

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, APRIL 5, 2022

6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

TRUSTEES PRESENT:

David Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Lisha Klaiber, Recording Sec.

1. **Call To Order**

- A. Scott Murphy called the regular meeting of the Village Trustees to order at 6:00 p.m.

2. **Annual Board Reorganization**

- A. Elect Chairman of the Board
i. **Motion by Earl Washburn and seconded by Bob Brandt to elect David Rose Chairman of the Board. Motion passed unanimously.**
- B. Elect Vice Chairman of the Board
i. **Motion by Bob Brandt and seconded by David Rose to elect Earl Washburn Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board
i. **Motion by Earl Washburn and seconded by David Rose to elect Bob Brandt Clerk of the Board. Motion passed unanimously.**
- D. Appoint Ludlow Enterprise Fund Committee Member
i. **Motion by Earl Washburn and seconded by Bob Brandt to appoint David Rose as Ludlow Enterprise Team Member. Motion passed unanimously.**
- E. Set Day and Time of Regular Meetings and Alternate meetings.
i. **Motion by Bob Brandt and seconded by Earl Washburn to continue with regular meetings to be held on the first Tuesday of the month at 6:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 6:00 p.m. Motion passed unanimously.**

- F. Adopt Roberts Rules of Order
 - i. **Motion by Bob Brandt and seconded by Earl Washburn to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**
- G. Appoint Recording Secretary
 - i. **Motion by Earl Washburn and seconded by Bob Brandt to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation
 - i. **Motion by Bob Brandt and seconded by Earl Washburn to continue with THE VERMONT JOURNAL as the newspaper of General circulation and THE RUTLAND HERALD as backup. Motion passed unanimously.**
- 3. **Consideration of any Changes, Additions or Removal to the Agenda**
 - A. Scott Murphy advised that no changes are needed. There will be an Executive Session
- 4. **Approve Minutes from Previous Meetings**
 - A. David Rose advised the minutes to be approved are from the regular meeting of March 1, 2022 and the Village Annual meeting on March 22, 2022.
 - B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve minutes from the regular meeting of March 1, 2022 and the Village Annual meeting on March 22, 2022 as submitted. Motion passed unanimously.**
- 5. **Comments from Citizens**
 - A. There were none.
- 6. **Sewer Allocation Request**
 - A. **9 High Street**
 - i. Scott Murphy advised that they will pull this item from the agenda. The owner has withdrawn the application. He advised that the owner said the house was listed as 8 bedrooms and is 9. The Fire Marshall inspected and found 18 beds in the one bedroom. He said they would have to put sprinklers in. We have not been getting the correct allocation fees.
 - ii. David Rose advised that we allocate based on 2 beds per bedroom.
 - B. **Winterplace**
 - i. Scott Murphy said that this building will be similar to what is at Winterplace now. It

will be a duplex with 4 bedrooms per unit.

- ii. Allocation fee – 8 bedrooms @ \$780/bedroom \$6,240.00
- iii. 1 Hook on fees @ \$4,500/unit (2 units) \$9,000.00
- iv. David Rose asked if the allocation fee is due upon receipt of our letter.
- v. Scott Murphy said yes.
- vi. **MOTION by Bob Brandt and seconded Earl Washburn by to approve this application for an allocation for a 2 unit structure with 4 bedrooms per unit, for a total of 8 bedrooms at \$780 per bedroom and a hook on fee of \$4,500/ unit for a total hook on fee of \$9,000. Motion passed unanimously**

7. **American Legion Request for Memorial Day Parade**

- A. Scott Murphy said this is an annual request. The parade will be on Monday, May 30, 2022, starting at 10:00 a.m., down Main Street going to the bridge, Veterans' Park and the cemetery.
- B. There was board consensus to approve this request.

8. **Review and Possibly Approve Suggested Wage Increases to Water Department Operator Positions**

- A. Scott Murphy said that they discuss this in Executive Session at the end of the meeting.

9. **Review Final Report from Aldrich & Elliott on Vail Bridge Sewer Line**

- A. Scott Murphy advised that there are issues with water scouring the line and it could create a problem. This is the main sewer line off the mountain. He said the report has alternatives, but A&E recommends Alternate #4, described on page 8 of the report. They will install stone riprap on both the upstream and downstream of the existing pipe. The material surrounding the existing pipe would be installed to a depth of 5 feet below the top of the existing pipe. We did have stone riprap in the past, but it washed away.
- B. David Rose asked if we will need a stream alteration permit.
- C. Scott Murphy said that Wayne Elliott has spoken with ANR.
- D. Bob Brandt asked if they will start at the end of the summer.
- E. Scott Murphy said they have considered doing this before or after the Vail project. Scott Murphy thinks that we should do it after.
- F. David Rose said finding contractors at this time of the year will be difficult.
- G. Scott Murphy suggested looking for contractors at the end of the summer. They may be looking for small jobs at that time.
- H. David Rose asked if we should table this for now.
- I. Bob Brandt asked about any bids and how far out.
- J. Scott Murphy said that contractors book jobs quickly now. He said we may be able to get someone late in the season.
- K. Bob Brandt asked if we could put it out for bid now and say when we want it done.
- L. Scott Murphy said that we cannot guarantee when Cold River will be done with the bridge project. He suggested we review this in August or September. If it looks like the bridge project will be done, we can put out an RFP.
- M. Earl Washburn said the water is at a low point in August/September.

- N. Scott Murphy said he will bring this back at the August or September meeting.

10. **Other Business**

A. **Chief Operator, Chuck Craig's retirement date**

- i. Scott Murphy said that Chuck Craig will be leaving in mid-July, using his carry-over vacation until September 2, 2022. He has agreed to maintain his license and will be pay expenses and fees. We have a new staff member starting on April 18th. There are 3 people below Chuck Craig. Hopefully, the new staff member will be up to speed by July.
- ii. Bob Brandt asked about training.
- iii. Scott Murphy said she (the new staff person) has 2 years to get her certification
- iv. Bob Brandt said it took a year to find this person. This will put us at 3 staff members.

B. **Proposed Increase to On-Call Pay Rate**

- i. Scott Murphy advised that this was brought to his attention from the Highway Department. They have currently been paid \$90/week and it has not changed for 20 years. This is only in the winter. The Select Board voted to increase the rate to \$180/week. We thought it was appropriate to include the Water/Wastewater personnel in this increase. The Water Commissioners have approved it. This would be year-round.
- ii. David Rose asked if this would be one person per week.
- iii. Chuck Craig said yes.
- iv. **MOTION by Bob Brandt and seconded by Earl Washburn to raise the on-call pay for water/wastewater staff from \$90/week to \$180.00 per week to coordinate with the Highway department. Motion passed unanimously.**

C. **Bowker Court**

- i. David Rose asked Scott Murphy how this is going.
- ii. Scott Murphy said there has been no change. Our attorney said it is in the Court's hands.

D. **Plant Back-flow Valve**

- i. David Rose recalled that before COVID, we put out a bid to replace the valve.
- ii. Chuck Craig said the original contractor reneged. We need to re-advertise the project.

E. **Private Pump on Pine Hill infiltration**

- i. Chuck Craig said it has been repaired.

F. **Officer King Retiring**

- i. David Rose said that Officer King is retiring after 20 years of service. He asked Scott Murphy to send a letter of appreciation.
- ii. Scott Murphy said he will generate a letter.

G. **Portable Speed Sign**

- i. David Rose asked about the sign.
- ii. Scott Murphy said they are being charged and should be up by the end of the week. He said that we are looking into a more visible, permanent sign.

H. **Street sweeping**

- i. David Rose asked about this.
- ii. Scott Murphy said the sweepers should be ready tomorrow.
- iii. David Rose asked if they will be hiring a contractor.
- iv. Scott Murphy said probably.

I. Stop Light

- i. David Rose asked Scott Murphy when they would switch to summer hours.
- ii. Scott Murphy said he will check with Chief billings tomorrow.

J. High Street Paving Grant

- i. Bob Brandt asked about the grant.
- ii. Scott Murphy said that we will have to use it by July 1st or lose it. We are looking to develop a plan. He said we don't want to pave the road and then dig it up two years later. He said that Ron Tarbell would like to flip it to Dug Road, but the grant lists a specific section. We have to look into it.
- iii. Bob Brandt said there would be some angry people if we did pave and dig it up 2 years later.
- iv. Scott Murphy said he will try to get Wayne Elliot here for your next meeting. He said that the ARPA funds may be available for this, if we had a design in place. We could get the whole thing done. He will see if we can flip the grant money and get some input from Wayne Elliott whether we should move forward, or not.
- v. David Rose said we have to do it.
- vi. Scott Murphy said there is \$700,000 in the Sewer Capital Account.
- vii. David Rose asked the cost to the Village with the paving grant.
- viii. Scott Murphy said he doesn't recall the Village percentage.
- ix. Bob Brandt said that hot mix prices are tied into oil and they are only giving 15 day prices.

11. Municipal Manager Updates

A. Act 200 Funds

- i. Scott Murphy said there has been money available for planning purposes since 1980 we will use it for the next grant.

B. New Staff Person Start Date

- i. Scott Murphy said they addressed this earlier.

C. High Street/Pleasant Street Ext Project Update

- i. Scott Murphy said that they camera-ed the High Street sewer line and it looks good.

12. Set Date for Next Meeting

- A. Next regular meeting will be on May 3, 2022 at 6:00 p.m.

13. Possible Agenda Items for Next Meeting

- A. Review sidewalk bids – Scott Murphy said that they sent out the RFPs and there are 2 interested bidders, one is a good company. They will not be doing the sidewalks, but also the curbs and the contractors usually have to sub the curbs out.
- B. Sewer Rates – Scott Murphy said they will look at the sewer rates for the next fiscal year.

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 needed to discuss Personnel Issues re: 1 VSA §313 (a) (3)
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to enter into Executive Session for Personnel Issues. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:26 p.m.
- D. Board exited Executive Session at 6:39 p.m.
- E. **MOTION by Bob Brandt motioned and seconded by Earl Washburn to approve the wage recommendation for the water and wastewater department as presented by the Municipal Manager. Motion passed unanimously.**

16. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
- B. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk