

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**PUBLIC HEARING  
AND**

**REGULAR MEETING**

**6:00 PM**

Tuesday June 6, 2017

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

Earl Washburn

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Ed McEaney – LPCTV

**PUBLIC HEARING**

1. Bob Gilmore called the Public Hearing to order at 6:00 p.m. He advised that pursuant to the provisions of Title 24, Chapter 117, § 4384 , of the Vermont Statutes Annotated, the Board of Trustees for the Village of Ludlow will conduct a public hearing for the residents, taxpayers, and interested persons in the Village of Ludlow on the 6<sup>th</sup> day of June, 2017, at 6:00 PM in the Ludlow Town Hall Conference Room to inform the community about the Transportation Alternatives Application & Project and to solicit comments from citizens as it relates to the Village Sidewalk Project.
2. Frank Heald explained that this is a long term grant application for work including the north side of Pleasant Street and Depot Street; the south side of Main Street from Depot to Aubuchon's and from Aubuchon's to Elm Street. In 2020 prices, the cost will be about \$616,000 and we would pay 20% (some in kind including Project Management and Construction inspection.) The sidewalk from Depot to Aubuchon's is 10 feet wide and from Aubuchon's to Elm is 7 feet wide. The bid award would be in 2018 and construction in 2021. We would send a letter to the Agency of Transportation to apply for the grant.
3. Earl Washburn said it looks good.
4. Frank Heald said the first time we applied we were passed over because VTRANS did not think our numbers were high enough.
5. **MOTION by David Rose and seconded by Earl Washburn to close the public hearing. Motion passed unanimously.**
6. Public hearing closed at 6:06 p.m.

**REGULAR MEETING**

1. **Call to Order**

- A. Chairman, Bob Gilmore, called the meeting to order at 6:07 p.m., all members present.
- B. **MOTION by David Rose and seconded by Earl Washburn to amend the agenda for the regular meeting and to proceed with the application for the grant for the Transportation Alternatives Application & Project. Motion passed unanimously.**

2. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of May 2, 2017.
- B. **MOTION by David Rose and seconded by Earl Washburn to approve minutes from the meeting of May 2, 2017 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

- A. There were none.

4. **Sewer Allocation Request**

A. **Randall Walter**

- i. Property address is 69 Route 66, Parcel 060156.000
- ii. David Rose advised that this is a request to add one single family dwelling with 4 bedrooms to the sewer system.
  - (1) Allocation fee – 4 bedrooms @ \$780.00/bedroom \$3,120.00
  - (2) Hook on fee – 1 dwelling unit at \$4,500 \$4,500.00
  - (3) Allocation reserves 210 GPD
  - (4) Physical connection to the collector system shall be witnessed by a member of the Village wastewater staff.
  - (5) Connection will be by core and boot to an existing manhole
- iii. **MOTION by David Rose and seconded by Earl Washburn to approve this application for an allocation for a single family dwelling with 4 bedrooms at \$780 per bedroom for \$3,120 plus hook on fee of \$4,500 for a total of \$7,620.00. Motion passed unanimously.**

5. **Consider Request from Ludlow Rotary Club RE: Okemo Bike Climb**

- A. Frank Heald advised that this is an annual event and the route is from Jackson Gore to Route 103 to Mountain Road. The proposed date is June 24, 2017
- B. **MOTION by Earl Washburn and seconded by David Rose to support the Rotary request for an Okemo Bike Climb as presented. Motion passed unanimously.**

6. **Approve & Execute Lease Agreement for Municipal Parking Lot at 199 Main Street**

- A. Frank Heald advised that Brewfest is the new owner of the property, but that the contract is the same terms and conditions as in the past (\$400/month.)
  - B. **MOTION by David Rose and seconded by Earl Washburn to authorize Frank Heald to sign the contract. Motion passed unanimously.**
7. **Execute FY 2017 Audit Agreement with Graham & Graham P.C.**
- A. Frank Heald advised that this is the last year of a 3-year contract and the prices were in the contract. We need to authorize the chair to sign the agreement.
  - B. **MOTION by David Rose and seconded by Earl Washburn to authorize Bob Gilmore to sign the contract. Motion passed unanimously.**
  - C. Frank Heald advised the board that VLCT recently settled with Coventry for about ½ million dollars for a town treasurer who stole town money. He said that Coventry is a town without a manager and the treasurer is an elected official. They do not have an auditor and just fill out a self-assessment. Ludlow fills out the self-assessment and has a parallel audit done by Graham and Graham and they test our controls and procedures. They then issue a management letter. Coventry did not do this. Here, if the town manager is not happy with the treasurer, he can go to the Select Board to hire a CFO type person to run the books. Ludlow has a marvelous town treasurer. Jeff Graham did the forensic audit of Coventry and they were missing about \$1.2 million. She had accounts in Panama and the Islands. Frank Heald said that in response to this he wrote a letter to the VLCT board suggesting that they institute more stringent criteria for towns that are not audited. The payment to Coventry came out of the VLCT insurance and we pay for that through our premiums.
8. **Other Business**
- A. **Storm Drain Project on Pleasant Street**
    - i. Frank Heald advised that at the last meeting, he had said that he might have this for them at this meeting. There will be a special meeting on June 22<sup>nd</sup> for the Lower Main Sewer bid opening and you would have a meeting scheduled for the award on June 27<sup>th</sup> at 5:00 p.m. We sent the RFP out to 5 to 6 contractors. He will try to have information on the Pleasant Street Storm Drain for that meeting; if not it will be for their July meeting.
  - B. **Walker Bridge Traffic**
    - i. David Rose noted that this Friday will be the last day that the bridge will be open
    - ii. Frank Heald said there will be a mandatory detour for all big trucks. He said that the STOP signs on north and south Gleascott will be bagged, along with the north and south STOP signs on High and Depot.
    - iii. David Rose said that the STOP signs slow traffic down.
    - iv. Frank Heald said that we will have to see how it goes.
9. **Set Date for May Meeting**
- A. Bob Gilmore noted that the first Tuesday in July is the 4<sup>th</sup>.
  - B. **MOTION by Earl Washburn and seconded by David Rose to hold the next regular meeting set for Tuesday, July 11, 2017 at 6:00 p.m. Motion passed unanimously.**

10. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Frank Heald said that an Executive Session is not needed.

12. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Earl Washburn. Motion passed unanimously.**
- B. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Earl Washburn