

***PRELIMINARY MINUTES***

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**SPECIAL MEETING**

November 19, 2018

**BOARD MEMBERS PRESENT:**

Bruce Schmidt

Brett Sanderson

Heather Tucker

**BOARD MEMBERS ABSENT:**

John Neal

Logan Nicoll

**STAFF PRESENT:**

Scott Murphy

Chief Billings

Pam Cruickshank

Ron Tarbell

**OTHERS PRESENT:**

Paul Orzechowski

Marissa Selleck

Fred Marin - Okemo Valley TV

**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 an executive session will be needed.

**III. Comments from Citizens**

- A. There were none.

**IV. FY2020 Budget Discussions**

- A. Scott Murphy distributed a new Capital Equipment Plan. He said it is not fully complete. It shows equipment turn-over, years and estimated costs.
- B. Brett Sanderson said it covers all departments.
- C. Bruce Schmidt asked if it is different than the one in the packets.
- D. Scott Murphy said it is in addition to the one in the packets.
- E. Highway Department
1. Scott Murphy said that he added some explanatory notes. Insurance is down 13.4% due to staff changes.

2. Pam Cruickshank said they use MVP Insurance and there is a 1.2% increase.
3. Scott Murphy said that they increased winter sand and salt. They also increased Retreatment \$5,000. He suggested that they offer voters to vote on additional money for paving. Trailside is a priority this year. They have put in gravel and fabric. The \$112,000 in the budget will cover Trailside. The next priorities would be Commonwealth and South Hill. We need to keep up with the roads.
4. Brett Sanderson asked about impact fees from the Timber Creek project.
5. Ron Tarbell said they have nothing on paper to indicate impact fees.
6. Brett Sanderson said he would hate to put paving in there while they are still working.
7. Ron Tarbell said the town did the ditches and culverts this summer. They also did West Hill this year.
8. Bruce Schmidt asked how much money they should put in.
9. Scott Murphy said about \$140,000 for South Hill.
10. Ron Tarbell said if they don't do Trailside, he would do Commonwealth before South Hill; it's a Class II road. He wants to reclaim it.
11. Bruce Schmidt said Commonwealth and South Hill are bumpy, but don't seem that bad.
12. Ron Tarbell said his recommendation is based on traffic.
13. Brett Sanderson said once the pavement starts to crack, it doesn't take long for the road to get bad.
14. Bruce Schmidt said if we put the money in the budget, we are not locked into specific roads and can pave the roads we feel need it the most. If we put it to the voters, we may be locked into specific roads.
15. Scott Murphy asked Ron Tarbell how much he thinks Commonwealth would be.
16. Ron Tarbell said about \$200,000.
17. Bruce Schmidt asked if it could be phased.
18. Ron Tarbell said yes.
19. Scott Murphy said he would get some numbers. He said there are no large projects in the Capital budget for next year. This may be the year to add more money for paving into the budget.
20. Bruce Schmidt said he does not see money for Better Back Roads in Revenue.
21. Pam Cruickshank said we did get the grant, but is not sure where it is shown.
22. Scott Murphy said he would check.
23. Bruce Schmidt asked about MRGP fees.
24. Scott Murphy said both the town and village have to pay. It goes to fund Lake Champlain cleanup.
25. Bruce Schmidt noted two vehicles in Capital for Highway. He asked how the town might be able to help the village with sidewalk money. It is part of the 3/5 highway.
26. Ron Tarbell said he thinks it is in there.
27. Bruce Schmidt said he would like to make more of a commitment to the village for sidewalk repairs. He said that most people do not know the responsibility share for sidewalks, and he would like to get past the town or village line.
28. Brett Sanderson said money is wasted by doing just small sections.
29. Bruce Schmidt asked Scott Murphy to get some numbers together for sidewalk repair costs. He said that sidewalks are the first thing people see. He said more people are walking and he wants to improve the sidewalks.
30. Marissa Selleck said that at the Planning Commission public meeting, one of the comments that were made by several people was to improve sidewalks and the village.
31. Bruce Schmidt asked Scott Murphy to look into sidewalk costs and how to fund it legally.
32. Pam Cruickshank said the town has given \$36,500 to the village and that amount has not changed for several years.

F. Police Department

1. Scott Murphy said that the Police Department has been having problems getting part-time dispatchers. For this budget, they pulled money out of part-time dispatch and added it to full-time dispatch overtime.
2. Jeff Billings said it is a statewide problem. It is costly to train dispatchers and as soon as you get them trained, they leave. He is still looking for more part-timers.
3. Scott Murphy said there is also a jump in the VMERS pensions for both Police and Ambulance. Our hands are tied on this one. Also, some people have changed their insurance coverage from single to family. The benefits are well deserved. He added that there is also money in the budget for replacing tiles in the dispatch area.
4. Jeff Billings said they have to do the tiles in the dispatch area, they are worn, but the rest of the floors are not as bad.
5. Scott Murphy asked Jeff Billings about the increase in Computer Services.
6. Jeff Billings said this is to replace the outdated computers in the cruisers. He does not think there are grants available.
7. Scott Murphy said the police have not budgeted any new cruisers this year, but yes for next year.
8. Jeff Billings said the cars are holding up and we are trying to get longer service from them.
9. Bruce Schmidt asked about Detective Costs.
10. Jeff Billings said they are broken down by the various budget items.
11. Bruce Schmidt asked about body cams.
12. Jeff Billings said that every time an officer goes on shift, they have a body cam on. The department has 4. He added that he wears one about 95% of the time.
13. Bruce Schmidt said they are important – they protect you and the public.
14. Jeff Billings said the first ones they got are 3 years old and still going strong.
15. Bruce Schmidt asked about the condition of the building.
16. Jeff Billings said it is good, but needs insulation and there are some cracks in the concrete floors in the bays.

G. Fire Department

1. Bruce Schmidt asked about fuel and diesel.
2. Scott Murphy said the diesel is floating, but they are locked in for fuel and it is about the same as last year. He said he gets diesel cost update daily.
3. Scott Murphy said the fire department has nothing budgeted in Capital for next year. In 2024 they will replace a pumper and pick up. He said that Pete Kolenda said they will need to start a replacement system for the air packs. They cost \$8,000 per pack.
4. Brett Sanderson said that is for a pack and bottle. The department has 41 of them.
5. Bruce Schmidt said they are important.
6. Brett Sanderson said they can look for grant opportunities, but someone has to write the grant.
7. Scott Murphy said if there is an opportunity, we can write the grant.
8. Brett Sanderson said Mount Holly got a grant last year.
9. Bruce Schmidt said that the capital budget includes \$7,500 for a lawn mower, \$20,000 for a John Deere tractor, two trucks and a mower for the cemetery. If we did not get the John Deere, we could put that money into air packs. That is the type of thing we need to commit to and plan to put in the Capital Budget.
10. Brett Sanderson said it's a matter of life safety.
11. Scott Murphy said the Fire Department Capital Fund has \$188,000 and will add another \$20,000 this year.

12. Brett Sanderson said he would check with the chief in Mount Holly about the grant. He added that the fire department recently purchased a new off-road rescue vehicle with a 6-person cabin. We should get 15 to 20 years on it.
13. Bruce Schmidt asked about reimbursement for accidents.
14. Brett Sanderson said it is covered by insurance.
15. Scott Murphy said the Select Board may want to look into a policy on this.
16. Bruce Schmidt said after the budget process is complete.

H. Administration

1. Scott Murphy said VMERS went down when Frank Heald retired and insurance went down because Scott Murphy did not take the insurance. He said Auditors decreased because we put out an RFP for auditors and the new auditor is working out well. He said that Training/Conferences increased for overnight rooms. He added that he does try to stay with relatives where possible.
2. Scott Murphy said Telephone/Internet increased due to FOLA streaming.
3. Pam Cruickshank said it is high speed and costs about \$79/month.
4. Scott Murphy said delinquent taxes and penalties have decreased. He added that the Delinquent tax list is not extraordinary.

I. Appropriations

1. Bruce Schmidt said this was discussed last year. There are changes in Parks and Recreation.
2. Paul Orzechowski asked if they could be phased, it's \$60,000+.
3. Bruce Schmidt said that is not a decision for tonight. He said that he questions why the Ludlow taxpayers are paying for all of the upkeep and Mount Holly is not paying anything.
4. Paul Orzechowski said he is going to Mount Holly's Select Board meeting next month.
5. Bruce Schmidt said there is a surplus in the school budget. He said this is open to discussion.
6. Heather Tucker said we have been doing this for 20 years and don't want to close the door on it. She said when the independent school opens; Ludlow and Mount Holly should help with more than just tuition.
7. Bruce Schmidt said the school can lease the building. He added that the transit system is \$250,000 and subsidizes the schools. We don't want to hurt the kids. We did keep the after school program in the budget.
8. Scott Murphy said he would like to find a better way to do Appropriations next year. He said that some organizations did not get their letters in, even after phone calls from the office.

J. Buildings and Grounds

1. Scott Murphy said that fuel oil is up and there is a slight increase in the Senior Center. He said they put a cub cab mower in Capital, but that could possibly go another year. He said the Recreation John Deere is ancient and he thinks they if they got a small one, similar to the cemetery, they could donate the old one to the schools for sidewalks.

K. Listers

1. Scott Murphy said the biggest change is the 2.5% increase in salaries. He thinks the reappraisal reimbursement revenue may be more than \$2,000.

L. Planning

1. Scott Murphy said they got a new copier.
2. Bruce Schmidt asked about \$400 for extra meetings and if it is going to carry over.
3. Pam Cruickshank said they were working on Flood Hazard regulations.
4. Scott Murphy said they are now working on the 5-year town plan renewal. He will find out about the extra meeting.
5. Bruce Schmidt asked if we did raise the zoning fees, why it went down.

6. Scott Murphy said the budget did go down.
7. Bruce Schmidt said every time, revenue is under-budgeted.
8. Scott Murphy said they can bump it up to \$14,000.

**NOTE: AT 8:03 pm, Brett Sanderson was called away on a fire emergency. There was no longer a quorum.**

V. **Select Board to Possibly Approve Municipal Manager's Review & Salary Adjustment**

- A. Not discussed

VI. **Other Business**

- A. Scott Murphy asked Bruce Schmidt if he would be participating by phone on December 3<sup>rd</sup>.
- B. Bruce Schmidt said he will try to.

VII. **Possible Executive Session/Personnel/Contracts/Legal Issues**

- A. Not discussed.

VIII. **Adjourn**

- A. Meeting ended at 8:07 p.m.

Respectfully submitted,

Lisha Klaiber

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Bruce Schmidt, Chairman

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Brett Sanderson

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John Neal

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Heather Tucker

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Logan Nicoll