

**VILLAGE of LUDLOW BOARD OF TRUSTEES**  
**REGULAR MEETING TUESDAY, JULY 2, 2019**

**6:00 PM**  
**TOWN HALL CONFERENCE ROOM**

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman                      David Rose, Vice Chairman  
Earl Washburn

STAFF:

Municipal Manager Scott Murphy

OTHERS PRESENT:

James & Anna Miele                      Jason Rasmussen                      Otis Munroe

1. **Call to Order**
  - A. Board Chair, Bob Gilmore called the meeting to order at 6:01
  
2. **Consideration of any Changes, Additions or Removal to the Agenda**
  - A. Scott Murphy requested adding to agenda fundraising request 5K fundraiser for Okemo Mountain School
  - B. David Rose requested to move Stone House Donor agenda item moved after municipal planning grant
  
3. **Approve Minutes from Previous Meeting(s) a. June 4, 2019**
  - A. **MOTION by David Rose and seconded by Earl Washburn to approve the minutes of the regular meeting of June 4, 2019 as presented. Motion passed unanimously.**
  
4. **Comments from Citizens**

A. None

**5. Sewer Allocation Requests**

A. Janine Corning & Troy Caruso (change of use) – 12 Meadow St.

1. David Rose advised request for change of use for Janine Corning & Troy Caruso (change of use) – 12 Meadow St from funeral home into 2 residential units.
2. Scott Murphy confirmed there no change in allocation. Current use going to requested use.
3. **MOTION by David Rose and seconded by Earl Washburn to approve the change of use into 2 units, first unit being one bedroom, second unit being 5 bedroom. Motion passed unanimously.**

B. Ladd Family Group Limited – 20 Gill Terrace

1. David Rose advised request for sewer allocation in village for Ladd Family Group Limited at 20 Gill Terrace. They want to add additional bedroom. Allocation fee of \$545.
2. **MOTION by David Rose and seconded by Earl Washburn to approve the change of use for Ladd Family Group Limited at 20 Gill Terrace adding additional bedroom with allocation fee of \$545. Motion passed unanimously.**

C. Ellen & Leigh Shemitz – 411 Ghia Farm Road

1. David Rose advised request for sewer allocation for single family, 3 bedroom unit in the town. Allocation fee for each bedroom is \$780 for \$2340 total plus hook on fee to the town is \$4500.
2. **MOTION by David Rose and seconded by Earl Washburn to approve the sewer allocation for Ellen & Leigh Shemitz, 411 Ghia Farm Road for single family, 3 bedroom unit in the town. Allocation fee for each bedroom is \$780 for \$2340 total plus hook on fee to the town is \$4500. Motion passed unanimously.**

D. Gerard & Mary Jo Sweeney – 25 Ghia Farm Road

1. David Rose advised request for sewer allocation - looking to add a 3 bedroom to the town for \$780 per bedroom (\$2340 total) and hook on fee of \$4500.
2. **MOTION by David Rose and seconded by Earl Washburn to approve the sewer allocation for Gerald & Mary Jo Sweeney, 25 Ghia Farm Road to add 3 bedroom unit in the town. Allocation fee for each bedroom is \$780 for \$2340 total plus hook on fee to the town is \$4500. Motion passed unanimously.**

**6. Municipal Planning Grant 2018 – Work Production Presentation**

A. Scott Murphy introduced Jason Rasmussen and Otis Munroe from Regional Planning Commission. Utilized a \$9600 planning grant to help design downtown

signs to revamp ones we've got create addition parking signs, parking map and come up with design for entrance way signs.

- B. Jason Rasmussen advised that as part of municipal planning grant had several public meetings. Input indicated folks wanted the town to be a good place for tourists to come. That it was hard to find places around town such as the golf course. This project is a cheap and easy way to address those concerns. Draft ideas presented to get idea of whether trustees like the design, suggested location, etc. There is 5500 left for sign designer to complete the work. Need input before goes to designer. Entryway signs will require state approval so tighter design will help get through that process. Two main components first being draft parking map which highlights key buildings as landmarks and shows where to park, behind brewery store.
- C. Scott Murphy advised that he has recently attended a meeting of about a dozen business owners with concerns over winter parking.
- D. Otis Munroe advised that the map is looking at what is available for parking at the moment on the street and one municipal lot. The count of what's available now is roughly 150 parking spaces in the village as a whole.
- E. Bob Gilmore asked if Jason and Otis were aware of business owner concerns.
- F. Jason Rasmussen said they were aware of discussions but not the details. He confirmed that this map doesn't address those concerns. Shows public parking today but gray areas on map show where those are. Happy to work more with Scott but this initial was primarily to establish parking inventory and create the map. They are trying to wrap up project and looking for comments.
- G. Bob Gilmore said that he wished people would take advantage of municipal parking behind Brewfest more. He talked about when he had a business in the village, DRB had to impose alternate parking space and had to pay for overflow. He wished he had the map. He said that businesses might not be okay with it but he would make it mandatory that every employee of downtown area park in municipal parking and that it would be a huge relief for Main Street.
- H. Scott Murphy said he brought that up to business owners but there were concerns about late night employee safety and they had a list of things to work on.
- I. Bob Gilmore noted it was in businesses their best interests if the customers had access to parking, that more customers would come in through their doors.
- J. Jason Rasmussen asked that any comments be given to Scott Murphy. The second component they worked on is helping folks find Ludlow. Welcome to Ludlow, signs that point to ski area, downtown, etc. Once on Main Street having better located signs to find the parking lot and businesses on Depot Street. Document presented to the trustees showed inventory of signs today as well as concepts for new signs or replacement signs. Looking for feedback to move to the design phase.
- K. Otis Munroe walked trustees through document saying gateway signs were modeled from signs in Burlington using simple symbols.
- L. Bob Gilmore asked if this would replace the hand-painted signs.
- M. Scott Murphy said that no, the hand-painted signs just went back up.
- N. Otis Munroe presented a map which showing where the signs would go. The exiting sign at end of park would work around that. For gateway sign on west end of town, these are all fairly rough approximations of where signs might end up.

The next step is to hire someone to design including the proper dimensions. Need comments from trustees to incorporate into that next step.

- O. Bob Gilmore confirmed that the state has to approve the signs noting that they have strict rules on dimensions and where to place signs. He said the state would cut them down if they were on state property without permission.
- P. Jason Rasmussen acknowledged there are laws about the signs but allowances made for gateway signs. He advised they will need to go through Travel Information Counsel to get their approval. Will need more information on dimensions.
- Q. David Gilmore asked if the DRB needed to get involved for signage.
- R. Jason Rasmussen noted that signs need to be approved by the town but not sure if it's a trustee or DRB concern.
- S. Scott Murphy confirmed that Rose Goings Ludlow Zoning Administrator was aware of the project.
- T. Otis Munroe presented 2 parking signs that would point to the municipal lot. He was hoping to move them since their current location can be misleading.
- U. Bob Gilmore asked the board members if they thought placement of signs between the two buildings was wise, adding it would be effective.
- V. Scott Murphy noted that it would be difficult for plowing
- W. Jason Rasmussen offered that one option might be extending paved island further.
- X. David Rose suggested talking highway foreman because of plowing concerns
- Y. Scott Murphy confirmed that he (highway foreman) was okay with what they were proposing but that didn't have final proposal yet on locations.
- Z. Bob Gilmore suggested getting input from various parties (for improving signage to parking area.) He said it would really serve the village.
- AA. Scott Murphy agreed that it is part of the issue that the lot is underutilized.
- BB. Jason Rasmussen discussed a concept for replacing the current black and white sign at end of pleasant and depot street.
- CC. Bob Gilmore asked them to come up with something more a little more descriptive and inclusive saying that was major signal to where people should go. He confirmed the one presented doesn't quite do it.
- DD. Otis Munroe presented a vinyl sign on telephone pole on corner of Main and Depot street on the utility poles.
- EE. Earl Washburn noted that he liked the design and the utility pole placement as long as it was lower on the pole.
- FF. Board agreed they liked the concept.
- GG. Jason Rasmussen noted that easiest thing to do would be to put it where it is today, but asked if they should look at other placements.
- HH. David Rose suggested they keep the sign on utility pole to everyone's agreement.
- II. Jason Rasmussen confirmed there was \$5500 geared toward design and that technically they have until May of next year but that Scott Murphy didn't want to wait that long.
- JJ. Scott Murphy confirmed that he hoped to get some signs up this summer.
- KK. David Rose asked if there was grant money to buy signs.
- LL. Scott Murphy said no but the entrance way signs would be a future budget item but the vinyl signs could be done.

- MM. Jason Rasmussen confirmed that this was an annual grant
- NN. Scott Murphy confirmed that they have two grants happening now one planning commission grant is for rewriting the town plan.
- OO. Jason Rasmussen gateway signs could be 10 – 14 thousand dollars, not cheap. Others much more affordable at a few hundred a piece.
- PP. Bob Gilmore asked if they would be eligible to apply for another grant next year.
- QQ. Jason Rasmussen confirmed yes, and that the grants due end of September.
- RR. David Rose clarified that those were planning grants, not for “doing”
- SS. Jason Rasmussen suggested there might be other grants for that.
- TT. Scott Murphy noted that maybe they could build the cost into budget for next year.
- UU. Scott Murphy directed Jason and Otis to put together the final design and come back to the Trustees.

## **7. Stone House Issue**

- A. Scott Murphy updated the board on the status of the stone building taken down due to Dangerous and Vacant Ordinance (corner of Commonwealth Ave & Main St.) The owner had an opportunity to sell stone to demo company but said no so now it's in a big pile, causing several complaints. Recently a donor stepped forward to with funding for some of the stone, namely the cornerstone and stoop because of their family history in the home. Initial removal costs are approximately \$10,000 to remove all of stone and rubble removed and dumped and then filled in. Current owner refuses to allow town to proceed unless there's no cost to him, although he did \$3000 demolition fee earlier. He didn't pay for structural engineering that was done for \$1500. The town needs owner's permission to remove stone.
- B. Jim Miele, a condo owner adjacent to rubble pile was attending the meeting on behalf of condo association expressing concern with health and safety of the building. Though grateful they took down the building, he was still not happy with what's left. His concern was if the cellar was full of water it could breed disease.
- C. Scott Murphy said that it shouldn't be and that everything was crumpled into the cellar.
- D. Jim Miele continued asking for them to check if there is black mold which can be very hazardous. Test kits are available. Also heard there are animals (snakes, rats, skunks). He continued that the idea of donations sounds like a nice plan and condo owners would like to help out but unsure of cost. Manager would rather donate money to pay for landscaping after the fact.
- E. Bob Gilmore confirmed they have no leverage the owner and they've exhausted that avenue. He also confirmed that they did have an approximate figure of 10K for the removal.
- F. Scott Murphy mentioned that working with Crown Point Excavating, who has disposal location, might provide cost savings there. He hoped to get final costs soon.
- G. Bob Gilmore asked if they needed to put out RFP
- H. Scott Murphy said that yes unless they termed it an emergency.

- I. Bob Gilmore asked Scott Murphy to continue to pursue Crown Point Excavators lower price.
- J. Scott Murphy thought that by contribute by using town trucks that they could get the price lower and ask donors to perhaps cover half of the cost.
- K. Scott Murphy confirmed the donor was Chuck Richards (married to Jeannie Lawson), the family interested to get stoop and cornerstone. He added that if they could split that cost, they could get it down to a reasonable number and it would be better to work with. He thought he would have those answers next month.
- L. Bob Gilmore assured the Miele's that this was priority #1 for this board is to get rid of that hazard.
- M. Jim Miele mentioned that the fence was down and not keeping anyone out. Now kids can go on the pile.
- N. Scott Murphy said that they can reset the fence.
- O. Jim Miele said that he and his wife would like to donate personally for the project \$1000.
- P. Scott Murphy expressed thanks and said that hopefully that will stir others donors.
- Q. Earl Washburn said that he would have no problem using town trucks to be a part of the project (worth \$1500)
- R. Scott Murphy to complete discussions

**8. Waste Water Treatment Fund Bid Opening Update from Aldrich & Elliot & Possibly Set Special Meeting Date for Contract Approval**

- A. Scott Murphy advised that he and Jason Booth from A&E looked at five bids. Naylor and Breen was lowest at \$1,933,000 and second lowest bidder was Penta. Bids are being evaluated by A&E and won't have final determination until next week. He advised that they will have to set a special meeting to approve contract because August meeting will be too late.
- B. Bob Gilmore asked status of act 250 permit.
- C. Scott Murphy said they gave them a draft permit with 4 conditions. Three were reasonable, the 4<sup>th</sup> is that they want a repair and management plan for the space outside the fence which is about 20 feet of grass now. Before they were grandfathered in and were given general permit that said the area should not be mowed but they have been mowing which is technically a violation hence the request for a repair and management plan. Site plan of trees and bushes native to the area and plan to keep invasive bamboo from expanding. That's the issue struggling with. He's asked Tom Kennedy to put a plan together to satisfy Fish & Wildlife. The attorney advised that if only in violation, just to stop mowing. Hoping to hear back from Act 250 contact person in this regard. He also discussed possibly planting trees from one area surround the plant to this buffer zone. And possible impacts to VAST trails. Regional Planning commission is working on it on our behalf.
- D. Dave Rose asked if they were comfortable awarding the bid without the Act 250 permit in hand.

- E. Scott Murphy said that yes they need to and that he'd be back to the board when ready to set a meeting date.

**9. Possible Approve Municipal Roads Grants-In-Aid Program Letter of Interest**

- A. Scott Murphy advised that these grants have in years past provide money to help towns to meet their municipal roads general permit. Although they don't have a project in mind, they need to submit a letter of interest by tomorrow to be eligible for funds. Last night Select Board approved their letter of intent. Scott has worked with Cindy Ingersoll from Regional Planning Commission and will probably look at Commonwealth Ave. drainage issues. It's an 80/20% in kind and usually use "in kind funds" (work done by town itself) so there's usually no out of pocket costs.
- B. **MOTION by Earl Washburn and seconded by David Rose to sign a letter of interest for Municipal Road Grants-In-Aid Program. Motion passed unanimously.**

**10. Re-Adopt Town Road & Bridge Standards**

- A. Scott Murphy advised the board that the state standards for Town Road and Bridge have been updated for 2019. Confirming the state standards enables the town to be eligible for increased funding under the Emergency Relief and Assistance Fund and to be eligible for additional Town Highway Structures and Class 2 Highway Grants. All of these things that's going to come into play for April 15 flooding request. This makes us eligible to receive additional funds.
- B. **MOTION by David Rose and seconded by Earl Washburn to re-adopt 2019 Town Road & Bridge Standards. Motion passed unanimously.**

**11. Possibly Approve Pleasant Street Curbing Contract with Tri-State Curbing**

- A. Scott Murphy advised that curbing was still not here although they ordered a month and a half ago. Still not here. Promised they'll be here next week. We need them here in order to get them to get the curbing moved and get concrete guys to set the curbing, then the sidewalks and then they can do paving.
- B. Bob Gilmore asked how many feet moving in toward residences.
- C. Scott Murphy confirmed it was a foot and a half.
- D. Scott Murphy confirmed The contract is for \$7,000 for the for about 500 linear feet of reset granite curbing. The sidewalk will happen after that and is separate budget.
- E. **MOTION by David Rose and seconded by Earl Washburn to approve contract for curbing resetting for \$7,000 with Tri-State Curbing. Motion passed unanimously.**

## **12. Possibly Approve Village Sidewalk Contract**

- A. Scott informed the trustees about the next sidewalk project. On the list of sidewalks to be done. First one is High Street. Originally we were going to do spot repairs, as we took walk with Kevin Heiden, contractor out of Perkinsville. Easier to do just a length in the middle. The current side walk is 4 foot wide, he's doing 5 feet. Tree root area is going to be repaired as well as a part that was a speed bump where they built the house. That part will be billed to the homeowner. Separate bid for the project is \$14,991 with Heiden Construction. Plus \$2330 for homeowner. This is strictly for High Street, will look at Pleasant Street at a separate cost.
- B. Dave Rose asked how much money they have to spend on sidewalks.
- C. Scott Murphy said they will use a lot of the 3/5 funding and that they have \$50,000 budgeted for that plus \$15,000 for budget.
- D. Dave Rose we have a class 2 grant for commonweath ave next year and they have to kick in money. He asked whether that would come out of the 3/5 fund.
- E. Scott Murphy said no, that was in the retreatment line last year \$22,700 is going to come of that \$32,000 retreatment line. They'll have to do any additional retreatment within that budget timeframe, a \$10,000 difference.
- F. **MOTION by David Rose and seconded by Earl Washburn to approve High Street sidewalk contract with Heiden Constrction for \$17,321, with \$2330 to be billed to homeowner. Motion passed unanimously.**

## **13. Possibly Approve Commonwealth Avenue Manhole Contract (Wastewater)**

- A. Scott Murphy advised that they received approval for Class 2 Funding Grant Award for both Village and Town. Need to repair 3 manholes on Commonwealth Ave. that need to be repaired and replaced. Tried to get three bids but only one came in by Buck Adams for \$23,900 includes replacing 3 existing manholes and other required work that's part of it.
- B. Dave Rose added that they need to get this done although he doesn't like one-bid jobs.
- C. **MOTION by David Rose and seconded by Earl Washburn to award Commonwealth Ave manhole project to Adams Trucking and Excavation for \$23,700. Motion passed unanimously.**

## **14. Review & Possibly Confirm Ludlow Enterprise Fund Requests**

- A. Scott Murphy updated the trustees concerning the awarding of Ludlow Enterprise Fund by the Select Board totally \$11,800. The Select Board awarded \$3878 to the Fletcher Library for replacing ceiling light bulbs with the remainder going to Black River Independent School Committee.(BRISC).
- B. Bob Gilmore noted that they will follow the Select Board on distribution of the money. He noted that there was a caveat that if BRISC wasn't successful launching the school, they would reimburse the fund.
- C. **MOTION by David Rose and seconded by Earl Washburn to affirm the awarding of Ludlow Enterprise as decided by the Select Board - \$3,378 to the library and balance to BRISC with caveat to repay. Motion passed unanimously.**

#### **15. Possibly Alter Truck Access to Pleasant Street & Pleasant Street Extension**

- A. Scott Murphy advised the trustees that the town has been receiving complaints on truck traffic to Pleasant Street and Pleasant Street Extension. There's been two options about how to restrict truck traffic. First is to impose weight limits which is difficult to enforce second is to amend motor vehicle ordinance. Way to do that is to warn and close meeting, adopt the amended ordinance and after 60 days we would put into effect. Last night Select Board agreed to move forward and warn for next meeting. Asking Village Trustees to go along.
- B. **MOTION by David Rose and seconded by Earl Washburn to warn public hearing and to amend Motor Vehicle Ordinance to restrict Truck Traffic on Pleasant Street and Pleasant Street Extension. Motion passed unanimously.**
- C. Bob Gilmore confirmed they will do public hearing at their own meeting.

#### **16. Lamere Square Bridge: Results of RFP for Repair**

- A. Scott Murphy advised that they have received two bids, the lowest from Daniel's Construction \$18,950. He discussed with Select Board last night and the Select Board felt if they took ownership of the bridge, they could find a way to pay for that repair, whether as estimated or using wood. He asked the trustees if he should put documentation together to transfer ownership of the bridge to the Select Board.
- B. The board agreed
- C. Scott Murphy confirmed that no motion was needed, that only consensus was necessary at this time.

#### **17. Other Business**

A. High Street water sewer project

1. David Rose suggested that they begin looking at the High Street water sewer project again and that it was the next improvement to make for infrastructure.
2. Scott Murphy said they can put on agenda for next month to move forward on that.
3. David Rose asked if Scott could have a conversation about why the cost was so much.

B. Permanently Parked Motorcycle

1. Earl Washburn asked to look into a motorcycle that had been permanently parked in a parking space for him or what.
2. Scott Murphy agreed to have the Ludlow Police Department look at that.

**18. Municipal Manager Updates**

- A. Scott Murphy advised that Class 2 highway grant was received. about \$99,940 for Village and \$114,000 for Town for reconstruction of highway, done late spring.
- B. Scott Murphy advised that the Personnel Policy needs revision and that the Vermont League of Cities and Town will review policy and make recommendations. After the trustees tweak it, the policy will go to an approved attorney for review. VLCT gives 3 free hours toward new personnel policy comes back for potential approval. Scott Murphy meeting with police union next week.

**19. Request for Fundraiser on Aug. 3 Okemo Mountain School 5K Run**

- A. Bob Gilmore advised they received a request from Ashley Billings at Okemo Mountain School for their 5K fundraiser scheduled for Aug. 3, with registration starting at 8 a.m.
- B. **MOTION by David Rose and seconded by Earl Washburn to approve Okemo Mountain School 5K Run on Aug. 3. Motion passed unanimously.**

**20. Possible Agenda Items for Next Meeting –**

- A. High Street Discussion

**21. Sign Warrant Orders**

- A. Completed

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

A. Scott Murphy advised there was no need for executive session.

**23. Adjourn**

A. **MOTION by David Rose and seconded by Earl Washburn to adjourn. Motion passed unanimously.**

B. Meeting adjourned at 7:25 p.m.

**24. After adjournment, Meeting to Set FY 2020 Tax Rate**

A. Set date for setting the tax rate on Friday, July 5, at 8:30 a.m. at the town office.

Respectfully Submitted,

Sharon Huntley

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Bob Gilmore, Chairman

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David Rose, Vice Chairman

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Earl Washburn