June 3, 2020

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2020 OCT -7 A 8:43
TOWN OF LUDLOW

Finance Committee Budget meeting held on Wednesday, June 3, 2020, beginning at 6:02 p.m. in the Selectmen's Conference Room, Town Hall

Please be advised that by Order of the Governor; Order suspending certain provisions of the open meeting laws, G.L. c.30A, Sec. 20 which limits public access – This meeting will be conducted entirely over conference call and recorded for public access. The recorded meeting will be publicly available through LCTV.

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

Kimberly Collins and Ellie Villano were also present

First Order of Business: The Pledge of Allegiance

Mr. Gregoire discussed the Golf Course Enterprise Fund. Ms. Collins updated the committee on their present status. She spoke with Mr. Linton and the golf commissioners at their meeting. They approved their budget in the amount of $631,770. There was an increase in the Revenue Budget for golf rounds receipts. That new balance was $318,016.75. The Indirect Costs transferred from their account to the Town is $35,000. That results in the subsidy of $99,179.72. The only changes on the sheets were the changes in revenue which was based on rates that they increased last year. Mr. Gregoire asked about the mechanics position. Ms. Collins said they've been relying on the temporary laborers to do work which the mechanics position was doing. They felt it would make more sense to reduce the temporary laborers in the new year and keep the permanent position. The Town was going to subsidize $120,000, but with the changes the number is down under $100,000. Mr. Gregoire asked about the other items that they were discussing re: contracts, secretarial positions, concession operations and other reductions or lost revenue. Ms. Collins said for FY'21 the Golf Commission did not talk about adjusting the revenue for the contracts that they receive money from the golf pro. They were going to give the golf pro a break on his payment for golf concession rates. She doesn't agree with that. They did look at expenses in relation to what they would need. They still need the same number of employees and maintenance expenses.

Ms. Parker asked about the business plan that the committee wanted to see, so they can be self-sustaining. She asked if that was done. Mr. Gregoire remembers about asking for that and he would be very interested to see what their plan is to be self-sustaining and not relying on the Town subsidy. He did not see any documents, just heard conversations. Ms. Collins said this is not the time for the golf course to become sustainable because of COVID. They will have issues over the next few years trying to come back from not being able to be at 100% capacity. The Town has helped by approving the golf carts through Capital Planning. That will help them run more smoothly in terms of maintenance and gasoline expenses. Their moving in the right direction in terms of removing the expenses that got out of hand because of different issues. Over the next year Ms. Collins will look at what their spending on a month to month basis, what revenue is coming in and where they expect to be month by month so that they don't get themselves in more debt.

They have not come forth with any detailed plan at this time. Mr. Gregoire said there should be something substantial as a benchmark to measure against it and to track against it to see how their performing. He would be in favor of monthly monitoring so that they can see their progress.
Ms. Cavallo asked about the renting of golf carts if there are no tournaments this year. Ms. Collins said that some of those tournaments may fall within FY'21 budget next year. Ms. Downing said that prior to COVID issues, there was concern over the long-term plan for the golf course. She agrees with Ms. Collins that at this time there is not much that can be done but she feels that by next year, before they meet with Finance there should be some sort of protocol that is in place, showing the monitoring of their budgets and a five year plan going forward. Ms. Collins said that when they appropriate the budget in the Article; the budget for each Enterprise Fund will be the budget before the Indirect Costs and then there is a separate appropriation for the Indirect Costs that are going to be transfers from the Enterprise Fund into the General Fund.

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Moved by Ms. Downing, seconded by Ms. Boyea to approve the Westover Golf Course budget in the amount of $631,770
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Ms. Moskal, yes; Ms. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Ms. Gregoire, no. 7-1 in favor. Mr. Gregoire opposed

Ms. Collins wanted to inform the committee that when she was reviewing some of the approved budgets, she noticed that new information has been obtained.
The Sewer Enterprise Fund in the amount of $1,875,930 also included the Indirect Cost estimate. It should be $1,775,930. That's a bookkeeping issue.
The Treasurer Department – there was an employee who was going to retire but no long plans to retire in FY'21. Their looking to have 10 months of her salary added back in to their budget which is the Level 2 requested amount of $277,546.
Recreation Commission was reduced but the State has put out some guidance on the new opening at the pond and pool. They are requesting $13,638 to bring their budget to $324,119 so they could have a lifeguard, head lifeguard and a nurse.
Fringe Benefits- as part of the relief from COVID for health insurance, it's been determined that in July, employees will be given a holiday for health insurance. After calculating what that holiday would be and any savings that would be passed along to any of the employees would result in a $300,000 reduction to Fringe Benefits. That would bring the total to $15,651,242.
Ms. Collins said that after all the changes, the Excess Levy is at $57,000 with a reduction in expenses of $250,000. The increase in Excess Levy will be $100,000

Moved by Ms. Downing, seconded by Mr. Alves to suspend the rules to reconsider budget recommendations for the Sewer Enterprise Fund, Treasure's Department, Recreation Department and Fringe Benefits.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes, Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Sewer Enterprise Fund in the amount of $1,775,930
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

Moved by Ms. Downing, seconded by Ms. Boyea to approve the Treasurer's budget in the amount of $277,546
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

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Moved by Ms. Downing, seconded by Ms. Boyea to approve the Recreation Department's budget in the amount of $324,119
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

Ms. Parker feels that most of the funds will be approved through the CARES Act. She feels that everything should be applied for, even if questionable because as the guidelines are relaxed more, there will be more restrictions as things open up, and mostly everything will be approved based on future appropriations that will be needed for other restrictions that will be put in place on a municipality for the opening on all the recreational activities.

Moved by Ms. Downing, seconded by Mr. Moskal to approve Fringe Benefits in the amount of $15,651,242
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes, Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

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The committee will now discuss the Articles for the Annual and Special Town Meeting that the Selectmen approved at their last meeting. The Selectmen voted to move some of the Articles that were in the Annual Town Meeting to the Special Town Meeting to allow more flexibility if there is an issue with quorums etc. Ms. Villano provided an updated version of the Warrants. If there are any questions with an Article, that department can be called in to meet with the committee. Ms. Villano said that the Town Meeting is scheduled for June 22nd. The thought process of Town Counsel was to hold the Annual with as little Articles as possible to make sure that the budget was voted for and the Annual Town Meeting was dissolved quickly. The normal process of holding a Special within the Annual has changed. The Special will be held after the Annual is dissolved. There are approximately 27 Articles in the STM Warrant. If the meeting needs to be continued it is up to the Moderator to do so.

Annual Town Meeting

ARTICLE 1: To hear and act on the reports of the Town Officers; pass any vote or take any action relative thereto.
Ms. Villano said the Town Report is required to be distributed and must be completed 7 days prior to Town Meeting. This is a standard Article.
Moved by Ms. Downing, seconded by Mr. Alves to approve Article 1 regarding the report.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 2: To hear and act on the reports of the outstanding committees appointed pursuant to prior warrants and continued at each succeeding meeting and to continue said committees further, unless discharged by vote of this body.
This is a standard Article. Section 23 of the Town Bylaws requires that there is a vote to accept the vote of committees that are not in the Town Report.
Moved by Ms. Downing, seconded by Mr. Alves to approve Article 2 of the Annual Town Meeting re: outstanding meeting reports
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

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ARTICLE 3: To see if the Town will vote to raise and appropriate and/or otherwise provide such sums of money as may be necessary for Town purposes and charges during Fiscal Year 2021 and to fix the salary of all elected officials of the Town for the same Fiscal Year, beginning July 1, 2020.
Ms. Villano said that this is the budget article. Ms. Downing recommended to hold the Article in case there are any other changes that come through. **Hold**

ARTICLE 4: To see if the Town will vote to establish the annual expenditure limits for each of the following already established revolving funds for the use by certain Town departments, boards, committees, agencies or officers pursuant to Massachusetts General Laws Chapter 44, § 53E ½ as outlined in the Town of Ludlow General Bylaws, **Chapter 2, Section 42: DEPARTMENTAL REVOLVING FUNDS** and printed below.
Ms. Villano said years ago there use to be separate articles for revolving funds. It was recommended that they establish it in the Bylaw, but every year the Town has to accept expenditures. This Article is setting the expenditures as follows: CPR Training, %5,000; On-site Sewage System, $4,000; Vaccine, $20,000; Consultants, $50,000; Wetlands, $80,000; Purple Bags, $26,000; Dog Park, $5,000.
Mr. Alves asked if the amounts are the same as last year. They are. They had considered to change the DPW Purple Bag figure, but the plan was changed and the initial amount stayed. Ms. Parker wanted to know what the $20,000 vaccines are spent on and Wetlands. Ms. Villano said the vaccines are for fees to purchase the vaccines as vaccines were not always free. The Wetlands are governed by the Conservation Commission and their fees are for expenses for administration and enforcement of the Wetlands Protection Act. Maintenance and improvements of the Ludlow Natural Resource Areas.
Moved by Ms. Downing, seconded by Mr. Alves to approve Article 4 in the ATM, regarding the Departmental Revolving Funds.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Alves, yes; Mr. Moskal, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 5: To see if the Town of Ludlow (the "Town") will vote to authorize the Ludlow Public School Superintendent to enter into contracts to identify and pursue federal government reimbursements for, or other revenues or available resources that may be generated by, programs or activities being carried out by the Ludlow Public Schools, and to provide that payments for services under such contracts may be made from the reimbursements or revenues recovered as a result of the services performed without appropriation of such revenues. This authorization shall not apply to reimbursements, revenues or resources that may be available from

the medical care and assistance program administered by the Commonwealth pursuant to Chapter 118E.

Ms. Villano said the Town can receive reimbursements and can recoup expenditures by 20% of all the total expenditures from DCF due to transportation etc. as stated in the Article.

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Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 6 in the ATM Warrant, to allow the Superintendent to enter into contracts as written

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Mr. Boyea, yes, Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 6: To see if the Town will vote to change the Local Property Tax Exemption for Seniors under General Laws Chapter 59, Section 5, Clause 41C as initially approved in Article 15 of the April 10, 1995 Town Meeting by: changing the exemption dollar amount from $500.00 to $750.00; lowering the requisite age from 70 years old or older to 65 years or older; changing the current gross receipts maximum from $13,000 to $19,758 for persons single and changing the current combined gross receipt maximum from $15,000 to $30,000 for persons married; and by changing the maximum whole estate value from $28,000 to $30,000 for single persons and from $30,000 to $35,000 for married persons.

Ms. Villano stated that their looking to change the property tax exemption which was adopted in 1995 by changing the threshold. Mr. Gregoire asked if there will be a tax on the revenue if expanding the exemption and has it been accounted for in terms of the tax recap. Ms. Collins has not made any changes to the revenue in the recap for this item. She isn't sure on the impact. She will communicate with the Treasurer and Collector to come up with a dollar amount. Ms. Parker doubled the amount in Palmer, which is a surrounding community, she feels it would be $2,000, not a big impact. It needs to be updated. Mr. Moskal wanted to know how many people benefit from this Article. No one knew the answer. His other question was, who makes the selection who gets the exemption? Ms. Villano said they go to the Board of Assessors. There is no cap on how many get the exemption. It's whoever qualifies. Mr. Gregoire will ask the Assessors re: how many people qualify for the exemption.

Moved by Ms. Downing, second by Ms. Cavallo to approve Article 6, regarding the Senior Tax Exemption.

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 7: To see if the Town will vote to appropriate State Chapter 90 Highway Aid Funds for engineering, construction, reconstruction and/or repairs to Town roads and bridges and authorize the Board of Selectmen, if necessary, to borrow in anticipation of the receipt of such State Aid.

Ms. Villano said this is a standard DPW Article. For FY'21, the dollar amount that will be received is $696,635.

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 7 in the ATM regarding the Chapter 90 Highway Aid Funds.

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes, Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 8: To see if the Town will vote to authorize the Board of Public Works to enter into a contract with the Massachusetts Department of Transportation for the construction and maintenance of public roads for the ensuing years

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Moved by Ms. Downing, seconded by Mr. Moskal to approve Article 8 regarding the DPW and the MassDOT

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 9: To see if the Town will vote to appropriate or transfer a sum of money to establish a Fiscal Year 2021 budget for the Department of Public Works Enterprise Fund for the Closure of the Landfill

The funds for this Article are usually $10,000.

Moved by Ms. Downing, seconded by Mr. Alves to approve Article 9 not to exceed $10,000 for the closure of the Landfill.

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 10: To see if the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow by the issuance of bonds or notes such sums of money as may be necessary for Town Capital Improvements during the Fiscal Year beginning July 1, 2020 (Fiscal Year 2021)

The total amount of money is $436,880.17. Funding sources are $77,000 from Ambulance Subscription Fund; $359,880.17 from Free Cash. The DPW was approved for the second year lease for $33,000 for the replacement of the Freight Liner Vehicle; Fire Department approval of the second year lease for the Fire Engine, $134,000; the second year of a three year lease for the Ambulance in the amount of $77,000 and the new purchase of an F150 Pick-up Truck in the amount of $35,000. Golf Course, the Toro Green Master, second year of a three -year lease in the amount of $11,513; the first year of a three -year lease for the Golf and Utility Cart program in the amount of $45,000. The Council on Aging is in a second year of a third -year lease for the Ford Lift-Van in the amount of $27,000; the Town Clerk needs new voting equipment in the amount of $36,400; Police Department replacement of the Detective Vehicle with a Dodge Durango pursuit vehicle in the amount of $37,967.17. The Capital Plan was presented to the Board of Selectmen at their last night's meeting and approved. The Capital Planning Committee also voted to approve extending the fiber network in the amount not to exceed $40,000 for the new school administration building and senior center. They also approved the expenditure for the repairs to the Ludlow Boys' and Girls' Club funded through the Building Infrastructure Article in the amount of $29,000, which has to do with the pool, tiles etc.

Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 10, Capital Improvements in the amount of $436,880.17

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yea; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 11: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the Fiscal Year 2021 Reserve Fund

This is the Finance Committee Reserve Fund Article to fund and appropriate $100,000 which will come from Free Cash.
Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 11.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yea; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

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ARTICLE 12: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purpose of responding to Covid-19 expenses
Ms. Villano said this was brought forward before any of the relief funds came into play. The Board of Selectmen thought it would be prudent to put this Article on the Warrant and the amount of money from Free Cash would be in the amount of $100,000. Because of the CARES Act, she feels that the Selectmen will recommend postponement of the Article
Moved by Ms. Downing, seconded by Ms. Boyea to postpone Article 12 contingent on the Selectmen's vote.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes; 8-0 in favor.

The question that was on the ballot was removed in the Warrant by the Selectmen.

Special Town Meeting:

ARTICLE 1: To see if the Town will vote to transfer from available funds a sum of money for **UNPAID BILLS and/or OVEREXPENDED ACCOUNTS OF PREVIOUS FISCAL YEARS**
Ms. Villano does not have a total to date. The committee decided to hold the vote until all the bills are received. **Hold**

ARTICLE 2: To see if the Town will designate the Treasurer as the Other Post-Employment Benefits (OPEB) Liability Fund Trustee pursuant to General Laws Chapter 32B, Section 20
Ms. Villano explained Articles 2, 3 and 4 together, because they relate to each other. In 2016 Chapter 30B, Sec. 20 that the Town adopted some time ago, was amended and the Town reaccepted the new section to operate under a new and more detailed version. This Article would clarify that the Treasurer is designed as the OPEB Fund Trustee. Article 3 would clarify the investor rule which would authorize the custodial trustee to invest money which is an option under the new Sec. 20. Article 4 would authorize the hiring of an investment consultant, which is an option under the new Sec. 20. Town Counsel felt that the Town should re-adopt and update the trust. If approved a new trust will be written.
Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 2 regarding the OPEB Liability Fund Trustee as written in the Special Town Meeting Warrant
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Mr. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 3: To authorize the Custodian-Trustee of the OPEB Fund established under G.L. c.32B, §20 to invest monies in the OPEB Fund under the prudent investor rule established in G.L. c.203C

Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 3 as written regarding the Custodian-Trustee OPEB Fund.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

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ARTICLE 4: To authorize the Trustee of the OPEB Fund established under G.L. c.32B, §20 to employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the OPEB Fund
Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 4 in the Special Town Meeting regarding the Investment Consultant for OPEB
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Mr. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 5: To see if the Town will vote to transfer from free cash sufficient funds to cover the additional overtime expenses incurred by the Fire Department Ambulance Personnel Services Budget
Hold. Ms. Collins said she is not sure that the Fire Department will need funds because of COVID.Ms. Villano said the Chief most likely will not need the funds. With the COVID relief, most expenditures will be covered. Mostly likely the Article will be postponed

ARTICLE 6: To see if the Town will vote to transfer from free cash sufficient funds to cover the additional expenses incurred by the Fire Department Ambulance Vehicle Repair and Maintenance
Hold

ARTICLE 7: To see if the Town will vote to transfer from free cash sufficient funds to cover the additional overtime expenses incurred by the Police Department
Hold

ARTICLE 8: To see if the Town will vote to authorize the Board of Selectmen to grant an easement for electric and telecommunication utilities to VERIZON NEW ENGLAND INC and NSTAR ELECTRIC COMPANY d/b/a Eversource, as may be required, for the properties located at 205 & 209 Fuller Street, Ludlow, MA (Harris Brook Elementary School (formerly known as Chapin Street Elementary School) and School Administration Building site), described and recorded in the Hampden Registry of Deeds in Book 2599, page 404
Ms. Villano said this is an easement for the Verizon and Electric Co. to supply telecommunications and electricity to the new school and administration building.
Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 8 regarding the easement for Harris Brook Elementary School
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICL E 9: To see if the Town will vote to authorize the Board of Selectmen to grant an easement for electric and telecommunication utilities to VERIZON NEW ENGLAND INC and

NSTAR ELECTRIC COMPANY d/b/a Eversource, as may be required, for the property located at 228 State Street, Ludlow, MA (the new senior center site), described and recorded in the Hampden Registry of Deeds in Book 22549, page 394

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Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 9 as written (easement for the new Senior Center)

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 10: To see if the Town will vote to authorize the Board of Selectmen to grant an easement for gas utilities to Bay State Gas Company d/b/a Columbia Gas of Massachusetts, as may be required, for the property located at 228 State Street, Ludlow, MA 01056 (the new senior center site), described and recorded in the Hampden County Registry of Deeds in Book 22549, page 394

Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 10 (easement for the new Senior Center)

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 11: To see if the Town will vote to authorize the Board of Selectmen to grant an easement for water and sewer utilities to Springfield Water and Sewer, as may be required, for the property located at 228 State Street, Ludlow, MA 01056 (the new senior center site), described and recorded in the Hampden County Registry of Deeds in Book 22549, page 394

Moved by Ms. Downing, seconded by Mr. Alves to approve the water and sewer easement for the new Senior Center.

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes, Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 12: To see if the Town will vote to authorize the Board of Selectmen to grant an easement for gas utilities to Bay State Gas d/b/a Columbia Gas of Massachusetts, as may be required, for the properties located at 205 & 209 Fuller Street, Ludlow, MA, (Harris Brook Elementary School, (formerly known as Chapin Street Elementary School) and School Administration Building site), described and recorded in the Hampden County Registry of Deeds, Book 2599, page 404

Moved by Ms. Downing, seconded by Ms. Cavallo to approve an easement for Gas for the Harris Brook Elementary School

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 13: To see if the Town will vote to appropriate a sum of money from free cash, not to exceed Forty Thousand dollars, to be used for the purchase and installation of dark fiber for IP (internet protocol) based technology for the Senior Center located at 228 State Street and the Harris Brook Elementary School (formerly known as Chapin Street Elementary School) and School Administration Building located at 205 & 209 Fuller Street

Ms. Villano said this is part of the Capital Plan. This is the dark fiber that the Town owns that interconnects all of the municipal buildings. This will allow the Town to extend the dark fiber to the new senior center and new school and administration building. The Amount is $40,000

Moved by Ms. Downing, seconded by Ms. Boyea to approve a sum of money not to exceed $40,000 for the purchase and installation of dark fiber for the elementary school and senior center.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Ms. Gregoire, yes. 8-0 in favor

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ARTICLE 14: To see if the Town would vote to disband and discharge the Personnel Board

Ms. Villano explained that the Town hired a Human Resource Manager and the Personnel Policy Bylaws became Personnel Policy Manual under the jurisdiction of the Board of Selectmen. Since the hiring of the HR Manager, the Personnel Board has become obsolete and they have not met since 2018.The suggestion was to disband the Personnel Board. There is a $2,400 savings
Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 14 as written in the Special Town Meeting.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 15: To see if the Town will vote to appropriate a sum of money from free cash, not to exceed Fifteen Thousand dollars, to be used to perform a Classification Study to review and evaluate all positions within the Town, excluding Schools
Ms. Collins said this Article was increased to $20,000. It was at $15,000 at first. The motion could be amended to allow the increase to $20,000. Ms. Villano said the committee thinks it should be postponed and ask Finance for the funds. If the Article passes at $15,000 and they can't increase the amount to $20,000, they can go to Finance for the additional amount needed.
Hold for clarity on the amount, and the duration of time going back for the study. The last time a study was done was in 2006 and LATOS was also a part of that classification study. The thought was to do an evaluation of all the positions and assistance in drafting the job descriptions. This will be Non-union and Union positions. **Hold**

ARTICLE 16: To see if the Town will vote to accept the provision of M.G.L. c.59, § 5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), which provides for a property tax exemption for real estate to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and Veterans who: (I) during active duty service, suffered an injury or illness documented by the United States Department of Veteran Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States
Ms. Villano said they will receive full exemption of taxes to any parent or guardians due to the loss of a soldiers and sailors in service, or missing.
Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 16 as written in the Special Town Warrant.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 17: To see if the Town will vote, pursuant to M.G.L. c.59,§ 38H(b), to authorize the Board of Selectmen to negotiate and enter into a payment in lieu of taxes agreement with the

owner, currently known as Ludlow Renewables LLC, of the solar photovoltaic energy generating facility located at 0 East St., (Map 27 parcel 31, Map 27 parcel 30, Map 27 parcel 29, Map 27 parcel 28, Map 27 parcel 27 and Map 27 parcel 26), Ludlow, Massachusetts upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town and to authorize the Board of Selectmen to take all actions necessary or appropriate to administer and implement such agreement

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The three Articles have to do with solar pilot programs of the Board of Assessors and therefore in negation with Ludlow Renewables, Huxley Solar and Kearsarge Ludlow. This is payment in Lieu of Taxes. These are three huge facilities either being built or about to be built.

Ms. Collins spoke with the Assessors and said they added $65,000 for FY'21 because only one will be complete. She has not added any revenue because there isn't an understanding of what the amount would be at this time.

Moved by Ms. Downing, seconded by Ms. Parker to approve Article 17 as written regarding Ludlow Renewable

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 18: To see if the Town will vote, pursuant to G.L. c.59, sec. 38H(b), to authorize the Board of Selectmen to negotiate and enter into a payment in lieu of taxes agreement with the owner, currently known as Huxley Solar, LLC, of the solar photovoltaic energy generating facility located at 498 and 504 Fuller St (Map 9 Parcel 70 & 69) Ludlow, Massachusetts upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town and to authorize the Board of Selectmen to take all actions necessary or appropriate to administer and implement such agreement

Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 18 as written regarding payment in Lieu of Taxes for Huxley Solar, LLC

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 19: To see if the Town will vote, pursuant to G.L. c.59, sec. 38H(b), to authorize the Board of Selectmen to negotiate and enter into a payment in lieu of taxes agreement with the owner, currently known as Kearsarge Ludlow, LLC, of the solar photovoltaic energy generating facility located at 0 West St (Map 9 Parcel 18) Ludlow, Massachusetts upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town and to authorize the Board of Selectmen to take all actions necessary or appropriate to administer and implement such agreement

Moved by Ms. Downing, seconded by Mr. Moskal to approve Article 19 as written regarding payment in Lieu of Taxes for Kearsarge Ludlow, LLC

Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

ARTICLE 20: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow by changing a portion of the parcel from **Agriculture** to **Industrial A,** a parcel of land owned by Todd T. and Jeanne M. Bousquet located at 347 Miller Street (Assessors Map #26, Parcel 22) and described as printed in the Warrant.:

Ms. Downing said that usually when dealing with Zone Changes, the committee receives a map with information regarding the zone changes etc. There is no information. She suggested that the Planning Board provide that information and hold on the two Articles. Ms. Cavallo also said that we usually ask what the Planning Board voted and if there is any opposition by the abutters. Mr. Gregoire will follow-up with the Planning Board before any action is taken on Articles 20 and 21. Ms. Parker said she did have a conversation with the Planner and the Planning Board did vote on the Zone Changes. The Miller Street change abuts Carmelina Circle and was disapproved 2-1. The Zone Change for Sewall Street by the Used Car Dealership. Their looking to expand for a driving school. That was approved 4-0 on 2/27/20. **Hold**

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ARTICLE 21: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow by changing from **Residence A** to **Business A,** parcels of land owned by CPN & J Realty LLC (Paul Santos), located at 326 & 0 Sewall Street (Assessors Map # 15B, Parcel 5 & 7) and described in the Warrant.
Hold

ARTICLE 22: To see if the Town will vote to create a District Improvement Financing (DIF) program authorized under Massachusetts General Law Chapter 40Q and that such program be known as the State Street / Ludlow Mills DIF Program. The State Street / Ludlow Mills DIF Program will encompass the State Street / Ludlow Mills Improvement District as part of a public-private collaborative process to promote redevelopment in the Ludlow Mills section of Ludlow, MA

Ms. Villano said that the DIF is a District Improvement Financing Program. Jeff Daley, CEO of WestMass Corp. met with the Selectmen to discuss the ability to take the program in the Mills district. There needs to be a pump station installed in the Riverside Drive Project. As a means to assist in gaining tax revenues for the pump station the DIF Program was talked about. This Article allocates future incremental tax revenues from an established district in the program to pay for public infrastructure improvements. She went on to explain more of the DIF Program in detail. This Article will create the district. Mr. Gregoire had many questions about the program. Ms. Downing had questions about the pump station being new or repaired and would the money be coming out of the Sewer Enterprise Fund? Ms. Collins said as long as the funds are coming out of Retained Earnings of the Enterprise Fund and is considered an interdepartmental borrowing, that would be find. The money could be borrowed through the Enterprise Fund and paid back through the DIF Program. She asked what the cost would be at this time if a repair is needed and will the DPW allow the Town to use the money in the Enterprise Fund. Ms. Villano said this is for a new pump station. The Riverside Drive project will be complete within the next year and a half. The Pump Station would be part of that. She suggests that Mr. Gregoire invite Mr. Daley to the next meeting to provide detailed information re: the DIF Program and the Riverside Drive Project. The project is all MAWORKS money and EDA Grant money and they are under time constraints to use the funding. There is no funding for the pump station. The DIF was a solution to getting the pump station built. There was much discussion re: the borrowing of the $500,000. **Hold**

ARTICLE 23: To see if the Town will vote to accept the "State Street / Ludlow Mills Improvement District" which will be located on the south side of State Street in Ludlow, MA, easterly to the property line of Ludlow Country Club, LLC (Parcel ID 2659) and southerly to the boundary of the Chicopee River. The northerly limit of the District is the north property line of

the Ludlow Mills on State Street at the convergence of East Street to the west and Stevens Street to the east known as "Ludlow Mills or WestMass Area"
Ms. Villano said that this Article will designate the State Street/Ludlow Mills Improvement District as a DIF District. **Hold**

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ARTICLE 24 To see if the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow the sum of $500,000, or a lesser sum, for the purposes of public infrastructure improvements, including but not limited to a pump station and other infrastructure improvements in the area of the "State Street / Ludlow Mills Improvement District" as previously approved in Article # 25 and to meet said appropriation to authorize the Board of Selectmen to borrow said sum of money
Ms. Villano said that this Article would authorize the borrowing of up to $500,000 which would be paid back through the incremental property tax revenue associated with the development of DIF**. Hold**

ARTICLE 25: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Building Infrastructure Reserve Fund established by Article 17 at the October 1, 2012 Special Town Meeting, and authorize the Board of Selectmen to expend such funds for the purpose of assessing and addressing the repairs, maintenance and construction of municipal buildings
This is a standard Article, money from Free Cash in the amount of $25,000
Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 25, the Building Infrastructure Reserve Fund
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, abstain; Mr. Gregoire, yes. 7-0-1 in favor. Ms. Parker abstained.
Ms. Parker had questions; didn't participate in the discussion or vote because she had to recharge the phone she was using. She said the discussion didn't matter at this time because she didn't participate. Mr. Gregoire explained the Article to her.

ARTICLE 26: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for deposit into the Stabilization Fund
This is a standard Article. They will put in $550,000.
Moved by Ms. Downing, seconded by Ms. Boyea to approve money being transferred into the Stabilization Fund in the amount of $550,000.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yea; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor.

ARTICLE 27: To see if the Town will vote to transfer from the Sewer Enterprise Account Retained Earnings and/or borrow by the issuance of bonds or notes such sums of money as may be necessary for Sewer Capital Improvements
Ms. Collins explained that as of July 1, 2019 the Certified Retained Earnings in the Sewer Enterprise Fund was $740,792. The DPW is asking for an additional $150,000 added to Capital Improvements to the year. The current remaining balance from previous projects is $439,000. They asked for an additional $200,000 at the last Annual Town Meeting. Her recommendation would be to have a conversation with Mr. Supernant. The $200,000 that they took out, they have not spent

any of that money. Ms. Collins doesn't know what projects they are looking at to completing with those funds. Mr. Gregoire will follow-up with Mr. Supernant. Held

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Ms. Parker and Ms. Collins will not be available next Wednesday to meet. Mr. Gregoire will look for an alternate date or accomplish all business on June 17th. Ms. Parker acknowledged Mr. Gregoire on is constant appreciation and steadfast way he handles the meeting considering all the issues. He said it's a pleasure to work with a great group of members on the committee.

Moved by Ms. Downing, seconded by Ms. Boyea to adjourn at 9:06 p.m.
Vote: Ms. Downing, yes; Ms. Tokarz, yes; Mr. Moskal, yes; Mr. Alves, yes; Ms. Boyea, yes; Ms. Cavallo, yes; Ms. Parker, yes; Mr. Gregoire, yes. 8-0 in favor

Ludlow Finance Committee