

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING  
HOWARD BARTON JR. CONFERENCE ROOM**

**Tuesday, March 1, 2022**

**6:00PM**

**TRUSTEES PRESENT:**

David Rose, Chairman

Bob Brandt

Earl Washburn

**STAFF:**

Scott Murphy

Ulla Cook

Chuck Craig

**OTHERS PRESENT:**

Brittany Gilman

Meredith Milliken

Patrick Cody (Okemo Valley-TV)

Andrea Goldman

**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 said that they do not need an Executive Session. He said they will add a Sewer Allocation under agenda item #5.

**3. Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of February 1, 2022 and the Special Meeting of February 9, 2022.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of February 1, 2022 and the Special Meeting of February 9, 2022 as submitted. Motion passed unanimously.**

**4. Comments from Citizens**

- A. There were none.

**5. Sewer Allocation Request and Refund**

- A. 81 High Street, Lot #3 – Change of Use  
i. Scott Murphy advised that the applicant has requested that the board change the use from

the current Commercial base to Residential with an allocation for a 3-bedroom residence. He said that it is just a change of use.

- ii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the request for the change of use from Commercial to Residential with a 3-bedroom sewer allocation. Motion passed unanimously.**

B. **Kathleen Clemmo – 40 Andover Street – Allocation Increase**

- i. Scott Murphy explained that the owner would like to add a bedroom to a 3-bedroom existing home, increasing the allocation to 4-bedrooms.
- ii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the request for allocation increase from 3 to 4 bedrooms. Motion passed unanimously.**

6. **Review of FY2021 Audited Financial Statements – Brittany Gilman from RHR Smith and Co. to discuss the audited financial statements for the Village for FY2021**

- A. Scott Murphy introduced Brittany Gilman from RHR Smith and Co.
- B. Brittany Gilman said that she sent the board selected statements from the audit and hopes to send the Note portion in a couple of days. She advised that the actual revenue was greater than what had been budgeted and that the actual expenses were less than the budgeted expenses (partially due to insurance refunds, highway funds and miscellaneous grants.) She noted the Balance Sheet for government funds, near term obligations and assets (not major funds.) She said that the net change is \$60,000+ in the fund balance. She noted that the \$7,980 was a combination of Zoning and Act 200. She said that the full report would also have the Village Electric audit.
- C. Scott Murphy said that previously, it was included as a special note in previous budgets.
- D. Brittany Gilman said that there is a net positive that is tied up in Capital Assets and that both the Water and Sewer departments have positive balances.
- E. Scott Murphy said that the sewer cash balance is \$223,000, but nothing is listed for the water side.
- F. Brittany Gilman said it is in a separate account, they do not own cash. She said that schedules C and D are aggregated non-major funds with very little activity. She said that the full audit will include the single audit. They found no major discrepancies and no significant deficiencies. It is a clean audit.
- G. David Rose asked if there will be a Management Letter with the findings.
- H. Brittany Gilman said yes, probably early next week. She said that staff was great to work with.
- I. David Rose asked what was the delay in getting this report to the Village.
- J. Brittany Gilman said COVID and that you are a new client to us.
- K. Scott Murphy asked if it will be smoother next year.
- L. Brittany Gilman said yes, adding that usually in the summer, they would do a pre-audit, but did not do it last year.
- M. Scott Murphy asked if the Village is in a better position with unassigned funds.
- N. Brittany Gilman said yes.
- O. Scott Murphy asked her to call him tomorrow to go over some things.

7. **Review Wastewater Department Operators' Positions and Wage Scale (compared to industry)**
- A. Scott Murphy said that they have been looking for an additional staff member without any success. They have run ads. He said he had looked into the wages in other towns. Our wages are less than the 30 percentile. He said that he had included a paper showing average ranges.
  - B. David Rose said that he is not opposed to raising our wages to attract new people.
  - C. Scott Murphy said that we would also increase the wages of our current employees. He said he will bring back some proposals for next month's meeting.
  - D. Earl Washburn asked what other types of towns did he make the comparisons with.
  - E. Scott Murphy said both big and small, depending on which towns responded. He advised that they have an interview next week with a good applicant for the tech position. We are doing our diligence now.
8. **Other Business**
- A. **Collections**
    - i. David Rose asked how they are doing with collections for Wastewater.
    - ii. Scott Murphy said we are in a good position. As of 2/28, we have \$59,000 in delinquents and have billed \$400,000. He said that the 30-day ones are still in the same quarter.
  - B. **77 Johnson Loop**
    - i. David Rose asked if they had heard back from the owners of this property.
    - ii. Scott Murphy said yes, she is willing to meet us ½ way and the check is in the mail.
  - C. **Expired Allocations**
    - i. David Rose asked about expired allocations
    - ii. Scott Murphy advised that we have 2: one expired in July and one in August. He said that we will notify them.
    - iii. David Rose asked about the Jewel Brook hotel allocation. They never received their permit and the allocation is gone. It had never been paid.
    - iv. Scott Murphy said that they should submit the fee with the application.
    - v. David Rose said we used to collect the fees when the application was approved. We would call the applicants to tell them of the approvals.
  - D. **Mill Street Pedestrian Bridge**
    - i. David Rose asked the status of this.
    - ii. Scott Murphy said that construction is scheduled for 2023; VTRANS has an issue (with the telephone pole or abutment) near the bridge. Our share is 2 ½ %. They sent us some designs and we will get back to them. The design included wooden siding and we don't want that.
  - E. **Vail Bridge Project**
    - i. David Rose asked for status.
    - ii. Scott Murphy said that the contractor is scheduled for late summer or early fall and is on track. He said that A&E sent recommendations that included the suggestions from the storm water people.
    - iii. Earl Washburn asked the patchwork on the decking is lasting.

F. Sidewalks

- i. David Rose said we need to consider sidewalks this summer.
- ii. Scott Murphy said we will need to start widening our search. We will start soon.

9. **Municipal Manager Updates**

A. Pipe-lining repairs and Manhole Work

- i. Scott Murphy said the job is done and we received a final bill from Green Mountain Pipeline. The original estimate was less than \$129,400. We have bills for \$88,000 and \$11,500. We still have manholes to come for about 7,500. The total will be about \$107,000 to \$108,000 below the estimate
- ii. David Rose asked how that is going.
- iii. Chuck Craig said we have had positive results. He said that East Main has cut down again.

B. Bowker Court

- i. Scott Murphy advised that they had a conference call hearing and the owner was asking the judge to appeal a portion of the decision. The judge will probably deny it. The owner is putting up legal road blocks. We expect a positive decision soon. He said we asked the judge if we can assign penalties now. He said no. It is costing money to keep making appeals.
- ii. David Rose asked if there have been any problems accessing the road?
- iii. Scott Murphy said no, the owner is plowing it.

C. WWTF Facility Inspection Report

- i. Scott Murphy advised that the plant was inspected in July and we got the final report. EXCELLENT! There were a couple recommendations, and we already knew about the areas of concern and we're working on it.
- ii. David Rose noted that there was mention of flushing "Center Street" twice per year. Is it a type? There was also mention of Pi Street and roots.
- iii. Chuck Craig suggested that may be High Street, because we did have the root problem.
- iv. David Rose asked about comments about "grease traps."
- v. Chuck Craig said it is not a big problem. He said that any grease does go out and you may see some white particles.
- vi. David Rose asked about the comments about 200 pounds of wipes.
- vii. Chuck Craig said that is not a problem because we have the correct equipment.
- viii. David Rose said that the sewer ordinance says that restaurants must have grease traps.
- ix. Chuck Craig said most of them are pretty good. This may be the place across from the fire house.
- x. David Rose said that restaurant has had a change of ownership.
- xi. Scott Murphy said he will contact the new owner.
- xii. Chuck Craig said that he looks for collections and most of them do their diligence.
- xiii. David Rose asked about holiday week flows.
- xiv. Chuck Craig said there was a short spike, but the average levels were below the permitted maximum numbers.

10. **Set Date for Next Meeting**

- A. Village Informational Meeting via ZOOM on Monday, March 21, 2022 at 6:00 p.m.
- B. Village voting Tuesday March 22, 2022 from 10:00 a.m. to 7:00 p.m.
- C. Annual Village meeting on March 22, 2022 at 7:00 p.m.
- D. Next regular meeting April 5, 2022.

11. **Possible Agenda Items for Next Meeting**

- A. Village Meeting

12. **Sign Warrant Orders**

- A. David Rose said the warrants have been signed.

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

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

14. **Adjourn**

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

Respectfully submitted,  
Lisha Klaiber

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David Rose, Chairman of Trustees

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Earl Washburn, Vice Chair

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Bob Brandt, Clerk