

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

REGULAR MEETING

December 6, 2010

BOARD MEMBERS PRESENT:

Howard Barton, Jr., Chairman Brett Sanderson
Douglas Ficken Bruce Schmidt

BOARD MEMBERS ABSENT:

John Neal

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

Margot Martel Ted Reeves Michelle Stinson (LPC-TV)
Ralph Pace Terry Thane

1. Call to Order

A. Chairman Howard Barton called the meeting to order at 7:00 p.m. All members present, except John Neal.

2. Approve Minutes of Previous Meetings

A. Howard Barton advised that the minutes to be approved are from the public hearing of November 1, 2010, the regular meeting of November 1, 2010 and the special meeting of November 29, 2010.

B. **MOTION by Bruce Schmidt and seconded by Doug Ficken to approve the minutes of as presented. Motion passed unanimously.**

3. Comments from Citizens

A. There were none.

4. Open Reappraisal Bids

A. Howard Barton advised that 2 bids were received:

1. David Buckley (Bennington, VT), dba Real Estate Services - \$13,000 per month for the months of December 2010 through April, 2011 –for a total bid for 5 months of \$65,000.

2. New England Municipal Consultants – total bid of \$48,500.

B. Frank Heald advised that the bid from Buckley was faxed in and the bid from NEMC came in via mail but was not marked as a bid.

C. Howard Barton asked the Terry Thane and Margot Martel (listers present at this meeting) to review the bids.

D. Margot Martel and Terry Thane reviewed the bids and Margot Martel said that they reviewed the bids and NEMC included everything they had wanted in the proposal. They are the lower bidder and have worked with the listers before. The listers recommend awarding the bid to NEMC.

E. **MOTION by Doug Ficken and seconded by Brett Sanderson to accept the proposal from NEMC for \$48,500.**

F. Bruce Schmidt asked if the proposal included a date for completion of work. He noted that NEMC had a problem with the last reappraisal due to illness of the person assigned to Ludlow.

G. Terry Thane said that there was no penalty clause for lateness in the proposal. He would work with Frank Heald to include it.

H. Frank Heald said there should be a penalty clause in the contract.

I. Bruce Schmidt said that he would like to know that there would be a second in command in case of illness or other problems.

J. Ralph Pace asked if this was for a town wide reappraisal.

K. Terry Thane said they would focus on the mountain properties and then look at the town and village. They would ask the state to accept a statistical reappraisal for the balance of the town and village.

L. Bruce Schmidt said that the board could accept the proposal. It is not the contract.

M. Howard Barton said that they would like to see a contract at the January meeting that would include a deadline for completion of work and a penalty clause for failure to meet that deadline.

N. Ralph Pace asked if there is money in the budget for reappraisal.

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- O. Howard Barton said it is in the Listers budget for reappraisal.
- P. **Motion passed unanimously.**
5. **Sign Property Transfer Tax Returns for the Olaf M. Naess Land Gift**
- A. Frank Heald said that the board could either all sign the Property Transfer Tax Returns or authorize him to sign for them.
- B. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to authorize Frank Heald to sign the documents. Motion passed unanimously.**
6. **Re-Adopt Personnel Policies for Health and Safety**
- A. Frank Heald advised that this is an iteration of a policy that has been in place for many years. This revision included policies regarding technology, Hazard Communication, Lockout/Tagout procedures, cell phone policies and blood-borne pathogens exposure control policy. This policy needs to be readopted. He said that everything else remains the same, except it has been updated. This policy has gone through the Safety Committee and was reviewed by Chris Lebarge at VLCT.
- B. **MOTION by Doug Ficken and seconded by Bruce Schmidt to readopt the Personnel Policy for Health and Safety. Motion passed unanimously.**
7. **Receive and Act on Errors and Omissions from the Ludlow Board of Listers**
- A. Howard Barton noted that there is one property at 32 Soapstone Road and the listers advised that there is a mobile home on the property that had not been recorded, as the property owner did not submit the proper paperwork to the town Clerk. They have suggested an increase of \$9,700 – the value of the mobile home.
- B. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to accept the Errors & Omissions change suggested by the listers. Motion passed unanimously.**
8. **Community Center**
- A. Frank Heald said that his memo outlines the situation at the community center and discussions of the committee. The Black River Good Neighbor Services lease is enclosed and required paperwork has been submitted by BRGNS. There is also a copy of the fees schedule and the fees somewhat mirror the school fees. The rates for the Fitness Center are reasonable and not severely under the commercial facilities in town. The cafeteria air equipment came in today. They want to have a soft opening on January 9, 2011. There will be a basketball game there tomorrow and there is Zumba tonight. One thing that the committee is discussing is a suggestion that they proceed carefully in going beyond Education and Recreation activities until after mid-January. They need to learn how long the turn over will take for the kitchen and cafeteria after use. A Swing Dance organization wants to hold an activity there. He said that the committee would be having monthly discussions for the next few months.
- B. Bruce Schmidt said that he had heard about the swing dance event and said that we should try to bring in things and balance the use between taxpayers and the public. He does not think the schools should dictate what we use the facility for or what we charge. He wants to make sure the center is open enough for the townspeople who do not have children in the schools.
- C. Doug Ficken said that he also heard about the swing dance event and thinks it might be a good idea. He agrees it is good to have community use and not just school use. He said that this board has put its trust in the committee. He hopes that there will be opportunity for community-based events. He added that we do need time to find out how things will work between activities and different uses.
- D. Bruce Schmidt said that if we don't use the facility, we won't find out how things will operate between activities. He said we need to be aggressive in promoting use of the facility and need to be comfortable with the rates we charge. He asked how much we charge for the auditorium at Town Hall.
- E. Frank Heald said \$25.00 per hour, but we are flexible. He added that we will use our staff that will be assigned to the center and the person's schedule will need to be flexible. We also need flat rates for the gym. We need to have staff at the fitness center. We are working through the schedules and hope to have a grasp on it by mid-January.
- F. Bruce Schmidt said that it may not look good to refuse the first inquiry for use.
- G. Frank Heald said the Farmers' Market is inquiring about Saturday mornings. That is a good community project.
- H. Bruce Schmidt asked if the board needs to sign the lease for BRGNS.
- I. Frank Heald said that the board could authorize him to sign it. He added that BRGNS is coming along well with the space and if they sell their building they may be able to cover their costs.
- J. **MOTION by Bruce Schmidt and seconded by Doug Ficken to authorize Frank Heald to sign the lease. Motion passed unanimously.**

9. **Project Updates**

- A. Water Project
 - 1. Frank Heald said this project is substantially complete. The tank and valve stations are working.
- B. Sewer Project
 - 1. Frank Heald said the sidewalks and topcoat will be done in the spring. There is clean-up that has to be done.
- C. Route 103 Drainage Project
 - 1. Frank Heald said this project was done last month.
- D. Fire Station Pump Facility
 - 1. Frank Heald said that this project was also completed last month.
- E. Bruce Schmidt asked if there are any plans for a pipe-cross barrier.
- F. Frank Heald said that Springfield Fence is making a fan design that would make it hard to get at it.

