

PRELIMINARY MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

REGULAR MEETING

6:00 PM

Tuesday, January 4, 2011

BOARD MEMBERS PRESENT:

Bob Gilmore, Chairman

Jim Fuller

David Rose

STAFF:

Frank Heald

OTHERS PRESENT:

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 December 7, 2010 and the special meeting of December 14, 2010.

B. **MOTION by David Rose and seconded by Jim Fuller to approve minutes from the meetings of December 7, 2010 and December 14, 2010 as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

A. There were none.

4. **Receive & Act on Errors and Omissions from the Ludlow Board of Listers**

A. Bob Gilmore advised that a letter was received from the Listers advising that a property owned by Joshua and Lisa Rourke, located at Sunshine Marketplace Unit 5 and identified as Parcel 220306-005 had been inadvertently omitted from the village tax rolls.

B. **MOTION by David Rose and seconded by Jim Fuller to accept the report from the listers to add a property owned by Joshua and Lisa Rourke, located at Sunshine Marketplace Unit 5 and identified as Parcel 220306-005 to the village tax rolls. Motion passed unanimously.**

5. **FY 2012 Budget Workshop**

- A. Bob Gilmore noted that the front page indicates a 5.5% increase over the last year. He added that last year there had been a decrease. He suggested that the board start by going over the items line-by-line looking for items for which there may be questions.
- B. Office
- i. David Rose noted the increase of \$3,500 for Beautification.
 - ii. Frank Heald advised that this is to continue plants and beautification in the village normally donated by Streetscapes. The group is not able to continue the program this year.
 - iii. David Rose asked if we could cut back that number.
 - iv. Jim Fuller asked about donations from the Enterprise Fund.
 - v. Frank Heald explained that the funds from the Enterprise Fund are used for “mortar and bricks” types of expenses, not for operations expenses.
 - vi. Bob Gilmore asked where we got the number \$3,500.
 - vii. Frank Heald said that Streetscapes gave it to us. He added that he could ask them for a budget.
 - viii. David Rose said that is a lot of money. He added that Streetscapes does good work.
 - ix. Bob Gilmore said that he could possibly support this if he saw a budget.
 - x. Jim Fuller said that he agreed.
- C. Streets and Highways
- i. David Rose noted that salaries are up 11.6%, but that FICA is up 57% and that does not make sense.
 - ii. Frank Heald said that he agreed and would check into it. He added that he really had not gone over the draft in detail.
 - iii. Jim Fuller asked if they purchase Diesel through a contract.
 - iv. Frank Heald said they have been purchasing fuels through a state contract that is a percentage over the Albany posted rack price. Over a 5-year period, 3 they have done well and 1 break-even.
- D. Summer Construction
- i. David Rose asked if the \$2,000 listed for storm drains would cover the work that needs to be done.
 - ii. Frank Heald said that some of them are treated as a sewer issue.
- E. Winter Roads
- i. David Rose asked about the \$14,599.92 actual figure for winter salt versus the \$30,000 budgeted for the last few years.
 - ii. Frank Heald said that at this point, this year, we have expensed \$12,500 and it depends upon the weather. He advised that the town has changed the product that is being used. The new product is more expensive, but uses less and is less corrosive than rock salt.
- F. Revenue
- i. Jim Fuller asked what 3/5 Highway is.
 - ii. Frank Heald explained that it is the contribution from the town for use of village roads. He added that the Select Board would like to lower that number and this board would like to raise it.
 - iii. David Rose asked if the \$40,000 listed as State Aid for Highways is a given.
 - iv. Frank Heald said that the legislators give this to the towns and is it a direct cost shift to property tax.
- G. Insurance

- i. Frank Heald said that when figuring the insurance contracts numbers, they are budgeting out 18 months based on the previous 18 months figures. He said that Health and all compensation and liability and vehicle insurances are calendar year contracts, so for the 1st half of the year the numbers are good and for the second half they are budgeted.
 - ii. Jim Fuller asked about Electric Department Insurance.
 - iii. Frank Heald advised that the insurance is purchased together with the village, broken out and the Electric department is billed for its share. They deal with their health insurance separately.
 - iv. Bob Gilmore asked if this would be in the FY2012 budget.
- H. Debt Management
- i. David Rose asked how much time remains on the loan for the trackless?
 - ii. Frank Heald said he is not sure if it was a 5 or 10-year note, but he thinks they have had it for about 3 years. He will get back to them on it.
- I. Wastewater
- i. Bob Gilmore noted that disposal costs have increased.
 - ii. David Rose noted that Sodium Hypochlorite costs have decreased significantly.
 - iii. Frank Heald said he would check with Loran Greenslet on that one.
 - iv. Jim Fuller noted that deductibles have decreased \$5,000.
 - v. Frank Heald said that id because of changes in the insurance programs. The new programs do not have deductibles.
 - vi. Jim Fuller said that Manchester had a turbine installed on the inflow at its plant and maybe we should look into that.
 - vii. Frank Heald said that he would ask Loran Greenslet to look in to that.
- J. Sewer Lines
- i. Jim Fuller noted that the line maintenance actual for FY2010 was \$15,392 and they have only budgeted \$7,500.
 - ii. Frank Heald said that was an anomaly.
- K. Capital
- i. Bob Gilmore noted that Depreciation Expense increased \$70,000.
 - ii. Frank Heald said that the auditors want us to fund depreciation and we need to gradually bring it up. We could use some big projects to increase the reserves.
 - iii. David Rose asked if those funds get transferred to the Capital account.
 - iv. Frank Heald said yes for use to fund future projects.
- L. Andover Street Sewer Loan
- i. Frank Heald advised that they closed on loan before 2011 to take advantage of an interest rebate program. He indicated the \$7,788 located in the Revenue section and said that was the rebate. They need to file each year for this money. The office is setting up the framework to put this into the budget each year. They also need to get it to the accountants.
 - ii. David Rose asked if the fee increase is reflected in this budget.
 - iii. Frank Heald said yes. He added that they should also look at a nominal increase for next year because of depreciation.
- M. Bob Gilmore asked if they felt that they should have a special meeting or if they would be able to finish this up at their regular February meeting.
- N. Frank Heald said they have enough time to try to complete it at the February meeting.

6. **Project Updates**

- A. Frank Heald said there is really nothing new until the spring.

7. **Other Business**

A. **Financials**

- i. Frank Heald advised the board that he has a draft of the 2010 Financial Statements and the management letter is clean and very positive.

B. **Trash**

- i. Bob Gilmore asked Frank Heald if the police cruiser had checked for trash left out on Sunday. He saw a lot of it.
- ii. Frank Heald said that he keeps telling people that the best time to report trash left out on Sundays is Sunday.
- iii. Bob Gilmore asked if notices are sent out to offenders.
- iv. Jim Fuller asked if notices are sent, do people pay the fines.
- v. Frank Heald said he would check with Chief Billings on both. Frank Heald said if there is an obvious violation on Sunday night, that is the time to call the dispatcher.

C. **Community Center**

- i. Frank Heald advised that there would be an Open House at the Community Center on Sunday, January 9, 2011 from 1:00 – 4:00 p.m. He advised that the schools have started serving breakfast and lunches and things have gone well.

8. **Set Date for Next Meeting**

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

9. **Possible Executive Session/Contracts**

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

10. **Adjourn**

- A. **MOTION to adjourn by Jim Fuller and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:48 p.m.

Respectfully submitted,
Lisha Klaiber

Robert Gilmore, Chairman

David Rose

Jim Fuller