

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING  
HOWARD BARTON JR. CONFERENCE ROOM**

**TUESDAY, December 7, 2021**

**6:00PM**

**TRUSTEES PRESENT:**

David Rose, Chairman

Bob Brandt

Earl Washburn

**STAFF:**

Scott Murphy

Chuck Craig

**OTHERS PRESENT:**

Jason Rasmussen

Rachel Scudder

Rebecca Devereux (Okemo Valley-TV)

Andrea Goldman

Meredith Milliken

Logan Nicoll

**1. Call To Order**

- A. David Rose called the regular meeting of the Village Trustees to order at 6:00 p.m.

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

- A. David Rose suggested that they address Item #8 after Item #6.

**3. Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of November 2, 2021.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of November 2, 2021 as submitted. Motion passed unanimously.**

**4. Comments from Citizens**

- A. There were none.

**5. Sewer Allocation Request – Jeffrey Reitzen -71 Main Street – Change of Use and Allocation Increase**

- A. Scott Murphy advised that the applicant wished to change the use of the building from commercial office (formerly Law Office of Birmingham and Moore) to a residential single family home with 6 bedrooms.
- i. Sewer Current Allocation & Use – Commercial office building with total water and sewer

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- allocation of 360 GPD
  - ii. Sewer Request & Needs – Change of use from commercial to a single family home with 6 bedrooms. Need to add 360 GPD (currently 360 GPD, needs 720 GPD)
  - iii. Allocation due – 3 bedrooms @ \$546.00/bedroom \$1,638.00
  - iv. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for change of use and 3 additional bedrooms at \$546.00 for a total of \$1,638.00. Motion passed unanimously.**

6. **Sewer Allocation Removal Request: Daniel LaCroix - 115 Rimrock Road – Refund of Allocation Fee and Removal of Allocation**

- A. Scott Murphy said that the applicant found out that the lot is unbuildable and would like a refund of their allocation fee.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to refund the allocation fee of \$3,900.00. Motion passed unanimously.**

7. **Downtown Plan Update with Regional Planning Commission**

- A. Scott Murphy said that this is phase 1 if 2 parts. It is to identify physical improvement and bylaws to help pandemic recovery.
- B. Jason Rasmussen said that last month we talked about zoning, and tonight we will talk about sidewalks, physical improvement and cost estimates.
- C. Rachel Scudder said these are short term and long term considerations and funding. She listed the overview and elements of a successful downtown.

OVERVIEW

To provide a flexible guide for streetscape and urban design, including pedestrian and bike safety. The goal is to make downtown Ludlow a place where residents and visitors feel safe, happy and comfortable. She read from her power point presentation:

ELEMENTS OF A SUCCESSFUL DOWNTOWN

Sidewalks  
Seating  
Cafe space (Outdoors)  
Public Transportation  
Curb Extensions  
Trash receptacles  
Special event space  
Bicycling  
Landscaping  
Public Art  
Alley and infill space  
Parking  
Planters  
Screening  
Lighting  
Signage

#### Walking

Short term considerations - ADA compliance, slow traffic at Main Street gateways, pedestrian safety at crossings

High Intervention - Depot and Main Street intersection interventions - permanent bump outs (with and without green infrastructure), pedestrian islands and lights at crossings. She said that the most unsafe crossings are at Veterans Park, Okemo Mountain and Shaw's and would require a higher level of intervention

Low Intervention - expand sidewalks, increase signage, seasonal bump outs with bollards. This would include Benson's, Shaw's, and Aubuchon's.

#### Biking

Make it easy and safe to bike downtown; connect bikers to amenities, use bike lanes to slow traffic. She suggested allowance for biking lanes, shared bike lanes, on-road bike tracks and 1-way protected track and buffers between cars and bikes.

#### Possible Funding

The Downtown Transportation Fund

Better Places Program

Bicycle and Pedestrian Program

Transportation Alternatives Program

#### Parking

Provide enough parking downtown to support seasonal visitors, re-imagine parking space design and function, eliminate parking minimums per zoning code

#### Possible Funding

Municipal Park and Ride Program

Clean Water Design and Implementation Block Grant

Municipal Highway and Storm water Mitigation Program

Our Town

#### Lighting

Increase security, add vibrancy, and make walking and biking at night comfortable

Trees - add

### FUNDING AND IMPLEMENTATION

Short and long term prioritization

Selection based on implementation plan

Funding sources for every element proposed

Focus on maintaining momentum (implementing give-me)

Push to try new things

Rachel Scudder said that a rough budget for flashing signs for crosswalks would be about \$10,000 each they suggest 2 or 3. She said that building out the sidewalks would be about \$160,000 in local funds (\$460,000 with federal funds.)

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- D. Scott Murphy said that we have tried some of these and didn't like it. He said they would be removed from the final plan.
  - E. Jason Rasmussen said this is a menu of options. He said that some, like painting bike lanes would be cheap.
  - F. David Rose asked Jason Rasmussen to send the board an executive summary.
  - G. Jason Rasmussen said he thought they have seen the slides.
  - H. David Rose said he doesn't like construction in the highway for bike lanes on Main Street as it's very narrow.
  - I. Rachel Scudder said it would be a shared bike lane on Main Street.
  - J. Jason Rasmussen said possibly stencils.
  - K. David Rose said we have flashing crosswalk signs by Shaw's and could do more of them.
  - L. Jason Rasmussen mentioned that parking at Killarney is limited and for people who park across the street, they could possibly put in a crosswalk with refuge.
  - M. Scott Murphy suggested a temporary island.
  - N. Jason Rasmussen said paint and plastic bollards may help slow the traffic and make it easier to cross.
  - O. Bob Brandt said that he did look at the slides and is concerned that Main Street is busy and not wide and he would hate to lose that space. He said that more lights at crosswalks is good. He likes the ones with the push buttons to control the lights.
  - P. Jason Rasmussen said they are about \$10,000 or more, each.
  - Q. David Rose asked about funding.
  - R. Jason Rasmussen said the Bike Pedestrian Program and said it is an easy grant to apply for, with 20% match.
  - S. David Rose said that he likes them. He said the Village has speed radar signs that are old. They do help and collect data and he is not opposed to adding more.
  - T. Jason Rasmussen mentioned renovating the skate park at Dorsey Park. He likes the idea of improving the bike access. He said there is lots of interest in a bike path, but they are expensive and there were permitting issues.
  - U. David Rose questioned using paint. He said that while a grant may cover the first year, but you would have to maintain it.
  - V. Rachel Scudder said that there may be a local cycle club that could do fund raising.
  - W. Bob Brandt asked about durable paint – heated plastic and asked if there would be grants for that.
  - X. Jason Rasmussen said they may be able to combine crosswalks and bike lanes into one grant.
  - Y. Rachel Scudder said that they would like to maintain the same number of parking spaces. They did a parking inventory and there are 62 spaces in lots and 90 on-street. She suggested that they talked about adding another municipal lot; possibly talking to Shaw's using some spaces at the south side of that lot.
  - Z. Jason Rasmussen suggested talking to the owners of the Pot Belly about using their lot.
  - AA. Rachel Scudder said that they could use one parking space for outside dining. She suggested increasing rain gardens and street trees. She mentioned sign typology and suggested having gateway, directional signs for: Veteran's Park, directions for pedestrians and where parking is located.
  - BB. Logan Nicoll said that some research had been done on parking and changing parking on Main Street to head in on the south side and removing parking on the north side. The study showed there would be a net increase.
  - CC. Jason Rasmussen said he hadn't looked into it.
  - DD. David Rose said it would be difficult to back out into traffic.

- EE. Jason Rasmussen said they could look at reverse angle – it would be easy pulling out, but hard pulling in.
- FF. Earl Washburn asked what the purpose of this is. He said that Main Street has not changed in 200 years. He said we have public parking and only ½ of it is used. He said people park in the fire lanes at Shaw’s while waiting for people to come out of the store. He said it is not going to change. He said we should make the speed limit on Main Street 25 PH through the village. He likes the island at the park and does not like speed bumps. What is the end purpose of all of this?
- GG. Jason Rasmussen said to make Ludlow a nice destination to visit, to improve signs and parking. He said that Main Street is a very busy road and there are limitations as to what we can do.
- HH. Scott Murphy said that the board will not make decisions tonight.
- II. Earl Washburn said this was his input. He said they put up new signs, 20 feet above the road and you can’t see them.
- JJ. Scott Murphy said that the signage they were talking about tonight would be at the entry ways and bigger. They will re-work this and come back.
- KK. Jason Rasmussen said they will get more information back to the board and more information about funding.
- LL. David Rose asked about funding for sidewalks.
- MM. Bob Brandt said that screening for seating is nice. We don’t have that width and he is concerned about pedestrians.
- NN. Earl Washburn suggested a turning lane onto Route 100 South. It has to be marked.
- OO. Bob Brandt suggested doing that when they do the bridge.

**8. Jewell Brook/Vail Bridge Sewer Report from Aldrich & Elliott Engineers**

- A. Scott Murphy said that Wayne Elliott inspected the sewer line under the Vail Bridge. The line is exposed to ice and snow. A couple of years ago, we built it up, but it washed away. A & E provided 4 alternatives
  - i. Do nothing
  - ii. Pipeline replacement
  - iii. Streambed stabilization
  - iv. Streambed replacement.
- B. Chuck Craig said he has questions on the alternatives
  - i. #3 – leads to potential stream blockage – does not think we should do this
  - ii. #4 – we have tried that and failed
  - iii. #2 – why lower the pipeline. It won’t work and he doesn’t understand it.
  - iv. #1 – we should consider encasing it in concrete.
- C. Bob Brandt asked how old the pipe is and what is the life expectancy.
- D. Chuck Craig said it is about 100 years old, but he is not sure if it is ductile iron
- E. Scott Murphy said it runs through the concrete abutment of the bridge.
- F. David Rose said we should ask Wayne Elliott about encasing it.
- G. Scott Murphy said that part of the difficulty is that we are dealing with the state.
- H. Chuck Craig said that figure 2.1 shows the concrete scoured with weeper holes, probably the original stream bed at one time.
- I. Scott Murphy said he will have this finalized and talk to Wayne Elliott.

9. **High Street Project Final Cost Summary**

- A. Scott Murphy said that this project is a combination of preliminary engineering for water on Scott Murphy advised that the original estimated cost was \$990,000 and the final cost was \$833,382. We were bonded for \$550,000 on the sewer side and \$222,000 on the water side. He said the net is \$327,000. We had a 50% subsidy on the engineering and 40% subsidy on the construction. He said the board had made a good decision about paving. .

10. **Review and Possibly Consider Changes to Wastewater Rates**

- A. Scott Murphy said that they usually look at the rates in May and any change would take effect on July 1<sup>st</sup>. He said that the raised the rates 5% in 2021 and 5% in 2020. He said that the balance on capital is \$695,000.
- B. David Rose said we can look at this again in May.

11. **Discuss and Possibly Approve Village Indoor Mask Mandate**

- A. Scott Murphy asked who makes the call when a business is located in the Village. He said that the Select Board approved this last night for 45 days. effective immediately and will look at it again in 30 days. The option expires 4/30/2022. They were thinking that it gives teeth to the business owners to put up signs.
- B. David Rose asked who is responsible.
- C. Scott Murphy said the town. The mandate covers businesses within the borders of the town.
- D. David Rose said that he thought the Village was its own entity, with its own charter and questioned the Select Board's authority to mandate anything in the Village.
- E. Scott Murphy said the Select Board approved a non-enforceable mandate, hoping that peer pressure would help with the enforcement.
- F. David Rose said the businesses can put up signs requiring masks without a mandate and this mandate issue doesn't make sense. He said that he is not big on mandates.
- G. Earl Washburn said it is ludicrous to pass a mandate without enforcement. It's not our right to mandate. If a shop wants to put up a sign, they can.
- H. There was general consensus among board members to not approve a Village mandate on masks.

12. **Set Date(s) for FY 2023 Village Budget Workshops**

- A. Scott Murphy said they will start on January 4, 2022.

13. **Other Business**

- A. Pam Cruickshank  
i. Earl Washburn said he speaks for this board as well as the town. Thanks to Pam for her service to the community, the Trustees and the Select Board. JOB WELL DONE.
- B. Bowker Court Update

- i. David Rose asked for an update.
- ii. Scott Murphy said that nothing has happened.

C. Tiny House Allocation – 79 Pleasant Street

- i. David Rose asked about this.
- ii. Scott Murphy said that a letter was sent to the owner on October 6<sup>th</sup> and they were given 90 days to pay.
- iii. David Rose asked if we would not issue the CO until they have paid.
- iv. Scott Murphy said correct.

14. **Municipal Manager Updates**

A. Timber Inn

- i. Scott Murphy said that there was a waterline break by the Timber Inn and M&M Excavation was very helpful. He said that Chuck Craig did have concerns about the line. It was installed in 1972 and is on ledge, there are vibrations, and it is swap. They dug two test holes; one near the car wash and the other by Pleasant Street Extension and Soapstone Road. They were okay. They want to dig 2 more test holes, closer to the Timber Inn, in the spring.
- ii. David Rose said we should do that and see what needs to be done.
- iii. Chuck Craig said he took a couple pieces of the pipe.

B. Zoning and Planning

- i. Scott Murphy said that sometimes people apply for COs and Rose Goings goes and does a site visit. She gives the CO and recognizes that the owners could add bedrooms. She tells them that they are not allowed to add bedrooms. After they get the CO, they do add bedrooms. When they go to sell the property, they list it as the current number of bedrooms. They then have to lower the number of bedrooms or apply for additional bedrooms. He asked the board if they want to pursue these people for the additional allocations for the years.
- ii. David Rose said they have done it before.
- iii. Scott Murphy said this board has the ability to get the money at closing. He said that Rose Goings sees this regularly.

15. **Set Date for Next Meeting**

- A. Next regular meeting will be on January 4, 2022 at 6:00 p.m.

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

- A. FY 2023 Budget
  - v. .

17. **Sign Warrant Orders**

- A. David Rose said the warrants have been signed.

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

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

19. **Adjourn**

- A. **MOTION by Earl Washburn and seconded by Bob Brandt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:02 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