

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

TUESDAY, AUGUST 6, 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

Justin Hyjek

Julie Nicoll

STAFF:

Brendan McNamara

OTHERS PRESENT:

Eric Alden

Melissa Rockhill

Lorraine Hughes

Kelly Stettner

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 no changes were needed.
3. Approve Minutes from Previous Meeting

- A. Bob Brandt noted that the minutes to be approved are from July 2, 2024, July 12, 2024 Special Meeting and July 16, 2024 Special Meeting.
- B. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the minutes from the regular meeting on July 2, 2024, July 12, 2024 Special Meeting and July 16, 2024 Special Meeting as presented. Motion passed unanimously.**

4. Comments from Citizens

- A. There were none

5. Rules of Procedure

- A. Brendan McNamara said that their last meeting, this board looked over a model that Justin Hyjek had received at an Open Law meeting that he had attended in May. At their meeting last night, the Select board decided to put this up for adoption at their September 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.
- B. Bob Brandt asked if there were a large group of people at a meeting and it was a controversial topic, and could they set time limits on speakers and would they be able to use Roberts' Rules.
- C. Brendan McNamara said the board could make a motion to and adopt Roberts' Rules of Order.
- D. Justin Hyjek said that the model is comprehensive and complies with State Statutes. Time limits are included in the VLCT model. The model is less stringent.
- E. **MOTION by Justin Hyjek and seconded by Julie Nicoll to add Possible Adoption of VLCT model of Rules of Procedure at the Trustees' September meeting. Motion passed unanimously.**

6. Allocation Review and Possibly Approve

- A. 31 Plumley Avenue – Addition of 2 bedrooms for total increase from 3 to 5 bedrooms
 - i. Brendan McNamara advised that fees have been paid.
 - ii. Julie Nicoll asked if the 2 additional bedrooms are there now. She said the last 3 times, it was for sales.
 - iii. Brendan McNamara said sometimes it is.
 - iv. Julie Nicoll suggested asking the Zoning Director for a Certificate of Occupancy.
 - v. Brendan McNamara said a copy of the request is given to the Planning/Zoning office.
 - vi. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the request for 3 additional bedrooms as described above. Motion passed unanimously.**
 - vii. Brendan McNamara said that it is important that we keep up to date. Properties may not meet septic requirements if they have septic.
- B. 81 Andover Street – Looking to subdivide the property and build a 3-bedroom house
 - i. Brendan McNamara said the all fees have been paid.
 - ii. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the request for new 3-bedroom house as described above. Motion passed unanimously.**
- C. 61 Andover Street – Currently has 7-bedroom allocation and would like to remove one bedroom for a 6-bedroom allocation.

- i. Brendan McNamara said that they received a letter from Pat Archambault along with pictures of the bedrooms. She understands that if they want to change back to 7 bedrooms, they will have to come back to this board.
 - ii. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the request to remove one bedroom as described above. Motion passed unanimously.**
 - D. 47 Andover Street – New construction of 2, 2-bedroom units for a total allocation of 4 bedrooms.
 - i. Brendan McNamara said that all fees have been paid.
 - ii. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the request for new construction of 2, two-bedroom units as described above. Motion passed unanimously.**
 - E. 81 High Street – Would like to relinquish sewer allocation as they are switching to their own septic system.
 - i. Brendan McNamara said that the applicant has decided to put in a septic rather than to hook on to the
 - ii. **MOTION by Justin Hyjek and seconded by Julie Nicoll to approve the request to relinquish sewer allocation as described above. Motion passed unanimously.**
7. Department Head Reports
 - A. Bob Brandt said the report looks good.
 - B. Justin Hyjek noted that the plant treated 4.9 million gallons in July. He asked about last year's numbers.
 - C. Brendan McNamara said he can get the numbers, but it was skewed from last year.
8. Aged Receivables
 - A. Brendan McNamara advised that they are trending in the right direction. He said current billings are coming in and all the 90-to-120-day accounts are on payment plans. We are doing a good job staying on top of this.
 - B. Justin Hyjek noted that on page 3 of the Water section, he indicated a particular account and said he thought we forgave a certain percentage.
 - C. Brendan McNamara said he will check on it, the owner had requested an abatement.
 - D. Justin Hyjek said they are doing a good job getting it under control.
 - E. Bob Brandt said it is fairly common for people to take a couple of months to pay.
 - F. Brendan McNamara said that is the same for taxes. He added that some people have already paid their year taxes in full – and some wait for the last moment.
9. Municipal Manager Updates
 - A. Leak on West Main
 - i. Brendan McNamara said that there is a leak behind the old Benson's building, before Pond Street. They will be putting in 2 new structures. Repairs will take 2 to 3 days.
 - B. Timber Inn
 - i. Brendan McNamara said that the project is done and Crown Point did a great job.
 - C. Dams
 - i. Brendan McNamara said the weather forecast is for rain and they will be opening all of the

dams tomorrow to drain them and close them on Thursday.

