

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

REGULAR MEETING

November 5, 2018

BOARD MEMBERS PRESENT:

Bruce Schmidt
John Neal

Logan Nicoll
Brett Sanderson

Heather Tucker

STAFF PRESENT:

Scott Murphy

Pam Cruickshank

OTHERS PRESENT:

Tom Forrester
Craig Huttvater
Margot Martell

Nick Miele
Ralph Pace
Marissa Selleck

Venissa White
Ed Mc Eaney Okemo Valley TV

1. **Call to Order**

- A. Bruce Schmidt called the regular meeting to order at 7:00 p.m. He said that he would like to open this meeting and future meetings with the Pledge of Allegiance.

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

- A. Appropriations were moved to precede Item #10 – Website Demonstration for Recreation Director. Minutes are in listed agenda item order.
B. Scott Murphy advised that an executive session will be needed.

3. **Approve Minutes of Previous Meetings**

- A. Bruce Schmidt advised that the minutes to be reviewed are from the meeting on October 1, 2018.
B. **MOTION by Logan Nicoll and seconded by Brett Sanderson to approve the minutes from October 1, 2018 as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Open & Possibly Award Reappraisal Bid**

- A. Scott Murphy said that an RFP for re-appraisal was sent out August 31, 2018 for opening in October. There was only one bidder, New England Municipal Consultants (NEMC) for \$280,000. The town has \$169,000 in the reappraisal fund and will collect an additional \$30,000 in April, adding on in the next years. NEMC will start collecting data in 2019 for completion in 2021.
- B. Margot Martell advised that NEMC has worked with the town since 2004 and the listers are very comfortable with them. She added that based on the CLA and COD, the town will most likely be required to have a reappraisal next year. Our COD is over 17, if it reaches 20 that will trigger required reappraisal.
- C. Scott Murphy said it is very difficult to find qualified companies to bid on this and we locked in NEMC in advance.
- D. Bruce Schmidt asked if this will be for the entire town including the ski area.
- E. Margot Martell said not the ski area business.
- F. Bruce Schmidt noted that the quote states number of parcels not to exceed 3,500.
- G. Margot Martell said there are currently 3,460 without the ski area businesses.
- H. Bruce Schmidt said that after the last reappraisal, there were several grievances.
- I. Margot Martell said after the reappraisal in 2005, there were 720 grievances and 240 of them went to the BCA.
- J. **MOTION by Brett Sanderson and seconded by John Neal to accept the bid from NEMC. Motion passed unanimously.**

6. **Execute Wheel Loader Equipment Note**

- A. Scott Murphy advised that back in June, the board approved the purchase of the wheel loader. The note is for \$70,000 – 5 years at 3.35% at Peoples United. The total price is \$225,000 and with the trade-in and money from Capital, the balance is \$70,000. He said the town already has the vehicle.
- B. **MOTION by Brett Sanderson and seconded by Logan Nicoll to sign the note. Motion passed unanimously.**

7. **Accept Commission Resignations**

- A. Bruce Schmidt advised that Norman Vanasse – Planning Commission and David Harlow – Cemetery Commission have both resigned from their positions on the boards.
- B. **MOTION by John Neal and seconded by Brett Sanderson to accept the resignations from Norm Vanasse and Dave Harlow. Motion passed unanimously.**
- C. Logan Nicoll asked that letters of appreciation for service be sent to Norm and Dave.
- D. Scott Murphy said it would be done.

8. **Possibly Approve Annual Christmas Party**

- A. Scott Murphy said that he is asking the Select Board, Village Trustees and Water Commissioners for approval to pursue booking the annual Christmas Party. If approved, they will contact the restaurants for quotes.
- B. There was consensus among the board to have the Christmas Party.
- C. Bruce Schmidt asked Scott Murphy to put this on the agenda for the October meeting next year.

- D. Pam Cruickshank said they are hoping to schedule the party for the week of December 11 through the 14th.

9. **Update on BCA Appeals**

- A. Scott Murphy said that there are some pending grievances. He said that the lowering of assessed values will cause the town to lose money for the Education Tax Fund. He said that one of the recent grievances is where the Listers had set the value at \$ 415,000, but when grieved, the BCA raised it to \$492,600. The property owner is grieving that. The others are from an attorney who is contacting people to suggest they grieve their assessed property values. These are in the Adams and Bixby buildings at Jackson Gore. The attorney only bases his grievance on square footage.
- B. Margot Martell said that the listers not only go by square footage, but also which floor in the building that space is located, view and whether the unit is an end unit.
- C. Scott Murphy said the town attorney is suggesting we negotiate, but the listers feel strongly against it,
- D. Bruce Schmidt said if we just rollover for this, that attorney will not go away and will continue until we beat him in court.
- E. Margot Martell said that the state does not allow reappraising selected units.
- F. Bruce Schmidt said this is something to think about. We need to stand up to this attorney.
- G. Scott Murphy said that Bill Kejeski from NEMC agrees and will represent the town in court.

10. **Website Demonstration by Recreation Director, Nick Miele**

- A. Nick Miele brought up the new website and demonstrated it to the board. The website shows all upcoming events, games, lists of programs, Community Center information, weather related information, facilities and locations and sponsors. It also provides for on-line program registration and payment. There is a link to the town hall and FOLA websites. A big asset to the online registration is that when they register, the child can be rostered to a team and each team schedule is listed. They will be able to communicate with parents including last minute changes.
- B. Heather Tucker advised that is you register your child for one sport, when you go to register the child for another sport; all of your information is already there. She added that the website also has information about concussions.
- C. There was consensus among board members that they had done a great job on the website.

11. **Possibly Amend Town's Road Cut Permit**

- A. Scott Murphy said that this is 2 issues. They need to add a deadline for work completion.
- B. Brett Sanderson said it was always within 48 hours.
- C. Scott Murphy said it had not been enforced.
- D. Bruce Schmidt said it is not reasonable. They tried to get people not to go over the weekends. The pavement needs to settle for one week and it is up to the contractor to compact it right. He added that he is not impressed with the patch job. He said if we amend the permit, we should also require that the highway foreman or his representative be present to inspect the work progress.
- E. Brett Sanderson agreed and added that they should increase the fees.

- F. Bruce Schmidt asked if a week is reasonable.
- G. Scott Murphy asked about increasing the bond to \$2,500.
- H. Bruce Schmidt said they should amend the time; add having a highway person on site for inspections.
- I. Brett Sanderson said they may consider covering the cost of the highway inspector.
- J. Bruce Schmidt said that is included in taxes.
- K. Scott Murphy said he will make the changes and bring it back to the board.
- L. Brett Sanderson said they can also hold the bond longer.
- M. Scott Murphy said the current permit says 60 days.
- N. Bruce Schmidt said they could include follow-up inspections.

12. **Set FY 2020 Budget Workshop Dates**

A. **Consider & Approve Appropriations**

- i. Scott Murphy advised that there is a list included in their packets that shows actual and budgeted figures from past Appropriations and budget for FY2020. He said there is also a list of voted articles and suggested that some of them may be moved to appropriations. He said that letters have been received from all requesting funds, except those not requesting money. He said that Venissa White is here to discuss the After School program.
- ii. Bruce Schmidt recalled that this board had previously voted that articles voted on and approved by the voters would be moved to appropriations the following year. He asked about Educational Operations.
- iii. Scott Murphy said that is Ludlow's share of costs for the high and elementary schools and is based on equalized percentage of building use.
- iv. Bruce Schmidt said this should be removed from the town budget and moved to the school budget. He added that the high school has a surplus. Ludlow should just put funds in for Ludlow students and Ludlow needs to get out of supporting Mount Holly.
- v. Logan Nicoll asked if TRSU also gets money from Mount Holly, or is Ludlow the only one. He said they included \$18,000 for use of the gym and it should be removed.
- vi. Bruce Schmidt said the same thing goes for the Recreation budget, we need to wean them. We can keep transportation in and get out of the rest. He asked about Fletcher Library/School books.
- vii. Pam Cruickshank said the library buys the books for the schools at a discount and the schools reimburse the library.

B. **After School Program at LES**

- i. Venissa White said there is a letter in the packets. They are requesting \$19,000 and have included \$12,000 to \$13,000 for home work club and the balance for enrichment activities.
- ii. Bruce Schmidt asked if Mount Holly participates.
- iii. Venissa White said they have a separate program that is separate from the town budget.
- iv. Bruce Schmidt asked about the summer program
- v. Venissa White said she had met with Scott Murphy about this. She said that by the end of last summer, it was noted that the After School Program and Summer Recreation Program wanted different things. The After School Program will apply, in February for a grant and are hopeful that they will receive it. They will decide the best way to serve the kids in the summer. They may not partner with the summer recreation program.
- vi. Scott Murphy said the Recreation Committee will meet this coming Wednesday and are forming a subcommittee to work on this.

- vii. Venissa White said there are a lot of budget issues and our grant provides that we must provide a summer program. This would compete with the summer recreation program. The two groups are on different paths. The After School Program must comply with the requirements of the grant.
 - viii. Heather Tucker said there is a committee within the Recreation Department discussing what its program will do.
 - ix. Marissa Selleck said it would be detrimental if the two programs split.
 - x. Heather Tucker asked if the After School Program could work at West Hill in the summer.
 - xi. Venissa White said she did not think West Hill would be a problem.
 - xii. Marissa Selleck said the Recreation Department wants to revitalize West Hill.
 - xiii. Bruce Schmidt said he is not sure, when the high school closes if there will still be transportation. He added that Ludlow and Mount Holly is now one district with one board.
- C. Budget Workshop Dates
- i. Bruce Schmidt suggested November 19, 2018, saying the board needs more than 2 meetings to work on the budget.
 - ii. Lisha Klaiber said she is not available, but if taped by Okemo Valley TV, would be able to take the minutes off the video.

13. **Consider Application for Empire Telecom (Wireless) to Modify Existing Tower on Okemo**

- A. Scott Murphy said that the tower is existing and the telecom company wants to make some changes. There will not be any changes to the size or location. He said the company filed a 60-page application.
- B. **MOTION by John Neal and seconded by Brett Sanderson to approve the application to modify the existing tower on Okemo. Motion passed unanimously.**

14. **Department Heads Reports**

- A. Bruce Schmidt advised that all reports are in, except Ambulance.
- B. Fire Department False Alarms
 - i. Bruce Schmidt asked why the information on the false alarms is not accurate.
 - ii. Pam Cruickshank said she will check the information.
 - iii. Scott Murphy said it is the names of the owners.
 - iv. Pam Cruickshank said the address numbers are transposed.

15. **Municipal Manager Updates**

- A. Paving on Route 103
 - i. Scott Murphy said spoke to the communications director of the project and there will not be any more paving after November 10th and during the week November 5 through November 9, they will do hot mix and concentrate on those section. They will smooth the transitions and gravel driveways will stay that way until the spring. He said that the speed limits that were changed from 50 MPH to 40 MPH will be changed back to 50 MPH for the winter.
- B. Rod & Gun Club Road Bridge

- i. Scott Murphy advised that contractor will start work within the next 2 weeks and plans to complete the project by the end of this calendar year. They are not concerned about the weather.
 - C. Bridge Street
 - i. Scott Murphy said the work is done. All of the sewer and water connections are done. The curb is in and they will sure-pack for the winter.
 - ii. Bruce Schmidt suggested that letters be sent to the residents thanking them for their patience.
 - D. Junior Ambulance Program
 - i. Scott Murphy said a program is starting up to encourage young people to volunteer for the Ambulance Service.
 - E. Better Roads Grant
 - i. Scott Murphy said they are applying for a grant for the Okemo access road.
 - F. January Tax Sale
 - i. Scott Murphy said he will need a memo from the Select Board for the January tax sale.
 - G. Crack Sealing
 - i. Scott Murphy advised that they did the crack sealing today on Andover and East Hill Roads.
16. **Other Business**
- A. Planning Commission
 - i. Logan Nicoll advised that at their last meeting, the Planning Commission approved changes to the zoning regulations and have scheduled public hearings. He said that Alan Isaacson will do an executive summary. He added that included in the changes are suggestions for affordable housing. The public hearings are set for November 20, 2018.
17. **Set Date for Next Meeting**
- A. Special meeting for Budget workshop will be held on November 19, 2018 at 7:00 p.m.
 - B. Next regular meeting will be December 3, 2018 at 7:00 p.m.
18. **Possibly Agenda Items for Next Meeting**
- A. Not discussed.
19. **Sign Warrant Orders**
- A. Warrant orders have been signed.
20. **Possible Executive Session/Personnel/Contracts/Legal Issues**
- A. Scott Murphy advised that an Executive Session is needed for Personnel.
 - B. **MOTION by Brett Sanderson and seconded by Logan Nicoll to enter into Executive Session for Personnel. Motion passed unanimously.**
 - C. Board entered into Executive Session at 8:10 p.m.

- D. **MOTION by Brett Sanderson and seconded by Bruce Schmidt to exit Executive Session at 8:39. Motion passed unanimously.**
E. No action taken.

21. **Adjourn**

- A. **MOTION by John Neal and seconded by Logan Nicoll to adjourn. Motion passed unanimously.**
B. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Lisha Klaiber

Bruce Schmidt, Chairman

Brett Sanderson

John Neal

Heather Tucker

Logan Nicoll