

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, February 1, 2011

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

Jim Fuller

David Rose

STAFF:

Frank Heald

OTHERS PRESENT:

Marji Graf

Michelle Stinson – LPCTV

1. **Call to Order**

A. Chairman, Bob Gilmore, called the meeting to order at 6:00 p.m. All present.

2. **Approve Minutes from Previous Meetings**

A. Bob Gilmore advised the minutes to be approved are from the regular meeting of January 4, 2011.

B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the meetings of January 4, 2011 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

A. There were none.

4. **Certificate of Highway Mileage**

A. Frank Heald advised that there have been no changes to the highway mileage – no new roads have been added.

B. **MOTION by David Rose and seconded by Jim Fuller to accept the report and sign the certificate. Motion passed unanimously.**

5. **Discuss Route 100 Byway Project**

A. Bob Gilmore advised that the board had discussed this before and agreed that it was a great idea. He personally had suggested it 20 years ago.

B. Marji Graf said that the plan has been completed and she is returning to ask for a final letter of support from the Trustees. There will be a hearing on March 24th at the Calvin Coolidge Center in Plymouth.

C. Bob Gilmore asked if widening the road was part of the plan. He said that it is very narrow in places for bikers.

D. Marji Graf said it was not part of the master plan, but certainly could be considered later on. They committee is applying for a marketing grant in April. She advised that there would be a

public luncheon at Clear Lake Furniture on February 16th and asked Bob Gilmore to attend and if possible, join the committee. She added that Weston and Londonderry decided they did not want to be part of the project because they think it would bring additional traffic. The project is now for a 31-mile stretch.

- E. Frank Heald asked if one letter from the Select Board and Trustees would be acceptable.
- F. The general consensus of the board was to approve the project.
- G. Marji Graf said it would be fine.

6. **Discuss Village Trash Pick-up**

- A. Bob Gilmore said that having the police canvass for violators on Sundays seems to be working. He did not see as much trash out.
- B. Frank Heald said that violators are first issued a warning and then if they repeat putting trash out on Sundays, they are issued tickets. They issued 1-2 tickets this week. He added that the warning letters have reduced the amount put out. Rental properties seem to be the major violators.
- C. Bob Gilmore asked if the warning letters mentioned property management companies in town.
- D. Frank Heald said no, but he does suggest purchasing a sticker for the transfer station.
- E. David Rose asked what happens if people are issued tickets and do not pay.
- F. Frank Heald said civil adjudication is the next step.
- G. Bob Gilmore asked about repeat violators.
- H. Frank Heald said they would continue getting tickets and the fines would add up.

7. **Financial Statements**

- A. Frank Heald said the management letter was clean. There were some payroll allocation issues that had been cleared up. There were no other changes. They are required to do a single audit of Federal Compliance. That was filed and he will be able to go online tomorrow and get the acceptance. They are fully GASB 34 compliant. The staff is doing a great job with the financials.

8. **Continue FY 2012 Budget Workshop**

- A. Frank Heald noted that there had been 2 line item issues that needed clarification from the last meeting; Village beautification and FICA. He said that he had included the Streetscapes beautification information in the packets and that the Streets and Highways FICA issue was an error in the previous year's budget by about 10% of the salary and OT number. He said that the 2011 Budget number for FICA was too low and the 2012 budget was correct. An additional item is that the previous draft had indicated that there were carrying \$3,000 for the Municipal Parking lot lease and the actual cost is \$4,800. The overall budget is up about \$7,000 or 2.6% (if approved.)
- B. Bob Gilmore said there are some sizeable increases that were offset by the savings from the new insurance program. Without that change, there would have been a much larger increase in the budget.
- C. Frank Heald advised that the Sodium Hypochlorite number in the Wastewater budget is really \$10,000 as shown on this draft, not the \$1,000 shown of the original draft budget from last meeting.
- D. Bob Gilmore asked if the League of Cities & Towns publishes other towns' disposal costs. He suggested that other towns might be getting better rates.
- E. Frank Heald said there are a multitude of disposal methods and we continue to look for the best disposal rates.

- F. Bob Gilmore asked if we have seen a benefit in reduced sludge from the new head works screen at the wastewater treatment plant.
- G. Frank Heald said that it reduces the operating and capital costs and produces better effluent but does not reduce sludge.
- H. David Rose asked about the \$4,800 for the municipal parking lot.
- I. Frank Heald said that they have not negotiated next year's contract, yet.
- J. Bob Gilmore asked if the public parking lot is being utilized.
- K. Frank Heald said that on any given weekday, there are 2-10 cars there.
- L. Jim Fuller said it was full over the Christmas week.
- M. Bob Gilmore said that employers of the businesses in the Village should have every employee park in that lot.
- N. Jim Fuller asked about the Village of Ludlow Electric Department donation.
- O. Frank Heald said that it goes up slightly each year. They pay that in lieu of taxes. They are a village entity.
- P. Bob Gilmore noted that the increase would be 2.6%.
- Q. Frank Heald said that the amount to be raised in taxes is \$7,400 more than last year.
- R. David Rose raised the question of the \$3,500 increase in the Village beautification line item of this budget for items that Streetscapes had previously covered, suggesting that maybe we could cut it in half. He added that the followers and planting the Streetscapes have done in the past is a noble cause, but the Village taking it over does increase the budget.
- S. Frank Heald said the parking lot lease expires on July 1st and they have budgeted \$4,800.
- T. Bob Gilmore asked about the Enterprise Fund for funding for Village beautification.
- U. Frank Heald advised that the Enterprise Fund is for capital items (bricks and mortar), not for operating expenses.
- V. Jim Fuller said that there have been many compliments on the flowers and the work that Streetscapes has done.
- W. Bob Gilmore said he would like to see the work that they have done be maintained.
- X. Jim Fuller suggested leaving in the \$3,500.
- Y. Bob Gilmore said he agrees. The Streetscapes people put in a lot of effort and there are a lot of volunteers.
- Z. **MOTION by Jim Fuller and seconded by David Rose to accept the Village and Sewer budgets as presented. Motion passed unanimously.**

9. **Other Business**

- A. **Winter Carnival**
 - i. Frank Heald said that he had received a letter from Liz Crowley at 5:30 of the Ludlow Business Association this afternoon regarding Winter Carnival – the 4-day event running from Thursday, February 10 through Sunday, February 13th that they are organizing. The organizers are running into some bumps in the road. Since the Association is in the process of forming a 501 (C) 3 entity they need the Village to sign on as the organizer the event for this year only and write the check to the fireworks company for \$2,000 which the Association will reimburse the Village for before the check is cut. The Association will have insurance covering the event through Ludlow Insurance Company.
 - ii. Bob Gilmore asked if the insurance would be for all of the events.
 - iii. Frank Heald said they would indemnify the Village or the Village would not sign. They would have to list the events.
 - iv. Bob Gilmore said it is a worthy event.
 - v. Jim Fuller wondered if the reason for requesting that the Village run the checks is for tax-exempt motivations.
 - vi. Frank Heald said the Chamber of Commerce is non-profit and there are no sales taxes on fireworks. He said he would need to look into this a bit more. He had only just received it

tonight. He asked the board that if he could satisfy the indemnification issue and ascertain that there is no scam involved, it is a worthwhile event.

- vii. **MOTION by David Rose and seconded by Jim Fuller to support the request if the Village is indemnified for all events and there are not other issues. Motion passed unanimously.**

B. **Rail Jams**

- i. Jim Fuller advised that he had been approached by residents of the Village regarding the Rail Jam at Sports Odyssey and had been asked if they had a permit to run this event.
- ii. Frank Heald said that the organizers had gone into the Zoning Office to discuss this. The Village does not have an ordinance for Rail Jams or events at a place of business.
- iii. Jim Fuller said that the Preservation District regulations do not permit events in front yards.
- iv. Frank Heald suggested that the Trustees might need to create an ordinance.

10. **Set Date for Next Meeting**

- A. Next regular meeting will be March 1, 2011 at 6:00 p.m.

11. **Sign Warrant Orders**

- A. Warrant orders were signed.

12. **Possible Executive Session/Contracts**

- A. Frank Heald said that an Executive Session is not needed.

13. **Adjourn**

- A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 7:00 p.m.

Respectfully submitted,
Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller