

***PRELIMINARY MINUTES***

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**PUBLIC HEARINGS AND REGULAR MEETING**

November 2, 2009

**BOARD MEMBERS PRESENT:**

Howard Barton, Chairman  
Douglas Ficken

John Neal  
Brett Sanderson

Bruce Schmidt

**STAFF PRESENT:**

Frank Heald

**OTHERS PRESENT:**

Sharon Bixby  
Joanna Bombadil  
Patrick Cody (LPC-TV)  
Mike Doran  
Britta Galimi

Rose Goings  
Jay Jurkoic  
Ralph Pace  
Bernie Pelletier  
Ted Reeves

Steve Stengel  
Bridget Sullivan  
Claudio Veliz  
Duncan Love (LPC-TV)

**PUBLIC HEARING TO RE-ADOPT MUNICIPAL PLAN**

1. Howard Barton called the hearing to order at 7:00 p.m. He explained that this the second hearing to discuss re-adopting the town plan. He asked for comments from board members or citizens.
2. Joanna Bombadil asked where she could get a copy of the town plan.
3. Howard Barton said a copy could be picked up in the office.
4. **MOTION by John Neal and seconded by Brett Sanderson to re-adopt the town plan as presented and close this hearing. Motion passed unanimously.**
5. Hearing closed at 7:04 p.m.

**PUBLIC HEARING FOR ABANDONMENT OF A TOWN HIGHWAY**

1. Howard Barton called the hearing to order at 7:05 p.m. He explained that the Town of Ludlow is considering giving up a portion of Ranta Road beginning with the Okemo Ridge Road and going northerly approximately 1,700 feet.
2. Frank Heald explained that this hearing is to finish a project that was begun in 1998 and never completed. The board did a site visit today. An issue that still remains is the gate on the road. This hearing satisfies state statutes and the abandonment could be formalized at the next regular meeting.
3. Howard Barton asked if this abandonment goes to the cul-de-sac.
4. Frank Heald said no, but that the town could change it and give up as far as the cul-de-sac. The discussions in 1998 referred to Okemo Ridge Road as the New Solitude Road.
5. Howard Barton asked how much of the road the town would maintain.
6. Frank Heald said the remaining portion that would still belong to the town. Okemo maintains from the intersection to the cul-de-sac. There is a gate at the intersection and some people have keys. He has spoken to Ron Tarbell. The alternate is to make our portion of Ranta Road a one-way

- northbound. That would allow the people on Ranta Road to exit onto Okemo Ridge Road. The gate could also be moved. There is no clear consensus yet on the gate.
7. John Neal said there was a letter from Mr. Perry and he also believed that Mr. Laskevich has an issue.
  8. Frank Heald said that he had expected Mr. Laskevich to be here tonight.
  9. Bruce Schmidt said that the reason the gate is closed is for traffic reasons, but EMS vehicles should have access.
  10. Frank Heald said that the road must be maintained for EMS vehicles, but it is not good traffic management to use the road as an exit onto Okemo Ridge Road.
  11. Bruce Schmidt asked who would maintain the road when the gate is locked in the winter.
  12. Frank Heald said that road gets plowed now.
  13. John Neal asked if there are any other public roads that are gated.
  14. Frank Heald said no, but there are some that dead end.
  15. John Neal asked if the road were not gated, how would it be maintained, like Dug Road.
  16. Frank Heald said there would be a deputized person there and it would be one-way only up to the cul-de-sac.
  17. Howard Barton said they could try it for one winter, leaving the gate there and revisit this later on. He added that the board could take comments and decide later.
  18. Frank Heald said that he does not have the paperwork to give up the road ready for this meeting. It will be ready for the next meeting. Maybe we should leave the gate open and see how it works.

#### **PUBLIC HEARING TO AMEND THE ZONING AND FLOOD HAZARD REGULATIONS**

1. Howard Barton advised that this hearing is to amend Section 460, Town Residential Commercial District and definitions of the Zoning and Flood Hazard Regulations. Section 460, Conditional Use. The definition of Auto Service Station would change to “Auto Service Station – An establishment at which motor vehicles are serviced, which may or may not include State inspections.”
2. John Neal asked why they are removing the reference to Route 103.
3. Rose Goings said that a property owner on Route 100 came in to apply for a permit and it was noted that service stations were limited to Route 103. This change would allow the use on Route 100 in the Town Residential Commercial District.
4. John Neal asked about fuel.
5. Rose Goings said this does not include selling fuel.
6. **MOTION by John Neal and seconded by Doug Ficken to approve the amendment as presented. Motion passed unanimously.**

#### **SELECT BOARD - REGULAR MEETING**

1. **Call to Order**
  - A. Chairman Howard Barton called the meeting to order at 7:15p.m. All members present.
2. **Approve Minutes of Previous Meetings**

- A. Howard Barton advised that the minutes to be approved are from the regular meeting of October 5, 2009.
- B. **MOTION by Brett Sanderson and seconded by John Neal to approve the minutes from the regular meeting of October 5, 2009 as presented. Motion passed unanimously.**

3. **Comments from Citizens**

- A. Municipal Transit Buses
  - i. Joanna Bombadil advised that she had recently ridden the bus to Springfield and advised that it does not always stop at Shaw's and it does not stop at the library. She also advised that it is not always on schedule. She said that it would be nice to have a regular schedule and be able to know when and where it stops.
  - ii. Howard Barton asked Frank Heald to look into this.
  - iii. Britta Galimi voiced concerns about the bus not picking children up at their homes on Route 100 and the fact that the children have to walk along the shoulder of the road. There is a lot of traffic and the shoulder is narrow.
  - iv. Howard Barton asked Frank Heald to look into this.
  - v. Bruce Schmidt said that said that this is not the first time the board has heard about scheduling problems. We need to look into that.
- B. Sharon Bixby said that she would be meeting with Frank Heald and Ron Tarbell tomorrow to discuss bridge repairs. She advised that the Walker Street Bridge is number one on the South Windsor Regional Planning Commission list.

4. **Receive and Act on Errors and Omissions Report from the Ludlow Board of Listers**

- A. Frank Heald advised that this report came in too late for last month's meeting.
- B. **MOTION by Bruce Schmidt and seconded by John Neal to accept the report as presented. Motion passed unanimously.**

5. **Side Hill Cronchers Snowmobile Club Road/Trail Request**

- A. Howard Barton advised that this is an annual request from the club to use portions of the town roads and properties. There have never been any issues and they take care of signs and maintenance.
- B. **MOTION by Bruce Schmidt and seconded by Doug Ficken to approve the request from Side Hill Cronchers as presented. Motion passed unanimously.**

6. **Discuss FY 2011 Budget Meeting Schedule**

- A. Frank Heald advised that most of the budget would be ready for a mid-November (November 16<sup>th</sup>) meeting, but that 99% would be ready for the regular December meeting (December 7<sup>th</sup>.)
- B. Howard Barton asked Frank Heald to send board members copies of the individual department budget as they come in.
- C. General consensus to start budget meetings at the December 7, 2009 regular meeting.

7. **Report of the Ludlow Armory Committee**

- A. John Neal advised that a joint meeting of the Armory Committee, LES and U-39 school boards had been held last week. The presentation by the committee was well received. There were some layout questions that can be addressed. U-39 is in support of the use of the facility for recreation, cafeteria and classroom purposes. Phase II of the Environmental Study started today. There is an issue that the results will not be ready until December 15<sup>th</sup> and the state has set a time limit of January 1<sup>st</sup>. John Neal said that he would ask the engineers to keep it moving along. The committee is continuing to work on the project and are looking at design changes for the schools. The committee will prepare a presentation for Town Meeting. They will have the Phase II report and close on the building. They will try to get sources of funding. It is a realistic time frame.
- B. Patrick Cody advised that he has a letter of commitment from LPC-TV that he gave to the board.

8. **Discuss Holiday Party**

- A. Frank Heald advised that the party is to thank employees, elected and appointed officials and spouses of these people for the hard work they do for the town. There is usually an attendance of 70-100 people and the budget ranges from about \$3,000 to \$5,000 depending on attendance.
- B. Bruce Schmidt said it is important to continue this tradition. People work hard for the town.
- C. John Neal said that he agrees with Bruce Schmidt. It is a great gathering and a small token of appreciation.
- D. **MOTION by Bruce Schmidt and seconded by John Neal to move forward with plans for the Holiday Party to the budgeted amount (same as in past years) and for Frank Heald to coordinate this activity. Motion passed unanimously.**

9. **Stearns Pit Lease**

- A. Ted Reeves advised that this is the annual request from Okemo to lease the Stearns Pit lot from the town of Ludlow, for overflow parking. Last year, the lease amount was \$63,000 and Okemo is requesting that this year the lease be reduced to \$50,000. In the past, the lease has run from November 1<sup>st</sup> through April 30<sup>th</sup>. This year, Okemo would like to lease the lot from December 1<sup>st</sup> through March 31<sup>st</sup>.
- B. Howard Barton asked Ted Reeves where they came up with the \$50,000 figure.
- C. Ted Reeves said it was a round number and would fit Okemo's budget.
- D. Howard Barton asked Frank Heald how taking \$13,000 would affect the town's budget.
- E. Frank Heald said the funds would have to be made up elsewhere.
- F. Howard Barton said that possibly the number could be negotiated.
- G. Frank Heald said that it is important to remember that the lease also includes traffic control during busy periods and maintenance. The town also asked that Okemo change the salt to one that is moderately more expensive. Other elements need to be part of this process.
- H. John Neal noted that in the past, the lease was \$63,000 for 6 months. This year, it would be \$50,000 for 4 months. That breaks down to \$10,500 per month for the six-month lease and \$13,000 per month for the 4-month lease. It is a higher rate for a shorter period of time.
- I. Doug Ficken said that it includes more than parking. A big piece of it is the traffic control and maintenance. The lesser amount for the shorter term seems reasonable, although he does understand the impact on the town budget.
- J. Bruce Schmidt said that he will not take part in the negotiations, but he suggests that a couple of board members meet with Ted Reeves to discuss this.

