

MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING MINUTES

Monday, March 11, 2019

Board Members Present:

Robert Gilmore, Chairman	David Rose (absent)	Earl Washburn
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Staff Present:

Scott Murphy	Chuck Craig	
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Call to Order:

- a. Robert Gilmore called the regular meeting of the Village Trustees to order at 6:05 PM.

Consideration of Changes, Additions or Removal to the Agenda:

- a. Scott Murphy said there were none.

Approve Minutes from Previous Meeting(s):

- a. Motion by Earl Washburn and seconded by Robert Gilmore to approve the minutes as presented for February 5, 2019 and February 21, 2019. All in favor and the motion passed.

Village Trustees to Possibly Sign the Loan Agreement, Note and Resolution for the Vermont Municipal Bond Bank RE: Wastewater Treatment Facility Upgrade Project:

- a. Scott Murphy said he has the paperwork for the Vermont Bond Bank for the Wastewater Treatment Facility Upgrade which includes the loan agreement, note and resolution. He said we bonded for the project in the fall to advance monies to cover the expenses from Aldrich & Elliot and the State asked for a hydraulic study. He said we had not signed the note so ANR was able to amend the note to include the study for a total loan of \$200,100. He said \$100,000 is forgivable so we are only on the hook for \$100,100.
- b. Scott Murphy said we will only have one bond to pay back and can start accessing the funds to cover our expenses while A & E continues to work. He said they are 90% done.
- c. MOTION by Earl Washburn and seconded by Robert Gilmore to approve and sign the Loan Agreement, Note and Resolution for the Vermont Municipal Bond Bank for the Wastewater Treatment Facility Upgrade Project. All in favor and the motion passed.

Consider & Possibly Approve Conflict of Interest Policy:

- a. Robert Gilmore said next on the agenda is the Conflict of Interest Policy.
- b. Scott Murphy said he included examples of the policies from Stowe, Manchester and Wilmington for their review.

- c. Earl Washburn said all of his concerns were addressed so he does not have any changes.
- d. Robert Gilmore said he liked the brevity of Wilmington's policy and thought the VLCT draft was lengthier.
- e. Earl Washburn agreed and said he likes Wilmington's format.
- f. Robert Gilmore said there was a time that the boards talked about a conflict of interest policy but it was declined. He said back then a tribunal was needed to hear the conflict.
- g. Earl Washburn said his Board has to sign their conflict of interest annually and it was requested by their auditors.
- h. MOTION by Earl Washburn and seconded by Robert Gilmore to approve Wilmington's conflict of interest policy draft and to bring a new copy to the next meeting for signatures and approval. All in favor and the motion passed.

Review & Clarify Sewer User Fees:

- a. Scott Murphy said we have been working on the sewer user fees since late summer to clarify the allocation fees for various uses. He said Appendix B needed to have better explanations that corresponded to the uses and what would reach the floor/base. We put together a base rate on this to follow or to go by the state tables for design flow.
- b. Scott Murphy said the only rate modification is for the residential per bedroom rate and that was just a round-up.
- c. Scott Murphy said we are not suggesting to change the hook-on fees or consumption fees, only the commercial base.
- d. Scott Murphy explained that the allocation fees were better identified with examples following at the bottom that were easier to understand. He said an office for example has an allocation of 360 GPD for the base for a total of \$1,638. If you add staff members (4 as an example) at 140 GPD the total would be \$637 so they didn't reach the base so they would be charged the base rate.
- e. Scott Murphy said another example is a dental office with 2 chairs, which is based on the number of chairs and the state rates for design flow. He said in this case they would use the design flow because it is above the base rate so the rate would be \$1,638.
- f. Robert Gilmore asked if that meant an examination chair.
- g. Scott Murphy said yes in a dental office.
- h. Scott Murphy said restaurants are based on the number of seats and the number of meals served per day. He said a new restaurant with 15 seats serving one meal per day would be \$1,979.25, and serving 2 meals per day would be \$3,071.25.
- i. Scott Murphy said this is a one-time allocation fee.
- j. Robert Gilmore asked about the seating and number of meals per day. He said this could get very expensive.
- k. Scott Murphy said this is just a one-time allocation fee and a new restaurant would need to pay the allocation and hook-on and then the regular billing.
- l. Earl Washburn asked if 2 meals per day could mean breakfast/lunch or lunch/dinner.
- m. Scott Murphy said yes and they have been flexible in the past.
- n. MOTION by Robert Gilmore and seconded by Earl Washburn to accept the allocation rates and changes on Appendix A for the Sewer Works Ordinance. All in favor and the motion passed.

Manager's Updates:

Wastewater Treatment Facility Inspection

- a. Scott Murphy said there was an inspection at the Wastewater Treatment Facility and during the inspection they noted the failure of the back-flow devices. He said there are four (4) devices that stop backflow and the State feels that they are not fast enough and will be to replaced.
- b. Scott Murphy explained that this will be done during the upgrade of the Wastewater Treatment Facility at a cost of \$9,000 to \$10,000.
- c. Robert Gilmore asked if all four (4) needed to be replaced.
- d. Scott Murphy said yes when the construction on the WWTF takes place.

Stone House Update

- a. Scott Murphy said the building was removed and it was fenced off with temporary fencing.
- b. Robert Gilmore asked if M & M Excavating removed the debris.
- c. Scott Murphy said no, they just knocked the building down. He said the owner had the opportunity to sell the stone, and was given many chances but did not.
- d. Robert Gilmore asked whose responsibility it is to remove the debris.
- e. Scott Murphy said the property owner. He said we demolished the building for safety for a total of \$3,000, which the owner did pay back.

Andover Street Property

- a. Scott Murphy said the house on Andover Street that was hit by a tractor-trailer has been sold and the new owners will begin to fix it up within the next few weeks.
- b. Both Robert Gilmore and Earl Washburn agreed that was good news.

Other Business:

- a. Robert Gilmore asked when the stop sign at the end of Pleasant Street/Andover Street was going to be replaced.
- b. Scott Murphy said it will need to wait until the snow is gone.
- c. Robert Gilmore asked about upcoming sidewalk improvements and said the sidewalk across the street from him is in need of repairs. He said there is a curb, but the cement is gone.
- d. Scott Murphy said he is not sure where or when but did say that area is on the short list to be talked about. He said they should discuss sidewalks at the next meeting.

Set Date for Next Meeting:

- a. Robert Gilmore said the next meeting was scheduled on Tuesday, April 2, 2019.

Possible Agenda Items for Next Meeting:

- a. Scott Murphy said they will talk about the Conflict of Interest Policy, sidewalks and updates on the winter season.

Possible Executive Session/Personnel/Contracts:

- a. Scott Murphy said an executive session is not needed.

Adjourn:

- a. **MOTION to adjourn by Earl Washburn and seconded by Robert Gilmore. All in favor and the motion passed.**
- b. Meeting was adjourned at 6:40 PM.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

Robert Gilmore

David Rose

Earl Washburn