

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday November 6, 2018

BOARD MEMBERS PRESENT:

David Rose, Vice Chair Earl Washburn

BOARD MEMBERS ABSENT:

Bob Gilmore, Chairman

STAFF:

Scott Murphy

OTHERS PRESENT:

Vincent Guerrero – Okemo Valley TV

1. **Call to Order**

A. David Rose called the meeting to order at 6:00 p.m., all members present, except Bob Gilmore.

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

A. Scott Murphy said there will be an Executive Session for Personnel.

3. **Approve Minutes from Previous Meetings**

A. David Rose advised the minutes to be approved are from the regular meeting of October 2, 2018 and the Public Hearings on October 30, 2018.

B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the regular meeting of October 2, 2018 and the Public Hearing on October 30, 2018 as submitted. Motion passed unanimously.**

4. **Comments From Citizens**

A. There were none.

5. **Possibly Approve Annual Christmas Party**

A. Scott Murphy advised that the Select Board and Water Commissioners have approved having a Christmas Party. He had included a cost history of the party, dating back several years. If approved by this board, he will proceed with getting quotes and making arrangements.

- i. **MOTION by Earl Washburn and seconded by David Rose to approve having a Christmas Party. Motion passed unanimously.**

6. **Set FY2020 Budget Workshop Dates**

- A. Scott Murphy said the Select Board will hold their budget workshop on November 19, 2018. He said that they approved some appropriations last night.
- B. David Rose said that the Trustees' budget is tied to the Select Board's budget. He suggested that the Trustees start the process in December and then add.
- C. Scott Murphy said they can make it the majority of the December agenda.
- D. Earl Washburn asked Scott Murphy if he would send board members a draft before the December meeting so they can review it.
- E. Scott Murphy said he would do that.

7. **Review & Possibly Amend Village Vendor Ordinance**

- A. David Rose said he would prefer to table this until Bob Gilmore could be at the meeting.

8. **Review & Clarify Sewer Allocation Fees**

- A. David Rose asked about billing fees.
- B. Scott Murphy said that there is no language in the ordinance to cover base rates and an applicant asked about it. He said he proposes to add in language for non-residential base rate.
- C. David Rose asked Scott Murphy to bring recommendations for the next meeting.
- D. Scott Murphy said the ordinance is missing the floor for commercial properties and he will build the base in.

9. **Review & Possibly Amend Village's Road Cut Permit**

- A. Scott Murphy said that, at their meeting last night, the Select Board approved some changes. There is a 48 hour deadline to complete the work. The Select Board felt that was unrealistic and would like it to be 7 days. They would like to increase the bond from \$1,000 to \$2,500.
- B. David Rose asked about the application fee.
- C. Scott Murphy said that there would not be any changes to that. He said that the Select Board also added that they will require the project to be inspected by the highway foreman or his designee.
- D. David Rose said that he agrees with those changes. He asked Scott Murphy to bring a proposal for the next meeting.
- E. Scott Murphy said he will.

10. **Municipal Manager Updates**

- A. **Route 103 Paving Construction**
 - i. Scott Murphy advised that there will not be any more paving after November 10th. He said that the contractor will continue from November 5 through the 9th with transitions, driveways and hot mix. He said that gravel places will remain gravel until the spring. They will also smooth the transitions at the ends of Ludlow. He said that they will also be

changing the speed limit signs back to what they were before construction started. There will still be “bump” signs. He said that they have to seal the pretreatment before winter. They lost the contractor for a month in mid-season.

- ii. Earl Washburn said that Route 103 is the 4th most traveled road in the state.
- B. Rod & Gun Club Road Bridge
 - i. Scott Murphy said that the contractor will be starting work within 2 weeks and say they will be finished by the end of the year. They are not concerned about the weather.
- C. Bridge Street
 - i. Scott Murphy said that sewer and water connections have been completed along with curbing. They will sure-pack the road for the winter.
- D. Crack Sealing
 - i. Scott Murphy said that this was done yesterday on Lower Andover and East Hill Roads.
- E. Stone House at Main and Commonwealth
 - i. David Rose asked about the issue.
 - ii. Scott Murphy said there has not been much luck with the structural engineer, and they are not very responsive. He said that the owner showed him a handwritten FOR SALE sign. He said they don't know what to do and we need to proceed.
- F. Mary Jane O'Hara's House
 - i. Earl Washburn asked about the issue.
 - ii. Scott Murphy said that a local contractor wanted to buy the house, but there is no Purchase & Sales Agreement, yet.
- G. Andover Street Truck Crash House
 - i. Scott Murphy said that the insurance company is sending a check today. The owner wants to rebuild, but the insurance company does not. The house has to be taken down before the winter.
- H. High Street Sidewalk Cut
 - i. David Rose asked about this.
 - ii. Scott Murphy said the homeowner at 30 High Street still hasn't repaired the sidewalk and time is running out"

11. **Other Business**

- A. There was none.

12. **Set Date for Next Meeting**

- A. David Rose said he will not be available on December 4th or December 11th. He hopes that Bob Gilmore will be able to be here.
- B. Meeting set for Tuesday, December 4, 2018 at 6:00 p.m.

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

- A. Scott Murphy said they will discuss budget workshops.

14. **Sign Warrant Orders**

- A. Warrant orders were signed.

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

- A. Scott Murphy said that an Executive Session is needed for personnel.
- B. **MOTION by Earl Washburn and seconded by David Rose to enter in to Executive Session for personnel. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:12 PM.
- D. Board exited Executive Session at 6:19 PM. No action taken.

16. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:21 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Earl Washburn