

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR ELECTRONIC MEETING**

**TUESDAY, April 6, 2021**

**6:00PM VIA ZOOM**

**ZOOM Public Informational Meeting Link:**

<https://us02web.zoom.us/j/83171935503?pwd=b21FTVZKdktlaFhraUU3V2JaZm4zUT09>

**Meeting ID:** 831 7193 5503

**Passcode:** 583569

**Dial by phone:** +1 929 436 2866

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**Passcode:** 583569

**TRUSTEES PRESENT:**

David Rose, Chairman

Bob Brandt

Earl Washburn

**STAFF:**

Scott Murphy

Chuck Craig

**OTHERS PRESENT:**

Kevin Barnes

Troy Caruso

Eric Chatterjee - OVTV

Sharon Bixby

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. He advised that guidelines for electronic meetings are being followed.

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 Earl Washburn 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 Earl Washburn and seconded by Bob Brandt 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 Earl Washburn and seconded by Bob Brandt 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 Earl Washburn and seconded by David Rose 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 2, 2021, the Special Meeting on March 16, 2021 and the Village Public Informational meeting on March 22, 2021.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of March 2, 2021, the Special Meeting on March 16, 2021 and the Village Public Informational meeting on March 22, 2021 as submitted.**
- C. **Motion passed unanimously.**

5. **Comments from Citizens**

- A. Troy Caruso advised that he will be purchasing the Colonial and the property with the rubble on the corner of Main and Commonwealth. He is considering making a parking lot from the existing pool area to the condominiums to the lot at the corner of Main and Commonwealth. He expects the parking area would have spaces for 50+ spots. He was hoping to get assistance from the town with the clean-up of the “rubble lot.”
- B. David Rose asked if he has spoken with the Select Board
- C. Tony Caruso said no.
- D. David Rose suggested that Mr. Caruso speak with Scott Murphy. He said that this board would not be able to give him an answer tonight.
- E. Troy Caruso said he wants to paint the motel, improve it and clean up the area. He wants to reopen the Laundromat for motel guests and outsiders.
- F. David Rose said he would have to go to the Planning/Zoning for that.
- G. Troy Caruso said he has been working with Rose Goings. He said that he is also working with Vail on purchasing the golf course and expects to reopen it by May 1<sup>st</sup>. He said he has made improvements to the course.

6. **Sewer Allocation Request**

- A. Jennifer & Steven Larson
- i. Property address is Lot # 54 Partridge Road
  - ii. David Rose advised that this is a request to add a single family home with 4 bedrooms on the sewer system.
  - iii. Allocation fee – 4 bedrooms @ \$780.00/bedroom      \$3,120.00
  - iv. 1 Hook on fees @ \$4,500      \$4,500.00
  - v. **MOTION by Bob Brandt and seconded Earl Washburn by to approve this application for an allocation for a 4 bedrooms, single family dwelling at \$780 per bedroom and a hook on fee of \$4,500 for an allocation total of \$7,620.00. Motion passed unanimously**

7. **APPROVE VTRANS FINANCIAL PLAN, CODES & STANDARDS & CERTIFICATION OF COMPLIANCE**

- A. Scott Murphy said this is an annual requirement from the State. We have to certify that we spend a minimum of \$300 per mile on roads (we do), approve the Road and Bridge Standards and that we comply with those standards
- B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the VTRANS Financial Plan, approve the Codes and Standards for Roads and Bridges and Sign the Certificate of Compliance as presented. Motion passed unanimously.**
- C. Scott Murphy said that David Rose should sign the Certificate of Compliance..

8. **Possibly Award Bid for Audit Financial Services**

- A. Scott Murphy advised that the low bidder is RHR Smith. The town staff has been very happy with Telling and Hillman, and had hoped they would be more competitive. RHR Smith has a long list of clients in the northeast and local clients including TRSU, Chester, Killington and Rockingham. He said that he had checked with the local clients and they all have been happy

with the job that RHR did for them. He said that staff recommends awarding the bid to RHR Smith.

Vendor	2021	2022	2023	Single Audit
RHR Smith	\$10,000	\$10,000	\$10,000	\$3,000
Graham & Veroff	\$14,250	\$14,775	\$15,200	\$2,575
Telling & Hillman	\$14,500	\$14,500	\$14,500	\$4000

- B. David Rose asked why the Town services cost less than the Village.
- C. Scott Murphy said probably because it is the Village, Water and Wastewater. Also, last year there was a single audit because of the Wastewater Treatment Facility project..
- D. **MOTION by Earl Washburn and seconded by Bob Brandt to award the bid for Audit Financial Services to RHR Smith for \$10,000 for the each of the years 2021, 2022 and 2023 and a single audit cost of \$3,000. Motion passed unanimously.**

9. **Rotary Clock Presentation**

- A. Sharon Bixby said that she and Kevin Barnes have worked together on this project. She said that Bob Kirkbride passed away last year. He was a 61-year member of Rotary and the Rotary wants to recognize his service with an electric clock. The clock is 2-faced and about 15.5 feet tall. It will have the Rotary logo and also a brass plaque on the bottom honoring Bob Kirkbride. It will be forest green with raised gold letters. They will hire an electrician and Wright Construction will lay the cement pad. It will be placed on the corner park by Mel Fink’s office. There is already a bench and trash can there and possibly a picnic table later on. Chief Billings is okay with this, saying that it will not in the way of traffic. Ron Tarbell said it will not interfere with snow removal. Bob Kirkbride would have been 95 years old on June 9<sup>th</sup> and we would like to have it installed on that day. It will be an atomic clock, so it will keep accurate time.
- B. David Rose said it is a good, worthy project for Rotary.
- C. Kevin Barnes said Rotary has used that location for past activities. It will be a good photo-op for visitors and from the one side, Okemo will be in the background.
- D. Sharon Bixby said that when the building across the street was still the Fire station, Bob was Fire Chief.
- E. There was board consensus to approve this donation.

10. **Discuss Priority Projects for Future Development**

Possible Sewer Projects

- Okemo Access Road: sewer line upsize
- Pleasant Street: Elm to Andover –upgrade undersized line, manholes, clay tile
- East Main Street from Black River to high school: older clay tile, infiltration & inflow issues,, add manholes. (Highest Priority) This project impacts 13 sewer services, including 4 commercial

Possible Combined Projects

- Lower High Street from Vets’ Park to Cemetery: replace 4” water line, replace clay tile line, storm water issues – This project affects 28 water services, 2 branch lines, 1 sprinkler, 1 hydrant, 26 sewer services and 3 branch lines (Smith, Gill & Gleascott)
- Pleasant Street: Elm to Andover –upgrade undersized line, manholes, clay tile
- East Main Street from Black River to high school: older clay tile, infiltration & inflow issues,, add manholes. (Highest Priority) This project impacts 13 sewer services, including 4 commercial

- A. David Rose said that the list of possible projects was in the packets.
- B. Scott Murphy said the packets also included a copy of a Capital Improvement plan from a few years ago.
- C. David Rose said he would like to have a project in the “ready to go” state in case federal money becomes available for infrastructure or COVID relief.
- D. Scott Murphy said there is currently about \$650,000 in their capital account. He said that preliminary design would cost about \$10,000 to \$15,000. He said that if funded through Drinking Water it would have a 50% subsidy and Clean water would have 0% interest if paid within 5 years. He said that the American Rescue program may also provide funding. This would be a good time to line up with design.

- E. David Rose suggested that they could possibly bundle water/sewer projects.
- F. Scott Murphy said he will bring back information next month on a combined RFP or split-off /add-on.
- G. Bob Brandt asked Chuck Craig which project he would consider high priority.
- H. Chuck Craig said that High Street is in real rough shape. They could continue the High Street project to the Park and it would make the road better. That would be a good project.
- I. David Rose said that they may be able to do the East Main Street project out-of-pocket the way they did Brook Street a few years ago, it ran about \$100,000.
- J. Chuck Craig said we did open the manhole up where East Main meets the river. We get significant infiltration there.
- K. David Rose asked about the areas that they lined up a few years ago.
- L. Chuck Craig said they are all tight.
- M. David Rose asked Scott Murphy to bring back some numbers for next month.
- N. Scott Murphy said he will work with Chuck Craig to get an RFP together and get updates on funding from American Rescue.

