

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

REGULAR MEETING

July 19, 2010

BOARD MEMBERS PRESENT:

Howard Barton, Jr., Chairman Brett Sanderson Bruce Schmidt

BOARD MEMBERS ABSENT:

Douglas Ficken John Neal

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

George Fairchild Ralph Pace Terry Thane
Richard Harrison Patty Potter David Guerrero (LPC-TV)

1. **Call to Order**

- A. Chairman Howard Barton called the meeting to order at 7:00 p.m. John Neal and Doug Ficken absent.

2. **Approve Minutes of Previous Meetings**

- A. Howard Barton advised that the minutes to be approved are from the regular meeting of June 7, 2010.
B. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to approve the minutes of June 7, 2010 as presented. Motion passed unanimously.**

3. **Comments from Citizens**

- A. There were none.

4. **Appointments – Developmental Review Board**

- A. Howard Barton advised that there were 3 applicants for positions on the DRB.
1. Linda Petty – 1- year
2. Richard Harrison – 3-year
3. Julie Nicoll – 1-year.
B. Howard Barton noted that Troy Adams' term is also ending.
C. Richard Harrison said that Troy Adams probably forgot.
D. Howard Barton said they could address that next month.
E. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to approve nominations as indicated above. Motion passed unanimously.**

5. **Award Transfer Station Retaining Wall Bid**

- A. Frank Heald advised that they recommend going with the low bidder, DeGrasse Concrete at \$9,900.00.
B. Howard Barton asked if their bid met all of the requirements of the bid.
C. George Fairchild said that he had met with Brett Sanderson and gone over the bids.
D. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to award the bid to DeGrasse Concrete for \$9,900.00. Motion passed unanimously.**

6. **Open Transfer Station Scale Bids**

A. Howard Barton opened the bids, as follows:

<u>BIDDER</u>	<u>TOWN</u>	<u>PRICE</u>	<u>OTHER</u>
Advanced Scales - #1	Londonderry, NH	\$18,700.00	Freight - \$4,000 approx.
Advanced Scales - #2		\$23,595.00	Freight - \$4,000 approx.
Mettler- Toledo	Chatham, NY	\$17,922.00	Scale
		\$16,695.00	Construction and foundation
		\$1,765.00	Existing scale removal
		\$36,382.00	Total costs
Scales Service & Supply	Rensselaer, NY	\$25,200.00	
		\$600.00	Option #1– ticket printer
		\$6,300.00	Option #2- move pit, concrete slab
		\$2,400.00	Option #3 - computer
		(\$-1,000.00)	Option #4 – trade-in
Wiley Scales	St. Johnsbury, VT	\$16,628.00	Scale
		\$440.00	Side rail
		\$3,700.00	Estimated shipping
		\$1,800.00	Installation
	NOTE: 3% discount if payment received at time of order.		
Fairbanks	Bellingham, MA	\$25,022.00	Total, inc. many options
		\$34,545.00	Total, inc. many options

- B. Howard Barton said that bids would be given to George Fairchild and Frank Heald for review.
- C. George Fairchild said that he has called locations that have these units for feedback and is waiting for responses.
- D. Howard Barton said that the award would be made at the next meeting.

7. **Ludlow Transfer Station Half-Price Day Date/Rules**

- A. Howard Barton advised that the date would be August 7, 2010 from 8:00 a.m. to 5:00 p.m. The date, times and list of regulations will be advertised in the newspaper.
- B. Frank Heald said that the notice would also be posted at the transfer station.
- C. George Fairchild said that it would be the same as last year and it went very well. They will limit people to 8 tires and 2 freon units.
- D. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to approve the Half-Price day as presented. Motion passed unanimously.**
- E. Howard Barton asked if George Fairchild knew how many people came last year.
- F. George Fairchild about half as many as when we did a full free day. There is no limit on furniture, demolition materials and mattresses. The half price is fair to the town and residents. We will have at least 5 staff members present that day.
- G. Howard Barton asked if they had considered having one lane for recycling and one lane for disposal.
- H. George Fairchild said that he couldn't see any way to do it because of the current layout. As it is, people don't pay attention to signs. It would take a lot of money to re-arrange the yard. We try to tell people to pull over to the side if they are taking a lot of time.
- I. Bruce Schmidt asked if they have considered assigning someone to direct traffic during busy times. Some people may need assistance.
- J. George Fairchild said that if he is there (or Patty Potter or Rob) they would direct traffic and assist people. They do not rely on the community service workers. The problem is you never can tell when people are going to come.

8. **Board of Listers Discussion RE: Grievance Process & Grand List**

- A. Terry Thane advised that there were 304 grievances and 260 were granted some relief depending on sales and types of property. The listers would like to start planning for next year and they have the money needed for a re-appraisal. In about 30-60 days, they will be able to prepare a proposal for the Select Board. They have spoken to North East Municipal Consultants (the organization that did the last re-appraisal.)
- B. Howard Barton asked where the CLA (Common Level of Appraisal) is?

- C. Terry Thane said about 92, but the COD (Co-efficient of Dispersion) is at 18.6 and will probably be over 20 in September. If the COD is over 20, they need to do a re-appraisal. It is time for us to get a plan in place for you and get ready for next year.
- D. Howard Barton said it is too bad that we need to do this again so soon. It was last done in 2005. He asked if the state could mandate a re-appraisal?
- E. Terry Thane said yes.
- F. Frank Heald said that in the Ludlow's case, the COD is the driver.
- G. Bruce Schmidt said that this year the Listers opted to do much more on their own discretion than sending people to the BCA (Board of Civil Authority.)
- H. Terry Thane said that some people may still want to go to the BCA. Also, we had enough property sales to justify our changes.
- I. Bruce Schmidt said he had heard that some people were told to grieve their taxes.
- J. Terry Thane said that we tell people to grieve them, if they are unhappy. Property values went down.
- K. Bruce Schmidt asked if the listers had discussed having a full-time assessor or reorganizing the listers.
- L. Terry Thane said that with a Grand List over \$1.5 billion, it will eventually come to an assessor.
- M. Bruce Schmidt asked if the Select Board should have a discussion on the re-appraisal before with all of the listers present. Listers are protected by statute.
- N. Howard Barton said we need to look at the options.
- O. Terry Thane asked if a professional assessor were hired, could the position be paid from the re-appraisal funds. He added that there are many state guidelines and regulations about this.
- P. Frank Heald said, no and that the position would have to be made a budget item.
- Q. Bruce Schmidt said that the Select Board needs to have that discussion. There are charter issues and guidelines. He said that other towns have assessors and the listers sign off on the work. We need to discuss this with all 3 listers present. He added that he has heard good reports about the listers.

9. **Cemetery RE: Encumber Funds**

- A. Frank Heald advised that he thought that the Cemetery Chairman would be present tonight. He said that the chair or the sexton had signed off on 2 invoices for work to be done in the new fiscal year with funds from the last FY. There was an invoice for Springfield Paving for \$9,000 for work to be done in September and one for George Tucker for sand, gravel and monument restoration for \$5,900. The auditors will not allow prepaid invoices, so you will have to encumber the funds. These will fall into FY 2010. Frank Heald said that he recommends that the Select Board encumber \$15,000 of the 2010 funds for use in FY2011.
- B. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to encumber the funds as presented.**
- C. Bruce Schmidt asked if the Cemetery Commission members needed to be educated on the process?
- D. Frank Heald said that the chairman of the Cemetery Commission thought that this could be done at the July meeting. At the last town meeting, the voters took away the Cemetery from the Select Board and from this point (FY2011) forward, the Cemetery Commission will have total authority and responsibility.
- E. **Motion passed unanimously.**

10. **Projects Updates**

- A. Armory Project
 - 1. Frank Heald advised that the project is on schedule and he is pleased with the Josselyn Brothers. The demolition is complete and brickwork is open, T5's are almost done, the roof on the high part will be done this week, the asbestos roof on the tank barn will be off and replaced this week.
 - 2. Howard Barton asked who the subcontractors are.
 - 3. Frank Heald said the Environmental is Catamount, the big roof is Doxsee, the plumber is Master, Tedesco is doing the brick work, M & M is doing the site work, and Long Trail is the electrician.
- B. Water/Sewer
 - 1. Frank Heald said that the water project is continuing, but it is hard digging. The basic project should be done by mid-August. Testing and chlorination, also. The tank should be on-line by the end of August. The Andover Street project should be

- done by September –October. That project includes replacement of water, sewer and storm drains.
2. Howard Barton asked if they would resurface Main Street.
 3. Frank Heald said in the 2nd to 3rd week in August. The crosswalks would be back and the sidewalks on Pond. Andover to bridge 98 will be a new road and sidewalks.
 4. Bruce Schmidt said that he would like to see them paving sooner, as they fill in.
 5. Frank Heald said they need to have machines to do most of it.
 6. Bruce Schmidt asked about Main Street by Benson's.
 7. Frank Heald said they will be digging from the intersection of Pond to the Vail Bridge this week.
 8. Bruce Schmidt said it is not good, they need to do something about the paving now.
 9. Ralph Pace asked if they are going to replace the crosswalks.
 10. Howard Barton said yes. He added that the crosswalks are difficult for people with walkers, canes or high heels as they get caught in the grooves. He is surprised they can use them, as it is a handicap issue.
- C. Dorsey Park
1. Frank Heald said they repairs should be complete in about another month. He met with the contractor today and they expect to be finished by mid-August. They have adjusted the watering schedule and it is 90% coming good.
 2. Bruce Schmidt asked about the piles of sod.
 3. Frank Heald said they can use the rotted material on the other side.
 4. Howard Barton asked when the drainage project would start.
 5. Frank Heald said Ron Tarbell is on vacation this week. It will start after he returns.
- D. Bridges
1. Frank Heald advised that the state approved the funding for Dorsey Bridge (\$175,000) and Walker Street Bridge (\$40,000.) Mike Hodges from the State Structures department said that Walker Bridge has come to the top of the heap and they want to begin the planning process. Frank Heald said his own opinion is that they should spend the money on the center abutment. The planning process could take several years before we do the bridge. The town needs to sign the agreement before August 6th. It is a 10% local share. We will meet again in 2 weeks and discuss this at that meeting. Sharon Bixby is our representative to the Transportation Advisory Committee.

11. Department Head Reports

- A. Howard Barton advised that all reports are in. There were no comments.

12. Other Business

- A. DRB Vacancy
1. Bruce Schmidt asked how long they advertised for openings on the DRB.
 2. Frank Heald said several weeks.
 3. Bruce Schmidt asked if they should fill the vacancy at the September meeting. He asked what Troy Adams' status is.
 4. Howard Barton said that if a member's term runs out and they did not reapply, they are off.
 5. Bruce Schmidt said the DRB would have to be informed.
 6. Frank Heald said they would advertise it in THE VERMONT JOURNAL now. The DRB has a big meeting in August and will probably want the position filled by that meeting. In some situations, a person serves until they are replaced. He will check the regulations.
 7. Howard Barton said the deadline to apply was July 2, 2010. Usually we will allow people to come into the meeting to apply.
 8. Frank Heald said that the September meeting is in mid-September due to Labor Day.

13. Sign Warrant Orders

- A. Warrant orders have been signed.

14. **Set Date for August Meetings**

- A. August meeting will be held on August 2, 2010.

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

- A. Frank Heald advised that an Executive Session is not needed.

16. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Lisha Klaiber

Howard Barton, Jr., Chairman

Brett Sanderson

Doug Ficken

Bruce Schmidt

John Neal