarterly basis with a Municipal Planning Grant to modernize the Village Center, expand the RC district and create mixed uses in the Village Center, possible expansion of the Village Center or applying for a Neighborhood Development Area Grant. The Village Center runs from bridge to bridge. We are looking into mixed uses for buildings in the Village Center. A building, with a business on the first floor and apartment upstairs. We are looking at expanding the RC districts and also looking at the Preservation District. She said that the Preservation District is in the middle and may work better as an overlay. She said they are also looking into expanding the Village Center or Neighborhood Development. She said that the Village Center gives tax credits and helps with upgrades. She said that some residents have asked about changing Andover Street from RC to Residential. We will need to do more work on the district standards.
 - ii. David Rose asked what would happen to the owner of the land the Mill was on.
 - iii. Rose Goings said it would depend on standards and density. That land would probably not be a motel. But, that is still in the district standards. It could possibly be townhouses or condominiums.
 - iv. David Rose asked if Rose Goings has heard from the owner of the land.
 - v. Rose Goings said no. She said that the Planning Commission is also looking at changing the parking requirements in the Village Center. Lowering it to one space for residential and no requirement for commercial businesses. She said that there are 152 parking spaces in the Village, not including private parking.
 - vi. David Rose asked how they determine parking for restaurants.
 - vii. Rose Goings said seating and square footage. She said that they are also considering doing a Housing Assessments Need and she has spoken to Jason Rasmussen about possible grants. The Planning Commission has also spoken about finding out what percentage of the homes in Ludlow are 2nd homes. We know there are about 1,498 short term rentals in Ludlow at this time, but we need to have an accurate count. We are also looking into more Administrative permits instead of making people go to the DRB. We want to make it easier for people.
 - viii. Rose Goings said that the Preservation District is outdated.
 - ix. David Rose said it is tough for people to do anything without going to the DRB. He asked if the Planning Commission would be giving the changes to the Trustees in one packet or by specific areas.
 - x. Rose Goings said in sections. She said that all at one time would be too much. The first part would possibly be Andover Street and the Preservation District. The Planning Commission will send you the documents before they have a public hearing. If you do not like the changes, they won't have the public hearing.
 - xi. David Rose asked about changing Andover Street and asked what about the repair shop.
 - xii. Rose Goings said the Planning Commission will have to address that. We would leave "repair shop" in the uses. Rose Goings said there is also a ski club there. We have to get a new definition for "inn." The Parker Avenue project was denied. We need to look at all of the definitions. She said that the Residential and Residential/Commercial districts have similar standards.
 - xiii. Earl Washburn asked if they could "grandfather" the garage.
 - xiv. David Rose asked what the owner wanted to sell.

- xv. Rose Goings added, or expand.
- xvi. David Rose asked if they would be presenting this in mid-winter.
- xvii. Rose Goings said she is not sure.
- xviii. David Rose said that the Trustees appreciate the hard work and effort.

13. **Set Date for Next Meeting**

- A. Next regular meeting will be on October 4, 2022 at 6:00 p.m.
- B. Okemo/Vail Update

14. **Sign Warrant Orders**

- A. Warrant orders have been signed.

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

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

16. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
- B. Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk