

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

**PUBLIC HEARING and
REGULAR MEETING**

August 5, 2019

BOARD MEMBERS PRESENT:

Bruce Schmidt, Chairman
Justin Hyjek

John Neal
Brett Sanderson

Heather Tucker

STAFF PRESENT:

Scott Murphy

OTHERS PRESENT:

Joel Schleffler

**PUBLIC HEARING
7:00 P.M.**

The Town of Ludlow Select Board will hold a Public Hearing on Monday, August 5, 2019 at 6:00 p.m. in the Town Hall Conference Room to receive public comments and input regarding the possible exclusion of tractor-trailer trucks from using Pleasant Street Extension.

1. Bruce Schmidt opened this meeting at 7:00 p.m. and advised that this is a Special Town Meeting receive public comments regarding the possible exclusion of tractor-trailer trucks from Pleasant Street Extension.
2. Joel Schleffler introduced himself, advising that he is the Manager at Jeld-Wen. He said that they use tractor-trailer trucks for shipments and deliveries. He said the only way into the plant is via Pleasant Street Extension. He said that La Valley's also gets tractor-trailer truck traffic. He said that they ship as far as New York City and Maryland. Tractor-trailer trucks are an integral part of their business. He said that use of smaller trucks would not work their business. He does understand that Google Maps routes trucks on Pleasant Street.
3. Brett Sanderson said that the use of the Pleasant Street portion is a big concern to the town. He said that the board is not talking about the section of Pleasant Street Extension from Route 103 to Jeld-Wen. They are only talking about excluding tractor-trailer trucks from Jeld-Wen to Mill Street, where is it mostly residential.
4. Justin Hyjeck said that when he gets deliveries, he is able to call the drivers and give them specific directions.
5. Joel Schleffler said they get international deliveries and do not know the drivers. He will contact the drivers whenever possible.
6. Bruce Schmidt said traffic flow has changed since they did the bridge. The town is trying to find a balance and educate people. There will be signage. He said that if Jeld-Wen feels an impact of this and it affects their business, please contact us. The problem has been going on for 2 to 3 years. The board does plan to go through with this, but we do want to find a balance.
7. Joel Schleffler said if it tractor-trailer trucks will still be allowed from Route 103 to Jeld-Wen, it will not be a problem.

8. Bruce Schmidt asked Joel Schleffler to communicate with the Town Manager if they have issues. This board needs to hear from our local businesses.
9. Brett Sanderson said there will be signs.
10. John Neal said there will be bollards on the corners.
11. **Bruce Schmidt closed the public hearing at 7:08 p.m.**

REGULAR MEETING

1. **Call to Order**

- A. Chairman Bruce Schmidt called the meeting to order at 7:09 p.m. All members present.
- B. Bruce Schmidt led the meeting in the Pledge of Allegiance.

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

- A. Bruce Schmidt advised that no changes are needed.

3. **Approve Minutes of Previous Meetings**

- A. Bruce Schmidt advised that the minutes to be approved are from the regular meeting of July 1, 2019 and the Special Meeting of July 7, 2019.
- B. **MOTION by Brett Sanderson and seconded by John Neal to approve the minutes of July 1, 2019 and the Special Meeting of July 7, 2019 as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Possibly Consider Board of Listers Errors and Omissions**

- A. Scott Murphy advised that there the annual amendments to the Grand List and 4 properties are being amended.
- B. Bruce Schmidt noted that 2 were IMERYS properties.
- C. Scott Murphy said they now belong to the town.
- D. **MOTION by John Neal and seconded by Heather Tucker to accept the changes to the Grand List as presented. Motion passed unanimously.**

6. **Possibly Waive Penalty for Late Homestead Filers**

- A. Scott Murphy advised that Ulla Cook has prepared the list of late filers. In the past, this board has waived the penalty for first-time offenders and sent them a letter reminding them to file.
- B. **MOTION by John Neal and seconded by Heather Tucker to waive the penalty for first-time offenders. Motion passed unanimously.**

7. **Possibly Consider Amending the Ordinance Relating to the Operation and Parking of Motor Vehicles & Bicycles to Alter Tractor-Trailer Access to Pleasant Street Extension**

- A. Scott Murphy advised that if the board passes this, it will go into effect in 60 days. The Trustees will vote on it tomorrow.
- B. **MOTION by Justin Hyjeck and seconded by John Neal to approve the amendment to the ordinance as presented. Motion passed unanimously.**

8. **Discuss Transfer of Lamere Square Footbridge to Town & Possible Repair Options**

- A. Scott Murphy advised that we have posted the possible transfer of the bridge from the Village to the Town for 30 days. If the Trustees sign the Warranty Deed tomorrow, we will send the Property Transfer information to the State and record the deed in the town clerk's office. The trustees thought the town should take over the bridge. Money was a consideration.
- B. Justin Hyjeck said that he thought the town and village were going to split the repair costs 50/50.
- C. Scott Murphy said that didn't happen.
- D. Bruce Schmidt said that he doesn't disagree that the town should own it.
- E. Scott Murphy said the bid for the repairs is \$18,950. He suggested using the first year's income (\$24,000) from the Verizon tower on the roof of town hall to cover the repairs of the bridge. The least is for 5 years and renewable.
- F. John Neal said he thought that we got a second bid, other than galvanized.
- G. Scott Murphy said the pressure treated wood is more expensive. He said they will build it in place, repairing the steel and the wood deck where needed. He said that the board will need to approve the purchase, so that we can get in queue for the repairs.
- H. **MOTION by John Neal and seconded by Brett Sanderson to approve the transfer of ownership of the Lamere Bridge from the Village to the town. Motion passed unanimously.**
- I. Bruce Schmidt said that he is concerned about using the money from Verizon for this. This board had talked about using the money for repairs to town hall. He asked what the other options were.
- J. Scott Murphy said it is too early in the fiscal year to know. He added that last winter was bad.
- K. Justin Hyjeck suggested money from the Recreation Department.
- L. Bruce Schmidt said no, it is not a Recreation issue. He does not want to commit the Verizon income to it.
- M. **MOTION by Brett Sanderson and seconded by Justin Hyjeck to authorize the town manager to schedule to bridge repairs. Motion passed unanimously.**

9. **The Select Board to Consider Possibly Adjusting the Dollar Limitations in the Town & Village Purchasing Policy**

- A. Scott Murphy explained that the purchasing policy has not been updated since 2004. He is suggesting raising the major purchases limit from \$3,000 to \$5,000 and the regular purchases range limit from \$100 to \$2,999.99 to \$500 to \$4,999.99. Anything under \$500 would be incidental purchases.
- B. **MOTION by John Neal and seconded by Justin Hyjeck to approve the adjustment of dollar limitations as presented.**
- C. Bruce Schmidt said that he is not in favor of raising the major purchases limit to \$5,000. It is too much money and this board needs to control it. This board has never denied a purchase when needed.
- D. Justin Hyjeck said he is concerned about raising the regular purchase limit to \$4,999.99.

- E. John Neal said there is a changing climate and with the right person in the position, raising the regular purchases to \$500 to \$4,999.99 gives that person more flexibility.
- F. Bruce Schmidt said that \$5,000 is a lot of money and this board has never denied a purchase.
- G. **Motion passed, 3 in favor, 2 against (Bruce Schmidt and Brett Sanderson.)**

10. **The Select Board to Review & Possibly Approve the Proposed Town Credit Card Policy**

- A. Scott Murphy asked that the town does not have credit cards and people have been using their personal credit cards for purchases, such as classes and equipment. There is more chance for fraud and we should have a policy. He is suggesting getting town credit cards to facilitate some purchases and on-line purchases. He referred to section E of the proposed credit card policy:
“The preferred method of payment for purchases will remain as the purchase order and approval by the Municipal Manager. Balances must be paid off monthly from the department/s approved budget. All credit card balances and purchases must be preapproved by the Municipal Manager.”
- B. Justin Hyjeck asked what they have been putting on their personal credit cards.
- C. Scott Murphy said recently, some from the Ambulance Service put a course on it – there was limited time to sign up.
- D. Justin Hyjeck asked how much this is monthly.
- E. Scott Murphy said they may not even be using their cards every month. He will give the Select Board monthly reports when the town credit cards are used.
- F. Justin Hyjeck said it is better financial management to have the town cards and saves time.
- G. Heather Tucker said it saves on paperwork.
- H. Bruce Schmidt said that purchases have to be pre-approved by the town manager.
- I. Justin Hyjeck said they should put limits on the cards.
- J. Scott Murphy said the cards will be kept at town hall.
- K. **MOTION by Justin Hyjeck and seconded by John Neal to approve the proposed Town Credit Card Policy as presented. Motion passed unanimously.**

11. **Department Head Reports**

- A. Bruce Schmidt noted that all Department Head reports are in.

12. **Municipal Manager Updates**

- A. Staff Reviews
 - i. Scott Murphy advised that he has started to do the Department Head reviews and the department heads are doing the staff reviews.
- B. Union Negotiation Meeting
 - i. Scott Murphy said that he and Bruce Schmidt attended the meeting this evening.
- C. Black River High School Feasibility Committee
 - i. Scott Murphy said that they will have a report for next month’s meeting.
- D. Dorsey Park

- i. Scott Murphy said that work has been done on the field and the fire department changed the light bulbs. They hired a company that rolled the fields, as well as aerated them. It is in good shape for the fall.

E. Summer Camp

- i. Scott Murphy said that this is the last week of summer camp and it went well.
- ii. Justin Hyjeck said he heard good things about the camp.

13. Other Business

A. Vail Epic Program

- i. Justin Hyjeck asked about this.
- ii. John Neal said there would be a meeting on September 14th.

B. Crosswalks

- i. Justin Hyjeck asked who is responsible for the crosswalks.
- ii. Scott Murphy said we paint them and the state decides the locations.
- iii. Justin Hyjeck said that 50 to 100 people cross between his two locations and they need a crosswalk there. People aren't walking down to the crosswalk.
- iv. Scott Murphy said if the state puts in a new crosswalk, they will remove one of the existing ones.
- v. Bruce Schmidt asked if we can look into helping with this.
- vi. Justin Hyjeck said he called the state and was told that they don't take issue with the request, but other businesses may not like the crosswalks being moved.
- vii. Bruce Schmidt said we can give our support, because there is a lot of night time crossing activity between the two locations.
- viii. Justin Hyjeck agreed that there are a lot of people crossing at night.
- ix. Scott Murphy said he would follow up with the state and Justin Hyjeck.

C. Howard Barton, Jr.

- i. Bruce Schmidt said that a letter would be sent to the family inviting them to the September meeting. They are having a plaque made and will be dedicating the conference room to Howard Barton, Jr. Howard's wife is in Chicago and not able to attend. He wants to make sure that, in the future, the conference room is referred to as the Howard Barton, Jr. Conference Room.

D. Local Options Tax

- i. Bruce Schmidt said that the board should start looking at a 1% Local Options Tax. We have discussed it in the past and it was not well received by the voters. We need to "sell" it better.
- ii. John Neal said that the board needs to get the businesses to buy into it and get them involved. The businesses and people need to understand the benefits. It is another tax. We could put an ad in the paper and form a committee to study the pros and cons.
- iii. Justin Hyjeck said we should look into other towns that have it, have had it and repealed it and others that are considering it.
- iv. Heather Tucker said that every other mountain town has it. She said that you will see shorter stays in Ludlow – people will only stay 3 days.
- v. Justin Hyjeck said people are turning their local properties into short-term rentals. He agreed that they should look into the options tax.

- vi. Bruce Schmidt said they should put it on the October agenda and get peoples' comments. We need to let people know what the town can do with the money. He understands that with the school closing, the tax base will decrease, but the town will need to continue providing the same services. We can earmark the income for special projects and to help keep taxes down. We could look into helping the Village with the sidewalks. We can make a difference.
- vii. John Neal it could be applied to food, meals, lodging and liquor. It wouldn't have as great an impact on locals.
- viii. Justin Hyjeck said that taxing alcohol would be detrimental to businesses.
- ix. Heather Tucker asked what would be the benefits to the town.
- x. Justin Hyjeck said there is more tourism coming it.
- xi. Brett Sanderson said people need to know how many other towns already have an options tax.
- xii. John Neal said businesses in the other towns have pushed for the tax. There are a lot of long term benefits to the town.
- xiii. Bruce Schmidt asked Scott Murphy to bring in more information.
- xiv. Scott Murphy said that Wilmington left the use of the income to the voters. They had public hearings and let the people know what other towns were using the income for.
- xv. Bruce Schmidt said we could possibly use some of the income to market Ludlow. We have been relying on the Chamber for that.
- xvi. Brett Sanderson said there is a large range of items that can be taxed, such as: meals, lodging, alcohol; and retail.
- xvii. Bruce Schmidt said that 30% of the income goes to the State. He said that last time the board discussed it; we estimated that the town could net \$700,000. They can also apply the tax to lift tickets. It is like making the 6% tax 7%. We can make a commitment to use the tax to benefit the town.

14. **Set Date for Next Meeting**

- A. Bruce Schmidt advised that the next regular meeting would be September 2, 2019 at 7:00 p.m.

15. **Sign Warrant Orders**

- A. Warrant orders have been signed.

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

- A. To Consider Wage Increase for Non-Union Employees
- B. **MOTION by Brett Sanderson and seconded by Justin Hyjeck to enter into Executive Session for Legal/Personnel issues. Motion passed unanimously.**
- C. Board entered into Executive Session at 7:46 p.m.
- D. Exited Executive Session at 7:54 p.m.
- E. **MOTION by John Neal and seconded by Heather Tucker to approve the Non-Union wage increases as proposed by the Municipal Manager. Motion passed unanimously.**

17. **Adjourn**

- A. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Lisha Klaiber

Bruce Schmidt., Chairman

Brett Sanderson

Justin Hyjeck

Heather Tucker

John Neal