

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

**6:00 PM
HEALD AUDITORIUM**

Tuesday August 4, 2020

BOARD MEMBERS PRESENT:

Dave Rose, Chairman Bob Brandt Earl Washburn

STAFF:

Scott Murphy Chuck Craig

OTHERS PRESENT:

Abby Lechthaler Patrick Cody – Okemo Valley TV

1. **Call to Order**

A. Scott Murphy called the meeting to order at 6:01 p.m., all members present.

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

A. Scott Murphy advised that no changes are required.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of July 7 and July 16, 2020.

B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve minutes from the meeting of July 7, 2020 and July 16, 2020 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none

5. **Possibly Consider Board of Listers Errors & Omissions**

A. David Rose advised that there is one recommended change from the Listers. 16 Pleasant Street. The parcel is partly in the Village and partly in the Town. The house itself is actually not in the Village, only the Town. This needs to be changed.

B. **MOTION by Earl Washburn and seconded by Bob Brandt to accept the recommendation from the Listers and change the house at 16 Pleasant Street from partly Village and partly Town to all Town. Motion passed unanimously.**

6. **Possibly Award Gill Terrace Stormwater Improvements**

A. Scott Murphy advised that they received 2 bids: Adams and Gurney:

VENDOR	Storm Drain Project	Add-on- Sewer Line & Paving	Total Combined
Adams Trucking & Excavation	\$74,500	\$34,550	\$109,050
Gurney Brothers	\$72,720	\$63,760	\$136,480

- B. Chuck Craig said the quotes are comparable.
- C. David Rose asked if this is a lump sum bid.
- D. Scott Murphy said yes and it has a completion deadline.
- E. David Rose asked the board if they wanted to do the Add-On.
- F. Bob Brandt said yes, it would be better in the long run.
- G. Earl Washburn agreed.
- H. David Rose advised that Adams has done work for us in the past.
- I. **MOTION by Bob Brandt and seconded by Earl Washburn to award the contract for the Gill Terrance Project to Adams Trucking & Excavation for a lump sum of \$109,050 with a set completion date. Motion passed unanimously.**

7. **Possibly Award Pond Street Sewer Project**

- A. David Rose said this is at the bottom of the Okemo Access Road where the manholes are at odd angles and have created problems. There are 3 bids and the low bidder is Gurney.

VENDOR	BID
Adams Trucking & Excavation	\$56,900
Gurney Brothers	\$34,960
M&M Excavating	\$58,000

- B. David Rose asked Chuck Craig if the bids are comparable.
- C. Chuck Craig said they all had the same sketches.
- D. David Rose asked about the completion date.
- E. Scott Murphy said October 15, 2020.
- F. Earl Washburn asked about traffic issues.
- G. Scott Murphy said that is included in the bid.
- H. **MOTION by Earl Washburn and seconded by Bob Brandt to award the contract for the Pond Street Sewer Project to Gurney Brothers for a lump sum of \$34,960 with a set completion date of October 15, 2020. Motion passed unanimously.**

8. **Sewer Allocation Request(s)**

- A. Mary & James O'Rourke
 - i. Property address is 13 Prospect Street
 - ii. David Rose advised that this is a request to add two bedrooms to the existing house on to the sewer system. The total allocation will now be 4 bedrooms
 - (1) Allocation fee – 2 bedrooms @ \$546.00/bedroom \$1,092.00
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for an allocation for 2 bedrooms to at \$546.00 for a total of \$1,092.00. Motion passed unanimously.**
- B. Jeff & Meredith Calhoun
 - i. Property address is 142 Route 66
 - ii. David Rose advised that this is a request to add one bedroom to the existing house on to the sewer system. The total allocation will now be 6 bedrooms
 - (1) Allocation fee – 1 bedrooms @ \$780.00/bedroom \$780.00
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for an allocation for 1 bedroom to at \$780.00. Motion passed unanimously.**

9. **Sewer Service Allocation Removal & Abatement Request**

- A. Susan Arndt
 - i. Property address is 8 Andover Street
 - ii. Scott Murphy advised that the owner felt that she was misled by Rose Goings when she originally purchased the building back in 2003. She said she was told that if she gave up the residential apartment on the 1st floor, she would lose the commercial. She would like a rebate for the bills that she has paid since 2003. The sewer portion would be \$3,273.05.
 - iii. David Rose advised that the Water Commissioners felt that they can't go back to 2003. They voted to abate the current bill (7/1/2020 to 12/31/2020) and the last bill (1/1/2020 to

- 6/30/2020.) She hasn't paid either of them. She also wants to drop the allocation for the apartment on the 1st floor. He asked what the amounts of those 2 bills are.
- iv. Scott Murphy said the first one is \$127.05 and the current bill is \$133.40.
 - v. Earl Washburn said we should be consistent with the Water Commissioners.
 - vi. Bob Brandt said she has made no effort since 2003 to correct this.
 - vii. David Rose said she may drop the allocation, but if she ever decides she wants it back, she will have to buy in again.
 - viii. **Motion by Earl Washburn and seconded by Bob Brandt to abate the fees for the 1st floor residential unit for this current period of \$133.40 and also for the last period of \$127.05. There will be no further abatement. Motion passed unanimously.**
 - ix. **MOTION by Bob Brandt and seconded by Earl Washburn to allow Ms. Arndt to drop the allocation for the 1st floor one bedroom apartment. Motion passed unanimously.**
10. **Sewer Allocation Change of Use – Law Office of John Marchica – 28 Main Street**
- A. David Rose advised that this is just a housekeeping item. The building was a bakery and is now a law office.
 - B. Scott Murphy agreed. He said they both have a GPD Of 360.
 - C. **MOTION by Bob Brandt and seconded by Earl Washburn to change the use of the building from bakery to law office. Motion passed unanimously.**
11. **Possibly Consider Sewer Abatement Requests (Tabled from July Meeting)**
- A. David Rose said that there are 4 requests, three, Café at Delight, Ludlow Laundry and Pot Belly Pub are all COVID related. The 4th, Mama's closed in October. He said that Abby Lechthaler is here to answer any questions.
 - B. **Mama's**
 - i. Abby Lechthaler said that they have not been successful with Mama's. They closed Mama's right after Columbus Day weekend - October 16, 2019. She said they had plans to sell the building and didn't change the upstairs allocation. She said that the upstairs apartment is totally gutted and unlivable. She said this is not COVID related. They have paid \$4,000 since the pandemic started. She said that they can't pay their outstanding bills and need help with the bills from October 16, 2019 through July, 2020. They have a tenant now. They have been paying Scott Murphy monthly and will continue to pay to get back on track. They need abatement with the sewer fees.
 - ii. Scott Murphy said the Water consumption was \$3,300 with interest and penalties and the Water Commissioners waived the interest and penalties and set aside the consumption as a lien against the property as long as they continue to pay their current bills. The Sewer Consumption owed is \$1,821.60, with interest of \$124.56 and penalties of \$166.06. He said that he can draw up an agreement to set aside the \$1,821.60 and waive the penalties and interest. .
 - iii. Abby Lechthaler said this is not COVID related. She said that they are excited to get back on track and thanked Scott Murphy for the suggestion and thinking out of the box
 - iv. David Rose said this board can abate the interest of \$124.56 and the penalties of \$166.06 and set aside the \$1,821.60 consumption fees due, putting a lien on the property payable when the property is sold. He would agree with that. This is as long as they remain current on their bills.
 - v. **MOTION by Earl Washburn and seconded by Bob Brandt to take the base consumption amount owed of \$1,821.60 and set it aside, with no further interest or penalties on that. They will put a lien on the building in that amount to be paid when the building sells. This board will waive the \$124.56 interest and the \$166.06 penalties on the condition that the owners stay current on their bills. This is due to a business hardship. Motion passed unanimously.**
 - C. **Ludlow Laundry, Café at Delight and the Pot Belly Pub**
 - i. David Rose said that he is pro-business, but this board cannot abate one business without abating all of them. He said he is not in favor of abating for these businesses. He said if they want to come back in 6 months, we can review it at that time.
 - ii. Earl Washburn added that this board does not have any way to recoup our costs.
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to deny the abatement requests from the Ludlow Laundry, Café at Delight and the Pot Belly Pub requested due to COVID 19. The businesses may come back in 6 months for review. Motion passed unanimously.**
12. **Review Draft of Personnel Rules & Policies Manual**

- A. Scott Murphy said that this is ongoing. He had asked the Select Board members and Trustees to review the document and send comments or suggestions to Pam Cruickshank. She will collate comments into the document and prepare a draft that I will bring back to you at your September meeting. Once your comments and comments from the Select Board have been approved, we will send a draft to a Human Resources attorney for review and comments. Once done, it will come back to the boards for final approval. The Select Board had a few suggestions last night.
- B. Earl Washburn asked who review the document.
- C. Scott Murphy said he, Pam Cruickshank and VLCT.
- D. Bob Brandt said he does have some comments and will send them in.

13. **Other Business**

- A. **Andover Street Property**
 - i. David Rose asked about the Junkyard property.
 - ii. Scott Murphy said it is better, but not perfect. He said that several vehicles have been removed and they are allowed up to 4 of them. Other stuff has been removed and they are cleaning it up. He will send them a note thanking them for their efforts and saying to keep up the good work.
- B. **Stone House**
 - i. Scott Murphy said there is no change
- C. **6 Commonwealth Avenue**
 - i. Scott Murphy said he is working with Connie Miele on the storm water problem. They will be getting an engineering plan.
- D. **Wastewater Treatment Facility**
 - i. David Rose asked how things are going.
 - ii. Chuck Craig said the contractor is on schedule.
 - iii. Scott Murphy said the contractor had some trouble getting equipment but are shooting for a late October completion.
 - iv. David Rose asked about the clarifiers.
 - v. Chuck Craig said the big one is gutted and they are working on it. They hope to start that one up by the end of next week.
 - vi. David Rose asked if the state pays us on time.
 - vii. Scott Murphy said payments are going as smoothly as possible. They have monthly meetings with the state, engineers, contractors and us. Naylor and Green review everything then submit it to Aldrich & Elliott for their review. We submit payments to vendors. We have to go to the bond bank to get our money back. That takes about 60 days.
- E. **Borrowing in Anticipation Note**
 - i. David Rose asked about the status of this.
 - ii. Scott Murphy said we were able to avoid it. The bank said we weren't poor enough. Thanks to Ulla Cook and Pam Todt for getting the tax bills out so quickly. That generated revenue and we have a good cash flow now.
- F. **Lamere Footbridge Dedication**
 - i. David Rose asked when this will happen.
 - ii. Scott Murphy said we are waiting on the plaque. It will probably happen next month.

14. **Municipal Manager Updates**

- A. **US Census**
 - i. Scott Murphy strongly encourages people to complete the 2020 census. Vermont is low as far as responders and Ludlow is particularly low. You can go on line to fill it out. The link is:
- B. **Paving on Pleasant Street**
 - i. Scott Murphy said they will start in the near future. The Elm Street project will be done within the next 2 weeks.
- C. **High School Building Purchase**
 - i. Scott Murphy said the purchase is not complete. There was a problem with some radioactive disks in the Chemistry lab. We hope to close within the next 2 weeks.
- D. **Sidewalks**
 - i. Scott Murphy said the vendor stopped in town and hopes to start by the end of next week.

15. **Set Date for Next Meeting**

- A. Next regular meeting September 1, 2020 at 6:00 p.m.

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

- A. Discuss Changes to the Personnel Rules & Policies Manual

17. **Sign Warrant Orders**

- A. Warrant orders were signed.

18. **Possible Executive Session/Personnel/Contracts – Possibly Approve Wage Increases**

- A. Scott Murphy said that an Executive Session is needed.
B. **MOTION by Earl Washburn and seconded by Bob Brandt to enter into Executive Session for wages. Motion passed unanimously.**
C. Board entered into Executive Session at 6:34 p.m.
D. Board exited Executive Session at 6:40 p.m.
E. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the employee wage increases as recommended by the Municipal Manager. Motion passed unanimously.**

19. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
B. Meeting adjourned at 6:42 p.m.
C.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman

Earl Washburn

Robert Brandt