

DRAFT

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or approved by the convening board or commission.

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, January 6, 2009

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman Jim Fuller David Rose

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

Duncan Love – LPCTV

1. **Call to Order**

A. Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m. All members present.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of December 2, 2008.

B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the regular meeting of December 2, 2008 as submitted. Motion passed unanimously.**

3. **Comments from Citizens**

A. There were none.

4. **Sewer Allocation Request**

A. Shelley & Scott Abbey, Trustees

i. Property address is 100 North Village Road, Lot #15

ii. David Rose advised that this is a request to add three (3) bedrooms to the existing allocation for dwelling unit to the sewer system. Total number of bedrooms will be 7. Loran Greenslet has approved this request.

(1) Allocation fee – 3 bedrooms @ \$780.00/bedroom \$2,340.00

(2) Allocation reserves at 210 GPD per dwelling unit.

iii. **MOTION by David Rose and seconded by Jim Fuller to approve this application for 3 additional bedrooms @ \$780 per bedroom (\$2,340). Motion passed unanimously.**

5. **Schedule FY 2010 Budget Workshops**

A. Frank Heald distributed a draft of the budget. He indicated that they have kept the numbers relatively flat, with only a .5% increase in the amount to be raised in taxes. He recounted that this board had discussed recycling pick-up in the Village, but that was not factored in this draft. The town's budget is calling for a 2.4% increase in the amount to be raised in taxes. There will also be more money added to that for Bridge engineering. They want to make sure that the town has "shovel-ready" projects in line in the event of funds from the Stimulus packages. They are still considering what to do with the Mill Street Bridge. It would cost about \$1,000,000 to repair it or \$500,000 to replace it with a US Bridge. Work needs to be done on the Pond Street Extension and Rod & Gun Club Road Bridges. The Select Board is reluctant to do repairs on the Walker Street Bridge as they feel that bridge should be repaired by the state.

B. **Recycling**

- i. David Rose said that it seems like the bottom has fallen out of the recycling market. He recalled that the quote from Gobin was \$15/Ton, but that may no longer be valid.
- ii. Frank Heald said it would probably be different at this point. There would still be money saved because it would reduce the black plastic bag tonnage. We pay \$90/ton and would still save on lesser tonnage.
- iii. Bob Gilmore asked how long the contract would be for.
- iv. Jim Fuller said 3 years to get the bins free.
- v. Bob Gilmore said with this year's projected small increase, this would be a good time to add that cost in. He would like to have numbers available for the budget workshop.
- vi. Frank Heald said he would work up the numbers on Recycling and talk to Gobin.

C. Sewer

- i. Frank Heald said that Sewer is a bit more complicated. It looks like the cost of doing business has gone down, but he did not put in Capital numbers, not did he fund depreciation. The account is funded by allocation and hook-on fees and they will be down. The projected costs are about \$492,000+ and revenue is projected at about \$420,000, with projected negative operation at about \$73,000. The board needs to think about at 10-15% rate increase. This past year, the office reviewed every property and adjusted rates accordingly. That brought in about \$25,000. The cold, hard facts indicate that they need to increase the rates. A basic 1-3 bedroom house is currently \$77/ every 6 months. A 10% increase would bring that to \$85/ every 6 months and a 15% increase would make it \$89.
- ii. David Rose asked what percentage would be needed to balance the budget.
- iii. Frank Heald said about 15% across the board. That actually doesn't completely balance it, but it would get close.
- iv. David Rose asked when the last increase was?
- v. Jim Fuller said 2 years ago.
- vi. Frank Heald said that the problem is in the increased costs of labor, chemicals, electricity, etc.
- vii. David Rose said the 2008 Actual numbers were OK.
- viii. Frank Heald said that was because we funded the depreciation.
- ix. Jim Fuller asked about the 2009 budget numbers and how close we are to them.
- x. Frank Heald said not really. Revenue is 36 ½% and expenses at 35 ½%, without capital allocation. Allocation and hook-on fees are down. We will probably eat into the reserve funds.
- xi. Jim Fuller asked if those fees should also be increased.
- xii. Bob Gilmore noted that the commercial rates are at \$1,400 now.
- xiii. Jim Fuller figured that the 15% increase would be about \$210.
- xiv. Frank Heald said he would do more analyses.
- xv. David Rose said that something needs to be done.
- xvi. Jim Fuller asked if they would hold a strictly budget meeting.
- xvii. Frank Heald said yes. He added that operational income and fees should balance expenses. We will be at about \$400,000 in the Capital Account at the end of this year. Hook-on and allocation fees could also be increased. They haven't been increased in about 3 years. He said that this (economic situation) will pass.
- xviii. Bob Gilmore said that the plant has the capacity to accommodate future building growth.
- xix. Frank Heald asked the board to look over the fees. He will check when the fees were last increased and work up the numbers.
- xx. The Budget Workshop will be held on January 20, 2009 at 6:00 p.m. in the Small Conference Room.

6. Other Business

A. Vehicle/Machinery Replacement

- i. Frank Heald advised that in FY 2010, the Village is facing the need to replace the Pick-up and Mower for the Waste Water department. The mower is also used as a snow blower in the winter. He suggests that this board consider purchasing the equipment now, when there are probably items on lots that are available that would suit the Village needs at more reasonable prices. He suggests they put out RFP's for items on lots now. It may save them thousands of dollars.
- ii. Bob Gilmore said that is a wise suggestion, a good decision.
- iii. The general consensus was to put out the RFPs now.

B. VLCT Awards

- i. Frank Heald advised that board that the town has been participating in the VLCT Health Trust Leadership Incentive program. This year, the town/village received an award in the amount of \$10,174 for the work done. This will be shared proportionately between the town and village. He advised that the office re-birthed the Safety program

- when he came, but that since Pam Cruickshank came on board, she has energized the program. She is great with the paperwork and the committee has done a great job.
- ii. Bob Gilmore asked how Ludlow compares to other communities.'
 - iii. Frank Heald said very well. So well, that VLCT asked Ludlow to participate in a Beta program for Workers' Compensation. Incentive for this program included a percentage - up to 5% - back on the Compensation Insurance premium (premium is about \$30,000.) Last night, VLCT awarded Ludlow a check for \$1,498.61 for this program. The object was to minimize injuries. The troops did a great job. They looked at everything from electrical socket plates to equipment. The town never hesitates to purchase safety equipment. VLCT gave the town the criteria of what was expected. The committee did not include any supervisors, but had the authority to halt an activity if the committee considered it unsafe in any way. Ludlow demonstrated that the Beta program would work.
 - iv. Bob Gilmore said it also provided a safer working environment.
 - v. Frank Heald said that it also prepares Ludlow for regular VOSHA inspections.
 - vi. Bob Gilmore said it is a credit to Frank Heald's management style that he empowers people to pick up the ball on programs like this.
- C. Highway Mileage Certificate
- i. David Rose noted that the board needs to sign the certificate.
 - ii. Jim Fuller verified that there has been no change in mileage.
 - iii. Bob Gilmore indicated that the board signed the certificate.
- D. State Budget/State Aid
- i. David Rose asked Frank Heald what effect he thought the state budget would have on the town.
 - ii. Frank Heald said that he reduced the budget amount from \$45,000 to \$40,000. He thinks that would be one of the last things to go. The legislators would hear from their constituents. The transportation budget is \$25-\$30 million dollars. There is a shift to non-highway. There may be shortfalls in other places. It is hard for the Legislature to shift costs back to the voters.
 - iii. Bob Gilmore asked about the Federal Stimulus package.
 - iv. Frank Heald said that he does not know, but Ludlow does have a \$3.5 million dollar water project all set to go. No one knows for sure what the package will bring, if anything.
- E. Garbage on Pleasant Street
- i. Jim Fuller said that there are still people violating the ordinance and what will be done about them. How will the ordinance be enforced?
 - ii. Bob Gilmore said that the violators are sent a notice and if they continue will be issued a ticket.
 - iii. Frank Heald said there is one officer on duty Sunday nights and he will do his best to watch over that. But, under no circumstances will he be diverted from other, more important activities to watch for garbage.
 - iv. Bob Gilmore asked if board members could report a violation.
 - v. Frank Heald said yes, but it would be best to do that as early on Monday mornings as possible.
 - vi. Bob Gilmore said the warning letter should inform people that they can purchase permits for the transfer station.
 - vii. Jim Fuller said that Pam Cruickshank's letter includes that. He noted that pick-up is for residential property only and not commercial.
 - viii. Bob Gilmore said that commercial property permits specify that they have to have a trash hauler.
 - ix. Frank Heald said if they know of any commercial properties that are putting trash out for the Village to have picked up, he can tell Gobin not to pick up at those properties, but he needs to know on Monday mornings.
- F. Radar Speed Signs
- i. Bob Gilmore noted that the radar speed signs are more effective when the Speed Limit signs are located closer to the radar signs. He asked if the speed limit sign by the school could be moved closer to the Radar sign.
 - ii. Frank Heald said it could be moved in the spring.
 - iii. David Rose asked about a 25 MPH speed limit on Route 103 in the Village.
 - iv. Frank Heald said that the data does not support it, but he is still working on it.
- G. Post Office Crosswalk Stanchions
- i. Bob Gilmore asked if the staff would be lowering the stanchions in the spring.
 - ii. Frank Heald said they would do something with them, but did not know what at this time.

7. Set Date for February Meeting

- A. Next regular meeting will be February 3, 2009 at 6:00 p.m.
 - B. Special Budget workshop will be on January 20, 2009 at 6:00 p.m.
8. **Possible Executive Session/ Contracts and Personnel**
A. Frank Heald advised that an Executive Session is not needed tonight.
9. **Adjourn**
A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.**
B. Meeting adjourned at 6:49 p.m.

Respectfully submitted,

Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller