

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

June 5, 2023

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

Select Board Meeting – June 5, 2023

Meeting ID: 963 5236 4337

Passcode: 411479

One tap mobile

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Dial by your location

<https://zoom.us/j/96352364337?pwd=ZmZkd0p1aUJ1grh3212>

BOARD MEMBERS PRESENT:

Justin Hyjek, Vice Chairman
Scott Baitz

Bob Brandt

George Tucker, Jr.

BOARD MEMBERS ABSENT:

Brett Sanderson, Chairman

STAFF PRESENT:

Brendan McNamara

Ulla Cook (ZOOM)

Peter Kolenda

Stephanie Grover

OTHERS PRESENT:

Eric Alden
Nick Gilberti
Ed Kelly
Heather Kelly
Angela Kissell
Fran Kissell

Craig Kovalsky
Jennifer Martin
Neal Martin
Rebecca Prasse
Bruce Schmidt
Marissa Selleck

Jean Strong
George Tucker, Sr.
Sherry Tucker
Kendra Rickerby OVTV

AGENDA

1. CALL TO ORDER

A. Justin Hyjek called the meeting to order at 6:00 p.m. He led the meeting in the Pledge of Allegiance.

2. APPROVE MINUTES OF PREVIOUS MEETINGS

A. Justin Hyjek advised that the minutes to be approved are from the Regular Meeting of May 1, 2023.

- B. **MOTION by George Tucker and seconded Bob Brandt to approve the minutes of the Regular Meeting of May 1, 2023 as presented. Motion passed unanimously.**

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

- A. Brendan McNamara said that no changes were needed.

4. **COMMENTS FROM CITIZENS**

- A. There were none

5. **LIQUOR CONTROL BOARD**

- A. Liquor License Renewal & Outside Consumption – Blue Duck Deli – 117 Main Street
i. Brendan McNamara said that this has been approved by Chief Billings
- B. Special Events Permit – Wild Hart Distillery, Inc. – 53 Main Street- Farmers’ Market
i. Brendan McNamara said that this has been approved by Chief Billings. Events are planned for June 9, June 16, June 23 and June 30, 2023. No events are planned after that as of this date.
- C. **MOTION by George Tucker and seconded by Bob Brandt to approve both of the liquor licenses as presented. Motion passed unanimously.**

6. **DEPARTMENT HEAD REPORTS**

- A. Missing – Planning & Zoning
- B. Ambulance
i. Justin Hyjek noted from the minutes from a previous meeting, that there would be a meeting on May 31 with John Neal (representing Okemo)
ii. Brendan McNamara said that the season went well and was a giant step forward from the previous season. They will meet again closer to the beginning of ski season.

7. **MUNICIPAL MANAGER UPDATES**

- A. Okemo Valley TV Moderator
i. Brendan McNamara thanked Kendra Rickerby for acting as computer moderator for the meeting.
- B. Memorial Day Celebration
i. Brendan McNamara said it was fantastic – Parade, GMUHS Band. Thanks to the Fire Department, Police, American Legion and all others who participated.
- C. Class II Paving Grant
i. Brendan McNamara advised that the town has been awarded a Class II Paving Grant and will pave the Access Road from the trestle up. He said that the Village is responsible for the road from the trestle down. The amount is \$272,000. He said the Village will move up on the priority list.
- D. Depot Street Bridge Repairs
i. Brendan McNamara advised that the repairs have been completed and they are waiting to repave.
- E. Highway Department.

- i. Brendan McNamara said that they have hired a new person for the Highway Depart – who will be starting July 3, 2023. He said that the department graded the road at the Dog Park.
- F. Sidewalk by Gazebo
 - i. Brendan McNamara advised that the sidewalk work has been completed by Adams.
- G. 4th of July Fireworks
 - i. Brendan McNamara advised that the plans are all set. It will be at Okemo and there will be a band.

8. **APPROVAL OF ACCOUNT – TRANSFER STATION EQUIPMENT FUND**

- A. Brendan McNamara advised that the Transfer Station has an aged backhoe and they will need to budget for a replacement. He said that Patti Potter suggested that they put aside the money they earn from returnables, amounting to about \$7,000 to \$10,000 per year and earmark those funds for Transfer Station Equipment. He said it would begin effective July 1, 2023.
- B. There was board consensus to approve this.

9. **DISCUSSION – RE: DIGITAL SPEED LIMIT SIGN PURCHASE**

- A. Brendan McNamara said he is asking for guidance from the board regarding the purchase of a digital speed limit sign for Buttermilk Falls Road. He said that past minutes said this board did agree to do traffic studies. New metal speed limit signs were posted. He said there were thoughts that the town had said it would purchase a permanent digital sign, but he could not find that directly stated in the minutes.
- B. Scott Baitz said that this board never said it would put a permanent digital sign there. We could use one from other locations and the board would look into this.
- C. Bruce Schmidt said the board did look into it and considered a moveable sign, possibly solar powered.
- D. Scott Baitz asked where the movable sign is.
- E. Brendan McNamara said it has not been used all of the time.
- F. Scott Baitz asked, then why would purchase another one.
- G. Bruce Schmidt said the sign is not moveable, but can be relocated. The Village owns and maintains the speed signs.
- H. There was general consensus for Brendan McNamara to look into pricing.

10. **DISCUSSION – RE: REPLACEMENT OF AMBULANCE & CONSIDER ORDERING TO LOCK IN PURCHASE PRICE**

- A. Brendan McNamara said that this discussion started at their last meeting. The Ambulance service is requesting to lock in the purchase price of a new ambulance. The current price would be \$327,905. It would be put in the budget for 2025 delivery. If the voters do not pass this, the unit would be sold elsewhere. When this unit arrives, we would not sell the existing unit, but keep it as a back up. When we locked the price for the unit we got this year, it was \$255,000. Prices are going up.
- B. **MOTION by Scott Baitz and seconded by George Tucker to move forward with locking in the price for the purchase of the ambulance for \$327,905.**
- C. Bob Brandt asked if the secondary unit will be in good enough shape to be used as a back-up.
- D. Stephanie Grover said it will be. We have 2 units now and we rotate use. We would like to have a back-up to be able to run 3 units during ski season. Hopefully, the relationship with Okemo will continue to grow.
- E. **MOTION passed unanimously.**

11. **PROPOSE & LUDLOW FIRE DEPARTMENT LOSAP**

- A. Brendan McNamara noted that it is hard to find volunteers for the Fire Department, The Length of Service Award Program would be funded by the town and would hopefully promote membership, training and recruitment. He said we need to look at this program and also possibly for the EMS.
- B. Neal Martin said that the Fire Department is a mainstay in Ludlow and will always be needed to handle calls. He advised that last year, the Ludlow Fire Department made 250 runs, while Proctorsville made about 70 runs. There are alarms at the second homes and condos and the department has to respond to them, they may not all be false alarms. The department needs more people. He said that the departments on Long Island have this program and they are attractive to young people. It is a retirement program and gives them some pension. It also gives tax rebates to attract and maintain people. It awards length of time in service and participation, how many runs, meetings and training. In New York is it regulated by the state to standardize it across the state. We would be the first in Vermont to offer a program like this. He said that he has spoken to Logan Nicoll about discussing this at state level. He said that we would like to put this in place for town meeting 2024. We would like to bring in the company to make a presentation to the board, with numbers based on the Ludlow Fire Department. He said that they would use the same format as in New York, based on the number of runs, determining the percentage of participation.
- C. Peter Kolenda said there would be 10 members in Ludlow that would be eligible.
- D. Neal Martin said the Long Island component is purely pension.
- E. Justin Hyjek asked if it could be extended to other services.
- F. Neal Martin said that people could start collecting at 62 and still continue to participate in the department.
- G. Scott Baitz said it was good to see 4 younger people there.
- H. Peter Kolenda said it would have to be added as a line item in the budget.
- I. Brendan McNamara said this is the start of the conversation.
- J. Peter Kolenda said we need to do more research.
- K. There was consensus among board members to look further into this.
- L. Brendan McNamara said he will work with the Fire Department on this.

12. **BLACK RIVER SENIOR CENTER – WINDOW REPLACEMENT**

- A. Brendan McNamara said this discussion started last week. We have since received quotes from Portland Glass for the 1st and 2nd floor.
- B. Jean Strong said that Royal Glass would not give a quote.
- C. Brendan McNamara said that Claremont is low bidder. He said that Kevin MacPherson thought that doing the 2nd floor windows is a good idea, but it should be put in the budget.
- D. Justin Hyjek said that the town owns the building and the Sr. Center is purchasing the windows for the 1st floor.
- E. Jean Strong said the town has owned the building for a long time and it was renovated over 25 years ago.
- F. Justin Hyjek said he walked through the building and said that windows do need to be replaced. He said they have \$11,000 in the Capital fund and the Claremont quote was \$16,000. He suggested that we do the 2nd floor now. He added that it would also lower the heating bills.
- G. Bob Brandt said that the quote from Portland Glass omitted 3 windows in the empty room.
- H. Jean Strong said that they were also omitted from Claremont's quote.
- I. George Tucker voiced concern that if we deplete the capital fund and something happens, then what.
- J. Bruce Schmidt asked why the board is even asking the Sr. Center to pay for the windows. They could use that money to provide more for our seniors. He added that we don't ask the Expeditionary School or the Academy to pay for that type of items. He said it is good to fix the windows. He said we are asking them to use money they could be using for seniors. The board should think this through and maybe replenish their funds.

- K. Justin Hyjek said they have already taken the initiative to raise the funds.
- L. Jean Strong said they want to do this not only for heat loss, but also for better ventilation. She said the existing windows can't be opened, especially the dining room.
- M. Brendan McNamara said the kitchen windows also cannot be opened. He said the town should have final say over any maintenance and be responsible for it.
- N. Scott Baitz said it would be about \$35,000 for both floors.
- O. George Tucker said that the Claremont quote would be about \$31,320 for both floors.
- P. Jean Strong said the Sr. Center has a forever lease for as long as there is a Sr. Center. She said that she feels that they have the responsibility for the 1st floor windows. There are 2 furnaces, but only one oil tank. The oil bill is split between the town and Sr. Center. She said that the Sr. Center's share is about \$5,000/year.
- Q. Bob Brandt said if the 1st floor is done, we would also do the 2nd floor.
- R. Scott Baitz made a motion to move forward with doing the 2nd floor.
- S. Bruce Schmidt entered a point of order. There is nothing on the agenda to award a bid tonight. That would have to be put on the agenda for another meeting.
- T. Brendan McNamara suggested the discussion be tabled and that the board hold a special meeting within the next 7 to 10 days. That would give us a chance to warn it.
- U. **MOTION by Justin Hyjek and seconded by George Tucker to table this discussion.**
- V. Jean Strong said this is about the 2nd floor. She said she will explore with Claremont if they can finish the job by October and guarantee the quote. She said if we postpone the 1st floor, the price may go up.
- W. Brendan McNamara said a special meeting can be warned. He recommends that the Sr. Center move forward with the 1st floor windows.
- X. **Motion passed, discussion tabled.**

13. **B&G 1-TON TRUCK WITH PLOW BIDS**

- A. Brendan McNamara advised that the bid opening was on June 5, 2023 at 10:00 a.m.

VENDOR	BID
Benson's Chevrolet	Net = \$38,255.00 Model Yr. = 2024
McGee Dodge	Net = \$42,982.28 Model Yr. = 2022
Ford of Claremont	Net = \$47,874.00 Model Yr. = 2024
Chrysler Dodge Jeep of Claremont	Net = \$64,850.00 Model Yr. = 2023

- B. **MOTION by Scott Baitz and seconded by Justin Hyjek award the bid to Benson's Chevrolet for \$38,255.00. Motion passed unanimously.**

14. **COMMUNITY CENTER EMERGENCY GENERATOR BIDS – REVIEW & POSSIBLY AWARD**

- A. Brendan McNamara advised that they had received one bid.

VENDOR	BID
Brook Field Service	\$46,213.00

- B. Justin Hyjek asked about the grant.
- C. Brendan McNamara said it will be grant funded. The grant is \$50,000.
- D. Angela Kissell said it is a 50/50 grant, so our share will be about \$25,000.
- E. **MOTION by Bob Brandt and seconded by George Tucker award the bid to Brook Field Service for \$46,213.00. Motion passed unanimously.**

15. **OTHER BUSINESS**

- A. 4th of July Activities
 - i. Brendan McNamara said they will be held on Sunday, July 2nd at Okemo.
- B. Planning Commission and DRB Members Compensation
 - i. Scott Baitz said that DRB members receive \$1,200 (since 2005) and Planning Commission members receive \$25/meeting. He suggested that the DRB compensation be increased to \$2,000 and Planning Commission compensation be increased to \$75/meeting. He said that Cemetery Commission members receive \$900/year.
 - ii. Justin Hyjek said that he agrees and added that those 2 boards are among the most active.
 - iii. Brendan McNamara said he will research state statute about increases for the next meeting. He said that since those 2 boards' members are appointed, and not elected, the Select Board may be able to make the increase.
 - iv. Justin Hyjek said he would like to discuss this at the board's next meeting. He asked if the budget is amendable.
- C. Skate Park
 - i. Justin Hyjek said the skate park project is going well. He said that \$20,000 was allocated for the project and that will expire June 30th. He asked if that could be encumbered to the next fiscal year budget. The funds have not been used yet.
 - ii. Brendan McNamara said they would have to discuss this at a special meeting because it is not on tonight's agenda.
- D. Municipal Energy Assessment Grants
 - i. George Tucker said \$4,000 was received and we are waiting for the application for the building. He said that last month we discussed the restroom at the Transfer Station and moving the design to the existing building instead of a separate building.
 - ii. Brendan McNamara said there are no updates yet. The engineer will update the drawing by the July meeting we will have more information. He will forward copies of the capital account.
- E. ZOOM Link
 - i. Justin Hyjek asked where the link may be found.
 - ii. Brendan McNamara said on the calendar or the agenda.

16. **POSSIBLE ITEMS AND DATES FOR NEXT MEETING**

- A. Next Meeting July 10, 2023
- B. Kendra Rickerby will take minutes.

17. **SIGN WARRANT ORDERS**

- A. Brendan McNamara said that warrant orders have been signed.

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

- A. Brendan McNamara advised that an Executive Session is not needed

19. **ADJOURN**

- A. **MOTION to adjourn by Scott Baitz and seconded by George Tucker. Motion passed unanimously.**
- B. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Justin Hyjek

Scott Baitz

George Tucker, Jr.

Bob Brandt