

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**TUESDAY, SEPTEMBER 3, 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                      Julie Nicoll

**TRUSTEES ABSENT:**

Justin Hyjek

**STAFF:**

Brendan McNamara

**OTHERS PRESENT:**

Eric Alden	Lorraine Hughes	Kelly Stetner
Scott Baitz	Logan Nicoll	Jean Strong
Terry Carter	Melissa Rockhill	

**AGENDA**

1. Call to Order
  - A. Bob Brandt called the meeting to order at 6:00 p.m. He led with the Pledge of Allegiance.
2. Consideration of any Changes, Additions or Removals to the Agenda

- A. Brendan McNamara said a change is needed. Consider action regarding proposed amendments to the Village of Ludlow Zoning and Flood Hazard Regulations
- B. **MOTION by Julie Nicoll and seconded by Bob Brandt to change the agenda to include Consider action regarding proposed amendments to the Village of Ludlow Zoning and Flood Hazard Regulations. Motion passed unanimously.**
- C. **MOTION by Bob Brandt and seconded by Julie Nicoll to accept the new agenda. Motion passed unanimously.**

3. Approve Minutes from Previous Meeting

- A. Bob Brandt noted that the minutes to be approved are from August 6, 2024 .
- B. **MOTION by Julie Nicoll and seconded by Bob Brandt to approve the minutes from the regular meeting on August 6, 2024 as presented. Motion passed unanimously.**

4. Comments from Citizens

- A. Scott Baitz commented that they have been seeing a number of black bears coming down into town. He suggested that we may need to consider requiring Air B&B and other Short Term rental to have bear containers. He has been seeing more garbage on driveways and roads and spilled garbage cans. There will be bears in town and someone will get hurt. Garbage dumpsters are over-loaded.
- B. Jean Strong asked if there were a Short Term Rental Registry – would that help.
- C. Brendan McNamara said it may have.
- D. Melissa Rockwell said it is not just rentals. She has seen overflowing dumpsters in back of some houses on Pleasant Street.

5. Department Head Reports

- A. **MOTION by Julie Nicoll and seconded by Bob Brandt to accept the amendments to the Village of Ludlow Zoning and Flood Hazard Regulations as proposed. Motion passed unanimously.**

5A – Village of Ludlow amendments to Zoning and Flood Hazard Regulations

- A. Bob Brandt said we are still cleaning up flood debris. There is gravel on East Lake Road.
- B. Brendan McNamara said we are clearing culverts.
- C. Bob Brandt said it looks like the sewer department is okay.
- D. Brendan McNamara said rebuild plans are a long process and we are opting for mitigation.

6. Aged Receivables

- A. Brendan McNamara advised that they are trending in the right direction. He said current billings are coming in and all of the 90 to 120 day accounts are on payment plans.

7. Allocation Review and Possibly Approve

- A. 65 Pine Hill Road – Review and possibly amend prior application approval
  - i. Brendan McNamara advised that this was a mistake that the office did not catch. They never had wastewater. The trustees can amend this and approve allocation for a 5 bedroom single family house with hook on fee.
  - ii. **MOTION by Bob Brandt and seconded by Julie Nicoll to approve the request for a 5 bedroom single family home and hook-on fee. Motion passed unanimously.**

8. Review of Better Roads Program for Road Erosion Inventory Grant

- A. Brendan McNamara said that he had discussed this at the Select Board meeting last night and they are on board.
- B. Logan Nicoll said that the Regional Planning Commission (MARC) will do a Road Erosion Inventory for the town. He said they do it for all of the towns in their area. Ludlow was last done in 2019. MARC is asking Ludlow to apply for the grant. The state has released \$1,000,000 for towns for this inventory. At this point \$220,000 has already been allotted. There are 662 segments in Ludlow so you would need to apply for a grant for \$3,000 and the local share would be \$584..
- C. There was general consensus among board members to proceed.
- D. Brendan McNamara said he can fill out a letter of intent tomorrow and the Trustees would need to sign..
- E. Logan Nicoll said that the REI informs for grants for next year and there is a high priority in Ludlow. Then we will come up with projects.
- F. **MOTION by Julie Nicoll and seconded by Bob Brandt forward with the Road Erosion Inventory Grant and letter of intent. Motion passed unanimously.**

9. Trustees to Consider Allocation of ARPA Funds

- A. Brendan McNamara said that the Trustees’ distribution hinged on the paving for the access road. The Village received \$232,936.04 and we approved allocations for
  - i. \$125,000 for sidewalks
  - ii. 10,000 toward the audio upgrade for the auditorium and Howard Barton conference room
  - iii. \$30,000 for Dorsey Park
  - iv. \$35,000 for the access road paving .Brendan McNamara said this would leave a balance of \$32,936.04
- B. Julie Nicoll said she would like to consider the playground.
- C. Brendan McNamara said that part of the Dorsey Park allocation is for the playground
- D. **MOTION by Julie Nicoll and seconded by Bob Brandt to approve the four allocations listed above and to wait until a full board is present to allocation the remaining funds. Motion passed unanimously.**

