

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, January 5, 2010

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

Jim Fuller

David Rose

STAFF:

Frank Heald

OTHERS PRESENT:

Duncan Love – LPCTV

1. **Call to Order**

- A. Vice Chairman David Rose called the meeting to order at 6:03 p.m. Chairman Gilmore arrived at 6:10 p.m. at the beginning of the budget workshop. All members present.

2. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of December 1, 2009.
- B. **MOTION by Jim Fuller and seconded by David Rose to approve minutes from the regular meeting of December 1, 2009 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

- A. There were none

4. **Discuss FY 2011 Budget Workshops**

- A. Frank Heald advised that new line items were added this year for Culverts, Signs, Lines and Rails and Storm Drains.
- B. David Rose noted that under Administration the personnel payroll had been moved around.
- C. Frank Heald said that the auditors had suggested the moves. This includes persons previously listed as vendors who are now listed under payroll.
- D. Bob Gilmore said that the increase for OFFICE is only 2.5%.
- E. Frank Heald said the overall increase would be about 1.9%
- F. Bob Gilmore asked if that were a firm number.
- G. Frank Heald said this is only a draft. He needs to work on it a bit more before their next meeting, but it should be close to this.

- H. Bob Gilmore said that it looks pretty complete to him. Nothing in particular stood out. He asked about the budget for the village report.
 - I. Frank Heald said that they has gone to a larger book and were concerned about price increases. The \$1,800 indicated for FY2011 would be spent in March 2011.
 - J. Bob Gilmore asked about Dog control. He asked if a person called the dog control officer for help with an animal on his property, would the person be responsible for the charges.
 - K. Frank Heald said, yes. He added that both the town and village pay the dog control officer.
 - L. Bob Gilmore asked where health insurance is listed.
 - M. Frank Heald said for the Office, it is on budget line 10-12-20; for Planning, 15-12-00; and for Highway, it is on budget line 30-12-20. The blend of increase across the town and village is about 10-11%. Last year some people switched to Health Savings Accounts and some stayed with traditional policies.
 - N. Bob Gilmore noted that it increases every year.
 - O. Jim Fuller said that he would like to see the amount budgeted for BEAUTIFICATION increased. It is only \$1,000.
 - P. Bob Gilmore said that he thinks that Beautification funds should be concentrated in the commercial area of the Village.
 - Q. Frank Heald advised that this budget does not include money for leasing the municipal parking area by IGA. He said that the Costa estate would probably want money if we continue to use the lot. We are supposed to re-evaluate usage at the end of the winter.
 - R. David Rose said that some funds should be set aside in case we decide to continue using the lot, but not the amount she wanted initially.
 - S. Frank Heald said that he will speak to her before the next meeting.
 - T. Jim Fuller said that he did not see a back-up to get into that lot. He asked where the money to pay the bond for the current water system upgrade.
 - U. David Rose said the Water department pays it.
 - V. Frank Heald said it is in the Water Commissioners' budget.
 - W. David Rose asked how long we had to go on the Sidewalk Storm bond?
 - X. Frank Heald said it matures on December 1, 2015.
 - Y. David Rose asked if the increase in the trash contract is contractual.
 - Z. Frank Heald said yes.
 - AA. Bob Gilmore said that Gobin's does a good job with trash pickup in the Village. He noted that people are still putting their trash out on Sunday nights.
 - BB. Frank Heald said that he will fine tune the budget for the next meeting.
 - CC. Bob Gilmore said that an increase of only 1.9% is good.
 - DD. David Rose noted on that there may be a typo in the Wastewater Budget in regards to the Sewer Plant electric line. It reads \$2,600 and probably should read \$26,000.
 - EE. Frank Heald said he will correct it.
 - FF. David Rose asked why Workmen's' Compensation is higher in the Wastewater budget.
 - GG. Frank Heald said it is directly related to payroll and also we are working our way out of an Experience Modification due to back injuries and accident with a fireman. That stays with you 3 years. The paid staff has a very good record. He added that he needs to spend a little more time on the Wastewater budget. He added that the board has a couple of weeks after their regular February meeting to finish up and asked if they wanted to schedule another meeting in addition to the February meeting.
 - HH. The board said no. If they have to, they can schedule one later.
5. **FY 2009 Financial Statements**
- A. Frank Heald advised that the auditors raised no questions with the Village financials. It was a

clean audit. There was one issue on the Town side in regards to the allocation of VMERS that was corrected.

- B. Bob Gilmore noted the funds balance has been \$24,000 for 2 years.
- C. Frank Heald said that the General Fund at the end of FY'09 is \$95,000 and we roll the money from operating over from year to year. Frank Heald noted that the Depot Street storm drain and sidewalk project that was completed last fall used up some of the money. Since we didn't do any Village paving last summer the surplus at the end of FY'10 will be \$95,000.
- D. Bob Gilmore asked the cost of the Depot Street project.
- E. Frank Heald said he did not remember the exact amount, but it did finish as it was bid.
- F. Bob Gilmore asked if there were any significant additions to the Grand List.
- G. Frank Heald said there were no significant additions or subtractions that he is aware of.
- H. Bob Gilmore asked if the paving for next summer would be catching up or doubled.
- I. Frank Heald said they would be doing Pallotta and Hemingway Hills. They were not done last summer because of the heavy trucks involved with the construction of the new water tank were traveling on to access the project. The staff has not discussed any other paving for this summer, yet.
- J. Bob Gilmore said it was good that the auditors report was good.

6. **Other Business**

- A. Letter from Resident who lives on Andover Street
 - i. Bob Gilmore asked if anything had been done about the resident's letter.
 - ii. Frank Heald said a "Children at Play" sign was put up on Andover Street.
- B. Parking Sign by IGA
 - i. Bob Gilmore asked if the parking signs had been put up.
 - ii. Frank Heald said they were put on the crosswalk signs about 2 weeks ago. They are universal parking signs.
- C. Seasonal No Overnight Parking Signs
 - i. David Rose asked if they had been put up.
 - ii. Frank Heald said that Ron Tarbell said they went up about 2 weeks ago, also.
- D. Radar Signs
 - i. David Rose asked if the radar signs had been downloaded, yet.
 - ii. Frank Heald said that Pam Cruickshank and Ron Tarbell promised him that it would be done before the next meeting. He added that he is interested in what the data says and if it will work on having a report for the next meeting.
 - iii. David Rose said that he likes the radar sign by Chrisandra's.
- E. Contractor Plowing
 - i. David Rose asked if the contractor was plowing by Pallotta and Hemingway Hills when the Village can't as has been done in the past years.
 - ii. Frank Heald said that staff is doing it this year.
- F. Water Treatment Facility Building Roof
 - i. David Rose asked about the roof project.
 - ii. Frank Heald said it has been completed.
- G. Grader Plowing
 - i. Frank Heald said they had to use the grader to plow in the Village during the last storm because one of the plow trucks was down with mechanical issues. The Select Board needs to vote on replacing the older tandem plow truck soon. They used the wing on the grader to push back the snow, but not to plow in the Village because the streets are not wide enough.
- H. Sewer Replacement

- i. Frank Heald advised that he will meet with Markowski Excavating next week on a price to replace the sewer line on Andover Street from Jewel Brook Bridge to Pleasant Street. He has received clearance from the Federal Government to run this expense into the water project and then wastewater department will pay for that portion once completed. It makes sense to do all of the water, sewer and storm drains on that portion of Andover street at one time. It will be an interesting project, the street will be dirt for a month while to work is underway.
 - I. River Valley Technical Center (RVTC) Request
 - i. Frank Heald advised that RVTC had requested use of the banner sign by the Kelley lot to advertise adult education classes. The office denied the request because it was not a town or village organization. RVTC is appealing to you. They do serve people from the community. They would like to put the sign up for 2 weeks.
 - ii. Bob Gilmore said that he does not have a problem with it. RVTC is a great school and does serve people from Ludlow.
 - iii. The board agreed.
 - J. Vermont League of Cities and Towns Wellness and Safety Program
 - i. Frank Heald advised that each year, VLCT rewards groups that participate in this program. Ludlow has received checks from VLCT and, in the past, has shared some of this with the employees who participated. Three years ago, employees were given vests, two years ago, they were given jackets, and last year, they were given gift cards. The Select Board voted to share the \$8,000 the town received with the employees, again this year. They voted \$3,000.
 - ii. The Trustees agreed with this decision.
7. **Set Date for Next Meeting**
- A. Next Meeting is February 2, 2010
8. **Possible Executive Session / Personnel**
- A. Frank Heald advised that an Executive session for personnel was not needed.
9. **Adjourn**
- A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.** Meeting adjourned at 7:00 p.m.

Respectfully submitted,
Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller