

MINUTES

TOWN OF LUDLOW BOARD OF SELECTMEN

REGULAR MEETING

August 6, 2012

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

Christian Avard Lucas Ladden Terry Thayne
Jeff Billings Greg Mauriello Herb Van Guilder
Ken Davis Martin Meaney Sharon Bixby (LPC-TV)
Ann Gardner

1. Call to Order

A. Howard Barton called the meeting to order at 7:00 p.m. All members present.

2. Approve Minutes of Previous Meeting(s)

A. Howard Barton advised that the minutes to be approved are from the regular meeting of July 2, 2012 and the special meeting of July 30, 2012.

B. **MOTION by John Neal and seconded by Doug Ficken to accept the minutes from July 2, 2012 and July 30, 2012 as presented. Motion passed unanimously.**

3. Comments from Citizens

A. There were none.

4. Board of Listers Reappraisal Update

A. Terry Thayne advised that the reappraisal is finished and there were 163 grievances (80 of them from attorneys) and of those, 44 will be going on to the BCA process. He said that 80% of the property values went down, reducing the Grand List by 6%.

5. Ludlow Republican Town Committee RE: Facilities Fees

A. Ken Davis asked why the town charges room fees for the caucus meeting. State statute requires that the caucus needs to meet. It is a government function. It is a hardship on the committee to meet at town hall at the rate of \$25/hour. This is a Not for Profit group. The group has met at town hall for years and never been charged before.

B. John Wu said that he has been a member for over 50 years and they have never been charged before. The town should encourage activities that promote the democratic process. This is a function of government. The meeting takes about 2 ½ hours and the group sets up and takes things down.

C. Howard Barton asked how the fee process works.

D. Frank Heald said groups fill out an application that has the fee schedule right on it. He said that they started charging fees a year or so ago. Fees are charged to cover operation costs of the building. Activities that are free to the general public are generally free. He added that the Democratic committee had paid their fees. The May fee for the Republican committee was waived.

E. Howard Barton asked who waives the fees.

F. Frank Heald said that he does.

- G. Herb Van Guilder advised that the Republican and Democratic Justice of the Peace meetings have been at town hall for over 50 years and never paid fees. It is part of the government process.
- H. Ken Davis advised that the caucuses are organizational meetings at which the nominees for Justice of the Peace are chosen.
- I. Bruce Schmidt asked about meetings with speakers.
- J. Herb Van Guilder said they are to let people get acquainted with candidates.
- K. Bruce Schmidt said that some of the speakers are not from Ludlow.
- L. Herb Van Guilder said one of them is from Mount Holly, but also represents Ludlow.
- M. Bruce Schmidt said that things have changed and he is struggling with political affiliation and what affects the citizens of Ludlow.
- N. John Wu they had Dennis Devereux and Wendy Wilton at the last meeting. He agreed that if the meeting is set up as a rally for candidates then the committee should pay fees, but if it is a caucus, they should not be charged.
- O. Frank Heald said that whatever the board decides, it must be unilateral among all political parties.
- P. Bruce Schmidt suggested that the parties not be charged for one caucus meeting per year.
- Q. Frank Heald said that caucuses must be in a public place.
- R. John Neal asked the difference between a caucus and a rally. He said that he is comfortable with waiving the fee for a caucus as long as there is no rally for candidates at the caucus.
- S. **MOTION by John Neal and seconded by Doug Ficken to waive the facility fee for any political party one time per year for the purpose of caucus to select nominee for Justice of the Peace.**
- T. Bruce Schmidt suggested that this be from this point forward.
- U. **Motion passed unanimously.**

6. **Open Police Cruiser Bid**

- A. Howard Barton advised that only 2 bids were received.

Bidder	Vehicle	Cost
Durand Ford	2013 Ford Explorer 4WD, police package	\$23,409 with trade in
Benson Chevrolet	2013 Silverado 1500 4WD, with short crew cab	\$17,665 with trade in
Benson Chevrolet	2013 Silverado 1500 4WD, with extra cab	\$15,993 with trade in
Benson Chevrolet	2012 Colorado with Crew cab	\$14,990 with trade in

- B. Frank Heald advised that Chevy does not do the police package on the pick ups
- C. Jeff Billings said that he would like to look at the bids. He has never had an Explorer.
- D. Brett Sanderson noted that the bid specs called for an SUV. Since the bids from Benson were all for pickups, they should consider putting this out for rebid.
- E. Bruce Schmidt agreed, saying that there may still be other bidders if pick-ups are to be considered.
- F. Brett Sanderson said that they would have to accept the Explorer or rebid this.
- G. Jeff Billings said that there is no rush and they should put it out to rebid.

7. **Open Flood Control Dam Bids**

- A. Frank Heald advised that at the tax rate meeting, he mentioned that NRCS of the USDA has come through with 90/10 funding for dams. He put out an RFP with the NRCS specs and it went out to 9 contractors, four replied. It is a lump sum bid.

Bidder	Cost
Gurney	\$129,300
Markowsky	\$85,811.29
Mosher	\$148,470
M&M	\$149,700

- B. Bruce Schmidt noted the big difference between the bid from Markowsky and the others.
- C. Frank Heald said that Markowsky has the equipment to do this; the others would have to get it.

- D. Brett Sanderson said that he looked at the work and it has a lot of tricky machine work.
- E. Bruce Schmidt noted that the time it took Markowsky to do the work on the water project was not speedy.
- F. Brett Sanderson said there is a time frame on this project.
- G. Frank Heald said there were a variety of factors on the water project that should not be on this project. He added that Greg Markowsky bid this one.
- H. **MOTION by John Neal Bruce Schmidt and seconded by John Neal to accept the bid from Markowsky. Motion passed unanimously.**

8. **Planning Commission Appointment**

- A. Howard Barton advised that a letter interest was received from Lucas Ladden for the Planning Commission position vacated by Christine Fuller. The term expires in 2015.
- B. **MOTION by John Neal and seconded by Brett Sanderson to appoint Lucas Ladden to the Planning Commission for the term vacated by Christine Fuller that expires in 2015. Motion passed unanimously.**

9. **Consider & Approve Addendum to Agreement for Solid Waste Transportation & Disposal Between Casella Waste Management & SWWCSSWMD & its Member Towns**

- A. Frank Heald advised that the contract is between Casella, DBA Gobin Disposal Service (GDS) and the Solid Waste District. It extends the current contract 2 years, starting July 1, 2012 at no additional cost, except for some adjustments on pull rates due to rising fuel costs. Each town will have the Select Boards sign the contract. When this group broke away from the NH district, the town managers determined how the new district would be organized. Frank Heald is on the Board of Directors. The district is financially secure and operates on a break even basis.
- B. Howard Barton asked why Ludlow pays more in pull costs.
- C. Frank Heald said it is the furthest away, same as Cavendish. He added that we have some of the lowest disposal rates in the state.
- D. Howard Barton asked who sets the rates.
- E. Frank Heald said the board of Directors worked with Casella. He added that Rockingham rates are different because they use different sized containers.
- F. **MOTION by Bruce Schmidt and seconded by Doug Ficken to authorized Howard Barton to sign the addendum to the contract between the Solid Waste District and Casella. Motion passed unanimously.**
- G. Frank Heald noted that prior to this contract; it did go out to bid.

10. **Consider & Approve Purchasing Policy**

- A. Howard Barton said the board reviewed and discussed this at the last regular meeting.
- B. John Neal said he had asked for a clean copy.
- C. **MOTION by John Neal and seconded by Bruce Schmidt to sign and approve the Purchasing Policy. Motion passed unanimously.**

11. **Consider & Sign CVPS Easement Request**

- A. Howard Barton advised that at the last meeting, the board had discussed this agreement and he was concerned about costs if poles needed to be moved. He asked that CVPS would pay for those costs. This was added to the contract.
- B. **MOTION by Bruce Schmidt and seconded by Brett Sanderson to authorize Frank Heald to sign the agreement between CVPS and the town of Ludlow.**
- C. Frank Heald advised that they had combined the lost two documents into one.
- D. **Motion passed unanimously.**

12. **Department Head Reports**

- A. Howard Barton advised that all reports are in. Fire Department received today.
- B. **Ambulance Service**
 - i. Brett Sanderson voiced his concern that Carl Matteson was acting both as Paramedic and Coordinator.
 - ii. Frank Heald said the group is happy to have him do both.

- iii. Brett Sanderson said that if he reports to the coordinator, who oversees him.
- iv. Frank Heald said Carl Matteson reports to him. We will rewrite the job description. He runs the meetings. He added that the Paramedic, a full time position, reports to the coordinator, a volunteer position. He also added that in the last 3-4 months, the billing operation has moved to this office and we bill them back for the service.
- v. Bruce Schmidt noted that the Ambulance Service is a unique body and controls a significant amount of money. He does not like the idea that we cannot control them.
- vi. Frank Heald said that by law, we have final decisions.
- vii. Bruce Schmidt said he also does not like having the same person do both jobs.
- viii. John Neal also voiced the same concern.
- ix. Frank Heald said that he has always been concerned about having a full time employee have to go through a volunteer to get to him. He added that there is another department that also controls its own funds. He said that the funds are used to benefit the organizations.
- x. Bruce Schmidt asked Frank Heald if he could foresee a situation when a decision would have to be made and the coordinator is not there and the paramedic is not there.
- xi. Brett Sanderson said the two positions should be separate. The coordinator runs the volunteers and the paramedic should report to the town manager.
- xii. Howard Barton asked who made the recommendation.
- xiii. Frank Heald said that officers did a search and there were 6 applications and they narrowed it down to 3. Of those three, one did not show up for the interview, one lived an hour and fifteen minutes away and had less experience and Carl. He said that Carl is very good technically and things have been working well since he has been coordinator. Dave Norton is assistant coordinator. They have elections every 2 years and there are no term limits.
- xiv. Bruce Schmidt agreed that Carl Matteson is very capable, but he still does not like the same person in both positions. He suggested a 6-month probation as coordinator.
- xv. Frank Heald said there is a 90-day probation now.
- xvi. Brett Sanderson said that he does not want to lose people.
- xvii. Frank Heald said the current group has gotten along well for over a year.
- xviii. Bruce Schmidt said that he would be more comfortable if Frank Heald would let them know that he would be overseeing this for 6 months. He also asked why we don't have town employees involved in the interview process.
- xix. Frank Heald said he was invited, but had a conflict.

13. Other Business

- A. Allison Gillette
 - i. Frank Heald advised that he had received an email from Ralph Pace asking that the town recognize Allison Gillette for her award as part of the Gold Medal US Quiddich team.
 - ii. The board asked Frank Heald to send her a letter of congratulations.
- B. Tuckerville Project
 - i. Frank Heald said that the town received \$500,000 for the project and they are putting together the balance. Elisabeth Kulas is putting the instruments together for this.
 - ii. He added that there is a mortgage that is not due until 2025-2026 and he suggests that the board make it go away as they had done with another in the past.
- C. History Class
 - i. Howard Barton noted that the history class won an award.
 - ii. Ann Gardner said it was the National Labor Association Award and it was the best entry in the country for labor issues. It was won by Newt Rose and Noah Schmidt.

14. Set Date for Next Meeting

- A. The next meeting will be on Monday September 17, 2012, because of Labor Day. They will return to regular schedule with the October meeting on October 1st.

15. Sign Warrant Orders

- A. Board members signed warrant orders.

16. **Possible Executive Session/Personnel/Contracts/Legal**

- A. Frank Heald said that a short Executive Session for Personnel/Contracts is needed.
- B. Motion by Brett Sanderson and seconded by Doug Ficken to enter in to Executive Session. Motion passed unanimously.
- C. Board entered into Executive Session at 8:10 p.m.
- D. Board exited Executive Session at 8:40 p.m.
- E. **Motion by John Neal and seconded by Doug Ficken to approve pay increases for key personnel. Motion passed unanimously.**

17. **Adjourn**

- A. **Motion by John Neal and seconded by Doug Ficken to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 8:41 p.m.

Respectfully submitted,

Lisha Klaiber

Howard Barton, Jr., Chairman

Brett Sanderson

Doug Ficken

Bruce Schmidt

John Neal