

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday August 6, 2019

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

David Rose

Earl Washburn

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Joel Schleffler

Ed McEaney – Okemo Valley TV

PUBLIC HEARING

6:00 P.M.

The Village of Ludlow Board of Trustees will hold a Public Hearing on Tuesday, August 6, 2019 at 6:00 p.m. in the Town Hall Conference Room to receive public comments and input regarding the possible exclusion of tractor-trailer trucks from using Pleasant Street and Pleasant Street Extension.

1. Bob Gilmore opened this meeting at 6:00 p.m. and advised that this is a Special Town Meeting to receive comments regarding the possible exclusion of tractor-trailer truck traffic from Pleasant Street and Pleasant Street Extension.
2. Joel Schleffler said that at the Select Board meeting, last night, they explained the intent, but he thinks the wording is misleading. He suggested specifying that tractor-trailer truck traffic is not excluded on Pleasant Street Extension from Route 103 to Soapstone Road.
3. Bob Gilmore noted that there is a bad turn. He said that the problem started when the bridge (off Route 103) was closed and trucks went down Pleasant Street to get to Jeld-Wen and LaValleys.
4. Joel Schleffler agreed that trucks do not have to go down Pleasant Street.
5. Earl Washburn suggested possibly renaming that portion of Pleasant Street Extension Soapstone Road.
6. Scott Murphy said the Select Board did not change the wording of the ordinance. They suggested putting up signs. The wording can be amended to end at Soapstone Road.
7. David Rose said that portion is in the town.
8. Scott Murphy said the wording can be changed at a meeting. He will bring it back to the Select Board. He said it will trip the Select Board effective date back.
9. Bob Gilmore closed the public hearing at 6:06 p.m.

REGULAR MEETING

1. **Call to Order**

A. Chairman, Bob Gilmore called the meeting to order at 6:07 p.m., all members present.

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**

A. David Rose advised the minutes to be approved are from the regular meeting of July 2, 2019 and the Special Meeting of July 5, 2019.

B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the regular meeting of July 2, 2019 and the special meeting of July 5, 2019 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Sewer Allocation Request**

A. Adam Pedicino

i. Property address is 14 Twine Hill Road

ii. David Rose advised that this is a request to add a dwelling unit with 3 bedrooms to the sewer system.

a) Allocation fee – 3 bedrooms @ \$545.00/bedroom \$1,635.00

b) Hook-on fee per dwelling unit \$2,200.00

iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application to add a 3-bedroom residence to the water system with an allocation fee of \$1,635 and hook-on fee of \$2,200.00, for a total of \$3,835.00. Motion passed unanimously.**

B. Jeff Preedom

i. Property address is 32 High Street add one additional bedroom to an existing 3-bedroom residence.

a) Allocation fee – 1 bedrooms @ \$545.00/bedroom \$545.00

ii. **MOTION by Earl Washburn and seconded by David Rose to approve this application to change a 3-bedroom residence to a 4-bedroom with an allocation fee of \$545.00 Motion passed unanimously.**

C. Tony Caruso/Janine Corning

i. **Property** address is 12 Meadow Street

- ii. **David Rose advised that this is a request to change a two family dwelling to a single family residence with 6 bedrooms. He said there is no change in the allocation. This is administrative.**
- iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application to change a two family dwelling to a single family dwelling with 6 bedrooms. There is no change in the allocation. Motion passed unanimously.**

6. **Review & Possibly Approve Contract for Repairs to Vail Bridge Sewer Line**

- A. Scott Murphy advised that the sewer line at Andover and Main needs repairs. They received 3 bids and Gurney was the apparent low bidder (\$6,000.) At the end of their last project, Gurney did have some issues. We will set the contract as Not to Exceed and include a finish date in the contract.
- B. David Rose asked how long the project would take.
- C. Scott Murphy said it would not take long; it includes large boulders and rip-wrap. He said the state would be doing the bridge in 2 years and we will change the 12” line to an 18” line and encase it in concrete.
- D. Bob Gilmore said this project needs to be done this summer.
- E. Scott Murphy said the water is low now.
- F. **MOTION by David Rose and seconded by Earl Washburn to award the bid for the repairs to the Vail Bridge Sewer line to Gurney for \$6,000.00. Motion passed unanimously.**
- G. David Rose asked Chuck Craig how the crossing is by Mill Street.
- H. Chuck Craig said the water line looks good.
- I. David Rose asked Chuck Craig if he checks the lines regularly.
- J. Chuck Craig said yes.

7. **Discuss 2016 High Street Infrastructure Project & Options for Cost Reductions**

- A. Scott Murphy said that in the past, they have discussed High Street infrastructure improvements. We do have a comprehensive plan for \$820,000 and our application is to in the USDA and we can still resurrect it. He said that he spoke to Tim Knapp of the Dufresne Group and asked him to upgrade the construction costs and look for possible reductions. The following issues were identified at the time:
 - i. The distribution system has 4” diameter piping with fire hydrant connections (not allowed under VT law)
 - ii. As a result of the hydraulic limitations of the small diameter, unlined cast iron water mains, a minimum of 20 psi cannot be met during fire flow conditions
 - iii. Minimum fire flow of 500 gpm (required by the state) cannot be met
 - iv. Inadequacies of fire flow and inability to maintain minimum pressures is a health and safety concern
 - v. Existing sewer mains on High Street do not conform to required separation distances from potable water mains under VT regulations
 - vi. Existing sewer main on Pond Street (near Okemo Access Road) is prone to backups due to improper alignment
 - vii. Sewer main on Pond Street includes a change of size of sewer main that doesn’t coincide with a sewer manhole location

-
- viii. Existing storm drain system on High Street has a history of backups and currently only collects runoff from a small area
- B. David Rose asked if there were a 12” water drain up there.
- C. Chuck Craig said it is a short length, just under Orchard Street. He said Ron Tarbell tried to extend it.
- D. David Rose asked if that was pulled from the project, how much we would save.
- E. Scott Murphy said he didn’t know.
- F. David Rose said he would like to see the original plans. He said we need to review the total cost and find ways to reduce costs.
- G. Scott Murphy said they are in his office.
- H. Bob Gilmore asked how pressing this is.
- I. Scott Murphy said that the state is on our case about this and wants us to close off the hydrants. We painted those hydrants a different color so the firemen know which ones don’t have enough flow. He said he will talk to Tim Knapp and ask him to refresh the costs and find reductions.
- J. David Rose asked if the project included rebuilding the street.
- K. Scott Murphy said he doesn’t know. He said he will bring back information to the board.
8. **Possibly Consider Amendments to the Ordinance Relating to the Operations and Parking of Motor Vehicles & Bicycles to Alter Tractor-Trailer Truck Access to Pleasant Street & Pleasant Street Extension**
- A. Scott Murphy advised that they included a definition of tractor-trailer truck. They can amend the proposed ordinance now and it will become effective in 60 days. The Select Board has to amend theirs. He said they will add “Except from Route 103 to Soapstone Road” to item 5.07 of the ordinance.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve the amendments to the Operations and Parking of Motor Vehicles & Bicycles Ordinance as prepared and with the addition noted above. Motion passed unanimously.**
9. **Road Closure Request RE: Ludlow Rotary Chili Cook-off on 10/12/19 from 7:00 AM to 3:00 PM**
- A. Scott Murphy advised that the Rotary has requested that Depot Street be closed on October 12, 2019 from 7:00 a.m. to 3:00 p.m. for their annual Chili Cook-off. They had a good turnout last year.
- B. **MOTION by Earl Washburn and seconded by to approve the request from the Rotary to close Depot Street on October 12, 2019 as described for their Annual Chili Cook-off. Motion passed unanimously.**

10. **Discuss Possibly Amending the Village Purchasing Policy for Inflation**

- A. Scott Murphy explained that the purchasing policy has not been updated since 2004. He is suggesting raising the major purchases limit from \$3,000 to \$5,000 and the regular purchases range limit from \$100 to \$2,999.99 to \$500 to \$4,999.99. Anything under \$500 would be incidental purchases. He said that \$3,000 in 2004, inflated to today's value, is about \$4,100.
- B. Bob Gilmore advised that the Water Commissioners approved this.
- C. Scott Murphy said that the Select Board approved this with a 3 to 2 vote.
- D. **MOTION by Earl Washburn and seconded by David Rose to approve the adjustment of dollar limitations as presented. Motion passed unanimously.**

11. **Review & Possibly Approve the Proposed Town & Village Credit Card Policy**

- A. Scott Murphy asked that the town does not have credit cards and people have been using their personal credit cards for purchases, such as classes and equipment. There is more chance for fraud and we should have a policy. He said it is also protection for the town. He is suggesting getting town credit cards to facilitate some purchases and on-line purchases. He referred to section E of the proposed credit card policy:
“The preferred method of payment for purchases will remain as the purchase order and approval by the Municipal Manager. Balances must be paid off monthly from the department/s approved budget. All credit card balances and purchases must be preapproved by the Municipal Manager.”
- B. Earl Washburn asked if the credit cards purchases would be done through Scott Murphy's desk.
- C. Scott Murphy said yes. He said the Police Chief and Office Manager will be authorized to make purchases. He said maybe 6 out of every 12 months the card would be used.
- D. Earl Washburn suggested a second authorized signature.
- E. Scott Murphy said there are 4 people who may use the card, but it must be pre-approved by the Municipal Manager.
- F. **MOTION by Earl Washburn and seconded by David Rose to approve the Town & Village Credit Card Policy. Motion passed unanimously.**

12. **Possibly Sign Warranty Deed Transferring Ownership of the “so-called” Lamere Square Footbridge to the Town**

- A. Scott Murphy advised that at their meeting last night, the Select Board voted to accept the transfer of the Lamere Square Footbridge from the Village to the Town. The proposed transfer was posted for 30 days. If this board signs the Warranty Deed, we will have the town attorney complete the Property Transfer papers and send them to state. The deed will be recorded in the records in the Town Clerk's Office. The Select Board agreed to proceed with the repairs.
- B. **MOTION by David Rose and seconded by Earl Washburn for the Trustees to sign the Warranty Deed conveying the Lamere Square Footbridge from the Village to the Town. Motion passed unanimously.**
- C. The trustees signed the deed and it was properly notarized.

13. **Other Business**

A. **Sidewalk Work on Pleasant Street**

- i. Bob Gilmore asked when this would be done.
- ii. Scott Murphy said that the contractor will be in town next Monday and will start with High Street, then do Pleasant Street.
- iii. David Rose said the board has not approved the contract for Pleasant Street.
- iv. Scott Murphy said he will bring it in.

B. **Stone House**

- i. Bob Gilmore asked about the Stone House. He advised that a man had offered to donate \$1,000 toward the cleanup. What is the status?
- ii. Scott Murphy said Crown Point made a site visit and gave a quote of \$15,000. The property owner has said they will not pay for the cleanup. If we clean it up, we can put a lien on the property. Another person (interested in the cornerstone) may also donate. It was decided that picking through the rubble for stones would be too costly. The property owner has potential buyers for the property. They are doing research and have made offers. Clean-up would be part of the cost. It is a difficult sale and there is no clear answer.
- iii. Bob Gilmore said that there are animals there at night.
- iv. Scott Murphy said we made the fencing more secure.
- v. Bob Gilmore asked Scott Murphy to give the person who offered to donate \$1,000 an update.
- vi. Scott Murphy said he would.
- vii. Earl Washburn said that last weekend, there were people there picking through the stone and taking some.

C. **FY2019 Closeout**

- i. David Rose asked how the Village closed out the year.
- ii. Scott Murphy said we took a beating over the winter with sand and salt. He said we closed out \$33,000 over budget and negative \$52,000 for the year. However, Okemo owes us \$41,000 for salt and property taxes of \$63,000. The amounts are from last FY, but they receipts will go into this fiscal year. Salt is split 65/35 with the town. Unemployment and culvert expenses were also up. The cash flow was there and Ulla Cook is not concerned.
- iii. David Rose asked if we will be cutting this year's budget to make up for the deficit.
- iv. Scott Murphy said, at this time, there are no plans to do that. They will wait and see what happens after the winter and when the money comes in from Okemo, it should over the deficit.
- v. Bob Gilmore said he would like to see the numbers for salt and sand quantified.
- vi. Scott Murphy said that Okemo keeps track of what they use and tells us. He added that all use between the town and village is percentage based.
- vii. David Rose said the Village has a budget for product and we need to know what we use.
- viii. Scott Murphy said it is usually a percentage of the total, but he will try to get more information after Ulla Cook finishes all of the numbers.
- ix. David Rose said he would like a breakdown of time and material costs.
- x. Scott Murphy said it is based on percentage. He added that it would be easier if the town and village merged. He said that the personnel in the office and he will be sitting down to try to make the accounting easier to understand.

D. **Manhole Work**

- i. David Rose asked about the Adams manhole.
- ii. Chuck Craig said it will be done the second week in September. He noted that there is only one manhole on Commonwealth Avenue and that will be replaced. They will also be adding 2 more down toward Main Street.
- iii. David Rose asked about the manhole by Cota & Cota.
- iv. Chuck Craig said it was finished today.
- v. David Rose asked about the one on Pleasant Street.
- vi. Chuck Craig said it was fixed also.

E. Plant Modifications

- i. David Rose asked if this had started.
- ii. Chuck Craig said they are starting to mobilize.

F. Flows

- i. David Rose asked, since the wastewater flows are down, are we only running half the plant?
- ii. Chuck Craig said yes.

14. **Municipal Manager Updates**

A. Personnel Reviews

- i. Scott Murphy said that he has started the reviews of the department heads and the department heads have started staff reviews.

B. Town Hall Conference Room Dedication

- i. Scott Murphy advised that at their meeting on Monday, September 2, at 7:00 p.m., the Select Board will dedicate the conference room in honor of Howard Barton, Jr. A plaque is being made and is on order.

C. Summer Camp

- i. Scott Murphy advised that the summer camp will be closing and went very well.

15. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, September 3, 2019 at 6:00 p.m.

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

- A. Scott Murphy advised that they will follow-up with the High Street project.

17. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Scott Murphy said that an Executive Session is needed for Personnel – Non-union employee compensation.
- B. **MOTION by David Rose and seconded by Earl Washburn to enter into Executive Session for Personnel. Motion passed unanimously.**
- C. Board entered Executive session at 6:58 p.m.
- D. Board exited Executive session at 7:03 p.m.
- E. **MOTION by Earl Washburn and seconded by David Rose to approve the non-union wage increases as recommended by the Municipal Manager. Motion passed unanimously.**

19. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 7:04 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn