

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

Tuesday February 4, 2020 - 6:00 PM

HOWARD BARTON, JR. CONFERENCE ROOM

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman David Rose Earl Washburn

STAFF:

Scott Murphy Rose Goings

OTHERS PRESENT:

Chuck Craig Alan Isaacson Ron Tarbell
Aaron Galley Ted Reeves Eric Chattergee – Okemo Valley TV

1. **Call to Order**

A. Chairman, Bob Gilmore called the meeting to order at 6:00 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. Bob Gilmore advised the minutes to be approved are from the regular meeting of January 7, 2020.

B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the regular meeting of January 7, 2020 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Sewer Allocation Removal Request – 16 Mill Street – Frank Dwyer**

A. David Rose advised that Frank Dwyer has requested that the sewer allocation for the property located at 16 Mill Street be removed. David Rose said that all past monies due have been paid.

- B. **MOTION by David Rose and seconded by Earl Washburn to approve the request from Frank Dwyer to remove the allocation as requested. Motion passed unanimously.**

6. **Sewer Allocation Request**

A. **Roger Danyew**

- i. Property address is 119 Pleasant Street
- ii. David Rose advised that this is a request for additional sewer allocation. Mr. Danyew is doing a 3 lot subdivision
 - a) 1,080 GPD X \$4.55 = \$4,914.00
 - b) Hook on fee \$2,200/lot = \$6,600.00
 - c) TOTAL = \$11,514.00
- iii. Scott Murphy said that the initial set up will be with 1 connection to the sewer and be split later.
- iv. David Rose recused himself from this vote.
- v. **MOTION by Earl Washburn and seconded by David Rose to approve this application to for sewer allocation fee of \$4,914.00 plus hook-on fee of \$6,600.00 for a total of \$11,514.00. Motion passed unanimously.**

B. **Okemo, LLC Project – Ted Reeves -Consultant**

- i. Property address is Okemo Mountain Resort
- ii. Ted Reeves explained that Okemo is planning to expand the base lodge by an additional 3,717 square feet. Based on 15 square feet per person at 50 GPD
 - a) 3,717 sq., feet/15sq.feet/pp X 50 GPD = 12,390 GPD
- iii. Scott Murphy said that over the years, there have been several additions and subtractions to the base lodge. There is no issue with this request, but the current allocation is 12,190 GPD. He would like to have Chuck Craig do an audit with or another representative from Okemo to bring this up to date.
- iv. Bob Gilmore noted that there was once a restaurant in the Clock Tower and we gave them credit when that closed.
- v. Ted Reeves said that used to be Priorities.
- vi. David Rose asked if this should be tabled this time.
- vii. Scott Murphy said we will do the audit separately. We plan to do it this year.
- viii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for an additional allocation of 12,390 GPD and to perform an audit of the facilities at the base lodge at Okemo. Motion passed unanimously.**

7. **Execute 2020 Certificate of Highway Mileage**

- A. Scott Murphy 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 David Rose and seconded by Earl Washburn to approve and execute the 2020 Certificate of Highway Mileage for the Village of Ludlow. Motion passed unanimously.**

8. **Consider Coin Drop Request from Sons of the American Legion on Saturday, April 18, 2020**

- A. Bob Gilmore said that this is an annual request and has been okayed by Chief Billings.

- B. MOTION by David Rose and seconded by Earl Washburn to approve the request by the Sons of the American Legion for a coin drop on Saturday, April 18, 2020 from 10:00 AM to 2:00 PM. Motion passed unanimously.**

9. **Planning Commission Comments**

- A. Scott Murphy advised that Chief Billings and Ron Tarbell have looked at the suggestions and sent a response.
- B. David Rose asked if these suggestions came from the zoning regulations or town plan.
- C. Aaron Galley said that the town plan does suggest improvements for pedestrians on Main Street and parking.
- D. Alan Isaacson said that some business owners have talked about lowering the speed limit on Main Street and parking.
- E. Bob Gilmore said there are signs directing people to the Municipal Parking lot.
- F. Scott Murphy said the signs went up last week.
- G. Bob Gilmore said he would hate to see the village have all of these signs. He said there was a traffic plan done in the 1980s to get the flow of traffic off the mountain in the winter, but we were taken to court by the businesses. He said improving conditions for pedestrians is a good idea, but lessening parking spaces is not.
- H. Aaron Galley said we need to inventory the parking spaces and size of the spaces. We should move one of the crosswalks and can do without losing parking. We need to standardize the parking space sizes. We need to balance the needs of the vehicles and pedestrians.
- I. Bob Gilmore said that would be stepping into a hornets' nest if we eliminated parking spaces.
- J. Aaron Galley said we could create additional parking on Pleasant Street by making it a one-way street coming from the mountain.
- K. David Rose said we need to be able to get around and consider emergency service vehicles.
- L. Bob Gilmore said that in their letter, they would possibly support a lower speed limit, they would not support parking or one-way on Pleasant Street.
- M. Aaron Galley said his memo was meant to get a conversation started.
- N. Bob Gilmore said this board would not be making any decisions tonight.
- O. David Rose said that the AOT has certain sizes for parking spaces.
- P. Aaron Galley said the spaces in the village are inconsistent.
- Q. David Rose said it is pretty narrow. He said that more crosswalks would mean losing parking spaces. He said we do mark the spaces in the summer.
- R. Ron Tarbell said they have tried putting the sandwich board crosswalk signs in the road, but they got run over.
- S. David Rose said that lowering the speed limit has been looked at a few times and AOT deemed it unwarranted. Chief Billings does not have an issue with the speed limit and David Rose said he would agree with the Chief, or hire a traffic engineer. He said he does not support changing the lane width. With regard to putting additional parking on Pond Street, he asked, who would park there. He said we have a municipal parking lot that no one uses.
- T. Bob Gilmore added that the Village pays to lease that lot.
- U. Aaron Galley said that Main Street is not friendly to pedestrians.
- V. Bob Gilmore referred to pictures supplied with the memo and said that the way the parking spaces were marked would lessen the number of spaces.
- W. David Rose said that he would not support putting parking spaces on Pleasant Street or making it one-way. He said that with snow removal now, the guys are working 24 hours/ day to plow.
- X. Ron Tarbell said after they plow, they pick up the snow within 24 hours.

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- Y. Alan Isaacson said that the speed limits in the village are inconsistent, with 100S going out of the village at 25 MPH.
 - Z. Bob Gilmore said the state said that the traffic on Main Street does not warrant 25 MPH.
 - AA. Alan Isaacson said that the state does not own that section of Route 103. They don't plow it. He said that at the Cavendish line, the paved was is 12 feet wide and 50 MPH. It lowers to 11 feet wide where the speed drops to 40 MPH and it's fine for tractor trailers. He said if the lanes were 11 feet wide going through the village, it may slow traffic. With the traffic going through the center of town, crossing the street is difficult.
 - BB. Bob Gilmore said that Route 103 is the 4th busiest road in the state.
 - CC. Alan Isaacson said Route 4 in Woodstock is 25 MPH.
 - DD. Bob Gilmore said that after the winter is over, they could measure the parking spaces and this board may consider some things at another meeting.
 - EE. Earl Washburn said the 25 MPH speed limit is not off the table. He said that the road narrows at the old fire department and is hazardous. He said semi drivers are professionals and take their time. He said there are parking spots by the crosswalk by the 7/11 and people could cross there. He said that people don't use the crosswalk by Heritage. He is against parking on Pond Street and Pleasant Street. He said this was good work, but we should stick with the layout of the village and cannot compare it to Woodstock. He said that on heavy weekends, most people are polite to people trying to cross the streets.
 - FF. Bob Gilmore said that the business owners at Lamere Square came to this board and we put up a flashing crosswalk there. He said he has an issue with littering the sidewalks with more signs.
 - GG. David Rose said that several years ago, we wanted to lower the speed limit to 25, but we get state aid from the AOT and they wouldn't allow it.
 - HH. Alan Isaacson said that the state law says that we can lower the speed limit. He added that at the 3 radar speed signs entering the village, the state has signs that say the state highway ends and they lift their plows.
 - II. Aaron Galley said he would like to see a paper trail about state funding.
 - JJ. Ron Tarbell said he was here at the time and we couldn't do it.
 - KK. Scott Murphy said he will check with Brian Sanderson.
 - LL. Bob Gilmore asked Scott Murphy to check on it.
 - MM. Scott Murphy said that last fall; we received a Municipal Planning Grant that included a parking survey.
 - NN. Aaron Galley said we need better lane marking and to paint space lines.
 - OO. Bob Gilmore said the last time we did it to state code.
 - PP. Aaron Galley said we could mark the spaces from the curb out and mark the travel lane. He said that would encourage people to park closer to the curb. It would just be the cost of paint.
 - QQ. Ron Tarbell said the plows would scrape it off in the winter.
 - RR. Bob Gilmore tabled this discussion.
 - SS. Earl Washburn said there is some work to do. He said he thinks the Planning Commission has a feel for where this board stands. We can put it on a future agenda.

10. **Discuss Gill Terrace Storm Water Options**

- A. Scott Murphy said that this board has talked about the seriousness of the condition and it is a high priority. He would like board consensus to pursue some options. The rough estimate is high and we added water/sewer. He wants to get some other options.
- B. David Rose said we have to do something, but \$300,000 is high and how will we pay for it. Would we take it out of retreatment?
- C. Scott Murphy said he wants to get some choices and options and bring them back to the board.

- D. David Rose said we don't have the resources.
- E. Scott Murphy said there are only 2 houses up there, we could possibly put in a shut off/blow off valve. He asked Scott Murphy to bring back options in the near future.

11. **FY2021 Budget Workshop**

- A. Scott Murphy said that at their last meeting, they requested that he try to get the budget increase under 4%. He said he made a few minor tweaks and raised the Administration revenue for the Pilot program. He was able to get it to 3.97%.
- B. David Rose asked how we are doing with the highway budget for this current fiscal year.
- C. Scott Murphy said okay, it has been a calmer winter.
- D. Bob Gilmore said that we should do the local options tax.
- E. David Rose said that is off the table for this town meeting.
- F. Bob Gilmore said he is a strong supporter of the tax and had we passed it in 2004, we would have collected \$7,400,000.00. He suggested it be put on the November ballot. He said that this past year, the town would have received about \$680,000. He said that Scott Murphy will be doing an interview on Okemo Valley TV and may want to discuss it. He said that locals will hardly notice the tax.
- G. **MOTION by David Rose and seconded by Earl Washburn to approve the FY2021 budget as presented with amount to be raised in taxes at \$333,072 with a 3.97% increase and the Wastewater budget as presented. Motion passed unanimously.**

12. **Personnel Policy 1st Review**

- A. Scott Murphy said that he had sent an electronic copy to board members for review and comments. When he receives them, he, along with Pam Cruickshank and Diane Knight will review and integrate comments into a rough draft. VLCT has already reviewed this and Pam Cruickshank has listed her comments on the side. When all comments are received and reviewed, we will create a draft and bring it back to you for final review. It will then go to a human resources attorney for review. After that, it will come back to you for final approval. The last time the personnel policy was done was in 2005 and we have to do it this year. We are subject to lawsuits without an updated policy.

13. **Municipal Manager Updates**

A. **Lamere Square Bridge**

- i. Scott Murphy said that the bridge opened yesterday and looks great.
- ii. Bob Gilmore commended Scott Murphy on getting the work done in the winter.
- iii. Scott Murphy said it went a little over budget because we had to replace the bottom struts.

B. **Sign Ordinance**

- i. Scott Murphy said that it is working better and that they were able to contact the truckers' GPS company and tell them to change their routes. He said that Ron Tarbell ordered a sign with a big arrow indicating the route.
- ii. Bob Gilmore said there have not been many trucks in weeks. He asked about the Jersey barrier.
- iii. Scott Murphy said it will stay until the spring. He said the bollard is back.
- iv. Bob Gilmore commended Scott Murphy on getting the work done in the winter.

- v. Scott Murphy said it went a little over budget because we had to replace the bottom struts.

C. Tax Sales

- i. Scott Murphy advised that they will be doing the tax sales on February 7, 2020 at 10:00 a.m.
- ii. David Rose asked if any of them are in the village
- iii. Scott Murphy said there is one on Main Street. He said the Select Board will bid on two properties if no one else bids. One has been on the books since 2014 and the other since 2015. If we bid, we can take the properties off the delinquent tax rolls. After one year, if the property owner does not pay up, the tax collector issues a deed to the town and we can put the property back on the list. We can then sell the property.

D. Scott Murphy Vacation

- i. Scott Murphy advised that he will be on vacation from March 10 through March 20, 2020.

14. Other Business

A. Paving

- i. Earl Washburn suggested they look at repaving Pleasant Street from Depot to Elm Streets. He suggested they also look at High Street from the Baptist Church to the Catholic Church.

B. High Street

- i. Earl Washburn said they possibly could widen High Street
- ii. David Rose said there is a speeding problem on High Street

C. Wastewater Treatment Plant

- i. David Rose asked about flows.
- ii. Chuck Craig said they are normal winter flows.
- iii. David Rose asked about progress on the project.
- iv. Chuck Craig said they will continue to work for a couple of weeks into February and then close down until the spring.

15. Set Date for Next Meeting

- A. Meeting set for Tuesday, March 3, 2020 at 6:00 p.m.
- B. Village Meeting will be on Tuesday, March 24, 2020.
- C. Earl Washburn said he will be away from February 29 to March 14, 2020 and not at the March 3rd meeting.

16. Possible Agenda Items for Next Meeting

- A. Review bids & Possibly Approve Contract for wastewater backflow preventer

17. Sign Warrant Orders

- A. Warrant orders were signed.

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

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

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