

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

**6:00 PM
HEALD AUDITORIUM**

Tuesday July 7, 2020

BOARD MEMBERS PRESENT:

Dave Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Chuck Craig

Rogan Lechthaler

Patrick Cody – Okemo Valley TV

1. **Call to Order**

- A. Scott Murphy called the meeting to order at 6:02 p.m., all members present .

2. **Annual Board Reorganization**

- A. Elect Chairman of the Board
i. **Motion by Earl Washburn and seconded by David Rose to elect David Rose Chairman of the Board. Motion passed unanimously.**
- B. Elect Vice Chairman of the Board
i. **Motion by David Rose and seconded by Earl Washburn to elect Earl Washburn Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board
i. David Rose advised that a clerk can be appointed when a new member is added.
- D. Appoint Union Negotiating Team Member
i. David Rose noted that this is not needed at this time.
- E. Appoint Recording Secretary
i. **Motion by David Rose and seconded by Earl Washburn to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- F. Appoint Ludlow Enterprise Fund Committee Member
i. **Motion by Earl Washburn and seconded by David Rose to appoint David Rose as Ludlow Enterprise Team Member. Motion passed unanimously.**
- G. Set Day and Time of Regular Meetings and Alternate meetings.
i. **Motion by Earl Washburn and seconded by David Rose to continue with regular meetings to be held on the first Tuesday of the month at 6:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 6:00 p.m. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation
i. **Motion by Earl Washburn and seconded by David Rose to continue with THE VERMONT JOURNAL as the newspaper of General circulation. Motion passed unanimously.**
- I. Adopt Roberts Rules of Order
i. **Motion by Earl Washburn and seconded by David Rose to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**

3. **Consideration of any Changes, Additions or Removals to the Agenda**

- A. Scott Murphy advised that no changes are required.

4. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of June 2, 2020.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the meeting of June 2, 2020 as submitted. Motion passed unanimously.**
- C. David Rose requested that the minute's book be brought to meetings and minutes be signed at the meeting.

5. **Comments From Citizens**

- A. There were none

6. **Possibly Appoint Village Board of Trustees Member**

- A. Scott Murphy advised that Bob Brandt, Jean Strong and George Abraham applied for this position.
- B. **MOTION by David Rose and seconded by Earl Washburn to appoint Bob Brandt to fill the remaining term of Bob Gilmore as Member of the Village Board of Trustees. Motion passed unanimously.**
- C. Lisha Klaiber administered the oath of office to Bob Brandt and notarized the document.

7. **Sign Resolution Dedicating Lamere Square Footbridge**

- A. Scott Murphy advised that they will be dedicating the Lamere Square Footbridge to Bob Gilmore. He read the resolution (copy attached at the end of the minutes.)
- B. **MOTION by Earl Washburn and seconded by Bob Brandt to sign the resolution dedicating the Lamere Square Footbridge to Robert N. Gilmore. Motion passed unanimously.**
- C. David Rose said that Bob Gilmore has served many years as on the Trustees and other board and his service and efforts are appreciated.

8. **Sewer Allocation Request(s)**

- A. Andrew Valente
 - i. Property address is 54 Gretto's Gap
 - ii. David Rose advised that this is a request to add one bedroom above the attached garage to the sewer system. The total allocation will now be 4 bedrooms
 - (1) Allocation fee – 1 bedrooms @ \$780.00/bedroom \$780.00
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for an allocation for 1 bedroom to at \$780.00. Motion passed unanimously.**
- B. Jeff & Meredith Calhoun
 - i. Property address is 142 Route 66
 - ii. David Rose advised that this is a request to add one bedroom above the attached garage to the sewer system. The total allocation will now be 6 bedrooms
 - (1) Allocation fee – 1 bedrooms @ \$780.00/bedroom \$780.00
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for an allocation for 1 bedroom to at \$780.00. Motion passed unanimously.**

9. **Sewer Allocation Reduction Request**

- A. Patricia Carton
 - i. Property address is Trailside Unit 41C
 - ii. David Rose advised that this is a request to remove one bedroom from the existing unit. Property is listed as a 4-bedroom unit, only has 3 bedrooms. The total allocation will now be 3 bedrooms
 - iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this request to change the allocation from 4 bedrooms to 3 bedrooms and correct the current bill.**
 - iv. David Rose asked if anyone from Sewer or Zoning had checked the property.

- v. Scott Murphy said that Rose Goings usually would do that. He will ask her to check.
- vi. **Motion by Earl Washburn and seconded by Bob Brandt to amend the motion to include, Subject to Verification of property. Motion passed unanimously.**

10. **Possibly Consider Sewer Abatement Request(s)**

- A. Scott Murphy said that there are 4 requests, three, Café at Delight, Ludlow Laundry and Pot Belly Pub are all COVID related. The 4th, Mama's closed in October. He said that Rogan Lechthaler is here to answer any questions. He said the Laundry never closed, but their business was affected.
- B. David Rose said in the information provided, the laundry's revenue was down 12 ½ %. He said that he does support businesses, but if we do this for these businesses, we will have to do it for many mor
- C. Earl Washburn said that the Laundry was open and he does not want to do anything for one. He asked about other businesses in the community.
- D. Scott Murphy said not yet on water/sewer, but yes on property taxes.
- E. David Rose said that the Water Commissioners put this off until August. He said we don't want to set a precedent.
- F. Bob Brandt said if you do one, you will have to do them all. He said he did look at the numbers. If we abate from the last fiscal year, it would clean out the Water/Sewer surplus accounts. It may be better in this new fiscal year.
- G. David Rose said we just raised the rates to cover costs.
- H. Rogan Lechthaler said if there is a surplus, wouldn't this be the time to rescue businesses?
- I. David Rose said the sewer surplus is \$1,600. If we abate every business it would be \$6,800 per month.
- J. Earl Washburn said he would like to lay this over for a month and see what things look like then. He said he feels compassion for the businesses.
- K. Bob Brandt agreed that it should be put off until next month to see if there are better ideas.
- L. David Rose sad we can revisit this next month and possibly be able to waive interest and penalties.
- M. Bob Brandt said they have used less water and sewer.
- N. David Rose said it is based on allocations.
- O. Rogan Lechthaler said what are seats if they are not being uses.
- P. David Rose tabled this discussion.
- Q. Board members all agreed to table the discussion.

11. **Gill Terrace Projected Estimate Cost**

- A. David Rose said the storm drain runs up Gill Terrace. We found the problems last October and the work needs to be done.
- B. Scott Murphy said they originally looked at a complete overhaul of the water/stormwater/sewer, but the cost would have been too high. This board asked him to get prices for the drain, flushing and manhole. The total is about \$72,000+. We can get an RFP out for next month.
- C. Chuck Craig said the 4" water main is 100 years old. Gill Home is served by a 12" line.
- D. David Rose asked how we would pay for this.
- E. Scott Murphy said we need to continue working on this. The state considers stormwater as a sewer issue as they are all tied in. He said that his thought would be to fund this through the Sewer capital or with the 3/5 money from the town (\$60,000.)
- F. Bob Brandt asked how bad is the sewer line.
- G. Chuck Craig said it is old, clay. He said the water line is iron and not in trouble, yet.
- H. Bob Brandt asked how close is this to where we have to put in the drain.
- I. David Rose said we would take the old 4" water line it out of service and add a flushing hydrant.
- J. Chuck Craig said that is correct and added that there are 2 useless fire hydrants there on the 4" line.
- K. David Rose suggested putting the RFP for the drainage work with alternates add to replace the sewer line.
- L. Scott Murphy suggested all three, plus paving.
- M. Bob Brandt said that he would hate doing a partial job if doing the storm drain might cause a problem to the sewer.
- N. Chuck Craig said he only scoped pricing within the storm drain project.
- O. Bob Brandt asked if the drains are going to the top of the hill.

- P. Chuck Craig said only to the park bench about half way up the hill.
- Q. David Rose said to put out the RFP with alternates; if a part is a sewer part, it will be paid for with sewer funds.
- R. Bob Brandt asked about the water line.
- S. Chuck Craig said it is the same vintage.
- T. David Rose said there is 12” line up Gleascott that is the feed for most of the customers on Gill Terrace.
- U. Bob Brandt said the storm water will be separate with maybe some sewer work.
- V. David Rose said storm water is paid for with Village money.
- W. Bob Brandt said to get a price on stormwater work and a price for the sewer part.
- X. David Rose said the wastewater account is in good shape.
- Y. Bob Brandt said we need to do this this year. He asked to get prices for the sewer work broken out. The Village will pay for the stormwater portion and wastewater fund will pay for sewer.
- Z. Scott Murphy said it won’t be difficult to get the bids broken out. We can come back with quotes at the next meeting.
- AA. Earl Washburn said a small part of the storm drain can be paid for by the sewer.
- BB. David Rose said we can use the 3/5 money from the Village highway account for that and the balance to sidewalks we are going to discuss next.
- CC. Scott Murphy said he will send out an RFP for stormwater with sewer alternate. He said that state guidelines are that wastewater lines have to be a distance from water lines.

12. **Possibly Award Sidewalk Contract and Receipt of Petition**

- A. Scott Murphy said that the following bids were received for the sidewalks. In addition, a petition was received from Main Street business owners requesting that the sidewalks be done. We also received an email from the Chamber of Commerce. He showed board members pictures of the sidewalks by Main & Mountain and Big Eyes.
- B. David Rose said the worst areas are the driveways on Main Street from Mojo’s to Hammond Hall.
- C. Scott Murphy said by Big Eyes, the driveway is all cracked. He said if we don’t have the funds to do all of what we need to do, we can spot replace the driveways with concrete.
- D. David Rose asked about having the contractors bid on that.
- E. Scott Murphy said there is quite a differential in the quotes. He said that he thinks Heiden will do a good job. We worked with them last year.

VENDOR	BID	NOTES
Heiden Construction	\$35,210.00	Main Street
Neil H. Daniels, Inc.	\$117,512.00	Main Street 335.75 LF
Heiden Constru/ction	\$19,750.00	Lower High Street
Neil H. Daniels, Inc.	\$75,796.50	Lower High Street 194.35 LF

- F. Bob Brandt asked if Ron Tarbell is good to go Heiden.
- G. Scott Murphy said yes.
- H. Bob Brandt said we have \$15,000 for sidewalks. How far would Heiden get with that?
- I. Scott Murphy said if linear, we might have to squeeze in by Mojo. He would start at Big Eyes driveway. The alternate be to just do the driveways. He said the rest held up fairly well. The curbing is weak and we may have to reset it.
- J. Bob Brandt said there is one portion of curbing that is 4” lower than the curb.
- K. Earl Washburn said we should look at the driveway entrances and do Lower High Street by Gleascott Ave. He said the worst part of Main Street sidewalks is the driveways.
- L. David Rose said we should do the driveways first, and then lower High Street.
- M. Scott Murphy said that the Select Board did hope that part of the 3/5 money would go to sidewalks.
- N. David Rose suggested that we award \$15,000 to Heiden to do as much as possible.
- O. Bob Brandt said we would be getting some of it done.
- P. Earl Washburn said we should address the worst, first.
- Q. **MOTION by Earl Washburn and seconded by Bob Brandt to award \$15,000 to Heiden Construction for sidewalk driveways on Main Street and lower Main Street and then do High Street if possible. Motion passed unanimously.**

13. **Re-Adopt Village Road & Bridge Standards**

- A. David Rose said that this is an annual item.
- B. Scott Murphy advised that the board needs to approve the Road and Bridge Standards and certify that we adopted and comply with them. Doing this makes us eligible for additional grant and emergency funding. There are no changes from previous versions.
- C. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the Village Road and Bridge Standards and to sign and execute the Codes & Standards Certification of Compliance for Village Road and Bridge Standards as presented. Motion passed unanimously.**

14. **Possibly Approve Small Sewer Project on Pond Street**

- A. David Rose said that 3 or 4 years ago there was blockage in the sewer lines down from the Mountain where it connects to Pond Street.
- B. Chuck Craig said there were improvements made on Pond Street many years ago and they didn't properly align the connections. There are 2 manholes within 10 feet and one is old brick near Killarney's.
- C. David Rose asked for a quick estimate.
- D. Scott Murphy said they have one quick estimate a couple of years ago for about \$30,000.
- E. David Rose said he is in favor of fixing it.
- F. Earl Washburn asked if the angle between the two sewer manholes we're discussing from the Mountain is more of a right angle.
- G. Chuck Craig said the line runs across from Killarney's parking, then across and down Pond. The merge is between 2 manholes. He said that an 8" pipe goes into a 15" pipe and they are not lined up.
- H. **MOTION by Earl Washburn and seconded by Bob Brandt to do the manhole/sewer project at the bottom of the Okemo Access Road. Motion passed unanimously.**
- I. Scott Murphy said he will get an RFP out for next month's meeting.

15. **Possibly Approve the Borrowing of Funds via 90-Day Note in "Anticipation of Tax Receipts" if Needed**

- A. Scott Murphy advised that Ulla Cook has suggested that we set up a note, Not to Exceed \$200,000 (about \$400/month.) This would be at 1/75% interest. We had the Commonwealth Avenue paving project that relied on state grants for funding, but we have to pay the contractors before the state pays us the grant money. We will set this up with People's Bank. The Trustee's Board Chairman will be authorized to sign it. He said this is because the State has not set the Education tax rate; therefore, we cannot set our tax rates and can't send out the tax bills. He said this does happen occasionally.
- B. David Rose asked if, due to COVID, grant payments are slower.
- C. Scott Murphy said yes.
- D. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the borrowing of funds via 90-day note, NOT TO EXCEED \$200,000. Motion passed unanimously.**

16. **Review RFQ Results RE: High Street – Water/Wastewater/Stormwater Project**

- A. David Rose said that they started working on this in 2016. The project is the will replacement of the water and sewer line and the storm drains from the Catholic Church to Thompson Ave.
- B. Scott Murphy said he would like to have this shovel ready as soon as possible. He said that the Water Commissioners have approved Aldrich & Elliott. It was our recommendation that they are better suited for this project. They have done several of the same type projects with the same funding sources.
- C. **MOTION by Earl Washburn and seconded by Bob Brandt to approve Aldrich & Elliott for the Water/Wastewater/Stormwater Project. Motion passed unanimously.**

17. **Review Draft of Personnel Rules & Policies Manual**

- A. David Rose said that he has not read it yet.

- B. Scott Murphy said that he sent 2 versions. The electronic version is the VLCT template with Ludlow incorporated into it. The second, the hard copy, is the current manual – last updated in 2005 – with current updates added. He said that VLCT reminded us that this should not be a static document. He asked board members to review both documents and have comments or suggestions ready for the August meeting. Once your comments and comments from the Select Board have been added, we will send a draft to a Human Resources attorney for review and comments. Once done, it will come back to the boards for final approval
- C. David Rose agreed that the document must be revised. He said that some of the issues were addressed with the Union Contracts, but never made it to the manual.

18. **Other Business**

- A. **Warrant Signing**
 - i. David Rose said that in May, due to COVID, we went from 2 signatures to 1. We are back to 2 now.
 - ii. Earl Washburn said that he thinks that it is redundant to include salaries every week. It is a duplication of efforts. We could possibly eliminate contractually approved salaries.
 - iii. Scott Murphy said that as of July 1st, we only have the Police Union and we are committed to that. The rest of the personnel may have variables such as overtime.
 - iv. Earl Washburn said they could possibly just do the overtime ones. He added that we do have to keep an eye on the budget.
 - v. Earl Washburn said we can think about it.
- B. **Tax Bills**
 - i. David Rose asked about tax bills.
 - ii. Scott Murphy said hopefully they will go out within the next 10 days. When we get the Education rate from the state, we will set the meeting for the tax rate in the morning.
- C. **Paving on Depot Street**
 - i. Earl Washburn asked when they will start.
 - ii. Scott Murphy said that M&M Excavating has to replace a water valve before paving. M&M will be there the week after next.
- D. **Wage Reviews**
 - i. David Rose asked when they will happen.
 - ii. Scott Murphy said next month.
- E. **Wastewater Treatment Facility**
 - i. David Rose asked how things are going.
 - ii. Chuck Craig said the contractor is doing as good as he can. He's had some trouble getting equipment.
 - iii. Scott Murphy said they are still shooting for an October completion.
 - iv. Chuck Craig said they are starting to tie the clarifiers.

19. **Municipal Manager Updates**

- A. None

20. **Set Date for Next Meeting**

- A. Next regular meeting August 4, 2020 at 6:00 p.m.

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

- A. Discuss Changes to the Personnel Rules & Policies Manual
- B. Gill Terrace project
- C. Pond Street project
- D. Abatements

22. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

24. **Adjourn**

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

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman

Earl Washburn

Robert Brandt



Ludlow, Vermont

A Better Place To Live, Work & Play

TOWN & VILLAGE OF LUDLOW, VERMONT

RESOLUTION

DEDICATION OF THE ROBERT N. GILMORE FOOTBRIDGE

WHEREAS: Robert Gilmore has served as an Officer for the Village of Ludlow for three (3) decades serving on the Village Board of Trustees and Water Commission; and

WHEREAS: Robert Gilmore has shown his dedication as a public servant and has provided exemplary leadership to the residents of the Town & Village of Ludlow; and

WHEREAS, Robert Gilmore has brought respect, honor, and integrity as an officer and business leader, exhibiting the highest level of ethics and maintaining a superior moral character; and

WHEREAS: As a long-time business owner of the renown Nikki's Restaurant, Robert Gilmore has imparted his knowledge and wisdom to those he mentored; compassion and selflessness to those in need, and inspiration and encouragement to those he led; and

WHEREAS: After serving his community with vigor and foresight for over three decades, Robert Gilmore retired from serving on the Board of Trustees and Water Commission in June of 2020; and

NOW, THEREFORE, BE IT RESOLVED that the Town & Village of Ludlow does hereby dedicate the former Lamere Square pedestrian bridge in Robert N. Gilmore's honor and from this day forward, the bridge shall be officially known as the Robert N. Gilmore Footbridge.

IN WITNESS THEREOF, we have signed this RESOLUTION officially and caused the Executive seal of the Town & Village of Ludlow, Vermont to be affixed this 6th and 7th day of July, 2020.

TOWN OF LUDLOW SELECT BOARD

Bruce Schmidt, Chairman

Brett Sanderson

Heather Tucker

Justin Hyjek

Scott Baitz

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

David Rose

Earl Washburn

**VILLAGE OF LUDLOW
WATER COMMISSION**

David Rose

Ron Bixby