

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday September 5, 2017

BOARD MEMBERS PRESENT:

David Rose, Vice Chairman Earl Washburn

BOARD MEMBERS ABESENT:

Bob Gilmore

STAFF:

Frank Heald

OTHERS PRESENT:

Chuck Craig Ron Tarbell Ed McEneaney – LPCTV

1. **Call to Order**

A. Vice Chairman, David Rose, called the meeting to order at 6:02 p.m., all present, except Bob Gilmore.

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

A. Frank Heald said that the following changes were necessary:

- i. Chili Cook-off
- ii. Howie Paul, Sr. Coin Drop Request
- iii. Pleasant Street Storm Drain

B. David Rose noted that these will be addressed after Comments From Citizens

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of August 1, 2017.

B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the meeting of August 1, 2017 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

- A. There were none.
5. **Chili Cook-off**
- A. Frank Heald noted that the Rotary will hold its yearly Chili Cook-off on Saturday, October 7, 2017. They wish to close Depot Street from 7:30 AM to 3:00 PM. All monies will go to Rotary sponsored charities.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve the Rotary request for the Chili Cook-off on October 7th as presented. Motion passed unanimously.**
- C. Frank Heald advised that there are other events scheduled for that weekend (Columbus Day) such as Pumpkin Fest on Saturday evening to support cancer research.
6. **Request from Howie Paul, Sr. RE: Coin Drop Request**
- A. Frank Heald advised that a request has been received from Howie Paul, Sr. to hold an additional coin drop on Saturday, September 30, 2017, for the benefit of Hurricane Harvey victims. He would like to hold it opposite Veterans' Park. He would like to have a rain date of October 1, 2017.
- B. David Rose asked if he had specified a charity.
- C. Frank Heald said there are a number of responsible charities.
- D. David Rose said we normally only allow 3 coin drops per year. He asked if this is in concert with the Sons of the American Legion.
- E. Frank Heald said no.
- F. David Rose said he would like to know how the money would be disbursed.
- G. Frank Heald said he would ask Mr. Paul to identify the charity.
- H. **MOTION by Earl Washburn and seconded by David Rose to approve the coin drop request, pending identification of the charity. Motion passed unanimously.**
7. **Pleasant Street Storm Drain**
- A. Frank Heald advised that as of the last meeting, there had not been any bids on this project. At that time, the board had authorized him to meet with and negotiate a price with a contractor that we have previously worked with. He had met with got prices from contractors, based on the same project for which the RFP had been sent out. We will supply the materials and tear up the street. They will replace the piping and structures and regrade to have the water sheet to the left, going down. It will be repaved when the pavers come. He got prices from M&M, \$46,640; Gurney, the price is based on Time and Material between \$40,000 and \$45,000. They were hedging based on it they need to reset the curb; and Belden, T&M not to exceed \$42,000.
- B. David Rose asked if they could start soon.
- C. Ron Tarbell said that Belden stated that they could start soon.
- D. David Rose said the apparent low bidder is Belden because it is Not to Exceed \$42,000.
- E. **MOTION by Earl Washburn and seconded by David Rose to approve the quote from Belden NTE \$42,000. Motion passed unanimously.**
8. **Sewer Allocation Request**

- A. David & Lynn Covell
 - i. Property address is 10 Orion Avenue, Parcel 030333.000
 - ii. Frank Heald advised that this is a request to add two (2) bedrooms to the existing sewer allocation. The bedrooms were added over the years and there is no CO for them. We have already collected the back fees from 2006 to present on the Water and Sewer. We need to approve the additional bedroom allocation
 - a. Allocation fee – 2 bedrooms @ \$545.00/bedroom \$1,090.00
 - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application for an allocation for two (2) additional bedrooms at \$545 per bedroom for \$1,090. Motion passed unanimously.**

9. **Execute SWCRPC Contract for Hazard Mitigation Grant Program to Create A Multi-Jurisdictional Local Hazard Mitigation Plan for Ludlow**
 - A. **MOTION by Earl Washburn and seconded by David Rose to authorize the acting Chair, David Rose to sign the grant. Motion passed unanimously.**

10. **Project Updates**
 - A. Pleasant Street Storm Sewer
 - i. Discussion started under Item #7.
 - ii. Frank Heald advised that the project is to start later this week and the town has to tear up the street.
 - B. Lower Main Street Sewer Lining
 - i. Chuck Craig said that the contractor is 2/3 of the way through the lining. It has been camera-ed and cleaned. They are doing well and started at the upper end, by the trailer park. They know where the connections are and rout them out.
 - ii. Frank Heald said the manholes would be done next.
 - iii. David Rose asked when they would be done with Main.
 - iv. Chuck Craig said this Thursday.
 - v. Frank Heald said there are 2 separate crews; the lining crew and the manhole crew.
 - vi. David Rose asked if there were any big trees.
 - vii. Chuck Craig said the pine by the Timber Inn, but mostly just brush hogged. Under the river was one concern.
 - C. Asset Management Program
 - i. Frank Heald said that John Kiernan of Otter Creek Engineering was supposed to be here, but opted not to due to the forecast.
 - ii. David Rose noted that there are 2 projects for High Street, one in 2018 and one in 2030. The project, from Thompson to Orion starts in 2018 and also 2030.
 - iii. Chuck Craig said he is not sure. The first goes from the Catholic Church to Thompson Ave and the second from the Catholic Church down High St to Veterans Park.
 - iv. David Rose suggested it may be typos.
 - v. Frank Heald said the 2030 project (DuFresne) goes from 19 to Depot and Thompson to Orion.
 - vi. Chuck Craig said they should scratch Hemingway off because it is all new.
 - vii. David Rose asked about a plan for work at the plant.
 - viii. Frank Heald said it is \$1.8 million based on Aldridge and Elliott evaluation
 - ix. David Rose asked about the oxidation ditch and rotor changes.
 - x. Chuck Craig said that rotors have all been rebuilt and the electric motors are coming due.

- xi. David Rose said the Asset Plan is off on the years and needs to be revised.
- xii. Frank Heald said we are not doing \$1.8 million in FY18, probably FY19. He added that he has full sized maps in the office and the first map outlines projects that have been identified. The second map identifies manholes and 2 pump stations. The intent is to reach a point where we can just maintain the database on the computer.
- xiii. David Rose asked if they went out to locate the pieces.
- xiv. Chuck Craig said it is all on GPS and the pipe sizes are fairly accurate.
- xv. Frank Heald said this fall; this fall we want to further study the sewer service area on the mountain to better understand the discharge cycles from the numerous pumping stations and their hydraulics. He wants to get together with John Neal and his staff for that. He added that the addition of South Face Village doesn't have a large impact because of the long distance of the runs. He is concerned about how the pumps operate.
- xvi. David Rose asked the next step.
- xvii. Frank Heald said that he does not have the schedules of deliverables here tonight. There is more to come, including the entire treatment plant. He thinks that later in the fall, the plan will be fairly complete. He added that of interest to you may be that the level of service call goals dictates how to run the operation goals and target measures to achieve these goals.
- xviii. Chuck Craig said the Asset Management Plan will include storm drains as storm sewers and we should consider planning to put a line item in the Capital Budget for storm drains.

11. **Other Business**

A. **Wastewater Facility Flows**

- i. Frank Heald said he hopes the flows next April are lower.
- ii. Chuck Craig said it was so dry last year that the monthly average flows at the plant affect the reserves adversely.

B. **Storm Water Pipe Discharge by Old Fire Station next to Walker Bridge**

- i. Ron Tarbell said it was not done because it is under the Walker Bridge. It also needs to be studied,

12. **Set Date for Next Meeting**

- A. Meeting is October 3, 2017 at 6:00 p.m.

13. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Frank Heald advised that an Executive Session is needed.

B. **MOTION by Earl Washburn and seconded by David Rose that in accordance with the provisions of 1VSA §313 (1) (B), he moves that the Ludlow Board of Trustees enter into Executive Session to consider;**

- i. **Proposed contract.**

The premature public knowledge of the proposed contract would place the Town and Village of Ludlow at a substantial disadvantage. This motion for executive session includes the members present and the Municipal Manager. Motion passed unanimously.

- C. Board entered into Executive Session at 6:32 p.m.
- D. Executive session ended at 6:40.
- E. **MOTION by Earl Washburn and seconded by David Rose to approve as presented and authorize Acting Chair David Rose to sign the new union contract for town employees on behalf of the Trustees. Motion passed unanimously.**

15. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn