

**PRELIMINARY MINUTES**

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

December 16, 2019

BOARD MEMBERS PRESENT:

Bruce Schmidt, Chairman	John Neal
Justin Hyjeck	Brett Sanderson

BOARD MEMBERS ABSENT:

Heather Tucker

STAFF PRESENT:

Scott Murphy	Ulla Cook	Pam Cruickshank
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OTHERS PRESENT:

Jeff Billings	Skylar McNally	Ron Tarbell
Stephanie Grover	Nick Miele	

1. **Call to Order**

- A. Bruce Schmidt called the meeting to order at 5:00 p.m. All members present, except Heather Tucker.
- B. Brett Sanderson led the meeting in the Pledge of Allegiance.

2. **Consideration of any Changes, Additions or Removals to the Agenda**

- A. Scott Murphy said that no changes are needed.

3. **Possibly Consider & Approve VTRANS Project to Rehabilitate VT 103, Bridge #26( Known as the Vail Bridge**

- A. Scott Murphy said that at their last meeting, representatives from VTRANS made a presentation for the project. They would like the town to sign off on the scope of the project. The total cost of the project is about \$2,000,000 and the town share of 5% would be about \$92,000. It is possibly scheduled for 2022. They are for town feedback and plans for the abutments. He said that he delivered copies of the plans to them. They want the town to sign the paperwork to go forward with the project.
- B. Bruce Schmidt asked about find plans and alternative traffic routing.
- C. Brett Sanderson said VTRANS suggested keeping one lane of traffic open, but if they close the bridge completely, the project will only take 6 to 8 weeks. They are concerned about trucks making that turn with one lane closed.
- D. Bruce Schmidt said they should close both lanes and reroute truck traffic.
- E. Scott Murphy said that VTRANS is willing to discuss this.
- F. Brett Sanderson said they need the town to sign the paperwork to keep the project moving forward.
- G. Scott Murphy said we want to keep the project in the queue.
- H. **MOTION by Brett Sanderson and seconded by John Neal to give approval for the project to move forward. Motion passed unanimously.**

4. **FY2021 Budget Workshop - Continued**

- A. Scott Murphy said the board has the latest version. He said the board has a memo from Ron Tarbell that explains the advantages of the new position in the Highway department. He said that the salary and insurance costs are about \$51,000, but the savings for having maintenance done in-house is about \$80,000.
- B. John Neal said that they need to reduce the line item.
- C. Brett Sanderson said the overall costs for that person would be split between fire, police, ambulance and highway departments.
- D. Ron Tarbell said the person is critical when there is a snow storm with the sidewalks and sanding.
- E. Bruce Schmidt said the departments are not showing any reductions in their maintenance costs. He does not see \$80,000 in reductions in maintenance costs.
- F. Scott Murphy said that last year Highway Vehicle maintenance was about \$60,000.
- G. John Neal said we need to show the savings and there are no reductions in the line items.
- H. Bruce Schmidt said that the individual has already been doing some of the maintenance on the vehicles.
- I. Scott Murphy said if this person goes away, the maintenance may not get done as quickly.
- J. Bruce Schmidt said people will have to prioritize.
- K. **BRHS Building**
  - i. Bruce Schmidt said that the budget shows the numbers with a tenant, with the town responsible for custodial, water/sewer, rubbish removal, repairs & maintenance, property insurance, telephone/internet, supplies, gasoline, electricity and fuel oil. He said that if there is a tenant, we will not be fully responsible for all of these. The tenant will be responsible for some.
  - ii. John Neal agreed that the numbers are not realistic.
  - iii. Scott Murphy said there are many unknowns with the school.
  - iv. Brett Sanderson said he would like to see the numbers with the school assumed to be vacant.
  - v. John Neal said we can't guarantee the revenue.
  - vi. Scott Murphy said he would rework the numbers without a tenant for their next meeting.
- L. Bruce Schmidt said, regarding Insurance, we need to work on Workman's Comp. He said we used to have a safety program.
- M. **Salt Shed**
  - i. Bruce Schmidt asked if we really need the new salt shed.
  - ii. John Neal asked if they have actual cost estimates yet.
  - iii. Ron Tarbell said no.
  - iv. Justin Hyjeck asked about the grant.
  - v. Bruce Schmidt said the town needs to commit its portion first.
  - vi. Scott Murphy said we should hear in the spring if we receive the grant. Then, we will put it out to bid.
  - vii. Ron Tarbell said we really need it.
- N. Bruce Schmidt asked about the police cruiser.
- O. Jeff Billings said we are 2 years behind in the replacement program.
- P. **Administration Computer Line**
  - i. Bruce Schmidt asked about the new computer, listed under Capital as \$30,000, and is for a firewall/cloud.
  - ii. Scott Murphy said towns in Vermont have been hit. He added that we do not have a firewall.
  - iii. Pam Cruickshank said that they have an external hard drive and back the computers up daily.

- iv. John Neal asked if they have a computer IT company yet.
  - v. Scott Murphy said Symquest has visited several times.
  - vi. Pam Cruickshank said the \$30,000 is the initial cost and then there will be a monthly fee. No company has been chosen yet. The system will be cloud based.
  - vii. Scott Murphy said this is a serious concern and we do not have it built into the current budget.
  - viii. Bruce Schmidt agreed that this is a big deal.
- Q. Air Packs
- i. Scott Murphy advised that this is the second round of 4. The fire department crew is picking up a round.
- R. Union Contract
- i. Bruce Schmidt said the union contract is set.
- S. Capital
- i. Bruce Schmidt said that they will be switching purchases of the tandem and the mower.
- T. Ambulance
- i. Scott Murphy advised that they are running a negative budget at this time and have been for the last 5 years. The Capital Account balance is down. With the new billing company, they will be on top of the billing. They have reached out to Okemo to work with us and have a Memorandum of Understanding with them.
  - ii. John Neal asked about the \$66,000 listed under Voted Articles for the ambulance.
  - iii. Scott Murphy said it may have to go to the voters.
  - iv. Bruce Schmidt asked why it was moved to voted articles; it should be under Capital Expense.
  - v. Bruce Schmidt asked why there is no change indicated in the Call Revenue if the rates have increased.
  - vi. Scott Murphy said they budgeted the call revenue in the past, but the goal was never reached. He said that the Membership Program has had a good response. They have increased the fees to Cavendish and Plymouth by 10%.
  - vii. Stephanie Grover said that Springfield bills us for using their service at the rate of \$500 for each call, \$325 for each intercept and \$100 for each cancelled call.
  - viii. Bruce Schmidt said he does not understand that, as the Police and Fire departments do not do that.
  - ix. Justin Hyjeck asked about the membership program
  - x. Stephanie Grover said it started about 2 years ago, there are 116 members and they charge \$60 per family. They hope it to increase next year. She said that if Ludlow residents don't have insurance, the department takes a bigger hit.
  - xi. Bruce Schmidt asked where there might be a place to save. He noted that workmen's comp. has increased and asked about the safety program. He said that is really one department that really can't be cut. Bruce Schmidt that they need to improve the workmen's comp numbers.
  - xii. Stephanie Grover said that part of that is mental health assistance for PTSB. They are now training first responders for this.
  - xiii. Jeff Billings said that with the new model, the response times have decreased.
  - xiv. John Neal suggested throwing the \$66,000 into the tax base.
  - xv. Ulla Cook said it would amount to about 1/2¢ in the tax rate.
  - xvi. Jeff Billings asked Stephanie Grover to discuss the Narc boxes.
  - xvii. Stephanie Grover said that new DEA regulations, they now have to be double-locked boxes, with computerized locking systems. They are now using nitrous oxide to help with pain management instead of narcotics. The set up would be \$10,000.
  - xviii. Jeff Billings said that they should bring it up to the voters.
  - xix. Stephanie Grover said that a big expense if the Paramedic Intercept bill from Springfield. She said the nitrous oxide would help but it is not in the budget.

- xx. Bruce Schmidt said they budgeted \$2,000 for intercept.
  - xxi. Scott Murphy said the 2019 actual was \$4,950.
  - xxii. Stephanie Grover said the need the pain management. She added that there are only 2 paramedics this year, while there were 3 last year.
  - xxiii. Bruce Schmidt asked if the \$66,000 is enough to cover their needs.
  - xxiv. Scott Murphy said he is not sure.
  - xxv. Bruce Schmidt said he would also like to add the \$10,000 for the narc boxes. He would like to put it in the budget.
  - xxvi. Jeff Billings said they can defend the needs.
  - xxvii. Stephanie Grover said without the new narc boxes, there will be fines from the DEA that would amount to more than the \$10,000.
  - xxviii. Bruce Schmidt asked them to fix the intercept costs and look into adding the narc boxes.
  - xxix. Brett Sanderson asked about the 3<sup>rd</sup> paramedic.
  - xxx. Stephanie Grover said they hope to get one by March.
  - xxxi. Bruce Schmidt asked if they should do the narc boxes now or in July.
  - xxxii. Scott Murphy said he thinks it would be difficult to do it in the current budget.
- U. Appropriations
- i. Scott Murphy advised that he had tried to group it into Ludlow and non-Ludlow, but most of them do benefit Ludlow residents.
  - ii. Bruce Schmidt asked if all of the letters are in.
  - iii. Scott Murphy said yes
  - iv. Bruce Schmidt noted that the request from BRACC has decreased and asked why.
  - v. Scott Murphy said he does not know why and will call out to them.
  - vi. Jeff Billings said we do not do a lot with BRACC
- V. Buildings and Grounds
- i. Bruce Schmidt said they did a good job keeping it down.
- W. Community Center
- i. Scott Murphy advised that there is not much change there.
- X. Capital
- i. Bruce Schmidt said to remove the Select Board IPads.
  - ii. Scott Murphy said as per their last meeting's discussions, he added the body cams for the police.
  - iii. Scott Murphy advised that for Lakes Roads, Ron Tarbell went out last week and they would like to enlarge a culvert. They applied today for the grant.
  - iv. Bruce Schmidt asked why the Salt Shed is listed as \$252,000 and not \$50,000
  - v. Scott Murphy said it is offset under revenue.
  - vi. Bruce Schmidt said we need to look at the line striper more closely. It shows the town purchasing it. Last year we a contractor did the stripes.
  - vii. Ron Tarbell said the village paid the contractor.
  - viii. Scott Murphy said the village does not have the money. They have large infrastructure needs and the striper makes the town look nicer.
  - ix. Bruce Schmidt said the village will continue to hire the contractor. He asked if there is any benefit to the town.
  - x. Ron Tarbell said virtually nothing.
  - xi. Bruce Schmidt said they will look at Capital at their next meeting and to pull out the striper.
- Y. Fire Department
- i. Bruce Schmidt noted there was not much change.
  - ii. Scott Murphy said that required physicals were added.
  - iii. Pete Kolenda said that a respiratory protection plan was added. They may do the showers in the building this year. Showers have to be provided to the firemen because of the carcinogens.

- iv. Bruce Schmidt asked about the air packs.
- v. Pete Kolenda said they have 20 and use 4 per truck. They have to be replaced every 5 to 6 years per the new regulations and some of ours are 25 years old. He had to take 15 out of service this year. He said that the members paid \$30,000 for a new air compressor. He added that the members voted to buy 5 air packs themselves and we will buy 5 more next year out of the capital account. We don't want to take the money out of the Fire Department Equipment Fund. He said they also added \$10,000 to voted articles, bringing it to \$30,000.
- vi. Brett Sanderson said that a new pumper truck would run about \$600,000.
- Z. Insurance
  - i. John Neal said it is up 9%, plus there are new employees.
- AA. Listers
  - i. Bruce Schmidt said there is not much change there.
- BB. Planning
  - i. Bruce Schmidt asked about a municipal grant
  - ii. Scott Murphy advised that there is nothing in the works at this time.
  - iii. Bruce Schmidt said they had done a good job with this budget.
- CC. Police Department
  - i. Bruce Schmidt asked why the body cams are not included with the cameras in the cars
  - ii. Scott Murphy said they already are
  - iii. Jeff Billings said they trade in the new ones for new ones on the body cameras.
  - iv. Bruce Schmidt asked why the body cameras are not in the operations budget
  - v. Scott Murphy asked how long they last.
  - vi. Jeff Billings said 5 to 6 years, plus breakage
  - vii. Bruce Schmidt said we need to make this more consistent and to replace them more regularly.
- DD. Parks and Recreation
  - i. Justin Hyjeck asked with the closing of the school, what are the plans for Dorsey Park
  - ii. Scott Murphy said tournaments
  - iii. Nick Miele said Leland & Gray is interested in hosting. We will not re-sod the infield at Dorsey. We will move recreational soccer to Dorsey from Pullinen.
  - iv. Justin Hyjeck asked about Fletcher Fields.
  - v. Scott Murphy said it is out of the way and shared with Cavendish. We will keep the soccer in town.
  - vi. Justin Hyjeck asked if there are more utilized places in town.
  - vii. Scott Murphy said that Nick Miele uses them for Youth Programs and wants a Little League mound.
  - viii. Justin Hyjeck suggested using Dorsey for an open air park for non-athletic uses and for people to walk around in. It would be nice to have an area in the village for people to walk.
  - ix. Scott Murphy said they could look into a walking path around Dorsey.
  - x. Bruce Schmidt said the Parks and Recreation budget is down and why the significant change.
  - xi. Scott Murphy said with the loss of the High School Summer Program, we don't have as much to fund in staffing. He added that the 4 towns program at West Hill was very successful
  - xii. Bruce Schmidt noted that Year Round Labor decreased by about \$30,000 while Support Staff increased by about \$18,000. He added that Camp Staff (including summer trips and sports camp) decreased \$14,000.
  - xiii. Nick Miele said he thought that Recreation was going to fund the Summer program, but the After School program funded part of it. The 4 towns will be up at West Hill again next summer.

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- xiv. Bruce Schmidt asked why the van lease increased by about \$10,000.
  - xv. Scott Murphy said that with the end of the Municipal Transit program, they had to lease a van and flipped it into Parks and Rec. Anyone can drive the van. They use it for trips, such as Vermont Lake Monsters games and transporting people from Stearns Pit to West Hill on July 4<sup>th</sup>.
  - xvi. Bruce Schmidt asked if it is worth it.
  - xvii. Scott Murphy said yes. He would like to see how it goes for next year.
  - xviii. Bruce Schmidt said \$14,000 for 11 people to ride in is a lot.
  - xix. Scott Murphy said it is an opportunity for more flexibility with places to go. We could rent a van.
  - xx. Justin Hyjeck asked Nick Miele to contact bus companies for pricing.
  - xxi. Bruce Schmidt asked if most recreation programs provide transportation. It seems like a lot of money to him.
  - xxii. Pam Cruickshank said a monthly lease for a van is about \$660.00
  - xxiii. Bruce Schmidt said \$8,400 for the lease and \$6,000 for labor.
  - xxiv. Brett Sanderson asked if Nick Miele is driving them, why are we paying for a driver.
  - xxv. Justin Hyjeck said that the budget for Fields has increased, what is included.
  - xxvi. Scott Murphy said maintenance, grass, aerating, and painting. He said that Nick Miele has done a good job at Dorsey.
  - xxvii. Justin Hyjeck asked about the decrease from \$4,000 to \$2,000 for Skate Park Maintenance.
  - xxviii. Nick Miele said last year they worked on the ¼ pipe ramp and working out kinks. They need 12-gauge steel for the tops. They need \$2,000 for next year.
  - xxix. Justin Hyjeck asked when was the last time they peeled the metal off the pyramid.
  - xxx. Nick Miele said it has been some time and he would like to do it. He would like to make everything more secure. He would like to work on the fields from where the park is to third base. He would also like the trim the tree limbs.
  - xxxi. Bruce Schmidt said that he thought that Ludlow Electric trimmed by the benches.
  - xxxii. Ron Tarbell said it was not Ludlow Electric, but Jason Barrows.
  - xxxiii. Bruce Schmidt asked if it is in the budget.
  - xxxiv. Scott Murphy said not this year.
  - xxxv. Bruce Schmidt asked about the grant for the dog park. He said there is \$10,000 in there and we need to see some plans.
  - xxxvi. Scott Murphy said he thought that someone from that committee would be here tonight. They will be asking the Rotary for a donation.
  - xxxvii. Bruce Schmidt said he would like that put on the agenda for the next meeting.
- EE. Solid Waste
- i. Bruce Schmidt said there is not a big change. He noted that permits are down.
  - ii. Scott Murphy said that zero sort does not have revenue anymore.
  - iii. Justin Hyjeck asked about the new laws
  - iv. Scott Murphy advised that they may be postponed.
- FF. Town Clerk
- i. Bruce Schmidt noted that recordings have increased.
  - ii. Ulla Cook said that the state increased the rate to \$11/per page.
  - iii. Justin Hyjeck asked what Act 60 Investment Interest is.
  - iv. Ulla Cook said the interest on the money we send to the state.
  - v. Scott Murphy advised that the outside site work is done for the season, and the inside work will be stopped on January 7, 2020.
- GG. County
- i. Bruce Schmidt noted it is up 3%.
- HH. Articles
- i. Bruce Schmidt said he would like to review them at their next meeting.

5. **Set Date for Next Meeting**

- A. Bruce Schmidt said for the next meeting, they will review the dog park, Articles and discuss a 1% Local Options tax. If this board wants to go forward with the 1% tax, we have to get behind it and market it.
- B. Scott Murphy said that Logan Nicoll suggested breaking it up on the warrant for sales, usage and alcohol.
- C. Bruce Schmidt said the Warning will be on January 16, 2020.
- D. Justin Hyjeck said he would also like to discuss short term rentals.
- E. Bruce Schmidt said the board needs to give Scott Murphy guidelines for the next agenda.
- F. The next regular meeting will be on January 6, 2020.

6. **Sign Warrant Orders**

- A. Warrant orders have been signed.

7. **Possible Executive Session/Personnel/Contracts/Legal Issues**

- A. Scott Murphy advised that an Executive Session is not needed.

8. **Adjourn**

- A. **MOTION by Justin Hyjeck and seconded by John Neal to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Lisha Klaiber

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Bruce Schmidt, Chairman

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Brett Sanderson

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Justin Hyjeck

\_\_\_\_\_  
Heather Tucker

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John Neal