

***PRELIMINARY MINUTES***

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**BUDGET WORKSHOP/SPECIAL MEETING**

November 20, 2019

**BOARD MEMBERS PRESENT:**

Bruce Schmidt	John Neal	Heather Tucker
Justin Hyjeck	Brett Sanderson	

**STAFF PRESENT:**

Scott Murphy	Pam Cruickshank
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**OTHERS PRESENT:**

Jeff Billings	Pat Pullinen	Eric Chattergee - Okemo Valley TV
Dan Buckley	Ron Tarbell	
Paul Orzechowski	Joann Wilson	

**I. Call to Order**

- A. Bruce Schmidt called the regular meeting to order at 7:00 p.m. He opened the meeting with the Pledge of Allegiance.

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

- A. Scott Murphy advised that no changes would be needed.

**III. Appoint Town Health Officer**

- A. Scott Murphy advised that if there is no Town Health Officer, the duties fall to the Chair of the Select Board. Pam Cruickshank is the Deputy. He advised that Bob Brandt has volunteered and understands the duties. Bob Brandt did go on a visit yesterday.
- B. **MOTION by Brett Sanderson and seconded by Justin Hyjeck to appoint Bob Brandt at Town Health Officer. Motion passed unanimously.**

**IV. Discuss & Possibly Approve the Purchase of the High School Building**

- A. Bruce Schmidt advised that the Select Board has held a public information discussion at their meeting on November 4, 2019 and advisory vote last week on the purchase of the high school building.
- B. Scott Murphy said that if the board wants to go forward with the purchase, Phase I would be a site environmental study, at no cost to the town. The SWRPC will pay as part of the State Groundsfield Program.

- C. Bruce Schmidt asked how the motion should be worded to enter into the purchase agreement.
- D. Scott Murphy said that the town attorney will do due diligence on their part.
- E. Bruce Schmidt asked what equipment will be included as the town may lease to different tenants.
- F. Dan Buckley said the he spoke to two members of the school board regarding this. They will form a committee consisting of members from the Ludlow and Mount Holly elementary schools, the Tech. department at the high school, the Select Board, the school board and the Independent School. They will go through the building rooms and decide what each may need. They don't want to have a mad rush to get the demolition crew. The high school closes on June 30, 2020. How long do we have to make decisions to assign the values of the remaining items? We also may want to buy a school bus.
- G. Bruce Schmidt said this is not about including the Independent School. It is not an entity we are negotiating with. This is about entering into an agreement to purchase the school and equipment (such as WIFI). They should work with Scott Murphy.
- H. Justin Hyjeck said there are a lot of necessities.
- I. Dan Buckley said there are a lot of memorabilia.
- J. **MOTION by John Neal and seconded by Brett Sanderson to enter into a Purchase and Sales Agreement to go forward with the purchase of the Black River High School, including a list of furniture, fixtures, property and the back 40 to be negotiated by the town attorney.**
- K. **Dan Buckley said that the baseball field and the back 40 will be included.**
- L. **Motion passed unanimously.**

V. **Consider the Sale of the Municipal Transit Buses to TRSU**

- A. Justin Hyjeck suggested this be tabled until they have negotiated for the purchase of the building.
- B. Scott Murphy said the schools are working on their budgets.
- C. Bruce Schmidt said that we (the town) won't need the buses and selling them would help our budget.
- D. Scott Murphy said there are 4 buses:

<b><u>YEAR</u></b>	<b><u>MAKE</u></b>	<b><u>TYPE</u></b>	<b><u>SEAT</u></b>	<b><u>MILES</u></b>	<b><u>COST</u></b>	<b><u>NOTE</u></b>	<b><u>MISC</u></b>
2012	Int'l-CES	Wheel chair	48	84,106	\$98,546	No	
2013	Collins Midbus	Wheel chair	18	50,959	\$62,190	No	
2014	Thomas Minotour	No chair	20	81,091	\$40,139	No	
2017	Freightliner	No chair	32	34,465	\$82,851	\$9,310	Ends '22

- E. Scott Murphy said they sold one last year for \$6,000 – a 2010 with 142,000 miles. He said he used straight line depreciation.
- F. Bruce Schmidt said that it is hard to find these buses now and we would probably be able to get more for them.
- G. Paul Orzechowski said maybe the Select Board can help us (the school board) out. He said they are putting together a Transportation Committee. We don't know numbers at this time.
- H. Bruce Schmidt asked why we (Ludlow) would give Mount Holly a tax break. Why would we take a loss for the residents of Ludlow?
- I. Dan Buckley suggested linking the contents (of the school) with the buses.
- J. John Neal said they should not be associated. If we sell the buses to the school, it should be at fair market value. We need to keep them separate.
- K. Bruce Schmidt asked what they need to do tonight.
- L. Paul Orzechowski said to get the list and prices.
- M. Justin Hyjeck said the 2017 should not be less than \$9,310.00.

- N. Bruce Schmidt asked Scott Murphy to get more information, such as price ranges, high, medium and low. We need to be fair to the taxpayers. He voiced his concerns about Mount Holly.
- O. Scott Murphy said that there will be fit-up costs for the purchaser of the buses.
- P. Bruce Schmidt said we will put this on the agenda for the next meeting.
- Q. Scott Murphy said he will get rough estimates from a dealer he knows.

VI. **Possibly Execute Stearns' Pit Lease Agreement with Okemo Mountain Resort**

- A. Scott Murphy advised that this is an annual lease to Okemo. The increase will be the minimum of 3%. The rate is tied to the CPI but not to be less than 3%.
- B. **MOTION by Heather Tucker and seconded by Brett Sanderson to approve and execute the Stearns' Pit Lease Agreement with Okemo Mountain Resort for 2019-2020 with the 3% increase.**
- C. Bruce Schmidt abstained.
- D. John Neal abstained.
- E. **Motion passed unanimously.**
- F. Justin Hyjeck asked who does the plowing.
- G. Brett Sanderson said Okemo.
- H. Bruce Schmidt said that Okemo also plows the access road up to Ponus.

VII. **Authorize the Select Board Chair to Sign Procurement Policy Letter for FEMA Reimbursement**

- A. Scott Murphy advised this is from the flooding on April 15, 2019. We work with FEMA to get relief and this policy letter needs to be in place. It states that the Select Board granted the Municipal Manager the authority to hire local contractors as part of the recovery action. We hired them as soon as possible.
- B. **MOTION by Brett Sanderson and seconded by John Neal to authorize the Select Board Chair to sign the Procurement Policy Letter for FEMA Reimbursement. Motion passed unanimously.**

VIII. **FY2020 Budget Workshop**

- A. **HIGHWAY DEPARTMENT**
  - 1. **Salaries –**
    - a. Scott Murphy said with the end of the Municipal Transit, the salaries for the Highway department will include one of the people from that department. They would like to swing this person into the Highway department. He currently maintains the equipment and Ron Tarbell would like to expand night coverage for plowing.
    - b. Ron Tarbell said this person is a commodity we can't lose.
    - c. Jeff Billings said the person also does a lot for the Ambulance and Police departments. We can't lose him. He maintains the ambulances and cruisers and is very valuable.
    - d. Bruce Schmidt asked why we need someone new when he works for the Municipal Transit department. He does not want to chip away from the savings with the closure of the Municipal Transit. Do we really need another full time person?
    - e. John Neal asked how much of his time is driving.

- f. Pam Cruickshank said about 60%.
- g. John Neal said the insurance is very high.
- h. Scott Murphy said that includes the 9% MVP increase.
- i. Justin Hyjeck asked if there is enough work for him.
- j. Ron Tarbell said there is always enough.
- k. John Neal said the increase for 2021 would be \$158,000.
- l. Scott Murphy suggested they skip this for now and look at it when the budget is done.
- m. Bruce Schmidt said we are walking a fine line. What will we gain? Will we save money from Maintenance on the vehicles from other departments and if we cut OT from \$25,000 to \$12,000. He said that he needs to see this. These are the things that would sell this to him.
- n. Scott Murphy said we can revisit this at the next budget meetings.
2. Overtime -
  - a. FY2021 - \$25,000.
3. Pension -
  - a. FY2021 - \$20,853.
4. Insurances - ,
  - a. FY2021 - \$141,600
5. FICA -
  - a. FY2021 - \$23,000
6. Crack Sealing
  - a. Scott Murphy said this is a new line item. It helps protect the roads. We did it last summer.
  - b. Bruce Schmidt asked if it worked.
  - c. Ron Tarbell said it was done too late in the year and didn't work. He added that more towns and the state are doing it. They are doing about one mile per day. We need to catch the roads early.
  - d. FY 2021 - \$1,800.
7. Garage Fuel
  - a. Scott Murphy said that is propane.
  - b. FY 2021 - \$3,500.
8. Supplies/Tools
  - a. Scott Murphy asked why the aberration in FY2019.
  - b. Ron Tarbell said he didn't recall.
  - c. Scott Murphy said that so far, this year, they have spent \$1,200.
  - d. FY2021 - \$5,200.
9. Utilities/Services
  - a. FY2021 - \$5,000.
10. Street Lights
  - a. FY2021 - \$61,000.
11. Winter Salt, Sand and Supplies Line Items
  - a. Scott Murphy said we got crushed last year on these.
  - b. Ron Tarbell said that looking toward next year, he has no idea.
  - c. Bruce Schmidt asked when there is an overage such as last year, where do we take the funds from.
  - d. Scott Murphy said that they went over on the overall budget last year. They will have a copy of the audit soon. He said that last winter drove the budget.
  - e. Scott Murphy said that for FY2019 – Winter Sand – we budgeted \$37,000 and spent \$56,000.

- f. Winter Sand – FY2021 - \$43,000
- g. Winter Salt – FY2021 - \$78,000
- h. Winter Supplies – FY2021 - \$10,000
- 12. Gravel -
  - a. FY2021 - \$3,000.
- 13. Rentals -
  - a. FY2021 - \$1,500.
- 14. Surpac -
  - a. FY2021 - \$16,000 – up a little due to April flooding
- 15. Plant Mix -
  - a. FY2021 - \$4,200 – we are at \$4,800 YTD
- 16. Uniforms/Boots -
  - a. FY2021 - \$3,100.
- 17. Asphalt -
  - a. FY2021 - \$3,100.
- 18. Cold Patch -
  - a. FY2021 - \$1,000.
- 19. Retreatment -
  - a. Bruce Schmidt noted that they were over on the actual for FY2019. Where did the overage funds come from?
  - b. Justin Hyjeck asked if it was taken from the Highway Department and not the General Fund.
  - c. Scott Murphy said that is what we generally do.
  - d. Bruce Schmidt said we can't control the weather. We can make a decision in April about what work not to do going forward.
  - e. Scott Murphy said we would only have May and June left in the Fiscal year.
  - f. Ron Tarbell said we didn't surpac last summer because of the overages.
  - g. Bruce Schmidt asked about water breaks.
  - h. Scott Murphy said that is up to the Water Department.
  - i. Ron Tarbell said they charge percentages to the Water/Sewer departments.
  - j. Scott Murphy said that started on the water main on Main Street today. They replaced the shut off valve and will finish the paving and sidewalk tomorrow.
  - k. Bruce Schmidt asked if the sidewalk will be concrete.
  - l. Scott Murphy said yes. He added that FY2021 retreatment includes South Hill and Witalec.
  - m. Ron Tarbell said they will be doing Commonwealth in May/June, but that doesn't do it all.
  - n. Scott Murphy said they had a good season this year and got a lot done.
  - o. Ron Tarbell said it is just a band aid.
  - p. Bruce Schmidt said that a 1% Local Options Tax would help. He asked about the Lamere Bridge.
  - q. Scott Murphy said that was included in last year's budget. It is scheduled to be done in December.
  - r. FY2021 - \$116,000.
- 20. Culverts
  - a. FY2021 - \$9,000.
- 21. Bridges
  - a. FY2021 - \$9,000.
- 22. Training
  - a. FY2021 - \$500.

23. Mileage
  - a. FY2021 - \$3,100 – increase due to Ron Tarbell mileage vs. new pickup
24. Telephone
  - a. FY2021 - \$650
25. Cellphones, Pagers
  - a. FY2021 - \$900.
26. Computer
  - a. FY2021 - \$200.
27. Garage Maintenance
  - a. FY2021 - \$3800.
28. Vehicle Maintenance
  - a. Scott Murphy said we need to keep up with a vehicle replacement plan
  - b. Ron Tarbell said a couple of years ago we started.
  - c. Bruce Schmidt said he would like the new person to help maintain the vehicles. He can do a lot
  - d. FY2021 - \$55,000.
29. Signs, Line, Rails
  - a. FY2021 - \$6,200.
30. Municipal Road Permit Fees
  - a. FY2021 - \$2,250.
31. Road Cut Bond Returns
  - a. FY2021 - \$2,000.
32. Chloride
  - a. FY2021 - \$9,200.
33. Grant Expenses
  - a. FY2021 - \$0. They found out that the project was not eligible. We will look at this again.
34. Trees/Brush
  - a. FY2021 - \$5,500.
35. Summer Construction/Spring Roads
  - a. FY2021 - \$51,000.
36. Diesel Fuel
  - a. FY2021 - \$40,000 – Ron Tarbell said there was a price increase for diesel and they burned a lot last winter.
37. Miscellaneous
  - a. FY2021 - \$5,100. This includes insurance for driver training, insurance for the new tandem and after treatment for the new diesels.
38. Bruce Schmidt said if we take the Highway budget as presented, we will have to cut from other departments. Almost every line item is up. We need to take a closer look at this budget.
39. Capital Plan
  - a. Scott Murphy said that the dump truck scheduled for 2021 was put into the 2020 budget and the tandem scheduled for 2020 was moved out to 2021. They are collecting numbers for the new one. The 2007 has 108,000 miles on it.
  - b. John Neal asked why they replaced the 2011.
  - c. Ron Tarbell said International had come out with a new diesel and it didn't work.
  - d. Scott Murphy said that a new line striper would cost about \$7,900 plus the current one. The town crew can put the paint together and get it done faster. We paid a vendor \$16,000 in 2019 and \$17,000 in 2018. We can do it on our own time.
  - e. Justin Hyjeck asked what the paint would cost.

- f. Ron Tarbell said he can get the costs.
- g. Scott Murphy said we could do the red and white and get it done earlier.
- h. Brett Sanderson said we did push to get it done earlier.
- i. Ron Tarbell said we will also need to replace the roadside mower in the not too distant future. And, about 2 years down the road, the garage will be out of room.
- j. Scott Murphy said they are still looking into the salt shed with an 80/20 grant.
- k. Ron Tarbell said we currently have a small one.
- l. Scott Murphy said we will have final numbers in January.

B. POLICE DEPARTMENT

- 1. Police Duty
  - a. Scott Murphy said the increase was due to the union contract. We need to bring our personnel up to the average.
  - b. FY 2021- \$375,000
- 2. Special Officers
  - a. FY 2021 - \$2,000.
- 3. Traffic Control
  - a. Scott Murphy said that is propane.
  - b. FY 2021 - \$11,000.
- 4. Overtime
  - a. FY2021 - \$31,000.
- 5. Dispatchers
  - a. Scott Murphy said it is hard to find dispatchers.
  - b. Jeff Billings said it costs about \$5,000 to \$6,000 to train one. In the last 2-3 years, we have trained 3 to 4 and done have one of them. It is a stressful job and not enough hours. We do have some officers who are cross-trained.
  - c. Justin Hyjeck asked how you find them.
  - d. Jeff Billings said we train them. We have one who is with us for 25 years, 1 for 14 years and 1 for 7 years. We put ads in the papers
  - e. FY2021 - \$215,000.
- 6. Part-time Dispatchers
  - a. FY2021 - \$12,000.
- 7. Dispatcher Overtime
  - a. Scott Murphy said this item is high because we don't
  - b. FY2021 - \$26,000.
- 8. Police Custodial
  - a. FY2021 - \$800
- 9. Payroll Insurance Carveout-
  - a. FY2021 - \$0.
- 10. Vehicle Maintenance Labor -
  - a. FY2021 - \$600.
- 11. Pension -
  - a. FY2021 - \$58,000 – VMERS increased to 10.35%
- 12. Insurances -
  - a. FY2021 - \$243,127
- 13. FICA -
  - a. FY2021 - \$50,750.
- 14. Uniform Cleaning Allowance -
  - a. FY2021 - \$3,600.
- 15. Building Utilities -
  - a. FY2021 - \$5,900.

16. Building Maintenance/Repairs -
  - a. FY2021 - \$5,000.
17. Special Officers' Expenses
  - a. FY2021 - \$0.
18. Computer Services
  - a. FY2021 - \$12,000.
19. Services/Advertising
  - a. FY2021 - \$0.
20. LLBG Grant
  - a. FY2021 - \$0
21. Equipment Supplies
  - a. FY2021 - \$10,000
22. Supplies/Traffic Control
  - a. FY2021 - \$0.
23. Radio Purchase
  - a. FY2021 - \$1,600.
24. Homeland Security Expense
  - a. FY2021 - \$0.
25. Uniforms
  - a. FY2021 - \$5,000.
26. Training
  - a. FY2021 - \$3,000.
27. Telephone
  - a. FY2021 - \$19,000. Jeff Billings advised that per federal and state requirements, they must start recording dispatch calls. This includes a recorder for the dispatch desk
28. Vehicle Maintenance
  - a. FY2021 - \$6,000.
29. Radio Maintenance
  - a. FY2021 - \$2,100.
30. Gas & Oil
  - a. FY2021 - \$11,500.
31. Safety Fund
  - a. FY2021 - \$0.
32. Truck Enforcement Grant
  - a. FY2021 - \$0.
33. New Vehicle
  - a. FY2021 - \$0.
34. Drug Enforcement Expenses
  - a. FY2021 - \$0.
35. Union Grievances
  - a. FY2021 - \$0.
36. Alarm Registration Refund
  - a. FY2021 - \$0
37. Miscellaneous New Vehicle Cameras
  - a. FY2021 - \$5,000. This includes insurance for driver training, insurance for the new tandem and after treatment for the new diesels.
38. Bruce Schmidt asked about body cameras. He suggests that every officer have a body camera, to protect everyone.

39. Jeff Billings said that everyone has a body camera when they go on duty. They need to purchase cruiser cameras. They have 3 body cameras, 2 are used per shift. They cost about \$700 each, 3 more would be \$2,100.
40. John Neal agreed that they are really needed.
41. Justin Hyjeck asked how old are the ones we have.
42. John Neal said 4 years. The video camera for the cruiser is about \$5,000 and they replace about one per year.
43. Scott Murphy said he will find a way to include the 3 additional body cameras.
44. Jeff Billings said he would get estimates for the next meeting.
45. Capital Plan
  - a. Jeff Billings said they need to replace a cruiser at about \$37,500, with another in FY2022.
  - b. Justin Hyjeck asked how many vehicles they have.
  - c. Jeff Billings said 3 road and one detective's car. He will give the detective's car one more year to evaluate it.

IX. **Sign Warrant Orders**

- A. Warrant orders have been signed.

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

- A. No executive session is needed.

XI. **Adjourn**

- A. **MOTION by John Neal and seconded by Justin Hyjeck to adjourn. Motion passed unanimously.**
- B. Meeting ended at 7:22 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