10. Approval of Requests/ Licenses/Permits - Ludlow Rotary Club – Depot Street Closure for Chili Cook-off

- A. The Rotary is requesting the closure of Depot Street for their annual Chili Cook Off. Date is October 12, 2024 from 7:00 A.M to approximately 3:00 p.m. They are also asking the parking be marked “RESERVED” on Friday October 11th from the Ellison Lot to the Hatchery corner.
- B. **MOTION by Bob Brandt and seconded by Julie Nicoll to approve the request for the Chili Cook-off on October 12, 2024 with reserved parking on Friday night. Motion passed unanimously.**

11. Action to Consider Adoption of New Rules of Procedure for Village Trustees’ Meetings

- A. Brendan McNamara said that at their last few meetings, this board looked over a model for new, streamlined rules of procedure for board meetings. At their meeting last night, the Select board decided to put this up for adoption at their October meeting. This model will benefit the boards as well as be easier for voters to read and understand. Roberts’ Rules of Order are cumbersome. This model is more streamlined. He said this board may put this on the agenda for adoption at their October meeting. If there are any changes suggested at that meeting, they can make those changed and vote on them at that time.
- B. **MOTION by Julie Nicoll and seconded by Bob Brandt to move forward with Possible Adoption of VLCT model of Rules of Procedure at the Trustees’ October meeting. Motion passed unanimously.**

12. Discussion Regarding Adoption of 250<sup>th</sup> Anniversary Commemoration Resolution

- A. Brendan McNamara said that the state is encouraging communities to adopt 250<sup>th</sup> Anniversary Resolution. They would like to see committees or a liaison. He said he would be the liaison. This is at no cost to the town and there are no negatives. He said the Select Board approved this last night.
- B. **MOTION by Julie Nicoll and seconded by Bob Brandt to adopt and sign the 250<sup>th</sup> Anniversary Commemoration Resolution. Motion passed unanimously.**

13. Review and Approve Pleasant Street Ext. Drain Bid.

- A. Brendan McNamara said that the bid opening was on August 28, 2024.

<b>VENDOR</b>	<b>BID</b>
Adams Trucking & Excavation	\$78,000.00
Berg Contracting & Construction	\$59,021.83
Crown Point Excavation	\$49,052.00
Gurney Bros. Construction	\$42,700.00
M&M Excavating	\$56,700.00
Slate Rock Timber	\$51,600.00

- B. Brendan McNamara said this is a major leak and does jeopardize properties. He said that he and Ron Tarbell did a site visit. Gurney is the low bidder and is recommended by Brendan McNamara and Ron Tarbell. They will begin immediately.
- C. **MOTION by Julie Nicoll and seconded by Bob Brandt to approve the bid from Gurney Brothers for \$42,700.00. Motion passed unanimously.**

14. Municipal Manager Updates

- A. Access Road
  - i. Brendan McNamara said that they will be done toward the end of the month.
- B. Other Projects
  - i. Drain Project
  - ii. Depot Street Bridge
- C. Lead line Survey
  - i. Brendan McNamara said the water department survey is being done by MSK as required by the state. People have received letters. The lead goose neck that attaches the main to the house would need to be replaced.
  - ii. Bob Brandt asked if the homeowners could do their survey.
  - iii. Brendan McNamara said no, but it could be. MSK has special tools and we recommend homeowners let MSK do the work
- D. Fire Department 5K
  - i. Brendan McNamara said that the race was a big success and there were 250 racers.
- E. Next Few Weeks
  - i. Brendan McNamara said we have a few things coming up
    - a. 9/11 at 6:00 p.m. – Joint Select Board/Trustees meeting on River Programs
    - b. Local Options Tax Committee meeting – 9/12 5:00 p.m.
    - c. Merger Committee Meeting – 9/18 at 4:30 p.m.
    - d. Access Road Paving - \$60,000.00
- F. Dam Spillways Repair
  - i. Brendan McNamara said that the repairs are underway and should be completed by October 12, 2024. He said this has been a long process and about \$600,000 to \$700,000.
- G. Brendan McNamara said we have received some money from FEMA.

15. Other Business

- A. No other business

16. Set Date for Next Meeting – October 8, 2024

- A. Next meeting September 3, 2024.

17. Sign Warrant Orders

- A. Warrant orders were signed

18. Possible Executive Session

- A. Brendan McNamara said that an Executive Session is not needed

19. Adjourn

- A. **MOTION by Julie Nicoll and seconded by Bob Brandt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:36 p.m.

Respectfully submitted,  
Lisha Klaiber

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Bob Brandt, Chairman of Trustees

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Julie Nicoll

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Justin Hyjek, Vice Chair