11. **Municipal Manager Updates**

- I. **Commonwealth Avenue**
  - i. Scott Murphy said they has a neighborhood meeting last week and showed the 70% design to the neighbors. They were okay with the design. We will move forward with a state visit next week and application to FEMA within the next 6 weeks. If FEMA approves the 70% design, we can apply for final design and construction in 2024.
- J. **Street and Sidewalk Sweeping**
  - i. Scott Murphy said they started sweeping the streets and sidewalks today..
- K. **High Street Project**
  - i. Scott Murphy said that they are fully funded and all permits are in place. There will be a pre-construction meeting on May 25 and construction will begin in mid-June and ending by the end of October.
- L. **Microtransit Grant**
  - i. Scott Murphy said that we have received a grant for a Microtransit Feasibility Study for Ludlow to a consultant to evaluate existing services and determine feasible solutions, which might include microtransit or shuttle service. We will be working with the Chamber, regional bus service and Regional Planning Commission.
- M. **TV Coverage**
  - i. Scott Murphy said that we were on WCAX TV recently for our WIFI Hot Spots and the Independent School.
  - ii. David Rose asked where the hot spots are located.
  - iii. Scott Murphy said there is one by the library that covers Vets' Park and the other is by the old High School building. This was done by a federal non-profit organization and we asked if they come back to the area, we would like one by Kesman Park.

12. **Other Business**

- A. **Pond Street Possible Ordinance Violation**
  - i. Earl Washburn asked Scott Murphy how they are doing.
  - ii. Scott Murphy said there has not been any activity. We are waiting for the snow to melt away
- B. **Bowker Court**
  - i. David Rose asked Scott Murphy how this is going.
  - ii. Scott Murphy said the town filed with Superior Court and the property owner filed a countersuit with Federal Court. We filed a motion to deny Federal Court because there was not reason behind it. We are waiting to hear from Federal Court.
  - iii. David Rose said that the property owner thinks the Village does not own the road, but David Rose said he did some research and the road has been on the highway map since 1949..

- C. Stop Light
  - i. David Rose asked Scott Murphy when they would switch to summer hours..
  - ii. Scott Murphy said soon.
  
- D. Planning Grant
  - i. David Rose asked about the grant.
  - ii. Scott Murphy said the Planning Commission held a public meeting to get some input. They now have to decide on what changes to recommend.
  - iii. David Rose asked if there is a time line for zoning changes.
  - iv. Scott Murphy said it is too early in the process, but that the emergency changes will most likely stay in effect until the regulations are changed..
  
- 13. Set Date for Next Meeting
  - A. Next regular meeting will be on May 4, 2021 at 6:00 p.m.
  
- 14. Possible Agenda Items for Next Meeting
  - A. Infrastructure projects updates
  - B. Scott Murphy updates
  
- 15. Sign Warrant Orders
  - A. David Rose said he would like to get back to 2 signatures on the warrants.
  - B. Scott Murphy said that after this coming Friday. we will probably be able to meet in the Auditorium as there will be changes to the COVID guidelines.
  
- 16. Possible Executive Session/Personnel/Contracts/Legal Issues
  - A. Scott Murphy said that an Executive Session is needed to discuss Negotiating or Securing RE: Purchase or Lease Options 1 VSA §313 (a)(2)
  - B. **MOTION by Bob Brandt and seconded by Earl Washburn to enter into Executive Session for Negotiating or Securing RE: Purchase or Lease Options. Motion passed unanimously.**
  - C. Board entered into Executive Session at 6:38 p.m.
  - D. Board exited Executive Session at 6:43 p.m. No action taken.
  
- 17. Adjourn
  - A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
  - B. Meeting adjourned at 6:43 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