10. **FY 2012 Budget Workshops**

- A. Frank Heald advised that the final number is mildly incorrect. He said that it includes \$12,000 for Police Cruiser cameras that were purchased last year. That has to be deducted. The budget is down .51% from last year. He still needs to separate the Community Center costs from Buildings and Grounds and Recreation. He will create a separate account line for the center and track its costs and income.
- B. Bruce Schmidt asked if all requests had been received on time.
- C. Frank Heald said they were all in on time and the files were complete. There were no changes in the requisitions. The Aiken request was left in.
- D. Howard Barton said that we still get money from that fund.
- E. Bruce Schmidt asked if there were any new requests.
- F. Frank Heald said no.
- G. Bruce Schmidt said generally, we decided that if a request was approved one year, we leave it in the next.
- H. Howard Barton added that these requests would be reviewed periodically.
- I. Frank Heald said that the County budget is also down considerably – from \$130,000 last year to \$40,000 this coming year. He said that our big change on this budget is the restructuring of the Health Insurance portion. He added that Howie Paul included \$7,000 for a dog park at Fletcher Fields and he wants to explore that some more before approving it.
- J. Howard Barton asked the increase of about \$1,500 for Educational Operations.
- K. Frank Heald said that is the crossing guard, trash collection and the treasurer. That line item was there before Frank Heald came and he adjusted it based on last year's number.
- L. Howard Barton asked about the after school program and the split between Mount Holly and Ludlow. He noted that Mount Holly has as many children as Ludlow, but the costs are lower.
- M. Bruce Schmidt said that had be brought up at the meeting of the School board and the principal answered. He assured us that none of the money was swapped. Bruce Schmidt added that we may want to research that.
- N. Doug Ficken said that topic will be discussed at the next School Board meeting. He asked if that money funnels through the recreation department.
- O. Frank Heald said it does not funnel through Recreation.
- P. Bruce Schmidt asked how the board wants to proceed with the budget review.
- Q. Frank Heald said he needs to know what questions the board members have.
- R. Bruce Schmidt said the big change was insurance. He would like to discuss some items on the Police Department budget: OT control by contract, Building Maintenance and Repair and telephone costs. He does not want to just rubberstamp the budget just because it went down. He would also like to see the Community Center separated out.
- S. Howard Barton said that he did not really have a chance to thoroughly review the draft. He suggested meeting again on the 20th to work on it and have questions ready for Frank Heald.
- T. Bruce Schmidt said that he sees that everyone really worked hard preparing this budget.
- U. Doug Ficken said he also would like to see the Community center separated out.
- V. Bruce Schmidt asked about the salary for the new paramedic.
- W. Frank Heald said that she was started at the salary level that Karl left at and that she has very interesting experience.
- X. Brett Sanderson asked about the paperwork that the person in that position had handled.
- Y. Frank Heald said the Susan will be trained and that Diane would be trained as a backup.

11. **Ludlow Transfer Station Fees**

- A. Frank Heald advised that the paperwork that was sent out in their packages was incorrect. The station will be closed on Friday, December 24th and December 25th. It will be open through New Year's Eve and closed on New Year's Day. It will be open on Sunday, January 2nd. He said that these had not been mailed out. He will get the correct copies out. He will also add information for Christmas 2011. There is no need to change the rates at this point. There will be new rules about electronic waste coming from the state and we are not sure how we will deal with it, yet. Manufacturers will be responsible for disposal. Disposal of cardboard is doing well and metal is improving.

12. **Department Head Reports**

- A. Howard Barton advised that all reports are in.
- B. Bruce Schmidt asked about the new scales for the transfer station.
- C. Frank Heald said that would be done in the spring. They couldn't get the concrete done.

13. **Other Business**

- A. Maple Tree by the Gazebo
 - 1. Frank Heald advised that there was mixed sentiment about the tree. He said that the tree warden was in to look at the tree and recommended removal.
 - 2. Bruce Schmidt asked if it would be replaced with something of an adequate size.
 - 3. Frank Heald indicated about a 3" diameter trunk.
 - 4. Bruce Schmidt said we should probably remove it for safety reasons.

14. **Set Date for Next Meeting**

- A. There will be a special meeting on Monday, December 20, 2010 at 7:00 p.m. to work on the budget.
- B. The next regular meeting will be held on January 3, 2011.

15. **Sign Warrant Orders**

- A. Warrant orders have been signed.

16. **Possible Executive Session/Contracts**

- A. Frank Heald advised that a brief Executive Session is needed.
- B. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to enter in to Executive Session for Contract. Motion passed unanimously.**
- C. Out of Executive session at 8:26p.m. No action taken.

17. **Adjourn**

- A. **MOTION by Bruce Schmidt and seconded by Doug Ficken to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Lisha Klaiber

Howard Barton, Jr., Chairman

Brett Sanderson

Doug Ficken

Bruce Schmidt

John Neal