

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

November 1, 2016

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

David Rose

Richard Harrison

STAFF:

Frank Heald

OTHERS PRESENT:

Patrick Cody (LPC-TV)

1. **Call to Order**

- A. Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m. All members present.
- B. Frank Heald advised that an additional sewer allocation request had been received from Alice and Marty Nitka and asked that the meeting agenda, specific to Item #4 be amended to include this request
- C. **MOTION by David Rose and seconded by Richard Harrison to amend the meeting agenda to include the Sewer Allocation request from Alice and Marty Nitka at 92 Main Street. Motion passed unanimously.**

2. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meetings of October 4, 2016. He noted that he had been listed as absent, but had been at the meeting.
- B. **MOTION by David Rose and seconded by Richard Harrison to accept the minutes from October 4, 2016 as corrected. Motion passed unanimously.**

3. **Comments From Citizens**

- A. There were none.

4. **Sewer Allocation Requests**

- A. **Keith & Michelle Dutcher**
 - i. Property address is 64 Bear Ridge Road, Parcel 220627.000
 - ii. David Rose advised that this is a request to add 2 bedrooms to an existing dwelling unit on the sewer system.

- a) Allocation fee – 2 bedrooms @ \$780.00/bedroom \$1,560.00
 - iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for 2 bedrooms to an existing dwelling at \$780 per bedroom for an allocation total of \$1,560.00. Motion passed unanimously.**
- B. Judith Gilbert
- i. Property address is 120 South Hill Road, Parcel 230825.000
 - ii. David Rose advised that this is a request to add a 5-bedroom dwelling unit to the sewer system.
 - a) Allocation fee – 5 bedrooms @ \$780.00/bedroom \$3,900.00
 - b) Hook on fee – dwelling unit @\$4,500.00 \$4,500.00
 - c) Use fees from 1978 to 2016 \$5,866.30
 - d) Allocation reserves 210 GPD
 - iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for a 5-bedroom dwelling at \$780 per bedroom for an allocation total of \$3,900.00, hook on fee of \$4,500 and past usage fees from 1978 through 2016 of \$5,866.30 for a total of \$14,266.30 at 210 GPD. Motion passed unanimously.**
- C. Brook Farm Vineyards
- i. Property address is 116 Main Street, Hammond Hall #C6, Parcel 230429-006
 - ii. Bob Gilmore advised that Brook Farm Vineyards (owned by the owners of Bates Mansion) is converting a unit at Hammond Hall to a tasting room. They are applying for an additional allocation of 600 GPD.
 - a) Allocation fee – 600 GPD @ \$4.54/gallon - \$2,724.00
 - iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for 600 additional GPD @ 4.54/gallon for a total of \$2,724.00. Motion passed unanimously.**
- D. Marjorie & Rebecca Sussman
- i. Property address is 106 Upper Loop, Parcel 220109-000
 - ii. David Rose advised that this is a request to add a 4-bedroom dwelling unit to the sewer system.
 - a) Allocation fee – 4 bedrooms @ \$780.00/bedroom - \$3,120.00
 - b) Hook on fee – dwelling unit @\$4,500.00 - \$4,500.00
 - c) Allocation reserves 210 GPD
 - iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for a 4-bedroom dwelling at \$780 per bedroom for an allocation total of \$3,120.00 and hook on fee of \$4,500 for a total of \$7,620.00 at 210 GPD. Motion passed unanimously.**
 - iv. Frank Heald noted that the letter read 106 Upper Crossroad, but it is actually Upper Loop.
- E. Alice & Marty Nitka
- i. Property address is 92 Main Street
 - ii. David Rose advised that this is a request to add 1 bedroom to an existing dwelling unit on the sewer system.
 - a) Allocation fee – 1 bedrooms @ \$545.00/bedroom - \$545.00
 - b) Hook on fee – per dwelling unit @ \$2,200 - \$2,200.00

- iii. **MOTION by David Rose and seconded by Richard Harrison to approve this application for an allocation for 1 bedroom to an existing dwelling at \$545 per bedroom and hook on fee of \$2,200 for an allocation total of \$2,745.00. Motion passed unanimously.**

5. **Consider Sewer Allocation Re-Assessment Request**

- i. Property address is 85 Main Street (Laundromat), parcel 230243-010
- ii. Frank Heald advised that this building was a Laundromat, but is no longer in business. They are requesting to be reassessed to reflect the change.
- iii. David Rose advised that the Water Commissioners have approved the request from 5,200 GPD for a Laundromat to 360 GPD rate for office/ retail for July 2016 through December 31, 2016, for a total of \$1,078.00.
- iv. **MOTION by David Rose and seconded by Richard Harrison to approve this application for reassessment from 5,200 GPD to 360 GPD and reduce their allocation to an office/retail rate to the Wastewater base rate of \$110.00. Motion passed unanimously.**

6. **Discuss Christmas Party**

- A. **MOTION by David Rose and seconded by Richard Harrison to authorize the Municipal Manager to send out RFPs for prices for the annual Christmas Party.**
- B. Frank Heald advised that the Select Board meets on November 7 and will also vote on it at that meeting.
- C. Bob Gilmore said the RFPs will be sent out after the Select Board meets.
- D. **Motion passed unanimously.**

7. **Other Business**

- A. **Budget**
 - i. Frank Heald said that the draft budget will be ready for them for their December meeting for review, comments and possibly vote. He said the Audited Financials with Management Letter will also be available.
- B. **Recent Break-ins**
 - i. Bob Gilmore expressed his concern about the recent break-ins to local businesses. He asked what the Police Department is doing about it.
 - ii. Frank Heald said that his policy is that he will not discuss ongoing police department investigations in public. He said that in his opinion, the police are doing everything they can possibly do. He added this this is not unique to Ludlow, with Springfield at double the Ludlow rate of break-ins. Hopefully, the persons will make a mistake and be caught. The burglaries are spread out interestingly. He said that in one instance, a weapon was displayed, but it was not necessarily real. He added that the police department resources are limited. Most of the break-ins take place in the middle of the night. He encourages all businesses to;
 - a) Not leave cash in the building
 - b) Activate their alarm systems

- c) Invest in modern cameras
 - iii. Bob Gilmore advised business owners to leave their cash registers open. Hopefully this will keep them from being smashed or stolen.
 - C. Speed Signs
 - i. David Rose advised about the speed sign south of town.
 - ii. Frank Heald said it is in the installation process. It was broken, the part was received and installed, and the sign will be moved. The state did not like the location. The state is installing new signs throughout the Village and Town, at no cost to Ludlow.
8. Set Date for Next Meeting
- A. Meeting set for Tuesday, December 6, 2016 at 6:00 p.m.
9. Sign Warrant Orders
- A. Warrant orders were signed.
10. Possible Executive Session/Personnel/Contracts
- A. Frank Heald advised that an Executive Session is not needed.
11. Adjourn
- A. MOTION to adjourn by David Rose and seconded by Richard Harrison to adjourn. Motion passed unanimously.
 - B. Meeting adjourned at 6:23 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Richard Harrison