June 6, 2018

Meeting of the Finance Committee held on Wednesday, June 6, 2018 beginning at 6:15 p.m. in Conference Room #1 at the Town Hall.

Members present: Eric Gregoire, Chairman, Maureen Downing, Heidi Fogg, Susanne Boyea, Joan Cavallo, Raymond Yando, Anthony Alves and Beverly Tokarz

Member excused: Richard Moskal

First Order of Business: The Pledge of Allegiance

There are several Interdepartmental Transfer requests to discuss. The request from the Hubbard Memorial Library was withdrawn.

At this time the committee met with Fire Chief Ryan Pease to discuss his Interdepartmental Transfer. Money came out of Firefighters Salary Account in the amount of $41,000; $14,000 out of Ambulance Overtime Account; $15,000 into Vehicle Repair and Maintenance and Supplies. Going into Capital Accounts. They have $10,000 in that account to purchase gear, hoses, nozzles that are very expensive. A set of turn out gear is $3,500 and must be replaced every ten years following a timeline; $10,000 of the transfer is to purchase gear drives; $5,000 into medical supplies for the ambulances. There is also $10,000 transferred. He provided a narrative for the transfer requests.

At this time the committee met with Mr. Steven Frederick and Barry Linton from the Board of Public Works. Their request is transferring to Rubbish and Garbage for $60,000.00 and Transportation Services for $18,000.00 from several line items listed. Mr. Frederick said that on the overage side for tipping fees as well as the operation of the transfer station and all the collections associated with the transfer station, with floating unknowns and salary amounts and retirements. He's showing numbers of $78,000 but it maybe closer to $67,000 for what he would need for a transfer. The contractual amount from Waste Management re: their monthly billing is short. They made a correction six months ago, but he feels that it's not correct. He is looking to get the bill corrected. Their trying to keep their fees reasonable to encourage people to utilize the transfer station. There is an increase change on the purple bag to help subsidize the tipping fee costs. The cost increased from $1.75 to $2.25 per package. Based on the number of houses that the DPW serves and the amount of tonnage that they pay it cost's $3.50 per house per week. It's not a bad deal where Ludlow lies in terms of trash. Their low on the recycling side, so that must increase. There already is a budget shortfall of $30,000 from next year. Mr. Frederick explained in length the procedures of the DPW, their work at the transfer station etc. trash collections and different options they might use in the future.

At this time the committee met with Ms. Villano to discuss Interdepartmental Transfer for Public Buildings.

There is a $25,000 transfer from the Board of Health salaries, going to Building Repairs. The domestic hot water tank blew, and it was $30,000 to repair. There are issues at the Senior Center, Community Center and the biggest issue is the Safety Complex. They had to replace a garage door on the police side and had to replace doors on the fire side and replaced new locks on the fire side. The glass in between fire dispatch in the building had to be replaced. There are huge increases in delivery prices from Bay State Gas. There is no way that the buildings can remain at 0% for general expenses. She had to put almost $50,000 into Public Buildings which is a result of not funding money for repairs in previous years. There is also an air conditioning system that went down.

Ms. Collins gave an overview of the available budget, then she adjusted the budget requests depending on the departments and what their spending would be to the end of June. She's hoping to put back $190,000 into the General Fund.

Town Accountant – Transfer $1,000 out of Salaries to Conference and Travel

Moved by Ms. Downing, seconded by Ms. Cavallo to approve the Town Accountant's transfer of $1,000
Vote: 8-0 in favor

Treasurer – Transfer $10,000 from Temporary Interest to Legal Services

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Treasurer's transfer of $10,000 from Temporary Interest to Legal Services
Vote: 8-0 in favor

IT Department – Transfer $17,500 from Purchase of Services to Equipment Replacement-Locking Systems, Security Cameras in Town buildings and Town Hall and all the buildings that are owned town wide.

Moved by Ms. Downing, seconded by Mr. Alves to approve the IT Manager's transfer of $17,500 from Purchase of Services to Equipment Replacement
Vote: 8-0 in favor

Town Clerk – Transfer $2,000 from General Expenses to Town Clerk Personnel Services and Clerical Salaries, Retro pays

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Town Clerk's transfer of $2,000 from General Expenses to Personnel Services
Vote: 8-0 in favor

Police Department – Transfer $3,664.78 Capital Outlay line item to Vehicle Repair and Maintenance

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Police Department's transfer of $3,664.78 from Capital Outlay to Vehicle Repair and Maintenance
Vote: 8-0 in favor

Fire Department – Refer to the Chief's visitation at the beginning of the meeting for transfer explanations

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Fire Department's transfer of $60,000 from Salaries etc. to Equipment Renewal and Upgrades in their capacity
Vote: 8-0 in favor

Building Department – Transfer $11,200 from Technical Services to Capital Outlay for the Plotter Scanner which ties into the BAS System, permitting process system

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Building Department's transfer of $11,200 from Technical Services to Capital Outlay
Vote: 8-0 in favor

Department of Public Works – Refer to Mr. Frederick's visitation at the beginning of the meeting for transfer explanations.

Moved by Ms. Downing, seconded by Ms. Cavallo to approve the DPW's transfer of $78,000 from Salaries to Rubbish and Transportation Services
Vote: 8-0 in favor

Board of Health – Transfer $7,000 from Nurses Salary to Other Supplies

Moved by Ms. Downing, seconded by Mr. Alves to approve the Board of Health's transfer of $7,000 from the Nurses Salaries to All Other Supplies
Vote: 8-0 in favor

Westover Golf Course – Transfer $9,000 from Supplies to Services/Enterprise Fund

Moved by Ms. Downing, seconded by Ms. Fogg to approve the Westover Golf Course transfer of $9,000 from Supplies to All Other Services /Enterprise Fund
Vote: 8-0 in favor

Veterans' Services – Transfer $1,500 from Veterans' Services to Clerical Retro Pay

Moved by Ms. Downing, seconded by Ms. Fogg to approve the Veterans' Services transfer of $1,500 from Veterans Services to Clerical Part-Time, Retro Pay
Vote: 8-0 in favor

Board of Selectmen – Transfer $63,500 from various departments to Custodian Salaries and Building Repairs

Moved by Ms. Downing, seconded by Ms. Fogg to approve the Board of Selectmen's transfer of $63,500 from various departments to Custodian Salaries and Building Repairs
Vote: 8-0 in favor

Special Town Meeting of June 11, 2018

At this time the committee reviewed and voted on the Articles for the June 11, 2018 Special Town Meeting. Mr. Gregoire read all the Articles as follows:

ARTICLE 1: To see if the Town will vote to authorize the Board of Selectmen to enter into and deliver the Project Scope and Budget Agreement, and any amendments thereto, between the Town of Ludlow and the Massachusetts School Building Authority for the proposed project (the "Proposed Project") at the Chapin Street Elementary School (the "Project Scope and Budget Agreement") and all other related documents, with the Chairman of the Board of Selectmen being authorized and directed to execute and deliver the Project Scope and Budget Agreement, and any amendments and all other related documents thereto, on behalf of the Town and to bind the Town to its terms and conditions; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen

Ms. Villano explained this Article and several others that has to do with building of the new school. Their moving into Scamatic Design documents. As part of the Project Funding Agreement, the MSBA requires that the Town's legal counsel certify that all the appropriate votes have been taken and that the appropriate people have been designated to sign on behalf and bind the Town. In their due diligence and research Legal Counsel felt that since the MSBA were going to be reimbursing the Town for about 30 million dollars, it would be correct to have a Town Meeting with votes to specifically authorize the Board of Selectmen, the Chairman, to be the designated signatory on the Project Scope and Funding Agreement as that moves forward into the system, because it is not in the Charter. Articles 1 & 2 have to do with the budget scope and funding to designate the Selectmen and the Chairman and allows the Selectmen to bind the Town. Articles 3 & 4 have to do with the Project Funding Agreement designating the Chairman, to allow the Selectmen to bind the funding and Article 5 is just to confirm and ratify any previous votes that have been taken relative to the feasibility study and designer selection or any documents that they executed on behalf of this project. All paperwork/approvals had to be done by June 14th.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 1
Vote: 8-0 in favor

ARTICLE 2: To see if the Town will vote to authorize the Board of Selectmen to make final, binding decisions on behalf of the Town with respect to the Proposed Project described in the Project Scope and Budget Agreement, and any amendments thereto, including all other documents related thereto; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 2
Vote: 8-0 in favor

ARTICLE 3: To see if the Town will vote to authorize the Board of Selectmen to enter into and deliver a Project Funding Agreement, and any amendments thereto, between the Town of Ludlow and the Massachusetts School Building Authority for the project at the Chapin Street Elementary School (the "Project Funding Agreement") and all other related documents, as such Project Funding Agreement is described in the Project Scope and Budget Agreement, with the Chairman of the Board of Selectmen being authorized and directed to execute and deliver the Project Funding Agreement, and any amendments and all other related documents thereto, on

behalf of the Town and to bind the Town to its terms and conditions; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 3
Vote: 8-0 in favor

ARTICLE 4: To see if the Town will vote to authorize the Board of Selectmen to make final, binding decisions on behalf of the Town with respect to the project described in the Project Funding Agreement, as such Project Funding Agreement is described in the Project Scope and Budget Agreement, and any amendments thereto, including all other documents related thereto; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 4
Vote: 8-0 in favor

ARTICLE 5: To see if the Town will vote to ratify and confirm any previous actions taken by the Board of Selectmen or its Chairman, and by any other Town boards or committees, with respect to the Proposed Project, including *(i)* the Board of Selectmen's or its Chairman's actions taken with respect to *(a)* the Project Scope and Budget Agreement, and any amendments thereto, and any related documents, and *(b)* the feasibility study for the Chapin Street Elementary School Building Project, 766 Chapin Street, Ludlow, Massachusetts, any amendments thereto, and any related documents (the "Feasibility Study Agreement"), and *(ii)* other actions with respect to documents related to the Proposed Project; which actions include, without limitation, entering into and delivering the Feasibility Study Agreement; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 5
Vote: 8-0 in favor

ARTICLE 6: To see if the Town of Ludlow will vote to appropriate and/or borrow an amount of money not to exceed four million eight hundred thousand dollars ($4,800,000) to be expended under the direction of the Town of Ludlow Radio Communications Advisory Committee for a town-wide simulcast radio communications system upgrade which will include infrastructure replacement, portables, mobiles and other associated communications equipment as outlined in the assessment report and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for the purpose; any premium received by the Town from the sale of any bonds or notes authorized by this vote, less the costs of issuance of the bonds or notes paid from the premium, and any accrued interest may be applied to pay project costs in accordance with Massachusetts General Laws Chapter 44, Section 20 and the amount authorized to be borrowed to pay those costs shall be reduced by the same amount applied; pass any vote or take any action relative thereto. Submitted by the Town of Ludlow Radio Communications Advisory Committee.

2/3rds vote required

Ms. Villano explained that Town Meeting must revote on the 4.8 borrowing for the Radio Infrastructure, because at the time of the Town Meeting the individual who presented the motion was not a Precinct Member. Therefore, it wasn't a valid vote and needs to be re-voted on. Basically, they are correcting an error in the presentation of the Motion. One of the Selectmen will be presenting Article 6 which has been sanctioned by Town Counsel.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 6
Vote: 8-0 in favor

Moved by Ms. Downing, seconded by Mr. Alves to peruse and approve the Finance Committee Minutes of April 11, 2018
Vote: 8-0 in favor

Moved by Ms. Downing, seconded by Ms. Fogg to peruse and approve the Finance Committee Minutes of April 25, 2018
Vote: 8-0 in favor

Moved by Ms. Downing, seconded by Ms. Fogg to peruse and approve the Finance Committee Minutes of May 14, 2018
Vote: 8-0 in favor

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Mr. Gregoire spoke about the FY19 budget development. He wanted to know if there was any feedback from the committee regarding the way the budget process was handled or was there anything that the committee should be mindful of going forward. Ms. Fogg commended Kim Collins with her job creating the spread sheets and the process was smoother and more streamlined. She felt like issues were addressed and thanked Ms. Collins for all her hard work. The committee concurred. Ms. Cavallo is impressed by the Minutes. Ms. Downing feels that the committee has gone through a very good process the last 5-7 years of making changes and share open communication with departments. Mr. Gregoire said that this year's budget was not easy especially with the many cuts that had to happen. Next year will probably be the same. The committee and department will have to be very diligent in managing the funds expended.

Mr. Gregoire attended the MMA Regional Meeting. There was a presentation from the Division of Local Services. They have a great service on the website and have information that is very helpful to all the towns involved. There is a new handbook update from the MMA that the committee will be receiving.

The next meeting will be held on September 19, 2018.

Moved by Ms. Downing, seconded by Ms. Boyea to adjourn the Finance Committee Meeting at 8:10 p.m.
Vote: 8-0 in favor

Ludlow Finance Committee

