

**PRELIMINARY MINUTES**

**TOWN OF LUDLOW  
BOARD OF SELECTMEN**

**May 3, 2021**

**ZOOM ELECTRONIC MEETING  
6:00 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86937713325?pwd=TDB0Wk9HVU54WmY2aFRNOVc5cEZGdz09>

**Meeting ID:**869 3771 3325

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**BOARD MEMBERS PRESENT:**

Bruce Schmidt, Chairman

Scott Baitz

Brett Sanderson

Heather Tucker

**BOARD MEMBERS ABSENT:**

Justin Hyjek

**STAFF PRESENT:**

Scott Murphy

Ulla Cook

**OTHERS PRESENT:**

Bob Brandt

Alan Couch

Sharon Huntley

Logan Nicoll

Eric Chatterjee (Okemo Valley-TV)

**1. CALL TO ORDER**

- A. Bruce Schmidt called the meeting to order at 6:00 p.m. He led the meeting in the Pledge of Allegiance. He said that this will probably be the last Zoom meeting.

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

- A. Scott Murphy said that no changes are needed.

**3. COMMENTS FROM CITIZENS**

- A. There were none.

4. **APPROVE MINUTES OF PREVIOUS MEETINGS**

- A. Bruce Schmidt advised that the minutes to be approved are from the regular meeting of April 5, 2021.
- B. **MOTION by Brett Sanderson and seconded by Scott Baitz to approve the minutes of the regular meeting of April 5, 2021 as presented. Motion passed unanimously.**

5. **POSSIBLY CONSIDER CHANGING THE WARRANT ORDER SIGNATURE BACK TO PRE-COVID STATUS**

- A. Bruce Schmidt said that the board will return to pre-COVID signature requirements for Warrant orders. He said that Town Hall is now open again to the public.
- B. **MOTION by Brett Sanderson and seconded by Heather Tucker to return to pre-COVID signature requirements on Warrant Orders. Motion passed unanimously.**

6. **LIQUOR CONTROL BOARD – Liquor License Renewals**

- A. Scott Murphy advised that they one to be renewed. T B K is current on taxes and any other fees and Chief Billings has signed off on it.

<b><u>Applicant</u></b>	<b><u>Business Name</u></b>	<b><u>Additional Outside</u></b>
T B K INC.	Tom's Loft Tavern Class 1, 3 and	X

- B. **MOTION by Brett Sanderson and seconded by Heather Tucker to approve the liquor license renewal for Tom's Loft Tavern. Motion passed unanimously.**

7. **APPOINT ANIMAL CONTROL OFFICER**

- A. Scott Murphy advised that they convinced Steve Laskevich to return. He will be paid on a per call basis and no longer be on retainer. He will invoice us based on Fair Market Value rates.
- B. Bruce Schmidt asked what the Fair Market Value rates are
- C. Scott Murphy said it would depend on the call – a beaver dam or a call about a dog. He said that he doesn't expect it to differ much from the past.
- D. Bruce Schmidt said he would really have liked to see the Fair Market Value rates. He added that he does do a good job.
- E. Scott Murphy said there are not too many alternatives. If it turns out to be too costly, we will go elsewhere.
- F. **MOTION by Scott Baitz and seconded by Brett Sanderson to appoint Steve Laskevich as Animal Control Officer. Motion passed unanimously.**

8. **POSSIBLY APPROVE MICROTRANSIT GRANT CONSULTANT CONTRACT**

- A. Scott Murphy advised that in November, we received a \$30,000 grant to hire a consultant to do a feasibility study to expand transportation services in town, especially at night. They will look

at solutions, possibly including micro-transit or shuttles. We received 4 solid bids and the steering committee, including members of the Chamber of Commerce, Regional Planning Commission, Southeast Vermont Transit and Scott Murphy. The committee recommends awarding the contract to Toole Design. All of the RFQs were in the same ballpark. Toole has Vermont connections and has done a similar project in Washington State. He is asking the board to approve the award to Toole Design and to authorize the Municipal Manager to sign the contract. If signed, they expect to have a kick-off meeting tomorrow and have a presentation for this board in December.

- B. **MOTION by Scott Baitz and seconded by Brett Sanderson to award the contract to Toole Design and to authorize the Municipal Manager to sign the contract. Motion passed unanimously.**

9. **POSSIBLY AUTHORIZE THE PURCHASE OF A SIDE MOWER AS EXCEPTION TO THE TOWN PURCHASING POLICY**

- A. Scott Murphy advised that they have \$90,000 in the FY2022 budget for a side mower. A new unit runs about \$135,000. He said that a new unit is not available at this time and not expected to be available until next summer (2023). He said that Ron Tarbell suggested a used unit, for \$85,000 which will be available the end of July –beginning of August 2021. It is on-hold until after tonight’s meeting. We would not be following procedure, by not putting out an RFP. It would be paid for in the FY2022. There is a clause in the policy, “In the best interest of the town.” Our current unit runs, but there have been repair costs.
- B. Bruce Schmidt expressed concern that it would be a used unit with 2300 hours on it. We would still not be getting it until July. He doesn’t want to purchase it and have to replace it in 3 years. If we won’t get it until July, we will still be using the one we have. We might wait until next summer to get the new one.
- C. Scott Murphy said we would probably be incurring costs on repairs on the one we have.
- D. Brett Sanderson said he thinks there may be a problem with the head on the one we have and it could be a significant expense. He said he saw pictures of the proposed one. He said that it is a John Deere and replacement parts and work are easier to obtain that for Challenge unit we have.
- E. Bruce Schmidt asked if this one included the tractor as well as the mower.
- F. Scott Murphy said just the boom.
- G. Bruce Schmidt suggested the possibility that a new unit may become available this fall.
- H. Heather Tucker asked about the price next year.
- I. Bruce Schmidt said if we order one this year, we will pay this year’s price.
- J. Brett Sanderson called Ron Tarbell and Ron Tarbell said that the price includes the tractor and mower.
- K. Bruce Schmidt said then it is a good deal.
- L. **MOTION by Brett Sanderson and seconded by Heather Tucker to approve the purchase of the used unit for \$85,000. Motion passed unanimously.**

10. **POSSIBLY APPROVE P.D. DISPATCH COMMUNICATIONS RECORDER SYSTEM**

- A. Scott Murphy advised that the lower bidder of 2 bids is R&R Communications for \$11,505. This will be mandated by the state in 2022. It will record all the dispatch calls. This is in the FY2022 budget
- B. Bruce Schmidt asked if we have to advise people that the calls are being recorded.

- C. Scott Murphy said no, this is normal procedure and will be required by the state next year. It is handy to have emergency calls recorded.
- D. **MOTION by Scott Baitz and seconded by Brett Sanderson to award the audit services bid to R&R Communication as indicated. Motion passed unanimously.**

#### 11. **FINANCIAL UPDATE & LUDLOW AMBULANCE SERVICE STATUS**

- A. Scott Murphy said that the town is on track and under-budget. The Ambulance Service has a growing deficit, currently \$85,000 (budgeted at -\$73,000.) He said that the FY2022 budget is realistic and we should not have this deficit next year.
- B. Bruce Schmidt said that the ambulance service has added new people to make up for OT.
- C. Scott Murphy said it is hard to fill in the gaps in personnel. He said that one of the people is expected to graduate as an EMT in June and another in February, 2022.

#### 12. **DEPARTMENT HEAD REPORTS**

- A. Bruce Schmidt noted that all reports are in. There were no comments.

#### 13. **MUNICIPAL MANAGER UPDATES**

- A. **Municipal Manager Vacation**
  - i. Scott Murphy advised that he will be on vacation from this Wednesday and return next Wednesday. He will be checking emails and phone calls.
  - ii. Bruce Schmidt asked who will be in charge while he is away.
  - iii. Scott Murphy said Jeff Billings in emergency will be manager in charge. He advised that Ron Tarbell is on vacation now and it was over and above for him to take Brett Sanderson's call tonight.
- B. **Board of Listers' Update**
  - i. Scott Murphy advised that this is a busy time for the listers. They will be sending out preliminary notices and holding informal hearings in May. The Grand List abstract will be delivered on June 4<sup>th</sup> and they will start setting up grievance hearings. He said that Terry Thayne will come to the next meeting along with a consultant.
  - ii. Bruce Schmidt asked how many grievances there will be.
  - iii. Scott Murphy said they don't know, but expect a lot.
- C. **Solid Waste Management Ordinance**
  - i. Scott Murphy said that tomorrow at their meeting, the Trustees will eliminate the curbside trash ordinance and will rely on our ordinance. However, there is conflicting terminology between the Junkyard/Junk Car ordinance and the Solid Waste ordinance. He said that he will bring back corrections next month.
- D. **Amherst Lake Dam**

- i. Scott Murphy said that the dam is failing and is located on private property. The state met with the owner and neighbors. Neither the owner nor the state has funds for the repairs. He said that the state removed the top planks to relieve some of the pressure. He said the owners of the property were not told about the dam. He said this may lower the lake level.
- ii. Bruce Schmidt asked if this will affect the other lakes.
- iii. Scott Murphy said that depends on rain.

14. **OTHER BUSINESS**

A. **Old Village Lane Land Transfer**

- i. Scott Murphy said they received an email from Mr. Hoynack who owns 23 acres of undeveloped land off Commonwealth Avenue. The land is close to, but not adjacent to the “back 40” owned by the town. He is offering it to the town.
- ii. Bruce Schmidt said that the town is not interested in purchasing the land.

15. **SET DATE FOR NEXT MEETING & POSSIBLE AGENDA ITEMS**

- A. Bruce Schmidt said the next meeting would be June 7, 2021 at 6:00 p.m. It will be in-person.
- B. Logan Nicoll said that he understands that the Select Board will be discussing broad-band at next month’s meeting and he had some thoughts on it. He said that tomorrow night, the House Commerce Committee will hold a public meeting to discuss unemployment. They would like input from citizens and businesses.
- C. **Jewell Brook Dams Rehab. Project – Preferred Alternative Choice**
  - i. Bruce Schmidt said that this will be addressed at the beginning of the meeting.
  - ii. Scott Murphy said it won’t be a lengthy discussion as it will just be the preferred option.

16. **SIGN WARRANT ORDERS**

- A. Scott Murphy said that they need 3 signatures on the warrant orders.

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

- A. Scott Murphy advised that an Executive Session is needed for Contracts 1 VSA § 313 (a)(1) .
- B. **MOTION by Brett Sanderson and seconded by Heather Tucker to enter into Executive Session for Contracts. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:35 p.m.
- D. Board exited Executive Session at 6:46 p.m. No action taken.

18. **ADJOURN**

- A. **MOTION by Brett Sanderson and seconded by Heather Tucker to adjourn. Motion passed unanimously.**

B. Meeting adjourned at 6:46 p.m.

Respectfully submitted,

Lisha Klaiber

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Bruce Schmidt, Chairman

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Brett Sanderson

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Scott Baitz

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Heather Tucker

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Justin Hyjek