

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

**February 5, 2024
HEALD AUDITORIUM
6:00 P.M.**

Meeting ID: 963 5236 4337

Passcode: 411479

One tap mobile

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<https://zoom.us/j/96352364337?pwd=ZmZkd0p1aUJ1grh212>

BOARD MEMBERS PRESENT:

Brett Sanderson, Chairman
Scott Baitz

Bob Brandt
Justin Hyjek

George Tucker, Jr.

STAFF PRESENT:

Brendan McNamara

Ulla Cook

OTHERS PRESENT:

Eric Alden
Lynn Baldwin
Terry Carter
Donna Dwyer
Frank Dwyer
Joe Dwyer

Nick Gilberti
Glenn Heitsmith
Sandy Johnson
Joe Josselyn
Angelica Lopez

Bruce Schmidt
Noah Schmidt
Marissa Selleck
George Thomson
Sherry Tucker

1. Call to order

- A. Brett Sanderson called the meeting to order at 6:00 p.m. All members present. He led the meeting in the Pledge of Allegiance.

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

- A. There were none.

3. Approve Minutes from Previous Meeting

- A. Brett Sanderson advised that the minutes are from the meeting on January 8, 2024 and the Joint Board meeting on January 24, 2024.
- B. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to accept the minutes from January 8, 2024 and the Joint Board meeting on January 24, 2024 as presented. Motion passed unanimously.**

4. Comments from Citizens

- A. Bruce Schmidt
 - 1. Encouraged the board to have a moment of silence to remember Howard Barton, Sr. and Herbert Van Guilder. Both men passed away recently.
 - 2. Brett Sanderson said that they had done a lot for the town and asked for a moment of silence.

5. Annual Town Meeting Update

- A. Brendan McNamara advised that Town Meeting will be held on Monday, March 4, 2024 at 7:00 p.m. and voting will take place on Tuesday, March 5, 2024 between 10:00 a.m. and 7:00 p.m. He thanked the board and Departments heads for all of their work on what he said is a prudent budget. He said that the proposed budget will be on the website and invited anyone with any questions to call him.

6. Review and Approve Annual Liquor License Applications

- A. Brendan McNamara advised that the board will vote on the businesses owned by Justin Hyjek first.
- B. Justin Hyjek recused himself from the vote

| <u>Applicant</u> | <u>License Class</u> |
|------------------|------------------------|
| Homestyle Hotel | First, Outside, Third, |
| Homestyle Hostel | Outside, Third, First |

- C. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to approve the licenses indicated above. Motion passed unanimously.**
- D. Brendan McNamara read the list of the remaining properties.

| <u>Applicant</u> | <u>License Class</u> |
|----------------------|---|
| Proud Bear LLC | First, Outside |
| KMS, Inc. | First, |
| Off The Rails | Third, First, Outside, Second, Tobacco |
| Fox Run Golf Club | Tobacco |
| Aminah & Rayhan, LLC | Second, Tobacco |
| Calcutta's LLC | Outside, Tobacco, First, Third |
| Beer Mountain LLC | Second |
| Applegreen Group | Tobacco, Second, Tobacco Substitute endorsement |

Goodman's American Pie Outside, First Class
Brewfest Beverages Company Tobacco, Second

- E. **MOTION by Justin Hyjek and seconded by Scott Baitz to approve the liquor licenses based on the recommendation of the Police Chief. Motion passed unanimously.**

7. Pedestrian Bridge – Mill Street

- A. Brendan McNamara advised that replacement of the bridge at Mill Street has been approved by the State. It will be removed and replaced with a truss pedestrian foot bridge. The state has hired a Rutland company to do the removal, but has not hired a company to put the new bridge in. He advised that once construction has begun, that portion of Pleasant Street Extension will be closed. It will be open on either side of the bridge. He said that he has requested that the closure happened after Easter. He has also requested that they have an onsite PIO (Public Information Officer) to be able to answer questions. He said there will be public meetings. He added that this is 100% funded by the state and they hope to have this completed by the fall.
- B. Glenn Heitsmith motioned from the floor that the bridge be named for Ralph Pace who was the first one to find the bridge to be unsafe.
- C. Brendan McNamara said that the flood in July made the bridge more treacherous.

8. Planning Commission Rules of Procedure (Review/Action)

- A. Brendan McNamara advised that the board has copies of the draft. They will not be voting on it tonight.
- B. Terry Carter advised that the board does not need to vote on the document. She said the board is making 2 changes: 1) in the past, the Select Board appointed an alternate member to the board. VLCT has advised that the Select Board cannot appoint an alternate to the Planning Commission. They can vote to increase the number of members. 2) the board voted to require that a majority of the members shall be residents of Ludlow. She noted that Ted Stryhas is a member of the board and has a lot of information and knowledge.
- C. Eric Alden said that the wording violates State Statute. There is nothing in statute prohibiting others from being on the Planning Commission and they are doing the town a disservice by narrowing the commission to strictly residents of the town. There may be others with a lot of experience and knowledge.
- D. Brendan McNamara said he will check statute, but he thinks that the Planning Commission has to have a majority from Ludlow, but can have members from other communities. He will get the proper wording.

9. Review and Possible Appoint Jean Strong – Council on Aging Representative

- A. Brendan McNamara advised that Jean Strong has submitted a letter of interest in becoming the representative to the Council on Aging. She has a lot of experience through her work with the Senior Center.
- B. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to appoint Jean Strong as Council on Aging Representative. Motion passed unanimously.**

10. Sons of the American Legion Annual Coin Drop Approval

- A. Brendan McNamara advised that group has requested either Saturday, April 20th or Saturday, April 27, 2024. This is a fund-raising event for Children’s Miracle Network.
- C. **MOTION by Scott Baitz and seconded by George Tucker, Jr. to approve the request from the Sons of the American Legion for a coin drop.**
- D. Justin Hyjek asked why they listed 2 dates and he would prefer to have a secure date.
- E. Brendan McNamara said he will reach out to them and secure the date, possibly the 20th with the 27th as a rain date.
- F. **Motion passed unanimously.**

11. FEMA Buyout Discussion – 6 Mill Street. (Windsor County Youth Services)

- A. Brendan McNamara said that they received a letter from Jackie Hanlon, Executive Director of Windsor County Youth Services (WCYS) for a FEMA buyout approval for 6 Mill Street. The house was severely impacted by flooding. This is the first step in the buyout process.
- B. Justin Hyjek asked if the house is open now.
- C. George Thomson said that the house on Mill Street is closed. The group has a second location in Proctorsville. The Mill Street house has been flooded twice and had to be evacuated. The children that have stayed at the house are children who can’t live at their homes. The goal is to get them back home through counseling, social work and education. All of the children are now at the Proctorsville house and they are limited to 5 children. There is also a state recognized tutorial program. We can’t put children back at the Mill Street house. He said that if they get the FEMA buyout, they will be looking for another location.
- D. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to move forward with the FEMA buyout process.**
- E. Glenn Heitsmith suggested that the former high school building might make a good location.
- F. **Motion passed unanimously.**

12. Other Business

- A. 18 Mill Street
 - 1. Donna Dwyer asked if the board would be voting on the FEMA buyout for her property tonight. She was told that they would be.
 - 2. Brendan McNamara said it is not on the agenda and the board may not vote. He suggested a possible special meeting
- B. Bob Brandt
 - 1. Bruce Schmidt advised that this will be Bob Brandt’s last meeting and he wants to thank Bob for serving the community. He said that Bob really cares about the town.

13. Department Head Reports

- A. Reports are in. No comments

14. Municipal Manager Updates

- A. Highway Backhoe
 - 1. Brendan McNamara said the backhoe is not in good shape and estimated repairs may run between \$40,000 and \$44,000. He said that he has asked Ron Tarbell to look into pricing from dealers on a new one – estimated to be about \$165,000 to \$180,000. They are also looking a leasing. They need to look into this within the month. The backhoe is used by the Highway, Water/Wastewater and Transfer Station departments. It is a vital piece of equipment.
 - 2. Justin Hyjek asked how old the unit is.
 - 3. Brendan McNamara said it is a 2015 and this is sooner than expected.
- B. Local Hazard Mitigation Plan
 - 1. Brendan McNamara advised that he and David Van Guider have been working with Regional Planning Commission to update the plan – it must be updated every 5 years. The Regional Planning Commission received a BRIC grant and Ludlow will have a share. The more people who attend the meetings from Ludlow affects our share. There will be a public meeting the last Wednesday in February in the conference room downstairs - for gathering information.
- C. Joe Guadiana
 - 1. Brendan McNamara advised that Joe Guadiana has been named Regional Water/Wastewater Operator of the Year 2023. There will be a plaque in the office. Brendan McNamara said that Joe Guadiana played a huge part in keeping the plant operational after the last flood.
CONGRATULATIONS TO JOE!
- D. ARPA Funds
 - 1. Brendan McNamara suggested the board set a date for a special meeting to consider uses for the ARPA funds – possibly the 2nd or 3rd week in March. He said there is about \$500,000 to \$600,000.
- E. ONSOLVE Code Red Alert System
 - 1. Brendan McNamara said that he and Dave Van Guilder have been meeting with the people from ONSOLVE one to two times per week. They have sent out test alerts. He said they expect to launch the system in 2 to 3 weeks. This will be publicized. He said this will be a subscription program, but in case of an emergency, they will be able to circle in on specific areas and get contact information. He said they did a test on the Hemingway Hill area and located about 22 phone numbers.

15. Set Date for Next Meeting (March 4, 2024)

- A. Town Meeting will be March 4, 2024 at 7:00 p.m.
- B. Voting will be Tuesday, March 5, 2024 from 10:00 a.m. to 7:00 p.m.

16. Sign Warrant Orders

- A. Brendan McNamara noted that Warrant Orders have been signed.

17. Possible Executive Session/Personnel/Contracts/Legal Issues

- A. Brendan McNamara said that an Executive Session is needed for Personnel matters.
- B. **MOTION by George Tucker, Jr. and seconded Scott Baitz to enter into Executive Session for Personnel matters. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:35 p.m.
- D. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to exit Executive Session.**
- E. Board exited Executive Session at 7:00 p.m. No action taken.

18. Adjourn

- A. **MOTION by George Tucker, Jr. and seconded by Justin Hyjek to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:01 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Justin Hyjek

Scott Baitz

George Tucker, Jr.

Bob Brandt