

*PRELIMINARY MINUTES*

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**REGULAR MEETING**

October 5, 2009

**BOARD MEMBERS PRESENT:**

Howard Barton, Chairman  
Douglas Ficken

John Neal  
Brett Sanderson

Bruce Schmidt

**STAFF PRESENT:**

Frank Heald

**OTHERS PRESENT:**

Jeff Billings  
Sharon Bixby  
Joanna Bombadil  
Bart Bonanno  
Pam Cruickshank  
Christine Fuller  
Jim Fuller  
Richard Harrison

Charles Hastings  
Robert Kottkamp  
Virginia Kottkamp  
Kevin Kuntz  
Peter La Belle  
Ray Lavanway  
Barb Le Mire  
Doug Le Mire

Jean Morrill  
Ralph Pace  
Lynn Reilly  
Ted Reeves  
Barbara Ruiss  
Andrea Sanford  
Patrick Cody (LPC-TV)

1. **Call to Order**

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

2. **Approve Minutes of Previous Meetings**

- A. Howard Barton advised that the minutes to be approved are from the regular meeting of September 21, 2009.
- B. **MOTION by John Neal and seconded by Doug Ficken to approve the minutes from the regular meeting of September 21, 2009 as presented. Motion passed unanimously.**

3. **Comments from Citizens**

- A. There were none.

4. **Award Police Cruiser Bid**

- A. Chief Jeff Billings advised that he had reviewed the bids and researched the Dodge Charger. He found out that the Charger, which is not All Wheel Drive, does well on flat road, but not on the types of roads in parts of Ludlow. He has experience with Impalas and recommends that the bid be awarded to Benson Chevrolet for the Impala, even though the price is about \$1,000 higher for the Impala.
- B. Frank Heald said that he concurs with the Chief's recommendation.
- C. **MOTION by Brett Sanderson and seconded by John Neal to accept Chief Billings' recommendation and award the bid to Benson Chevrolet for the Impala. Motion passed unanimously.**

5. **Report of the Ludlow Armory Committee**

- A. John Neal made a presentation that describes the findings of the Armory Committee. The presentation included exterior and interior photographs of the Main Building and Tank Barn, and also the Tank and storage shed. The Tank will remain in place and be used for a place for plaque in honor of the military, people and buildings. The building is in great shape. He presented a slide that showed the input received at the two public hearings and how people and the committee rated the proposed uses for the facility, based on the four categories: Community, Recreation, Education and other. Community uses would include Black River Good Neighbors, LPC-TV, a community weight/aerobics room, family functions and a community kitchen. The gym could be

used for weight and aerobics for the community, as well as the schools and the summer recreation program. The schools are interested in using the kitchen/cafeteria as well as the gym. He showed a plan of a proposed layout for the main building. The existing firing range, about 100' x 24', could be converted into a cafeteria/kitchen and would seat about 120 people. There would be new lavatories for men and women, as well as one for handicapped people.

- B. Frank Heald advised that he had contacted two sources for rough estimates and the cost to renovate the main building would be about \$759,000 (he uses \$780,000 for further calculations.) The acquisition cost of \$85,000 would also be included. The costs to provide basic utilities for the Tank barn would be about \$335,000. The town would work with the tenants in the Tank barn.
- C. John Neal said that Black River Good Neighbors and LPC-TV are interested in renting the Tank barn as long-term tenants. This would provide rental income to the Town. Both groups provide many services to the community.
- D. Frank Heald advised that the proposed bond would be for \$1,200,000 and would be as indicated in breakdowns below. He added that anticipated revenues would come from rents, private parties and other activities.

**BOND BREAKDOWN**

Main Building	\$865,000	\$43,250	\$77,850/year
	Interest	\$34,600	
Tank Barn			
BRGN	\$220,000	\$916/month	\$1,650/month
	Interest	\$733/month	
LPCTV	\$115,000	\$480/month	\$863/month
	Interest	\$383/month	

**OPERATING COSTS**

<u>Main Building</u>	
Fuel	\$20,000
Electricity	\$10,000
Maintenance	<u>\$50,000</u>
TOTAL	\$80,000/yr.

Tank Barn – operating costs by tenants

**ESTIMATED EFFECT ON TOWN TAX RATE**

\$.005 for debt service	\$77,850/yr.
\$.0055 for operating	\$80,000/yr.
Total yearly effect on tax rate	\$.015

- E. John Neal said, in summary, that there are 4 things that need to be done:
  - i. The Select Board to approve the committees recommendations
  - ii. Select Board to set bond hearing
  - iii. Information packets to be prepared for voters
  - iv. Prepare detailed architectural/engineering phases for bids
- F. Frank Heald said that they are still waiting for the results from the Phase 2 Environmental Study.
- G. Howard Barton asked about the clean up.
- H. Frank Heald said that is a two-pronged process: what is found and discussions with the Military as to who pays for the clean up. The Purchase and Sales Agreement gives the town until January 1, 2010 before we must close on the contract.
- I. John Neal said that hopefully, they would begin Phase 2 testing next week. It would take about 2 ½ to 3 weeks after that for the report.
- J. Christine Fuller asked how quickly we could get to vote.
- K. Howard Barton said that the town already has voted to purchase the property, so we don't have to worry about the January 1<sup>st</sup> date unless we want to cancel.
- L. John Neal said the committee put in a lot of time, effort and care into this project and he thanked them,
- M. Bruce Schmidt was concerned that he did not see any firm commitment from the schools and that it important.
- N. John Neal said that Judy Pullinen was at the committee meeting.
- O. Doug Ficken said that the schools are interested in using the cafeteria/kitchen, weight rooms and gym space.

- P. Bruce Schmidt asked if the schools are going to commit. He is concerned about putting in a commercial kitchen and then the schools not participating. It would take a lot of private functions to cover that. He is concerned about the taxpayers.
- Q. John Neal said that the schools seem very excited about having the lunch program there and sounded very positive.
- R. Frank Heald said that Judy Pullinen has been in the loop since day #1. She has toured the facility, along with the 2 school principals. They want to improve the athletic program. The committee has been in discussion with the schools as well as Black River Good Neighbors and LPC-TV. If the Select Board signs off on this, we can get into more discussions with them.
- S. Barbara Ruiss noted that safety issues are being discussed. She asked who would people go to if they wanted to plan a wedding there.
- T. Frank Heald said probably the Recreation department or his office.
- U. John Neal said that a Policy and Procedure manual would be developed later on. He asked when the Select Board would provide their reactions.
- V. Howard Barton said they would discuss it at their next meeting.
- W. John Neal asked if they should begin to compile voter packets.
- X. Bruce Schmidt said it would be good to start on a draft.
- Y. John Neal said they also need to get firm commitment letters from the tenants.
- Z. Bruce Schmidt said that this board needs to protect the town. If we do the tank barn renovations for \$335,000, we have to make sure that we protect the taxpayers. What happens in 10 to 15 years if Black River Good Neighbors or LPC-TV aren't around anymore? He added that he does think the use is a good fit. He asked if this should be run by the DRB?
- AA. John Neal said it is too soon. We do need some assurance that we can recoup the tank barn money. We should have an informal meeting with the DRB later on.
- BB. Jim Fuller left information packets about Black River Good Neighbors with board members. He said that the information provided shows that Black River Good Neighbors can pay for their share of the barn.

6. **Receive Report from the Ludlow Planning Commission RE: Zoning By-Law Amendment**

- A. Howard Barton advised that this is a report from the Planning Commission recommending an amendment to the zoning regulations to remove the reference to Route 103 in Conditional Use #28 in Section 460, Town Residential/Commercial District.
- B. Bruce Schmidt said it also includes a change to the definition for Auto Service Station.
- C. It was not clear how this would affect selling gas.
- D. Howard Barton said he would like more clarification as to the intent of the Planning Commission.
- E. Brett Sanderson noted that Conditional Use #22 refers to gas stations.
- F. Howard Barton noted that Item #28 should be #29.
- G. Frank Heald said he would send the board a memo clarifying the intent of the Planning Commission and making the corrections to the numbering.
- H. **MOTION by Bruce Schmidt and seconded by Doug Ficken to warn a Public Hearing for this amendment at the November meeting with corrections as required. Motion passed unanimously.**

7. **Department Head Reports**

- A. Howard Barton advised that all reports are in.
- B. Road Work
  - i. Bruce Schmidt noted that the roadwork was completed on Barker Road.
  - ii. Frank Heald said that VELCO paid for the repairs.

8. **Other Business**

- A. Errors and Omissions Report
  - i. Frank Heald advised that a report was received, from the Listers, on Friday for 59-63 Main Street.
  - ii. Howard Barton advised that the report was received too late and it would be put on the agenda for the next meeting.
- B. Streetscapes
  - i. Howard Barton noted that the Select Board had requested being kept in the loop of any Streetscapes projects. He asked if there are any new ones.
  - ii. Frank Heald said that they haven't done anything lately. They do have a fundraiser on October 10<sup>th</sup>.

9. **Set Date for November Meeting**

- A. Next meeting will be November 2, 2009.

10. **Possible Executive Session – Personnel/Contracts**

- A. Frank Heald said that an Executive session is needed.  
B. **MOTION by John Neal and seconded by Bruce Schmidt to enter into Executive Session. Motion passed unanimously.**  
C. Board entered into Executive Session at 7:58 p.m.  
D. Board exited Executive Session at 8:26 p.m.  
E. **MOTION by Bruce Schmidt and seconded by John Neal to give Frank Heald approval to fill the position of the Planning Director for the Town of Ludlow, along with the financial package. Motion passed unanimously.**

11. **Sign Warrant Orders**

- A. Warrant orders have been signed.

12. **Adjourn**

- A. **MOTION by John Neal and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**  
B. Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Lisha Klaiber

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Howard Barton, Jr., Chairman

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Brett Sanderson

\_\_\_\_\_  
Doug Ficken

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Bruce Schmidt

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John Neal