

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

July 3, 2017

BOARD MEMBERS PRESENT:

Bruce Schmidt, Vice Chairman John Neal
Logan Nicoll Brett Sanderson

BOARD MEMBERS ABSENT:

Howard Barton, Jr.

STAFF PRESENT:

Frank Heald Ulla Cook

OTHERS PRESENT:

Glenn Heitsmith Peter Kolenda Ed McEneaney (LPC-TV)

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

- A. Bruce Schmidt asked if there were any changes to the agenda
- B. Frank Heald said there were none to be made.

2. **Call to Order**

- A. Bruce Schmidt called the meeting to order at 7:00 p.m.
- B. All members present, except Howard Barton.

3. **Approve Minutes of Previous Meetings**

- A. Bruce Schmidt advised that the minutes to be approved are from the regular meeting of June 5, 2017.
- B. **MOTION by Brett Sanderson and seconded by John Neal to approve the minutes of June 5, 2017 as presented.**
- C. Glenn Heitsmith noted that the minutes said that the repairs to the piers of the Pleasant Street Bridge had added \$1500 to the total cost. He thought Frank Heald said he had saved the town \$7500.
- D. Frank Heald said both were wrong. It added \$7500 to the cost of the repair.
- E. Glenn Heitsmith asked if the minutes reflected what it would have cost if the pier had not been repaired.'
- F. Bruce Schmidt said it would have cost us more money and thanked Glenn Heitsmith.
- G. **Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none

5. **DRB Appointments**

- A. Bruce Schmidt said there are 4, three and one alternate.
- B. **MOTION by John Neal and seconded by Logan Nicoll to approve the slate as presented. Motion passed unanimously.**

6. **Southern Windsor/Windham Counties Solid Waste Management District - FYI**

- A. Frank Heald he wanted the board to be aware that the board of supervisors will vote on July 26, 2017 to dissolve the capital account that we have held onto since we separated from New Hampshire. A couple of town managers looked at the money and thought they would be able to do some things with it. I was not in favor of beginning a grant process for some, and not all. It is being dissolved based on the proportionate 11 years of tonnage. He thinks this will pass on the 26th because the transfer stations represent a weighted constituency. Sometime in August – September – October, we'll be the beneficiary of \$72,435, that should be used, subject to your approval, for capital improvements to the transfer station.
- B. Bruce Schmidt said we appreciate whoever led that charge; he thinks it was the right thing to do.

7. **Award Bid for Town Highway Reclaim**

- A. Buttermilk Falls & Brooks Roads
- B. Frank Heald said they had the recommendation in the packets. I was a fairly comprehensive process. BDM Sweeper was the low bidder. He said that he does not know if they missed something in the Village, but they were way low. Management recommends, based on checking references that we award the reclaiming project to BDM Sweeper for.
- C. **MOTION by John Neal and seconded by Logan Nicoll to award the bid for the Buttermilk Falls and Brooks Roads Reclaim bid to BDM Sweeper.**
- D. Bruce Schmidt asked Frank Heald if we know if this company is an offshoot of another company.
- E. Brett Sanderson said he has seen them around, but does not know about them.
- F. Frank Heald said they do work for Tom Fuller. They are his go-to guy for reclaim. It will all go in a pile and hopefully in the fall, we can put a crusher up there.
- G. **Motion passed unanimously.**

8. **Award Bid for Fire Station Kitchen Project**

- A. Frank Heald advised that they opened bids on June 30th at 10:00 AM for a custom-built cabinet situation. Dave Berry Woodworking was the apparent low bidder, the same as I think he was before. The alternate, Hitchcock Woodworking was higher.
- B. Pete Kolenda said they do a lot of work in the Hanover area. They do high end, quality work. Last month, when the bids came in, Dave Berry had proposed custom-built cabinets and we recommended to the board for an extra \$3000. For \$3000, custom built is definitely a much

better kitchen. If I bid on the project, I'd probably be in the \$25,000 to \$28,000 range. Dave does good work and I recommend awarding the bid to Dave Berry.

- C. **MOTION by Logan Nicoll and seconded by John Neal to award the bid to Dave Berry Woodworking for \$16,500. Motion passed unanimously.**
- D. Pete Kolenda noted that Dave Beery had also received the bid for the rear entry doors. The doors are due in sometime this week, so he'll be starting on that project late this week or early next week.

9. **Sign Certificate of Project Completion for Infrastructure Bond**

- A. Frank Heald advised that this is the final piece of the Pleasant Street Extension project. There is still \$30,000+/- that was not used because we were under budget. We need all of you to execute a Certificate of Project Completion
- B. **MOTION by John Neal and seconded by Brett Sanderson to execute the Certificate of Project Completion. Motion passed unanimously.**

10. **Execute VMBB Bond for Walker Bridge**

- A. **Loan Agreement**
 - i. Frank Heald said this is the \$300,000 bond. This bridge project is basically a 5%. We looked at \$150,000, but we looked and there are some things that the state may deem to be 10%, so we went to the bond bank for an additional \$150,000 just in case and so we don't have to go back to the taxpayers at a later date. This needs to be signed by the Chair, so tonight it will be the Acting Chair or Vice Chair.
 - ii. **MOTION by Brett Sanderson and seconded by John Neal to authorize Bruce Schmidt to sign the Agreement. Motion passed unanimously.**
- B. **Resolution & Certificate**
 - i. Frank Heald explained that this is the Resolution and Certificate for a general obligation bond, to be signed by all or a majority of you.
 - ii. **MOTION by John Neal and seconded by Brett Sanderson to sign the Resolution and Certificate for the general obligation bond. Motion passed unanimously.**
- C. **Municipality Tax Certificate**
 - i. Frank Heald said this is the Municipality Tax Certificate and should be signed by all of you.
 - ii. **MOTION by Brett Sanderson and seconded by John Neal to sign the Municipality Tax Certificate. Motion passed unanimously.**
 - iii. Frank Heald advised that it was to be signed in 2 places.
- D. **Schedule B**
 - i. Frank Heald explained that this is the Town of Ludlow \$300,000 general obligation bond, dated August 1, 2017. It is a certificate of registration. A year or so ago, you authorized Ulla Cook and I to be the duly authorized representatives to sign for these things and this will be signed when we close the loan in August.
 - ii. No action needed.

11. **Set Tax Rate or Set Date to Set Tax Rate**

- A. Frank Heald noted that one of the members had suggested that it might be wise to set a date later this week when all of you could be here.
- B. John Neal suggested Friday morning.
- C. Frank Heald said that would be July 7th.
- D. Bruce Schmidt suggested 8:00 AM.
- E. Meeting to set rate tax rate scheduled for Friday, July 7, 2017 at 8:00 AM.

12. **Construction Updates**

- A. Walker Bridge.
 - i. Frank Heald said Walker is progressing about as well as can be expected. They were coordinating the water line under the bridge today. We were cleaning up the valve situation on the Elm Street side of the bridge. Mid-morning, they poured the left sidewalk. He said he thinks they're doing a good job.
- B. Routes 103 and 100N Signal Project
 - i. Frank Heald said the project has been let to the Belden Company. Whether or not they can get the equipment, and make that work before winter is not known.

13. **Department Head Reports**

- A. Bruce Schmidt advised that all reports are in for the July.

14. **Other Business**

- A. There was none

15. **Set Date for Next Meeting**

- A. Special Tax Rate Meeting on July 7, 2017 at 8:00 AM.
- B. Bruce Schmidt advised that the next regular meeting would be August 7, 2017 at 7:00 p.m.

16. **Sign Warrant Orders**

- A. Warrant orders have been signed.

17. **Possible Executive Session/Personnel Issues**

- A. Frank Heald advised that an Executive Session is needed.
- B. **MOTION by John Neal and seconded by Logan Nicoll to enter in to Executive Session. Motion passed unanimously.**
- C. No action taken.

18. **Adjourn**

- A. **MOTION by John Neal and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Lisha Klaiber

Howard Barton, Jr., Chairman

Brett Sanderson

John Neal

Bruce Schmidt

Logan Nicoll