

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR ELECTRONIC MEETING**

**TUESDAY, May 4, 2021**

**6:00 PM 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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**Passcode:** 583569

**TRUSTEES PRESENT:**

David Rose, Chairman

Bob Brandt

Earl Washburn

**STAFF:**

Scott Murphy

Chuck Craig

**OTHERS PRESENT:**

Eric Alden

Eric Chatterjee - OVTV

Lisha Klaiber, Recording Sec.

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. There will be an Executive Session

3. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of April 6, 2021.  
B. **MOTION by Bob Brandt and seconded by Earl Washburn to approve minutes from the regular meeting of April 6, 2021 as submitted.**  
C. **Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Possibly Approve May 31, 2021 American Legion Post Day of Remembrance**

- A. Scott Murphy said that the Legion would like to have a day of remembrance on May 31, 2021, starting at 9:00 a.m.  
B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve the request from the American Legion for a day of remembrance on May 31, 2021.. Motion passed unanimously.**

6. **Possibly Consider Changing the Warrant Order Signatures Back to Pre-COVID Status**

- A. David Rose advised that the Water Commissioners and the Select Board have returned to pre-COVID status.  
B. Scott Murphy said that town hall has reopened..

C. **MOTION by Bob Brandt and seconded by Earl Washburn to return to pre-COVID requirements of 2 signatures on Warrant Orders. Motion passed unanimously**

7. **Review RFQ Requirements for Future Projects**

- A. Scott Murphy said that he has started to work on a draft RFQ for future projects. He said that when they did the RFQ for the High Street project, it was not for a specific project and may be used for future projects. They would use Aldrich & Elliott. He said that the Water Commissioners want a new RFQ for next time.
- B. David Rose said he would like to see other prices and to see what other firms are offering.
- C. Earl Washburn asked about the cost.
- D. Scott Murphy said it would be a minor cost to advertise in the paper. He said that for the Clean Water and Drinking Water agencies, costs are 100% assumed by the state and at no cost to the town. If they get American Rescue, there are 3 “pots” One, is based on populations and Ludlow’s town portion would be \$184,000 (less the Village share.) The second “pot” would go to the County to distribute to the towns and villages. There is not much information on this one. The third will be for improvements to Water, Wastewater and Broad-band. We should be hearing something by May 10<sup>th</sup>. We may be able to get a preliminary design study at no cost to the Village. At the worst case, it would run about \$15,000 to \$19,000 with a 50% subsidy. He asked what project they want to pursue.
- E. David Rose said the Pleasant Street Extension (8”) and the rest of the High Street lines, from the Catholic Church to Main Street.
- F. Earl Washburn agreed.
- G. Bob Brandt agreed and said they would service the most people.

8. **Review Sewer Wrap Cost for East Main Street**

- A. Scott Murphy advised that in 2017 they wrapped the pipe by the plant and Brookhaven. He said that Chuck Craig has the information on that project - \$186,698 for 2,800 feet and 13 manholes. He said that Green Mountain Pipe Service came in to look at the East Main Street project.
- B. Chuck Craig said the estimator was here today and looked at 3 separate, little projects. We should have the quote within a week.
- C. David Rose asked if they would be okay with 6” pipe.
- D. Chuck Craig said the workers don’t like it, but will do it. It takes up to about ¼” on the circumference. He said the wrap goes inside the pipe and the street will not be disturbed.
- E. David Rose asked if it was like a sleeve.
- F. Chuck Craig said it is a fibrous material that is saturated and then pressurized against the walls. It is then cured, and a robot will cut out the services to the homes. They did a fine job with rehabilitating the manholes.
- G. Bob Brandt asked if this was for water infiltration.
- H. Chuck Craig said yes.
- I. Bob Brandt asked if it helps with weak pipes.
- J. Chuck Craig said absolutely and helps with support.

9. **Possibly Eliminate Garbage & Rubbish Ordinance & Consider Adopting a Solid Waste Management Ordinance**

- A. Scott Murphy said that Bob Brandt, the town health officer stumbled on this. The Garbage & Rubbish ordinance was for when we picked up trash in the Village, we no longer do it. We thought we could get rid of this and adopt the town Solid Waste Ordinance. However, there were conflicts and overlaps with the Solid Waste Ordinance and the Junk/Junk Vehicle Ordinance in the town. We will be correcting the town ordinances. You can discard the Garbage & Rubbish Ordinance and adopt the Solid Waste Ordinance next month.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to discard the Garbage & Rubbish Ordinance. Motion passed unanimously.**

10. **Consider Wastewater Service Increase Effective July 1, 2021**

- A. David Rose said that the increase would be effective July 1, 2021. He asked when our last increase was and what percent.
- B. Scott Murphy said we increased the rates 5% last year.
- C. David Rose said that we are short on the sewer side. A 5% increase would be \$38,402 or about a \$13 increase in rates.
- D. Bob Brandt asked if we did not increase the rates, would we break even

- E. David Rose said we would be in the hole
- F. **MOTION by Earl Washburn and seconded by Bob Brandt to increase the Wastewater Service rates 5% effective July 1, 2021. Motion passed unanimously. .**

11. **Municipal Manager Updates**

- A. **WWTF Assistant Operator Position**
  - i. Scott Murphy said that this is not in the budget, but the board has discussed it. He would like to put out an ad for about 2 to 3 months and see who applies. It would be nice if we could find someone with wastewater experience. He said possibly we may be able to find a good worker and train them. They could be certified in 2 years.
  - ii. David Rose said it would to have another person for training for the future.
  - iii. Bob Brandt said that the ad copy may scare off some good people. Does the ad really need to say Associates Degree?
  - iv. Scott Murphy said that they had softened the qualifications.
  - v. Chuck Craig said people with Associates degrees may be shy of applying for the position. It would be great to find someone who is qualified, but they may be hard to find. Someone with a college degree may not want an entry level position.
  - vi. Scott Murphy said we can see who applies and if no one does, we can drop the degree. We may find someone with experience who is not happy with their current position or someone who lives in or near Ludlow.
- B. **Pond Street Junkyard Complaint**
  - i. Scott Murphy said that Rose Goings had looked at the property for the 2<sup>nd</sup> time. He said that most of it is construction equipment and is excluded from the definitions under Junkyard or Junk Vehicles.
  - ii. David Rose asked if they have spoken to the owner.
  - iii. Scott Murphy said, briefly - a couple of times. We were waiting for the snow to be gone.
  - iv. Bob Brandt asked Scott Murphy to try to talk to the owner to try to get some of it cleaned up.
  - v. Earl Washburn said possibly he could put up a fence to hide some of it.

12. **Other Business**

- A. **Bowker Court**
  - i. David Rose asked Scott Murphy how this is going.
  - ii. Scott Murphy said we are still waiting on the court. He said the town filed with Superior Court and the property owner filed a countersuit with Federal Court. We filed a motion to deny Federal Court because there was not reason behind it.
  - iii. David Rose asked if the penalty is in effect.
  - iv. Scott Murphy said no, we need a decision from the local court first.
- B. **Municipal Manager Vacation**
  - i. Scott Murphy said that he will be on vacation from this Wednesday until next Wednesday. He will be checking emails.
- C. **Stone House Debris**
  - i. David Rose asked if there had been any progress on that property.
  - ii. Scott Murphy said subtle. He may bring something back to the June meeting..
- D. **Finances**
  - i. David Rose asked how the Village finances are after the winter.
  - ii. Scott Murphy said he thinks they are okay. We are ahead in revenue. We were \$24,000 over in Roads after the December storm. He added that there are increases in revenue and decreases in expenses in other areas. They are at 82% with 2 months left in the fiscal year.
  - iii. Scott Murphy said subtle. He may bring something back to the June meeting..
- E. **Wastewater Treatment Plant**
  - i. David Rose asked how things are going at the plant.
  - ii. Chuck Craig said that things are going well. There is a small punch list and they are due back soon to work on it..
- F. **High Street Project**
  - i. David Rose asked how things are going on that project.

- ii. Scott Murphy said things are good to go. We have signed the contract with the contractor and are waiting to receive their signed copy.
13. **Set Date for Next Meeting**
- A. Next regular meeting will be on June 1, 2021 at 6:00 p.m.
14. **Possible Agenda Items for Next Meeting**
- A. Solid Waste Management Ordinance.
  - B. Paving bids
  - C. East Main Street wrapping estimate
  - D. Possibly discuss sidewalk work.
15. **Sign Warrant Orders**
- A. David Rose said he signed them last week and we will get back to 2 signatures on the warrants this week.
16. **Possible Executive Session/Personnel/Contracts/Legal Issues**
- A. Scott Murphy said that an Executive Session is for Contracts 1 VSA § 313 (a)(1) to discuss Municipal Manager Contract.
  - B. **MOTION by Bob Brandt and seconded by Earl Washburn to enter in to Executive Session to discuss Municipal Manager Contract. Motion passed unanimously.**
  - C. Board entered into Executive Session at 6:26 p.m.
  - D. Board exited Executive Session at 6:34 p.m.
17. **Adjourn**
- A. **MOTION to adjourn by Earl Washburn and seconded by Bob Brandt. Motion passed unanimously.**
  - B. Meeting adjourned at 6:35p.m.

Respectfully submitted,

Lisha Klaiber

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David Rose, Chairman of Trustees

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Earl Washburn, Vice Chair

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Bob Brandt, Clerk