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Town of Ludlow
Finance Committee

Minutes of Tuesday, July 10, 2025, Finance Committee
Meeting began at 6:00 p.m.

Members present: Tony Sanches, Dolly Cincone, Susanne Boyea, Matais Goncalves, Michael Kelley, Mike Kelliher, Aneta Lombardi, & Chad Mullin,

Also present: Marc Strange, Town Administrator, James Gennette, Selectmen, Dan Valadas, Police Chief & Cheryl Allen, Town Accountant (Remote)

Members Absent: Bill Nicoll

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.

Old Business:

o FY25 Expenditures

Ms. Allen explained that she is hoping to have the final expenditure list next week for FY25. For each transfer request, she did an account inquiry to be sure they had sufficient funds.

Ms. Cincone asked if they would have another meeting in order to approve them.

Ms. Allen explained that encumbrances are not due until August 30th, but the transfers have to be done by July 15th.

Mr. Kelliher if the encumbrances push a department into the negative, how are they going to deal with that.

Ms. Allen stated that they are having an issue with that currently and will need to use a different line item, if possible.

o FY25 Budget Transfers

Select Board: Transfer from Unemployment-School account to Street Lighting in the amount of \$35,000. Also requested a transfer of \$21,765.16 from Health Insurance for the school to Property Liability Insurance – General. Also, requesting a transfer of \$34,781.68 from Health Insurance for the school to Property Liability Insurance – School.

Moved by Ms. Cincone to approve the transfer for the Select Board in the amount of \$35,000 for street lighting pending any changes, seconded by Ms. Lombardi. Vote 8-0. All in favor.

Ms. Allen explained that the numbers were slightly off for the second request from the Select Board and they should be \$26,607.16 and \$37,261.72 now. The health insurance line for the school has about a million dollars there.

Mr. Strange explained that this is a built-in safety net that was put in years ago. This is how most cities and towns budget.

Moved by Ms. Cincone to approve the transfer from health insurance – school to Property Liability Insurance – General & school, seconded by Mr. Mullin. Vote 8-0. All in favor.

Fire Department: Transfer from firefighter salaries to ambulance EMT-overtime account in the amount of \$25,000, transfer from ambulance medical supplies to fire vehicle repair & maintenance supplies in the amount of \$8,200 and transfer ambulance energy supplies – diesel to fire energy supplies – gasoline in the amount of \$9,500.

Moved by Mr. Kelliher to approve the fire department transfers, seconded by Mr. Mullin. Vote 8-0. All in favor.

Council on Aging: Transfer from the Van Drivers account to Food Supply account in the amount of \$5,000.

Moved by Ms. Cincone to approve the transfer from Council on Aging in the amount of \$5,000 from the Van drivers account to Food Supply, seconded by Ms. Boyea. Vote 8-0. All in favor.

Recreation Department: Transfer from the Lifeguard account in the amount of \$12,600 to the following accounts: overtime in the amount of \$5,000, water in the amount of \$1,950, food in the amount of \$2,500, all supplies in the amount of \$3,000 and phone in the amount of \$150, for a total of \$12,600.

Moved by Ms. Cincone to approve the transfer for the Recreation Department as shown, seconded by Mr. Kelliher. Vote 8-0. All in favor.

LCTV: Transfer from personal services to capital outlay in the amount of \$15,000.

Moved by Ms. Cincone to approve the transfer for LCTV, seconded by Mr. Kelley. Vote 8-0. All in favor.

Department of Public Works (DPW): Transfer from garbage/recycle collection service for laborers' salaries – permanent full-time in the amount of \$50,000, from transportation service for public works supplies in the amount of \$100,000, street/road repair/maintenance to equipment rentals/leases in the

amount of \$40,000 and street/road repair/maintenance to vehicles repairs/maintenance in the amount of \$20,000.

Moved by Mr. Kelliher to approve the DPW transfer amounts as printed, seconded by Ms. Boyea. Vote 7-0-1. One Abstention.

Town Clerk: Transfer from temp salaries & wages in the amount of \$3,467.13 to postage in the amount of \$549.29, Town Clerk in the amount of \$1,960.37 and clerical salaries in the amount of \$957.47 for a total of \$3,467.13.

Moved by Ms. Cincone to approve the transfer for the Town Clerk, seconded by Mr. Mullin. Vote 8-0. All in favor.

Accounting Department: Transfer to cover consulting services provided by CLA to support various financial and operational needs.

Moved by Ms. Cincone to approve the transfer for the Accounting Department, seconded by Ms. Boyea. Vote 8-0. All in favor.

Treasurer's Office: Transfer from clerical salaries to town treasurer in the amount of \$31,454.27, from fringe benefits attendance to town treasurer in the amount of \$1,095.23, from holidays regular to town treasurer in the amount of \$1,186.75, from longevity pay to town treasurer in the amount of \$1,788.24, from working out of grade to town treasurer in the amount of \$650, from financial services to town treasurer in the amount of \$63,209.71, from conferences & travel to town treasurer in the amount of \$1,236.49, from communications/postage to clerical salaries permanent part time in the amount of \$1,550.98, from insurance premiums to overtime-regular in the amount of \$1,321.39, from legal services to vacations in the amount of \$6,024.51, from conferences & travel to emergency personal days in the amount of \$53.06, from legal services to all other purchased services in the amount of \$770.54, from legal services to office supplies in the amount of \$86.98, from communications/postage to fees & taxes in the amount of \$370.72, from insurances premiums to petty cash in the amount of \$222.48.

Moved by Ms. Cincone to approve all Treasurer's transfers as shown, seconded by Mr. Mullin. Vote 8-0. All in favor.

Collector's Department: Transfer from clerical salaries permanent full-time to emergency personal days in the amount of \$496.10, from legal services to vacations in the amount of \$2,527.36, from collections services to communication & postage in the amount of \$20,560.30, from collection services to overtime-regular in the amount of \$3,06.31, from collection services to holidays-regular in the amount of \$857.05.

Moved by Ms. Cincone to approve the transfers for the Collector's office, seconded by Ms. Boyea. Vote 8-0. All in favor.

Police Department: Transfer from health insurance-school to overtime in the amount of \$70,700. Also, requesting a transfer of \$100,000 from Finance Committee Reserve to cover the following expenses: Police Department appointed official in the amount of \$200, all other purchases in the amount of \$7,100, EMT tuition and training in the amount of \$6,000, longevity in the amount of \$250 and full-time dispatcher in the amount of \$86,450. Transfer from vehicle repair/maintenance to appointed official in the amount of \$809, all other purchases to appointed official in the amount of \$1,143, energy-gas to appointed official in the amount of \$1,700 and all other supplies to appointed official in the amount of \$1,011, from health insurance to full time dispatcher in the amount of \$18,500, from health insurance to

vacation in the amount of \$39,100, from health insurance to holiday additional in the amount of \$3,600, from health insurance-school to holiday in the amount of \$13,000, from health insurance to overtime training in the amount of \$4,630, from health insurance to overtime regular in the amount of \$32,700, from health insurance to patrolmen salary in the amount of \$18,000, from health insurance to sergeant's salary in the amount of \$11,000, from health insurance to lieutenant's salary in the amount of \$16,500, from health insurance to chief's salary in the amount of \$53,950, from health insurance to clerical in the amount of \$3,560.

Moved by Ms. Cincone to approve transfer from health insurance-school to overtime, seconded by Mr. Mullin. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the ACO, EMT expenses from our reserve transfer to PD, seconded by Mr. Mullin. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the transfer for a total of \$4,663 from various accounts to the appointed official line, seconded by Mr. Mullin. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the transfer from health insurance to full-time dispatcher, seconded by Mr. Kelliher. Vote 8-0. All in favor.

Moved by Mr. Kelliher to approve the transfer from the health insurance line to the vacation line, seconded by Ms. Cincone. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the transfer from health insurance to holiday additional in the amount of \$3,600, seconded by Mr. Mullin. Vote 8-0. All in favor.

Moved by Mr. Mullin to approve police department payroll transfer from health insurance-school to holiday, seconded by Ms. Cincone. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve transfer from health insurance to overtime training in the amount of \$4,630, seconded by Mr. Kelliher. Vote 8-0. All in favor.

Moved by Mr. Kelliher to approve the transfer from health insurance to the overtime-regular account, seconded by Ms. Boyea. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the transfer of \$18,000 from health insurance to patrolmen salary, seconded by Mr. Mullin. Vote 8-0. All in favor.

Moved by Mr. Mullin to approve the transfer from health insurance to sergeant's salary in the amount of \$11,000, seconded by Ms. Boyea. Vote 8-0. All in favor.

Moved by Mr. Kelliher to approve the transfer of \$16,500 from health insurance to lieutenant's salary, seconded by Ms. Cincone. Vote 8-0. All in favor.

Moved by Mr. Mullin to approve the transfer from health insurance to chief's salary in the amount of \$53,950, seconded by Ms. Cincone. Vote 8-0. All in favor.

Moved by Ms. Cincone to approve the transfer from health insurance to clerical in the amount of \$3,560, seconded by Mr. Mullin. Vote 8-0. All in favor.

Mr. Sanches requested that each department gives the total as Cheryl did this time around. Also, the balances of the account at the top of the first page.

Mr. Strange suggested they have a formula on the page so when the department head enters the information, the total automatically populates, and they will include a line where they will have to fill in their narrative and sign as well.

Mr. Goncalves also requested that they have a proof line to zero out each line item.

Moved by Mr. Mullin to approve and sign the Finance Committee Minutes of June 18, 2025, as written, seconded by Ms. Cincone. Vote 7-0-1. One Abstention.

Board discussed having a meeting on July 15, 2022, with the Select Board at 5:30 p.m.

The next regular Finance Committee meeting will be scheduled for September 17, 2025, at 6:00 p.m.

Mr. Sanches stated that the town received \$15.8 million from Chapter 70 for next year and would like to know why the town cannot reduce the town's portion to help with balancing the budget.

Mr. Strange explained that they do not separate it out for different areas of the town.

Mr. Sanches stated that he understands what Mr. Strange is saying, however \$15,886,454 is going to go to the schools and that means they are effectively getting more than 2.8%. They couldn't balance and had to use free cash, the trash fee had to go up and the state gave the town money that could have been used to reduce that portion. If the town continues getting \$4 million in free cash and they only use \$2 million then maybe they need to reduce the free cash to \$3.5 million.

Mr. Kelliher agreed with Mr. Strange that Chapter 70 is not a discreet pot just for the schools.

Mr. Sanches stated that they cannot use the money for anything else, so it sort of is discreet for the schools.

Mr. Kelliher explained that Chapter 70 doesn't go directly to the school, it goes to the town, and the town uses it to pay school expenses.

Moved by Mr. Kelliher to adjourn the meeting, seconded by Ms. Cincone. Vote 8-0. All in favor.

Chairman

Harlene Cusack

Joe Lombardi

Suzanne M. Boyea

K.C.

Ludlow Finance Committee