

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

May 1, 2023

**HEALD AUDITORIUM
6:00 P.M.**

BOARD MEMBERS PRESENT:

| | | |
|---------------------------|---------------------|--------------------|
| Brett Sanderson, Chairman | Bob Brandt | George Tucker, Jr. |
| Scott Baitz | Justin Hyjek (ZOOM) | |

STAFF PRESENT:

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| Brendan McNamara | Ulla Cook | Stephanie Grover |
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OTHERS PRESENT:

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| Eric Alden | Angela Kissell | Jean Strong |
| Nick Gilberti | Fran Kissell | George Tucker Sr |
| Glenn Heitsmith | John Murphy | Sherry Tucker |
| Jarrold Jowdy | Bruce Schmidt | |

1. CALL TO ORDER

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

2. CONSIDERATION OF ANY CHANGES, ADDITIONS OR REMOVALS TO THE AGENDA

- A. Brendan McNamara said no changes would be needed.

3. APPROVE MINUTES OF PREVIOUS MEETINGS

- A. Brett Sanderson advised that the minutes to be approved are from the regular meeting of April 3, 2023, **MOTION by George Tucker, Jr. and seconded Bob Brandt to approve the minutes of the Regular Meeting of April 3, 2023 as presented. Motion passed unanimously.**

4. COMMENTS FROM CITIZENS

- A. There were none.

5. APPOINT TOWN OFFICERS

- A. Brendan McNamara said that they have received an additional request for appointment to the Planning Commission. He listed the following requests:

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- i. Lister – (1) good until town meeting March 2024
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Doug Sheehan as lister. Motion passed unanimously.**
 - ii. Trustee of Public Funds - (1) good until town meeting March 2024
 - a. **MOTION by George Tucker, Jr. and seconded by Scott Baitz to appoint Doug Sheehan as Trustee of Public Funds. Motion passed unanimously.**
 - iii. Assistant Zoning Officer – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Brendan McNamara Assistant Zoning Officer. Motion passed unanimously.**
 - iv. Emergency Management Director – (1) 1-year term AND Assistant – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Scott Baitz to appoint Angela Kissell as Emergency Management Director.**
 - b. There was not an appointment for Assistant.
 - c. Angela Kissell asked if someone did come forward, could they be appointed at any time or have to wait until the next year.
 - d. Brett Sanderson said they could be appointed at any point.
 - e. **Motion passed unanimously.**
 - v. Transportation Advisory Committee Rep - (1) 1-year term AND Alternate – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Sharon Bixby as Transportation Advisory Committee Rep and Brendan McNamara as Alternate. Motion passed unanimously.**
 - vi. Black River Valley Sr, Ctr. Rep – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Scott Baitz to appoint Herb Van Guilder as Black River Valley Sr, Ctr. Rep. Motion passed unanimously.**
 - vii. Fence Viewers – (3) 1-year terms
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Bruce Schmidt and Herb Van Guilder as Fence Viewers. Motion passed unanimously.**
 - viii. Tree Warden - (1) 1-year term AND Deputy – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Scott Baitz to appoint Philip Carter as Tree Warden and Bob Brandt as Deputy. Motion passed unanimously.**
 - ix. Pound keeper – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Steve Laskevich as Pound Keeper. Motion passed unanimously.**
 - x. Surveyor of Wood & Lumber – (1) 1-year term
 - a. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to appoint Herb Van Guilder as Surveyor of Wood and Lumber. Motion passed unanimously.**

6. **LIQUOR CONTROL BOARD – Outside Consumption Permit**

- A. Brendan McNamara said this is the Liquor License Renewal and Outside Consumption for Game Bird: 190 Main Street. All is good with the request.
- B. **MOTION by Justin Hyjek and seconded by Bob Brandt to approve the application from Game Bird for a liquor license renewal and outside consumption permit. Motion passed unanimously.**

7. **DEPARTMENT HEAD REPORTS**

- A. Brett Sanderson noted that Fire, Ambulance, Buildings and Grounds and Municipal Manager's reports were not in their packets.

8. **MUNICIPAL MANAGER UPDATES**

A. New Employees

- i. Brendan McNamara reported that Jarrod Jowdy has been hired to replace Cherry Nicoll as the Zoning Administrative Assistant and the Becky Parker has been hired to replace Angela Kissell in the front office. He said that the Police Department has also hired a new office.

B. Beavers on South Hill

- i. Brendan McNamara reported that the state has installed a beaver baffle and it is working well.

C. New Ambulance

- i. Brendan McNamara reported that the new ambulance arrived today.

D. Depot Street Closed

- i. Brendan McNamara reported that Depot Street is closed and will hopefully reopen next week. They are doing bridge abutment work.

E. Skate Park Status

- i. Brendan McNamara said that construction started last week.

F. Hydrant Flushing

- i. Brendan McNamara advised that hydrant flushing will take place from May 8th through May 12th.

G. Major Water Leak

- i. Brendan McNamara advised that there has been a major water leak on Gleascott – where a 12” pipe burst and they lost 300,000 gallons of water. The fire department covered Gill Terrace in case of an emergency. He said that it has been fixed. He added that he was notified at 9:00 p.m. that evening and Joe Gaudiana already knew about it.

H. Grant for Repairs on East Lake Road

- i. Brendan McNamara advised that the town has a grant for repairs to a culvert on East Lake Road that must be completed by June 30, 2023. It is not going to happen because we are down staff. He said we will forfeit the grant, but can reapply for next year.

I. Meet the Town Manager

- i. Brendan McNamara advised he hopes to have a Meet the Town Manager night within the next 30 days.

9. **POSSIBLE PERSONNEL POLICY CHANGE – Limited Term Appointments**

- A. Brendan McNamara said he recommends a change to the wording for the policy for Limited Term Appointments. He would like to add, “The Municipal Manager shall have discretion to determine such employee’s entitlement to benefits, if any, on a case-by-case basis. In addition, he would like clarification on the statement, “Vacation leave, personal leave or sick leave do not count as hours worked for purposes of calculating overtime eligibility.” Was there discussion to match union and town contracts?
- B. Brett Sanderson said vacation and persona time should not affect overtime.
- C. Bruce Schmidt said an employee cannot incur overtime for all three.
- D. Brett Sanderson said if a person from the highway department took a persona l day, then there was a snowstorm, would he be entitled to overtime pay.
- E. Brendan McNamara said he will get clarification.
- F. Justin Hyjek suggested it be on a case-to-case basis after a 6 month period.
- G. Brett Sanderson said it should be shorter – 3 months – because the period may be temporary
- H. Justin Hyjek said he is open to 3 months, but it should be in writing.
- I. George Tucker, Jr. said 3 months.

10. **BLACK RIVER SENIOR CENTER – Window Replacement**

- A. Brendan McNamara said he had met with the people from the Senior Center and part of the window replacements will be funded by the Senior Center.
- B. Jean Strong said they had submitted a letter outlining the project. They want to replace the windows on the first floor and hope to have it done by October. There is a lot of heat loss from the existing windows and little ventilation. The estimate for the 1st floor is \$14,720.00. They also have an estimate for the 2nd floor, \$16,600.00.
- C. Scott Baitz said that the vendor is a good company, but they only have one bidder.
- D. John Murphy said he is familiar with Claremont Glassworks and they are a good company. The windows being provided will be glazed with HP Energy Star Low E/Argon glass, the price includes installation, perimeter caulking, and removal of existing windows. The new windows will be similar to the existing windows. The existing windows have rope and weights; they are all loose and need to be replaced. He said that most of the windows are inoperable and they would like to be able to open and close the windows.
- E. Jean Strong said the Senior Center board has approved the 1st floor window replacement. She is asking if the town is interested in replacing the 2nd floor windows.
- F. George Tucker, Jr. asked if there are grant opportunities for weatherization.
- G. Jean Strong said that she has spoken to the people at the Regional Planning Commission and the windows can’t be included in the grant, there are no funds available.
- H. John Murphy said the center has not ordered the windows yet, but we are not sure of the lead time.
- I. Jean Strong said they held off to see if the town wants to do the 2nd floor and we can order all of the windows at one time. It may be cheaper. The Center is going ahead with the 1st floor.
- J. Scott Baitz asked if there are other ways of egress.
- K. Jean Strong said there are also 2 doors.
- L. John Murphy said that the building uses fuel quickly – about 250 gallons every 5 days.
- M. Jean Strong said that the 1st floor would be at no cost to the Town.
- N. Justin Hyjek said that the 2nd floor needs more discussion; this is not in the budget.

- O. Scott Baitz suggested tabling this for one month. They should still have enough time to order and there may be a savings to order all of the windows at one time. He said this was not in the packets.
- P. Jean Strong said that every year, \$10,000 is put into the Sr. Center budget and it could be applied to the 2nd floor windows.
- Q. Justin Hyjek said the board could look at this again next month and check on available funds. He suggested they plastic wrap the windows on the 2nd floor.
- R. Brett Sanderson said they should have another bid.
- S. George Tucker, Jr. said they should discuss this with Kevin MacPherson, and ask him if we should drain the fund.
- T. Scott Baitz said he would like more information and another quote for the June meeting.
- U. Bob Brandt asked if the 2nd floor quote is separate.
- V. John Murphy said the vendor did them both together, we can ask him about pricing if done separately.
- W. Jean Strong said she will get that information to Brendan McNamara.

11. **TRANSFER STATION – Restroom Process/Status**

- A. Brendan McNamara said that the state plans are done. He said we should incorporate this into the existing building. There is water in the building. We would have to dig across the driveway. He said the state permit would have to be redone and we would have to move the water lines. The budget for engineering is about \$5,000.00 and it would be about \$2,500.00 additional to change the plans. OR, we could continue with the RFP. This should be done.
- B. Brett Sanderson asked if there is enough space in the building.
- C. Brendan McNamara said he will have to look.
- D. Brett Sanderson said it doesn't make sense to have 2 buildings
- E. Brendan McNamara said he can get a quote to have it put in the existing building for the June meeting.
- F. Brett Sanderson said we would have to add onto the building/
- G. Brendan McNamara said he will talk to the engineer about putting it in the existing building.

12. **AMBULANCE PURCHASE DISCUSSION**

- A. Brendan McNamara said the new ambulance arrived today. He said that now, we should consider ordering another one. If we order in June, we will not have to pay until the new one would arrive and that may be 2025.
- B. Stephanie Grover said delivery is about 1 ½ to 2 years. If we order now. The current one is a 2016 and the study said they should be replaced every 8 years
- C. Brendan McNamara said that the one we received today was \$255,000 and if we order one now, it will be \$327,000.
- D. Justin Hyjek said this is a budgetary discussion. He said we put the last one to the voters as an article.
- E. Brett Sanderson said it would have to go to bid.
- F. Stephanie Grover said this is what we did last time so we could get a better price. If it doesn't pass with the voters. The vendor can sell it to someone else.
- G. Brett Sanderson tabled this until the June meeting.

13. **LOCAL HAZARD MITIGATION PLANNING SERVICE BID – Review and Possibly Award Bid**

- A. Brendan McNamara said there were 2 bids: OPH for \$8, 010 and the Mt. Ascutney Regional Planning Commission at \$7,992.42.
- B. MOTION by George Tucker, Jr. and seconded by Scott Baitz to award the Local Hazard Mitigation Planning Service Bid to Mount Ascutney Regional Planning Commission for \$7,992.42. Motion passed unanimously.

14. **OTHER BUSINESS**

- A. Energy Assessment Grants
 - i. George Tucker, Jr. said that he attended an online seminar from the Regional Planning Commission. The first grant would be for one free energy assessment. We have 5 buildings: this building, the town garage, the Public Safety Building, the Tank Shed and the Senior Center. There is also \$4,000 available for an ADA compliance study. We would have to have the energy assessment to use the \$500,000 and the building has to have high speed Wi-Fi. He recommends that we apply for these grants.
 - ii. Justin Hyjek asked what the tank shed is.
 - iii. Brett Sanderson said it is the building that houses Okemo Valley TV and Black River Good Neighbors.
 - iv. George Tucker, Jr. said there has to be proper Wi-Fi at all the buildings. There is another grant coming out for the energy assessment and then we could apply for the \$500,000 grant.
 - v. There was board consensus to move forward with this.
 - vi. Eric Alden asked if the town has a recent Capital Needs Assessment on the town properties. He said that it helps with budgeting and considers equipment obsolescence.
 - vii. Bruce Schmidt said there was a spreadsheet – going until 2030 – mostly for vehicles. It is a good idea to have it for equipment. That needs to be done by the town manager and the Buildings and Grounds people

15. **POSSIBLE AGENDA ITEMS FOR NEXT MEETING (JUNE 5, 2023)**

- A. Brett Sanderson said the next meeting would be June 5, 2023 at 6:00 p.m.
 - i. Ambulance Discussion
 - ii. Senior Center Windows

16. **SIGN WARRANT ORDERS**

- A. Brett Sanderson said that warrant orders have been signed.

17. **POSSIBLE EXECUTIVE SESSION/PERSONNEL/CONTRACTS/LEGAL**

- A. Brendan McNamara advised that an Executive Session is needed for Personnel Contracts.
- B. MOTION by George Tucker, Jr. and seconded by Bob Brandt to move into Executive Session.
- C. Board entered into Executive Session at 6:58 p.m.

D. Board exited Executive Session at 7:36 - No action taken.

18. **ADJOURN**

- A. **MOTION by George Tucker, Jr. and seconded by Bob Brandt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson , Chairman

Justin Hyjek

Scott Baitz

George Tucker, Jr.

Bob Brandt