April 15, 2020

Regular meeting of the Finance Committee held on Wednesday, April 15, 2020 beginning at 6:30 p.m. in the Selectmen's Conference Room, Ludlow Town Hall.

Because of the COVID-19 Impact, be advised that by Order of the Governor suspending certain provisions of the Open Meeting Law, G.L.c.30A. Sec. 20 which limits public access; this meeting can be viewed via cable television as this meeting is broadcast live. Questions can be directed to the committee via email at questions@ludlow.ma.us.

Members present by Roll Call: Maureen Downing, yes; Joan Cavallo, yes; Richard Moskal, yes; Anthony Alves, yes; Nicole Parker, yes; Beverly Tokarz, yes; Eric Gregoire, yes

Members excused: Susanne Boyea

Ms. Collins was also on call.

First Order of Business: The Pledge of Allegiance

RECEIVED
TOWN CLERK'S OFFICE
2020 MAR -8 P 3:46
TOWN OF LUDLOW

Correspondence: Mr. Gregoire read a letter from Raymond Yando resigning as a member of the Finance Committee as follows:

Dear Attorney DaCruz:

Please accept this letter as formal notification that I am resigning my appointment to the Ludlow Finance Committee effective today, April 2,2020.

Thank you for the opportunity I have had over the past four years. I am more than grateful to have served with so many dedicated individuals and public representatives as a member of the Finance Committee. I wish them well as they continue this important task. Sincerely, Raymond Yando

A letter will be sent to Mr. Yando, thanking him for his service.

New Business: The Selectmen voted to postpone action and rescheduled the Town Meeting from May 11th to June 22nd. Mr. Gregoire sent a letter to the Selectmen advocating to change the Town Meeting to a later date. This would allow the Finance Committee to set the FY'21 budget much later with better financial numbers. He thinks that as it pertains to future meetings the next regular meeting would be May 20th. That would allow a month between the Town Meeting. We could resume weekly meetings if warranted. It would allow for meetings with a few other departments. We would have four weeks and also met less if necessary. He asked the committee about feedback to his approach. Ms. Downing feels that it's a good idea. She thinks that the committee needs to bring back the Library, DPW or anyone that we don't have a handle on their budget because of update confusion. She would like those departments rescheduled. Mr. Gregoire thinks it's a good suggestion and would also like to meet with other departments who

have concerns. Mr. Alves asked about the Selectmen's meeting and a meeting with them prior to Town Meeting. Mr. Gregoire said we could utilize one of the weeks, maybe June 15th to see if they need to review anything with the committee and also propose our recommendations. Mr. Alves would like to revisit the departments to make sure that the committee is in favor with the department budgets. Mr. Gregoire hopes that within the month we could see what the impacts are and any potential solutions on how we can address any shortfalls in FY'21. The Selectmen are exploring putting money in an Article for FY'21 to address shortfalls if needed. Mr. Alves said it would make sense to have information on all departments at that first meeting to have discussions etc. Ms. Downing feels that we are almost at a restart point. Everything that has been done is questionable. If we could get updates on everything from the Town Accountant to see if we have to go back to the beginning, it would be helpful. Ms. Collins said that departments are working to get deposits up to date. Her hope is that Accounts Payable have gone through and she will look at how much revenue has been collected as to where they are from last year. She will start preparing Interdepartmental Transfers, year-end. She can review those to see what departments will need until the end of the year. She started looking at the accepted revenue. She looked at the purple bag revenue. She doesn't know where the DPW is at that process. The bags need to get into the stores. She doesn't see this process happening by July 1st. She pulled that out of the assumption. Ms. Cavallo asked if the Real Estate tax payment has been moved? Ms. Collins and Mr. Gregoire are not sure. He was under the impression that they were going to move the payment deadline. Ms. Downing said the next meeting should be split if the committee is going to discuss the transfers. Mr. Gregoire doesn't think that the committee would be entertaining the transfer requests until the June meeting. Ms. Collins said that if the Finance Committee reviews them the Selectmen have until July 15th to approve those transfers. Mr. Gregoire feels that the next meeting could be split depending on what transpires during the month leading up to the next meeting. Mr. Gregoire said that the Legislature just held discussions with the Commonwealth about budgets. Their timeline for their budget has also been delayed. He discussed the revenue loss from the State and how it will affect cities and towns. The economics will impact us. We need to be mindful and very hard decisions will have to be made. Next year won't be as smooth as we thought going into this budget process. Ms. Parker said that Mr. Larivee went before the Selectmen, requesting his increase. She has a concern that Chairman DeBarge said it doesn't matter what thoughts the Finance Committee have and would like to move forward with the increase. She would like some clarification on exactly how the Selectmen takes our recommendations. Ms. Downing said that we are a recommending body. She's glad to see that they didn't make a decision prior to the Finance Committee's recommendations. She would like to see guidelines on expanding positions, new positions, moving people up on levels. Should we think about how we should make some recommendations on Personnel Policy's on additional help, new hires, extended responsibilities etc. Ms. Parker says that the committee puts a lot of time and effort to provide recommendations etc. She understands that we will not always agree, but she would like more clarification on the Finance Committee role as a recommending body. We recommend and if the Selectmen don't

agree, that's fine, but we should all be on the same page. Mr. Gregoire said that Town Meeting has the say over this position. The Selectmen can create it, but it has to be funded at Town Meeting and that's where our recommendations come in. He watched the meeting and said that Chairman DeBarge said they will review it moving forward. Our role is to review items and to make recommendations going to Town Meeting based on the departments budgets and what's being included in that. He would welcome thoughts about these issues. He's been in communication with the Selectmen and will continue to do this. Ms. Collins said this process and all positions, new positions coming up for reclassifications, now go through H.R. Positions don't have to go to Town Meeting. She and the H.R. Director feels there should be a form followed by the Treasurer, H.R. Director etc. on whether the position should be approved. There is not this process for FY'21. The Level 2 budget does not have the requests in it. Ms. Downing said that the committee does not recommend all the positions. When there is a financial crisis or issue, the committee did have input as far as putting out guidelines re: financial cuts. This was back in the recession in 2008. There were guidelines but only during a financial crisis. During regular business, new positions that impact the department budget, then we have input, but it's not up to the committee to say whether the position is needed or not needed. The committee likes to come to a consensus with the Selectmen to present a united front. If there is a difference of opinion, each side gives reasons why we disagree and the Precinct Members decide on the position and money. Mr. Gregoire said it's very important going forward to have a review process that goes through multiple issues, on whether it's affordable or has validity etc. There is no due process at this point and that would be helpful going forward.

The bylaws re: reorganization procedures for elections states that the committee reorganize in May at the regular meeting. He thinks we can continue to hold to that on May 20th. He hopes we can meet in person and not on a conference line. He's opens to hold the elections in June. Ms. Downing has no problem to wait until June. That way all the important visits will be completed. Mr. Moskal agrees with Ms. Downing. Ms. Cavallo, Ms. Tokarz and Ms. Parker agree to wait until June.

Town Elections will be held on June 1st.

RECEIVED
TOWN CLERK'S OFFICE
NOV -8 P 3:46
TOWN OF LUDLOW

Moved by Ms. Downing, seconded by Ms. Cavallo to approve and sign the Finance Committee Minutes of March 11, 2020, as written.
Vote by Roll Call: Ms. Downing, yes; Ms. Parker, yes; Mr. Alves, yes; Ms. Tokarz, yes; Mr. Moskal, abstain; Mr. Gregoire, yes. 6-0-1 in favor. Mr. Moskal abstained

Moved by Ms. Downing, seconded by Ms. Cavallo to approve the Finance Committee Minutes of March 25, 2020, as written.
Vote by Roll Call: Ms. Downing, yes; Ms. Cavallo, yes, Ms. Parker, yes; Mr. Alves, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Gregoire, yes. 7-0 in favor

Ms. Downing thanked the Selectmen for their weekly information updates, which offers a sense of security.

Moved by Ms. Downing, seconded by Ms. Cavallo to adjourn the Finance Committee Meeting at 7:20 p.m.
Vote by Roll Call: Ms. Downing, yes; Ms. Cavallo, yes, Ms. Parker, yes; Mr. Alves, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Gregoire, yes. 7-0 in favor

Ludlow Finance Committee

RECEIVED
TOWN CLERK'S OFFICE
2021 NOV -8 P 3:46
TOWN OF LUDLOW