

PRELIMINARY MINUTES

**TOWN OF LUDLOW
BOARD OF SELECTMEN**

December 7, 2020
6:00 P.M.

ZOOM MEETING

BOARD MEMBERS PRESENT:

Bruce Schmidt, Chairman	Justin Hyjek	Heather Tucker
Scott Baitz	Brett Sanderson	

STAFF PRESENT:

Scott Murphy	Ulla Cook	Pam Cruickshank
Ron Tarbell	Patti Potter	Margot Martel
Peter Kolenda	Stephanie Grover	

OTHERS PRESENT:

Eric Alden	Eric Chattergee (Okemo Valley-TV)	Marissa Selleck
Frank Ellison		

1. CALL TO ORDER

- A. Bruce Schmidt called the meeting to order at 6:00 p.m. He noted that there was no flag and therefore he would not lead the meeting in the Pledge of Allegiance. He asked to have a flag present for the next meeting. He asked Scott Murphy to read the guidelines for Zoom meetings.
- B. Scott Murphy said that this open meeting of the Town of Ludlow Select Board is being conducted remotely consistent with Governor Scott's Executive Addendum #6 of Order of 01-20 Act 92, due to the current State of Emergency given the outbreak of the coronavirus.

“In order to mitigate the transmission of the virus and reduce the risk of COVID-19 illness, we have been advised and directed by the State of Vermont to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. All members of public bodies are allowed and encouraged to participate remotely. He said that for all votes that are not unanimous, the board will have a roll call vote.”

- C. Bruce Schmidt took a roll call of Select Board members:
 - Brett Sanderson – aye
 - Justin Hyjeck – absent
 - Heather Tucker – aye
 - Scott Baitz – aye
 - Bruce Schmidt – aye

NOTE: Please see last page of minutes for ZOOM meeting information

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

- A. No changes were needed.

3. APPROVE MINUTES OF PREVIOUS MEETINGS

- A. Bruce Schmidt advised that the minutes to be approved are from the regular meeting of November 2, 2020 and the Budget Workshop on November 23, 2020.
- B. **MOTION by Brett Sanderson and seconded by Heather Tucker to approve the minutes of the regular meeting of November 2, 2020 and the Budget Workshop of November 23, 2020 as presented. Motion passed unanimously.**

4. **COMMENTS FROM CITIZENS**

- A. Frank Ellison asked about the channel project from Commonwealth Avenue to Meadow Street. He said that he has emailed Scott Murphy about this. He said he asked for a copy of the Engineering Report and has not received it. He said that the newspaper said it would be in 2 phases and that his property would abut this project.
- B. Scott Murphy explained that, at this time, there is no engineering report. He said that Phase 1 is up to 70% design. The contractor is working with FEMA and will send the report to FEMA. FEMA may or may not approve the design. If FEMA does, then there will be public informational meetings for input, comments and questions. There is still 30% more engineering to be done. He said if we get past the 70% phase, at that time we will need input from the neighbors.
- C. Bruce Schmidt said this board will take note if there will be impact on neighboring properties and let you know.
- D. Frank Ellison said that his garage is close to the line.
- E. Brett Sanderson advised that Connie Miele was unable to attend this meeting, but asked that she receive any information about this project.

5. **CONSIDER SIDEHILL CRONCHERS SNOWMOBILE CLUB ROAD CLOSURE REQUEST**

- A. Bruce Schmidt asked if the request is the same as it has been in the past.
- B. Scott Murphy said that they are requesting the same roads as in the past, with no changes. There have been no issues this past year.
- C. Bruce Schmidt said that the group crossed the roads, but does not close them.
- D. **MOTION by Justin Hyjek and seconded by Heather Tucker to approve the request from Sidehill Cronchers for permission to cross, ride on and maintain the list as presented of trails and roads for the 2020-2021 season. Motion passed unanimously.**

6. **POSSIBLY APPROVE DOG PARK BID CONTRACT**

- A. Scott Murphy advised that they sent the RFP out in September with a bid opening date of October 6, 2020. Ulla Cook, Nick Miele and he were in attendance at the opening. This was before the board requested changes to the procedure. There was only one bid, Springfield Fence. He said initially, there was another contractor interested, but they did not submit a bid. Their price may have been lower. We bumped this off last month's agenda as it was a full agenda. Work will start in the spring and finish off by July 1, 2021. Money has been raised for this project. In addition, he included a copy of Manchester's dog park sign for their review.
- B. Justin Hyjek asked, if the work will not be done until the spring, can we postpone awarding the bid and rebid it.
- C. Scott Murphy said that would not be fair to the company that did get its bid in. Their quote is within our ballpark range and we have done work with them before.
- D. Justin Hyjek asked the dimensions of the sign.
- E. Scott Murphy said he does not know. We will have to go to the Fletcher board to review the project. We have a Memorandum of Understanding with them to use the field and have to submit all information to them for approval.
- F. Justin Hyjek asked if the town has input on the size of the sign. We don't want it too big or intrusive.
- G. Bruce Schmidt said this board will review and mock-up of the sign. We can decide in the spring.
- H. **MOTION by Brett Sanderson and seconded by Justin Hyjek to award the project to Springfield Fence for \$22,025.00. Motion passed unanimously.**

7. **DISCUSS & POSSIBLY AUTHORIZE HOLDING TOWN MEETING VOTE VIA AUSTRALIAN BALLOT WITH VIRTUAL INFORMATIONAL MEETING**

- A. Scott Murphy advised that the board has discussed this before. He said that due to COVID, the State, by ACT 162, has authorized the town legislative body to allow Australian Ballots for voting at the town level. We will still need to hold the informational meeting virtually – within 10 days of the vote. Town meeting will be held on March 2, 2021 and we can hold the informational meeting either on March 1, 2021 or February 22, 2021.
- B. Bruce Schmidt noted that their packets also included a mock-ballot. He said the articles are listed on page 2. He said that it sounds like more towns are doing this and he doesn't think we have a choice. We have to consider the safety of our voters. Once we make this decision, we can't reverse it.

- C. Scott Murphy said we will need to get information out to the voters including the warnings. We want people to participate in the informational meeting. Hopefully, this will only be for this year.
- D. Bruce Schmidt asked that the records show that this is for one year only. He said he would hate to see it stay that way. He said that the idea of town meeting is just that. Town meeting. He said that democracy is hard and Town Meeting is good for the town.
- E. Brett Sanderson said he would like to do the informational meeting on February 22, 2021. He said it would give people more time to go over the information.
- F. Scott Murphy said people would already have received the articles and budget.
- G. **MOTION by Brett Sanderson and seconded by Scott Baitz to hold the Public Informational Meeting for Town Meeting on February 22, 2021 and to hold the vote on March 2, 2021, with Australian ballot for one year only. Motion passed unanimously.**
- H. Ulla Cook advised that as of this time, the legislature has not required that towns send out ballots to all voters. The voters have to request their ballots.

8. **APPROVE TEMPORARY SIGNING OF WARRANTS BY ONE (OR TWO) SELECT BOARD MEMBERS DUE TO COVID RESTRICTIONS**

- A. Scott Murphy said the board discussed this at their last meeting. Do you want to allow 1 or 2 members to sign warrants during this latest spike in COVID? It would mean less people coming into town hall.
- B. Bruce Schmidt said that in the spring, we had one person and a back-up. We could do that again or designate one person per week.
- C. Brett Sanderson said that he is already coming in to town hall to sign the Cemetery warrants and can sign both.
- D. Justin Hyjek said he is also available.
- E. Bruce Schmidt suggested that they designate Brett Sanderson with Justin Hyjek as a back-up.
- F. **MOTION by Justin Hyjek and seconded by Heather Tucker to designate Brett Sanderson with Justin Hyjek as backup to sign warrants. Motion passed unanimously.**

9. **CHARTER UPDATE**

- A. Scott Murphy advised that he had enclosed copies of correspondence with the attorney regarding a charter. The attorney suggested that for this year, the board authorize Australian Ballots for the vote. Then, set up a charter committee to look into what the town wants to have in its charter. He does not think that the legislature would approve a charter with only one purpose. Scott Murphy said that the attorney estimated that the cost to set up a charter would range from \$5,000 to \$15,000 depending on how much writing we did and how much the committee did.
- B. Justin Hyjek said that he searched the VLCT website and Brandon has 2 purposes and Chester has 20. They range in scope. He asked if we set up a charter, could we add to it later on.
- C. Scott Murphy said you would have to go through the same process as with a new charter. He said that Springfield has an in-depth charter.
- D. Bruce Schmidt said they should establish a committee after town meeting. He said that he would like to table this.
- E. Scott Murphy said that in the past, legislature used to approve charters more easily. Now, they scrutinize them. He said that 5 or 6 proposed charters were submitted in the spring: 2 were denied and 1 is on hold.
- F. Justin Hyjek said it would be up to the committee to decide how in depth the charter would be.
- G. Bruce Schmidt said that the Springfield charter says the town manager must live in town.
- H. Scott Murphy said that was changed, but the legislature has not approved that change yet.
- I. Bruce Schmidt said that this would be a big process and we would have to include everything at one time. We can start the process after town meeting and do Australian ballots this year. He would like to be able to get the public in-person to discuss it. He tabled this.

10. **FY 2022 BUDGET WORKSHOPS – SET DATE FOR FUTURE WORKSHOPS**

- A. Highway
 - i. Scott Murphy said there are no significant changes. He said that every 3 years, we crush gravel to use on roads and we will do it in FY2022.
 - ii. Justin Hyjek asked if there is any sand or salt left over from last year.
 - iii. Scott Murphy said they have already purchased for this year.
 - iv. Ron Tarbell said they have about ½ shed of salt and maybe 1,000 yards of sand, they use about 3,000 yards.

- v. Bruce Schmidt asked about hiring another person. Last year, we included one, is it still in there.
- vi. Scott Murphy said yes. We hope to fill the position again.
- vii. Bruce Schmidt asked what type.
- viii. Scott Murphy said the maintenance person we have is leaving. He is part-time. He fixed the vehicles. We hope he will still be available for that. It saves over sending the vehicles out for repairs.
- ix. Bruce Schmidt asked about a full time, year-round person.
- x. Scott Murphy said we would like to have someone full time and only use the Part time person for repairs.
- xi. Bruce Schmidt said that he did, begrudgingly, add the position last year. We were closing the bus position and there never had been a request to increase staff. The person was driving one of the buses. What should we do? If there were no part time position, we still have to have the vehicles repaired. How much do we save having in-house repairs?
- xii. Scott Murphy said outside repairs run about \$100/hour, while inside about \$24-\$27/hour.
- xiii. Scott Murphy said that 2 years ago, we pushed off replacing vehicles and took a big hit.
- xiv. Ron Tarbell said that he has not run the savings numbers, but the person does oil changes, brakes, on the cruisers, ambulances and highway vehicles. We could cut it to part time. We are down 1 person. We have 7 plow routes and 6 people. Chris does sidewalks. If we pull one to do sidewalks, we are down to 5 to cover plow routes. We used Chris for maintenance.
- xv. Bruce Schmidt said if we hire a person, what would they do for the rest of the year and he did no maintenance.
- xvi. Ron Tarbell said we have 6 without Chris and would be 7 with a full-time person. Right now, we have 6 ½ persons. We won't have sidewalk maintenance without Chris. We have to double up on plow routes.
- xvii. Bruce Schmidt said that vehicle maintenance went from \$59,000 to \$43,000 and now they are budgeting \$55,000.
- xviii. Ron Tarbell said he left it the same as last year. He said he could reduce it.
- xix. Bruce Schmidt said that last yea, we were asked to add a person and we had a good employee and thought it was the right thing to do. That person is leaving. Do we really need that position? If he will work part time, that's great. We need to be careful. Our job is to ask the tough questions.
- xx. Justin Hyjek noted that Actual Salaries for FY2020 were \$261,775 and budget for FY2022 is \$321,500.
- xxi. Ron Tarbell said we would fill the position if he leaves or we can use Chris part time. We'll figure out how to get the sidewalks done. Maybe he will be available.
- xxii. Scott Murphy said if there is no maintenance position, we will still need to have repairs done.
- xxiii. Scott Murphy said it is scary, we are at minimal crew now. If someone gets sick or hurt what do we do. We almost had to hire out for plowing. Ron Tarbell was out; another person broke his collar bone and we have one new person. If we had gotten hit with a storm this past weekend, we would have had to hire out plowing.
- xxiv. Justin Hyjek asked what happens if we don't use the full \$321,500.
- xxv. Scott Murphy said it goes into the general fund. He said some items go over, while others are under.
- xxvi. Bruce Schmidt said that Ron Tarbell runs a tight budget.
- xxvii. Scott Baitz said he lives on a big hill and crosses his fingers in the winter.
- xxviii. Scott Murphy these are unusual circumstances, with Ron Tarbell being out and another out.
- xxix. Bruce Schmidt said to look at part time before full time.
- xxx. Ron Tarbell said he does. He said that with the new laws for CDL drivers, we haven't been able to find anyone. We tried using M&M's drivers (drug tested) but the state won't let us.
- xxxi. Scott Murphy said that Vehicle Maintenance, YTD is \$21,000 and projected to hit \$52,000.
- xxxii. Bruce Schmidt asked if there has been any discussion for a Capital Maintenance Garage Plan.
- xxxiii. Ron Tarbell said that Scott Murphy has a copy. Dave Josselyn looked at it and suggested a 50' x 80' new building where the buses used to park. It would have 4 bays and the estimated budget would be about \$440,000 (bare minimum.) Buildings of that size or smaller do not require sprinklers.
- xxxiv. Bruce Schmidt said we should talk about this after town meeting. We have never done a lot there.
- xxxv. Ron Tarbell said the building has served us well.

B. Transfer Station

- i. Scott Murphy advised that there has been large activity at the Transfer Station, with COVID and new people moving into town. He said that staff is stretched thin. They

- recently added a new part time person. He said that C&D Revenue is at \$44,000 YTD and projected to go to \$107,000.
- ii. Patti Potter said they are almost down to hauling out Solid Waste every three days and costs have increased since 2015. They still make revenue on cardboard and metal. She said she is asking for another Full-time employee because of increased occupancy. They are doing on-site composting.
 - iii. Justin Hyjek asked about replacing the bags.
 - iv. Patti Potter said she will discuss that in the near future, but is heading in that direction. They spend almost \$30,000 on bags. She said they thought the bags would encourage people to recycle, but they don't. They will be losing one part time employee in December. She has 2 people there on Sundays. She said they have 3 part time employees.
 - v. Scott Baitz asked if Sunday is their biggest day.
 - vi. Patti Potter said Sunday or Saturday, it varies, but they have been slammed for the last 5 months due to COVID. There are a lot of new residents.
 - vii. Bruce Schmidt said that the notes on the budget say 1 FT and 2 PT persons.
 - viii. Scott Murphy said that they haven't put in the new FT person.
 - ix. Patti Potter said the new FT position is something they are considering. She said she has to go in when it is really busy.
 - x. Bruce Schmidt asked about using Wastewater staff and transferring labor costs.
 - xi. Scott Murphy said they came over during the crush time.
 - xii. Bruce Schmidt said that the Trustees are looking to hire a person. If we don't pull that person, would they still have to hire someone?
 - xiii. Scott Murphy said he is still working M-F at the Wastewater plant, then at the Transfer Station on weekends. He said the new person is built into the Solid Waste budget.
 - xiv. Bruce Schmidt asked if he is getting paid overtime for when he is at the Transfer Station. Should we hire a PT person at the Transfer Station and a FT person?
 - xv. Patti Potter said she only used him in emergencies. She said that he stayed at the Transfer Station 30 days during Irene, so he is familiar with the operation, but she only uses him in crisis. She said it would be cheaper to hire someone.
 - xvi. Bruce Schmidt said that revenue is up and the budget is down.
 - xvii. Scott Murphy said the estimated revenue as best as they can estimate is \$90,000
 - xviii. Bruce Schmidt asked if there is money in the budget for a restroom.
 - xix. Patti Potter said they have water now.

C. Fire Department

- i. Scott Murphy said that there is a slight bump in Equipment/Trucks.
- ii. Peter Kolenda said the budgets for 2018, 2019 and 2020 were all a little under. He said he didn't update some equipment. He said that for FY2020 and FY2021 they budgeted \$27,000, but for FY2022, he budgeted \$30,000. He does not plan to buy any equipment. He said that the trucks have gotten older. There is money in the Capital budget for FY2024 to buy a new engine; they have a 20-year life cycle. He said that the Aerial Platform will be discussed in the near future. They spent \$15,000 in repairs and maintenance on it this year.
- iii. Justin Hyjek asked how much it would increase in 2024.
- iv. Peter Kolenda said if purchased it would come out of the Capital budget and not be reflected in this budget. He said he is unsure of payroll. He doesn't see any major budget increases in the next few years.
- v. Scott Murphy said the Fire Department Capital fund has budgeted \$450,000 in FY2024 for a pumper.
- vi. Peter Kolenda said that number is probably low.
- vii. Scott Murphy said they also budgeted an F350 in FY2025.
- viii. Bruce Schmidt asked how badly they were hit by cancelling the Auction.
- ix. Peter Kolenda said they had sent out flyers and sold firewood. They got good response and may get the remaining 8 air packs. The department may chip in. They had tremendous support from the community.

D. Listers

- i. Scott Murphy said they are considering switching from elected Listers to a contracted assessor. He said that Margot Martel will be retiring in 2021. The assessor would be an independent professional and aware of what is needed. We would go through the RFP process and the person would be dedicated to Ludlow one day per week. We would hire a part time Administrative Assistant to be in the office. We would save about \$27,000 per year. This would have to go through the Select Board, then onto the voters.
- ii. Bruce Schmidt congratulated Margot Martell and asked her opinion.
- iii. Margot Martell said she has been there for 20 years. She said she thinks they should switch to an assessor. She said that currently, she is the only one in the office and someone needs to handle the office.

- iv. Ulla Cook said that at this point, there are so many property transfers, that we need a professional to keep up. She agrees with the process.
- v. Bruce Schmidt asked if this would take away from the reappraisal process.
- vi. Margot Martell said that state would still probably want reappraisals.
- vii. Scott Murphy said that reappraisals are an unavoidable process required by the state.
- viii. Ulla Cook said that most other towns our size have gone to assessors instead of listers.
- ix. Bruce Schmidt asked if the assessor would keep properties upgraded.
- x. Ulla Cook said it will help. Stowe has done this.
- xi. Bruce Schmidt asked if other towns are hiring or contracting with NEMC.
- xii. Scott Murphy said that according to VLCT, towns are doing it both ways. He said that NEMC is very familiar with Ludlow.
- xiii. Justin Hyjek asked how many times appeals go beyond the BCA.
- xiv. Margot Martell said it depends on attorneys. In a normal year, we may have a couple per year. She said if there were no listers, it would be handled by the assessors.
- xv. Bruce Schmidt said he is concerned that the assessor would only be in Ludlow one day per week. He said the listers get calls every day. He said with a town our size and volume and the property turnover, would it be better to hire an assessor.
- xvi. Justin Hyjek said that in their letter, NEMC suggested the Administrative Assistant work 8:00 a.m. to 2:00 p.m.
- xvii. Margot Martell said the administrative assistant should be able to handle the calls.
- xviii. Ulla Cook said that her office has access to the lister's cards on-line.
- xix. Margot Martell said the cards are also available on the website.
- xx. Bruce Schmidt said we could take someone and train them.
- xxi. Margot Martell asked why take someone.
- xxii. Scott Murphy said we could use someone with knowledge of our systems and the assessor would train them.
- xxiii. Bruce Schmidt said the administrative assistant would work for the town of Ludlow. We would have benefits included and not rely on the assessor to train them.
- xxiv. Scott Murphy said that position would be trained by the assessor.
- xxv. Bruce Schmidt said that he wished this huge change would have been discussed earlier. We have one proposal, what about others. We have a competent listers office and a contractor who has worked with us. It is a big change.
- xxvi. Scott Murphy said that we lost Mark Gauthier and will be losing Margot Martell in 2021. It will be hard to train a new person with COVID. We are not married to NEMC. We will go through the RFP process.
- xxvii. Ulla Cook said all of the information is available on-line in her office.
- xxviii. Bruce Schmidt said we will have to decide soon. It would have to be warned.
- xxix. Scott Murphy said it does have to go to the voters.

E. Ambulance

- i. Scott Murphy said that Stephanie Grover provided a financial overview. The town is not paying for the full value of services. The Capital Fund is depleted. A regional group is not going to happen overnight and the state does not recommend it. With the ongoing personnel that accounts for 75% of operations costs.
- ii. Stephanie Grover said we have been using \$10-\$20 per capita. Woodstock is using \$72 per 911 address.
- iii. Justin Hyjek asked if 2nd homes are charged a different rate.
- iv. Stephanie Grover said not all. She is only looking at the what we need to cover our expenses. Ludlow is at about \$69/per household. She said that Woodstock writes off its unpaid ambulance bills for residents. Cavendish also does that.
- v. Justin Hyjek asked about delinquent bills.
- vi. Stephanie Grover said we have had a good return with Comstar, but it is hard to predict with COVID. She said that what Woodstock does is a nice benefit to residents. She said that Ludlow Ambulance provides 24/7 ambulance service with less than a 3-minute response time and we do community events.
- vii. Bruce Schmidt noted that Stephanie Grover did not put the proposed changes into the budget. Will the revenue be the same?
- viii. Stephanie Grover said that revenue is down because of COVID and people not wanting to go to the hospital. We are down in call volume and it is hard to budget.
- ix. Ulla Cook asked if there is no transport, is there a charge.
- x. Stephanie Grover said we changed that last year. If we treat someone on the scene, we do bill them for it - \$300 for treat without transport.
- xi. Scott Murphy added that there is still no charge for Gill Home or lift assist.
- xii. Bruce Schmidt asked how that is decided.
- xiii. Stephanie Grover said the lift is a benefit to the tax payer. She said that for car accidents, the insurance company is billed.
- xiv. Bruce Schmidt said the proposal looks at the charges for towns differently.

- xv. Scott Murphy said we have bumped up Cavendish and Plymouth 10% 2 years ago, 10% last year and 5% this year. There has been some pushback. We are bringing them in on regional discussions. He said there is a \$240,000 difference between our revenue and expenses.
- xvi. Bruce Schmidt asked, per capita, how much does Cavendish and Plymouth pay.
- xvii. Stephanie Grover said Cavendish would double and we would need to explain it. She said that one-half of Plymouth has already been paying Woodstock and it will be easier to explain to them.
- xviii. Bruce Schmidt asked what the Ludlow taxpayers are paying.
- xix. Scott Murphy said the 911 numbers will explain it. We need to increase revenue \$240,000 in order to survive. He said the article will say increase of \$.015 increase.
- xx. Bruce Schmidt said instead of level funding.
- xxi. Scott Murphy said we didn't figure that in.
- xxii. Bruce Schmidt said that we will need to talk to Cavendish and Plymouth about this as they are probably working on their budgets now also.
- xxiii. Stephanie Grover said that Cavendish may look toward Golden Cross.
- xxiv. Bruce Schmidt asked if it would cut our budget if Cavendish left
- xxv. Stephanie Grover said no. We are already at minimal staff, 2 people 24/7. The loss of Cavendish would be a bigger hit to our revenue.
- xxvi. Justin Hyjek said that insurance rates have increased and our rates have to compensate for that. He asked about Okemo and Mountain priority.
- xxvii. Stephanie Grover said we receive \$10,000 from Okemo and the mountain has no priority. We go to whoever calls first.
- xxviii. Scott Murphy said that regarding insurance, last year, we had 2 singles and now have and 4 different plans. This is the cost of doing business. We hired a consultant last year and he provided a 60-page report. We have instituted almost all of their recommendations. He said he thinks we need to explain this to the voters.
- xxix. Justin Hyjek asked if we could treat Okemo the same as we treat other towns.
- xxx. Scott Murphy said we bill the people we treat or take off the mountain.
- xxxi. Bruce Schmidt said we provide the best service possible and need to explain to other towns the need to the increases.
- xxxii. Scott Murphy said this has been coming over the years and it may not be as hard to explain to Cavendish as expected.

11. DEPARTMENT HEAD REPORTS

- A. Bruce Schmidt advised that all reports are in.

12. MUNICIPAL MANAGER UPDATES

- A. Red Bridge ZOOM meeting
 - i. Scott Murphy advised that there will be a ZOOM meeting to discuss issues on Red Bridge Road. The meeting will be held on Thursday, December 17 at 6:00 p.m. He wants to get the word out. They have notified the Lake Rescue Association and abutting property owners.
- B. Vermont COVID-19 Arrearage Assistance Program (VCAAP)
 - i. Scott Murphy advised that out of 25 eligible residential properties, 7 have applied: 5 approved and 2 are pending. Out of 8 eligible commercial properties, 2 applied: 1 approved and 1 pending.
- C. Christmas Party
 - i. Scott Murphy advised that due to COVID, we have cancelled the town Christmas Party for this year. He asked the board if they would like to do something different for staff.
 - ii. Bruce Schmidt asked how much we spent on the party.
 - iii. Scott Murphy said less than \$100 per head.
 - iv. Pam Cruickshank said that last year 110 people attended and the meals ran about \$35 to \$45 person. She said that they usually invite about 60 employees (full time and part time), staff, officers and committee members. The 110 included spouses.
 - v. Heather Tucker suggested a donation.
 - vi. Bruce Schmidt suggested a \$50 gift card to local business. He suggested purchasing about 60 gift cards and send them with a thank you note. It would also help the local restaurants.
 - vii. Justin Hyjek said that is a good idea. He said if the gift cards would be to local restaurants, he will recuse himself.

- viii. **MOTION by Heather Tucker and seconded by Brett Sanderson to authorize Scott Murphy to purchase gift cards to local restaurants, in lieu of the Christmas Party. Motion passed unanimously (one recuse.)**
- ix. Bruce Schmidt asked Scott Murphy to arrange this. He said it would be good for the town.

13. **OTHER BUSINESS**

- A. None listed.

14. **SET DATE FOR NEXT MEETING**

- A. Bruce Schmidt that the next regular meeting would be January 4, 2021 at 6:00 p.m.
B. There will be a special Budget meeting on December 21, 2020 at 6:00 p.m. to finalize the budget.

15. **NEXT MEETING ITEMS**

- i. None stated

16. **SIGN WARRANT ORDERS**

- A. Warrant orders have been signed.

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

- A. Scott Murphy advised that an Executive Session is needed for Contracts.
“The appointment or employment or evaluation of a public officer or employee (but the public body must make a final decision to hire or appoint in an open meeting and it must explain the reasons for its final decision). 1 V.S.A. § 313(a)(3)”
- B. **MOTION by Brett Sanderson and seconded by Justin Hyjek to enter into Executive Session for Contracts. Motion passed unanimously.**
- C. **MOTION by Brett Sanderson and seconded by Justin Hyjeck to exit Executive Session. Motion passed unanimously.**
- D. Board exited Executive Session at 8:22 p.m.
E. No action taken.

18. **ADJOURN**

- A. **MOTION by Brett Sanderson and seconded by Heather Tucker to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 8:23 p.m.

Respectfully submitted,

Lisha Klaiber

Bruce Schmidt, Chairman

Brett Sanderson

Scott Baitz

Heather Tucker

Justin Hyjek

Join Zoom Meeting

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

Meeting ID: 869 3771 3325

Passcode: 583569

Dial by phone: +1 929 436 2866

Meeting ID: 869 3771 3325 Passcode: 583569 (that's L-U-D-L-O-W on a phone keypad)

Find your local number: <https://us02web.zoom.us/j/86937713325?pwd=TDB0Wk9HVU54WmY2aFRNOVc5cEZGdz09>