

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

**6:00 PM
HEALD AUDITORIUM**

Tuesday September 1, 2020

BOARD MEMBERS PRESENT:

Dave Rose, Chairman

Bob Brandt

Earl Washburn

STAFF:

Scott Murphy

Chuck Craig

OTHERS PRESENT:

Patrick Cody – Okemo Valley TV

1. **Call to Order**

A. David Rose called the meeting to order at 6:01 p.m., all members present .

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

A. Scott Murphy advised that no changes are required.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting August 4, 2020.

B. **MOTION by Earl Washburn and seconded by Bob Brandt to approve minutes from the meeting of August 4, 2020 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none

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

A. Sandra Gottier

i. Property address is 4 Whispering Pines

ii. David Rose advised that this is a request to add two bedrooms to the existing house on to the sewer system. The total allocation will now be 5 bedrooms

(1) Allocation fee – 2 bedrooms @ \$546.00/bedroom \$1,092.00

- iii. **MOTION by Earl Washburn and seconded by Bob Brandt to approve this application for an allocation for 2 bedrooms to at \$546.00 for a total of \$1,092.00. Motion passed unanimously.**

6. **Possibly Approve Clean Water Revolving Loan Fund Application**

- A. Scott Murphy advised that the board has discussed the High Street project. We want to get the project shovel ready for the stimulus funds. We are already on the priority list for the Clean Water, but not for Drinking Water. As some projects fall off the list, we may move up in priority for the Drinking Water. This will be a joint Water/Sewer project. Aldrich & Elliott has been hired for the engineering and was onsite doing surveying today. This board needs to approve and sign the loan application.
- B. David Rose said the engineering fee for the Clean Water is \$27,200 and the Drinking Water fee is \$25,100.
- C. Scott Murphy said the loan application may possibly turn into a grant.
- D. David Rose asked Scott Murphy to have Wayne Elliott review the 2016 project estimates.
- E. Scott Murphy said it was too high in 2016.
- F. **MOTION by Earl Washburn and seconded by Bob Brandt to approve and sign the Clean Water Revolving Fund Loan Application. Motion passed unanimously.**

7. **Possibly Authorize Municipal Manager to Sign Engineering Contract with A&E for the High Street Project**

- A. Scott Murphy said this is the same project but the board is required to authorize the Municipal Manager to sign the Engineering contract.
- B. **MOTION by Bob Brandt and seconded by Earl Washburn to authorize the Municipal Manager, Scott Murphy to sign the Engineering Contract with A&E for the High Street Project. Motion passed unanimously.**

8. **Review Draft of Personnel Rules & Policies Manual**

- A. David Rose said that he has not has the chance to read through the manual.
- B. Earl Washburn said he did scan through it.
- C. Bob Brandt said he does have some comments and will send them in.
- D. Scott Murphy asked members to send any comments to him or Pam Cruickshank. He said the Select Board members have already made comments and will review it at their meeting on September 21st. He said once the boards approve the manual, it will be sent to a Human Resources attorney for review and comments. It will then be sent to both boards for approval.

9. **Other Business**

- A. **Sewer Disconnect Notices to be Mailed in Early September**
- i. Scott Murphy said this is a heads up for board members, because they may start receiving phone calls. He said there are some frequent late payers and most will pay when they receive the notices.

- B. Future Sewer Projects
 - i. David Rose asked Scott Murphy to think about some smaller sewer projects that may be needed and to try to get the bids out early for next year.
 - ii. Scott Murphy said there is no change
- C. Sidewalks
 - i. Earl Washburn suggested that they take an active look at the sidewalks.
 - ii. David Rose said they should look by the Best Western, from Gleascott to Commonwealth.
- D. Stone House at Commonwealth & Main
 - i. Earl Washburn said that something as to be done with that rubble.
- E. Manhole by Cota & Cota
 - i. David Rose said the manhole by Cota & Cota is getting rough and they should get it repaired before the winter.
 - ii. Bob Brandt suggested buying risers to raise the tops higher. He said they come in a variety of sizes and that the cold patch doesn't work.
 - iii. Earl Washburn said there is also one on Pond Street that should be fixed.
- F. Lamere Footbridge Dedication
 - i. David Rose asked when this will happen.
 - ii. Scott Murphy said we are waiting on the plaque. It will probably happen next month.

10. Municipal Manager Updates

- A. Update on Junkyard Violations
 - i. Scott Murphy advised the board that there is a violation on Bowker Court. Originally, Scott Murphy said that he had thought it might be a junk vehicle violation, but it isn't. It is a junkyard violation. The property owner thinks that he owns the street by some past deed. Scott Murphy said he told the property owner to get an attorney. He said that he had to send the Police Department there every couple of months to clear the road because he does block it. The Trustees have to authorize me to pursue this.
 - ii. **MOTION by Earl Washburn and seconded by Bob Brandt to authorize the Municipal Manager to send a Notice of Violation to the property owner with 30 days to correct the situation. Motion passed unanimously.**
 - iii. Scott Murphy said that if he does not correct the situation, within 30 days, we can fine him or take him to Civil Court.
 - iv. David Rose said that he first noticed it last winter and he does block the road.
 - v. Scott Murphy said he will proceed with the Notice of Violation.
- B. Update on Village Sidewalks
 - i. Scott Murphy said they are schedule to start next week.
- C. WWTF Upgrade Project Status
 - i. Scott Murphy said they are going gangbusters. They are testing the clarifiers and are getting ready to switch over. All of the needed materials have arrived. They are scheduled to finish by October 15th.
- D. Lamere Square Footbridge Plaque
 - i. David Rose asked when they will dedicate the bridge.
 - ii. Scott Murphy said they will may the presentation at the Select Board meeting on September 21st. We have to find a place to put it, but need to see what it looks like. We will probably just use an easel that night.
 - iii. David Rose said that Bob Gilmore would like that.

- E. Trustees' Meeting Minutes
 - i. David Rose said that he would like the Trustees to start signing the minutes.
 - ii. Earl Washburn asked if the book could be available when they go in to sign the orders.

- 11. **Set Date for Next Meeting**
 - A. Next regular meeting October 6, 2020 at 6:00 p.m.

- 12. **Possible Agenda Items for Next Meeting**
 - A. None were listed

- 13. **Sign Warrant Orders**
 - A. Warrant orders were signed.

- 14. **Possible Executive Session/Personnel/Contracts – Possibly Approve Wage Increases**
 - 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 6:20 p.m.
 - C.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman

Earl Washburn

Robert Brandt