

***PRELIMINARY MINUTES***

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

Tuesday May 7, 2019

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

**BOARD MEMBERS ABSENT:**

Earl Washburn

**STAFF:**

Scott Murphy

**OTHERS PRESENT:**

Jason Boone

Wayne Elliott

Eric Chattergee– Okemo Valley TV

1. **Call to Order**

- A. Chairman, Bob Gilmore called the meeting to order at 6:03 p.m., all members present, except Earl Washburn. .

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

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

3. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of April 2, 2019 and the Special Meeting of April 5, 2019.
- B. **MOTION by Earl Washburn and seconded by Bob Gilmore to approve minutes from the meeting of April 2, 2019 and the Special meeting of April 5, 2019 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.

5. **Wastewater Allocation Request(s)**

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- A. Troy Caruso
- i. Property address is 68 Andover Street - Parcel #220475.000
  - ii. David Rose advised that this is a request to add one bedroom to an existing dwelling on the sewer system.
    - a) Allocation fee – 1bedrooms @ \$546.00/bedroom \$546.00
  - iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an additional bedroom at \$546 per bedroom. Motion passed unanimously.**
- B. Steven & Lori Hammer
- i. Property address is 121 Town Farm Road – Parcel #220664.000
  - ii. David Rose advised that this is a request to add one bedroom to an existing dwelling on the sewer system.
    - a) Allocation fee – 1bedrooms @ \$780.00/bedroom \$780.00
  - iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an additional bedroom at \$780 per bedroom. Motion passed unanimously.**
- C. William Parrett
- i. Property address is 153 North Village Road – Parcel #030538.000
  - ii. David Rose advised that this is a request to add one bedroom to an existing dwelling on the sewer system.
    - a) Allocation fee – 1bedrooms @ \$780.00/bedroom \$780.00
  - iii. **MOTION by David Rose and seconded by Bob Gilmore to approve this application for an additional bedroom at \$780 per bedroom. Motion passed unanimously.**

6. **Wastewater Allocation Correction**

- A. Winterplace Building
- i. Scott Murphy advised that at their meeting last month, the board approved the allocation for Building X at Winterplace. He advised that the correct name is Building Y.
  - ii. David Rose advised that this is a request to add a new duplex -Building X to Building Y
  - iii. **MOTION by David Rose and seconded Bob Gilmore by to approve this correction and amend the allocation nomenclature from Building X to Building Y. Motion passed unanimously.**

7. **Review & Possibly Authorize the Signing of the A&E Contract & State Revolving Loan Application for Construction of the Wastewater Treatment Facility Upgrade**

- A. Wayne Elliott introduced Jason Booth. He said that the responsibilities for the project will transition from him, being responsible for the Planning and Design phases to Jason Booth who will be responsible for the Bid and Construction phases. He said that they are slightly behind schedule, being slowed by the Flood Plane Analysis. The contract documents are now prepared to 100% complete. The flood analysis was submitted to the state and we are trying to push it through. They have the DRB hearing on May 13<sup>th</sup> and Rose Goings needs the flood information from the state (John Broker-Campbell) and ACT 250 is also waiting for that information. They have also applied for the Fire Marshal's Construction Permit, ANR State Storm Water Permit/General Construction Permit. He said that the flood analysis is much more involved than in the past and the state has given it more attention. He said that, based on the hydrological analysis, the project will raise the Base Flood Elevation about 0.1feet. He did receive the

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- response from ANR Flood Plain Manager, John Broker-Campbell today and he said that the slight rise is acceptable and will have no adverse impact on the insurable building. He added that the new building will be designed to protect it from a 500 year flood.
- B. David Rose asked if they know when we will get the permits.
  - C. Wayne Elliott said he doesn't think people will request a public hearing for ACT 250. The project is too much to process as a minor project by ACT250.
  - D. David Rose asked if we feel comfortable that once the contract goes out to bid, that we will start construction this year.
  - E. Wayne Elliott said yes. He said that it is best to do the site work when the river levels are down. We will get started this summer.
  - F. Bob Gilmore asked the time line for completion.
  - G. Wayne Elliott said late spring next year. They can work on the interior over the winter. They will work on the surface work and paving in the spring. If they response from John Broker-Campbell and the DRB approves the permit, the bid will go out pretty quickly. We are not talking about starting construction without permits.
  - H. David Rose asked if the bid documents will contain language about the time frame for the completion of the project.
  - I. Wayne Elliott said yes. The completion date will be based on the date the contract is issued.
  - J. Jason Booth said the contract will also have language about liquidated damages for not completing on time.
  - K. David Rose said this was left out, inadvertently, from another past large project and he wants to make sure it's included.
  - L. Scott Murphy asked if they think there will be any problems finishing the project by the end of the 2020 construction period.
  - M. Jason Booth said no. There may be some work shutdown, but he thinks they will be complete by the end of late spring 2020.
  - N. Wayne Elliott said the plant can only take one clarifier off line at a time; they need to keep 2 operable at all times.
  - O. Scott Murphy said the board needs to authorize Scott Murphy to sign the Amendment to Owner-Engineer Agreement. He said that the board will sign the State Revolving Loan Application.
  - P. David Rose noted that the original agreement was for \$167, 200. The net changes prior to this amendment were \$9,900. This amendment is for \$279,900. The adjusted agreement amount is now \$457,000.00.
  - Q. Jason Booth explained that the changes were in Construction Administration, Resident Project Representative, recording of drawings, AIS Certification and review, certified payroll review and coordination and Operations and Maintenance manuals. He added that the state Engineering Division has reviewed that amendments and our efforts and they have verbally approved the amendment and are waiting for the signed contract.
  - R. **MOTION by David Rose and seconded by Bob Gilmore to authorize Scott Murphy to sign the amendment to the Owner-Engineer Agreement and for the board to sign the State Revolving Loan Application in the amount of \$2,950,000. Motion passed unanimously.**
  - S. David Rose asked if there are a lot of similar projects put there. He said that putting it out to bid this late troubles him, as good pricing may not be available.
  - T. Jason Booth said that this type of construction work continues year-round. He added that there are very few contractors that do this kind of work, but the work is a revolving door with them.
  - U. Wayne Elliott said it also depends on subcontractors. He said the contract documents are all done and they would be able to go out to bid next week.

- V. Jason Booth said that the Disadvantage Contractor ad has already been done. We are ready to go out to bid.
- W. Wayne Elliott said the village has qualified for the loan subsidy.
- X. David Rose asked if we have to use the fill bond amount.
- Y. Wayne Elliott said no.
- Z. David Rose said we can take as much as we need.
- AA. Wayne Elliott said if the project comes in under, you can do other things at the plant with the money.

8. **Review & Possibly Amend Wastewater Service Rates**

- A. Bob Gilmore said that they raised the rates last July and he does not want to raise them again.
- B. David Rose said he thinks the rates should be raised. There is a lot of work that should be done, such as High Street and they need the money to fund the projects. He suggested tabling this item until the June meeting.
- C. Scott Murphy said there is \$513,000 in the Special Working Capital account and \$216,000 in the Wells Fargo Capital account. He said this year the revenue and expenditures were \$631,000 and \$630,000.
- D. David Rose said we are breaking even this year.
- E. Scott Murphy said that in the prior year, there was a deficit.
- F. Bob Gilmore asked why we can't do the Commonwealth project with the money we have.
- G. David Rose said we can and will use some.
- H. Bob Gilmore asked Scott Murphy the income amount from this latest year.
- I. Scott Murphy said he would have that information for next month.
- J. Bob Gilmore said that we are starting to see some activity with sewer allocations.
- K. David Rose said that the Village has had to take out a bond for the current project at the Water Treatment Facility. However, the Village has the ability to fund the previous upgrades internally and so it is important that we set the rates at a level that allows for saving for future work. He said that the current rates were not doing that. We need to discuss this next month.
- L. Scott Murphy said he would get the numbers for the next meeting.
- M. Bob Gilmore tabled this item.

9. **Review & Possibly Award Paving Bid for Village Paving**

- A. Scott Murphy said the paving will be on Pleasant Street, Bridge Street and Prospect Street.
- B. David Rose asked if they would be milling on Pleasant Street before paving.
- C. Scott Murphy said maybe a bit. They will skim and try to "band aid" it – hopefully getting a couple more years. They will widen, but there will still be a grass strip. We will put a bid out in the next couple of weeks for the sidewalks. They will also improve the corner at Andover and Pleasant Streets, as semi-trucks have a difficult time making the corner.
- D. David Rose suggested talking to JELD-WEN about their trucks not using Pleasant Street.
- E. Scott Murphy said the town awarded the paving bid to Fuller and we recommend that the Village also award their paving bid to Fuller. Springfield's bid was minimally lower (\$0.65 per ton), but they will save on mobilization since Fuller would be here to do the town paving.. They have worked with Fuller before and the contractor is good and very responsive. They have good communication.

- F. Scott Murphy said they are scheduled to start in June.
- G. David Rose asked if Chuck Craig is ready and the sewer department is ready to complete what they have to do before paving starts.
- H. Scott Murphy said he will be ready. He has been down a person and if needed we will hire.
- I. **MOTION by David Rose and seconded by Bob Gilmore to award the Village paving bid to Fuller Sand and Gravel at \$71.00 per ton. Motion passed unanimously.**

10. **Other Business**

- A. **Thank You Letter & Gift Certificate for Sue Bragg**
  - i. Scott Murphy said that Sue Bragg had been the Village Clerk for several years and we will send her a thank-you card and gift certificate. Office staff has suggested golf or DJs.
  - ii. David Rose said they could toss this back to Scott Murphy.
  - iii. Bob Gilmore said that Sue Bragg did a wonderful job for the Village.
  - iv. David Rose suggested a \$100 gift certificate to DJs.
  - v. Bob Gilmore suggested to also give her a \$100 gift certificate to golf. He asked who would write the letter.
  - vi. Scott Murphy said that Pam Cruickshank does a great job with them. He'll ask her to start and he will go over it.
  - vii. Bob Gilmore asked how they will make the presentation to Sue Bragg.
  - viii. Scott Murphy said that they can invite her to the Trustees' meeting next month.

11. **Municipal Manager Updates**

- A. **La Mere Foot Bridge**
  - i. Bob Gilmore asked about the repairs to the bridge.
  - ii. Scott Murphy said that they had looked at the bridge and evaluated it. It is not good. The steel bars that secure the trusses, are deteriorated. They are waiting for an estimate from Daniels.
  - iii. Bob Gilmore said the bridge is used frequently. When will they get the estimate?
  - iv. Scott Murphy said he will have the estimate for the June meeting. We also don't have a time frame for the work.
- B. **April 15<sup>th</sup> Heavy Rains**
  - i. Scott Murphy said that the costs to the town resulting from the April 15<sup>th</sup> rains are about \$57,000 and we expect it to go up to \$60,000 to \$65,000. We are waiting for the state declaration to be eligible for FEMA funds.
  - ii. David Rose asked if water got into the plant.
  - iii. Scott Murphy said the ground was saturated.
- C. **Side Walk Bids**
  - i. Scott Murphy said that the sidewalk bids are due on May 20<sup>th</sup>.
- D. **Town Hall Repairs**
  - i. Scott Murphy said they will be doing some repairs at town hall, including pointing the bricks and repairs where the granite has pulled away from the sidewalk.
- E. **Senior Center**

- i. Scott Murphy said there are erosion issues with the foundation at the Senior Center. The town is the property owner. We are looking into it.
- F. Enterprise Fund
- i. David Rose asked about the Enterprise Fund.
  - ii. Bob Gilmore said the balance in the fund is about \$11, 500. He said he was on the committee when it was originally set up and Tim and Diane Mueller were very forthcoming. We asked for \$.50 per ticket and they gave it to us. In the past, the applicants sent their requests to the committee and the committee would give their recommendation to the Select Board. He said there are two applications for this year; the Chamber of Commerce and the private school committee. He said he read the application from the Chamber and it was redundant and not specific.
  - iii. David Rose said that the deal make with Okemo has expired. The money coming in is from the Southface Village Development.
  - iv. Bob Gilmore said he would prefer to see the money go towards brick and mortar. How do you quantify a magazine?
  - v. David Rose said that the trucks from the Southface construction have damaged the road (Trailside Road) and feels that the town should make the application for the money to contribute to road repairs on Trailside.
  - vi. Scott Murphy said the committee is dissolved. The Select Board will make the decision in June. At this time, there are only 2 applications.
  - vii. David Rose said that the Southface developers are not fixing the Trailside Road that the project is damaging. The town should apply to the committee for funds to help fix the road. He said the fund was setup many years ago to mitigate direct impacts from the projects of the developers who contribute to it. The Town and Village has used Enterprise Fund money over the years to build the Public Safety Building, do work on the Community Center and the Town Hall Restoration project. He said he can't think of any other more direct impact from that project than the damage to the road.
  - viii. Scott Murphy said that the Southface project has a DRB hearing on Monday night (5/13.)
  - ix. Bob Gilmore asked if we can go to the Select Board about Enterprise Fund money to fix Trailside Road.
  - x. Scott Murphy said we can bring up the discussion at the Select Board meeting next month. The Select Board wants to consider the two applications next month. Possibly, we can bring up the road.
  - xi. David Rose said that the Enterprise Fund committee had always met, reviewed the applications and would bring their recommendations to both the Select Board and the Trustees who would vote on how the funds were ultimately allocated. So, the Select Board did not award the money by themselves, the Trustees were also involved in the decisions.
- G. Sidewalk Sweeping
- i. David Rose said that he saw that Gurney Brothers was doing street sweeping over the weekend and asked why.
  - ii. Scott Murphy said Gurney's machine picks up more. They do the heavy streets and we do the side streets.
  - iii. David Rose said that we spent \$25,000 on a sweeper that was supposed to be able to do these jobs. Last year we hired Gurney because our sweeper was broken down. Now we have a new one and why are we spending the money hiring a contractor?
  - iv. Scott Murphy said he will get an answer for the next meeting.
- H. Flows at the Water Treatment Plant

- i. David Rose asked if the flows are still up.
- ii. Scott Murphy said they have settled down.
- iii. David Rose asked if they will be doing cameras in the lines.
- iv. Scott Murphy said he will check with Chuck Craig.

12. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, June 4, 2019 at 6:00 p.m.

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

- A. None indicated

14. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

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

16. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Bob Gilmore. Motion passed unanimously.**
- B. Meeting adjourned at 6:53 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