

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

REGULAR MEETING

December 3, 2018

BOARD MEMBERS PRESENT:

Bruce Schmidt (by phone)	Logan Nicoll	Heather Tucker
John Neal	Brett Sanderson	

STAFF PRESENT:

Scott Murphy	Pam Cruickshank
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OTHERS PRESENT:

Dan Buckley	Cindy Ingersoll	Paul Orzechowski
Alan Couch	Alan Isaacson	Patti Potter
Brigid Faenza	Carl Matteson	Marissa Selleck
Aaron Galley	Nick Miele	Karen Trimboli
		Ed Mc Eneaney Okemo Valley TV

1. **Call to Order**

- A. Brett Sanderson called the regular meeting to order at 7:00 p.m. He opened the meeting with the Pledge of Allegiance.

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

- A. Scott Murphy advised that no changes will be needed.

3. **Approve Minutes of Previous Meetings**

- A. Brett Sanderson advised that Minutes to be approved are from the Special Joint Meeting on November 5, 2018, the Regular Meeting on November 5, 2018, the Special Joint Meeting on November 14, 2018 (Manager Review) and the Special Meeting on November 19, 2018 (Budget Workshop)
- B. **MOTION by John Neal and seconded by Heather Tucker to approve all minutes listed above as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Adoption of Local Hazard Mitigation Plan (LHMP)**

- A. Cindy Ingersoll from SWCRPC advised that the board members have the final draft of the LHMP in their packets. This has been a 12-month process. The draft has been approved by FEMA pending board approval. Once adopted by the town, the town will receive a letter of approval from FEMA. She said it would have to be renewed in 5 years.
- B. Scott Murphy complimented Cindy Ingersoll on the job. He asked if SWCRPC would remind the town when the renewal is due.
- C. Cindy Ingersoll said yes.
- D. **MOTION by John Neal and seconded by Heather Tucker to adopt the LHMP as presented. Motion passed unanimously.**

6. **Review Request by Aaron Galley to Replace Norman Vanasse on the Planning Commission**

- A. Scott Murphy advised that the position, created as a result of Norm Vanasse's resignation has not been posted. He suggested recessing the vote on this for one month. The position will be posted and applicants can be reviewed at the January meeting.
- B. Brett Sanderson asked Scott Murphy to post the position.

7. **Select Board to Receive Proposed Amended Zoning & Flood Hazard Regulations and Possibly Set Date for Public Hearing**

- A. Alan Isaacson advised that, in their packets, the board members have copies of the regulations with revisions highlighted. The Planning Commission came to the Select Board about 5 to 6 months ago with Interim Zoning that totally excluded drive-in/drive-through windows. The Select Board asked them to come back within 6 months with final changes. The packet also includes an Executive Summary describing the changes. Alan Isaacson read his executive summary:
 - Add "Drive-In" to "Drive-Up/Drive Through" use definition
 - Remove "but not limited to" from all references & definitions to eliminate confusion
 - Exclude "Drive-In/Drive-Up/Drive Through" from all Restaurant/Bar uses in Zoning Districts
 - Change "Family" to "Unit" in all dwelling types to be consistent with current norms
 - Add and/or modify definitions to exactly match wording in Permitted and Conditional Uses in Zoning Districts
 - Remove "Retail Store" from Conditional Uses where "Retail Use/Retail Service" is already included as store is included in the use/service definition
 - In Village R-C Only remove "Senior Housing" as it is already included as part of "Health Care Facility" and "Specialty Craft Shop" as retail store is part of "Retail Use/Retail Service"
 - Add Affordability requirement for Housing Developments
 - For new developments, 15% rounded up for 10 units or more and for modifications or amendments to existing permits, additional units have to meet 15% requirement of additional units. Units to stay affordable in perpetuity.
 - A developer may choose to provide up to 35% (total) of the original unit count as affordable. If there are additional (above the 15% required) affordable units added under this provision, the developer may add one additional full market rate unit for every one affordable unit added to the project.

- B. Alan Isaacson said the Planning Commission is requesting that the Select Board schedule a public hearing for the changes.
- C. Logan Nicoll said the Planning Commission did a lot of reading and Alan Isaacson did a lot of work. He said that Jason Rasmussen from the Regional Planning Commission helped a great deal.
- D. **MOTION by Logan Nicoll and seconded by John Neal to schedule a public hearing for changes to the Ludlow Zoning and Flood Hazard Regulations as presented on January 7, 2019. Motion passed unanimously.**

8. **Update on the Energy Planning Standards for the Town's Municipal Plan**

- A. Scott Murphy said that the Select Board adopted Energy Planning Standards and these must be submitted to Regional Planning Commission for compliance review. He said that no action is required.
- B. Alan Isaacson said it is his understanding that the board must make a motion for the Municipal Manager to submit this. He said he filled out the submission paperwork and he thinks everything is okay.
- C. Scott Murphy said he was told by the Regional Planning Commission that a motion was not needed.
- D. **MOTION by John Neal and seconded by Logan Nicoll to have Scott Murphy submit the Energy Planning Standards to the Regional Planning Commission. Motion passed unanimously.**
- E. Alan Isaacson said that the purpose for this is for the town to have due deference with the PSB in case of another proposed solar project.

9. **Possibly Re-Adopt Road Cut Policy**

- A. Scott Murphy said that the board looked at the policy last month and made some recommendations for changes. He made the changes as requested.
- B. **MOTION by Logan Nicoll and seconded by John Neal to adopt the Road Cut Policy as amended. Motion passed unanimously.**
- C. Scott Murphy said this is also on the Trustees' agenda for tomorrow night.

10. **FY 2020 Budget Workshop Dates**

- A. **Recreation**
 - i. Scott Murphy advised that IMERYYS will be sponsoring the fireworks for the 4th of July.
 - ii. Nick Miele said he met with the committee to evaluate the Summer Camp program. They would like to:
 - a) Move the program to West Hill
 - b) Get the building at West Hill in shape
 - c) They would like to have swimming 4 days per week and do trips on the 5th. They would try to balance time and costs and do fund raising.
 - d) They would like to incorporate businesses such as FOLA and Okemo Valley TV into working with the children.
 - e) They would like to have cooking, golf, kayaking, hiking, art and biking
 - f) They would like to have an end of season BBQ for the kids and families
 - g) They would like to do a Carnival Week

- h) They would like to do a 4th of July week.
- iii. Scott Murphy said they have discussed fixing up West Hill and put \$6,000 in the Capital Budget for pavilion roof repairs and \$3,200 for the building repairs in the kitchen, bathroom and windows. Some of the work can be done in-house this winter.
- iv. Paul Orzechowski would like the \$18,000 for the School Recreation program to remain in the budget.
- v. Brett Sanderson said the Select Board would like to see that balanced so that Mount Holly will pay a share.
- vi. Karen Trimboli said that the high school will be closing in 1 ½ years. She can't say how much Mount Holly town uses the Black River gym. She added that the \$18,000 also goes to indoor soccer and for open gym on weekends to cover custodians and maintenance. She said the school does not charge separately for that. She added if the \$18,000 is pulled out, the Schools would have to charge the town for the use of the building. The school board met and looked at the numbers and can understand pulling out for the high school. They can also understand ½ for the library. She said that the crossing guard is just for LES and not for Mount Holly. She asked if the Select Board has reached out to the Mount Holly Select Board to discuss this.
- vii. Brett Sanderson said the School Board was supposed to do that.
- viii. Karen Trimboli said it should be Select Board to Select Board. She added that the School Board is going to the Mount Holly Select Board meeting. She said that they (the Recreation department) have some good thoughts about the summer program, but she is leery of competition between the two programs. She would like to see them work together; it has been a nice collaboration in the past. She does not want to see two separate programs.
- ix. Scott Murphy said he tried to reach out to Meg Powden and is trying to set up a meeting with the After School program.
- x. Marissa Selleck said the committee wants to see collaboration.
- xi. Bruce Schmidt said he is not in favor of splitting the programs. He said that the crossing guard is paid for by both towns and that Ludlow pays part of the Mount Holly bus. We have to look at what has been covered by the Ludlow budget. He also questioned the surplus and wants the School Board to show us that the surplus is not significant. The money should go back to the taxpayers. He added that it is not the job of the Ludlow Select Board to go to the Mount Holly Select Board.
- xii. Dan Buckley said they used \$150,000 of the surplus to last year and expect to use more this year to replace the oil tank at the Mount Holly School. The surplus is down to less than \$100,000.
- xiii. Bruce Schmidt said that the taxpayers in Ludlow should not subsidize the taxpayers in Mount Holly. He said at some point this must end.
- xiv. Dan Buckley said if we go into penalty, it will cost us more.
- xv. Bruce Schmidt asked the school board to show the surplus numbers to the Select Board.
- xvi. Logan Nicoll said that the Select Board brought this up at the last budget cycle and the costs should be spread out. We need to look at what part of Ludlow's budget subsidizes Mount Holly. It makes sense to start talking about taking things out of Ludlow's budget. He added that Ludlow does not try to budget a surplus and the school should be budgeting closer.
- xvii. Dan Buckley said the surplus is not as big as people think.
- xviii. Logan Nicoll said this board needs to see the numbers.
- xix. Bruce Schmidt said they need to keep in mind that Ludlow will be phasing out the \$214,000 Municipal Transit system. It will stay in place until the school closes.
- xx. Karen Trimboli invited the Select Board to the School Board meeting on December 12th. She said the school board is only getting bits and pieces of information.

- xxi. Scott Murphy said that a couple of weeks ago, he spoke to Meg Powden about the costs and concerns.
- xxii. John Neal said that Ludlow taxpayers need to understand the costs.
- B. Ambulance
 - i. Scott Murphy noted that this is a proprietary fund. They are having financial difficulties and last year was written as a deficit. Initially, Cavendish and Plymouth were assessed higher, but Frank Heald reduced that. At this point, in the current fiscal year, expenses and revenues are even. There will be a large increase in VMERS –D and the Ambulance, along with the Police participate in this.
 - ii. Carl Matteson said that payroll is his biggest expense, because there are less volunteers. They are hiring more part time and full time employees.
 - iii. John Neal asked about the large jump in billing services.
 - iv. Scott Murphy said the department is looking into hiring a billing service. They haven't talked to the vendor, but the vendors are good at collecting money. He added that it would free up our staff and there is a backlog in billing.
 - v. Brett Sanderson said it may show more in revenue.
 - vi. Carl Matteson said that other services that use these services said that the billing service increased their revenue percentages. They will check on our billing and give us a projection. The owner of that company is also an attorney and can send a legal letter before putting bills in for collection.
 - vii. Bruce Schmidt asked if there was a way for Scott Murphy to look at our staffing and see if we could use some staff in the Planning office for billing.
 - viii. Scott Murphy said we can look into it, and will put something together for the next meeting. He added that he will have met with the billing company before the next Select Board meeting.
- C. Community Center Operations
 - i. John Neal noted that there are no big changes and the budget for that department looks OK.
 - ii. Heather Tucker added that the schools use the Community Center for lunch and recess and asked if the town charges the schools for that.
 - iii. Scott Murphy said not at this time. If they start charging us for the soccer program, then, we'll start charging them.
- D. Municipal Transit
 - i. Pam Cruickshank said that they anticipate a shortage of drivers. They have had requests from the school to transport on evenings and Saturdays, but only transport 1 to 3 children and that will have to stop at some time. It is hard to find CDL drivers with passenger endorsements and one of our drivers will be retiring soon. Next year, there will probably be less field trips and we will accommodate as much as we can.
 - ii. Scott Murphy said we will slowly be phasing out the service.
 - iii. Pam Cruickshank said she would like to see us keep the 12-passenger van that we lease. You don't need a CDL license to drive it and we do background checks.
 - iv. Nick Miele was concerned about how kids would get to games if the buses were phased out.
- E. Transfer Station
 - i. Scott Murphy noted that we were short-staffed and there have been changes in the industry and revenue changes daily in the business.
 - ii. Patti Potter said we are maintaining what we pay for hauling fees and there is not as much revenue since we started with the purple bags. Commercial haulers are using the bags. We are in a free program for removal of fluorescent bulbs. Container prices went up and cardboard revenue is up. We have started organics, but it is not state law, yet.
- F. Appropriations

15. **Other Business**

A. None

16. **Set Date for Next Meeting**

- A. Next Special Meeting for Budget Workshop on December 17th at 7:00 p.m.
- B. Next regular meeting will be January 7, 2019 at 7:00 p.m.

17. **Sign Warrant Orders**

A. Warrant orders have been signed.

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

A. Scott Murphy advised that an Executive Session is not needed.

19. **Adjourn**

- A. **MOTION by John Neal and seconded by Logan Nicoll to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

Lisha Klaiber

Bruce Schmidt, Chairman

Brett Sanderson

John Neal

Heather Tucker

Logan Nicoll