- K. John Neal said that he would like more discussion.
- L. Ted Reeves said that he would be happy to meet with them to discuss this further. Okemo values its relationship with the town.
- M. Howard Barton said that the time frame for the lease makes more sense for Okemo.
- N. Ted Reeves said that with the additional parking at Jackson Gore, it has affected the Stearns Lot parking.
- O. John Neal and Howard Barton will meet with Ted Reeves to discuss this.
- P. John Neal said that they would bring back their recommendations to the next board meeting.

#### 10. Dorsey Park Update

- A. Frank Heald said that the renovations had not been properly done and places on the field still flood. Nothing could have been done in time for this year's soccer season. Fletcher Field held up well, but there are spots there that need to be filled in. The town has prepared its own survey of the Dorsey Field and a 10-foot grid of ½ inch contours. They will meet with Homestead this week for hopefully, a peaceful resolution to the problems. He would prefer not to get lawyers involved. The original agreement called for a double crown, front back and side-to-side. It was not done that way. He would like to attempt to come to a reasonable solution over the next month. The northeast corner needs to be torn up. He needs to check with VLCT on the insurance. He had been dealing with the maintenance supervisor and that has not worked well.
- B. Bruce Schmidt said that it was a good report. He is wondering if a letter should be written to the Superintendent of Schools, the principals and athletic directors advising them of the status of the field, and what the plans are to fix it. Repairs take time and it may be that the field will not be ready for the summer season. They need to make sure it is fixed for the next soccer season.
- C. Howard Barton said it is mostly drainage issues.
- D. Frank Heald said it should drain side-to-side and front to back, but it is not doing that. There are also some low spots. The water is not soaking through and the sod never took hold. He said that he listened to the maintenance man too long and should have dealt with the principals of the company earlier. He will keep the board advised.

#### 11. Department Head Reports

- A. Howard Barton advised that all reports are in.
- B. Ambulance Squad
  - i. Bruce Schmidt complimented the Ambulance Squad on the good reports they have been providing and the cooperation with Police and dispatch.
- C. Listers Department
  - i. Bruce Schmidt asked Frank Heald how things are going in the Listers Department.
  - ii. Frank Heald said that he thinks they are on budget hours.

#### 12. Other Business

- A. Worksite Wellness Program
  - i. Frank Heald advised that they have been notified by the Worksite Wellness group that Ludlow will receive a Golden award for 2009. Pam Cruickshank has been the leader of the efforts and she and a couple of other employees will attend the awards ceremony. He is proud of their accomplishments and they continue to make good progress.

B. Tax Sales

- i. Frank Heald advised that \$165,000 involved with 28 properties would be going up for tax sales. There are 2 properties at \$45,000 that will probably be settled. Last year, total tax sales were \$73,000 higher. There are more people on payment plans.

C. Box Culvert on Route 100

- i. Bruce Schmidt asked how work is progressing.
- ii. Frank Heald said that he hopes that the contractor will finish the bridge project before the snow comes. He said that the town put in a sleeve through there on Saturday as part of the water project. They were backfilling.
- iii. Brett Sanderson said they are scheduled to pave on Friday.

D. Water Project

- i. Bruce Schmidt asked how the water project is coming.
- ii. Frank Heald said that the tank has been winterized. Markowsky had 2 crews working, one on the line to the transfer station driveway. The second crew up O'Connor Hill Road. There are drainage ditch issues.

E. Frank Heald Contract

- i. Bruce Schmidt noted that it is about time for Frank Heald's yearly review.
- ii. Frank Heald advised that he had the review sheets for board members tonight.

13. Sign Warrant Orders

- A. Warrant orders have been signed.

14. Set Date for December Meeting

- A. Next meeting will be December 7, 2009.

15. Possible Executive Session – Personnel

- A. Frank Heald said that an Executive session is needed.
- B. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to enter into Executive Session. Motion passed unanimously.**
- C. Board entered into Executive Session at 8:02 p.m.
- D. Board exited Executive Session at 8:17 p.m. No action taken.

16. Adjourn

- A. **MOTION by John Neal and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 8:18 p.m.

Respectfully submitted,

Lisha Klaiber

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Howard Barton, Jr., Chairman

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Brett Sanderson

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Doug Ficken

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Bruce Schmidt

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John Neal