

MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR ELECTRONIC MEETING

TUESDAY, JANUARY 5, 2021

6:00PM VIA ZOOM

ZOOM Public Informational Meeting Link:

<https://us02web.zoom.us/j/83171935503?pwd=b21FTVZKdkktaFhraUU3V2JaZm4zUT09>

Meeting ID: 831 7193 5503

Passcode: 583569

Dial by phone: +1 9294362866

TRUSTEES PRESENT:

David Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Ulla Cook

Chuck Craig

OTHERS PRESENT:

Eric Alden

Jill Laramie

Eric Chattergee - OVTV

Lisha Klaiber, Recording Sec.

1. **Call To Order**

- A. David Rose 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. **Consideration of any Changes, Additions or Removal 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 January 5, 2021, the Public Meeting on January 15, 2021 and the Special Joint Meeting on January 15, 2021.
- B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve minutes from the meeting of January 5, 2021, the Public Meeting on January 15, 2021 and the Special Joint Meeting on January 15, 2021 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

- A. High Street/Jill Laramie Sidewalk Issue
- i. David Rose advised that the High Street Water/Sewer Project would be encompass properties from Depot Street to Thomson and Orion Streets. They would not be working by Ms. Laramie's property.
 - ii. Scott Murphy said that the High Street project will not affect her. When they do the sidewalks this summer, they can look at her area. He noted that this is a perennial issue of water build-up.
 - iii. David Rose said those sidewalks have been replaced since he has been on the board and a reason they are so low at road level is so that people can park there.
 - iv. Jill Laramie said that the last time they were working there, she asked for a curb. She asked if there is any more she can do to help get this fixed.
 - v. Scott Murphy said that he will be in touch with her when they do the sidewalks this summer. They will come up and look at the sidewalk.

5. **Possibly Approve FY 2022 Village Budget & Wastewater Budget**

- A. Scott Murphy said that the budget did not change since their last meeting. They are in decent shape, with the amount to be raised in taxes down \$2,686.00 from last year's budget.
 - B. David Rose said that the Village budgeted revenue for FY2022 is \$239,134 and the budgeted expenditures is \$569,520.
 - C. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the FY2022 Village Budget as presented. Motion passed unanimously.**
 - D. David Rose said that the Wastewater budgeted revenue for FY2022 is \$774,317 and the budgeted expenditures is \$820,427.
 - E. Scott Murphy advised that the reason for the larger expenditures is the \$175,000 bond payment.
 - F. David Rose said that bond payment is for the Wastewater Treatment Plant upgrade project.
 - G. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the FY2022 Wastewater Budget as presented. Motion passed unanimously.**
6. **Possibly Set Date to Sign 2021 Village Meeting Warning – February 16, 2021 or February 18, 2021**
- A. Scott Murphy suggested one of the two dates and said that last year they met at 8:30 a.m.
 - B. **MOTION by Bob Brandt and seconded by Earl Washburn to meet on Tuesday, February 16, 2021 at 8:30 a.m. to sign the 2021 Village Meeting Warning. Motion passed unanimously..**
 - C. David Rose asked if there would be something done at Village Meeting for Bob Gilmore.
 - D. Scott Murphy said yes.
7. **Possibly Consider Sons of the American Legion Squadron 36 Coin Drop – April 24, 2021**
- A. David Rose said that this is an annual request and has been done for many years for a worthy cause. It has been okayed by Chief Billings.
 - B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the request by the Sons of the American Legion for a coin drop on Saturday, April 24, 2021 from 10:00 AM to 2:00 PM. Motion passed unanimously.**
8. **Review Ordinance Violation & Complaint – Junkyard & Junk Vehicles**
- A. Update on Bowker Court
 - i. Scott Murphy advised that the situation has gotten worse and we have filed paperwork with the Vermont Superior Court. The Sheriff will serve the property owner with the paperwork. He said that someone has groomed the street with a snow-cat with metal spikes and tore up the road. That individual has been ticketed by the police. This is moving forward.
 - B. Complaint Against Dunnett Property on Pond Street
 - i. Scott Murphy advised that a complaint had been received from a neighbor against the junk vehicles and other junk on the Dunnett property located at 20 Pond Street. He said that usually, the first step is to have a conversation with the owner to try to get them to clean up the property. The next step is a letter of warning of violation of the ordinance.
 - ii. Earl Washburn said that Scott Murphy should move forward with the process. We have an eyesore at Commonwealth and Main Street and Bowker Court. We are being fair with enforcement to all three.
 - iii. David Rose said that he agrees that it is an eyesore and asked Scott Murphy to have a conversation with Mr. Dunnett to get the ball rolling.
 - iv. **MOTION by Bob Brandt and seconded by Earl Washburn to authorize Scott Murphy to begin the process to enforce the Junkyard ordinance at 20 Pond Street. Motion passed unanimously.**
9. **Review Ordinance Relating to Chief Engineer Duties**
- A. Scott Murphy said that Agenda items 9 and 10 are about the same topic. In 2008, we passed an ordinance that allowed the Chief Engineer to give written notice of violations when fire damage may have occurred. He would like the trustees to affirm the Fire Chief as Chief Engineer and to clarify the language in the ordinance. He said that Article 4, 4.01 and 4.02 say fine of “ten dollars (\$100.00.)”

- B. David Rose said the minutes from April 1, 2008 say, “In Ordinance 4 for Duties and Authority of the Chief Engineer (the fire chief), the fine was changed from \$10 to \$100.” He said it should be spelled out that the fire chief is the Chief Engineer. He said that the fine amount was a typo. He said that the Village Charter calls for a Chief Engineer.
- C. Scott Murphy said that he would like a board consensus to affirm this.
- D. **MOTION by Earl Washburn and seconded by Bob Brandt to correct the ordinance to affirm the Fire Chief as the Chief Engineer. Motion passed unanimously.**

10. **Confirm or Appoint Fire Chief as Chief Engineer**

- A. **MOTION by Earl Washburn and seconded by Bob Brandt to appoint the Fire Chief as the Chief Engineer. Motion passed unanimously.**

11. **Affirm Highway Mileage for the Village**

- A. David Rose said that this is an annual certification required by VTRANS and there have been no changes made in the last year. He said that this makes Ludlow eligible for highway grants.
- B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve and execute the 2021 Certificate of Highway Mileage for the Village of Ludlow. Motion passed unanimously.**
- C. Scott Murphy said that only one signature is needed because this board had voted to allow one signature due to COVID. This was done at their regular meeting on January 5, 2021. He added that the total mileage in the Village of Class I, II and III roads is 9.805 miles.

12. **Possible Road Closure & Detour for High Street Project**

- A. Scott Murphy said that as this project moves along, the Water department, engineering, Police department and Highway department will discuss road closures for High Street during construction. It was suggested that traffic be routed along Dug Road (one-way now) during construction. There will be a pre-bid meeting with prospective contractors next Wednesday and we want your input. Wayne Elliott with put comments into the design plan. We will discuss temporary closures of High Street. After the pre-bid meeting, the Trustees will be able to adopt the closures or detours by resolution
- B. David Rose asked if traffic, during the day, would leave High Street from Dug Road.
- C. Scott Murphy said they would, but that the turn at Prospect would be tricky.
- D. Earl Washburn voiced his concern that if people see the local traffic going the wrong way on Dug Road, others will also do it. He said it would be like opening a Pandora’s Box.
- E. David Rose said if they did not make Dug Road two-way during construction hours, how would residential traffic get out.
- F. Earl Washburn suggested a sign “LOCAL TRAFFIC ONLY.”.
- G. Bob Brandt said the street would be blocked off.
- H. David Rose suggested a temporary stop light. He added that Wayne Elliott said we can’t maintain traffic on High Street during working hours.
- I. Scott Murphy said he will come back to the board after the pre-bid meeting.
- J. David Rose asked if there are any new updates on the project.
- K. Scott Murphy said that we are still in good shape. We received the easement from the Catholic Church and it has been recorded. The town attorney will certify that we have received the ROW and easement then send it the Clean Water and Drinking Water. We hope to hear in early March.

13. **Municipal Manager Updates**

- A. Scott Murphy advised that the pre-bid meeting will be Virtual on February 16, 2021 at 10:00 a.m. He said that the trustees are invited. The meeting is for interested contractors to look at the plans and come up with questions. Answers to those questions will be sent out to all contractors who attended.

14. **Other Business**

- A. Stone House
 - i. Scott Murphy said the town had hired an appraiser and he will be talking to the owner within the next week.
- B. Snow Pick-up

- i. David Rose asked when they plan to pick up snow.
- ii. Scott Murphy said hopefully on Wednesday or Thursday nights.

C. Planning Commission

- i. Bob Brandt said that he read the Planning Commission minutes and he is not sure where they are going.
- ii. David Rose said that from what he reads they are moving forward with the rental registry and want to come back to the Trustees to educate us. He said that we made our position clear there was no need for that.
- iii. Earl Washburn said we told them to find something else to work on.
- iv. There was a consensus among the Trustees that they are not in favor of the rental registry and that there is no need for the Planning Commission to come back and rehash it.
- v. Scott Murphy said that the state has been making revenue on Air B&B and VRBO as they are required to collect meals and rooms tax. Vermont Education gets one-third of the revenue.

D. Australian Ballot

- i. Ulla Cook said that the trustees need to decide if they will use Australian Ballots for Village Meeting.
- ii. David Rose said the trustees already decided to do that.
- iii. Ulla Cook asked if they want her to send out postcards asking people that if they want absentee ballots to please call or email her.
- iv. David Rose said that is the same as the town.
- v. Ulla Cook said she will do it. She will mail a postcard to each household.

15. **Set Date for Next Meeting**

- A. David Rose said that the next regular meeting will be on Tuesday, February 2, 2021 at 6:00 p.m. He said it will be a virtual meeting and not affect town voting.

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

- A. Discuss smaller Sewer Projects
- B. Final budget approval

17. **Sign Warrant Orders**

- A. David Rose advised that he had signed some of the warrants and would come in to sign more.
- B. Bob Brandt said he would also go in to sign them

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

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

19. **Adjourn**

- A. **MOTION by Earl Washburn and seconded by Bob Brandt to close the meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk