October 5, 2020

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TOWN OF LUDLOW

Meeting of the Finance Committee held on Monday, October 5, 2020, at 6:30 p.m. prior to the Special Town Meeting in Conference Room #2 in Town Hall.

Members present: Eric Gregoire, Chairman, Anthony Alves, Maureen Downing, Susanne Boyea, Joan Cavallo, Nicole Parker, Richard Moskal and Beverly Tokarz

Ms. Collins, Town Accountant was also present.

First Order of Business: The Pledge of Allegiance

There are three Article held from the prior meeting for recommendations prior to the Special Town Meeting.

Article 1: To see if the Town will vote to transfer from available funds the sum of money for unpaid bills and/or overexpended accounts from previous fiscal years.

At the previous meeting, the total was $14,364.94. Ms. Collins said that there was an additional bill for $250.00 from Animal Control. The new total is $14,614.94.

Moved by Ms. Downing, seconded by Ms. Cavallo to approve Article 1 for Unpaid Bills in the amount of $14,614.94.
Vote: 8-0 in favor

Articles 21 and 22: Both Articles deal with removing sections of the Bylaw relating to the DPW Director.

Article 21 is removing the requirement that they appoint a Town Engineer and have authority over Town Engineering work and other wording explaining details that were required at one point in time.

Article 22 is removing the section discussing the qualifications of a bachelor's degree for the Superintendent of the Department of Public Works. Before the meeting, the committee requested that the DPW provide a job description that they were working on and that they meet with the Human Resources Director. Mr. Santos was present and provided the committee with a draft job description. Mr. Santos worked on the job description with HR. It's comprehensive. There are a few points that need to be addressed. He feels that some college education should be required. In talking with the BPW, they want to leave that in but if they have someone with say 30 years of municipal experience and can prove that they have experience with the Chapter 90 process or a director without a PE from somewhere else, that person should qualify. This is the minimum standard. If they get someone with all the requirements, they would hire the PE. They haven't had anyone come forward in a few years with those requirements. The job description is basically set except for the education and experience portion. He's thinking that a preferred associates or bachelor's degree is necessary. This might be null and void in a few years because he feels that everyone will have some sort of degree. Their main concern is financial and the managing of the personnel. Ms. Downing feels that the thinking is correct. She feels they shouldn't lock themselves in, because if they get an older person that has the experience in the industry, but only two years of college, she thinks that gives them more flexibility and the experience far outweigh the

education. Mr. Santos explains the benefits of expanding the job descriptions in order to get someone to work for a municipality.

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Ms. Cavallo asked if the Articles will be presented even though there is some question in the job description. Mr. Santos said they will present Articles 21 and 22 in order to get the PE standard out of the Bylaws, and implement the new job description. He is waiting for HR to write the new job description and bring it back to the BPW for a vote. They will postpone Article 20, which is to eliminate the safety walks.

Ms. Downing asked about wording in Article 21 stating that "The Board of Public Works shall annually in April appoint a Town Engineer". She asked if the engineers have a contract? Mr. Santos said they usually do. The gentleman working now had a one -year contract, he was medically out of work and then they gave him another three years. That is probably something that they want to get rid of. Article 22 eliminates the PE from the director's position

Ms. Downing asked if the Public Works department go under the Board of Selectmen, how would that affect the two Articles? Mr. Gregoire said that it would be treated independently since it's currently under the BPW. It's not applicable unless that occurs and that's in the future.

Moved by Ms. Downing, seconded by Mr. Alves to approve Article 21.
Vote: 8-0 in favor

Moved by Ms. Downing, seconded by Ms. Boyea to approve Article 22.
Vote: 8-0 in favor

Mr. Santos asked if the committee had any issues with other parts of the job description? Ms. Alves said that as long as they cover what he was talking about and if they leave the degree there, there is some standard of degree or some equivalent experience, whether it's saying how may years of experience or specific jobs that they've had, which would be relevant.

The next meeting will be held on October 21, 2020. Mr. Gregoire is still getting clarification if some people can be in the meeting room. The meetings will be held in the Selectmen's Conference Room.

The Senior Center tour is on Thursday, at 3:30 p.m. They are holding this as an exemption of the Open Meeting Law. It will an onsite visit of the construction project. The committee cannot deliberate on any matters and questions can only be limited to the building project.

Moved by Ms. Downing, seconded by Mr. Alves to adjourn the Finance Committee meeting at 6:45 p.m.
Vote: 8-0 in favor

Eric A. Gregoire

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Ludlow Finance Committee