

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR ELECTRONIC MEETING

TUESDAY, MARCH 2, 2021

6:00PM VIA ZOOM

ZOOM Public Informational Meeting Link:

<https://us02web.zoom.us/j/83171935503?pwd=b21FTVZKdktlaFhraUU3V2JaZm4zUT09>

Meeting ID: 831 7193 5503

Passcode: 583569

Dial by phone: +1 929 436 2866

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TRUSTEES PRESENT:

David Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Jason Rasmussen

Lisha Klaiber, Recording Sec.

Eric Chatterjee - OVTV

1. **Call To Order**

- A. David Rose called the regular meeting of the Village Trustees to order at 6:00 p.m. He advised that guidelines for electronic meetings are being followed.

2. **Consideration of any Changes, Additions or Removal to the Agenda**

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

3. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of February 1, 2021 and the Special Meeting on February 16, 2021.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of February 1, 2021 and the Special Meeting on February 16, 2021 as submitted. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Sewer Allocation Request**

- A. **Andrew Valente**
- i. Property address is 54 Gretto's Gap – Lot #2
 - ii. David Rose advised that the homeowner was granted an allocation for 1-additional bedroom over his garage in July, 2020, giving him a total of four bedrooms. He would like to change the plans for his house to reflect a 3-bedroom house and a one bedroom apartment above the garage. He has not done any construction yet. He asked if an apartment is considered a separate unit.
 - iii. Rose Goings said yes, it is separate from the house. It is a detached garage. They only applied for one bedroom and after they got the permit, it was an apartment. I have

- advised the owner that he has to contact the Fire Marshal.
- iv. David Rose asked if this is basically an administrative change.
 - v. Scott Murphy said the board will need to authorize the change.
 - vi. Current Allocation – 4 bedroom home (includes single bedroom over the garage)
 - vii. New Allocation – 3 bedroom home and a 1 bedroom apartment over the garage
 - (a) Allocation fee – 1 bedrooms @ \$780.00/bedroom \$780.00
 - (b) Allocation fee has been paid in full
 - viii. This request will change the billing to reflect the following
 - a) One, 3-bedroom home
 - b) One, 1-bedroom apartment
 - ix. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for a change in the allocation for 1 bedroom to at \$780.00. Motion passed unanimously.**

6. **Jason Rasmussen from Mount Ascutney Regional Commission to Review 2021 MPG**

- A. Jason Rasmussen said that he had included 3 sheets in their packets. He said that Ludlow received a Municipal Planning Grant to pay us (Regional Planning Commission) to help you develop a Village Center Master Plan. This will also include COVID recovery. We started the work a few weeks ago and the grant work must be completed by May, 2022. Jason Rasmussen said he and Rachel Scudder (also Regional Planning Commission) will be working with Rose Goings and Scott Murphy. We will focus on:
 - i. Inventory of Infrastructure
 - a. Develop a map/inventory of existing conditions.
 - b. Evaluate existing zoning provisions; summarize findings in a memo.
 - ii. Recommendations for revitalization and long-term economic recovery
 - a. Identify lasting, priority improvements to the physical environment in the Village (e.g. sidewalks, crosswalks, streetscape, public parking, way finding signs, outdoor seating areas, outdoor vending opportunities, pick-up windows)
 - b. Identify regulatory changes to support long-term economic recovery (e.g. relaxed parking standards, pick-up windows, outside dining, adaptive reuse of existing buildings)
 - iii. Implementation Strategies
 - a. Identify and prioritize physical improvements, including planning-level cost estimates. This will lead to an enhanced public realm that encourages village revitalization
 - b. Prioritize regulatory amendments and identify a schedule for preparing zoning amendments
 - iv. Public Outreach.
 - a. Conduct 3 public outreach efforts: business community, DRB and general public
 - b. Workshops with the Planning Commission and Village Trustees
 - c. Who else should be involved: Select Board, Rotary, Okemo Valley Chamber of Commerce, SRDC, others
 - d. Final presentation.
- B. David Rose said that the Water Commissioners are responsible for the Water system; the Trustees are responsible for the waste water and sidewalks. He thinks that a grant to repair sidewalks would be great. He said that a few years ago, they mapped the sidewalks.
- C. Jason Rasmussen said yes they did and they looked at how to pay for sidewalk repairs. He added that this grant looks at outside dining, food trucks and is open-ended. They want to figure out if outside dining for businesses should be permanent and to identify good places for permanent outside seating.
- D. David Rose said he is all in favor of helping businesses and if changing the zoning would help (outdoor seating, take-out windows and parking) he is in favor.
- E. Bob Brandt said he agrees. He doesn't know if they can change the road (State). He likes the pick-up windows and being able to eat outside.
- F. Earl Washburn said last year, they made a presentation to this board about a grant received for signage.
- G. Scott Murphy said that is correct. We implemented some of them and the trustees did not like some of the signs. We did put up municipal parking signs and some others are in place.
- H. Earl Washburn said we do need signs to direct people to different places. He would like to see the sidewalks repaired on the north side of the park, up High Street.
- I. Scott Murphy said there is ongoing temporary zoning that allows outside dining and take-out windows. We have received positive feedback on them. Do we want to make it permanent? We also identified possible sidewalk funding sources. We want feedback from the trustees.
- J. David Rose said zoning changes would be helpful and we do need to find funding for sidewalks. The downtown designation never got funded. He said that access to the river would be a nightmare and not to pursue it. He said that multilingual signage is not needed.

- He said that regarding public art/murals, the village does not own the buildings. He asked Jason Rasmussen to look at the zoning and funding for sidewalks.
- K. Jason Rasmussen said this is great and we want to be realistic. We want to focus on implementation based on reality.
 - L. Rose Goings said that they are also looking at long-term rentals for work force housing and not temporary. She said that Streetscapes is part of the grant and we hope to get shop owners involved like window boxes. We are looking to relax parking requirements or make certain places exempt and leave it up to the business owners to deal with the parking. She said that this was suggested for our tiny village, at a seminar she and Jason Rasmussen have attended. She advised that we recently received an award for picnic tables.
 - M. Scott Murphy said that we were notified yesterday, that we received a Better Places grant for \$5,800 for decorated picnic tables. The process was very competitive and Alice Nitka helped. We will construct tables and designs will be done by people at the Fletcher Arts and students at the independent school. The tables will be placed on town-owned properties this summer.
 - N. Bob Brandt asked where the apartments they are referring to are.
 - O. Rose Goings said it would be mixed use. Some of the buildings in the village already have apartments, but there is more open space available.
 - P. Earl Washburn asked about ADA repercussions.
 - Q. Rose Goings said she will look into that and the fire marshal will handle it. One building is being renovated and she had been there with the fire marshal. It is a pre-existing building and there is no new construction. The fire marshal is very lenient with the sprinklers and there are not a lot of ADA requirements.
 - R. Scott Murphy said this would benefit the downtown. He said that tax credits are available for elevators, lifts and sprinklers and because of the downtown designation, we are eligible for grants.
 - S. Jason Rasmussen said they will look at the zoning for these apartments and see if we can help.
 - T. David Rose asked if there are state tax incentives.
 - U. Jason Rasmussen said some but there may be other things. The state is looking at Affordable Housing and we will look into streamlining the local permit process. We are looking to this board for direction and also want to hear from businesses. The Planning Commission has asked us to hold a public meeting this month. He said he would like ideas from the trustees and priority.

7. **Possibly Consider Personnel Policy Amendment – Article 7§ B – Holiday**

- A. Scott Murphy said that last fall this board approved the Personnel Policy. We omitted this line and it is the only change. It is on page 21 under Holiday Compensation. The proposed new wording will be:
Holiday Compensation – employees in any department, who, because of the nature of the service performed, are required to work on official holidays, or the day on which such holiday is observed, shall receive one and one-half (1.5) their regular rate for the hours worked, and will receive one day’s pay at straight time.
He said that it has been past practice, although it was not written in the policy. It is in the Police contract. It was brought to our attention that it was not in our written policy. He said that the Select Board approved it last night.
- B. David Rose said the one day straight time is the holiday. He said he looked at the other version and it is the same.
- C. **MOTION by Bob Brandt and seconded by Earl Washburn to approve the amendment to the Personnel Policy as presented. Motion passed unanimously.**

8. **Discuss Possible Large Sewer Projects**

- A. Scott Murphy advised that Chuck Craig had written up some suggestions.
- B. David Rose noted that East Main Street project was on an Asset Management plan in 2018 that was a study of the wastewater system. He said that he looked over the list and all of the suggestions are worthy. He said that, as with the Water Commission, he would like to set some goals and do some engineering in the event that funding becomes available. Where should we be heading.
- C. Scott Murphy said he would send out the Capital Account numbers.
- D. David Rose asked if we need to think about Sludge handling at the wastewater plant for a future project.
- E. Chuck Craig said it is the case of big chunks or working with it in parts. If we thicken it too much, there are different ways to handle it – it is not liquid or solid. We ship out about 2.5 to 3% of our solids. It would be an extensive project to think about treating it all as solid.

- F. David Rose said that the Asset Management Plan had rough costs for open trench vs. other technologies on various line replacement projects. He said we should think about it, but the High Street Project will keep us busy this year. We need to get some new projects in the queue in case funding becomes available.
- G. David Rose asked Chuck Craig how the plant is operating.
- H. Chuck Craig said it is running good. The engineer is aware of some small issues that are covered under the warrant for the first year.
- I. David Rose asked if they are using both trenches at the plant.
- J. Chuck Craig said no, the second one has not been needed.
- K. David Rose asked if, in the spring melt, they will use the second trench.
- L. Chuck Craig said they could, but they can cease some treatment and let the water go back.
- M. David Rose said they need to look at some large project and plan for the future. He asked Scott Murphy and Chuck Craig to look at this.
- N. Scott Murphy said he would make a short list and look into funding.

9. **Municipal Manager Updates**

- A. **High Street Bid Opening**
 - i. Scott Murphy said that the bid opening is tomorrow at 1:00 and board members are invited to join. He said that they are expecting 3 -4 good bids. He said that after the bids are vetted by Aldrich & Elliott, this board will probably need to hold a special meeting to award the bid, probably next week. There are some concerns about paving and that Bob Brandt did some rough estimates for the paving, trenches or full width and it is as cheap or cheaper to do the full width. He said that Wayne Elliott thinks that we should finish the bid process and get our funding first. We can talk to the winning contractor after the bid. He said that we can look at it as an add to the bid.
 - ii. Bob Brandt said that the street will be dug up and from Thompson to Prospect it will only be one trench and he did not include that in his estimates. The rest, from Depot Street will be on both sides.
 - iii. David Rose said that was a good catch. We had mentioned it to the engineer, but it got dropped. It could be a change order now.
 - iv. Bob Brandt said the engineer did change 375 feet.
- B. **Tax Sales**
 - i. Scott Murphy said the tax sale will be held on March 19th and there are only 4 properties left for the tax sale and only \$34,000 in delinquent taxes.
- C. **Vail Bridge**
 - i. Scott Murphy said that they are still on track for replacement in 2022. They are working on the preliminary pedestrian detour plan. There will be a 3-week total closure and that time period will start when the upper deck is removed. He said that there will be some temporary electrical relocation. He said that he has made it clear to the state that this project cannot be bumped and if there is any discussion about bumping it, he should be notified.
 - ii. David Rose asked if there will be changes where the sewer line crosses the stream.
 - iii. Chuck Craig said he advises that the upsize the pipe. It is a 12” going into a 15” and 14” going down Main Street. This would be a good time to do the work.
 - iv. Scott Murphy said we can get a cost estimate to do the work at the same time.
 - v. David Rose indicated that we did something similar to the lines that are at Walker Bridge when that bridge was replaced a few years ago.
 - vi. Chuck Craig said yes.
 - vii. David Rose asked Scott Murphy to look into it.
 - viii. Scott Murphy said he would.
- D. **Commonwealth Avenue**
 - i. Scott Murphy said that he met with the state last week and the project had been split into 2 projects by FEMA. The first project is the 70% engineering. If that is approved by FEMA, they probably will approve the second part. FEMA wanted the full length box culvert but the state wouldn’t allow it. He said we will have to get the neighbors involved within the next 2 weeks. We have asked for an extension until 2023.

10. **Other Business**

- A. **Street Maintenance Budget**
 - i. David Rose asked Scott Murphy how they are doing.
 - ii. Scott Murphy said the town side is not bad, but the Village got hit hard with the major storm. It should not come out of the town budget. He will mention it to the Select Board. You do have the 3/5 money, but we would like to hold onto it to the end of the fiscal year. It should not all come out of the Village budget.

- iii. David Rose asked if the Select Board had discussed it.
- iv. Scott Murphy said they will once their budget is approved.

11. **Set Date for Next Meeting**

- A. Next regular meeting will be on April 6, 2021 at 6:00 p.m.
- B. High Street Project Electronic Bid Opening Meeting – March 3, 2021 at 1:00 p.m. via Microsoft Teams Meeting. He invited board members to join the meeting. David Rose said the log on information is on the town website.
- C. March 22, 2021 – Village Public Informational Meeting via ZOOM – 6:00 p.m. Scott Murphy encouraged voters to reach out to Ulla Cook to get absentee ballots. There is a drop box in front of Town Hall for completed ballot.
- D. March 23, 2021 – Village Voting by Australian Ballot – 10:00 a.m. to 7:00 p.m.

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

- A. Review & Possibly Award Contract for High Street Project
 - i. David Rose said he is hopefully awaiting the results.
- B. On-going Capital Sewer projects

13. **Sign Warrant Orders**

- A. David Rose said he will get in this week to sign orders.

14. **Possible Executive Session/Personnel/Contracts/Legal Issues**

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

15. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
- B. Meeting adjourned at 6:49 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman of Trustees

Earl Washburn, Vice Chair

Bob Brandt, Clerk