

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**Tuesday April 7, 2020 - 6:00 PM**

**ZOOM ELECTRONIC ONLINE BOARD MEETING**

**BOARD MEMBERS PRESENT:**

David Rose, Vice Chairman      Earl Washburn

**BOARD MEMBERS ABSENT:**

Bob Gilmore, Chairman

**STAFF:**

Scott Murphy                      Chuck Craig

**OTHERS PRESENT:**

Eric Chattergee – Okemo Valley TV

1. **Call to Order**

- A. David Rose called the meeting to order at 6:11 p.m., all members present, except Bob Gilmore.
- B. Scott Murphy advised the following Electronic Meeting Guidelines:  
This open meeting of the Village of Ludlow Board of Trustees is being conducted remotely consistent with Governor Scott's Executive Order of 01-20 Act 92, due to the current State of Emergency given the outbreak of the coronavirus.

In order to mitigate the transmission of the virus and reduce the risk of COVID-19 illness, we have been advised and directed by the State of Vermont to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. All members of public bodies are allowed and encouraged to participate remotely.

- C. Scott Murphy asked members, when I call your name, please respond in the affirmative.
  - i. David Rose - aye
  - ii. Earl Washburn – aye
- D. Scott Murphy advised that Chuck Craig is also present.
- E. Scott Murphy advised that all votes taken during this meeting not voted unanimously will be taken by a roll call vote.

2. **Consideration of any Changes, Additions or Removals to the Agenda**

- A. Scott Murphy advised that no changes are needed.

3. **Approve Minutes from Previous Meetings**

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- A. David Rose advised the minutes to be approved are from the regular meeting of March 3, 2020.
  - B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the regular meeting of March 3, 2020. Motion passed unanimously.**
4. **Comments from Citizens**
    - A. There were none.
5. **Wastewater Request – William & Diane Parrett – 153 North Village Road**
    - A. David Rose advised that this is a request for sewer allocation to add two (2) additional bedroom to an existing single-family dwelling with 5 bedrooms.
    - B. Allocation fee – 2 bedrooms at \$780/bedroom = \$1,560.00
    - C. David Rose advised that Chuck Craig has signed off on this.
    - D. **MOTION by Earl Washburn and seconded by David Rose to approve this application to for sewer allocation fee of \$1,560.00. Motion passed unanimously.**
6. **Approve VTRANS Financial Plan, Codes & Standards & Certification of Compliance for Town Roads & Bridge Standards**
    - A. Scott Murphy advised that every year, the town and Village need to adopt the Codes and Standards and Certify Compliance stating that we our standards meet or exceed the state standards. This includes maintenance, sidewalks, paving and curbs. We must spend over \$300/ mile and Ludlow does. Doing this, makes the town eligible for additional funding.
    - B. **MOTION by Earl Washburn and seconded by David Rose to approve the plan and sign the certificate. Motion passed unanimously.**
7. **Approve Audited Wastewater Allocations for Okemo Mountain**
    - A. Scott Murphy advised that Okemo had come into the DRB for permits for a new project that would include restructuring of the base lodge and cafeteria, Administration Building, elevators, new entrances and a new trail. As of last week, Vail has cancelled all worldwide construction projects. In February, this board approved an additional sewer allocation with the condition that an audit performed on their entire allocation because there have been many changes over the past several years. Chuck Craig did that audit and advised that the Base Lodge system has an actual usage of 38,700 GPD and their current allocation is 24,700 GPD. The Administration/Snow Stars system has an actual usage of 3,340 GPD and their current allocation is 650 GPD. Both are considerably less than allocated. This board needs to approve the audited allocation so that they can be correctly billed.
    - B. David Rose asked if Okemo needs to buy more allocation.
    - C. Scott Murphy said that this is an administrative correction.
    - D. David Rose asked if Okemo had paid for the additional allocation approved at the February meeting.
    - E. Scott Murphy said no, because they are still in the permitting process.
    - F. David Rose said he thought they would have paid it first. They need a letter from the Trustees for their Act 250 permit.

- G. Scott Murphy said that Act 250 can't act until the local DRB review is complete and the DRB needed your approval.
- H. David Rose said the letter says that the payment is due upon issuance of the letter. He suggested that be reworded.
- I. Scott Murphy said it can be changed. If Okemo had paid, they could have been reimbursed if they don't get their Act 250 permit.
- J. David Rose said he is okay with the changes in the allocations, but we need to address our payment terms.
- K. **MOTION by Earl Washburn and seconded by David Rose to amend the allocation for the Base lodge area from 24,700 GPD to the actual usage of 38,700 GPD and to amend the allocation for the Administration area from 650 GPD to actual usage of 3,340 GPD and to recheck usage when the new construction project is completed. Motion passed unanimously.**

8. **Possibly Authorize One Trustee to Sign Warrant Orders During Current Coronavirus Crisis**

- A. Scott Murphy advised that the state has offered towns the option of having one- or two-persons sign warrants during this time to keep people out of town halls.
- B. David Rose advised that the Select Board voted to do this with a 30-day limit and review and the Water Commissioners voted to do this with a 60-day limit and review.
- C. Earl Washburn said he would prefer to be consistent with the Water Commissioners.
- D. **MOTION by Earl Washburn and seconded by David Rose to authorize David Rose to sign warrants, with Earl Washburn as a back-up person for a period of 60 days, to be reviewed at that time. Motion passed unanimously.**

9. **Possibly Approve Paving Contract for Commonwealth Avenue – Village Portion**

- A. Scott Murphy advised that Fuller Sand and Gravel is the low bidder. This paving project is an 80/20 match and is in both the town and village budgets for this current fiscal year. However, last week the state stopped all construction funding. Hopefully this will be lifted in this fiscal year.

Fuller Sand and Gravel	\$210,758.00
Sunapee Paving/Springfield	\$229,691.80
Bazin Brothers	\$239,148.00
Pike Paving	\$239,368.80
Wilk Paving	\$240,470.40
All States Asphalt	\$258,216.68

- B. David Rose asked the amount of the Village share.
- C. Scott Murphy said about \$22,715.00.
- D. David Rose asked if the state suspends this into the next year, will the contractor hold their quote.
- E. Scott Murphy said the idea is to award the bid now with the intent to start the project before July 1<sup>st</sup>. Fuller is aware of the situation and we want to be first in line when things open up.
- F. David Rose asked if the project includes any reclamation and grading.
- G. Scott Murphy said it includes reclaiming and grading, cold planning and paving.
- H. **MOTION by Earl Washburn and seconded by David Rose to approve the quote from Fuller Sand and Gravel. Motion passed unanimously.**

10. **Other Business**

A. **Stop Light**

- i. David Rose noted that they have switched the traffic light to flashing
- ii. Scott Murphy said yes and they have not had any complaints.

B. **Sweeping/Cleaning**

- i. David Rose said the staff has been sweeping and cleaning in the village and it looks good.

C. **BRACC**

- i. Scott Murphy advised that the BRACC 5K run has been postponed until the fall.

11. **Municipal Manager Updates**

A. **COVID-19 Update**

- i. Scott Murphy advised that all departments are functioning and providing services. We do have a reduced staff and employees are multitasking. He said that there are changes in guidelines from the state everyday

B. **Ambulance Service**

- i. Scott Murphy advised that the Ambulance service has been relocated to the Community Center to protect both them and the Police department
- ii. David Rose asked if they are still looking to hire people for the Ambulance Service.
- iii. Scott Murphy said they were, but there is a freeze on hiring now.

12. **Set Date & Sign Warning for the Rescheduled Annual Meeting**

- A. David Rose said the Annual Village Meeting will be rescheduled for May 12, 2020 from 10:00 a.m. to 7:00 p.m.
- B. The informational meeting will be held at 6:00 p.m. on Monday, May 11, 2020.
- C. **MOTION by Earl Washburn and seconded by David Rose to sign the warning and set the date for the rescheduled Annual Village Meeting. Motion passed unanimously.**

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

- A. Scott Murphy asked if the board wants to hold its next regularly scheduled meeting on May 5, 2020.
- B. Earl Washburn suggested they tentatively leave it on the schedule.

14. **Sign Warrant Orders**

- A. Warrant orders were signed.

15. **Possible Executive Session/Personnel/Contracts**

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

16. **Adjourn**

A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**

B. Meeting adjourned at 6:34 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Earl Washburn