- D. CODE RED Alert System
- E. Brendan McNamara said that the system is up and operating. People can register to receive alerts. There is a tutorial video on Okemo Valley TV. He said that people must enter their full address, including zip code. They will receive alerts directly from Brendan McNamara or EMS.

10. Other Business

A. ARPA Funds

- i. Brendan McNamara said we will go over allocations at the September meeting. The Village received \$232,936.04. We have never made those allocations because we are waiting for the paving numbers for the access road. He said the following allocations were discussed:
 - a. Sidewalks - \$125,000.00
 - b. Town Hall Auditorium Audio - \$10,000.00
 - c. Dorsey Park - \$30,000.00
 - d. Access Road Paving - \$60,000.00Brendan McNamara said that the quote for the Access Road came in at only \$35,000.00. He said that leaves a balance of \$32,000.
- ii. Justin Hyjek said that for Dorsey, the Town share is \$65,000 and the Village \$30,000. He asked about the scope of work.
- iii. Brendan McNamara the quote that Nick Miele was for \$20,000, but did not include overlay. He said he is not sure what root they want to pursue.
- iv. Justin Hyjek said the playground is in desperate need.
- v. Brendan McNamara said we still have flood related items at Dorsey and are working with FEMA.

B. Town & Village Merger Committee Meeting

- i. Brendan McNamara said the committee will hold its first meeting tomorrow at 5:00 p.m.

C. Beautification Plans

- i. Justin Hyjek asked if we have any plans for beautification.
- ii. Brendan McNamara said that at the Select Board meeting last night, they discussed scope for the Tree Warden and that trees are allowed in the flood zone.
- iii. Julie Nicoll said there is a lot of money available through grants.
- iv. Justin Hyjek said we have a lot of green space and should try to beautify.

D. Kelly Stettner

- i. Melissa Rockhill explained that she is speaking for Kelly Stettner. Kelly works with the Lakes Association and talks about trees. She also works with the Ottaquechee Conservancy. She also has access to lots of grants. She is interested in starting a tree farm at the former Timber Inn site. She asked if the board is interested in putting Kelly Stettner on the agenda for a future meeting.
- ii. Justin Hyjek said yes.
- iii. Julie Nicoll suggested asked Phil Carter (Tree Warden) and Bruce Schmidt (Asst. Tree Warden) to attend that meeting.

E. Mill Street Bridge Project

- i. Eric Alden asked about the status of the Mill Street Bridge Project
- ii. Brendan McNamara said that the project is on schedule to be complete in October 2024.

F. High School Building

- i. Eric Alden asked about conversations for the future of the high school building,
- ii. Brendan McNamara said target for discussions is early fall. Their lease is up in the spring as there had been a one-year extension. There will be public discussions. The school has a new

headmaster and Brendan McNamara is scheduled to meet with the headmaster within the next 2 weeks. This is a hot topic for public discussion.

- iii. Justin Hyjek said that the school is an asset to the town
 - G. Long Range Town Buildings Asset Plan
 - i. Eric Alden said that it is important to have a plan for buildings and not to be reactionary. You need to have a long-range plan.
 - ii. Justin Hyjek said that the town should consider having a Building Capital Fund.
 - iii. Brendan McNamara said that he has been speaking with the department heads about this. He said that in 3 to 4 years we will have to get a new fire truck and it may cost as much as \$1,000,000.00. We need to have a plan in place for 3 to 5 to 8 to 10 years down the road.
11. Set Date for Next Meeting – September 10, 2024
- A. Justin Hyjek suggested September 3, 2024
 - B. Board members will be available.
 - C. **MOTION by Justin Hyjek and seconded by Julie Nicoll to hold their next meeting on September 3, 2024 at 6:00 p.m. Motion passed unanimously.**
 - D. Next meeting September 3, 2024.
12. Sign Warrant Orders
- A. Warrant orders were signed
13. Possible Executive Session
- A. Brendan McNamara said that an Executive Session is not needed
14. Adjourn
- A. **MOTION by Justin Hyjek and seconded by Julie Nicoll to adjourn. Motion passed unanimously.**
 - B. Meeting adjourned at 6:30 p.m.

Respectfully submitted,
Lisha Klaiber

Bob Brandt, Chairman of Trustees

Julie Nicoll

Justin Hyjek, Vice Chair