

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

REGULAR MEETING

November 7, 2011

BOARD MEMBERS PRESENT:

Howard Barton, Jr., Chairman John Neal Bruce Schmidt
Douglas Ficken Brett Sanderson

BOARD MEMBERS ABSENT:

John Neal

STAFF PRESENT:

Frank Heald

OTHERS PRESENT:

Joanna Bombadil Ralph Pace Duncan Love (LPC-TV)
Carl Matteson Ted Reeves

1. **Call to Order**

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

2. **Approve Minutes of Previous Meetings**

- A. Howard Barton advised that the minutes to be approved are from the regular meeting of October 3, 2011.
- B. **MOTION by Doug Ficken and seconded by Brett Sanderson to approve the minutes of October 3, 2011 as presented. Motion passed unanimously.**

3. **Comments from Citizens**

- A. There were none.

4. **Receive and Act on Errors & Omissions from the Ludlow Board of Listers**

- A. Howard Barton advised that there is one property on the list, a property at 53 Main Street - Okemo Tutorial Program. This property should be tax exempt.
- B. **MOTION by Bruce Schmidt and seconded by Doug Ficken to accept the Errors and Omissions report from the listers correcting the property located at 53 Main Street to tax exempt.**
- C. Howard Barton advised that this is based on a Supreme Court decision.
- D. **Motion passed unanimously.**

5. **Consider and Approve Credit Line Documents**

- A. Frank Heald advised that this was discussed at the previous meeting that the town would borrow a short term – One year loan. He said they shopped around and Mascoma had the best interest rate of 1% fixed for 12 months. He said that staff recommends that this board authorize us to proceed with this short term loan of up to \$1,000,000.00. We have already expended about \$800,000.
- B. Howard Barton said that he thought that the total costs of the flood damages would be close to \$2,000,000.00.
- C. Frank Heald said that it would be about \$1,800,000 and part of the village costs would be covered by insurance. There is about \$400,000 more work to be done on East Lake Bridge. There are no strings on the Mascoma loan. He added that in Ulla Cook's report, she advised

that all but \$170,000 of the 1st quarter taxes have been collected and there is already \$2,000,000 in on the 2nd, 3rd, and 4th quarters.

- D. **MOTION by Bruce Schmidt and seconded by Doug Ficken to authorize the town manager to sign the Mascoma loan agreement for a drawdown of up to \$1,000,000.00. Motion passed unanimously.**

6. **Irene Flood Update**

- A. Frank Heald said that – in general - things are coming back together. They are scrambling to get the roads to a point where they are plow-able. They are getting sand. East Lake Bridge is still closed and went out to bid. They will replace the east abutment, get a new deck, top and guard rails. The highest bid was \$894,000 and the lowest, Daniels was \$403,000. The two high bidders would consider winter construction and the others were all spring. He asked the board about leaving the bridge closed for the winter and have a turn-around at the other end. He said they could also add about \$75,000 to \$100,000 to it and have a temporary bridge put in before winter. FEMA should cover about 75% and the state may cover some of the balance. However, the town has not received any money yet from FEMA. The temporary bridge would be able to handle fuel trucks and would be one lane only.
- B. Howard Barton asked Frank Heald what Ron Tarbell's thoughts concerning this are.
- C. Frank Heald said the highway department is more inconvenienced without the bridge and it affects plowing.
- D. Howard Barton asked Carl Matteson about the ambulance department.
- E. Carl Matteson said there are not a lot of houses up there and they don't have to go there very often.
- F. Brett Sanderson said that he does not think the fire trucks would be able to use it, adding that fuel trucks are generally not full.
- G. Frank Heald said the temporary bridge would equate to an HS20 and the fire trucks should be able to use it.
- H. Bruce Schmidt asked if the buses are using Red Bridge now.
- I. Frank Heald said there was construction on Ellison Lake but there is no reason now why the buses should not go there. The ultimate cost to the town for the temporary bridge will be about \$10,000 - \$15,000.
- J. Bruce Schmidt said that if the cost is \$10,000 - \$15,000, we should do the temporary bridge.
- K. Howard Barton asked when they would be able to have the temporary bridge installed.
- L. Frank Heald said December 15th. They would start the new bridge as soon as possible in the spring.
- M. Howard Barton asked how long it would take to build and if the temporary bridge would remain in place during construction.
- N. Frank Heald said he did not know how long and the temporary bridge would remain for part of the construction period, but would need to come out before the new one was completed because they would have trouble getting the crane in.
- O. Howard Barton said that he agrees with Bruce Schmidt. Also, Red Bridge is too narrow for all of the traffic.
- P. Doug Ficken asked if there is any prep work the town could do.
- Q. Frank Heald said the town could move some gravel.
- R. Doug Ficken asked if FEMA had approved the replacement of the East Lake Bridge.
- S. Frank Heald said yes, to the extent that was described. He added that the town was fortunate the way it came through Irene.
- T. Bruce Schmidt asked about the Little League field and if they would play at Fletcher. He said that he read in the Recreation Committee minutes that there was no insurance on the field only the equipment.
- U. Frank Heald said that FEMA should cover 75% of the flood damage.

7. **Consider Request from Ludlow Ambulance Service to Upgrade Monitoring Equipment in Both Ambulances – Capital Purchase**

- A. Carl Matteson advised that the 2 ambulances have monitors for the defibrillators and the manufacturer recommends 5-7 year life for the units. One of our units is not working and would be several thousand dollars to repair. The service has received 2 bids as listed below:

Bidder	Cost for 2 Units	Trade in /Net Cost
Zoll	\$44,000	\$8000/\$36,000
Phillips	\$49,500	No trade/\$49,500

- B. Bruce Schmidt asked if they have budgeted this expenditure.
- C. Frank Heald said that they are unbudgeted, but the Ambulance Service has the capital for situations like this. There would be no taxpayer involvement and Zoll is the standard in the industry.
- D. Howard Barton asked how quickly they can get the new units.
- E. Carl Matteson said a couple of weeks.
- F. **MOTION by Brett Sanderson and seconded by Doug Ficken to accept the bid from Zoll and upgrade the units.**
- G. Bruce Schmidt said that if there are other items getting to the end of their life cycle, the service should put them in the budget.
- H. Carl Matteson said that he is currently updating the Capital Plan for the Ambulance Service.
- I. **Motion passed unanimously.**
- J. Bruce Schmidt said that he read in the Ambulance Service minutes items regarding checking and savings accounts. He wanted to know if they are under the VLCT insurance.
- K. Frank Heald said no.
- L. Bruce Schmidt asked about the \$10,000 and what system of checks and balances do they have.
- M. Carl Matteson said the money is in a donation account and they received a donation of \$5,000 a few months ago. They use that money to buy equipment. The last purchase was an O₂ tank lifter. It helps prevent back injuries when people have to lift the heavy tanks.
- N. Bruce Schmidt asked who approves these purchases.
- O. Carl Matteson said the service membership.
- P. Bruce Schmidt said that he wants to make sure that there are checks and balances in place and people who can check it.
- Q. Carl Matteson said the Treasurer, other officers and he review the accounts monthly.

8. **Schedule FY 2013 Budget Workshops**

- A. Frank Heald said that he plans to have a draft of the budget at the December meeting and can begin the process at a mid-month meeting. The town finished FY 2011 at basically dead zero, with only \$50 to the negative and they still have money in restricted reserve.
- B. Howard Barton said the meeting would be December 19th.
- C. Frank Heald said he plans on getting the worksheets to the board members by the December 5th meeting.
- D. Bruce Schmidt asked if they would have department heads come in to the December 5th and 19th meetings.
- E. Frank Heald said that can be done. He said that he thinks the budget will be fairly cut and dry and he should have the Health Insurance figures later this month.

9. **Stearns Pit Agreement**

- A. Howard Barton asked if there were any changes to the contract.
- B. Ted Reeves said it is the same as in the past.
- C. Frank Heald said that he recommends to the board that they approve the contract, but that he and Ted Reeves would need to review the CPI numbers as Frank Heald said that his numbers are slightly lower than Ted Reeves's numbers.
- D. **MOTION by Brett Sanderson and seconded by Doug Ficken to authorize Howard Barton to sign the contract after the numbers are reviewed.**
- E. Bruce Schmidt recused himself from the vote.
- F. **Motion passed unanimously.**
- G. Frank Heald said he would fix the CPI numbers and get the contract to Howard Barton for his signature.

10. **Discuss Holiday Party**

- A. Frank Heald suggested that the party be similar to past years and would be put out to bid. There are only a few places that can accommodate that many people. Hopefully, the price will be similar. The Trustees have already agreed to participate.
- B. Bruce Schmidt asked the date, advising that December 14th is a very important Supervisory Union meeting.
- C. Frank Heald said they would try to schedule it for a Thursday or Friday.

11. **Department Head Reports**

- A. Howard Barton advised that all reports are in.
- B. Senior Center
 - 1. Bruce Schmidt asked if there was full coverage on the damages.
 - 2. Frank Heald said it was okay.
 - 3. Doug Ficken said that there is now a NO SMOKING sign on the door of the Supervisory Union office.
 - 4. Frank Heald asked board members how they would feel about that as a policy.
 - 5. Joanna Bombadil asked if that would cover all town properties.
 - 6. Howard Barton said he thinks the board should look into it and specify.
 - 7. Frank Heald said he would bring a draft policy to the next meeting. He said that he had learned that the plastic smoking vessels are not good close to the buildings.
 - 8. Brett Sanderson said that the containers are not maintained (emptied) and the butts are still in the containers.
 - 9. Frank Heald said that the smoke detectors worked well and the Fire Department response was excellent.

12. Other Business

- A. Supervisory Union Update
 - 1. Bruce Schmidt advised that there have been meetings going on between Windsor Southwest Supervisory and Ludlow's supervisory. He encourages the public to attend a meeting on November 16th and to participate. The concept is to dissolve both unions and create a new one. This would help save money and provide a good education for the students. This is a work in progress.
 - 2. Doug Ficken said that this is in the study phase and the committee will take recommendations. The vote will be held on December 14th.
 - 3. Howard Barton asked – if passed – when this would take effect.
 - 4. Doug Ficken said July 1, 2013, there would be a one year waiting period.
 - 5. Howard Barton asked if the supervisory union office would remain at the Senior Center.
 - 6. Doug Ficken said probably not. He said there was good attendance at the last informational meeting.

13. Sign Warrant Orders

- A. Warrant orders have been signed.

14. Set Date for Next Meeting

- A. Howard Barton advised that the next regular meeting would be held on December 5, 2011 and they would hold a Budget Workshop meeting on December 19th..

15. Possible Executive Session/Personnel

- A. Frank Heald advised that an Executive Session for Contracts is required.
- B. MOTION by Brett Sanderson and seconded by Doug Ficken to enter in to Executive Session for Contracts. Motion passed unanimously.
- C. Board entered into Executive Session at 7:48 p.m.
- D. Board exited from Executive Session at 8:15 p.m.
- E. **MOTION by Bruce Schmidt and seconded by Doug Ficken to approve the union contract and authorize Howard Barton to sign it. Motion passed unanimously.**

16. Adjourn

- A. **MOTION by Doug Ficken and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 8:17 p.m.

Respectfully submitted,

Lisha Klaiber

Howard Barton, Jr., Chairman

Brett Sanderson

Doug Ficken

Bruce Schmidt

John Neal