

*MINUTES*

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**REGULAR MEETING**

February 4, 2013

**BOARD MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Frank Heald

**OTHERS PRESENT:**

Jack Anderson                      Ted Reeves                      Duncan Love (LPC-TV)  
Ralph Pace                          Dave Singer

**1. Call to Order**

- A. Vice Chairman, Bruce Schmidt called the meeting to order at 7:00 p.m. Howard Barton arrived a little later.

**2. Approve Minutes of Previous Meetings**

- A. Howard Barton advised that the minutes to be approved are from the regular meeting of January 7, 2013 and the special meetings of January 21 and January 30, 2013.
- B. **MOTION by Doug Ficken and seconded by Brett Sanderson to approve the minutes of January 7, 2013 and the special meetings of January 21 and January 30, 2013 as presented. Motion passed unanimously.**

**3. Comments from Citizens**

- A. There were none.

**4. Windsor County Court House Project – Judge David Singer**

- A. David Singer advised that the county budget has changed a lot in the past 4 years and they are trying to have more transparency. He and Judge Anderson are here to explain the budget and the proposed bond issue to renovate the County Court House.
- B. Jack Anderson explained that they had held a preliminary hearing on December 19, 2012 to the towns and got a lot of feedback that resulted in a decrease of \$154,000. The new budget dated January 23<sup>rd</sup> is \$545,466. In 2010, Ludlow's share of the county budget was \$126,360; in 2011-2012, Ludlow's share was \$33,604.
- C. David Singer advised that as a result of VT Act 150, they are restructuring the judiciary. They had an austerity budget in 2011 and realized it was too low and ate up the operating surplus.
- D. Jack Anderson advised that for the 2012-2013 budget, considering Irene and the burden placed on the towns, they continued with a lower budget. Ludlow's share was \$42,000 and the county ran a \$46,000 deficit. This year's budget is realistic, covering the judges, treasurer, country clerk and operations. Ludlow's share is \$82,180.
- E. David Singer said that they hope that this will pretty much be what you will see in the future.
- F. John Neal asked if there would be an excess.
- G. Jack Anderson said he did not think so. He said that there is no additional capital or operating reserves. They don't have a contingency built in.
- H. David Singer said that everything that needs to be done will be done by next year, except the roof on the county building.
- I. John Neal asked about a reserve study.
- J. Jack Anderson said things have been mostly reactive. There is \$165,000 in the capital reserve now. If the Bond issue passes, they will not need as much of a reserve.
- K. John Neal asked how much.
- L. David Singer said an ongoing \$50,000 reserve is built in.
- M. Jack Anderson said the biggest need is the court house.

- N. John Neal said that his concern is looking the taxpayers in the eyes and telling them it will stabilize in the future.
- O. Bruce Schmidt asked them to explain what the budget covers.
- P. Jack Anderson said the operations of the county government, judges, side judges, sheriffs, clerks, treasurer, notary public administrations building superintendents, recounts for elections and maintenance of 2 buildings.
- Q. John Neal asked if the renovation work for the courthouse had gone out to bid and if the \$2,000,000 is realistic.
- R. David Singer said the price is a NOT TO EXCEED price.
- S. Frank Heald said the job had not gone out to bid, yet, and the \$2,000,000 is an estimate.
- T. John Neal asked about grants.
- U. David Singer said they received a \$40,000 ADA grant for the Woodstock Courthouse.
- V. John Neal asked about Homeland Security grants for metal detectors.
- W. Jack Anderson said they would check on that, but he thinks money for that is available only to towns, not to counties.
- X. David Singer said they are trying all avenues, but there is not much out there. County buildings fall through the cracks.
- Y. David Singer asked board members to call them if they hear of anything else to pursue.
- Z. Jack Anderson gave an overview of the work to be done at the courthouse. It is designed to bring the building into compliance with current standards for courthouses including accessibility, life safety, historical preservation, building systems, technology and security. It will comply with ADA standards. There will be a 2-story addition including an elevator. It will have metal detectors and building HVAC systems will be updated. There will also be a holding cell for criminal arraignments. They have been quoted a 10-year bond rate of 2.466% for a total borrowed of \$2,287,995, or \$228,800 per year of which Ludlow's share would be 15.0661%. This would equate to about \$10/year for a property valued at \$400,000 or \$5/year on a \$200,000 home.
- AA. David Singer offered to help if the voters give them a hard time.
- BB. Bruce Schmidt thanked the judges for coming.
- CC. David Singer said the court space is woefully inadequate.
- DD. John Neal noted that Ludlow is the largest contributor.
- EE. Bruce Schmidt said it is based on the Grand List.
- FF. Frank Heald said that Ludlow has the 5<sup>th</sup> or 6<sup>th</sup> largest Grand List in the state.

**5. SWCRPC Scenic Route 100 Bypass Corridor Management Plan Update**

- A. The board is requested to sign the plan. It encompasses Route 100 from Wilmington (skipping Weston) to Morrisville and extends to Route 103 to Route 131. The update adds some towns. It opens the doors for some moneys for community development and brochures.
- B. **MOTION by Bruce Schmidt and seconded by John Neal to approve and sign the SWCRPC Scenic Route 100 Bypass Corridor Management Plan Update. Motion passed unanimously.**

**6. Consider and Approve Purchase of Shelving for Land Records RE: Vault Preservation Funds**

- A. Frank Heald referred to the letter from Ulla Cook describing shelving to be purchased for the reconfiguration of the vault. Funds will come out of the Vault Preservation funds from the state and there is a balance of \$88,376 in the fund. The shelves will cost \$5,155.
- B. **MOTION by Brett Sanderson and seconded by Doug Ficken to approve the request from Ulla Cook to use Vault Preservation funds for purchase of shelving. Motion passed unanimously.**

**7. Consider Okemo Letter RE: "Festevol"**

- A. Frank Heald advised that letter had been received from Okemo to hold Festevol on March 16, 2013. Okemo has done this for the last 2 years.
- B. Howard Barton asked if there would be any changes.
- C. Ted Reeves said it would only be one day this year, they are looking to increase ticket sales to 5,000; it would run from 3:00 p.m. to 11:00 p.m. They have contacted Police, Fire, Ambulance, County Sheriff, Green Mountain Concert Services and US Security and the Vermont Fire Marshall.
- D. Frank Heald said that there have been no issues in the past.
- E. **MOTION by John Neal and seconded by Brett Sanderson to approve the request from Okemo for Festevol.**

- F. **Bruce Schmidt recused himself from the vote.**
- G. **Motion passed unanimously.**

**8. Certificate of Highway Mileage**

- A. Frank Heald advised that this is an annual certificate and there have been no changes in highway mileage.
- B. **MOTION by John Neal and seconded by Bruce Schmidt to accept and sign the Certificate of Highway Mileage. Motion passed unanimously.**

**9. Department Head Reports**

- A. Howard Barton advised that all reports are in. He asked Frank Heald if the town is responsible for repairs to the Library's roof.
- B. Frank Heald said he does not know what work was done, but he does not think it was extensive. He will ask.

**10. Other Business**

- A. Summer Program For Youth
  - i. Frank Heald said that the Rotary's initial donation was to be \$5,000, but they will add another \$2,700 and hopefully, will raise more. There is good enthusiasm for the project. Frank Heald will be on Ralph Pace's LPCTV show on February 14<sup>th</sup> to talk about the program.
  - ii. Howard Barton asked about Mount Holly's participation.
  - iii. Frank Heald said that they will put \$5,000 before the voters at town meeting. That will almost fund their share.
- B. Financials
  - i. Frank Heald advised that the financials, including the single audits are in the members' boxes, along with the management letter. Two things need to be mentioned. We need a Fund Balance Policy and a Conflict of Interest Policy. We will discuss them at a future meeting. We have a balance of \$120,000 and have encumbered \$80,000 for paving.
- C. Books for town meeting are at the printer and will be mailed in time for town meeting. The warning for the county courthouse is included in the book.

**11. Sign Warrant Orders**

- A. Warrant orders have been signed.

**12. Set Date for Next Meeting**

- A. Howard Barton advised that the next meeting would be town meeting on March 4, 2013. Other meetings would be scheduled if necessary.

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

- A. Frank Heald advised that an Executive session is not needed.

**14. Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:54 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