June 21, 2023

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TOWN OF LUDLOW

Meeting of the Finance Committee held on Wednesday, June 21, 2023, beginning at 6:00 p.m. in the Selectmen's Conference Room, Town Hall.

Members present: Darlene Cincone, Aneta Lombardi, Tony Sanches and Matais Goncalves

Members excused: Susanne Boyea

Mr. Marc Strange, Mr. John Moll and Ms. Melissa Rickson were also present.

First Order of Business: The Pledge of Allegiance

The committee discussed Interdepartmental Transfers. This is the time when all of the departments can transfer money needed in one part of their budget to another part. Every transfer has to be approved by the Finance Committee.

Accounting Department: Requesting $86,000 for the Accounting/Auditing Services. $50,000 will come from Town Accountant/Assistant Town Accountant salaries, $36,000 will come from Finance Committee Reserve to be transferred into Accounting/Auditing Services. Moved by Ms. Lombardi, seconded by Ms. Cincone to approve the Transfer for the Accounting Department in the amount of $86,000 to cover expenses. Vote: 4-0 in favor

Council of Aging: Transfer from Conference and Travel in the amount of $686 to West Mass Eldercare. Moved by Ms. Cincone, seconded by Ms. Lombardi to approve the Interdepartmental Transfer for Council of Aging in the amount of $686 to cover expenses. Vote: 4-0 in favor

Department of Public Works: Transfer $40,000 out of Forestry Laborers Salaries and $220,000 from Streets and Highways Laborers Salaries to cover the following expenses: $20,000 for Architectural Engineering, $150,000 for Operation Division Purchased Contract Services, $25,000 for Operation Division Police Services, $50,000 for Public Works Supply, $10,000 for District Division Non-Energy Utility and $5,000 for DPW Administration Lease Purchases. Moved by Ms. Cincone, seconded by Ms. Lombardi to approve the Transfer for the Department of Public Works in the amount of $260,000 to cover expenses. Vote: 4-0 in favor

Fire Department: Transfer $86,000 from Firefighter/Lieutenants salaries, $9,500 from EMT-Paramedic salaries, $18,500 from EMT regular overtime and $10,000 from EMT training overtime to cover the following expenses: $48,000 for vehicle repair/maintenance, $10,000 for all other repairs & maintenance, $21,000 for all other purchased services, $7,000 for gasoline, $15,000 for diesel, $13,500 for vehicle repairs & maintenance supplies, $8,000 for medical supplies and $1,500 for all other supplies. Moved by Mr. Goncalves, seconded by Ms. Cincone to approve the Transfer for the Fire Department in the amount of $124,000 to cover expenses. Vote: 4-0 in favor

Information Technology: Transfer $140,272.19 from Personal Services to cover the following expenses: $8,111.29 for Capital Expenditures and $132,160.90 for General Expenses for IT consultants. Moved by Ms. Cincone, seconded by Mr. Goncalves to approve the Transfer for the IT Department in the amount of $140,272.19 to cover expenses. Vote: 4-0 in favor

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LCTV: Transfer $14,000 from Personal Services to Capital Outlay. Moved by Ms. Lombardi seconded by Ms. Cincone to approve the Transfer for LCTV in the amount of $14,000 to cover expenses. Vote: 4-0 in favor

Hubbard Memorial Library: Transfer $5,943 from Staff Salaries, $190 from postage, $200 from conferences & travel, $29 from dues and memberships and $443 from internet to cover the following expenses: $5,600 for building repairs/maintenance, $245 for service contract -office equipment, $620 for all other repairs & maintenance, $185 for all other purchased services and $155 for office supplies. Moved by Ms. Cincone, seconded by Mr. Goncalves to approve the Transfer for Hubbard Memorial Library in the amount of $6,805 to cover expenses. Vote: 4-0 in favor

Police Department: Transfer $8,000 from Clerical Salaries, $40,000 from Sergeant's Salaries, $215,000 from Patrolmen Salaries, $12,000 from Court Time Pay, $5,000 from Internet Leasing, $17,000 from Vehicle Uplift, $23,000 from Replacement Vehicle, $5,000 from Dispatcher's full time salaries, $45,000 from Dispatcher's part time salaries, $3,000 from Dispatcher's fringe benefits – attendance, $6,000 from Dispatcher's holiday pay, $2,000 from Dispatcher's vacation pay, $2,000 from Dispatch repairs & maintenance, $2,000 from Dispatch all other rental and $1,000 from Dispatch all other professional to cover the following expenses: $70,000 Special Police, $45,000 regular overtime, $50,000 training overtime, $12,390 Fringe Benefit-Career Incentive, $1,000 clothing allowance, $850 additional holidays, $20,000 vacation pay, $2,000 working out of grade, $8,000 vehicle repair & maintenance, $5,000 office equipment repair, $1,000 all other purchases, $36,000 energy supplies, $10,035 vehicle repair & maintenance, $200 food service supplies, $3,100 educational training, $4,000 all other supplies, $17,500 police training, $500 conferences & travel, $4,200 dues & memberships, $22,000 ammunition & firearms, $12,375 taser lease, $20,000 aco-appointed official, $1,300 regular holiday pay, $1,500 vacation pay, $300 non energy, $3,500 vehicle supplies, $1,200 energy supplies, $550 all other purchases, $30,000 dispatch overtime pay, $2,000 dispatch overtime training, $500 dispatch office supplies. Moved by Ms. Cincone conditionally that after discussion with the Police Chef and the Town Accountant that it is ok to process the transfer since some of the transfers are from salary line items to another salary expenses, seconded by Ms. Lombardi to approve the Transfer for the Police Department in the amount of $386,000 to cover expenses. Vote: 4-0 in favor

Recreational Department: Transfer $24,000 from Pond Guard to cover the following expenses: $6,000 for overtime, $2,000 for water, $2,000 for phone, $4,000 for food and $10,000 for other. Moved by Ms. Cincone conditionally that after discussion the Town Accountant that it is process the transfer since some of the transfers are from salary line items to another salary expenses, seconded by Ms. Lombardi to approve the Transfer for the Recreational Department in the amount of $24,000 to cover expenses. Vote: 4-0 in favor

Board of Selectmen: Transfer $20,472.65 from Personal Services to cover the following expenses: $1,768.31 for General Expenses, $1,704.34 for Capital and $17,000 for Veteran's Benefits. Moved by Ms. Cincone, seconded by Ms. Lombardi to approve the Interdepartmental Transfer for the Board of Selectmen in the amount of $20,472.65 to cover expenses. Vote: 4-0 in favor

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Mr. Moll, chairman of Ludlow Historical Commission joined the meeting and requested an interdepartmental transfer of $2,100 to finance projects that were discussed during a meeting earlier this year. Moved by Ms. Cincone, seconded by Ms. Lombardi to approve the Interdepartmental Transfer not to exceed $2,100 from the Finance Committee Reserve Fund for the Ludlow Historical Commission. Vote: 4-0 in favor

Ms. Melissa Rickson from the Hubbard Memorial Library joined the meeting and requested a additional transfer from Salaries to other General Expenses in the amount of $980. Moved by Ms. Cincone, seconded by Ms. Lombardi to amend the Transfer for Hubbard Memorial Library from $6,805 to $7,785 to cover expenses. Vote: 4-0 in favor

Following the interdepartmental transfers, Mr. Strange reviewed the current outstanding debt service as of June 30, 2023, Current debt obligation total is $45,257,270 with the fiscal 2024 long-term payments $2,371,907.

Correspondence:

- Ludlow Planning Board was reorganized for 2023.
- Recreation Commission was reorganized for 2023.
- Zone Board of Appeals was reorganized from 2023.

Moved by Ms. Lombardi, seconded by Ms. Cincone to approve and sign the Finance Committee Minutes of May 8, 2023, as indicated.
Vote: 4-0 in favor

Moved by Ms. Cincone, seconded by Ms. Lombardi to adjourn the Finance Committee Meeting at 7:01 p.m. Vote: 4-0 in favor.

Ludlow Finance Committee