September 22, 2021

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Meeting of the Finance Committee held on Wednesday, September 22, 2021 beginning at 6:00 p.m. in the Selectmen's Conference Room, Town Hall.

Members present: Eric Gregoire, Chairman, Anthony Alves, Susanne Boyea, Joan Cavallo, Richard Moskal, Christopher Ganhao and Beverly Tokarz

Members excused: Maureen Downing and Nicole Parker

Kimberly Collins and Ellie Villano were also present at the meeting

The committee met with Ellie Villano to review the October 4, 2021 Special Town Meeting Articles.

Ms. Villano said that she will speak on Articles 1,21,22 and 23. The remainder of the Articles are from the Planning Board

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.**

The amount of $1,771.09 is the total. Ms. Villano stated that two bills are from the Police Department, one from the DPW and one from the Community Center. The money will be taken out of Free Cash. Ms. Villano doesn't feel that there will be any more invoices to apply.

ARTICLE 20: To see if the Town will vote to authorize the Board of Selectmen to add an option to extend for up to three years its existing three-year contract with COMSTAR, LLC for Ambulance billing and collections services.

Ms. Villano stated that Article 20 is to exercise the option to enter into an additional 3-year contract with COMSTAR, LLC for Ambulance billing. There was an option to extend in the contract. Town Meeting approval is necessary to extend a contract for more than 3-years. They locked in at a lower rate for 6 years.

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to add an option to extend for up to three years its existing three-year contract with HARPERS for Payroll Processing Services.

This Article is also an option to exercise an additional 3-year contract with HARPERS for Payroll Processing. This is the company that has been employed to process payroll for the Town. They just entered into a contract with them. This Article is to extend their contract beyond 3 years, which is at the Town's discretion.

ARTICLE 22: To see if the Town will vote to acquire by purchase or otherwise, the fee simple interest, and to raise and appropriate a sum of money therefor, which may be nominal consideration, and accept the following described Avelino Way as a Public Way:

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Avelino Way was built and met all the subdivision rules and regulations. The Town received confirmation from all the entities to confirm that their ready. It's located off of Center Street.

ARTICLE 23: To see if the Town will authorize the Board of Selectmen, on behalf of the Town of Ludlow, to negotiate and enter into an agreement to transfer from the Town to the Massachusetts Water Resources Authority ("MWRA") ownership of the radio communications tower and related equipment to be built and placed on that property located at Nash Hill in Ludlow which is under the care, custody, maintenance and control of the MWRA upon such terms it shall deem to be in the best interest of the Town

The radio communication system is in progress. Several towers need to be installed. The best area for the towers is on Nash Hill Road which is owned by the MWRA. The Selectmen are in negotiations with them. The Town has to convey ownership of the tower to MWRA. The Town is able to utilize the tower, MWRA will cover the cost of the maintenance of the tower. Town Counsel is in negotiations and discussions with the attorneys from the MWRA. Right now, they are doing testing. They are targeting use of the tower by fall of next year. A lot is radio frequency. The biggest items of constructions are the towers and then the houses to hold the equipment. The rest of it are the radios and frequencies, etc. It will be totally new, inter-operational radio communications between every department in the Town.

Mr. Gregoire discussed Correspondence items as follows:

A memo from the Selectmen regarding the date of Town Meeting and closing of the Warrant

A letter from the School Committee. Mr. Gregoire read as follows:
Dear members of the Finance Committee. On behalf of the Ludlow School Committee and the Chapin Street Harris Brook Core Building Committee, they are cordially invited to the ribbon cutting ceremony to officially open the new Harris Brook Elementary School. The event will take place on Saturday, September 25th at 10:00 a.m. We will have a brief ceremony followed by tours of the building. We hope you can join us for this historic day for the Town of Ludlow. School Committee
Mr. Gregoire will attend

A memo of the calendar of events provided from the Hubbard Memorial Library for all events for adults.

New Business: Department Liaison Reports:

Mr. Moskal reached out to the DPW. There are three issues that will have a financial impact on the Town. The bridge that goes from Ludlow to Wilbraham has an issue. Ludlow is trying to have the Town of Wilbraham split the cost of the repairs. Repairs will cost over $100,000. It's being

assessed by an engineering company.

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The overtime for payments for the trash collection. They didn't have a good process. There are overtime hours to process the checks. There are two vacancies on the books. There was discussion on hiring a manager.

There is an issue with tools at the DPW. An employee uses his own tools. They need to purchase their own tools at a cost of $25,000.

Ms. Tokarz reached out to the IT Department and the Town Clerk. The ID Department doesn't have issues at this time. The Town Clerk is looking for a new program to collect money. Her program is not a part of MUNIS. They have an old Access program that was put in by Mr. Pettengill several years ago. Mr. Blanchard said that it's a band aide issue at this time. The Town Clerk needs a program to create business certificates for new businesses. There is also a new dog program that was purchases under Mr. Blanchard's budget. The company was sold and the program did not take rabies shots from vicenarians. The vendor won't fix the issue. Mr. Blanchard is willing to have the Town Clerk look into a new program. Will have the Town Clerk reach out to other towns to see what they use for a program and what the cost is. The program with the business certificates has to coincide with the other departments. Mr. Blanchard is looking into a Community Compact Grant from the State that other communities are using to implement online permitting. If that happens, he hopes to consolidate permitting needs from various departments to a single new program.
Ms. Collins send over the email for the grant to the Town Clerk. She didn't know about the reasoning for it.
Mr. Gregoire asked if there is a system from MUNIS set up in the Collectors office and do other offices have access to use the same program? Ms. Collins said the Collector is probably not recording her payments. Ms. Collins asked if MUNIS has something to help her. She has to document certain things. She doesn't know if MUNIS has a program to document all of her licenses. She's also wondering why the business certificates can't go through MUNIS.
Ms. Tokarz read the reply from Mr. Blanchard as follows: Currently the cash receipts, business certificate program is working properly. It was designed in Microsoft Access which no one in my office knows much about. If the Town Clerk runs into problems it takes a bit of research for us to fix it. They managed to keep it running for fifteen years now.
Mr. Gregoire asked if there is a MUNIS option to utilize something that they have for business certificates. The dog fees are turned in on a schedule and get recorded as a cash receipt and then posted in the accountant's office. They're not running through the collection process.

Mr. Alves met with the library at the beginning of August. They will be requesting an additional position for a Services Librarian. The position was approved years back but not funded. Mr. Gregoire said that there were positions approved but not funded by the budget. Ms. Collins said they do have a job on the classification plan. It's been there for quite a while. They've been trying to fund the position for years.

At this time the committee met with Douglas Stefancik, Town Planner and Christopher Coelho, Chairman of the Planning Board to discuss their articles:

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ARTICLE 2: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION II: ZONING DISTRICTS, 2.0 CLASSIFICATION OF DISTRICTS** as presented in the Article.

Mr. Coelho said some of the Articles will be grouped together. Article 2,5,7,8,11 are all under Industrial B. Mr. Stefancik said there is not an Industrial B in Town. Their removing any reference to Zoning Industrial B from the Bylaw, tables and text. The Planning Board voted to recommend approval at Town Meeting 4-0 at their September 9, 2021 meeting. Mr. Stefancik said that one of the other members mentioned that this could have been a place holder for a bylaw and could have pertained to Mobile Homes, but it would be designated that way and it isn't. Industrial tends not to be residential but highly commercial. He named the Industrial areas.

ARTICLE 3: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, by replacing the words: "Building Inspector" with "Building Commissioner"; "Building Official" with "Building Commissioner"; and "Inspector of Buildings" with "Building Commissioner" throughout the entire Zoning Bylaw.

Mr. Coelho said this is housekeeping. There are many different references to the same position. Mr. Stefancik said this was their intention and the Board voted to postpone action on this Article at their September 9th meeting.

ARTICLE 4: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.0 GENERAL REGULATIONS, 3.0.3 Obstruction at Street Intersections** by adding the words "See Diagram #3"

Mr. Stefancik said that the Diagram 3 is the correct diagram for this area. It shows the street at a corner angle. Another housekeeping issue.

ARTICLE 5: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.0 GENERAL REGULATIONS, 3.0.4 Fences, the** second paragraph of which currently reads:

Reference Article 2 for explanation

ARTICLE 6: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS 3.0 GENERAL REGULATIONS 3.0.4 Fences by adding** the following paragraph, **"For the purpose of property separation on residential property, fencing must be made of wood, vinyl, chain-link, metal and/or aluminum materials. Barbed wire and similar wire type fencing, to include chicken wire, shall not be allowed for residential property separation."**

Mr. Stefancik said that this Article came as a request from a resident. When they had a public hearing, there were additional questions, so the Board decided to postpone action on this Article.

ARTICLE 7: To see if the Town will vote to amend the Zoning Bylaws of the Town of

Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES** by removing in its entirety from **TABLE I, LUDLOW TABLE OF PRINCIPAL USES** the Land Use Classification column entitled "IB".

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See Article 2 for an explanation.

ARTICLE 8: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION IV: DIMENSIONAL AND DENSITY REGULATIONS, 4.1 SPECIFIC DISTRICT DIMENSIONAL REQUIREMENTS** by removing the following subsection in its entirety:

See Article 2 for an explanation.

ARTICLE 9: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION IV DIMENSIONAL AND DENSITY REGULATIONS, 4.4 MILL REDEVELOPMENT DISTRICT (MRD) Bylaw, 4.4.10 Site Plan Approval Process,** of which subsection b currently reads: as printed in the Warrant and changing it from five members to six members.

Mr. Stefancik stated that originally, they had nine members. WestMass Development Corp. wanted a historic commission member added, because there was a lot of historic information that they needed to provide. They added this person to the committee but never updated what it would take to have a quorum which would change the number from five to six with the new member. This is housekeeping. The Board voted 4-0 to recommend approval.

ARTICLE 10: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION VI: SPECIAL LAND USE REGULATIONS, 6.4 PARKING REQUIREMENTS, 6.4.2 Parking Guidelines** by adding a new subsection e. to read as presented in the Warrant.

Mr. Stefancik said there are parking guidelines that tell them how many parking spaces are allowed. Sometimes there are issues that they act on that don't fit those guidelines. This Article will help the Board to determine the spaces without having to go for other approvals. They also defer to the Safety Committee and the DPW when making that decision.

ARTICLE 11: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION VI: SPECIAL LAND USE REGULATIONS, 6.4 PARKING REQUIREMENTS, 6.4.5 Parking Area Location** which currently reads:

See Article 2 for an explanation.

ARTICLE 12: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION VII: SITE PLAN APPROVAL, 7.1.5 Required Site Plan Contents, m. Landscaping Requirements,** of which subsection (2) currently reads as presented in the Warrant and replacing it with a new reference to 6.5.

Mr. Stefancik said their removing the two E from the paragraph. That section doesn't exist. It will read Section 6.5 which is a fallback to parking requirements. It's a clarification correction.

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ARTICLE 13: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES** by changing the General Uses row entitled "Earth removal" in **TABLE I, LUDLOW TABLE OF PRINCIPAL USES** as follows: The new sections is shown as printed on the Warrant.

Mr. Stefancik said that the Earth Removal Bylaw is a permit from the Board of Selectmen, which is the PBS. Their adding SPA which is Site Plan Approval. The Planning Board has Site Plan Approval, where the Selectmen issue the permit. Their clarifying the Bylaw. It's a two-part process. They also work with the Board of Health at times. The Board recommended approval 4-0.

ARTICLE 14: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES** by changing the MIXED-USE row entitled "MIXED USE" in **TABLE I, LUDLOW TABLE OF PRINCIPAL USES** as follows: See Article

Mr. Stefancik said that they currently have mixed used, but it's only in the Mill Re-development district. They considered allowing it with Site Plan and Special Permits in Business A and Business B. Look at the East Street corridor area, there is currently a lot of mixed use there already. So, it's within reason that it be allowed. It will be housing and commercial development, allowed through a special permit. Mr. Coelho said it would allow real estate on the books to be more productive.

ARTICLE 15: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow **SECTION X: DEFINITIONS** by inserting the following: **MIXED USE DEVELOPMENT COMBINANTION OF RESIDENTIAL AND COMMERCIAL USE ON THE SAME LOT.**

Mr. Stefancik said this Article is giving a definition to the term Mixed Use if they accept the land use classification. Would make sense to have this in the Bylaw.

ARTICLE 16: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES** by adding the following row entitled "APARTMENTS" to the RESIDENTIAL USES row to **TABLE I, LUDLOW TABLE OF PRINCIPAL USES:**

Mr. Stefancik said that apartments would be allowed through site plan approval and special permits for properties that take advantage of the mixed-use zoning in Residence B, where they allow multi families already. It piggybacks up to that. Business A and Business B allows the apartments in that area which is the East Street Overlay District. Then the Mill Development Area has 95 units of apartments. Compliments what they already have through the approval process.

ARTICLE 17: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow **SECTION X: DEFINITIONS** by inserting the following: APARTMENT: a dwelling

unit in a multi-family dwelling or in a mixed use building.

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Mr. Stefancik said this is a definition to the term.

ARTICLE 18: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION VI: SPECIAL LAND USE REGULATIONS** by adding new section **6.13 CONSERVATION DEVELOPMENT BYLAW as presented in the Warrant.**

Mr. Stefancik said this is their longest Bylaw. The key concept is developing less concentrating development and preserving more of the open space. It's highly restricted in the Bylaw. The end game is the preservation of the land that can be saved. Mr. Coelho said it's a tool that the developers can use to go down that road, if it's economically feasible for the developer to do this, by saving open space.

ARTICLE 19: To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, **SECTION III: GENERAL USE REGULATIONS, 3.0 GENERAL REGULATIONS, by striking in its entirety section 3.0.6 Mobile Homes which currently reads: as printed in the Warrant**

Mr. Stefancik said this came about from the Board of Selectmen and the Building Commissioner. They wanted to see the existing Mobile Home Parks improve. There is a new owner that owns both the parks and some improvements have been made already. This would allow further improvements like the disposing of existing trailers in switching them out with new improved ones. This Bylaw will be further changed because Town Counsel has seen some areas that needs to be updated. The Board voted 4-0 to recommend approval on this Article. Mr. Coelho said as of now the owners of the trailers don't fix them up because there isn't a bylaw that allows them to.
Ms. Cavallo asked about number 2, motor vehicles in a Mobile Home Park must be registered and stored. She asked if the car is not on the road? Mr. Stefancik said their unregistered. It has to be a registered vehicle to be there. She said the mobile homes don't have to have carports. Mr. Stefancik read part of the Bylaw and it states that the cars have to be registered and stored in within an enclosed building/carport. Town Counsel is looking over this Bylaw for corrections or revisions. They will ask Town Counsel about the unregistered cars etc.
Mr. Gregoire said the committee will hold action on this Article, until the Planning Board have the new amendments.

Motions on Articles from committee members as follows:

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 1 as written
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Mr. Moskal to approve Article 2
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Mr. Ganhao to concur with postponement of Article 3
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 4
Vote: 7-0 in favor

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Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 5 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to concur with postponement of Article 6
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 7 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 8 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 9 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 10
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 11 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 12 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 13 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 14 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 15 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 16 as printed in the Warrant
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 17 as printed in the Warrant
Vote: 7-0 in favor

Article 18 - Hold

Article 19 – Hold, get revisions from the Planning Board

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 20
Vote: 7-0 in favor

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Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 21
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Cavallo to approve Article 22
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve Article 23
Vote: 7-0 in favor

Financial Forecast Planning: Mr. Gregoire did some work on this over the summer and utilized a template provided by the MMA. The basis of this was to develop a timeframe while the budget process begins and this would be available for the committee to have as a resource utilizing the FY'22 budget that was just set as a baseline for looking at the future of a five-year forecast and what it would entail. He would like to create something for the committee to review at our October meeting and hopefully at the November meeting have information available for the accountant to work with: baseline changes. One of biggest areas in looking at a five-year plan would be Union Contracts that have already been negotiated and what those rates would be for periods of time to show the cost escalations and what they would be and any other changes that occurred. Also, what to look at on the revenue side and our assumption on how the revenue would perform over that period of time. Some information from the Assessors Office would be needed to get input to feed in to the plan.

Moved by Mr. Alves, seconded by Ms. Boyea to approve the Finance Committee Minutes of April 14, 2021
Vote: 7-0 in favor

Moved by Mr. Alves, seconded by Ms. Boyea to approve the Finance Committee Minutes of May 19, 2021
Vote: 7-0 in favor

Mr. Alves presented the Minutes for approval as Mr. Gregoire was not present at the meeting.
Moved by Ms. Boyea, seconded by Ms. Cavallo to approve the Finance Committee Minutes of June 16, 2021
Vote: 6-0-1 in favor. Mr. Gregoire abstained

Moved by Ms. Cavallo, seconded by Mr. Moskal to approve the Finance Committee Minutes of July 7, 2021
Vote: 4-0-3 in favor. Mr. Alves, Ms. Boyea and Mr. Ganhao abstained

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Mr. Gregoire would like a meeting scheduled prior to the STM of October 4, 2021 beginning at 7:00 p.m. in the Ludlow High School Cafeteria

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Mr. Moskal stated that the Senior Center building was $750,000 under budget. They are trying to purchase a full-service generator. The Open House for the Center is on Friday, November 5, 2021.

Moved by Mr. Alves, seconded by Mr. Moskal to adjourn the Finance Committee Meeting at 7:21 p.m.
Vote: 7-0 in favor

Ludlow Finance Committee