



Town of  
**Ludlow**  
MASSACHUSETTS



**2016 Annual Town Report**

## ON THE COVER:

### LUDLOW FIRE DEPARTMENT

The Fire Department consists of a total of 35 career firefighters including the Chief, Deputy Chief and Captains and two civilian administrative personnel. All firefighters are cross trained as emergency medical technicians, most of whom are at the paramedic level. The Department's personnel are highly-trained dedicated professionals who provide fire suppression, emergency medical services, rescue and hazardous materials response to the community twenty-four hours a day, seven days a week. Emergency response equipment includes 3 paramedic level transport ambulances, 3 engines, a 100' tower ladder, 3,000 gallon water tanker, 2 forestry units and a boat. The Department is also active in community risk reduction by providing fire education and prevention programs throughout the year.

#### Contact Information:

Any and all emergencies: **911**

Telephone: (413) 583-8332 (Non-Emergency)

Address: 574 Center Street, Ludlow, MA 01056

Email Address: [Fire@ludlow.ma.us](mailto:Fire@ludlow.ma.us)

## **IN MEMORIAM**

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### **Ann Caivano 1920 – 2016**

Ann (Dudek) Caivano, a former Ludlow School Department employee, passed away on March 13, 2016 at the age of 95.

Ann was born on September 16, 1920 to the late Joseph and Mary Dudek. She worked at the former Westinghouse Manufacturing Company for many years. She became a well-loved “lunch lady” at Veteran’s Park Elementary School, where the students turned her into a lifelong Bruins and Red Sox fan. She was a devoted communicant of St. Mary of the Assumption Parish. Ann and her husband Joseph enjoyed traveling around the country, enjoying the slots in Atlantic City and Connecticut and hosting many family gatherings with some of the best home-cooked Italian and Polish food around. As her husband and sister neared the end of their lives, Ann showed great sacrifice and compassion in caring for them, a testament to her love and devotion for all those she cared about.

She leaves to cherish her memory, her son James Caivano and his wife Lisa; her daughter Shirley Pogodinski and her husband David; her daughter Joan Williams and her husband Cliff; her son-in-law Rodney Pease; and her beloved grandson Benjamin Pease and his wife Bianca Stone. Sadly, Ann was predeceased by her husband Joseph; her siblings Jane Curylo; Josephine Magiera; Agness Lata; Joseph Dudek; Edward Dudek; and her daughter Susan Caivano Pease.

### **Mable Ellison 1932 – 2016**

Mable (Watson) Ellison, a former Ludlow School Department employee, passed away on July 10, 2016 at the age of 84.

Mable was born in Bennington, Vermont to the late James and Freda Watson. Upon graduating from high school, she graduated from Mansfield Beauty Academy and worked as a beautician at Eva’s Beauty Salon in Ludlow. She was then employed by the Ludlow School System in the Department of Student Support Services.

She leaves to cherish her memory, her son William J. “Bud” Ellison and her daughter Lee-Ann Wheeler and her husband Travis; her grandchildren Zachary Ellison and Ethan Wheeler; her brother Gerald Watson; and many loving extended family and dear friends. Sadly, Mable was predeceased by her husband William T. Ellison; her brothers Charles, Jimmy, Teddy and Albert.

**John Ferreira**  
**1937 – 2016**

John (Cuda) Ferreira, a former Selectmen and Park Commissioner, passed away on November 26, 2016 at the age of 79.

John was born on September 27, 1937 to the late Francisco and Nair Ferreira. Upon graduating from Ludlow High School, John enlisted in the U.S. Air Force serving in Korea and Vietnam. He retired from the Air Force in 1977 with over 20 years of distinguished service. John was dedicated to service in Town serving as both a Park Commissioner and a member of the Board of Selectmen from 1985 to 1988. He was a communicant of St. Elizabeth's Parish and was a longtime member of the Unity Athletic Club and the Ludlow Elks.

He leaves to cherish his memory, his children John Ferreira and his wife Sharon, Kenneth Ferreira, Jeffrey Ferreira and his wife Patricia, Kimberly Ferreira, and Celeste Ferreira-Harney; his grandchildren Chandra, Ashley, Anastasia, John, Kristie, Sean, Elizabeth, Joshua, Nicholas and Maria; his great-grandchildren Andrew, Oliver, Penny, Liam, Charlie and Al. Sadly, John was predeceased by his wife Oma in 2013.

**Ann L. Graveline**  
**1951 – 2016**

Ann L. Graveline, a former Cemetery Commissioner and Library Trustee, passed away on October 25, 2016 at the age of 64.

Ann was born on December 14, 1951 to the late Wilbur and Dorothy Hogan. She was a devout communicant of the former St. Mary's Church and St. Elizabeth's Parish. She was an associate of the Sisters of St. Anne in Marlboro, MA. She served the Town of Ludlow as Cemetery Commissioner and a Library Trustee. She was a member of the John Boyle O'Reilly Club and VFW Post 3236.

She leaves to cherish her memory, her husband of 38 years Alfred Graveline; her daughter Carol Boehm; her sisters Joan Pearsons and Gail Lucia; her stepsons David, Daniel, Michael and William; her stepdaughters Denise Wenners and Michelle Graveline; and her granddaughter Cecilia. Sadly, Ann was predeceased by her stepson Thomas Graveline.

**Helen A. Halgas**  
**1921 – 2016**

Helen A. Halgas, a former Ludlow School Department employee, passed away on July 22, 2016 at the age of 94.

Helen was born on November 9, 1921 to the late Walter and Sophie Rachmaciej. She worked for many years in the Food Service Department for the Ludlow Public Schools as well as Miller's Dairy Bar and Zayres Department Store. Helen was a devout communicant of Christ the King Church and a member of the parish's St. Anne Sodality. She was a mainstay of the parish's "pierogi making group", an avid bingo player, a member of the Ludlow Mother's Club and the Ludlow Senior Center.

She leaves to cherish her memory, her daughter Carol Romaniak and her husband William; her son-in-law John Smolinski; her brother Theodore Rachmaciej; her grandchildren Paul Romaniak and his wife Heidi, Carissa Gross and her husband Julian, Shauna Dion and her husband John, Derek Smolinski and his wife Melissa, and Megan Rosa and her husband Lucas; her great-grandchildren Brianna, Alexis, John, Owen and Olivia. Sadly, Helen was predeceased by her husband Chester Halgas, Sr., in 1983; her son Chester Halgas Jr., in 1974; her daughter Sylvia Smolinski in 2016; and seven brothers and sisters.

**Laurence J. Langevin**  
**1942 – 2016**

Laurence J. Langevin, a former Cable TV Advisor for the Town of Ludlow, passed away on June 18, 2016 at the age of 74.

Larry was born in 1942 to the late Laurence A. and Lillian Rose Langevin. He was a graduate of Technical High School and a U.S. Air Force Veteran. He was a HAM Radio Operator for 60 plus years and retired from Greater Media Cable after 28 years of service. He was the Cable TV Advisor for the Town of Ludlow as well as a commentator of the Memorial Day Parade and many local sports teams. Larry was an avid bowler and golfer, belonging to the Ludlow Country Club for 25 years.

He leaves to cherish his memory, his wife of 39 years Linda; his daughter Shari-Lynn Staeb and her husband Kurt; his grandson Nicholas Staeb; his sister Rose Marie Laramie and her husband Charles; and many loving extended family members and dear friends.

**Lucille L. Regnier**  
**1926 – 2016**

Lucille L. Regnier, a former Ludlow School Department employee, passed away on April 28, 2016 at the age of 90.

Lucille was born on January 22, 1926 to the late Hector and Laura Lavoie. She was educated in local schools and worked for many years as a teacher's aide at St. John the Baptist and East Street Elementary schools. She was a devoted communicant of St. Elizabeth's Parish and a member of the Ladies of St. Anne. Lucille enjoyed trips to Marco Island with her husband Louis, family trips to Cape Cod and family parties. She loved gardening and her dog Shelby. She also enjoyed making new friends and rekindling past friendships at Keystone Commons.

She leaves to cherish her memory, her sons Bernard (Butch) Regnier and Thomas Regnier and his wife Dianne; her daughters Marie Hassan and Jane Fisher and her husband Pedrick; her sisters Antoinette Burgess, Sr. Therese Lavoie, SSA and Sr. Dolores Lavoie, SSA; her grandchildren Brian, Todd, Craig, Sean, Chris, Anthony, Nick, Robbie, Zack, Amanda, Jesse and Nate; her great-grandchildren Jimmy, Tymothy, Andrew, Abigail and Logan. Sadly, Lucille was predeceased by her husband Louis in 2006; her brothers Louis Lavoie and Bernard Lavoie; and her sister Pauline Mei.

**Miles E. Tipton**  
**1928 – 2016**

Miles E. Tipton, a longtime Coach for the Ludlow Public Schools, passed away on April 9, 2016 at the age of 87.

Miles was born on June 3, 1928 to the late Miles E. and Edna Tipton. He graduated from Lash High School in Zanesville, Ohio in 1946. He received his B.S. in Physical Education from Springfield College and his Master's degree in Education from Westfield State. Miles proudly served his country as a member of the U.S. Army during World War II during the U.S. occupation of Italy from 1946 to 1948. He worked as the Director for the YMCA's in Northampton, Springfield, Lawrence and Ithaca, New York. During those years he developed many successful programs especially competitive swim teams and adult fitness programs. He introduced previously non-existent competitive teams for girls. He taught in the Springfield Public Schools from 1969 to 1990. He taught a variety of subjects including physical education, geometry, biology, and health education. He coached football, girls swimming and basketball and boys tennis at several Springfield schools. He coached girls volleyball and boys tennis at Ludlow High School. He was an active participant in the Mass. Senior Games and a member of the Western Mass Swim Official Association.

He leaves to cherish his memory, his wife Edith; his children and stepchildren Sheila Rathbun (Jeffrey), Beth Cordero (Tony), Faith Leahy (Michael), Mary Grey (Donald), Maureen Tipton, Katherine Sanchioni (Steven), Elizabeth Tipton, Rev. John Tipton (Rev. Barbara), Kenneth Lind (Maryann), Susan Lennox (Gary), and Judith Trescott (Mark); his seventeen grandchildren and four great-grandchildren.

**Stanley T. Witowski, Jr.**  
**1930 – 2016**

Stanley T. (Spunker) Witowski, Jr., a former Firefighter and School Crossing Guard, passed away on October 13, 2016 at the age of 86.

Stanley was born on July 22, 1930 to the late Stanley T. Sr., and Anna Witowski. He graduated from Springfield Trade High School and went on to proudly service his country as a Corporal in the U.S. Army during the Korean War. He was awarded the Korean Service Medal with three Bronze stars. Stanley served the Town of Ludlow as a firefighter for 28 years. He was a communicant of St. Elizabeth Parish; he was a longtime member of the Polish American Citizen's Club and served on their Board of Directors; he was a member of the Portuguese American Citizens Club and a member and past Commander of VFW Post 3236. Stanley was an avid fisherman and many of his favorite times were spent on the water with his family. Three things that made Stanley happy and proud were his Polish heritage, his service on the Ludlow Fire Department and fishing.

He leaves to cherish his memory, his wife of 64 years Idalina; his son Mark and his wife Diane; his two daughters Sheila Rodrigo and her husband Gabriel and Cynthia Goodreau and her husband Wayne; his grandchildren Cari Huff, Jonathan Witowski, Amber Goodreau, Eric Rodrigo and Andrew Goodreau; and his four great-grandchildren Dominick, Drew, Michael and Isabella.

# TABLE OF CONTENTS

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<b>Our Town</b>	<b>1</b>	<b>Human Services</b>	<b>70</b>
<b>Elected Town Officials</b>	5	Board of Health	70
<b>Appointed Town Officials</b>	6	Public Health Nurses	71
<b>Precinct Members</b>	12	Commission on Disability	73
<b>Members At Large</b>	13	Council on Aging – The Senior Center	75
<b>Employee Recognition</b>	14	First Meeting House Committee	77
		Hubbard Memorial Library	77
<b>Administration</b>	<b>16</b>	Information Technology Department	79
Board of Selectmen	16	Computer Advisory Committee	79
Town Moderator	16	Ludlow Community Television	80
		Ludlow Housing Authority	81
<b>Town Clerk</b>	<b>17</b>	Recreation Commission	83
Election & Registration	17	Veterans Services	87
Presidential Primary	17	Westover Golf Commission	88
Town Election	17		
Spring Annual Town Meeting 5/9/16	18	<b>Our Heritage</b>	<b>89</b>
Special Town Meeting within Annual	19	Agricultural Commission	89
State Primary	24	Historical Commission	90
Special Town Meeting 10/3/16	24		
Special Town Meeting 11/1/16	27	<b>Public Safety</b>	<b>91</b>
State Election	28	Ambulance Advisory Committee	91
Vital Statistics	28	Animal Control	92
Receipts	28	Dept. of Inspectional Services	93
		Fire Department	96
<b>Education</b>	<b>29</b>	Police Department	100
Superintendent of Schools	29	Safety Committee	104
Student Support Services	30	Sealer of Weights & Measures	105
Department of Technology	32		
Office of Curriculum & Instruction	35	<b>Public Works</b>	<b>106</b>
Ludlow High School	39	Board of Public Works	106
Paul R. Baird Middle School	40		
East Street School	41	<b>Planning And Development</b>	<b>110</b>
Chapin Street School	42	Board of Appeals	110
Veterans Park School	44	Conservation Commission	111
		Planning Board	112
<b>Finance</b>	<b>45</b>		
Board of Assessors	45		
Finance Committee	46		
Town Accountant	48		
Town Collector	62		
Town Treasurer	68		

## OUR TOWN

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The Town of Ludlow was incorporated as a Town in 1774 and is a suburban community located in the northwest corner of metropolitan Springfield. Boston is 84 miles east of Ludlow and Worcester is 47 miles eastward. The 19,247 Town residents believe that Ludlow has established itself as a target for industrial and retail growth while maintaining its pleasant community atmosphere.

Housing is available for the elderly, the handicapped and low income families. Ludlow has the largest Senior Center in Western Massachusetts which offers many programs, services, and activities tailored specifically for our senior population.

Ludlow Public Schools are comprised of five schools serving approximately 2,700 students in grades K-12. In addition, the Ludlow Schools operate an Early Childhood Program at East Street School. Headstart and Holyoke Community College/Ludlow Area Adult Learning Center are both located at 54 Winsor Street. St. John the Baptist School is the private parochial school in town.

The Ludlow Community Center/Randall Boys and Girls Club provides a before and after school program for children as well as a summer youth camp and other recreational activities. Club memberships are available for families to partake in their exercise programs, pool, and game room facilities.

The Town also hosts six parks, two excellent golf courses and is only minutes away from cultural and entertainment facilities in the greater Springfield area with access to both the Massachusetts Turnpike (route I90) and Route 91.

### Geography

Total Area:	28.33 sq. miles
Land Area:	27.15 sq. miles
Population:	19,247
Density:	693 per sq. mile
County:	Hampden

**Town Hall:** Built in 1974

### Form of Government

Board of Selectmen

Town Administrator

Representative Town Meeting

Annual Town Meeting held the second Monday in May

Special Town Meeting held the first Monday in October

## **FY2017 Taxable Values (as of January 1, 2016)**

Residential:	\$1,585,883,576
Commercial:	\$ 161,020,494
Industrial:	\$ 50,411,190
Personal Property:	\$ 191,138,460

## **Tax Rate**

For the period from July 1, 2016 – June 30, 2017  
\$18.53 per \$1,000 of value – Residential and Commercial

## **Tax Bills**

Tax bills are mailed twice a year and are payable quarterly. Payments are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup>. If unpaid by their due date, interest will be added according to law from the date due to the date payment is made. Motor Vehicle Excise is due 30 days from the date of issuance.

## **Voting**

Town Elections are held on the fourth Monday in March. Individuals must be eighteen years of age and a United States Citizen in order to register to vote. Registration is at the Town Clerk's Office, Monday through Friday from 8:30 am to 4:30 pm. Special evening registration of registrars is held preceding elections. Absentee voting is also available.

## **Registered Voters (as of December 31, 2015)**

Democrats	4,717
Republicans	1,738
Grn./Lib./3 <sup>rd</sup> /Reform	200
Un-enrolled Voters	7,183
Total Registered	13,838

## **Passports**

The Town Clerk's Office is no longer an agent for passport services. State laws prohibit the sale of passports for offices that generate birth certificates. Anyone wishing to apply for a passport may obtain an application at the Wilbraham Post Office or Springfield Post Office.

## Dog Licenses

All dogs must be licensed annually by April 1<sup>st</sup>. A dog should be licensed when six months old and must be vaccinated for rabies. Proof of rabies vaccination is required for licensing.

Fees:	
Spayed/Neutered Dogs	\$15.00
Un-altered Dogs	\$20.00

**Fishing Licenses:** Massachusetts fishing licenses are available online at [www.mass.gov](http://www.mass.gov).

**Town of Ludlow Website:** [www.ludlow.ma.us](http://www.ludlow.ma.us)

## Transportation and Access

Ludlow is located in the Pioneer Valley, known as the crossroads of New England because of its strategic position along the Connecticut River and its excellent transportation facilities. The Massachusetts Turnpike connects the region to Boston and to Albany, New York. Interstate 91 provides direct access to Hartford, Connecticut, and to Brattleboro and points north in Vermont. The principal highway is Interstate 90, the Massachusetts Turnpike. Passenger service is available on Amtrak in neighboring Springfield. Ludlow is a member of the Pioneer Valley Transit Authority (PVTA), which provides fixed route service to Springfield. The PVTA also offers para transit services to the elderly and disabled through the Council on Aging. Westover Metropolitan Airport, a General Aviation facility located in neighboring Chicopee, has two asphalt and concrete runways 7,050' and 11,600' long.

## Ludlow Community TV

Ludlow Community TV was created to promote, encourage and facilitate Ludlow Community involvement in the production of locally originated television, and to meet and manage the contractual and regulatory commitments to public educational and governmental access of the cable provider for the Town of Ludlow. For several years LCTV has been providing Ludlow residents with an ever growing list of programs and volunteer producers. They provide weekly live coverage of the Board of Selectmen's meetings in addition to broadcasting meetings of the School Committee, Planning Board, Board of Health, Conservation Commission, Board of Public Works and other public meetings. The commitment of LCTV is to involve and train people of all ages who live or work in the town to become involved and/or program producers, bringing issues and events of the area to all Ludlow viewers. Hours of operation are Monday thru Friday, 8:30 am to 4:30 pm. The studio is presently located at Ludlow High School. LCTV broadcasts on channels 191, 192, and 193 on Charter Cable in Ludlow.

## **Public School District**

### **Public Schools**

Chapin Elementary School  
East Street School  
Ludlow Early Childhood Center  
Ludlow Senior High School  
Paul R. Baird Middle School  
Veterans Park Elementary School

### **Private School**

St. John the Baptist School

## **Houses of Worship**

Our Lady of Fatima Catholic Church, 450 Winsor Street  
Christ the King Catholic Church, 31-41 Warsaw Avenue  
St. Elizabeth Catholic Church, 181-217 Hubbard Street  
St. Peter & Paul Ukrainian Church, 45 Newbury Street  
St. Paul's United Methodist Church, 115 Hubbard Street  
First Church of Christ, 859 Center Street  
Union Church of Christ, 53 Center Street  
Greater Love in Devine Purity & Holiness Ministries, 220 East Street  
Assembly Hall, Congregation of Jehovah's Witnesses, 157 Fuller Street  
Church of Jesus Christ of Latter-day Saints, 584 West Street  
Church of the Nazarene – 499 East Street

## **Veterans Services**

The mission of the Ludlow Veterans Services office is to advocate on behalf of all Ludlow Veterans and provide them with quality support services, and to direct an emergency financial assistance program for those Veterans and their dependents in need. The primary function of the Veterans Services office is to provide aid and assistance to Veterans and their dependents that qualify in order to ensure their life sustaining needs. Chapter 115 of the MGL governs these benefits. The office is located on the first floor of the Town Hall. Director Eric Segundo is available to answer any questions that pertain to Veterans services.

## ELECTED TOWN OFFICIALS

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	Term Expires		Term Expires
<b>Board of Assessors</b>		<b>Library Trustees</b>	
Beverly Barry	2019	Christine S. Davis	2018
Michael S. O'Rourke	2017	Elaine M. Karalekas	2019
Antonio Rosa	2018	Robert A. Mishol	2017
<b>Board of Health</b>		<b>Moderator</b>	
Timothy Fontaine	2017	John P. DaCruz	2017
Elinor Kelliher	2017		
Neil Paquette	2018		
<b>Board of Public Works</b>		<b>Planning Board</b>	
Thomas Haluch	2017	Christopher Coelho	2019
Barry Linton	2018	Kathleen Houle	2018
Steve Santos	2019	Edgar E. Minnie II	2020
Alexander Simao	2019	Raymond E. Phoenix II	2021
Gary Wdowiak	2017	Joseph L. Queiroga	2017
<b>Board of Selectmen</b>		<b>Recreation Commission</b>	
Derek DeBarge	2019	Donald R. Cameron	2018
Carmina Fernandes	2018	Jason C. Martins	2017
Brian M. Mannix	2019	Sean McBride	2019
William E. Rooney	2017		
Manuel D. Silva	2018	<b>School Committee</b>	
		Patricia A. Gregoire	2017
		James "Chip" Harrington	2017
		Michael J. Kelliher	2019
<b>Collector of Taxes</b>		Charles T. Mullin	2019
Fred Pereira	2017	Jacob R. Oliveira	2018
<b>Housing Authority</b>		<b>Town Clerk</b>	
Chester Giza	2022	Laurie Gibbons	2017
Patricia C. Holley	2020		
David A. Sepanek	2019		
Susan Stanek	2021	<b>Town Treasurer</b>	
Victor J. Field, State Apt.	--	Elsa Barros	2018
Robin Carvide, Exec. Director	--		

# APPOINTED TOWN OFFICIALS

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## **Affirmative Action Officer**

Carrie Ribeiro

## **Agricultural Commission**

Karen Pilon, Chairperson

John B. Chenier

William Ellison

Michael C. Hogan

Agnes E. Kibbe

Don Roberts

Ann Whitworth

## **Americans with Disabilities Act**

### **Coordinator**

Eric Segundo

## **Agent of Record**

James Bernardo

## **Airport Master Plan Consulting Committee**

Joseph Queiroga

## **Assistant Assessor/Appraiser**

Jose Alves

## **Associate Assessor**

Maria Fernandes

## **Ambulance Abatement Committee**

Fred Pereira, Chairperson

Chief Mark Babineau

Lori Barbeau

Anthony Jarvis

## **Animal Control Officer**

Gilles Turcotte

Anne Turcotte, Volunteer

## **Board of Appeals**

Anthony Jarvis, Chairperson

Alan Aubin

Kathleen Bernardo

Paul Kessler

Manuel Lopes

Joseph Wlodyka

Paul A. Zielinski

## **Board of Registrars**

Paul T. Babin, Jr.

Chester Giza

Laurie Gibbons

## **Building Commissioner/Zoning**

### **Enforcement Officer**

Justin Larivee

## **Local Building Inspector**

Paul Adzima, On-call

## **Cable Commission**

Carmina Fernandes

Tom Ghazil

James "Chip" Harrington

Michael Hill, non-voting member

Richard Moskal

Ellie Villano

## **Cable Operations Manager**

Michael Hill

## **Capital Improvement Planning Committee**

Darlene Cincone

Carmina Fernandes

Heidi Fogg

Edgar Minnie II

Ellie Villano

Luis Vitorino

Kimberly Collins, Ex-Officio

## **Celebrate Ludlow Committee (2016)**

Christine Peacey, Chairperson

Maryann Asta-Ferrero

Vicki Authier  
Maria Gamache  
Ken Gauthier  
Ann Glica  
Trudy Line  
James Marceau  
Renee Maroney  
Lisa Martin  
Rachael Melanson  
Mark Moran  
Scott Nelson  
Rebecca Paul  
James Peacey  
Leo Provost  
Sue Santos  
Eric Segundo  
Laurie Smith  
Tina Ziencina

**Cemetery Committee**

Beverly Barry  
Joe Chaves, Town Resident  
James Goodreau  
Barry Linton  
Brian Mannix  
Joanne Martin, Town Resident  
Edgar Minnie II  
Kelly McKenney, Advisory Member  
Douglas Stefancik  
Ellie Villano

**Chief Procurement Officer**

Ellie Villano

**Commission on Disabilities**

Andrew Bristol, Chairperson  
Beverly Barry  
Emily Ochs  
Joanne Odata-Staeb

**Communications Officer**

Ellie Villano

**Community Preservation Act Committee**

Donald Cameron  
William Ellison  
Agnes E. Kibbe  
Lisa Labonte  
Raymond Phoenix  
Betty Socha  
Craig Spice  
Angela Tierney

**Computer Advisory Committee**

Joe Alves – Board Of Assessors  
Elsa Barros – Treasurer  
Gary Blanchard – IT Manager  
James Goodreau – DPW  
James “Chip” Harrington – School  
Committee  
Fred Pereira – Town Collector  
Ellie Villano – Town Administrator  
Kimberly Collins – Town Accountant

**Conservation Commission**

Jason Martowski  
Penny Lebel  
Edgar Minnie II  
Michael Szlosek  
Angela Tierney  
Scott Urban

**Constables**

Detective David Kornacki  
Detective Stephen Ricardi

**Constable for Tax Collector**

Reid Jeffrey  
Christine Jeffrey

**Contract Compliance Officer**

Ellie Villano

**Council on Aging**

Lucille Carneiro  
John DaCruz  
Eileen Frink

Diane Goncalves  
Helen Grabowski  
Frank Krzanik  
Frederick Lafayette  
Alfred LaRiviere, Jr.  
Albert LeMay, Sr.  
Nancy Pauze  
Phillip Tierney  
Walter Stewart  
Rosalind Forti

**Custodian of Insurance Records**

Elsa Barros

**Custodian of Tax Possession**

Elsa Barros

**Director of Emergency Management**

Chief Mark Babineau

**Economic Development Officer**

Brian Mannix

**Electrical Inspector**

John Roda  
Richard Chenevert – On Call

**Energy Research Committee**

Cathy Cooper  
Nuno Guerra  
James “Chip” Harrington  
Justin Larivee  
Michael Lavelle  
Jason Martowski  
Jacob Oliveira  
Douglas Stefancik  
Ellie Villano, Ex-Officio

**Equal Opportunity Employment Officer**

Carrie Ribeiro

**Fair Housing Committee**

Chester Giza  
Raymond Phoenix

Ellie Villano, Ex-Officio

**Finance Committee**

Maureen Kim Downing, Chairperson  
Suzanne Boyea  
Joan Cavallo  
Nelson Duarte  
Heidi Fogg  
Eric Gregoire  
Richard Moskal  
Beverly Tokarz  
Kimberly Collins, Ex-Officio

**First Meeting House Committee**

Jeremy Kavka, Chairperson  
Thomas Haluch  
Agnes E. Kibbe  
Donald Kibbe  
Marilyn Paul-Lewis  
Bert Ramage

**Graves Registration Officer**

Eric Segundo  
Steven Sawyer, Assistant

**Hazardous Material Coordinator**

Captain Ryan Pease

**Historian**

Marilyn Paul-Lewis

**Historical Commission**

Agnes E. Kibbe, Chairperson  
Cory Chretien  
John Moll  
Karen Pilon  
Angela Tierney  
Thomas Vickers

**Historic District Study Committee**

Sandra Stanek

**Industrial Finance Authority**

John D. DeBarge

**Information Officer**

Ellie Villano

**Information Technology Manager**

Gary Blanchard

**Insurance Advisory Committee**

Nicholas Axiotis

Michael Bertini

Brian Bylicki

Darlene Cincone

Kathleen Houle

Denise Kukla

Officer Jerome Mayou

Capt. Ryan M. Pease

Georgina Pereira

Debra Potter

Melissa Rickson

Francine Rusiecki

Tony Silva

Brett Smith

Sgt. Louis Tulik

Captain Jeffrey Lavoie, Alternate

Ellie Villano, Ex-Officio

**License Agent for the Board of Selectmen**

Detective David Kornacki

Detective Stephen Ricardi

**Long Range Planning Committee**

Joe Alves

Elsa Barros

Maureen Kim Downing

Todd Gazda

James Goodreau

Kathy Houle

Michael Kelliher

Barry Linton

Manny Silva

Kimberly Collins

Ellie Villano

**Ludlow Cultural Council**

Elaine Allen

Brian Barch

Diane Brouillard

Joan Dill

Lisa Doiron

Beverly Feicha

Rosalind Forti

Elaine Karalekas

John Karalekas

Linda Leveille

Nancy Pauze

Barbara Picard

Susan Piwowarczyk

Florence Pooler

Carla Roberts

**Ludlow Reservoir Advisory Committee**

Sheila Dias

Dorothy Mikaelian

James Mikaelian

William Rooney

**Master Plan Committee**

Edgar Alejandro

John Chenier

Carmina Fernandes

James "Chip" Harrington

Kathleen Houle

Bryan Nicholas

Dianne Ollari

Thomas Rouleau

Steve Talbot

Paul Villano

**Matrons (Police)**

Shelby Anderson

Elisabete Goncalves

Penny Lebel

Mary Morcavage

Tammy Turcotte

Linda Kelleher-Zina

**MMWEC Board of Directors**

Luis Vitorino

**Mobile Home Rent Control Board**

Michael Bingle  
Darlene Cincone  
Mary Evangelista  
Michael Szlosek

**Open Space Planning**

Donald Cameron  
William Ellison  
Thomas Haluch  
James “Chip” Harrington  
Elaine Hodgman  
Kathleen Houle  
Brian Mannix  
Jason Martins  
Angela Tierney

**Parking Hearing Officer**

Brian Mannix

**Permitting Authority Trench Reg.**

John T. Gaucher  
Kenneth Batista  
James Goodreau

**Personnel Board**

John Auclair  
David Bedore  
William Dzierwinski  
Lisa Asta-Ferrero  
Evette Rodrigues

**Physician**

Dr. Shaukat Matin

**Pioneer Valley Planning Commission**

John Pedro, Alternate  
Ray Phoenix

**Pioneer Valley Transit Authority**

William Rooney

**Plumbing/Gas Inspector**

Steven Lopes, Jr.

**Assistant Plumbing/Gas Inspector**

Kevin Douville

**Pond Management Committee**

Chester Giza  
Janice Santos

**Procurement Officer**

Amy Priest

**Safety Committee**

Chief Mark Babineau  
Christopher Coelho  
Justin Larivee  
Penny Lebel  
Barry Linton  
Phillip McBride  
Capt. Ryan Pease  
Sgt. Brian Shameklis  
Alexander Simao  
Derek Smolinski

**School Crossing Guards**

Lawrence E. Andre  
Janice Chrzan  
William Koss  
Patricia McDonnell  
Wanda Wonsowicz  
Tina Wright  
Douglas W. Fuller, Substitute  
Kathleen E. Lavoie, Substitute  
Patricia Pafumi, Substitute  
Deanna Szczepanek-Bingham

**Sealer Weights & Measures**

Douglas J. Wilk

**Special Police (2016)**

Matthew Anderson  
Nicholas Begin  
Jose Branco  
Jessica Bukowski  
Sylvia Cotter  
Thomas Day

David Fernandes  
Patrick Gaughan  
James "Chip" Harrington  
Kevin Healey  
Michel Lebel  
Adam Madera  
Christian Mendes  
Raymond Parylak  
Norman Picard  
Wendell Prior  
Kevin Quiterio  
Fernando Ribeiro  
Cory Rodrigues  
David Salvador  
Armando Saraiva  
Christopher Silveira (Retired 4/3/16)  
Nicholas Verteramo (Retired 4/1/16)  
Jhon Wielblad

**Sworn Weigher**  
Joanne Martins

**Town Accountant**  
James Young (Retired July 2016)  
Kimberly Collins

**Town Administrator**  
Ellie Villano

**Town Counsel**  
Doherty, Wallace, Pillsbury, Murphy, PC

**Town Engineer/Director of Public Works**  
John T. Gaucher

**Town Labor Counsel**  
Stanley Weinberg

**Town Planner**  
Douglas Stefancik

**Veterans Service Officer**  
Eric Segundo

**Westover Advisory Commission**  
Gary Coelho, Site Inspector

**Westover Municipal Golf Commission**  
Wayne Boland  
Donald Cameron  
Paul Chrzan  
Jason Martins  
Sean McBride  
Steven Morris  
Joseph O'Brien

**Westover Municipal Development Corp.**  
Maureen Kim Downing

## PRECINCT MEMBERS – 2016 (\*\*until next election)

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### Precinct One

2019-Matias Goncalves, 31 Mariana Ln.\*\*  
2019-Megan Gregoire, 141 Cady St.\*\*  
2019-Opening  
2019-Christine D. Peacey, 7 Wenonah Dr.  
2019-Walter Peacey Jr., 7 Wenonah Dr.  
2018-Alan E. Gregoire, 93 Cady St.  
2018-Eric A. Gregoire, 93 Cady St.  
2018-Mark A. Imbody, 58 Cady St.  
2018-Debora M. Johnson, 142 Cady St.  
2018-Willaim Johnson, 142 Cady St.\*\*  
2017-Roland F. Gregoire, 143 Cady St.  
2017-John E. Hiersche, 49 River St.  
2017-William J. Jolivet Jr., 37 Gamache Dr.  
2017-William A. Koss, 203 West St.  
2017-Richard Oliveira, 67 Guertin Ave.

### Precinct Three

2019-Mark R. Giebner, 186 Lyon St.  
2019-Walter J. Kiel, Jr., 68 James St.  
2019-Carlton W. Leonard III, 84 Westerly Cir.  
2019-Lynn Leonard, 84 Westerly Cir.  
2019-Lisa J. Szlosek, 165 Genovevo Dr.  
2018-Paul T. Babin, 7 Wyndermere Pl.\*\*  
2018-John F. Moll 1251 East St.  
2018-Richard Paixao 76 Windwood Dr.  
2018-Margaret Szlosek 165 Genovevo Dr.  
2018-Michael A. Szlosek 165 Genovevo Dr.  
2017-Paul B. Cocchi, 312 Miller St.  
2017-Brian T. Connery, 29 Tower Rd.  
2017-John M. Diotalevi, 181 Cislak Dr.  
2017-Joanne R. Martin, 308 Miller St. #2  
2017-Richard T. Rusiecki, 761 Moore St.

### Precinct Five

2019-Kelly Jean Davis, 411 Fuller St.  
2019-Lisa Marie Haluch, 169 Munsing St.  
2019-Michael W. Lavelle, 139 Bridle Path Cir.  
2019-Mark A. Witowski, 53 Colonial Dr.  
2019-Opening  
2018-Kenneth J. Batista, 12 Valley View Dr.  
2018-Kim M. Batista, 12 Valley View Dr.  
2018-Stephen M. Breslin, 580 Fuller St.  
2018-Kathleen A. Ouimette, 58 Homestretch Dr.  
2018-Opening  
2017-John R. Auclair, 16 Nash Hill Rd.  
2017-James L. Chenier, 628 Fuller St.  
2017-John B. Chenier, 501 Munsing St.  
2017-John H. Davis, 411 Fuller St.  
2017-Ryan Lemek, 425 Fuller St.

### Precinct Two

2019-John J. Dryjowicz, 153 Ray St.  
2019-Barbara Gondek, 61 Williams St.\*\*  
2019-Paul Mayberry, 471 East St.\*\*  
2019-Frederick J. Nowak, 45 Kirkland Ave.  
2019-Kathleen Nowak, 45 Kirkland Ave.\*\*  
2018-Joshua Carpenter, 547 East St.  
2018-Gerald Leger, 325 Sewall St.\*\*  
2018-Janice Mayberry, 471 East St.\*\*  
2018-John Pedro, 41 Orchard St.\*\*  
2018-Walter A. Stewart, 84 Yale St.\*\*  
2017-Douglas E. Fish, 12 Cedar St.  
2017-Opening  
2017-Jean S. Martins, 92 Lockland St.  
2017-Daniel E. Rae, 51 Lockland St.  
2017-Joseph E. Szlosek, 122 Ray St.

### Precinct Four

2019-Timothy S. Donnelly, 234 Winsor St.\*\*  
2019-Carrie L. Goodreau, 201 Stevens St.  
2019-James L. Goodreau, 90 Posner Cir.  
2019-Isabel Martins, 41 Bristol St.  
2019-Fernando F. Soares, 21 Bristol St.  
2018-Fernando Barroso, 32 Fairway Dr.  
2018-Mary C. Evangelista, 64 Franklin St.  
2018-James K. Goodreau, 201 Stevens St.  
2018-Julieta N. Hoeckh, 423 Winsor St.  
2018-Joseph A. Santos, 3 Brimfield St.  
2017-Fritz A. Huber Jr., 29 Laroche St.  
2017-Richard J. McInerny, 51 Brunelle St.  
2017-Richard A. Pasquini, 17 Ridgeview Cir.  
2017-Alan J. Siok, 115 Miller St.  
2017-Paula A. Siok, 115 Miller St.

### Precinct Six

2019-Michael N. Brennan, 93 Church St.  
2019-James Cavallo, 179 Higher Brook Dr.  
2019-Kyle T. Grondalski, 132 Fuller St.  
2019-Penny G. Lebel, 43 Wilson St.  
2019-Leonard C. Robbins, 549 Chapin St.  
2018-Christopher E. Chartrand, 156 Pinewood Rd.  
2018-Michelle M. Mayou, 42 Nora Ln.  
2018-Patrick J. Nugent, 35 Pinewood Dr.  
2018-Lynda A. Scheer, 25 Wood Dr.  
2018-Robert W. Scheer, 25 Wood Dr.  
2017-William J. Eagen, 24 Pinewood Rd.  
2017-Peter C. Karalekas Jr., 35 Old Coach Cir.  
2017-Christopher J. Lemek, 49 Wood Dr.  
2017-Michelle M. Thompson, 170 Pinewood Rd.  
2017-Peter H. Zima, 233 Clover Rd.

## MEMBERS AT LARGE

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Derek DeBarge	37 Barre Drive, Board of Selectmen
Carmina Fernandes	1 Swan Avenue, Board of Selectmen
Brian M. Mannix	353 Fuller Street, Unit 1, Board of Selectmen, Chairman
Manuel D. Silva	17 Dinis Avenue, Board of Selectmen
William E. Rooney	86 Pinewood Road, Board of Selectmen
John P. DaCruz	826 East Street, #7, Town Moderator
Laurie A. Gibbons CMMC	32 Applewood Drive, Town Clerk
Elsa D. Barros	234 Winsor Street, Town Treasurer
Fred Pereira	201 Stivens Terrace, Town Collector
Antonio Rosa	48 Ray Street, Board of Assessors, Chairman
John R. Auclair	16 Nash Hill Road, Personnel Board, Chairman
Christine S. Davis	193 Chapin Street, Hubbard Memorial Lib, Chairman
Barry J. Linton	199 Elizabeth Drive, Dept of Public Works, Chairman
Anthony W. Jarvis	3 Andrew Street, Board of Appeals, Chairman
Raymond E. Phoenix	45 White Street, Planning Board, Chairman
Chester J. Giza	134 Yale Street, Ludlow Housing Authority, Chairman
Phillip A. Tierney	110 Musing Street, Council on Aging, Chairman
Maureen Kim Downing	22 Elizabeth Drive, Finance Committee, Chairman
Sean M. McBride	157 Gamache Drive, Westover Golf, Chairman Recreation Commission, Chairman
Neil D. Paquette	243 Holyoke Street, Board of Health, Chairman
Jason Martowski	121 Fuller Street, Conservation Comm, Chairman
James "Chip" Harrington	122 Overlook Drive, School Committee, Chairman
Michael Schneider (Town Counsel) Michael Callan (Town Counsel)	Doherty, Wallace, Pillsbury & Murphy, PC 19th Floor, 1 Monarch Place 1414 Main Street, Springfield MA 01144-1002

## **EMPLOYEE RECOGNITION**

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The Town would like to recognize employees who have reached milestones in their careers with the Town of Ludlow in 2016. We thank you for your commitment, dedication and service to the residents of Ludlow.

### Celebrating 45 Years of Service

Jane Abts  
Wayne Goodreau  
Betty Robak

### Celebrating 40 Years of Service

David Salvador

### Celebrating 30 Years of Service

Brian Bylicki  
Elaine Conway  
Lee Dias  
Augusta Pereira-Fialho  
Kenneth Vogel

### Celebrating 25 Years of Service

Frederick Glanville  
Judy Kelly  
Cheryl Matthess

### Celebrating 20 Years of Service

John Barlow  
James Calheno  
Kent Doyle  
Michael Gilrein  
Alison Metcalfe  
Mary Morcavage  
Raymond Parylak  
Elizabeth Pierga  
Ronald Pszencizny  
Stephen Sambor  
Alice Santos  
July Siebecker  
Gloria Walker  
Stephen Ziemba  
Linda Zina

### Celebrating 15 Years of Service

Heidi Arsenault

Tracey Blair  
Michael Brennan  
Gregory Charest  
Deanne Chelte  
Tanya Crisostomo  
Linda Discawicz  
Dawn Ellard  
Gary Elson  
Michael Gallagher  
Elena Ganhao  
Alexander Goncalves  
Hollington Lee  
Deborah Lukas  
Cindy Milner  
Marianne Moura  
Brian Mulvehill  
Beth Oliveira  
Richard Oliveira  
Ryan Pease  
Irene Pereira  
Jennifer Picard  
Deana Rivers  
Carlos Sanches  
Jeremy Soja  
Clark Taylor  
Jan Thornton  
Tammy Turcotte  
Barbara White

### Celebrating 10 Years of Service

Jeanne Bal  
Sarah Belson  
Elizabeth Bernard  
Heather Bianchi-Goncalves  
Robert Bohl  
Tracey Bowman  
Diane Brennan-Ogorzalek  
Amy Brown  
Sandra Chechette

Jason Chelo  
Christine Coutu  
Joanna Dalton  
Kerin Doyle  
Michael Halpin  
Eric Johnson  
Amber Kumpulanian  
Kristin McCoy  
Nelson Milano  
Pamela Mosio  
Carleen Mullin  
Robert Nummy  
Jennifer Potter  
Donna Queiros  
Stephen Ricardi  
Patricia Saccamando  
John Santos  
Brian Shameklis  
Marybeth Silva  
Brett Smith  
Margaret Swanson  
Denise Tomlinson

Celebrating 5 Years of Service

Paul Adzima  
Joshua Alves  
Matthew Anderson  
Lawrence Andre  
Anna Baboval  
Alison Bach  
Bryan Beaudette  
Gregory Bertsch  
David Brown  
Mark Caron  
Beverly Colby  
Sylvia Cotter  
Jillian Damtoft  
Karen Davis  
Robert Dooley  
Jacqueline Dupont  
Maria Fernandes  
Douglas Fuller  
Ricardo Funch  
Rhonda Gamache

Marie Gaudreau  
Lindsay Gauthier  
Natalie Gebo  
Marcelo Gusmao  
Amy Harris  
David Hess  
Ariane Hutchins  
Christine James  
Kimberly Jeffries  
Stephen Johnson  
Carrie Kinney  
Shauna Kirca  
Melissa Knowles  
Richard Kolodziej  
Angela Kramer  
Raymond Laramie  
Katie Leary  
Carey Maguire  
Michele Manganaro-Thompson  
Jean Marie Marshall  
Rebecca Mathisen  
Alison Meade  
Keni Mendez  
Karen Miller  
Alyssa Moriarty  
Jeanette Murphy  
Lisa Nemeth  
Matthew Niles  
Lisabeth Pare  
Maria Pereira  
Meghan Provost  
Martha Queiroga  
Diana Sands  
Catherine Short  
Cheryl Snyder  
Daniel Soares  
Brandi Stratton  
Eva Tillotson  
Kenneth Topham  
Joseph Trivisonno  
Bryan Turgeon  
Tessa Ward  
Michele Webler  
Thomas Welch

## **ADMINISTRATION**

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### **BOARD OF SELECTMEN**

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This past year has gone fairly well for the Town of Ludlow. There have been some ups and downs but all in all we are looking pretty good. The mill project is improving as well as the restoration of the town clock and we are looking forward to more housing and small business in the mill project.

The Board saw the leaving of Mr. Aaron Saunders and the re-election of Brian M. Mannix along with the welcoming of our newest member Derek DeBarge. This Board has worked well together and has a lot of difficult work ahead.

There is the potential for a new elementary school, a possible new senior center and an attempt by HAP Housing for a project on Fuller Street. This all comes with the Town's tax rate always at the center of attention as we try to keep the tax rate down and still provide necessary services.

The Board designated a portion of Camp White as a dog park and the Town has received grants from the Stanton Foundation for the engineering, design and plans in order to apply for construction grants.

The Board of Selectmen would like to commend the Town Administrator, the office staff of the Selectmen, the Human Resource Manager and the entire Town Hall staff along with the many committees and volunteers, without whom the Board could not do without.

To the entire Town, we thank you for your support and encourage you to keep listening for the betterment of the Town.

Respectfully submitted,  
Brian M. Mannix, Chairman

### **TOWN MODERATOR**

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Town Meeting met on the traditional dates in May and October with an additional Special Town meeting held in November. Meetings were efficient and timely with active debate and discussion from Town Meeting members.

I thank the entire staff at the Selectman's office and particularly, the Town Administrator, for providing a clear and precise warrant and the appropriate motions. This makes my duties as Moderator less difficult and allows for an orderly meeting.

The Finance Committee also deserves praise for working with limited resources to obtain agreement with all departments on their budgets. This is often a time intensive process that is lengthy and cumbersome. Given recent budget constraints, reaching an agreeable middle ground is no easy task.

I urge the residents of the Town to seek election for precinct seats at Town Meeting. Town Meeting is one of the few forms of government that allows any citizen to speak on the issues. Moreover, a relatively large group will vote on those services that affect their day to day lives.

Respectfully submitted,  
John P. DaCruz, Moderator

## TOWN CLERK

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### Election & Registration

Nomination papers and petitions were certified by the Registrars in the year 2016. The breakdown of registered voters per precinct as of December 31, 2016 is as follows:

Ward	Precinct	A	AA	CC	D	G	H	J	K	L	O	Q	R	T	U	X	Grand Totals
0	01	1	1	25	860	-	-	6	1	6	1	-	313	4	1,264	-	2,482
0	02	-	-	20	737	-	-	2	-	4	-	1	223	2	980	-	1,969
0	03	-	-	18	733	-	1	-	1	7	1	-	400	1	1,401	1	2,564
0	04	3	-	17	930	2	-	3	-	3	2	1	229	-	1,162	-	2,352
0	05	-	-	8	555	-	-	1	-	5	-	-	229	2	950	-	1,750
0	06	1	-	36	902	-	1	4	1	3	1	2	344	-	1,426	-	2,721
Grand Total		5	1	124	4,717	2	2	16	3	28	5	4	1,738	9	7,183	1	13,838

### Presidential Primary March 1, 2016

A total of 5,407 (41% of 13,185 registered voters) ballots were cast. Precinct 1 – 935, Precinct 2 – 634, Precinct 3 – 1,050, Precinct 4 – 919, Precinct 5 – 749, Precinct 6 – 1,220, the polls were open from 7:00 am until 8:00 pm.

### Town Election March 28, 2016

A total of 1,565 (12% of 13,255 registered voters) ballots were cast. Precinct 1 – 228, Precinct 2 – 171, Precinct 3 – 320, Precinct 4 – 296, Precinct 5 – 215, Precinct 6 – 335, the polls were open from 10:00 am until 8:00 pm.

## **Proceedings - Spring Annual Town Meeting of May 9, 2016 and Special Within the Annual**

**ARTICLE 1:** Voted that the Town accept the reports of the Town Officers as printed in the Annual Town Report for the Calendar Year 2015.

**ARTICLE 2:** Voted that the Town accept the progress on part of the following committees and to have said committees continue. The Capital Improvement Planning Committee; Celebrate Ludlow Committee; Cemetery Committee; Community Preservation Committee; Energy Research Committee; Fair Housing Committee; Industrial Finance Authority; Insurance Advisory Committee; Ludlow Local Emergency Planning Committee; Long Range Planning Committee; Ludlow Cultural Council; Mobile Home Rent Control Board; Master Plan Committee; Open Space Planning Committee; Personnel Board; Pond Management Committee; Veterans Memorial Committee; Westover Metropolitan Development Corporation; Westover Advisory Commission; Historic District Study Committee; and Friends of the Ludlow Reservoir.

**ARTICLE 3:** Voted that the Town postpone action on Article 3 of the May 9, 2016 Annual Town Meeting Warrant. **POSTPONED**

**ARTICLE 4:** Voted that the Town raise and appropriate the sum of \$44,000.00 for the purpose of conducting an Annual Town Audit for the Fiscal Year Ending June 30, 2016.

**ARTICLE 5:** Voted that the Town appropriate \$62,882,620 for Town Purposes and charges during the Fiscal Year ending June 30, 2016, and that said sum include the following salaries for elected officials:

Position, Number, Annual Salary: Moderator, 1, \$508.00; Chairman, Board of Selectmen, 1, \$4,742.00; Members, Board of Selectmen, 4, \$3,721.00; Town Treasurer, 1, \$54,132.00; Town Collector, 1, \$70,054.00; Chairman, Board of Assessors, 1, \$4,721.00; Members, Board of Assessors, 2, \$3,704.00; Town Clerk, 1, \$70,054.00; Chairman, Board of Health, 1, \$3,300.00; Members, Board of Health, 2, \$3,300.00; Chairman, Board of Public Works, 1, \$3,546.00; Members, Board of Public Works, 4, \$2,801.00; Chairman, School Committee, 1, \$3,000.00; Members, School Committee, 4, \$2,500.00; Chairman, Planning Board, 1, \$3,327.00; Members, Planning Board, 4, \$2,773.00.

I further move that the Total Appropriations be allocated to the various Town Departments in accordance with numbered 1 through 43 of the attached Budget Listing entitled "Town of Ludlow Departmental Budgets", and using the column headed "Fiscal Year 2017 Recommended".

I further move, \$678,597 be applied from "Fiscal Year 2017 Golf Course Revenues" to fund the Westover Municipal Golf Course Budget item 42, \$77,000 to be transferred from Fiscal 2017 Golf Course Revenues to fund Fiscal 2017 Indirect Golf Course costs appropriated in the General Fund, \$1,213,902 to be applied from "Fiscal Year 2017 Sewer Fund Revenues" to Fund the Sanitary Sewer Budget item 43, \$129,000 to be transferred from Fiscal 2017 Sewer Fund Revenues to fund

Fiscal 2017 Indirect Sewer Fund costs appropriated in the General Fund and the balance of \$60,784,121 is to be raised and appropriated.

**\*\*BUDGET TOWN ACCOUNTANT**

**ARTICLE 6:** Voted that the Town raise and appropriate the sum of \$3,000.00 to be deposited in a previously established fund, to be expended by the Celebrate Ludlow Committee, with the approval of the Board of Selectmen, for fireworks and general expenses related to the event.

I further move that all gifts and donations be deposited in this special revenue fund to cover expenses related to this celebration.

**ARTICLE 7:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, Section 108A and 108C of the Massachusetts General Laws by deleting the current minimums and maximums and increment steps for the non-union Personnel, as listed under Custodians, Schedule V; Inspectors, Schedule XVI; Cable Television, Schedule XIV; Information Technology; Special Police, Finger Printer, Crossing Guards and Matrons, Schedule IV; and Management, Schedule XIII and replacing them with the minimums, maximums and increment steps as printed in Article 7 of the May 9, 2016 Annual Town Meeting Warrant and that those persons whose compensation is governed by the prior Classification and Compensation Plan receive a two (2) percent increase.

Moved and seconded to adjourn the Spring Annual Town Meeting at 8:00 pm.

**Proceedings - Special Town Meeting Within the Annual Town Meeting of May 9, 2016**

**ARTICLE 1:** Voted that the Town postpone action on Article 1 of the May 9, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLE 2:** Voted that the Town authorize the Board of Selectmen to acquire the following land parcels and or rights in land parcels for the purposes of obtaining a secure and public right of way. This will allow for the construction of the Bridge Preservation Project (Bridge No. L-16-002=W=35-002 (OMA), East Street Bridge over Chicopee River in the Town of Ludlow and Wilbraham. Temporary Easements – Parcel TE-1, 2,867 square feet; Parcel TE-3, 7,668 square feet; Parcel TE-5, 4,851 square feet, each as identified on the Plans (defined below). Further that the Selectmen may acquire these parcels or rights therein, or modification of these parcels or other required parcels through all legal means. This includes donations, purchase or eminent domain. The subject parcels are currently identified on plans drafted by Alfred Benesch & Company, Dated April 5, 2016, titled Preliminary Right of Way Bridge Preservation (Bridge No. L-16-002-W-35-002(OMA) East Street Over Chicopee River in the Town of Ludlow and Wilbraham (the Plans). Further, to raise and appropriate and/or transfer an amount of \$10,000 to defray any associated right of way expenses connected with this project. Pass any vote or take any

action relative thereto including the execution of construction or other permits required of the servient landowners.

**ARTICLE 3:** Voted that the Town appropriate the amount of three million, two hundred thousand (\$3,200,000) dollars for the purpose of paying costs of the Boiler Replacement, Partial Roof Replacement, and Accessibility Upgrades for the East Street School in Ludlow, MA, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town of Ludlow may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Ludlow acknowledges that the MSBA will not be participating in the Accessibility Upgrade portion of the Project and that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of Ludlow incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further than any grant that the Town of Ludlow may receive from the MSBA for the Project shall not exceed the lesser of (1) Fifty-Eight and Thirty-Seven Hundredths (58.37%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote should be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Ludlow and the MSBA.

**ARTICLE 4:** Voted that the Town transfer from free cash the sum of \$25,000 to cover the additional overtime and unusual expenses in the Police Department Personal Services budget account.

**ARTICLE 5:** Voted that the Town increase the fees for Dog Licensure by five dollars (\$5.00) for both Spayed/Neutered and Intact dogs and further move that the Town vote to establish a revolving fund for the Conservation Commission, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive the additional five dollars (\$5.00) fees collected by the Ludlow Town Clerk, said fees to be submitted to the Town Treasurer for deposit and expended by the Conservation Commission in an amount not to exceed \$5,000, only for expenses attributable to the maintenance of a Dog Park.

**ARTICLE 6:** Voted that the Town postpone action on Article 6 of the May 9, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLE 7:** Voted that the Town postpone action on Article 7 of the May 9, 2016 Special Town Meeting Warrant. **POSTPONED**

Moved and seconded to adjourn the Special Town Meeting at 8:35 pm.

## **Continuation of the May 9, 2016 Annual Town Meeting**

**ARTICLE 8:** Voted that the Town amend the Classification Plan of the Personnel Policy Bylaw of the Town of Ludlow by deleting the current number of LATOS III Clerical Staff of two assigned to the Fire Department and replacing with a new number of one (1) LATOS III and one (1) LATOS IV assigned, which will read as printed in Article 8 of the May 9, 2016 Annual Town Meeting Warrant.

**ARTICLE 9:** Voted that the Town amend the Classification and Compensation Plan of the Personnel Policy Bylaws of the Town of Ludlow as authorized under Chapter 41, Sections 108A and 108C of the Massachusetts General Laws for the Recreation Department, by deleting the Lifeguard rates of pay of \$9.50 & \$12.00 per hour and the Head Lifeguard rates of pay of \$11.25 & \$12.00 per hour and amending it to Lifeguard \$12.00 & \$13.00 per hour and Head Lifeguards \$13.50 & \$15.00 per hour. To take effect on July 1, 2016 as printed in Article 9 of the May 9, 2016 Annual Town Meeting Warrant.

**ARTICLE 10:** Voted that the Town raise and appropriate and/or transfer from available funds the amount of \$25,362.50 to be added to the Fiscal Year 2017 Recreation budget, Personal Services to fund the increase in the rate of pay for the Head Lifeguard/Lifeguard positions.

**ARTICLE 11:** Voted that the Town amend the Classification and Compensation Plan of the Personnel Policy Bylaws of the Town of Ludlow as authorized under Chapter 41, Sections 108A and 108C of the Massachusetts General Laws by increasing the LATOS II position from 15 hours to 25 hours as printed in Article 11 of the May 9, 2016 Annual Town Meeting Warrant.

**ARTICLE 12:** Voted that the Town raise and appropriate the sum of \$7,391.70, said sum to be added to the Board of Health, Personal Service Account for Fiscal Year 2017 and the sum of \$14,500 to be added to the Town's contribution of Health Benefits in the preceding Article, if approved.

**ARTICLE 13:** Voted that the Town vote to re-establish a revolving fund for the Board of Public Works, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive revenues from the sale of "purple" bags under the Sustainable Materials Recovery Program, said fund to be deposited with the Town Treasurer and with payments from the fund to be expended by the Board of Public Works, in an amount not to exceed \$26,000 for the "purple" bags, recycling bins and recycling decals.

**ARTICLE 14:** Voted that the Town, acting through its Board of Health, re-establish a revolving fund, separate from the General Fund, in accordance with Massachusetts General Laws, Chapter 44, Section 53E ½, for the purpose of receiving and expending on-site sewage disposal fees, said funds to be deposited with the Town Treasurer, and with payments from the fund to be expended by the Board of Health to pay sewage system inspectors and other expenses of the inspection program, said fund not to exceed \$24,000 for the fiscal year 2017.

**ARTICLE 15:** Voted that the Town re-establish a revolving fund for the Board of Health, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive vaccine fees, said fund to be deposited with the Town Treasurer and with payments from the fund to be expended by the Board of Health, said fund not to exceed \$20,000 for Fiscal Year 2017.

**ARTICLE 16:** Voted that the Town re-establish a revolving fund for the Conservation Commission, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive wetland fees collected by the Ludlow Conservation Commission per Chapter XV, Section 6, of the Town of Ludlow Bylaws. Said fees to be submitted to the Town Treasurer for deposit and expended by the Conservation Commission in an amount not to exceed \$80,000.00, only for expenses attributable to the administration and enforcement of the Wetlands Protection Act and Ludlow Conservation Commission Bylaws and maintenance of conservation land.

**ARTICLE 17:** Voted that the Town re-establish a revolving fund for the Conservation Commission, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive consultant fees collected by the Ludlow Conservation Commission per Chapter XV, Section 6, of the Town of Ludlow Bylaws. Said fees to be submitted to the Town Treasurer for deposit and expended by the Conservation Commission in an amount not to exceed \$50,000.00, only to pay independent consultants for services related to the specific project for which they were collected.

**ARTICLE 18:** Voted that the Town amend the Town of Ludlow General Bylaws by deleting in its entirety, Chapter VII, "Bylaw Town of Ludlow Regulating Salaries and Wages (Personnel Policy) – See Separate booklet, "Town of Ludlow, Personnel Policy Bylaw and Classification and Compensation Plan", to be made available to precinct members together with the warrant at the Annual Town meeting, in order to rename the Personnel Policy Bylaws and Compensation and Classification Plan and establish it as a Personnel Policy Manual under the authority of the Board of Selectmen and further provided that any articles passed at this meeting relative to the Personnel Policy Bylaw and Compensation and Classification Plan, be incorporated into the Personnel Policy Manual.

**ARTICLE 19:** Voted that the Town accept Massachusetts General Laws, Chapter 44, Section 53F ¾, which establishes a Special Revenue Fund known as the PEG Access and Cable Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access service and oversight and renewal of the cable franchise agreement, the fund to begin operation for Fiscal Year 2017, which begins July 1, 2016.

**ARTICLE 20:** Voted that the Town authorize the Town Accountant to transfer the sum of \$525,000 which is the balance of the cable related fees or other cable related funds to the newly established special revenue fund which begins Fiscal Year 2017 beginning on July 1, 2016.

**ARTICLE 21:** Voted that the Town authorize the Board of Selectmen to accept grant funds from the Commonwealth of Massachusetts Executive Office of Housing and Economic Development, MassWorks Infrastructure Program for the Riverwalk, Phase 1A, Pedestrian Safety Improvements

Project on behalf of the Town and to enter into a contract and authorize the Department of Public Works to carry out the contract for the project.

**ARTICLE 22:** Voted that the Town transfer from Sewer Enterprise Account Retained Earnings the sum of \$450,000 for Sewer Division Capital Improvements during the fiscal year beginning July 1, 2016.

**ARTICLE 23:** Voted that the Town postpone Article 23 of the May 9, 2016 Annual Town Meeting.  
**POSTPONED**

**ARTICLE 24:** Voted that the Town amend the Zoning Bylaws and Zoning Map of the Town of Ludlow, by changing from Business A to Industrial A, a parcel of land owned by John T Medeiros, located at 12 Carmelina's Circle (Assessors Map #26 Parcel 9B), as described in Article 24 of the May 9, 2016 Annual Town Meeting Warrant.

**ARTICLE 25:** Voted that the Town amend the Zoning Bylaws and Zoning Map of the Town of Ludlow, by changing from Agriculture to Residential A, two parcels of land owned by Jose C Alves, located at Lot A and Lot O Alden Street (Assessors Map #40 Parcel 84A & 82), as described in Article 25 of the May 9, 2016 Annual Town Meeting Warrant.

**ARTICLE 26:** Voted that the Town 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.

**ARTICLE 27:** Voted that the Town authorize the Board of Public Works to accept any and all funds granted by the Massachusetts Department of Transportation for the construction and maintenance of public roads for the ensuing years.

**ARTICLE 28:** Voted that the Town appropriate \$10,000 for the Landfill Closure Enterprise Fund for inspection and testing for air quality, general maintenance, vents and mowing and that the \$10,000 be taken from the Landfill Enterprise Fund Balance.

**ARTICLE 29:** Voted that the Town transfer the sum of \$75,000.00 from the Cemetery Perpetual Care Account and the sum of \$225,000.00 from the Cemetery Sale of Lots Account, said sums to be used to acquire, by purchase, the 20 acre parcel of real estate described in Article 29 of the May 9, 2016 Annual Town Meeting Warrant for the total purchase price of \$300,000.00. The purchase is subject to satisfactory review by the Board of Selectmen as a Title Examination with respect to the parcel of real estate being purchased.

**ARTICLE 30:** Voted that the Town raise and appropriate and transfer from available funds the total sum of \$315,825.00 from the sources identified later in this motion to fund the fiscal year 2017 Capital Improvements Program as follows: Department, Description, Amount: DPW, Freightliner Truck/Sander Lease-\$205,000 (3yr lease - \$70,000p.yr – 2<sup>nd</sup> year) \$70,000; School,

IT-Upgrades, \$37,314; Fire, Fire Engine (3 yr of 5 yr lease) \$106,000, Ambulance (\$220,000-4 yr lease) \$58,000; Golf, Toro Groundmaster 3500-D, \$12,251; Police, 2016 Dodge Durango, \$32,260. I further move that each item listed be voted as a separate appropriation and under the jurisdiction of the Department, Board or Committee indicated.

I further move that said sum be raised as follows: The sum of \$12,251.00 be transferred from the Westover Golf Retained Earnings; the sum of \$58,000.00 be transferred from the Ambulance Subscription Fund; the sum of \$65,707.00 be transferred from the Overlay Surplus Fund; and the Sum of \$179,867.00 be transferred from Free Cash.

**ARTICLE 31:** Voted that the Town postpone action on Article 31 of the May 9, 2016 Annual Town Meeting Warrant. **POSTPONED**

**ARTICLE 32:** Voted that the Town transfer from Free Cash the sum of \$100,000.00 be used for the Fiscal Year 2017 Reserve Fund.

**ARTICLE 33:** Voted that the Town transfer the sum of \$100,000 from the Unreserved Fund Balance to be deposited into the Stabilization Fund.

**ARTICLE 34:** Voted that the Town postpone action on Article 34 of the May 9, 2016 Annual Town Meeting Warrant. **POSTPONED**

**ARTICLE 35:** Voted that the Town transfer the sum of \$1,100,000 from the unreserved fund balance to be used by the Board of Assessors in determining the Fiscal Year 2017 Tax Levy.

Moved and seconded to dissolve the Annual Town Meeting and the Special within the Annual of May 9, 2016 at 9:25 pm.

### **State Primary September 8, 2016**

A total of 3,086 (23% of 13,428 registered voters) ballots were cast. Precinct 1 - 515; Precinct 2 - 331; Precinct 3 - 608; Precinct 4 - 495; Precinct 5 - 446; Precinct 6 - 691; the polls were open from 7:00 am until 8:00 pm.

### **Proceedings - Special Town Meeting of October 3, 2016**

**ARTICLE 1:** Voted that the Town raise and appropriate the sum of \$3,845.82 for unpaid bills and/or over expended accounts of previous years as follows:

\$462.02	HZ Electric Supply Co. - DPW
\$163.80	Springfield Plumbing Supply Co. Inc. – DPW
\$3,220.00	Tighe & Bond – DPW
<b>TOTAL \$3,845.82</b>	

**ARTICLE 2:** Voted that the Town amend Article #41 of the May 11, 2015 Town Meeting. In that article, the Town approved the amount of \$35,000 to be allocated for repairs to the heating system as Veterans Park Elementary School. We would like to amend the wording of that article be changed to allow the heating system repairs to be made to Chapin Street School.

**ARTICLE 3:** Voted that the Town accept Massachusetts General Laws Chapter 32B, Section 91 an act of the Legislature which shall consider an employee on military leave of absence because said employee is a member of the Army National Guard or Air National Guard or a reservist in the armed forces of the United States called to active service in the armed forces of the United States, for the purposes of this chapter, to be deemed to have been granted leave without pay, and subject to the rules and regulations of the appropriate public authority, said employee shall make payment of the portion of the total monthly premium or rate that would have otherwise been deducted from his salary, wages or other compensation.

**ARTICLE 4: INCORRECT PROCEDURE, MUST CALL A SPECIAL TOWN MEETING WHICH WILL BE HELD ON NOVEMBER 1, 2016**

**ARTICLE 5:** Voted that the Town appropriate the sum of \$3,500 to be added to the Personal Services Account for the Board of Health Nurses for Fiscal Year 2017 to fund the negotiated retroactive increases of 2% including the Town's contribution to employee benefits.

**ARTICLE 6:** Voted that the Town postpone action on Article 6 of the October 3, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLE 7:** Voted that the Town establish a Ludlow Senior Center Building Committee consisting of seven (7) individuals appointed by the Town Moderator, consisting of: Executive Director of the Ludlow Senior Center; Council on Aging Designee (1); BPW Designee (1); Finance Committee Designee (1); Board of Selectmen Designee (1); Taxpayer/member of community (2). Said committee to be responsible for approval of design and construction of a New Ludlow Senior Center to be financed with funds raised pursuant to Article 6 of the October 3, 2016 Town Meeting Warrant, following a successful Debt Exclusion Referendum if applicable.

On amendment

**ARTICLE 7:** Voted that the Town amend the language in the motion as follows: Change "appointed by the Town Moderator" to "appointed by the Board of Selectmen". Remove the wording "to be financed with funds raised pursuant to Article 6 of the October 3, 2016 Special Town Meeting Warrant, following a successful Debt Exclusion Referendum if applicable". Approval on Amendment.

**ARTICLE 8:** Voted that the Town postpone action on Article 8 of the October 3, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLE 9:** Voted that the Town appropriate and borrow a sum of money not to exceed \$360,000.00 for the purposes of financing the final design for Improvements to Center Street

during the fiscal year beginning July 1, 2016, including, without limitation, all costs thereof, that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow up to \$360,000.00 and issue bonds or notes therefore under Chapter 44 of the Massachusetts General Laws; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues. A two-thirds vote is required for this article to pass.

**ARTICLE 10:** Voted that the Town authorize the Board of Selectmen to acquire the land parcels and/or rights in land parcels for the purposes of obtaining a secure and public right of way for construction of the Ludlow – Reconstruction of Center Street (Route 21) Project File 605011 and to modify these parcels or other required parcels through all legal means. This includes donations, purchase or eminent domain. Further, to appropriate and borrow an amount not to exceed \$308,000.00 to defray any associated right of way expenses connected with this project which are not limited to temporary easements, permanent takings, appraisal fees, awards of damages and legal fees including, without limitation, all costs thereof, that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow up to \$308,000.00 and issue bonds or notes therefore under Chapter 44 of the Massachusetts General Laws; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues. A two-thirds vote is required for this article to pass.

**ARTICLE 11:** Moved and seconded that the Town vote to establish a revolving fund for the Police Department, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½, said fund to receive revenues from the sale of surplus decommissioned vehicles, said fund to be deposited with the Town Treasurer and with payments from the fund to be expended by the Police Department, in an amount not exceed \$10,000 for the expenses of equipping police vehicles.

**ARTICLE 12:** Voted that the Town postpone action on Article 12 of the October 3, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLE 13:** Voted that the Town declare as surplus a parcel of land formerly known as 0 Circuit Avenue, Assessor Map #30, Parcel #14 as described in Article 13 of the October 3, 2016 Special Town Meeting Warrant and further to vote to transfer this land from the municipal purpose for which it was used to the purpose of sale, through the Board of Selectmen.

**ARTICLE 14:** Voted that the Town postpone action on Article 14 of the October 3, 2016 Special Town Meeting Warrant. **POSTPONED**

**ARTICLES 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32 (CONSENT AGENDA MOTION):** Voted that the Town approve the Consent Agenda and to amend the Zoning Bylaws of the Town of Ludlow, Section 10 DEFINITIONS as outlined in Articles 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 and to amend the Zoning Bylaws of the Town of Ludlow Section 3.2.2 Table of

Principal uses as outlined in Articles 25, 26, 27, 28, 29, 30, 31 and 32 and to reflect these changes as printed in the October 3, 2016 Special Town Meeting Warrant.

**ARTICLE 33:** Voted that the Town vote to rescind the amount of \$120,000 authorized to be borrowed under Article 3 of the May 14, 2007 Special Town Meeting Warrant but was not required to be borrowed to complete the project for which it was approved.

**ARTICLE 34:** Voted that the Town amend the motion accepted on Article 29 of the May 9, 2016 Annual Town Meeting Warrant by changing the transfer dollar amounts of seventy-five thousand dollars (\$75,000) from the Perpetual Care Account and two-hundred twenty-five thousand dollars (\$225,000) from the Cemetery Sale of Lots account to three-hundred thousand dollars (\$300,000) entirely from the Cemetery Sale of Lots Account, said funds being used for the purchase of the new cemetery.

Moved and seconded to dissolve the Fall Special Town Meeting of October 3, 2016 at 8:48pm.

### **Proceedings - Special Town Meeting of November 1, 2016**

**ARTICLE 1:** Voted that the Town transfer from the Westover Golf Retained Earnings, the sum of \$423.46 for unpaid bills and/or over expended accounts of previous years as follows:

\$423.46 – “The Republican” – Westover Golf Course

**ARTICLE 2:** Voted that the Town of Ludlow (the “Town”) appropriate and/or borrow an amount not to exceed one million (\$1,000,000.00) dollars for the purpose of paying costs of a feasibility study for the Chapin Street Elementary School Building Project, 766 Chapin Street, Ludlow, Massachusetts, including the payment of all costs incidental or related thereto, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority (the “MSBA”), said amount to be expended under the direction of the Chapin Street Elementary School Building Committee. To meet this appropriation, the Treasurer, Town of Ludlow, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA.

**ARTICLE 3:** Voted that the Town appropriate the sum of \$236,470 which was deposited into the previously created PEG Access and Cable Related Fund that was received from Charter Communications pursuant to the franchise agreement between Charter Communications and the Town; said sum to be used as necessary for the Ludlow Community TV purposes and charges during Fiscal Year 2017.

Moved and seconded to dissolve the Special Town Meeting of November 1, 2016 at 7:47pm.

## State Election November 8, 2016

A total of 10,441 (75% of 13,863 registered voters) ballots were cast. Precinct 1 – 1,813; Precinct 2 - 1359; Precinct 3 - 1984; Precinct 4 - 1774; Precinct 5 - 1369; Precinct 6 - 2142. The polls were open 7:00 am until 8:00 pm.

## Vital Statistics

	2011	2012	2013	2014	2015	2016
Deaths	183	195	196	208	211	214**
Births	132	124	137	141	126	131**
Marriages	158	130	132	141	131	105**

\*\*notes incomplete

## Receipts

Coloring Books	\$24.00	Burial Permits	\$650.00	Business Certificates	\$1,950.00
Maps, Street Lists, Bylaws	\$767.00	Gas/Oil Storage Permits	\$1,349.50	Marriage Intentions	\$1,595.00
Other Revenues Misc	\$535.50	Parking Violations	\$2,919.00	Photos	-
Pole Locations	-	Raffle Permits	\$70.00	Vitals Statistics	\$19,526.50
Sales of Bicentennial Items	\$220.00	Citation for Marijuana	\$400.00	Neut/Spayed Dogs	\$12,845.00
Not Neut/Spayed	\$3,570.00	Late Fee Dogs	\$930.00	Dog Boarding	\$650.00
Stray Dog	\$400.00	Kennel	\$1,240.00	Cremation Dog	\$40.00
<b>TOTAL</b>	<b>\$49,681.50</b>				

The Town Clerk's Office hours are 8:30 am until 4:30 pm; evening hours are available for individuals who are unable to make it in during regular business hours. Please call 583-5600, extension 1230 to make an appointment.

I would like to extend a thank you to all the residents of this community who continued to elect me as the Town Clerk of Ludlow, to all my Wardens, Poll Workers, Board of Registrars, Police, Fire, Department of Public Works and to all the Town Hall employees. I would especially like to thank Christine Szlosek, the Assistant Town Clerk, we have been through a lot together and without her my job would not have been as successful, thank you Chris. I would also like to thank

Betty Marasa-Hoffmeier for being a great addition to the Town Clerk's Office, thank you Betty. And to the individuals that have worked for me in the past, a great big thank you, Elsa Barros and Maria McSwain. You have all touched my life in ways I will never forget. May you all enjoy health and happiness in all that you do.

Respectfully submitted,  
Laurie Gibbons, Town Clerk CMMC,  
Chief Election Official, Board of Registrar,  
Burial Agent

## **EDUCATION**

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### **SUPERINTENDENT OF SCHOOLS**

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FY2016 budget approved at the annual Town Meeting: \$28,949,686.00

Student Enrollment:

PreK-12 ~ 2,684

Ludlow High School (9-12) 874 including 53 "school choice" students

Baird Middle School (6-8) 669 including 23 "school choice" students

Veterans Park Elementary (4-5) 396 including 10 "school choice" students

Chapin Street Elementary (2-3) 372 including 0 "school choice" students

East Street Elementary (PreK-1) 373 including 4 "school choice" students

#### **School Committee Changes**

In March, the Ludlow School Committee reorganized and elected James P. Harrington, Chairman; Michael J. Kelliher, Vice-Chair; Patricia A. Gregoire, Secretary; Charles T. Mullin, Member; and Jacob R. Oliveira, Member.

#### **Personnel Changes**

On or before the end of the 2015-2016 school year, the following employees retired after many years of service to the School Department. Their years of dedication to the students of Ludlow are greatly appreciated. The District said farewell to the following retirees: Carol Avery, Lydia Brady, John Dougherty, Esilda Eugenio, Richard Manchester, Joyce Purdy, Diana Roy, Louis Silveri, Coleen Smolinski, Frances Tebaldi.

The following faculty were employed in August 2016: Chapin Street Elementary School: Mary Coleman, Krystal Foley, Kimberly Varney; East Street Elementary School: Barbara Eisenmenger, Amanda Walker, Wendy Williams; Veterans Park Elementary School: Jessica McVeigh, Melanie

Pecoy, Stephanie Rogowski; Paul R. Baird Middle School: Bonnie Boornazian, Patrick Cadigan, Alexia Manin; and Ludlow High School: Jennifer Scibelli, Alison Slysz

### **Staff Recognition 2016**

John Barlow, Lorraine Boucher, Brian Bylicki, Elaine Conway, Augusta Fialho, Rosemary Jorge, Cheryl Matthes, Elizabeth Pierga, Deborah Potter, Donna Queiros, Gloria Walker and Stephen Ziembra.

### **Pioneer Valley Excellence In Teaching Award Recipients**

Paula Lane-Major, Ludlow High School; Tina Gilbert, Paul R. Baird Middle School; Christine James, Veterans Park Elementary School; and Nicole Lownds, East Street Elementary School

### **Pioneer Valley Excellence In Teaching Award Nominees**

Adelei Bernard, Ludlow High School; Kathleen Marino, Ludlow High School; Barbara Piela, Ludlow High School; Lisa Roy, Ludlow High School; Daniel Cornely, Paul R. Baird Middle School; Carrie Kinney, Paul R. Baird Middle School; Michael Merritt, Paul R. Baird Middle School; Barbara Daley, Chapin Street Elementary School; Mary Ellen Dolan, Chapin Street Elementary School; Lynn Pollard, Chapin Street Elementary School; and Nicole Sousa, Veterans Park Elementary School

Respectfully submitted,  
Todd H. Gazda  
Superintendent of Schools

## **STUDENT SUPPORT SERVICES**

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During the 2015 – 2016 school year, the Student Support Services Department of the Ludlow Public Schools continued to provide a variety of programs to address the needs of students with disabilities in the school district and who were receiving special education services per the student’s Individualized Education Program (IEP). Special Education services were provided from PreK through twelfth grade and post-secondary for our 18 - 22 year old students. The Student Support Services Department provided inclusion, pull out and substantially separate programming in each school. The goal of the Student Support Services staff was to ensure that each student was educated in the least restrictive environment, in order for each student to receive a free appropriate public education.

The Transition Program at Ludlow High School continued to provide special education services to our students requiring services until 22 years old. The students continued to attend the Inclusive Concurrent Enrollment (ICE) program at Westfield State University and they continued working

at various internships in the community, including working at the Ludlow Boys and Girls Club.

The Student Support Services Department had a variety of substantially separate programs for students that required high level of supports and specialized instruction in order to make effective progress in school. The following was a list of the substantially separate programs that were available: PreK, Grades K - 2 and Grades 3 - 5 Intensive Autism Programs (This was a new program that opened at Veterans Elementary School); Structured Individualized Program (SIP); Language Based Learning Disabilities Program (LLD); FOCUS Program; and Life Skills/Vocational Program. Our LLD and FOCUS programs began the transition of becoming more inclusive programs for our students. This transition allowed general education teachers and special education teachers the opportunity to co-teach. If our in-district programs did not meet the needs of the students, the students could be placed in out-of-district schools, per the determination of a Team meeting.

During the 2015 - 2016 school year, we continued to have one full-day preschool classroom for typical peers and for students with disabilities. We also had three other preschool classrooms that ran half-day programs for students with disabilities and students who are peers.

The Student Support Services Department is also a member of the Lower Pioneer Valley Educational Collaborative (LPVEC). As a member, we had access to other specialized programs that they provided for students who were from member school districts.

The Student Support Services Department also provided several related services to students such as speech and language therapy; occupational therapy; physical therapy; adaptive physical therapy; and counseling. During the 2015 – 2016, our three licensed social workers continued to provide the daily therapeutic consultation and supports that were needed and required by students' IEPs. One social worker was assigned to the three elementary schools, one was at Baird and the other was at Ludlow High School. With the addition of the social workers, we were able to substantially decrease the outside behavior consultation the district was previously paying for and we were able to keep our more socially, emotionally and behaviorally involved students in district, which decreased our cost to out-of-district placements to private day special education schools.

We also had the services from our outside consultants for many of our programs. The following consultants provided supports to staff, students and parents: autism consultant, language based learning disabilities consultant, Communicare consultants and Lindamood Bell consultant. Lindamood Bell provided us with four Robots in our schools and the consultant came to us via the Robots. This turned out to be a cost savings to the district.

During the 2015 - 2016 school year, our Board Certified Behavior Analyst (BCBA) continued to work with our students with autism in our PreK Intensive Autism Program, our Grades K - 2 Intensive Autism Program and our Grades 3 - 5 Intensive Autism Program, as well as with the increasing number of children with autism that our in our schools. In the past, this position was

a contracted service. The cost for this contracted service was extremely expensive. By hiring our own BCBA, it was a cost savings to the district.

Our full-time teacher of the visually impaired and our full-time teacher of the deaf continued to provide services to our visually impaired and deaf students. We also contracted with Willie Ross School for the Deaf to provide support with the FM Systems that were used by our hearing impaired students and we contracted with Clarke School for the Deaf to provide us with maintenance services for our deaf students with cochlear implants that require specialized FM management.

During 2015 - 2016, the Student Support Services Department did have to provide speech and language therapy to Ludlow students that attended St. John the Baptist School. This service was provided to one student during the school year.

The Special Education Parent Advisory Council (PAC) continue to meet the first Tuesday of every month at East Street School. All parents were welcome to attend our monthly meetings.

Respectfully submitted,  
Eva Tillotson, C.A.G.S.  
Director of Student Support Services

## **DEPARTMENT OF TECHNOLOGY**

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“Information Communication Technology (ICT) continues to play an ever growing role in administration and management, state and federal reporting, *and most especially, in teaching and learning.* **The Ludlow Public Schools must use current and future technologies to increase student achievement and develop true 21<sup>st</sup> Century literacy and global awareness.** While we continue to make slow but measurable progress towards our goal, we continue at that critical crossroads for the full adoption of ICT into the curriculum.”

### **Access – Support – Professional Development**

Our educational settings should reflect the real world as the use of technology tools and understanding new forms of literacy are not learned in isolation. These are the tools that our children need to learn to use wisely in their everyday lives, in workplace productivity and to succeed in a fast paced, information-driven world. Not surprisingly, we continue to find that when professional development is quickly followed with increased access to the tools, the effectiveness of these tools is profound, both in student engagement and student success. We continue to need all of the following four elements (*all supported by a healthy infrastructure*) to make this possible:

1. Access to current, reliable, and now mobile technology (netbooks, Chromebooks and even a few iPads)
2. Internet bandwidth a single 250MB connection shared throughout all school department buildings
3. Technical support
4. Professional Development

We continue to monitor wireless capacity in all district buildings, along with the infrastructure supporting both wireless and wired networks. We applied for and received 50% of the cost, \$13,598, to add (or replace) twenty wireless access points at LHS, twenty at Baird Middle School, as well as ten for Veterans Park. We also applied for and received approval via the federal eRATE program for 50% of the \$84,715 cost to replace still functioning but outdated (circa 2000, significantly slower) switches within the core infrastructure of Paul R. Baird Middle School. This year the corresponding capital funding for both projects was approved spring of 2016 during the fiscal year 2017 budget process. With these projects completed, our network backbone at the secondary level will be healthy and able to sustain future innovations. Switches funded in recent years for both LHS and Baird have now been moved to the elementary level to improve the network infrastructure at those schools while anticipating a new school building to be built in the future.

Demand for Internet bandwidth, not surprisingly, increases every year. Our current capacity of 250MB shared district wide does not meet the projected need of 1GB per 1000 users. Consider your individual data plan on your Smartphone, for an eye-opening comparison. Multiply your data plan times the number of students and staff at LHS (about 1,075 people) for example. (NOTE: Our Internet bandwidth will increase to 500MB effective school year 2017, again with 50% funded by the eRATE program.)

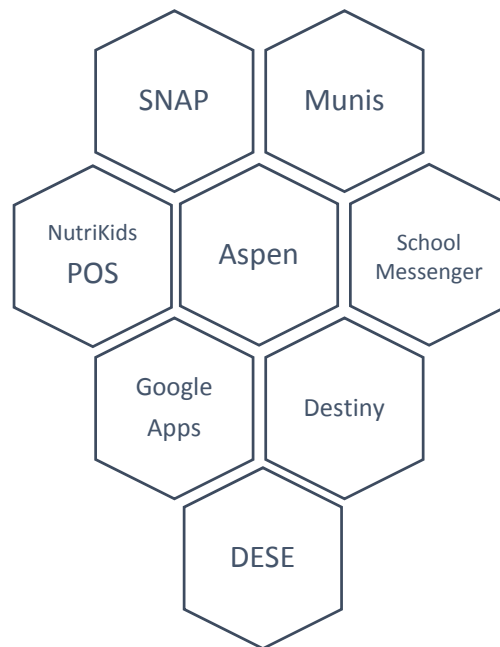
The Ludlow School Committee continues to support ICT funding with an allocation of School Choice Funds, again approved for use in 2016 to support district ICT goals. To further the mobile initiative, another 350+ Chromebooks were ordered for school year 2016. Students as young as grade two and staff have access to this low cost, mobile technology. As a Google Apps for Education District, this implementation was successful, particularly with those who actively used Google Docs in their classes. With no real replacement cycle in place, however, for basic classroom technology, the district technology plan will still struggle to adopt the necessary changes in instruction and learning encouraged by both the state and federal government, higher education, and the workplace. DESE no longer approves district technology plans, but please check our district website [www.ludlowps.org](http://www.ludlowps.org). The transitional plan was updated and extended through school year 2017. Given changes in the Federal Communications Commission eRATE regulations (a federal funding source specifically for telecommunications, Internet bandwidth and technology infrastructure), the technology plan will be under revision, but will always be reposted to the district website. We expect that the Ludlow Public Schools will continue to make more rapid strides toward embedded ICT but always cognizant of ever present budgetary constraints and competing district needs.

District-wide, teachers continue to learn from one another as they gather for building-based professional development. The goal is always to extend real learning beyond the school day and provide standards-based experience and data. With curriculum maps now shared through Aspen Instructional Management, and a true integration between student and teacher Aspen access and Google Docs, this learning platform grows ever more robust. Parents, students and staff, particularly in grades 4 -12 are all partners in this endeavor. Student experience should become more consistent with improving access to tools and resources but also as the skill set and the comfort level of all classroom teachers grows as we transition to a 21<sup>st</sup> Century learning environment.

We have four talented and highly skilled Library Media Specialists who support and partner with their colleagues in the use of available resources. The sole District Instructional Technology Specialist is also a valued teacher and mentor, as well as performing consultative work in the area of assistive technology for Student Support Services. Currently, a small ICT staff of three maintains 900+ computers (half of which are aging out) 8 servers, and 1,500+ Chromebooks for school year 2016 and support almost 2,700 students and 480 staff in their use of district network resources, software, and a wide range of Internet based tools and applications.

### **Education - Communication - Administration**

Many platforms are used by district staff and students for education, communication and administration, including those listed below.



## **eRATE, State and Federal Reporting**

Other responsibilities of the Department include (but are not limited to) the following:

DESE SIMS (October 1, March 1 and end-of-year)  
DESE SCS (October 1 and with final grades at end-of year)  
DESE EPIMS, (October 1, end-of year)  
DESE SDDR July  
US CRDC 2016  
US eRATE application and filings

Respectfully submitted,  
Lorraine M. Boucher,  
Director of Technology

## **OFFICE OF CURRICULUM AND INSTRUCTION**

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The Office of Curriculum and Instruction oversees curriculum renewal, instructional practice, professional growth and development, grants, English language learning and assessment. In addition to these primary functions, this office is also the liaison for home school programming and home/hospital education. This review of the 2015-2016 school year highlights accomplishments, progress, and insight into each of these areas.

### **Curriculum**

The Massachusetts Department of Elementary and Secondary Education (ESE) continually strives to make improvements and grow to reflect current knowledge and practice in education. This attention to growth results in an ongoing evolution of curriculum and instruction. In the 2015-2016 school year the Ludlow Public Schools focused on science PK-12, technology PK-12, mathematics PK-8, and writing K-5 to align, revise, review, and/or amend current curriculum functions as related to ESE's changes.

In April of 2016, Massachusetts finalized the 3-year adoption process of the *Next Generation Science Standards* (NGSS) with amendments relative to the Commonwealth. The Ludlow Public Schools and our educators immediately engaged in a formal study of these standards through the development of a representative PK-12 Science, Technology/Engineering Committee and formal training in *Understanding by Design* (UbD). Educators began to identify changes in curriculum expectations and content shifts from one grade to the next or within a scientific domain at the secondary level. The new standards also required committee members and educators to start the revision of existing curriculum maps. The 2016-2017 school year will continue to reflect educator engagement in finalizing changes in the PK-12 science curriculum.

While the PK-12 NGSS standards in Massachusetts are inclusive of technology and engineering, ESE adopted *Digital Literacy and Technology* standards in June 2016. While some standards overlap with standards covered in science and other curriculum areas, many standards reflect student learning as related to computer science, general computer use, and function. The Ludlow Public Schools initiated a task force to review the standards and draft a proposed course of action on how to integrate these standards across curriculum areas where the digital literacy skills would naturally connect to student learning activities.

Mathematics education was a primary focus in 2015-2016 with the purchase of curriculum materials for PK-5, 7-8. The Ludlow Public Schools committed over \$55,000 to text and materials purchase to support curriculum implementation and instruction. Educators PK-5 embraced the *Eureka* mathematics curriculum at the start of the school year, conducted initial training, implemented the new materials, and initiated the mapping process. Educators in grades 7-8 embraced *Big Ideas* mathematics in the spring of 2016 and initiated a curriculum review of instructional content with a formal implementation plan for the fall of 2016. Alignment of standards, review of content, and modern materials, online resources, and methods for engagement and differentiation have begun to influence the change in mathematics instruction and student outcomes as intended.

In addition to the adoption of *Eureka* mathematics, educators at Veteran's Park Elementary School worked in collaboration with the Commonwealth's Pioneer Valley District and School Accountability Center (DSAC). Through collaboration with DSAC, identified educators received training in *Add+ Vantage Mathematics Recovery (AVMR)*. *AVMR* is a mathematics assessment tool that provides educators with critical assessment data used to focus mathematics instruction by targeting key concepts to meet students' learning needs. This training and assessment directly influences curriculum and instructional choices made by the individual educator.

An outgrowth of the District's Writing Action Plan, educators of English, reviewed curriculum materials to support the development of writing in grades K-5. The District committed approximately \$17,000 in the 2015-2016 school year as we adopted, trained, and implemented the *Empowering Writer's* curriculum. Educators will continue to refine the implementation of this curriculum in the 2016-2017 school year.

## **Professional Development**

Curriculum implementation and instructional practice are most successful when carefully supported through professional development that defines the curriculum's intent, effectively addresses content and skill, and links learning to practice. Thus, with the adoption of new science standards and mathematics and writing curricula, professional development was ever-present in 2015-2016. As previously noted, training in *NGSS* and *UbD*, the *Eureka* mathematics curricula, *AVMR*, and *Empowering Writers* occurred.

In addition, inclusive practices for regular education and special education teachers took place and continue to take place by nationally recognized professor Lisa Dieker from the University of

Central Florida. While sponsored by the Ludlow Public School's Special Education Department, this professional development influenced regular education teachers' curriculum planning and collaboration with their special education colleagues. Educators were exposed to research about brain development and how the brain learns, influencing what optimal instruction looks like for a variety of learners to maximize outcomes.

Student engagement was also an important professional development offering within the district PK-12 in the 2015-2016 school year. Based on feedback from the District's Center for District and School Accountability (DSAC) report and DSAC improvement goals, educators PK-12 began conversations around what student engagement looks like. School and district goals for the 2016-2017 school year coalesced around this cross-curricular topic.

## **English Language Education**

Consistent with state and national trends, the 2015-2016 school year welcomed a growing number of English language (EL) learners to the Ludlow Public Schools. EL educators provide 1 to 2 periods of English instruction per day for a minimum of 40 minutes per period to identified students. Utilizing grant funds from Title IIA, the District instituted a .4 FTE English Language Coordinator to support the 4 EL educators in completing Home Language Studies, establishing communication with previous schools when possible, establishing translation services, and ensuring required student services for English language instruction was consistent and in compliance with state and federal guidance.

As a district, our present population of English language learners are most concentrated in our early elementary grade span of K-3 optimizing our ability to influence language acquisition. However, in general ELs are often a mobile population. Thus the concentration of ELs has the potential to fluctuate quickly at any given time and within any given grade span.

## **Grants**

Annually, the Ludlow Public Schools receives state and federal grant funding. The receipt of funds is calculated based on enrollment and other factors including the number of Ludlow families that indicate a socio-economic need. Our federal Title I grant continues to fund staff, programs, and supplies and materials in an effort to increase academic outcomes of disadvantaged students. Our Educator Quality Grant, commonly known as Title IIA, is another federal grant that supports required programs including the mentorship and induction of new teachers. Title IIA also supports professional development opportunities for educators PK-12.

New in 2015-2016 was the receipt of two District and School Accountability Center (DSAC) grants that we used to support schools whose performance was in the Level 3 or lower category based on state testing outcomes. The 2015-2016 grants supported teacher training in *Add+ Vantage Mathematics* (AVMR) as well as provided teachers opportunity to observe and assess current mathematics practices.

Each year the district continues to seek additional funding sources, such as grants, in an effort to enhance our current programming funded through the local budget.

### **Home Schooling and Home/Hospital Tutorial**

The Office of Curriculum and Instruction also oversees the home school requests and programming as well as tutorial required for students who are home or hospital bound due to severe illness. In the 2015-2016 school year 26 school aged children, who reside in the Town of Ludlow, were home schooled. Annual updates and requests to continue home schooling are also maintained by this office. Ludlow students in need of home or hospital bound educational services were provided to 6 of our students. This temporary service is initiated in accordance with Massachusetts General Law after a student has had 14 or more absences as a result of an illness so documented by a treating physician.

### **Assessment**

Assessment is a natural part of education. Teachers are regularly assessing student acquisition of content knowledge, both formally and informally, throughout the school year. Preparing students to be able to effectively convey their thoughts, use critical reasoning skills, and apply knowledge is an essential lifelong skill reflected in assessment outcomes.

Beyond routine classroom assessments that students engage in, students in grades 3-12 are required to participate in our state assessment. The assessment and format differs depending upon grade span. Students in grades 3-8 previously took the *Massachusetts Comprehensive Assessment System* (MCAS). In the spring of 2016, based on the recommendation of the Massachusetts Department of Elementary and Secondary Education (ESE), Ludlow students in grades 3-8 participated in the *Partnership for Assessment of Readiness for College and Careers* (PARCC) Online assessment. PARCC assessment data is limited in reliability as the district experienced a significant number of students who opted out of the assessment. Comparing performance data to prior years for this report would not be statistically sound. What can be generalized however from the assessment data is that even with a significant reduction in participation, overall student performance appears stable. High school students, grades 9-12, continue to engage in the MCAS assessment, one of several graduation requirements. Student performance was high, consistent with past performance in grades 9-12. Ludlow Senior High School continues to be a Level 1 school.

The Office of Curriculum and Instruction's highlights, contained in this overview of the 2015-2016 school year, indicate the continued growth and success of students, staff, our office, and the Ludlow Public Schools. We resolve to be ever faithful to supporting our staff in being the best that they can be. And as always, we will continue to evolve and improve our work to benefit our students of Ludlow and their families.

Respectfully submitted,  
Erica A. Faginski-Stark, Ed.D  
Director of Curriculum & Instruction



## LUDLOW HIGH SCHOOL

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The calendar year of 2016 at Ludlow High School was very busy and very successful. Approximately 85% of the senior class entered higher education; 3% to the military, 5% entering the workforce, and 8% undecided. There were 189 students in the graduating Class of 2016. The SAT data for the Class of 2016 was higher than national and state averages. Sixty-six graduating seniors were awarded the John and Abigail Adams scholarship which is a reflection of high achievement on the state exam MCAS. LHS was recognized as a Level 1 school from the MA Department of Secondary Education. LHS continues to maintain high eligibility standards in order to play sports or participate in extracurricular activities. Students cannot fail any course, otherwise they become ineligible to participate. Our focus at LHS is academic success first.

Ludlow High School continues to provide support for students in English and Math by implementing a tiered instructional model. Students may choose advanced placement courses, honors courses, standard level courses and/or tiered support classes to enrich their learning. All students have equal opportunities to experience these four instructional levels. Our advanced placement courses, which are supported by a grant received from the Massachusetts Math and Science Initiative are Biology, Calculus AB, Chemistry, English Literature and Composition, English Language and Composition, Statistics, Spanish, French, US Government & Politics, and US History. A new AP course was also implemented, AP Computer Science. Teachers have received extensive professional development to enrich student learning in these classes and promote success. Students have been supported by the grant by receiving extra help on Saturday Study Sessions to support them in passing the AP exam. LHS saw a 31% increase in qualifying AP scores; from 32 in 2012 to 120 in 2016 scoring 3, 4, or 5. The most students ever scored 5's on the AP Calculus exam in 2016.

Ludlow High School remained active in the community. Many students volunteered with local organizations or tutored at the elementary schools in town. The high school remained involved in popular charitable activities such as the Mayflower Marathon Thanksgiving food drive which we were the number one high school for food donations; the Josh Desforges Fitness Challenge; Coats for Kids; Penny Wars for the Food Shelter; Suicide/Depression Awareness; Dating Violence Awareness; as well as becoming involved in smaller charitable ventures. The TV/Video production class won a \$10,000 grant from the DA's office for placing #1 in Western Massachusetts in regards to developing a video on distracted driving. The high school's

instrumental music students and vocal music students were very busy performing and providing entertainment at local functions along with many qualifying for District State Competitions. All of these activities support the high school's mission to help all students reach their fullest potential.

Respectfully submitted,  
Lisa Nemeth, Principal

*The mission of Ludlow High School, with parent and community participation, is to provide a rigorous academic program to develop college bound and career ready young adults. We provide educational opportunities for students to work collaboratively and independently to acquire knowledge, analyze problems, and develop 21<sup>st</sup> century skills necessary for making meaningful contributions to the global community. Students promote a safe environment by acting with responsibility, compassion and integrity.*

## **THE PAUL R. BAIRD MIDDLE SCHOOL**

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As a result of the continued hard work and dedication of our staff, parents, and community partners, Paul R. Baird Middle School students participate in a variety of learning opportunities as members of a supportive and welcoming learning community. Currently, our enrollment stands at 687 students: 208 in Grade 6; 244 in Grade 7; and 235 in Grade 8. We have also welcomed 10 students from surrounding municipalities through the School Choice Program. It is our objective to engage Baird students in demonstrating their learning in a variety of traditional and digital formats. It is our goal to create student-led classrooms in which all students are inspired and empowered to take charge of their learning.

A priority for the 2016-2017 School Year is to promote the learning and growth of all our students through effective partnerships with families, caregivers, community members, and organizations. To that end, we continue to expand and regularly update the content of the Baird website, Twitter and Facebook pages and to more effectively utilize our other informational technology capabilities. Moreover, through extensive outreach efforts, we have been able to establish a Baird PTO as a viable parent organization. Through their membership we have benefited by those who have been so generous with their time, talent, and treasure. Our School Council has taken on an active role in supporting our efforts at Baird. We have a wide range of representatives on this council that include parents, teachers, community members, and school administration.

Our instructional focus continues to target motivating and engaging our students in actively participating in their learning and using their critical thinking skills to help them understand and contribute to the world around them. We continue to utilize the team model at Baird to focus on addressing all student needs, including academic and emotional.

Our core curriculum instruction (English Language Arts, Mathematics, Science, and Social Studies) is delivered by dedicated, qualified teachers in distinct grade-level teams. Additionally, our “Specials” support the development of a wide range of skills and knowledge for students. World Languages (French, Spanish and Portuguese), Computer Technology, Robotics, Health, Physical Education, Visual and Performance Arts, and Music provide our students the space to explore and experience a wide-range of learning opportunities that form them into well-rounded individuals. Our afterschool clubs and activities enrich and extend our students’ learning by providing a wide variety of opportunities: Drama Club, Band, Jazz Band, Junior National Honor Society, Yearbook Club, Student Council, Project Purple, Talent Show, Art Club, Fishing Club, Portuguese Club, Travel Club, Go Green Garden Club, and Community Service Club. We believe that experiences are an essential ingredient in connecting classroom learning with real-world experiences that allow our students to develop and apply lifelong learning strategies.

We continue to partner with Ludlow Boys and Girls Club. The Club’s After School Program provides extra homework help and recreational activities for our students from 2:30 pm to 5:30 pm. At this time, over 50 Baird students participate in this on-site program. Additionally, club personnel visit on a regular basis to update the club bulletin board in the main entryway and, more importantly, to interact with our students in the cafeteria and promote club events and activities. This partnership demonstrates our commitment to providing our students an afterschool program that supports their specific needs in a safe and familiar environment.

The 2016 calendar year includes the retirement of Joyce Purdy, Teacher and Lawrence Pagliaro, Custodian. We thank Joyce Purdy and Lawrence Pagliaro for their many years of dedication to Ludlow Public Schools and, in particular, to the Baird Community. Additionally, we are pleased to welcome the following new staff members: Stacy Monette, Principal; Lisa Aguiar, Paraprofessional; Bonnie Boornazian, Special Education Teacher; Patrick Cadigan, Guidance Counselor; Alexia Manin, Special Education Teacher; Keni Mendez, Special Education Teacher; and Christopher Trombley, Custodian.

In closing, on behalf of our entire school community--students, faculty, and staff--I offer my heartfelt gratitude to the citizens of Ludlow for their continued generosity and support of the Paul R. Baird Middle School. Go Lions!

Respectfully submitted,  
Stacy Monette, Principal

## **EAST STREET SCHOOL**

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East Street School began the school year with the same staff in regular education. There were no retirements. Donna Quieros was named our grade level leader in first grade. Heidi Arsenault and Elaine Conway continue to serve as our grade level leaders; they are instrumental in assisting

their teams in planning instruction and analyzing common assessments. Barbara Eisenmenger became our School Adjustment Counselor taking Mark Caron's place.

Our bucket initiative continues to promote a positive behavior climate throughout the school. The premise is that students have an imaginary bucket that, when full, makes them happy and nice to their peers. Your bucket gets full by the good deeds and kindness you show to others. It has created a common language throughout the building that children understand and staff can relate to.

Through the school year we held many events that promoted a positive learning community. Highlights included our Friendship Week in February and our March Reading Madness Month. Our staff continues to promote charities through their support of our Giving Tree around the holidays and Relay for Life in the spring.

The PTO helped us raise funds for our new East Street sign in front of our building. Over \$5,000 was raised through our association with area businesses and events like our Pasta Dinner. The community really helped us reach our goal and we receive many positive comments about our new sign.

The Educator Evaluation Program is now fully implemented and is becoming a positive tool in promoting conversations between educators about best practices and student data in our classrooms. Teachers created a Student Learning goal and a Professional Practice goal individually or with a team of educators. Together, grade level teachers developed District Determined Measures to track their students' progress through the common core curriculum.

The PTO sponsored three after school clubs in the spring. Besides the chorus, run by Nancy Nummy, a first grade math club was facilitated by Donna Queiros and Ericka Cadete. Heidi Arsenault and Stephanie Giannocopoulos offered a science club to our kindergarten students.

East Street School continues to work on building a positive learning community through programs such as Responsive Classroom and our Fill Your Bucket initiative.

Respectfully submitted,  
Thomas Welch, Principal

## **CHAPIN STREET SCHOOL**

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Chapin Street School began the school year with 373 students and with the majority of the same faculty and staff from the previous school year. Mrs. Nikki Reed joined Chapin as the new principal after Susan Pease retired in June. Chapin Street School was fortunate to have Amelia Gulbrandsen join Chapin as our Math Interventionist.

Through the vision and planning of the Instructional Leadership Team, professional development was implemented throughout the year which aligned with our District Improvement Plan. The elementary schools all started the year off with Empowering Writers and Eureka Programs to support the writing and math curriculum. Tiered instruction was provided for those students who required extra support in reading and math both in and out of the classroom setting.

Technology use is prevalent at Chapin Street School. Students use Chromebooks to write, to do research, to practice math skills, and to take on-line standardized tests in reading and math. Every classroom has at least eight Chromebooks for daily use and access to a Chromebook cart which houses 25 Chromebooks. Chapin is fortunate enough to have three carts available. Each classroom is also equipped with either a Smartboard or an Elmo and projector which makes learning an engaging process through access to lessons which are visual, have sound, and are interactive. Students are learning how to use Google Presentation to create their own research and writing in order to make it visual to others so they can present what they have learned. Students are able to view exemplars of good writing, teachers can show students how to solve math problems, and any picture or text can be viewed by a whole classroom.

This past year we focused on building a positive climate and teaching our motto of R.O.A.R. (Respect, Ownership, Attitude and Responsibility). A PBIS team was formed and the work has begun to create a schoolwide culture of kindness. Each month we held a Chapin Community Meeting of the entire school which focused on community building and our monthly theme. Each month we focused on a theme (i.e., Friendship, Kindness, Respect, Ownership) and every day we encouraged daily affirmations that supported the theme.

With funding from the PTO we offered after school clubs to include both Chorus, Math Club and Student Council. Our music teacher, Mrs. Meghan Provost, conducted over one hundred third grade students in weekly chorus practice with a culminating performance at Ludlow High School. Ms. Goodreau coordinated the Student Council which organized successful Community Service Projects. Ms. Barbara Daley conducted the third grade Math Club. All of these clubs enhanced the learning experience of our students.

Chapin Street School is a wonderful learning environment for all the second and third grade students of our town. Although an older building and the smallest in physical size of our elementary schools, it is a safe and supportive school which strives to make all students successful during the two years they attend. Modular classrooms were completed in February which added the necessary space to ensure all students were receiving the supports they require.

Respectfully submitted,  
Nikki Reed, Principal

## VETERANS PARK SCHOOL

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Students at Veterans Park participate in a variety of learning opportunities in this supportive community. Our current enrollment is up to 404 in the fourth and fifth grade. Students and staff continued with the structure implemented last year and Veterans Park teachers continued with specializing in specific content areas; allowing students to access the full curriculum yet delivered by two different teachers. There were no retirements leading into the school year. Ms. Jessica McVeigh joined the staff as the permanent building substitute and filled in as a long term substitute for several longer term maternity leaves. There were no other additional hires.

The Instructional Leadership Team spent the summer planning professional development which was implemented throughout the year which aligned with our District Improvement Plan. The elementary schools all started the year off with Empowering Writers and Eureka Programs to support the writing and math curriculum. As those programs were rolling out in each content area, there was also a focus on increasing student engagement across all curriculum areas.

Tiered instruction in both math and reading continue to be built into the students' scheduled day. Cubs Corner support class is offered as a tiered support for behavior led by Mrs. Amy Harris, School Adjustment Counselor. Also, enhancing our physical education program was Fitness, Rhythm and Team Sports classes. Students enrolled in these courses are given opportunities to further develop and expand upon skills taught in general physical education through these various disciplines. A Drama class was added to the fifth grade specials rotation under the direction of Ms. Nicole Sousa, music teacher and drama director, offering an opportunity for fifth grade students to have a drama experience as part of their specials rotation. The fourth and fifth grade band and chorus classes continue to fill and flourish. For the second time, Veterans Park School fifth grade band students competed in the Music in the Parks competition held at Six Flags New England and placed first in their division. Common Planning Time for teachers remained at four times a week, allowing the teacher's time to collaborate with their content level teachers as well as their teammates. This time was also utilized for conferencing with parents as needed, increasing the amount of parent involvement and communication between home and school.

Our Positive Behavior Interventions and Supports model is still going strong at Veterans Park School. Under this model, students are recognized for demonstrating positive behaviors individually and as a class. Cub Coins are earned and cashed in monthly for a community based initiative, teaching students that showing PRIDE (Positive attitude, Respect for self, others, and property, Individual responsibility for actions, Do your best, and Everyone learns) gives back to the greater school-wide community. Students enjoyed many incentives throughout the year, including staff vs. student dodgeball games, arts and crafts, community helpers and much more!

Students at Veterans Park have the opportunities to be creative and collaborate with one another through social interactions and the use of technology. We work to provide students with the skills and supports needed to become responsible, independent citizens in the social and digital world. The use of technology is continuously increasing at Veterans Park School. All students

work through Google Drive to produce various class assignments and projects both in school and at home. Each classroom is equipped with 12-25 individual student devices. Each classroom was also equipped with either a SMARTBoard or projection device allowing every classroom and teacher equitable resources to teach and learn together. The Bring Your Own Device program has allowed more students access to devices in school.

The PTO sponsored three afterschool clubs during this year, the largest being the Drama Club. The Drama Club, advised by Nicole Sousa (Music teacher) and Christine James (grade four math teacher) performed their fifth drama production of The Lion King Jr with a cast of over 100 students. Additionally, Costume and Set Design Club, advised by Angela Knox (grade four ELA teacher) and the Fun Club, advised by Zack Richer (Library Media Specialist) were offered to students after school.

At Veterans Park School, staff and students are committed to creating a safe, supportive and respectful environment dedicated to learning. Students and staff will create a learning community that provides supports for students to make effective progress toward mastery in all social and academic areas. Every member of the community demonstrates PRIDE.

Respectfully submitted,  
Melissa Knowles, Principal

## **FINANCE**

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### **BOARD OF ASSESSORS**

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2016 was a positive year for the Assessor's Office. The Board reorganized with Tony Rosa as Chairman, Beverly Barry as Clerk with Michael S. O'Rourke completing the Board.

FY16 was an Interim Year Valuation, the work was successfully completed and approved by the Department of Revenue in a timely fashion.

We continued to improve Ludlow's own GIS (Geographical Informational System) which allows taxpayers to explore their property lines online via maps and property record cards. This has become a great tool for the residents of the Town of Ludlow.

The Board would like to extend its sincere appreciation to Jose Alves, Assistant Assessor; Maria Fernandes, Associate Assessor; and Clerks Deidra Thompson and Paula Mahoney for the work they performed in order for the Department and the Board to continue to meet Department of Revenue deadlines.

### Tax Rate Figures

Fiscal Year	Tax Rate	Personal Property Valuation	Real Estate Valuation	Total Valuation	Gross Amount Appropriated	Net Amount to be Raised by Taxation
2016	18.13	\$189,084,670	\$1,766,644,530	\$1,955,729,200	\$21,890,986	\$35,457,370.40
2017	18.53	\$191,138,460	\$1,797,315,260	\$1,988,453,720	\$23,222,376	\$36,846,047.43

### Abatements

Fiscal Year	Real Estate		Personal Property		Senior Work-off	
2015	131	\$78,074.73	8	\$776.24	68	\$34,000.00
2016	95	\$31,674.93	4	\$1,996.29	72	\$36,000.00

### Exemptions

Fiscal Year	Cl.22 Vets Exemptions	Cl.37A Blind Exemptions	Cl.41C (over 70) Exemptions	Total Amount Exempted
2015	189	32	26	\$140,511.12
2016	188	32	24	\$160,165.58

### Motor Vehicle Excise

Levy Year	Number of Bills	Tax Amounts	Number of Abatements	Amounts
2015	23228	\$2,453,971.56	710	\$77,290.53
	(2014) 499	\$12,850.91	45	\$2,096.04
			(2013) 7	\$890.43
2016	23570	\$2,581,501.69	707	\$63,891.22
	(2015) 185	\$4,070.75	(2015) 53	\$3,290.12
			(2014) 10	\$1,041.66
			(2013) 4	\$194.59

### Miscellaneous

Deeds		Building Permits/Inspections	
2015	473	2015	828
2016	504	2016	869

Respectfully submitted,  
Tony Rosa, Chairman

## **FINANCE COMMITTEE**

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The primary duties of the Finance Committee are to advise and make recommendations to Town Meeting on the budget and other areas of finance. We are responsible for submitting our recommendations on the Annual Budget to the Town Meeting. We are also commonly involved

in the budget preparation which involves the development of the budget while following Town budgetary guidelines. During the year, our statutory authority and responsibility is authorizing transfers from the Town's Reserve Fund to other departments for unforeseen or emergency needs. In no way does this process or these transfers circumvent Town Meeting.

We have been working diligently to revise our process and try to formulate an "estimate" of what the impact of our decisions would be prior to the final budget recommendations. We feel very confident this process allows us to be diligent and conservative in making the best recommendations for the wellbeing of the Town and always with the taxpayer's pocketbook in mind.

With each budget cycle, we try to find new and better ways to help manage Town funds working within municipal guidelines but remembering what we need specifically for our Town. Our most recent endeavor is the concept that if we delay offsetting the tax rate with Free Cash until the October Town Meeting we will have a better idea of how much money is actually needed. This began by following the tax trends for the last ten years where we found an erratic up and down pattern. If we had applied less Free Cash for those years to a reasonable, modest increase of 2½% the Town could have collected approximately a million more dollars that we could have applied to this years increased tax rate. We understand that change is a slow process, but we are hopeful this change will be considered and tried. We believe in this concept.

To be successful we should have gradual, stable, expected tax increases. We should use asset management and repair to keep the value of the Town's assets intact. Utilizing these practices would ultimately help to continue to provide a safe and desirable community for all. I believe that the changes and the progress we have made over the last ten years has brought us from a reactive process to a proactive process where we plan and chart our own controlled course based on what our citizens want and can afford.

Thank you for your time and we look forward to continuing to serve you.

Respectfully submitted,  
Kim Downing, Chairman

Members:

Heidi Fogg, Vice Chair  
Beverly Tokarz, Secretary  
Susanne Boyea  
Joan Cavallo

Rev. Douglas Fish  
Richard Moskal  
Eric Gregoire  
Raymond Yando

TOWN OF LUDLOW  
GENERAL FUND  
REVENUE/EXPENSE  
JUNE 30, 2016

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD	ENCUMBRANCES	AVAILABLE BUDGET
<b>General Fund Revenue:</b>						
000	-	-	-	450,000	-	(450,000)
122 SELECTMEN	-	6,000	6,000	8,311	-	(2,311)
141 BOARD OF ASSESSORS DEPT.	-	-	-	138	-	(138)
145 TOWN TREASURER'S DEPT.	-	3,335,180	3,335,180	3,608,874	-	(273,694)
146 TOWN COLLECTOR'S DEPT.	-	41,160,719	41,160,719	40,927,876	-	232,843
161 TOWN CLERK'S DEPT.	-	41,200	41,200	36,768	-	4,432
175 PLANNING BOARD	-	45,500	45,500	38,086	-	7,414
176 BOARD OF APPEALS	-	-	-	1,125	-	(1,125)
210 POLICE DEPARTMENT	-	84,800	84,800	101,856	-	(17,056)
220 FIRE DEPARTMENT	-	12,000	12,000	12,640	-	(640)
241 BUILDING INSPECTOR'S DEPT.	-	229,000	229,000	454,843	-	(225,843)
244 SEALER OF WEIGHTS & MEASUR	-	4,000	4,000	3,424	-	576
300 SCHOOL DEPARTMENT	-	13,751,195	13,751,195	13,960,206	-	(209,011)
410 DEPARTMENT OF PUBLIC WORKS	-	85,000	85,000	145,369	-	(60,369)
510 HEALTH DEPARTMENT	-	42,500	42,500	44,778	-	(2,278)
541 COUNCIL ON AGING	-	48,000	48,000	47,490	-	511
610 HUBBARD MEMORIAL LIBRARY	-	7,000	7,000	6,610	-	390
630 RECREATION COMMISSION	-	90,000	90,000	100,602	-	(10,602)
660 WESTOVER MUNICIPAL GOLF CO	-	201,000	201,000	262,500	-	(61,500)
<b>Total General Fund Revenue</b>		<b>59,143,094</b>	<b>59,143,094</b>	<b>60,211,496</b>		<b>(1,068,402)</b>

<b>General Fund Expense:</b>						
000	-	110,895	110,895	110,895	-	-
114 MODERATOR	508	-	508	508	-	-
122 SELECTMEN	346,289	71,188	417,478	367,872	12,547	37,058
131 FINANCE COMMITTEE	103,066	(70,452)	32,614	2,955	-	29,659
135 TOWN ACCOUNTANT'S DEPT.	185,849	-	185,849	180,003	-	5,846
141 BOARD OF ASSESSORS DEPT.	225,469	-	225,469	221,941	-	3,528
145 TOWN TREASURER'S DEPT.	227,942	13,000	240,942	237,820	-	3,122
146 TOWN COLLECTOR'S DEPT.	240,377	300	240,677	237,452	140	3,085
151 TOWN COUNSEL'S DEPT.	116,080	11,968	128,048	94,024	8,933	25,091
152 PERSONNEL BOARD	1,886	-	1,886	1,886	-	-
155 INFORMATION TECHNOLOGY	270,615	14,837	285,452	281,730	304	3,418
161 TOWN CLERK'S DEPT.	127,475	-	127,475	124,814	-	2,661
162 ELECTIONS & REGISTRATIONS	86,130	-	86,130	73,467	-	12,663
171 CONSERVATION COMMISSION	28,887	-	28,887	26,390	-	2,497
175 PLANNING BOARD	136,297	-	136,297	131,214	-	5,083
176 BOARD OF APPEALS	4,665	(3,300)	1,365	531	-	834
192 PUBLIC BUILDINGS/PROPERTIE	668,462	17,399	685,861	598,504	13,582	73,776
193 PROPERTY & LIABILITY INSUR	305,358	35,000	340,358	338,019	-	2,339
210 POLICE DEPARTMENT	3,700,512	148,993	3,849,505	3,784,120	12,757	52,628
220 FIRE DEPARTMENT	2,353,506	125,215	2,478,721	2,452,119	10,203	16,400
231 AMBULANCE - EMT DIVISION	987,387	(31,588)	955,799	903,285	34,088	18,426
241 BUILDING INSPECTOR'S DEPT.	216,822	2,500	219,322	168,404	961	49,958
244 SEALER OF WEIGHTS & MEASUR	3,992	-	3,992	3,942	-	50
291 EMERGENCY MANAGEMENT	9,000	5,574	14,574	14,574	-	(0)
292 ANIMAL CONTROL DEPT.	23,002	-	23,002	21,978	-	1,024
299 SAFETY COMMITTEE	2,297	-	2,297	2,088	-	209
300 SCHOOL DEPARTMENT	-	15,579,250	15,579,250	15,139,431	262,975	176,844
310 HIGH SCHOOL	-	4,967,273	4,967,273	4,863,635	146,218	(42,580)
311 ATHLETICS	-	270,282	270,282	308,537	31,561	(69,816)
320 BAIRD MIDDLE SCHOOL	-	36,432	36,432	33,573	7,810	(4,951)
330 CHAPIN ST. ELEMENTARY SCHO	-	44,188	44,188	41,241	6,534	(3,588)
340 EAST ST. ELEMENTARY SCHOOL	-	31,805	31,805	30,308	2,100	(603)
350 VETERAN'S PARK ELEM. SCHO	-	20,476	20,476	17,545	3,041	(110)
360 TECHNOLOGY	-	541,149	541,149	521,524	8,262	11,362
370 SPECIAL EDUCATION	-	7,376,720	7,376,720	7,315,408	12,804	48,508

TOWN OF LUDLOW  
GENERAL FUND  
REVENUE/EXPENSE  
JUNE 30, 2016

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD	ENCUMBRANCES	AVAILABLE BUDGET
390 TRANSITIONAL BI-LINGUAL	-	311,601	311,601	300,316	-	11,285
410 DEPARTMENT OF PUBLIC WORKS	2,950,362	164,927	3,115,289	2,952,501	154,027	8,761
423 DPW - SNOW & ICE REMOVAL D	173,400	2,655	176,055	277,166	-	(101,111)
424 STREET & TRAFFIC LIGHTING	291,000	28,947	319,947	299,282	16,419	4,246
510 HEALTH DEPARTMENT	284,103	-	284,103	265,903	-	18,200
541 COUNCIL ON AGING	387,841	2,300	390,141	381,713	-	8,428
543 VETERAN'S SERVICES DEPT.	448,626	(40,115)	408,511	358,128	-	50,383
610 HUBBARD MEMORIAL LIBRARY	480,751	41,975	522,726	519,476	817	2,432
630 RECREATION COMMISSION	320,016	1,065	321,081	320,945	140	(5)
691 HISTORICAL COMMISSION	1,420	-	1,420	174	-	1,246
701 GENERAL DEBT AND INTEREST	1,394,113	(110,000)	1,284,113	1,212,765	-	71,348
801 GOVERNMENT ASSESSMENTS	-	773,515	773,515	825,496	-	(51,981)
910 FRINGE BENEFITS FOR EMPLOY	12,523,434	97,260	12,620,694	12,539,286	362	81,047
<b>Total General Fund Expense</b>	<b>29,626,940</b>	<b>30,593,234</b>	<b>60,220,174</b>	<b>58,904,886</b>	<b>746,585</b>	<b>568,709</b>

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TOWN OF LUDLOW  
FY2016 REVENUE BUDGET REPORT

P 1  
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FOR 2016 13

	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000	0	.00	.00	-450,000.00	.00	450,000.00	100.0%
122 SELECTMEN	0	-6,000.00	-6,000.00	-8,310.72	.00	2,310.72	138.5%
141 BOARD OF ASSESSORS DEPT.	0	.00	.00	-138.00	.00	138.00	100.0%
145 TOWN TREASURER'S DEPT.	0	-3,335,180.00	-3,335,180.00	-3,608,873.64	.00	273,693.64	108.2%
146 TOWN COLLECTOR'S DEPT.	0	-41,160,719.00	-41,160,719.00	-40,927,876.40	.00	-232,842.60	99.4%
161 TOWN CLERK'S DEPT.	0	-41,200.00	-41,200.00	-36,768.00	.00	-4,432.00	89.2%
175 PLANNING BOARD	0	-45,500.00	-45,500.00	-38,086.36	.00	-7,413.64	83.7%
176 BOARD OF APPEALS	0	.00	.00	-1,125.00	.00	1,125.00	100.0%
210 POLICE DEPARTMENT	0	-84,800.00	-84,800.00	-101,855.58	.00	17,055.58	120.1%
220 FIRE DEPARTMENT	0	-12,000.00	-12,000.00	-12,640.49	.00	640.49	105.3%
241 BUILDING INSPECTOR'S DEPT.	0	-229,000.00	-229,000.00	-454,843.47	.00	225,843.47	198.6%
244 SEALER OF WEIGHTS & MEASUR	0	-4,000.00	-4,000.00	-3,424.00	.00	-576.00	85.6%
300 SCHOOL DEPARTMENT	0	-13,751,195.00	-13,751,195.00	-13,960,205.89	.00	209,010.89	101.5%
410 DEPARTMENT OF PUBLIC WORKS	0	-85,000.00	-85,000.00	-145,368.96	.00	60,368.96	171.0%
510 HEALTH DEPARTMENT	0	-42,500.00	-42,500.00	-44,777.50	.00	2,277.50	105.4%
541 COUNCIL ON AGING	0	-48,000.00	-48,000.00	-47,489.50	.00	-510.50	98.9%
610 HUBBARD MEMORIAL LIBRARY	0	-7,000.00	-7,000.00	-6,609.75	.00	-390.25	94.4%
630 RECREATION COMMISSION	0	-90,000.00	-90,000.00	-100,602.37	.00	10,602.37	111.8%
660 WESTOVER MUNICIPAL GOLF CO	0	-201,000.00	-201,000.00	-262,500.00	.00	61,500.00	130.6%
<b>GRAND TOTAL</b>	<b>0</b>	<b>-59,143,094.00</b>	<b>-59,143,094.00</b>	<b>-60,211,495.63</b>	<b>.00</b>	<b>1,068,401.63</b>	<b>101.8%</b>

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TOWN OF LUDLOW  
FY2016 EXPENSE BUDGET REPORT

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FOR 2016 13

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000	0	110,895.00	110,895.00	110,894.63	.00	.37	100.0%
114	508	.00	508.00	508.00	.00	.00	100.0%
122	346,289	71,188.20	417,477.65	367,872.36	12,546.92	37,058.37	91.1%
131	103,066	-70,452.00	32,614.20	2,955.02	.00	29,659.18	9.1%
135	185,849	.00	185,849.00	180,002.52	.00	5,846.48	96.9%
141	225,469	.00	225,469.00	221,940.78	.00	3,528.22	98.4%
145	227,942	13,000.00	240,942.00	237,820.40	.00	3,121.60	98.7%
146	240,377	300.00	240,677.00	237,451.66	140.00	3,085.34	98.7%
151	116,080	11,967.84	128,047.84	94,024.18	8,933.15	25,090.51	80.4%
152	1,886	.00	1,886.00	1,886.00	.00	.00	100.0%
155	270,615	14,837.06	285,452.06	281,729.75	304.00	3,418.31	98.8%
161	127,475	.00	127,475.00	124,813.69	.00	2,661.31	97.9%
162	86,130	.00	86,130.15	73,467.37	.00	12,662.78	85.3%
175	28,887	.00	28,887.00	26,390.40	.00	2,496.60	91.4%
175	136,297	.00	136,297.00	131,213.97	.00	5,083.03	96.3%
176	4,665	-3,300.00	1,365.00	530.70	.00	834.30	38.9%
192	668,462	17,398.82	685,861.13	598,503.71	13,581.65	73,775.77	89.2%
193	305,358	35,000.00	340,358.00	338,018.76	.00	2,339.24	99.3%
210	3,700,512	3,849,993.28	7,550,505.28	3,784,120.34	12,757.18	52,627.76	98.6%
220	2,353,506	125,214.86	2,478,720.86	2,452,118.71	10,202.64	16,399.51	99.3%
231	987,387	-31,588.24	955,798.76	903,285.14	34,088.05	18,425.57	98.1%
241	216,822	2,500.00	219,322.00	168,403.55	960.87	49,957.58	77.2%
244	3,992	.00	3,992.00	3,942.00	.00	50.00	98.7%
291	9,000	5,574.00	14,574.00	14,574.06	.00	-.06	100.0%
292	23,002	.00	23,002.00	21,977.58	.00	1,024.42	95.5%
299	2,297	.00	2,297.00	2,087.90	.00	209.10	90.9%
300	0	15,579,250.08	15,579,250.08	15,139,430.67	262,975.37	176,844.04	98.9%
310	0	4,967,273.11	4,967,273.11	4,863,634.67	146,218.06	-42,579.62	100.9%
311	0	270,282.00	270,282.00	308,536.65	31,561.39	-69,816.04	125.8%
320	0	36,431.82	36,431.82	33,572.62	7,810.10	-4,950.90	113.6%
330	0	44,187.87	44,187.87	41,241.21	6,534.31	-3,587.65	108.1%
340	0	31,804.90	31,804.90	30,307.93	2,099.55	-602.58	101.9%
350	0	20,476.00	20,476.00	17,544.99	3,040.90	-109.89	100.5%
360	0	541,148.61	541,148.61	521,523.89	8,262.24	11,362.48	97.9%
370	0	7,376,720.26	7,376,720.26	7,315,408.28	12,803.74	48,508.24	99.3%
390	0	311,601.00	311,601.00	300,315.51	.00	11,285.49	96.4%
410	2,950,362	164,926.73	3,115,288.73	2,952,500.97	154,026.65	8,761.11	99.7%
423	173,400	2,655.00	176,055.00	277,165.80	.00	-101,110.80	157.4%
424	291,000	319,947.41	610,947.41	299,282.31	16,418.97	4,246.13	98.7%
510	284,103	28,947.41	313,050.41	265,902.90	.00	18,200.10	93.6%
541	387,841	2,300.00	390,141.00	381,713.16	.00	8,427.84	97.8%
543	448,626	-40,114.60	408,511.40	358,127.99	.00	50,383.41	87.7%
610	480,751	41,975.00	522,726.00	519,476.46	817.28	2,432.26	99.5%
630	320,016	1,065.00	321,081.00	320,945.33	140.25	-5.00	100.0%



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TOWN OF LUDLOW  
FY2016 EXPENSE BUDGET REPORT

P 2  
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FOR 2016 13

691	HISTORICAL COMMISSION	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
691	HISTORICAL COMMISSION	1,420	.00	1,420.00	174.15	.00	1,245.85	12.3%
701	GENERAL DEBT AND INTEREST	1,394,113	-110,000.00	1,284,113.00	1,212,765.17	.00	71,347.83	94.4%
801	GOVERNMENT ASSESSMENTS	0	773,515.00	773,515.00	825,496.10	.00	-51,981.10	106.7%
910	FRINGE BENEFITS FOR EMPLOY	12,523,434	97,259.96	12,620,693.96	12,539,285.56	361.86	81,046.54	99.4%
	GRAND TOTAL	29,626,940	30,593,233.97	60,220,173.66	58,904,885.50	746,585.13	568,703.03	99.1%

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TOWN OF LUDLOW  
SEWER ENTERPRISE FUND (61)  
REVENUE ANALYSIS  
ACTUAL 6/30/2016 - BUDGETED 6/30/17

REVENUE	FY2014 BUDGET	ACTUAL FY2014	FY2015 BUDGET	ACTUAL FY2015	FY2016 BUDGET	ACTUAL FY2016	FY2017 BUDGET
User Fees - Current Year	\$ 1,452,697	\$ 1,451,191	\$ 1,405,900	\$ 1,379,408	\$ 1,199,778	\$ 1,421,850	1,394,629 Target
User Fees - Prior Year	\$ 35,000	\$ 20,880	\$ 25,000	\$ 15,902	\$ 20,000	\$ 33,315	25,000
Sewer Liens	\$ 60,000	\$ 78,368	\$ 60,000	\$ 79,845	\$ 70,000	\$ 70,731	70,000
Permits - Sewer Tie-ins	\$ 30,000	\$ 30,242	\$ 30,000	\$ 16,950	\$ 25,000	\$ 34,549	25,000
Other	\$ 7,500	\$ 5,903	\$ 5,000	\$ 5,143	\$ 5,000	\$ 9,192	5,000
Other	\$ 500	\$ -	\$ -	\$ (1,324)	\$ -	\$ -	-
Interest Income	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 11	-
<b>Total Revenue</b>	<b>\$ 1,585,697</b>	<b>\$ 1,586,584</b>	<b>\$ 1,525,900</b>	<b>\$ 1,494,929</b>	<b>\$ 1,319,778</b>	<b>\$ 1,569,649</b>	<b>1,519,629</b>
Salaries and Wages	\$ 151,481	\$ 149,389	\$ 133,880	\$ 136,024	\$ 141,159	\$ 136,330	141,407
General Expenses	\$ 282,546	\$ 355,575	\$ 305,545	\$ 314,549	\$ 328,719	\$ 320,810	334,475
Intergovernmental - Spfd Sewer	\$ 849,670	\$ 686,393	\$ 769,475	\$ 614,101	\$ 725,900	\$ 776,136	914,747
Other Financing Uses							
<b>Total Expense</b>	<b>\$ 1,283,697</b>	<b>\$ 1,171,356</b>	<b>\$ 1,208,900</b>	<b>\$ 1,064,674</b>	<b>\$ 1,195,778</b>	<b>\$ 1,233,275</b>	<b>1,390,629</b>
<b>Net Revenue</b>	<b>\$ 302,000</b>	<b>\$ 415,228</b>	<b>\$ 317,000</b>	<b>\$ 430,255</b>	<b>\$ 124,000</b>	<b>\$ 336,374</b>	<b>129,000</b>
Indirect Charges (Not Allocated)	\$ 302,000	\$ 302,000	\$ 317,000	\$ 317,000	\$ 124,000	\$ 124,000	129,000
<b>Adjusted Net Revenue</b>	<b>\$ -</b>	<b>\$ 113,228</b>	<b>\$ -</b>	<b>\$ 113,255</b>	<b>\$ -</b>	<b>\$ 212,374</b>	<b>-</b>

TOWN OF LUDLOW  
CHERRY SHEET ANALYSIS  
JUNE 30, 2016

Account Name/Number	Budget	9/30/2015	12/31/2015	3/31/2016	6/30/2016	YTD
School Chapter 70	13,418,728	3,354,682	3,354,682	3,354,682	3,354,682	13,418,728
#0101300-462001						
School Construction	-				70,796	70,796
#0101300-462003			25,588	76,258	64,683	166,529
Charter School Reimbursement	122,467	-				
#0101300-462000		704,037	704,038	704,038	704,038	2,816,151
State Aid Lottery	2,816,151					
#0101145-466001		58,501	58,356	49,498	52,512	218,867
Meals Tax	200,000					
0101145-466002		63,237	66,361	64,021	69,404	262,023
Veterans Benefits	257,849					
#0101146-466700		-	-	92,098	-	92,098
Exemptions- Vets, Blind & SS	87,073					
#0101145-461009		3,137	3,137	3,138	3,640	13,052
Exemptions - Elderly	12,500					
#0101145-461010		7,614	7,614	7,614	7,614	30,456
State Owned Land	30,456					
#0101145-461011		-	-	-	24,909	24,909
School Transportation	-					
#0101300-462002		35,762	37,997	20,212	21,895	115,866
Room Occupancy	105,000					
#0101145-466100						
<b>General Fund State Aid</b>	<b>17,050,224</b>	<b>4,226,970</b>	<b>4,256,773</b>	<b>4,371,559</b>	<b>4,374,173</b>	<b>17,229,475</b>
Restricted State Aid:						
School Lunch	-	1,486	6,814	-	-	8,300
#2515013-460100						
School Choice	499,229	124,807	140,786	172,744	124,067	562,404
#2585110-462000						
Public Library	30,087	-	14,743	15,688		30,431
#2383293-464012						
<b>Restricted State Aid</b>	<b>529,316</b>	<b>126,293</b>	<b>162,343</b>	<b>188,432</b>	<b>124,067</b>	<b>601,135</b>
<b>Total State Aid</b>	<b>17,579,540</b>	<b>4,353,263</b>	<b>4,419,116</b>	<b>4,559,991</b>	<b>4,498,240</b>	<b>17,830,610</b>

TOWN OF LUDLOW  
 FREE CASH ANALYSIS  
 FY2008-FY2016

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
DOR CERTIFICATION	\$ 2,286,384	\$ 898,228	\$ 1,295,250	\$ 984,493	\$ 679,656	\$ 2,283,970	\$ 1,996,749	\$ 1,133,119	\$ 1,569,736
PY UNPAID BILLS	\$ 5,775				\$ 9,551	\$ 2,903	\$ 1,501	\$ 2,633	
PY DEFICITS					\$ 23,786	\$ 51,254	\$ 21,042		
CAPITAL BUDGET	\$ 238,623				\$ 351,044	\$ 473,186	\$ 30,000	\$ 179,867	
RESERVE FUND	\$ 125,000		\$ 150,000	\$ 125,000	\$ 500,000	\$ 125,000	\$ 15,000		\$ 100,000
STABILIZATION FUND			\$ 343,000		\$ 50,000				\$ 100,000
OPEB TRUST FUND					\$ 100,000				
BUILDING INFRASTRUCTURE					\$ 500,000	\$ 800,000	\$ 900,000	\$ 1,100,000	
REDUCE TAX LEVY	\$ 1,375,000	\$ 875,000	\$ 825,000	\$ 800,000	\$ 500,000	\$ 500,000	\$ 800,000	\$ 900,000	\$ 1,100,000
SEWER INDIRECT ADJ			\$ 20,000						
FIRST MEETING HOUSE						\$ 83,000	\$ 250,000		
EAST ST - PHASE IV	\$ 40,000								
FIREFIGHTERS GRANT - 10% MATCH						\$ 25,000			
AFL-CIO RAISES					\$ 10,866				
IBPO DISPATCHERS					\$ 2,806				
LATOS RAISES					\$ 16,119				
FIRE, AMB, LIB RAISES			\$ 67,516			\$ 90,890			\$ 25,000
POLICE OVERTIME					\$ 90,000				
FIRE SALARIES					\$ 5,000				
TOTAL TRANSFERS OUT	\$ 1,784,398	\$ 875,000	\$ 1,255,516	\$ 950,000	\$ 664,342	\$ 1,921,623	\$ 1,740,941	\$ 953,675	\$ 1,504,867
BALANCE	\$ 501,986	\$ 23,228	\$ 39,734	\$ 34,493	\$ 15,514	\$ 362,347	\$ 255,808	\$ 179,444	\$ 64,869
EXCESS LEVY CAPACITY	\$ 965,046	\$ 71,850	\$ 823,546	\$ 79,861	\$ 702,343	\$ 1,717,222	\$ 2,139,662	\$ 1,193,662	\$ 1,135,352

TOWN OF LUDLOW  
STABILIZATION FUND ANALYSIS  
JUNE 30, 2016

DATE	DESCRIPTION	ACTIVITY	ENDING BALANCE AT JUNE 30TH
<b>6/30/2007</b>	BEGINNING BALANCE		\$ 1,897,661
ATM MAY 2017	TRANSFER IN	\$ 250,000	
<b>6/30/2008</b>	FY08 INVESTMENT INCOME	\$ 98,428	\$ 2,746,089
ATM MAY 2009	TRANSFER OUT - TAX LEVY	\$ (500,000)	
<b>6/30/2009</b>	FY09 INVESTMENT INCOME	\$ 22,874	\$ 1,768,963
ATM MAY 2010	TRANSFER IN	\$ 343,000	
<b>6/30/2010</b>	FY10 INVESTMENT INCOME	\$ 31,030	\$ 2,142,993
<b>6/30/2011</b>	FY11 INVESTMENT INCOME	\$ 22,298	\$ 2,165,291
STM OCT 2011	TRANSFER OUT - SCHOOL CEILING	\$ (75,000)	
FY12 INVESTMENT INCOME		\$ 12,936	
<b>6/30/2012</b>	ATM JUN 2012 TRANSFER IN	\$ 606,000	\$ 2,709,227
STM OCT 2012	TRANSFER OUT - BUILDING INFRASTRUCTURE	\$ (161,000)	
STM OCT 2012	TRANSFER OUT - EMERG PREPAREDNESS	\$ (90,000)	
ATM JUN 2013	TRANSFER IN	\$ 500,000	
<b>6/30/2013</b>	FY13 INVESTMENT INCOME(LOSS)	\$ (3,258)	\$ 2,954,969
ATM MAY 2014	TRANSFER IN	\$ 250,000	
<b>6/30/2014</b>	FY14 INVESTMENT INCOME	\$ 31,994	\$ 3,236,963
<b>6/30/2015</b>	FY15 INVESTMENT INCOME	\$ 22,193	\$ 3,259,156
STM JUN 2015	TRANSFER OUT - TAX LEVY	\$ (450,000)	
<b>6/30/2016</b>	FY16 INVESTMENT INCOME	\$ 54,913	\$ 2,864,069

TOWN OF LUDLOW  
SPECIAL ARTICLES  
FUND 02  
JUNE 30, 2016

	FY	ART #	DEPARTMENT	Balance Remaining 6/30/15	2016 Articles	2016 Activity	Balance Remaining 6/30/16
<b>SELECTMEN:</b>							
<b>ATM 5/08:</b>							
			STREET ACCEPTANCES/LAND ACQUISITIONS	GG \$ 647.00	\$ -	\$ -	\$ 647.00
			UNSAFE BUILDINGS 5/01 - 5/06	GG \$ 31,588.00	\$ (15,400.00)	\$ -	\$ 16,188.00
<b>FY 12 Capital Budget:</b>							
	Art #9		Master Plan	GG \$ 8,620.00	\$ -	\$ -	\$ 8,620.00
	Art #35		DPW - Center Street Study	PW \$ 4,155.00	\$ -	\$ -	\$ 4,155.00
	Art #36		West St. Bridge Repair	PW \$ 9,185.00	\$ -	\$ -	\$ 9,185.00
	Art #58		DPW - Garage Repair Lift	PW \$ 558.00	\$ -	\$ -	\$ 558.00
<b>FY 13 Capital Budget:</b>							
			Town Hall Elevator	GG \$ 29,355.00	\$ -	\$ -	\$ 29,355.00
	Art #41		Harris Brook/Wade Dam Repairs	PW \$ 15,000.00	\$ -	\$ -	\$ 15,000.00
			BOS Capital Reserve	GG \$ 55,000.00	\$ -	\$ -	\$ 55,000.00
<b>ATM 5/13/2013:</b>							
	Art #23		First Meeting House (State Grant)	GG \$ 4,677.24	\$ -	\$ -	\$ 4,677.24
	Art #10		Fire Dept Auto Chest Compressor	PS \$ 2,875.15	\$ -	\$ -	\$ 2,875.15
<b>STM 5/13/2013:</b>							
	Art #1		Unpaid bills	GG \$ 16.51	\$ -	\$ -	\$ 16.51
<b>FY15 Capital budget:</b>							
			DPW Ford F450 Dump truck	PW \$ 6,105.00	\$ -	\$ -	\$ 6,105.00
			LMS/BMS Security equipment	ED \$ 24,773.00	\$ (23,520.60)	\$ -	\$ 1,252.40
			LHS tennis courts	ED \$ 29,000.00	\$ (27,500.00)	\$ -	\$ 1,500.00
			LHS track repairs	ED \$ 350.00	\$ -	\$ -	\$ 350.00
			2014 Fire engine	PS \$ 7,932.00	\$ -	\$ -	\$ 7,932.00
<b>POLICE DEPARTMENT:</b>							
	Art #20		ART 20 - POLICE RADIO SYSTEM 5/10/05	PS \$ 4,499.00	\$ -	\$ -	\$ 4,499.00
			STM 10/3/05 - LAPTOP COMPUTERS - POLICE	PS \$ 3,408.00	\$ -	\$ -	\$ 3,408.00
<b>DEPARTMENT OF PUBLIC WORKS:</b>							
			WEST AT ROY BRIDGE REPAIR	PW \$ 2,846.00	\$ -	\$ -	\$ 2,846.00
			CIP 5/13/02-SILVA FIELD IMPROVEMENTS	PW \$ 50,000.00	\$ -	\$ -	\$ 50,000.00
			Electric Park storm drain STM 11/14/05 (in data proc on GL)	PW \$ 75,770.00	\$ -	\$ -	\$ 75,770.00
	Art #53		Art # 53 (CIP) 5/9/05 ATM - Metal Storage building	PW \$ 15,958.00	\$ -	\$ -	\$ 15,958.00
<b>RECREATION COMMISSION:</b>							
			CIP 4/12/99-WHITNEY PARK PLAYGROUND	CR \$ 2,771.00	\$ -	\$ -	\$ 2,771.00
			CIP 5/8/00-WEST STREET PLAYGROUND	CR \$ 2,027.00	\$ -	\$ -	\$ 2,027.00
			Public ways Art 15, 16, 17 10/4/04	GG \$ -	\$ -	\$ -	\$ -
<b>ACTIVITY THROUGH JUNE 30, 2015:</b>				\$ 387,115.90	\$ -	\$ (66,420.60)	\$ 320,695.30
<b>ATM 5/11/2015:</b>							
	2016 Art #27		Station Management Software - Fire Dept	PS \$ -	\$ 15,000.00	\$ (8,200.00)	\$ 6,800.00
<b>FY16 CAPITAL BUDGET:</b>							
	2016 Art #41		Boiler - Vets Park (Amended for Chapin)	ED \$ -	\$ 35,000.00	\$ (6,983.95)	\$ 28,016.05
<b>STM 5/9/2016:</b>							
	2016 Art #2		Public Right of Way - \$10,000 - From OTHER AVAIL FUNDS	GG \$ -	\$ 10,000.00	\$ -	\$ 10,000.00
<b>ACTIVITY THROUGH JUNE 30, 2016:</b>				\$ 367,115.90	\$ 60,000.00	\$ (81,584.55)	\$ 345,531.35



LUDLOW  
SPECIAL REVENUE FUNDS  
ACTIVITY SCHEDULE  
JUNE 30, 2016

Description	Balance 6/30/2015	Federal	State	Other	Total Revenue	Transfers In	Personal Services	Operating Expenditures	Capital Expenditures	Total Expended	Transfers Out	Net Change	Balance 6/30/2016
Highway Fund Ch.90 - moved to 4999	(37,211)		952,101		952,101				977,118	977,118		(25,016)	(62,227)
COA Donation Activity Account	119												119
COA - Title III Repair Program FY'06	14		510		510		510			510			14
Outreach Program Gm/COA formula grnt	2,881		42,499		42,499		13,880	27,267	1,599	42,746		(247)	2,434
Donations - Skate Park/Rec Purposes	3,978												3,978
DPW Trash Revolving 53E1/2			3,744		3,744			10,172				(6,427)	(6,427)
Law Enforcement Trust Fund	17,875	5,345			5,345							5,345	23,220
SIB CORMACK PROF DEV FUND GIFT	103,984								14,418	14,418		(14,418)	89,566
Violence Against Women Grant	579												579
COPS - Secure our Schools	427							1,563		1,563		6,637	24,681
Police Dept-K-9 Unit - GIFT	18,044			8,200	8,200				2,684	2,684		37,004	(8,365)
Fed AND State Grant Bullet proof vest	(45,369)	9,888	30,000		39,888			195		195			104
Fed. Cops More - Technical Equip	104			195	195								
FY'1997-FY2002 Law Enf.Block Grant	2,244												2,244
Health Nurses Donations	10,889			5,980	5,980		1,625	1,625		1,625		4,356	15,245
Emergency Management Grant	700											742	700
Art's Lottery Funds	11,562		9,700		9,700		8,958	8,958		8,958			12,304
DARE Program	938												938
Community Policing Grant - SIB GIFT	2,326						679	679		679		(679)	1,647
Police Special Response Team (2009)	11,519						3,319	3,319		3,319		(3,319)	8,200
Police Safety Equipment	500												500
Car Gift for Police Auction	30												30
State 911 EMD Grant - FY'2012	(12,202)						812	2,466		3,278		(3,278)	(15,480)
DPW Material REC/Project FY'2012	(13,697)							1,737		1,737		(1,737)	(15,434)
Reg. Hazmat Training Fund	11,971										7,520	(7,520)	4,451
Defib/Monitor/Pacemaker	725												725
Fire Dept.-Patches & Pumper	313												313
Fire Dept.-Thermal Imager	4												4
Fed. School Resource Officer	29,654												29,654
rounding	(560)												(560)
<b>Total Fund 23</b>	<b>486,713</b>	<b>15,032</b>	<b>1,429,418</b>	<b>186,475</b>	<b>1,630,928</b>	<b>3,000</b>	<b>25,285</b>	<b>1,359,553</b>	<b>102,755.29</b>	<b>1,132,110</b>	<b>119,746</b>	<b>322,069</b>	<b>898,782</b>
STATE 911 INCENTIVE GRANT 2016							9,171		3,219	12,389		(12,389)	(12,389)
STATE 911 INCENTIVE GRANT 2017													
<b>STATE 911 INCENTIVE GRANT</b>							<b>9,171</b>		<b>3,219</b>	<b>12,389</b>		<b>(12,389)</b>	<b>(12,389)</b>
<b>Total Fund 2300</b>			<b>6,850</b>		<b>6,850</b>		<b>9,171</b>	<b>6,850</b>	<b>3,219</b>	<b>12,389</b>		<b>(12,389)</b>	<b>(12,389)</b>
Cable Access Local Programming	464,525			382,783	382,783		150,874	14,459	38,931	204,264		178,519	643,044
Total Fund 231	464,525			382,783	382,783		150,874	14,459	38,931	204,264		178,519	643,044
East St Corridor Phase II	7,918												7,918
East St Corridor Phase IV	822												822
Total Fund 232	8,740												8,740
Childrens' Language Institute	189												189
School Comp.for Damages	118												118
School Damages Over \$20,000.	5,595												5,595
School Book Revolving Ch 44-53E1/2	15,689												15,689
Rounding	(50)												(50)
Industrial Arts Mat.Fd.	136												136
Total Fund 25	21,677												21,677
School Lunch Program	35,318	402,974	8,300	601,856	1,013,130		572,671	462,978		1,035,649		(22,519)	12,799
Total Fund 251	35,318	402,974	8,300	601,856	1,013,130		572,671	462,978		1,035,649		(22,519)	12,799
School Athletic Fund	11,428			134,542	134,542		4,733	126,398		131,130		3,412	14,840

LUDLOW  
SPECIAL REVENUE FUNDS  
ACTIVITY SCHEDULE  
JUNE 30, 2016

Description	Balance 6/30/2015			Total Revenue			Personal Services			Operating Expenditures		Capital Expenditures		Transfers		Balance 6/30/2016
	Balance	Federal	State	Other	Total	In	Transfers	Personal	Operating	Capital	Transfers	Out	Net Change			
Total Fund 252	11,428	-	-	134,542	134,542	-	-	4,733	126,398	-	-	131,130	-	3,412	14,840	
H.S. Book Revolving	18,201	-	-	1,892	1,892	-	-	-	-	-	-	-	-	1,892	20,093	
B.M.S. Book Revolving	526	-	-	347	347	-	-	-	659	-	-	659	-	(312)	214	
Chapin St. Book Revolving	434	-	-	229	229	-	-	-	317	-	-	317	-	(86)	346	
East St. Book Revolving	269	-	-	214	214	-	-	-	114	-	-	114	-	100	369	
Vet's Park Book Revolving	(316)	-	-	44	44	-	-	-	-	-	-	-	-	44	(272)	
Total Fund 253	19,114	-	-	2,725	2,725	-	-	-	1,089	-	-	1,089	-	1,635	20,750	
Adult Continuing Education	167,615	-	-	63,842	63,842	-	-	12,113	23,734	-	-	35,847	-	27,995	195,610	
H.S. Summer Reading Program	3,183	-	-	8,338	8,338	-	-	12,761	12,761	-	-	12,761	-	(4,423)	(1,240)	
Total Fund 255	170,798	-	-	72,181	72,181	-	-	24,875	23,734	-	-	48,609	-	23,572	194,370	
Early Childhood Revolving - rental	10,093	-	-	62,081	62,081	-	-	-	12,215	-	-	12,215	-	49,866	59,959	
Early Childhood Revolving	38,460	-	-	61,397	61,397	-	-	41,006	41,006	-	-	41,006	-	20,391	58,851	
Total Fund 256	48,553	-	-	123,478	123,478	-	-	41,006	12,215	-	-	53,221	-	70,257	118,810	
Student Transportation	41,356	-	-	38,239	38,239	-	-	-	21,100	-	-	21,100	-	17,139	58,495	
Total Fund 257	41,356	-	-	38,239	38,239	-	-	-	21,100	-	-	21,100	-	17,139	58,495	
School Choice Tuition Revolving	585,542	-	-	562,404	562,404	-	-	459,395	69,703	-	-	529,098	-	33,306	618,848	
Total Fund 258	585,542	-	-	562,404	562,404	-	-	459,395	69,703	-	-	529,098	-	33,306	618,848	
Insurance Damages	4,842	-	-	-	-	-	-	-	-	-	-	-	-	-	4,842	
Total Fund 259	4,842	-	-	-	-	-	-	-	-	-	-	-	-	-	4,842	
Dias Foundation - LHS/BMS Library	205,330	-	-	-	-	-	-	-	165,863	-	-	165,863	-	(165,863)	39,467	
H.S. School Gift Account	43,490	-	-	21,856	21,856	-	-	-	8,156	-	-	8,156	-	13,700	57,190	
B.M.S. School Gift Account	2,299	-	-	2,046	2,046	-	-	-	2,617	-	-	2,617	-	(570)	1,729	
Chapin St. School Gift Account	3,635	-	-	2,320	2,320	-	-	-	2,676	-	-	2,676	-	(356)	3,279	
East St. School Gift Account	4,699	-	-	6,779	6,779	-	-	-	690	8,078	-	8,078	-	(1,989)	2,710	
Vet's Park School Gift Account	9,690	-	-	900	900	-	-	-	4,887	-	-	4,887	-	(3,987)	5,703	
Special Education Gift Account	1,029	-	-	-	-	-	-	-	-	-	-	-	-	-	1,029	
Community Scholarship	130	-	-	1,100	1,100	-	-	-	1,000	-	-	1,000	-	100	230	
Total Fund 260	270,302	-	-	35,001	35,001	-	-	-	185,888	8,078	-	193,966	-	(158,965)	111,336	
Special Ed Circuit Breaker	195,009	-	-	401,158	401,158	-	-	59,661	247,517	-	-	307,178	-	93,980	288,989	
Total Fund 261	195,009	-	-	401,158	401,158	-	-	59,661	247,517	-	-	307,178	-	93,980	288,989	
Special Revenue - School 2000-2010	112	-	-	-	-	-	-	-	-	-	-	-	-	-	112	
Total Fund 27	112	-	-	-	-	-	-	-	-	-	-	-	-	-	112	
School Health Grant FY2016	-	-	-	84,320	84,320	-	-	46,522	44,232	-	-	90,754	-	(6,434)	(6,434)	
School Health Grant FY2015	17,895	-	-	-	-	-	-	-	-	-	-	-	-	-	17,895	
School Health Grant FY2014	5,049	-	-	-	-	-	-	-	-	-	-	-	-	-	5,049	
Improve Child Mental Health FY2008	2,850	-	-	-	-	-	-	-	-	-	-	-	-	-	2,850	
Total Fund 272	25,794	-	-	84,320	84,320	-	-	46,522	44,232	-	-	90,754	-	(6,434)	19,360	
Academic Support Grant Prev Years	4,879	-	-	380	380	-	-	1,051	117	-	-	1,168	-	(768)	4,091	
Academic Support Grant FY2015	(1,163)	-	-	11,652	11,652	-	-	9,556	9,556	-	-	9,556	-	2,096	933	
Total Fund 273	3,716	-	-	12,032	12,032	-	-	10,607	117	-	-	10,724	-	1,308	5,024	
Early Literacy Program Pys	2,945	-	-	-	-	-	-	-	9,360	-	-	9,360	-	-	2,945	
H.S. Improvement FY2002	521	-	-	11,242	11,242	-	-	-	-	-	-	-	-	1,883	2,404	
SAFE Environment FY2009	3,222	-	-	-	-	-	-	-	-	-	-	-	-	-	3,222	
Total Fund 274	6,688	-	-	11,242	11,242	-	-	-	9,360	-	-	9,360	-	1,883	8,570	

LUDLOW  
SPECIAL REVENUE FUNDS  
ACTIVITY SCHEDULE  
JUNE 30, 2016

Description	Balance 6/30/2015		Federal	State	Other	Total Revenue	Transfers in	Personal Services	Operating Expenditures	Capital Expenditures	Total Expended	Transfers Out	Net Change	Balance 6/30/2016
	1,844	(1)												
Foundation Reserve FY2007/2008	1,844													1,844
Math/Science - MTSS FY2015	3,226		3,000			3,000		3,000	3,227		6,227		(3,227)	(1)
Federal ARRA Support PYs	45,099													45,099
Federal ARRA - IDEA FY2010	29,665													29,665
Federal ARRA - Title IID	(1,354)													(1,354)
<b>Total Fund 276</b>	<b>78,480</b>		<b>3,000</b>			<b>3,000</b>		<b>3,000</b>	<b>3,227</b>		<b>6,227</b>		<b>(3,227)</b>	<b>75,254</b>
<b>Total Fund 277</b>	<b>5,455</b>													<b>5,455</b>
<b>Total Fund 278</b>	<b>5,465</b>													<b>5,465</b>
Title 1 FY2014	(11,136)		234,173			234,173		229,408	59,732		289,140		(54,966)	(66,104)
Title 1 FY2013	39													39
Title 1 FY2012	134													134
Title 1 FY2008-FY2011	4,694													4,694
<b>Total Fund 279</b>	<b>(6,271)</b>		<b>234,173</b>			<b>234,173</b>		<b>229,408</b>	<b>59,732</b>		<b>289,140</b>		<b>(54,966)</b>	<b>(61,237)</b>
Federal ARRA - IDEA EC FY2010	(22,843)		36,480			36,480		29,753	3,214		32,967		3,512	(19,331)
SPED Early Child Alloc FY2010	(15,227)													(15,227)
<b>Total Fund 280</b>	<b>(38,070)</b>		<b>36,480</b>			<b>36,480</b>		<b>29,753</b>	<b>3,214</b>		<b>32,967</b>		<b>3,512</b>	<b>(34,558)</b>
SPED - Trans.Assess FY2014	-		561,574			561,574			719,661		719,661		(158,087)	(158,087)
PL94-142 SPED FY2002	-													-
PL94-142 SPED FY2007	(59,357)													(59,357)
PL94-142 SPED FY2012/2013	(59,357)		561,574			561,574			719,661		719,661		(188,087)	(217,444)
<b>Total Fund 281</b>	<b>(118,714)</b>		<b>561,574</b>			<b>561,574</b>			<b>719,661</b>		<b>719,661</b>		<b>(188,087)</b>	<b>(217,444)</b>
Community Partnerships FY2008	(1,053)													(1,053)
Community Partnerships FY2009/10	29,065			89,428		89,428		56,254	41,335	3,011	100,601		(11,173)	17,892
Family Community Grant FY2010	(44,786)			27,166		27,166		27,089	2,085		29,175		(2,009)	(46,785)
<b>Total Fund 282</b>	<b>(16,774)</b>			<b>116,594</b>		<b>116,594</b>		<b>83,343</b>	<b>43,422</b>	<b>3,011</b>	<b>129,776</b>		<b>(13,182)</b>	<b>(29,956)</b>
SPED Program Improv - FY2012	(5,548)		29,972			29,972			23,674		23,674		6,298	750
<b>Total Fund 283</b>	<b>(5,548)</b>		<b>29,972</b>			<b>29,972</b>			<b>23,674</b>		<b>23,674</b>		<b>6,298</b>	<b>750</b>
Class Size Reduction FY2002	213													213
Teache Quality Grant Part A PYs	8,686		118,729			118,729		80,180	44,141		124,321	6,102	(11,694)	(3,008)
Teache Quality Grant Part A FY 2015	(732)													(732)
<b>Total Fund 284</b>	<b>8,167</b>		<b>118,729</b>			<b>118,729</b>		<b>80,180</b>	<b>44,141</b>		<b>124,321</b>	<b>6,102</b>	<b>(11,694)</b>	<b>(3,527)</b>
<b>Total School and Other Funds</b>	<b>1,879,607</b>		<b>1,386,902</b>	<b>1,186,050</b>	<b>1,350,805</b>	<b>3,973,757</b>		<b>1,736,028</b>	<b>2,115,860</b>	<b>50,020</b>	<b>3,961,908</b>	<b>6,102</b>	<b>5,747</b>	<b>1,895,353</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,975,356</b>		<b>1,401,934</b>	<b>2,632,319</b>	<b>1,661,860</b>	<b>5,696,113</b>	<b>548,902</b>	<b>1,830,484</b>	<b>2,333,024</b>	<b>1,081,098</b>	<b>5,244,606</b>	<b>663,630</b>	<b>386,179</b>	<b>3,311,535</b>

## TOWN COLLECTOR

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### Real Estate and Personal Property

Real estate and personal property bills for the Town of Ludlow continue to be due on the quarterly basis: August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup>. The 2016F tax rate was set by the Board of Assessors in December of 2015. The Board of Selectmen voted to adopt a single tax rate of \$18.13 per thousand for both residential and commercial properties. The amount of \$32,029,269.66 was committed to us for collection. Over 8,500 real estate bills were printed, processed and mailed by December 31, 2015. By the end of the fiscal year, we had collected or abated approximately \$31,600,948.27 or 98% of the amount committed. Additionally we received \$360,305.03 in payments for 2015F real estate and \$96,879.82 for 2014F and \$2,139.88 for 2013F leaving balances of \$114,666.25, \$3,967.86 and \$0.00 respectively.

Approximately 800 personal property bills totaling \$3,428,008.14 was committed to us for collection. By the end of the fiscal year, we collected or abated \$3,410,274.17 or 99% of the amount committed to us leaving a balance of \$17,733.97. Additionally, we collected \$7,249.06 for prior years dating back to 2010F.

To accommodate our residents, real estate and personal property taxes for the Town of Ludlow may be paid online. We realize the importance of keeping with the times and offering this online payment option. This payment method serves to accommodate those Ludlow residents who want the convenience of paying their taxes online, anytime day or night. We are fortunate to have found a banking partner who has years of financial experience and who adheres to strict security methods to protect our residents' personal information. UniBank uses state of the industry encryption methods which safely handle these transactions so that town employees never gain access to bank account information. The process for residents to pay online is simple: with your bill and checkbook in hand,

1) Go to: [www.ludlow.ma.us](http://www.ludlow.ma.us)

2) Click on: **Taxes & Sewer**

3) Complete each screen to process payment

**Online payments will not be accepted after their due date.** If using a credit card (MasterCard, Visa or Discover) a fee will be assessed by the credit card service provider.

### Motor Vehicle Excise

Over 23,000 vehicle excise bills totaling \$2,613,143.15 were printed, processed, and mailed from the Collector's Office throughout the year. Payments of auto excise are due 30 days from the date the tax notice is mailed. 90% of the committed bills are paid by their due date. Automobile owners are advised not to ignore their bills for a \$5.00 tax bill can jump to \$70.00, loss of license and registration within two months if late notices go unanswered. According to Chapter 60A of

the Massachusetts General Laws, “failure to receive a notice shall not affect the validity of the excise”. Thus, a person who does not receive a bill is still liable for the tax plus interest and charges accrued. Therefore, it is important to keep the Registry and Post Office informed of your current name and address so that your tax bills can be delivered promptly. The Registry will be notified of any excise bill that remains outstanding. The Registrar then marks the individual’s registration preventing the renewal of his or her motor vehicle registration and the owner’s driver’s license until such time as the Registrar is notified that full and final payment has been made to the Town of Ludlow. During fiscal year 2016 over 500 licenses and registrations were marked for non-payment of their excise tax. This continues to be a successful collection tool as monies were collected for delinquent accounts dating back to 1994.

As with real estate and personal property bills, to accommodate our residents, timely motor vehicle excise payments are now being accepted online. **Late payments will not be accepted online.**

### **Sewer Usage Fees**

The Board of Public Works, in November of 2015, set the rate of \$2.90 (same as the previous year) per 100 cubic feet of water used. Approximately 4,500 sewer usage bills totaling \$1,594,478.58 were printed, processed and mailed from the Collector’s Office on December 7, 2015. By the end of June 30, 2016, we had collected or abated \$1,503,833.92 or 94% of the amount committed to us for collection leaving a balance of \$90,644.66. Any amounts outstanding for previous years were certified to the Board of Assessors in November of 2015 and added to the owner’s 2016F real estate bills. All sewer usage accounts for 2014F and prior years have now been collected in full as reflected by the -0- balance for those accounts. Sewer bills are due 60 days from the mailing date. Sewer payments received after their due date are assessed a \$10.00 demand plus a 10% penalty in accordance with Town Bylaws. Sewer usage bills may be paid online similar to real estate, personal property and motor vehicle excise bills.

### **Departmental Accounts**

Each year the Collector is responsible for the collection of over 1.5 million dollars in “In Lieu of Taxes” and the following departmental accounts:

- AMBULANCE
- CEMETERY
- TRAILER PARKS
- BOARD OF HEALTH - NURSING
- BOARD OF SELECTMEN
- ROLL BACK TAXES

During the past fiscal year, \$1,616,787.82 in additional billings were committed to us for collection by the above departments. By June 30, 2016 we collected or abated 90% of the amount committed. Of the above accounts, ambulance bills continue to be the most sensitive

and most difficult to collect. Effective July 1, 2015 the Ambulance Billing has been outsourced to COMSTAR. COMSTAR will work with the Fire Department, Town Treasurer and Town Collector.

### **Municipal Lien Certificates**

Upon written request from attorneys, banks, mortgage companies and real estate agencies, the Collector shall furnish a certificate of all outstanding taxes and other assessments and charges which constitute a lien on a parcel of land. The Collector consults with the Board of Assessors, DPW and other departments to secure required information. In accordance with Massachusetts General Laws, a \$25.00 fee is charged for each certificate prepared. Once again many hours were spent researching and preparing these certificates. During fiscal year 2016, we received over 500 written requests bringing in over \$13,000 of additional revenue. We ask attorneys and other agencies requesting such information to cooperate and mail their application to us as early as possible so that we can complete and return them in a timely manner. Many towns now charge a \$50.00 fee for Municipal Lien Certificates and the Town of Ludlow will look to update this fee at a future town meeting.

Office hours continue to be 8:30 am to 4:30 pm, Monday through Friday. Additionally, to accommodate those Ludlow residents who want the convenience of paying their taxes online, day or night, we continue to offer an online payment option. **Late payments will not be accepted online.** Once again, I am grateful to Mrs. Janice Ouimette, Sarah Bissonnette and Carmen Desrochers for their assistance. Additionally, I'd like to express my gratitude to all department heads, town employees and residents for their support and cooperation. For more up to date information, please visit the Town of Ludlow website at [www.ludlow.ma.us](http://www.ludlow.ma.us).

Respectfully submitted,  
Fred Pereira, Town Collector

ACCOUNT	COMMITTED	OUTSTANDING	REFUNDS	PAYMENTS	ABATEMENTS	TAX TITLES	BALANCE
2013 real estate		2,139.88		2,139.88			0.00
2014 real estate		125,418.56	2,075.05	96,879.82	2,075.05	24,570.88	3,967.86
2015 real estate		512,246.01	2,481.91	360,305.03	897.35	38,859.29	114,666.25
2016 real estate	32,029,269.66		80,472.71	31,363,931.85	227,840.51	89,648.62	428,321.39
2010 personal property		0.00		36.45**			0.00
2011 personal property		12,664.06					12,664.06
2012 personal property		18,060.59		225.32			17,835.27
2013 personal property		16,471.41		62.97	209.47		16,198.97
2014 personal property		7,032.77	4,200.00	691.80	4,398.03		6,142.94
2015 personal property		12,828.78	5,000.00	6,268.97	5,000.00		6,559.81
2016 personal property	3,428,008.14		12,227.73	3,420,505.61	1,996.29		17,733.97
1994 motor v excise				14.17*			0.00
1995 motor v excise				75.00*			0.00
1996 motor v excise				17.50*			0.00
1999 motor v excise				16.88*			0.00
2000 motor v excise				44.17*			0.00
2001 motor v excise				32.50*			0.00
2004 motor v excise				105.93*			0.00
2006 motor v excise				106.56*			0.00
2007 motor v excise				276.55*			0.00
2008 motor v excise				141.98*			0.00
2009 motor v excise				142.28*			0.00
2010 motor v excise				350.42*			0.00
2011 motor v excise		7,413.46		200.42	7,213.04		0.00
2011 motor v excise				639.18*			0.00

ACCOUNT	COMMITTED	OUTSTANDING	REFUNDS	PAYMENTS	ABATEMENTS	TAX TITLES	BALANCE
2012 motor v excise		11,821.76	125.24	2,574.74			9,372.26
2013 motor v excise		16,296.31	109.59	5,072.74	238.96		11,094.20
2014 motor v excise		44,598.58	288.83	23,655.35	716.66		20,515.40
2015 motor v excise	246,863.56	150,465.94	16,793.62	350,414.75	20,208.74		43,499.63
2016 motor v excise	2,366,279.59		16,864.66	2,078,409.53	39,645.93		265,088.79
2012 boat excise		30.00					30.00
2013 boat excise		10.00					10.00
2014 boat excise	15.00	103.00		65.00			53.00
2015 boat excise		138.00		70.00			68.00
2016 boat excise	3,345.00			3,231.25	55.75		58.00
2015 ambulance liens		1,322.40		179.40		1,143.00	0.00
2016 ambulance liens	521.57			468.73		52.84	0.00
2014 sewer usage		96,861.05	290.00	33,605.41			0.00
CERT TO ASSESSORS					63,545.64*		
2015 sewer usage	1,594,478.58		8,264.32	1,429,009.33	83,088.91		90,644.66
2014 sewer usage lien		12,202.98		11,187.27		1,015.71	0.00
2015 sewer usage lien		14,524.99		6,651.77		741.37	7,131.85
2016 sewer usage lien	71,793.24			52,891.95		5,444.41	13,456.88



## TOWN TREASURER

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The Town Treasurer is pleased to report that over five million dollars of General Fund monies remain invested in term investments with good interest yields. This is over and above the investments, which occur during tax payment receipts. This excellent cash flow remains possible due to the cooperation of both the Assessors and Tax Collector's offices. The Treasurer has collected as of December 31, 2016 the total of \$137,810.00 on Tax Titles.

### General Fund As Of December 31, 2016:

<b>Bank</b>	<b>Account</b>	<b>Balance</b>
TDBank North	Master	1,988,083.51
	Sewer	7,601.16
	Golf Course	355,364.28
	Golf Course Merchant	367,100.02
	Money Market	2,631,108.91
	Cafeteria	434,698.69
Citizens	Master	2,270,960.78
	Guaranty Deposits	123,822.59
People's United	County Jail	74,471.74
	Water/Cops	240,341.74
	Money Market	2,079,373.29
M.M.D.T.	Money Market	104,224.11
Unibank	Money Market	309,613.80
		10,986,764.62
	<b>Payroll Distribution</b>	
	Gross Payroll	37,202,950.92
	Fica	497,011.91
	Federal Withholding	3,728,817.41
	State Withholding	1,606,157.02
	Retirement	3,388,866.44
	United Fund	2,123.00
	Annuities	408,536.06
	Health Insurance	1,736,977.40
	Life Insurance	53,728.32
	Credit Union & Banks	24,697,534.37
	Union Dues	330,391.30
	Deferred Compensation	443,802.85
	Dental	158,729.92
	Aflac	31,579.56
	Other Withholdings	118,695.36

## Trust Funds As Of December 31, 2016

All trust funds are invested and receiving maximum interest:

Citizens Stabilization Fund	791,570.30
Bartholomew (Comm. Financial)	2,055,368.02
Bartholomew (Comm. Fin. OPEB)	174,695.34
Morgan Stanley-Cemetery	<u>1,508,915.08</u>
	4,530,548.74

## Health and Life Insurance

The Town of Ludlow, through the Board of Selectmen, entered into a contract with Boston Mutual Life Insurance Company for One more Year and Blue Cross HMO Blue, HMO Blue Care Elect-PPO, Managed Blue for Senior, Medex III and Blue Dental contracts were signed with effective dates running from July 1, 2016 to June 30, 2017. The following rates prevail:

### Monthly Premiums

	Town's share	Employee's share	Total
<b>Network Blue</b>			
Individual	617.52	144.85	762.37
2 Person	1,235.06	289.70	1,524.76
Family	1,692.04	396.89	2,088.93
<b>Blue Care Elect-PPO</b>			
Individual	778.73	182.66	961.39
2 Person	1,557.43	365.32	1,922.75
Family	2,133.70	500.49	2,634.19
<b>Senior Plans (Effective 1/1/2016 – 12/31/2016)</b>			
Medex III	185.20	185.20	370.40
Managed Blue for Seniors	222.51	55.19	274.70
*Medicare HMO Blue was eliminated on 08/01/2015			
<b>Boston Mutual Life Insurance</b>			
\$10,000.00 coverage for active employees		2.55	5.10
\$ 2,000.00 coverage for retirees		.51	1.02
<b>Dental Blue</b>			
Individual	12.08	12.08	24.16
Family	35.12	35.11	70.23

Respectfully submitted,  
Elsa Barros, Treasurer

# HUMAN SERVICES

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## BOARD OF HEALTH

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The Board of Health reorganized in 2016 with Neil D. Paquette, Chairman; Timothy J. Fontaine, Secretary; and Bruce Dziura, M.D., Member.

On March 28<sup>th</sup>, Bruce Dziura, M.D. was re-elected to serve another three (3) year term on the Board of Health, however he retired shortly after. Elinor Kelliher, M.D. was appointed by the Board of Selectmen on July 19<sup>th</sup> to fill the vacancy for one year.

On July 1<sup>st</sup>, Michael C. Pietras, P.E. was reappointed as the On-Site Sewage Disposal Inspector. Mr. Pietras witnessed fifty-five (55) percolation tests, reviewed forty-one (41) septic system plans and conducted thirty-eight (38) final inspections of septic systems when installed. John Kopinsky, P.E. was reappointed as the Alternate On-Site Sewage Disposal Inspector. Mr. Kopinsky witnessed one (1) percolation test, reviewed three (3) septic system plans and conducted four (4) final inspections of septic systems when installed. Sub-surface disposal system permits for new construction issued in 2016 totaled five (5). Repairs to existing systems totaled thirty-six (36).

One (1) Beaver permit was issued in our Town to remove beavers from where dams were built.

Once again, our Annual Rabies Clinic was held at the Town Garage located at the Department of Public Works on Saturday, April 23<sup>rd</sup>. Dr. Dorsie Kovacs from the Monson Small Animal Clinic was the veterinarian again this year. Our rabies clinic was a success with forty-one (41) dogs and two (2) cats being vaccinated. Veterinarians suggest that dogs and cats be vaccinated regularly, since both are exposed to wild animals. Animal Inspector Sheila Andre responded to ten (10) dog bites and three (3) cat bites.

During 2016, our Health Inspectors responded to and investigated thirty-eight (38) citizen complaints concerning housing violations, debris, rodents, etc. Ninety-nine (99) food establishment inspections and eighty-one (81) catering inspections were carried out in 2016.

### Money Collected By The Board of Health In 2016

Nursing Services	\$15,620.00
Clinic pedicures	10,775.00
Senior Center pedicures	2,530.00
Immunizations	1,060.00
Sharps Containers	444.00
Sharps Containers Disposal	616.00
2015 Flu Clinic reimbursement	2,057.86

2016 TB Clinic reimbursement	252.74
Pioneer Valley Planning Commission	13,480.03
Trailer Park assessments	19,728.00
Body Art Establishment permit	1,000.00
Body Art Practitioner permits	100.00
Food Service licenses	4,740.00
Retail Food permits	4,920.00
Trailer Park licenses	270.00
Mobile Food Server permits	270.00
Bakery licenses	840.00
Smokehouse licenses	270.00
Piggery licenses	60.00
Frozen Dessert licenses	385.00
Funeral Director licenses	300.00
Non-Alcoholic Beverage license	37.50
Milk & Cream licenses	860.00
Tobacco permits	4,200.00
Catering permits	1,300.00
Removal of Garbage permits	270.00
Dumpster permits	2,225.00
Well Construction permits	770.00
Disposal Works Construction permits	525.00
Septic Tank Repair permits	2,475.00
Septic Installer's permits	2,500.00
Septic Tank Pumping licenses	500.00
Permit/License Late fees	200.00
Percolation Test fees	15,900.00
Septic Plan fees	3,825.00
Septic Inspection fees	3,400.00
Total Money Collected	\$118,706.13

Respectfully submitted,  
Neil D. Paquette, Chairman

## **BOARD OF HEALTH - PUBLIC HEALTH NURSES**

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Director of Nurses: Francine Rusiecki, RN  
Staff Full Time: Angela Kramer, RN, MS  
Staff Part Time: Linda Maiuri, RN; Marianne Moura, RN, BSN; Cheryl Messer-Lusty, BSN

In 2016, four thousand three hundred forty-two (4,342) residents were clients at the Board of Health, including one hundred twelve (112) new clients for home visits and pedicures. The

Ludlow Nurses continue to do home visits to assist residents with pedicures, manage medication, provide wound care, administer injections or do medical assessments and report to their physician. A physician's order is required before the nurse can visit the client.

The Public Health Nurses are active with the following clinics: there were one thousand two hundred twenty-four (1,224) pedicures at the Board of Health, three hundred five (305) at the Senior Center and two hundred three (203) at Keystone Commons; blood pressure clinics were held on Thursday afternoon at the Senior Center, the first Wednesday of each month at Wilson Street Housing Authority, and each afternoon at the Board of Health.

TB skin testing and administration of State regulated vaccines are also available at the Board of Health. Vaccine for Children (VFC) is a division of the Massachusetts Department of Public Health Immunization Program and provides children through eighteen (18) years of age with State-supplied vaccine. Currently the only State-supplied vaccines are Varicella (chickenpox), MMR (measles, mumps, rubella), Tdap (Adacel) and Td (tetanus). These vaccines are usually given to children transferring into the Ludlow School System. Children are evaluated for their insurance coverage and their vaccine record is documented on the State website, Massachusetts Immunization Information System (MIIS). Adults must be uninsured or underinsured to be eligible for State-supplied vaccine. A total of three (3) adults were vaccinated in 2016, along with twelve (12) children through Vaccine for Children (VFC).

We administered one hundred twenty-three (123) TB skin tests from our department to residents and others from surrounding communities. There is a fee of ten dollars (\$10.00) for all our services including: home visits, pedicures, TB skin tests, adult vaccinations, and treatments done in the office.

The Department of Public Health's reduced budget continues to affect the amount of State-supplied flu vaccine we receive. This year our allocation from the State was thirty (30) doses of flu vaccine to be given to children and anyone without insurance. We were able to purchase two hundred (200) doses of flu vaccine and vaccinated seventy-five (75) homebound residents. A flu clinic was held at the Senior Center on November 1<sup>st</sup> and sixty-eight (68) residents were given flu shots. The remaining vaccine was available at the Health Department for walk-ins. The State recognizes the fact that many people are going to local pharmacies for their vaccines, which is reducing the number of vaccines now available at the Boards of Health.

Residents continue to purchase and dispose of sharps containers at the Board of Health. The cost is four dollars (\$4.00) to purchase a quart size container and the disposal fee is also four dollars (\$4.00). Larger containers can also be purchased for an additional fee.

The Massachusetts Virtual Epidemiologic Network, MAVEN is the web-based surveillance system for infectious disease. Confirmed cases are investigated by the nurses at the Board of Health along with the Infection Control nurse at the jail. Surveillance was done on the following diseases; Hepatitis C, Influenza, Group B Streptococcus, Streptococcus Pneumonia, Campylobacter, Legionella, Giardiasis, and Human Granulocytic Anaplasmosis. Latent

tuberculosis has decreased this year. Ludlow has had two (2) Latent TB cases and the Hampden County Correctional Facility (HCCF) had thirty-nine (39) inmates who were positive for Latent TB. Both the Town of Ludlow and the Hampden County Correctional Facility have not had any active cases of TB.

Ludlow residents donate gently used and clean durable medical equipment to our lending closet. Most requested items are: shower benches/chairs, wheelchairs, transport wheelchairs, commodes, walkers and canes. Our transport wheelchairs that were donated to the Board of Health are available for short periods of time to our residents and are very appreciated by all that use them. Thank you to all who have given us equipment, your donations are really valued.

Angela Kramer, MS RN, Regional MAVEN Nurse Consultant, continues to serve the following Towns: Blandford, Tolland, Granville, Montgomery, Monson, and Palmer. Angela works with the computer program from the Massachusetts Virtual Epidemiologic Network (MAVEN) by doing the disease surveillance for the communities not having a Public Health Nurse.

This year Cheryl Messer-Lusty, BSN was hired. Cheryl has medical experience as a Phlebotomist, Medical Assistant, and School Nurse.

Dr. Elinor Kelliher, Pediatrician, is our new member of the Board of Health. Dr. Kelliher is a great addition to the Board and I am very happy to be working with her. I also want to mention that working with Dr. Bruce Dziura has been a pleasure and I am thankful for his teaching, direction, and humor.

All our Public Health Nurses have a common goal to carry on services and maintain healthy living and safety for our Ludlow residents. I must acknowledge our devoted nurses who take excellent care of our aging residents with grace and dignity allowing them to stay in their homes as long as possible. This dedication by our staff is recognized by many grateful families. I also want to thank the Board of Health staff and Commissioners for their support in me as Director of Nurses.

Respectfully Submitted,  
Francine Rusiecki, RN, Director of Nurses

## **COMMISSION ON DISABILITY**

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Federal law defines a disability as “any physical or mental impairment that substantially limits one or more of the major life activities of an individual”. The 2000 Ludlow census revealed that many Ludlow residents are disabled. The figures showed that among those ages 5 – 20, 9.3% are disabled, among those ages 21 – 64, the rate increases to 19.2% and then further rises to 39.8% in those ages 65 and over. These numbers are staggering and are gradually increasing every year. The latest 2010 Census figures, however, no longer track disability. We can only assume the numbers have increased in Ludlow.

The Ludlow Commission on Disability was established by the Board of Selectmen, in accordance with the Americans with Disabilities Act, to help ensure that those individuals with disabilities are considered and included in all aspects of community life, including access to all municipal services, programs, meetings and employment opportunities.

In addition to receiving complaints and suggestions regarding accessibility throughout the Town, the Commission remains busy throughout the year reviewing plans submitted to the Planning Board for new construction or additions to determine accessibility for all new public buildings by all patrons. Working closely with the Building Commissioner, compliance issues are reviewed with suggestions for possible improvements. We also investigate grievances regarding the access to public buildings and services and can help facilitate problem resolution to achieve reasonable accommodations.

Two major goals of the Commission on Disability are education and increasing public awareness. We have produced an informational brochure available at town hall. This past year we have been busy working with Town Administration in increasing awareness of obstacles regarding Town Meetings held at Exit Seven Theater. Items are continually addressed regarding accessible parking, lighting, rest room facilities, seating and emergency notification. We continue our relationship with the Celebrate Ludlow Committee in ensuring festivities are accessible to all and to increase parking for the disabled in closer proximity to the celebration and the addition of accessible shuttle transportation to the site. We also are working with the Department of Public Works in creating accessible sani-can facilities at parks and ball fields. Commission members continue to review new construction plans for public buildings to be constructed in Town. Not only must they meet ADA requirements but suggestions are sometimes made by Commission members to help make the building more user friendly to those with disabilities.

Members also continue to work in "getting the word out" regarding the Commission on Disability and how we can help the citizens of Ludlow in accessing programs, services and buildings. Access to recreational activities sponsored in the Town or by the Town is a key priority for the Commission. As you can see, it's been a busy year for the Commission on Disability!

As we serve our community, we welcome and encourage you, the citizens, to enlighten us on possible physical or service related barriers in Town. We are here to assist wherever we can in making Ludlow's services available to all. We also invite you to attend our monthly meetings which are held every third Thursday of the month at Town Hall, first floor. If you would like to join us as a member, please contact the Selectmen's office at 583-5600.

In closing, I would personally like to thank those on the Commission who share their time, knowledge and dedication in helping Ludlow grow to be a community that is equally accessible to all.

Respectfully submitted,  
Beverly Barry, Chairman

Members:

Beverly Barry, Chairman  
Joanne Odatto-Staeb, Vice Chairman  
John Ollson, Secretary

Lizbeth Boulanger, Assistant Secretary  
Andrew Bristol  
Eric Segundo, ADA Coordinator

## **THE LUDLOW SENIOR CENTER ...*who we are...***

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I think in all the years I have written this, I have never really explained who we are and what we do. I forget that unless you have ever spent time in a Senior Center, you have absolutely no clue what happens here. No one lives here and we do not sit around and play bingo. Nothing is further from the truth. We are constantly on the move and no two days are ever the same.

We are a Town Department called the Council on Aging. The building we work in is called the Senior Center. We serve as the Town's social service agency for its 5,445 older adults. As part of a comprehensive community strategy to meet the needs of older adults, the Senior Center is the initial access point for information and referral by the Town's older adults and their family members. The Council on Aging offers services and activities within the Center and links participants with resources offered by other agencies.

The Center also serves as a resource for the entire community for information on aging, support for the family caregivers, training of professionals, leaders and students, and for the development of innovated approaches to addressing aging issues. Unlike other social service agencies, we do not say no or have initial waiting lists. We assist older adults and their families to the best of our abilities regardless of whether they have limited income or generous pensions. We pick up the pieces when other agencies limit access to services because of stringent guidelines or when families are absent or do not exist. We are here to assist older adults when no one else does.

The Senior Center is not a recreation center. Do we offer recreational programming? Yes, we do. We also offer educational programming, benefits counseling, wellness services and checks, nutrition, transportation, fitness education, information and referral, crisis management, snow removal and so much more. We take advantage of grants and to be honest, are very frugal so that we can bring most of our programs and services with no or little cost to our older adults. We help older adults stay active, independent and give them the ability to remain in their homes. We help to create healthy lifestyles, relationships and balance. We had more than 89 different

programs totaling over 6,444 individual services, events and activities last year. This is remarkable in the basement of a 110-year-old building.

In FY 2016 we serviced, on average, 336 different people a day. We provided 84,008 units of service, 11,000 rides, 23,300 meals, 1,328 outreach services and met more than 1,800 different people throughout the year. That is pretty remarkable with a budget that is .16% of the entire Town budget and with a dedicated staff of 11, not all of whom are fulltime. We are able to keep afloat because of our volunteers who gave over 15,000 hours of service last year! Thank you!

Thankfully we continue to have a great relationship with the Board of Health, Scantic Valley YMCA, SHINE, Baystate Wing Medical, UMass and AARP, all of whom offered great services to our older adults. We also partnered with Continuum Performance Center this past year to bring TRX Fusion to Ludlow. We were very excited to have this cutting-edge program and our participants love it! This is just the tip of the iceberg as to what we will offer in a new facility.

The Friends of the Ludlow Senior Center undertook the project of a feasibility study for a new Senior Center last year. The Friends paid for a feasibility study and have pledged \$1 million toward a new building. The most interesting part of the new building is that we are looking at a building that is actually smaller than we have now. It just has more useable square footage. There are so many activities and services that we would like to bring to the older adults of Ludlow but at this time we simply do not have enough space. The band-aids on the 110-year-old building are starting to break and the time is now for a new building!

The Senior Center community hopes that in the coming year you will take the time to come and visit our current facility. We offer really great programs so we hope that you will take advantage of all that we have to offer. We hope that you will support us and the members of this community that have supported this Town through thick and thin. It is time that the older adults in this community get something back from all that they have given. It is time to get them out of the basement! We are the Ludlow Senior Center. This is who we are.

Respectfully submitted,  
Jocelyn Zepke, Executive Director

Staff of the Ludlow Senior Center – Jack Alves, Jorge Fialho, John Garcia, Sarah Gmeiner, Betty Harackiewicz, Debbie Johnson, Kathy Lafond, Matt Pszeniczny, Carla Roberts and Naomi White

Council on Aging Board Members:

Phillip Tierney, Chairman	Francis Krzanik
Diane Goncalves, Vice Chairman	Al LeMay, Sr.
Lucille Carneiro, Secretary	Nancy Pauze
Helen Grabowski, Treasurer	Walter Stewart
Frederick Lafayette	
John DaCruz	
Rosalind Forti	

## **FIRST MEETING HOUSE COMMITTEE**

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The First Meeting House Committee was appointed by the Board of Selectmen for the purpose of overseeing the maintenance of the Meeting House building and premises. The Meeting House, built in 1783-84, will eventually be available for groups wishing to schedule their meetings and other functions. The building is a centrally situated historic town property located in Ludlow Center and is one of the few surviving examples remaining in the Connecticut River Valley of New England barn-type meeting houses. Historic objects and collections, important to the Town's history will be displayed and be available for public viewing.

In 2016, interior repairs and restoration continued on a limited basis due to budget restraints. The Department of Public Works oversees the maintenance and physical integrity of the building and grounds. Members of the Committee met during the non-winter months to perform "housekeeping" tasks in preparation for further restoration.

Members of the Committee are Marilyn Paul-Lewis, Thomas Haluch, Donald and Betty Kibbe, Bert Ramage and Jerry Kavka. The Committee will continue to work to promote, maintain, and improve our Town's historic meeting house.

Respectfully submitted,  
Jerry Kavka, Chairman

## **HUBBARD MEMORIAL LIBRARY**

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**"WITH A LIBRARY YOU ARE FREE, NOT CONFINED BY TEMPORARY POLITICAL CLIMATES. IT IS THE MOST DEMOCRATIC OF INSTITUTIONS BECAUSE NO ONE – BUT NO ONE AT ALL – CAN TELL YOU WHAT TO READ AND WHEN AND HOW." DORIS LESSING**

What could you have found at Hubbard Memorial Library in 2016? Just look!

- 174,098 eBooks
- 52,481 books
- 12,709 downloadable audio and video
- 7,223 DVDs
- 4,718 audio books and CDs
- 437 periodicals and newspapers
- 284 assorted eReaders, puzzles, puppets and museum passes

Despite the incredible inroads made by technology, those numbers do tell a story. The brick and mortar public library still thrives as a valuable community institution. The numbers don't tell it all though. For those who may (or may not) have checked out a book, the library is an important

place to gather for exploration and interaction. Over **120,800 patrons** came to the library in 2016, using computers, attending local history lectures, creating arts and crafts projects, or just reading a newspaper. Helping people find the information they needed, library staff answered over 2,830 reference questions.

What could you have used at Hubbard Memorial Library in 2016?

- 22 Internet public access computers
- Free library Wi-Fi
- Low vision magnifying readers
- Free public community spaces

Free access to the Internet, electronic databases and computers is one of many valuable resources offered by the library. Over 90.5% of public libraries offer free Wi-Fi to their communities. That access is vital for job seekers, electronic database access or homework help for students. The library saw a 24% increase in Wi-Fi activity in 2016 and a corresponding 32.6% increase in use of electronic database collections.

The library can be the “community living room”, offering public spaces for community meetings, tutors and their students, job fairs for employment seekers, or a quiet study space, while also using those spaces for library programming. 7,800 adults, young adults and children attended library programs throughout the year. Library programs and community events accounted for 609 programs in the “community living room”.

Programming for adults and youth is a vital part of the library’s mission to entertain, engage and inspire. Local historian Barry Dietz had a packed house for his illustrated talk “When the road came through: How construction of I-91 changed western Massachusetts”. The Second Annual End of Summer Cruise Day drew 150 participants, competing for trophies in categories from “Best Car” to “Rattiest Rat”. Adults worked on their “downward dog” in yoga class or trilled with John Root’s presentation of Songbirds of the Northeast.

On Your Mark, Get Set, Read! 2016’s Summer Reading Program kept pre-readers, readers and YAs active, engaged and retaining reading skills over the summer. Minecraft Club enthusiasts met every week, creating virtual cities, towers and creatures in the popular computer game. Lupa Zoo visited with little critters to the delight of 60 kids and their families. Experiment at the Dry Ice Capades presented by Mad Science, or make your own ice cream, paint a t-shirt or participate in Hour of Code—so many choices in the “community living room”.

The physical plant saw significant improvements in 2016. The 27 year-old boiler has been replaced with a high efficiency boiler and new digital controls. Exterior lighting around the building was retrofitted and nighttime visibility in the town parking lot has improved with the installation of a new lamppost. The public catalog has been moved to the Circulation lobby to encourage greater use by patrons. In 2017 the library will add a public fax machine for patron use and several power charging stations to accommodate patrons’ devices.

The work of the library's volunteers is both meaningful and appreciated. 711 adult and youth volunteers contributed 1,800 hours of valuable service to the day-to-day running of the library. The Friends of the Library is an independent, non-profit organization that supports the valuable work of the library in the community. The members are advocates for library services, support programming, and raise funds. A small, yet mighty group.

The library is fortunate to have a dedicated, hard-working staff. Their expertise is appreciated and valued; they make the library possible.

Hubbard Memorial Library has launched its FY2016-2021 strategic planning process to define specific service goals and initiatives that will guide both the staff and the Board of Library Trustees through the next five-year period. The plan is intended to provide vision and direction as the library meets the future.

**“DON'T FORGET TO SUPPORT YOUR PUBLIC LIBRARY.” Bob Dylan**

Respectfully submitted,  
Chris Davis, Chairman  
Board of Library Trustees

## **INFORMATION TECHNOLOGY DEPARTMENT & COMPUTER ADVISORY COMMITTEE**

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### **Overview**

The Computer Advisory Committee uses the collective knowledge of its members to make technology-related decisions for the Town. The decisions are directed to the Information Technology Department for implementation.

The Information Technology Department supports and manages the Town's technology systems including: the fiber, copper and wireless networks, servers, PCs, printers, phones, security cameras, websites and all new technologies as they are implemented. The goal of the IT Department is to create and maintain a dependable and secure environment which allows for efficient processing of the Town's voice and data.

### **Year In Review**

2016 was the year of software upgrade! As Microsoft and other database and server vendors have upgraded their technologies, so too have the software vendors. Upgrades were performed on police, fire, ambulance, accounting and permitting programs. Additionally, physical servers, user PCs and printers were replaced as they reached their end of useful life (EOL).

Additionally, day-to-day routine software and hardware maintenance, troubleshooting, web page updates and staff training keeps the Department constantly busy.

## **Future Goals**

In the coming year, there will be a roll-out of new PCs in the police station, library and Town hall while the security camera network will also continue to expand to ensure everyone's safety and security.

Respectfully submitted,  
Jose Alves, Chairman,  
Computer Advisory Committee

Gary J. Blanchard  
IT Manager

## **LUDLOW COMMUNITY TELEVISION**

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### **Overview**

Ludlow Community Television is a public access television station that serves the public, education, and government needs of the Ludlow community. We provide resources for the Town to communicate to its citizens through cable television. LCTV broadcasts on channels 191, 192, and 193 on Charter cable in Ludlow and video-on-demand can be viewed at [www.ludlowtv.org](http://www.ludlowtv.org).

### **Year In Review**

This year we experienced continued growth here at LCTV and community involvement in our facility increased greatly. Our volunteer base grew and the number of residents coming in to utilize our studio is continually rising. We produced more programs and videos in 2016 than any other year. In total, we filmed 108 government meetings and 300 programs and other videos, for a total of approximately 307 hours of original local programming.

One of the highlights of the past year was winning a \$10,000 technology grant for a video produced by one of our classes at the high school. The grant, sponsored by the Hampden County District Attorney's office, was awarded as part of a local video contest that included a number of entries from other local high schools. After being chosen as the winner of the contest, the video, titled "The Mourning After", was broadcast on WWLP Channel 22 throughout the summer.

## The Future

We will continue to look at ways to improve and build upon the courses taught at Ludlow High School. We would like to expand the program to include more students, since interest in the courses has increased tremendously. In the coming years we would also like to develop a program for middle school students to get hands-on production experience.

Respectfully submitted,  
Michael Hill, LCTV Manager

## LUDLOW HOUSING AUTHORITY

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The Ludlow Housing Authority, formed in 1959, provides affordable housing to eligible seniors, handicapped and families. The Ludlow Housing Authority has one hundred fifty (150) units of state-aided elderly/handicapped housing and includes two congregate living units, Colonial Sunshine Manor located on Wilson Street, State Street Development, and Chestnut Street Development. The Ludlow Housing Authority also owns ten single family homes located on scattered sites within the Town and six units called the John Thompson Manor located on Benton/Butler Streets.

The Commonwealth of Massachusetts, Department of Housing and Community Development (DHCD), fund public housing programs and establish eligibility rules and guidelines. Applicants who meet the qualification and eligibility guidelines are placed on appropriate waiting lists for their household.

- Elderly/handicap applicants must be sixty (60) years of age or disabled to apply for housing. Residents who work or live in the Town of Ludlow may receive a preference when reviewed and verified by the Authority. Rents for elderly/handicap units are based on 30% of the tenant's net adjusted income and includes heat, water and electricity.
- Family units are based on 27% of the tenant's adjusted net income and tenants are responsible for their own utilities.
- 760CMR (5) Local Resident regulation: a person who has a principal residence or a place of employment in a city or town at the time of application to the housing authority in that city or town and at the time of final determination of eligibility and qualification. Temporary residence with relatives or friends in the city or town is not sufficient unless the person's last residence and domicile was in the city or town. In the case of an applicant determined by the housing authority to be homeless, the applicant may select one community for local preference, either the community from which he or she was displaced through no fault of his or her own, or the community in which he or she is temporarily placed.
- Veteran: Any veteran applying for elderly/handicap housing also receives a preference.

As in previous years and continuing, the State Street Community Room is currently used as a drop off station for home delivered meals. We feel fortunate in assisting Western Mass Elder Care's effort in providing meals to our community.

The Department of Housing and Community Development revises income limit guidelines. Effective August 1, 2016 the income limits for Ludlow Housing Authority are:

One-person family:	\$46,000	Five-person family:	\$71,000
Two-person family:	\$52,600	Six-person family:	\$76,250
Three-person family:	\$59,150	Seven-person family:	\$81,500
Four-person family:	\$65,700	Eight-person family:	\$86,750

Our sincere thanks go out to the Board of Health and the Town of Ludlow Nursing Staff who come out to meet with residents to discuss health issues, perform free monitoring of vital signs, and conduct blood pressure clinics for our seniors and non-elderly population. Again, our sincere thanks for their support and dedication to the residents of the Ludlow Housing Authority.

Ludlow Housing Authority would like to thank the Ludlow Fire Department, Ambulance crew, and the Ludlow Police Department for their support and dedicated responses to the needs of our residents at all hours of the day or night and under all circumstances and weather conditions.

Ludlow Housing Authority would like to send a special thank you to the Mass Trial Court Community Service Program. Through this integrated program, they have been able to send supervised crews to help the community. This program has been successful and very productive for us. We appreciate the program greatly.

The Ludlow Senior Center is in our Chestnut Street Building. The Senior Center Director and staff are very much respected for all the help they provide to the elderly.

Ludlow Housing Authority is always seeking funding from the Department of Housing and Community Development to become more energy efficient, improve outdated units and maintain its commitment to affordable housing.

Ludlow Housing Authority Board of Commissioners would like to thank all our Town agencies for all their help whenever we need or request it.

Respectfully submitted,  
Chester Giza, Chairperson

Members:

David Sepanek  
Patricia Holley

Susan Stanek  
Victor J. Field, Commissioner, State Appointee

## **RECREATION COMMISSION**

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The Recreation Department offers most programs for Ludlow resident children only. This allows parents of Ludlow an affordable place for their children to go that is safe and well supervised. In 2016 we ran a Summer Program from June to August, an Afterschool Program from September to June, an Easter Egg Hunt, Campership Fund, hired Lifeguards for Haviland Beach and the Thompson Memorial State Pool, hired an assistant Pool Manager, scheduled the use of all parks/athletic fields and the sign at the Town Gazebo. We also offered a Before School Program for children in grades K-5 for those parents who needed child care before school due to their work schedule.

### **Gazebo**

The Gazebo is utilized for prom photos, wedding ceremonies/photos, family portrait sittings, preschool graduations, Christmas caroling, tree lighting, church services, and Concerts in the Park. This facility must be booked through the Recreation Department to eliminate any obstacles on that special day.

The Recreation Department wishes to express their appreciation to the Parks Department and their employees: Nick Axiotis, Mike Almeida, Jamie Tomas and the rest of the park employees for their excellent up-keep of all the town fields and parks. We would also like to thank the DPW for upgrading/fixing the hatchway doors at Whitney Park to make them safe and for the great job that was done to refinish the floors in the clubhouse.

Thanks also go out to the participants in the Concerts in the Park series which runs from June to September. These concerts are performed by various artists who either put on a free concert or obtain sponsors to promote themselves and/or band. These concerts are very entertaining and enjoyed by all who attend. A thank you also goes out to the Ludlow Cultural Council for making sponsorships available to entertainers to be able to perform at the Mack Donnelly Gazebo.

### **Summer Recreation Program**

The 2016 Whitney Park Summer Program continued with both the All Day and Preschool Programs being combined. This year the Summer Program hours for both programs were from 9:00 am to 5:00 pm. The same time frame applied to drop off, no earlier than 8:30 am and pick up must be by 5:00 pm, continues.

Another change that was made to these programs was their availability to non residents that “work” in Ludlow. Parents are required to provide the same information as a resident in addition to providing their 2 most recent pay stubs as proof of employment in town.

The 4 to 6 year olds still had the option of signing up for the half-day program with the full-day program being available also for those ages. Those parents who still wished to only send their 4 to 6 year old half day had the choice of signing them up for the 9:00 am to 1:00 pm session or 1:00 pm to 5:00 pm session. In any event both programs had participated in a variety of fun and recreational activities. The all day program operated from 9:00 a.m. to 5:00 p.m., Monday through Friday, June 22<sup>nd</sup> to August 7<sup>th</sup>. Both the preschool and all day programs were very productive and successful. Both programs were under the direct supervision of Sarah Potter & Jessica Barlow. The counselor staff for these programs included: Alexis Afonso, Madison Aponte, Lindsay Babineau, Emma Blanchard, Dominic Coelho, Nicholas Crane, Erica Crespo, Jensen Ducharme, Nathaniel Ferreira, Stephanie Ferreira, Rachel Forcier, Ryan Goncalves, Serena Hayden, Elizabeth Kania, Kyle Knowlton, Joshua Labonte, Trevor Lewicki, Nikolas McKay, Ernad Minic, Sabrina Minic, James Murphy, Jacob Parker, Alex Pereira, Ryan Pereira, Albert Rodrigues, Mario Rodrigues, Mary Silva, & Samantha Vanwart.

The enrollment for the 2016 program was 150 children with an average daily attendance of 97. The daily activities included arts and crafts, outdoor sports, co-operative games, swimming, and walking field trips to McDonalds, Burger King, Subway, and Friendly's.

The following special events also passed the summer at Whitney: World Cup, Wet and Wild, Christmas in July, Field Day, Wacky Week, Halloween Day, & Talent Show. This year it was a summertime theme, there was a water slide and bounce house for the children's entertainment. Popcorn and cotton candy were available for snacks and pizza was available for lunch. Field trips included roller-skating at Interskate 91, Majestic Theater, Breezy Picnic Grounds, Launch Trampoline Park and Showcase Cinemas on rainy days.

The closing ceremony began with the lowering of the flag and ended with a summary of the events of the day.

The Recreation Commission and the summer program staff would like to thank the DPW for remodeling the butler building (previously utilized by the Parks Department) for an added facility in case of inclement weather. The Clubhouse combined with the use of this building now creates enough space for the children to do activities and/or games during rainy days and we no longer have to cancel the program.

## **Preschool Summer Program**

The summer of 2016 was the 18<sup>th</sup> year for the Preschool Program at Whitney Park, it served children ages 4 to 6. The Preschool Program was also under the direct supervision of Sarah Potter & Lauren Lewicki. The ratio of 1 counselor for every 5 children is imperative to the success of the program (the ratios are mandated by the State) which also makes it easier to provide the extra attention needed for the younger children.

The intent of the Preschool Program is to provide recreation for children ages 4 to 6 that normally would not have a program to attend until the age of 6. The program combined recreational

activities with academic games, arts and crafts, swimming, and physical education. Some special events held were Beach Day, Halloween Day, Wild West Day, Pirate Day, Fairy Tale Day, Multicultural Week, Fire Safety Day, Christmas in July, Wacky Week, Field Day, Talent Show, BBQ and Birthday Party Day which ended with pizza and cake and ice cream. Field trips included Look Park, Amelia Park Museum, Showcase Cinemas (on rainy days) and Interskate 91.

We also have a health care provider on staff from 10:00 am to 4:00 pm. This position was held by Margaret Swanson.

## **Thompson Memorial State Pool**

In a joint effort between Senator Gale Candaras, Representative Thomas Petrolati, the State (DCR), Recreation Commission, Board of Selectmen and the BPW, the Thompson Memorial State Pool was reopened in June of 2010. The pool is a partnership between the State (DCR) and the Town which means that the State remains the owner of the facility but the Town (Recreation Department) is in charge of operations.

The hours of operation are Monday to Friday from 12:00 pm to 7:00 pm; Saturday and Sunday from 10:00 am to 7:00pm (public swim); Monday, Thursday, Friday from 9:30 am to 11:30 pm (senior swim); and every day from 7:00 pm to 8:00pm is family swim. We offered swim lessons, pool passes, had a lot of birthday parties, Church retreats and group visitations. The pool also offers a concession stand with drinks, ice cream & snacks. This year the pool was visited 5,027 times. Not included in that amount is the Whitney Park Summer Program which visits the pool daily for the 7 weeks that it is in operation. The daily entry fee for the pool is included in the enrollment fee for the Summer Program.

The head lifeguards were Christiana Greco & Jon-Luc Lavoie. The lifeguards were Luis Angel, Brian Callahan, Brooke Chisholm, Jared Dias, Brenna Hoar, Kelsey Jordan, Abigail Potorski & Isabella Valadas. Jessica Lauzon, Anne Stack & Karl Tomlinson were subs for the pool this year.

The main responsibility of the lifeguards is for the safety of all swimmers, secondary duties are to keep the facility and its grounds clean and free of all debris and trash. Head lifeguards are to perform weekly skill trainings and rescue trainings with the lifeguards to keep them aware of incidents that could happen during the course of the day. In addition to these duties, a daily report is to be filled out with such information as weather conditions, number of bathers, accidents and incidents and any other pertinent information or comments that they feel is necessary to be brought to the attention of the Recreation Commission.

The Assistant Pool Manager position this year was held by Christopher Gates & Nicholas Mullins. The Assistant Pool Manager has the responsibility for the safety and control of all persons in and around the pool as well as managerial, administrative, and facility duties. This position works under the direct supervision of the Recreation Commission and the Certified Pool Operator Manager.

## **Haviland Beach**

The summer of 2016 estimated serving 2,712 bathers (1,562 residents and 1,150 non-residents). The Pond hours of operation were Monday to Friday from 10:00 am to 8:00 pm and Saturday and Sunday from 9:00 am to 8:00 pm.

This year the Recreation Commission's two head lifeguards were: Angela Harrington & Rebecca Leach. The five lifeguards were: Brian Chipman, Keith Desilets, Delaney Dyjak, Kaitlin Jordan and Daniel Peterson. Jennifer Callahan, Meghan Leach & Molly Serra were subs for the pond this year. The lifeguard's main responsibility is for the safety of the swimmers, in addition they are responsible for the upkeep of the beach area and bathhouse. The head lifeguards are required to perform weekly skill trainings and simulated rescues with the lifeguards to keep them aware of the incidents that could happen during their shifts. In addition to these duties, they are required to give a daily report which includes such information as weather conditions, approximate number of bathers, accidents and incident reports, and any other comments that they feel should be brought to the attention of the Recreation Commission.

## **Campership Fund**

The Campership Fund is a program in need of donations. These donations allow children of low-income families to attend the program even though they are unable to pay the one time registration fee.

## **Whitney Park Before & Afterschool Program**

The Ludlow Recreation Department offered a Before School Program this year for those parents who require before school care due to their work schedule. This program is able to have an enrollment of 20 children, of which we had 10 enrolled for this year. This program's hours of operation are 6:15 am to 8:05 am which is when the bus picks them up to take them to their assigned school. We offer limited breakfast items and a drink for children should it be necessary. The Before School Program is available Monday to Friday with the exception of school delays, vacation weeks (we are open 9:00 to 5:00) and holidays.

Afterschool program at Whitney Park is growing slowly. Our program had an enrollment of 31 children this year, (we are licensed for 40 children) through the Department of Early Education and Care. This program is offered to Ludlow residents with children in grades K-5 with busing available through the Ludlow Public Schools Business Office. The hours of operation are Monday to Friday, from 3:00 pm to 6:00 pm, with the exception of school vacations when the times of operation are 9:00 am to 5:00 pm and early release days. This year due to availability of staff we were also open on half days. These days will be a year to year decision depending on the availability of staff.

The Program Director is Sarah Potter, the group leaders are Jessica Barlow, Angela Catarino, Nathaniel Ferreira, Mario Rogrigues and Jensen Ducharme & Susan James as subs. Being our

tenth year we feel that this program is a great success and are confident that in the future our 40 slots will be filled. We offer homework help, use of computers, do arts & crafts, play games, watch movies, and encourage outdoor play as much and whenever possible. The children are also provided with a daily drink and snack. Some special events were as follows: Birthday Day (we have pizza and cake for children who have birthdays during the month), we decorated pumpkins for Halloween and had a Halloween Party, the children made decorations for Thanksgiving and also made a chart of what they are thankful for, they made ornaments for their trees and made out wish lists for Santa. Santa arrived during their Christmas Party and listened to their last minute wishes. The Recreation Commission would like to thank Alda & Gordie Grimes for helping out at the Christmas Party.

### **Whitney Park Easter Egg Hunt**

For the past 16 years the Recreation Department has been putting on an Easter Egg Hunt at Whitney Park for Ludlow children ages 2 to 8. This event is free and scheduled the Saturday before Easter at 11:30 am. The children are asked to bring a basket, bag, bucket etc., to collect their eggs which are hidden around the playscape areas of the Park. When the children arrive at the park they are asked to sign in with their name and phone number where they will be entered into a drawing for an Easter Basket. After the hunt the children and parents are then offered a snack and drink in the clubhouse while the Easter basket prizes are drawn. This has been a successful and fun event with about 100 children in attendance every year.

The 2016 total revenue from this Department is \$101,345.00 consisting of \$5,779.00 from pond fees, \$14,642.00 from pool passes/entry, \$4,529.00 from pool concession, \$1,305.00 from swim lessons, \$610.00 miscellaneous, \$16,300.00 collected from January to June and \$14,130.00 collected from August to December for Afterschool Program tuition, and \$44,050 .00 collected from camp fees.

Respectfully submitted  
Sean McBride, Chairman

## **VETERANS SERVICES**

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### **Our Mission**

The mission of the Director of Veterans Services for the Town of Ludlow is to be the chief advocate for Ludlow's veterans and their families. The Director of Veterans Services provides information and assistance in obtaining any federal, state or local veterans benefit or veterans services to which they may be entitled. Examples of these benefits include, but are not limited to, VA disability claims, VA pensions, financial and medical assistance under Massachusetts General Laws Chapter 115, pension with aid and attendance, property tax exemptions, annuities, and GI Bill education benefits. It is also our mission to advocate on behalf of all Ludlow Veterans

and provide them with quality support services, and to direct an emergency financial assistance program for those Veterans and their dependents in need. Our goal is to provide these services with the dignity and respect our men and women have earned through their service to our nation.

The Town of Ludlow Veterans' Service Officer (VSO) works out of Town Hall and is knowledgeable about an array of federal, state, and local benefits to which veterans and dependents may be entitled.

### **MGL Chapter 115 Veterans Program**

The Commonwealth of Massachusetts offers a need-based program of financial and medical assistance for veterans and their dependents known as Massachusetts General Laws Chapter 115 (Chapter 115). Administered by the Director of Veterans Services, qualifying veterans and their dependents receive necessary financial assistance for food, shelter, clothing, fuel, and medical care in accordance with a formula which takes into account the number of dependents and income from all sources. Eligible dependents of deceased veterans are provided with the same benefits as if the veteran were still living.

If I can be of any assistance, or if you have any questions concerning any of the above programs and services, please call or email me at 413-583-5600 ext. 1291, [esegundo@ludlow.ma.us](mailto:esegundo@ludlow.ma.us) Monday to Thursday from 8:30 am to 4:30 pm and Friday's by appointment only.

Respectfully submitted,  
Eric Segundo, Director



The Westover Golf Commission would like to thank our patrons for their continued support and loyalty to the Westover Golf Course during the 2016 season. Over the past year we have continued our efforts on improving playing conditions on the course and making both structural and aesthetic improvements in and around the clubhouse.

The maintenance staff did a great job providing quality playing conditions throughout the season which was one of the most significant droughts our region has seen in recent history. Our staff

has continued to make improvements to the sand traps by edging, shaping, and adding new sand to several bunkers this season. The 19<sup>th</sup> hole in the clubhouse remains a great spot to enjoy a meal after a round of golf, the staff is always welcoming and truly adds to the total experience at Westover Golf Course.

Again the Commission extends its thanks to the entire staff for their continued hard work and diligence to ensure our patrons have a great experience at Westover Golf Course. Thank you again to everyone who came out to the course last year and to the Town of Ludlow for allowing us to serve the local community. We look forward to seeing everyone this upcoming golf season for another successful year.

Respectfully Submitted,  
Sean M. McBride, Chairman

## **OUR HERITAGE**

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### **AGRICULTURAL COMMISSION**

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#### **Engine of Harmony**

The Ludlow Agricultural Commission continues to be an Engine of Harmony for the town. It is a board of seven (7) Ludlow residents, including farmers, interested in creating and maintaining an amiable environment concerning Ludlow's agriculture and small farms. The Commission has been in existence since 2007 and has worked to promote local agriculture and small farms. We have been successful in helping to pass a Right to Farm bylaw which helps allow townspeople and farmers to co-exist comfortably.

#### **Summary Of 2016**

The Agricultural Commission is always available to help guide and educate local land owners with issues involving their land or animals; we also are here for landowners that are trying to keep parcels of land within their family. We can show them ways to hang onto their land for enjoyment of future generations. During 2016 we made ourselves available for issues concerning guard dogs and other various issues relating to farm type animals.

We will continue to educate the public about the many benefits of farming and supporting local agriculture.

Respectfully submitted,  
Karen Pilon, Chairman

Members:

Mike Hogan, Secretary  
Jay Chenier  
William Ellison

Betty Kibbe  
Don Roberts  
Ann Whitworth

## **LUDLOW HISTORICAL COMMISSION**

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The Historical Commission's powers and duties are primarily to preserve, protect, and develop the historical and archeological assets of the town. The Commission shall conduct researches for places of historic and archeological value, shall cooperate with the state archeologist, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes. The Commission works very closely with the Massachusetts Historical Commission.

On April 24th, Chairperson Betty Kibbe gave a talk to Christ the King's women's club about the history of Ludlow. My first question to these groups is asking how many of them grew up in Ludlow. As usual, there is always something to learn about the town on both sides. A few of the Ludlow history books were sold at this time. Girl Scout Lily Brown attended our April monthly meeting to inform us of a project she is working on in order to earn her Gold award. We gave her guidance and have followed her closely for the length of her project.

On May 23rd, Historical Commission members along with Lieutenant Governor Karyn Polito, Representative Thomas Petrolati and other town officials and citizens, attended a program at the River Walk for the purpose of the awarding of state grant money.

On June 6th, Chairperson Betty Kibbe, along with Ellie Villano, Town Administrator; Don Kibbe, First Meeting House Committee; John Moll, Historical Commission; and Justin Larivee, Building Commissioner, met at the First Meetinghouse for inspection and an updated tour. The bathroom has been removed and we are awaiting results of findings to determine exactly what needs to be done to bring the building up to code for use. Also on June 10th, at the Ludlow Mill Complex, Chairperson Betty Kibbe was interviewed and filmed for a presentation to be shown at the Mass Mutual Center at a sales conference and business convention.

In September, Historical Commission members met with Ellie Villano, Town Administrator; Jim Goodreau, Department of Public Works; and Doug Stefancik, Town Planner, to discuss what information should be utilized for the signage to be placed at the River Walk located behind the Ludlow Mill Complex. Five spots will be chosen.

On October 5th, all the Historical Commission members along with Jim Goodreau, Department of Public Works, and Doug Stefancik, Town Planner, did a walking tour of the River Walk to determine placement of the visual informational signage. Also, on October 18th, Historical Commission members attended the Board of Selectmen's meeting to show support for Girl Scout Lily Brown as she presented her nearly completed Girl Scout Gold award project to the Board.

Throughout the year we continue to write letters of support for the various projects concerning the historic buildings in town especially the Ludlow Mill Complex. We also receive many genealogy questions and also inquiries of former residents of the town. We try to help as best as we can and also direct them to proper research places.

The Ludlow Historical Commission books on Ludlow's history are available for sale in the Town Clerk's office at Ludlow Town Hall. The books are as follows: A HISTORY OF LUDLOW, MASSACHUSETTS 1774-1974; IMAGES OF AMERICA: LUDLOW, REMEMBERING WORLD WAR II; and COLOR THE ABC'S OF LUDLOW.

The Ludlow Historical Commission holds meetings the last Wednesday of the month.

Respectfully submitted,  
Agnes E. Kibbe, Chairperson

Members:  
Karen E. Pilon, Secretary  
John F. Moll  
Angela Tierney

## **PUBLIC SAFETY**

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### **AMBULANCE ADVISORY COMMITTEE**

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The Ambulance abatement Committee met twice during fiscal year 2016. We received four (4) hardship abatement requests from individual taxpayers throughout the year. Three (3) of those requests were recommended for approval to the Board of Selectmen and one (1) was denied. Denied abatement requests are referred back to the Town Collector for him to set up an affordable payment schedule with individual taxpayers.

The outsourcing of the Ambulance billing to Comstar started on July 1, 2015. Comstar will work with the Fire Department, the Town Treasurer and the Town Collector during this transition period. This should result in less duplication of work and a more efficient billing and processing procedure for Ambulance bills.

As always, we strongly recommend that all residents of the Town of Ludlow invest in the Ambulance Subscription Service. For the annual cost of \$40.00, when you use the ambulance your insurance is billed and the balance, after insurance payment, is paid from the town subscription fund. This covers all members of your household.

Respectfully submitted,  
Fred Pereira, Chairman

Members:

Mark Babineau, Fire Chief

Anthony Jarvis, Resident

Lori Barbeau, Resident

## **ANIMAL CONTROL**

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Some 1,523 people licensed their dogs in 2016. According to State and Town bylaws, all dogs six (6) months and older must be licensed every year. A proper updated rabies vaccination must be shown at the Town Clerk's office as proof of vaccination when obtaining a dog license. In 2016 there were fifty-six (56) dogs picked up; most of them were returned to their owners, the remainder were placed for adoption. We also picked up 102 dead animals of various types. There were approximately 456 calls received by Animal Control in regards to animal complaints, questions and requests for information. Please call us at 596-5484 between the hours of 8:00 am and 5:00 pm Monday through Friday.

The annual rabies clinic usually held in the spring at the Department of Public Works Garage on Sportsmen Road is for cats and dogs. The time, date and cost are posted in the Ludlow Register and The Republican. It is usually held on a Saturday to accommodate people that work during the week and can't get to a vet. It is very important to keep your animal up to date on their shots due to the amount of wildlife that roam around Town. If you have any questions, feel free to call us. Failure to have updated vaccinations for your pet can result in fines and failure to have a yearly license can result in a court summons and late fees.

Excessive barking is a common complaint. You as a dog owner are responsible for your animal's wellbeing and keeping them in control and properly sheltered during bad weather. Providing a proper shelter enabling the dog to stay out of the elements and hot and cold temperatures is extremely important. Failure to do so can result in you being reported to the MSPCA for cruelty to animals. They should have food and water within their reach at all times. As a dog ages, it is not able to withstand extreme temperatures in both the summer and winter. This also applies to cats.

If wildlife happens to go through your property, respect it and keep away from it. If it doesn't act normal, notify us immediately so that we are able to check it out. If you have young children, keep them inside and enable them to watch through a window rather than putting them in danger of being bitten outside.



On December 24, 2016 the Ludlow Police Department was very generous and turned over one their used cruisers to be used as the animal control vehicle. They had it detailed specifically for us and we are very thankful to have a vehicle suited to our needs.

Gilles & Anne Turcotte  
Animal Control Officers

## **DEPARTMENT OF INSPECTIONAL SERVICES**

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Calendar year 2016 has seen improvements from the year 2015. Residents are continuing to install solar panels and energy efficient windows & doors at a steady rate, and insulation has peaked since last year as a result of the Mass Save program and numerous incentives. The new

construction of condominium units has almost tripled since last year, while single family dwellings have dropped by about half.

Ludlow Mill Housing Limited Partnership has started rehabbing the old mill building into senior housing which looks to have a finish date in the middle 2017. The construction of the commercial buildings at the Turnpike entrance, owned by The Colvest Group, are now complete, with a new Starbucks and Sprint store currently as tenants. There has also been a major increase in the number of sign permits due to all of the new businesses emerging in town.

Our department has merged with the Zoning Board of Appeals to allow for better communication and immediate service for the residents of Ludlow. We are confident that our joint efforts have made it an easier and smoother experience for all applicants. We look forward to continuing to provide excellent service for the contractors and for the residents in town.

The following is a breakdown of the permit activity for the calendar year 2016, including public safety certificates.

# of Permits	Type of Permit	Estimated Value
11	Single Family Dwellings	\$2,653,000
29	Condominium Dwellings	\$4,094,000
1	Two-Family Dwelling	\$180,000
1	Conversion to Apartments	\$11,000
0	Conversion to Two-Family	\$0
11	Dwelling – Additions	\$607,000
58	Dwelling – Alterations	\$1,213,000
5	Commercial – New Construction	\$18,208,000
23	Commercial – Renovations/Additions	\$3,624,300
8	Commercial – New Roof	\$257,750
5	Commercial – Cell Tower Antennas/Equipment	\$113,000
4	Repair of Fire Damaged Structures	\$140,000
4	Porches	\$73,300
21	Decks	\$175,500
21	Swimming Pools	\$207,300
32	Fences	\$202,750
58	Reshingle	\$531,900
26	Siding	\$378,800
91	Window & Door Replacement	\$591,200
8	Detached Garages/Carports	\$176,800
25	Sheds, Barns, Gazebos, Pergolas	\$75,200
9	Temporary Structures	\$10,700
30	Chimneys, Wood-Burning, Coal Stoves, etc.	\$54,700
44	Signs	\$154,255
131	Solar Panels/Arrays	\$6,429,700

186	Insulation	\$506,005
13	Miscellaneous	\$115,500
13	Permits to Demolish	\$236,900
76	Certificates of Inspection	\$0

Total Permits issued: 945 estimated value of \$41,021,560

Total Fees Collected: \$370,339

Electrical Permits issued: 537

Total Fees Collected: \$164,109

Plumbing & Gas-Fitting Permits issued: 458

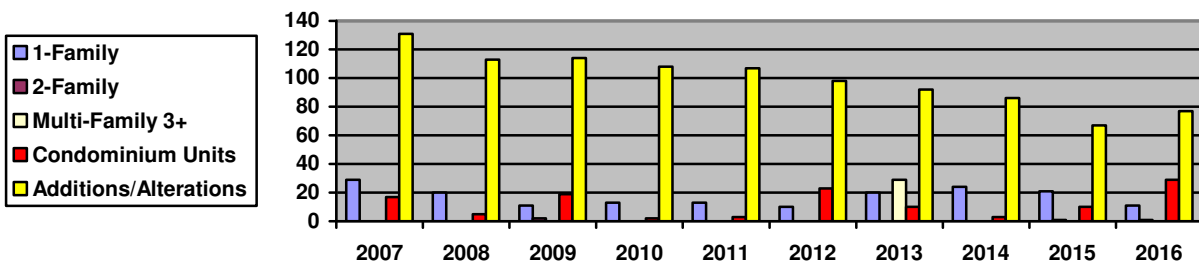
Total Fees Collected: \$52,727

Sheet Metal Permits issued: 20

Total Fees Collected: \$7,090

**TOTAL FEES COLLECTED FOR 2016: \$494,265**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
1-Family	29	20	11	13	13	10	20	24	21	11
2-Family	0	0	2	0	0	0	0	0	1	1
Multi-Family 3+	0	0	0	0	0	0	29	0	0	0
Condominium Units	17	5	19	2	3	23	10	3	10	29
Additions/Alterations	131	113	114	108	107	98	92	86	67	77



I want to thank my staff, Mr. John Roda, Inspector of Wires; Mr. Steven Lopes, Plumbing & Gas Inspector; and Ms. Nicole Stevens, Office Assistant for all of their extra hard work and extreme dedication. I also want to extend my thanks to Mr. Paul Adzima, On-Call Local Building Inspector; Mr. Kevin Douville, Assistant Plumbing/Gas Inspector; and Mr. Richard Chenevert, Assistant Inspector of Wires.

Respectfully Submitted,  
Justin Larivee, Building Commissioner

## **FIRE DEPARTMENT**

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The Fire Department continued to provide fire and emergency services to the Town twenty-four hours a day, seven days a week, with a staff of dedicated Firefighter/EMT's and Paramedics. Services provided by the Department included fire suppression, hazardous materials response, rescue, paramedic level ambulance service, carbon monoxide response, fire prevention and inspection, and fire education.

2016 was another busy year for the Department; we responded to a total of 4,071 fire, rescue, and emergency medical service calls, an increase of 220 calls from 2015. This is a 5.7% increase and continues a trend of our responses increasing annually by 5 - 10%. Keeping up with the increasing demand for service is, and will be, the greatest challenge facing the Department now and into the future.

Two of the Department's most valued members retired in 2016. On April 30, firefighter Paul Yelinek retired after 29 years of service. Private Yelinek was one of our most senior members and willingly shared his wealth of knowledge with the newer members of the Department. Paul was a friend and mentor and will be missed by all. On June 18, Deputy Fire Chief Joseph Crowley retired from the Department after nearly 22 years of service. Deputy Crowley began his career as a firefighter/EMT on January 30, 1995. He became an EMT/Intermediate in 1996, and played a significant role in our ambulance service progressing to the Advanced Life Support level. He was promoted to Captain in March 2009 and became our Fire Prevention Officer. Two years later he became the shift officer of A Crew. In January 2015, Joe was promoted to Deputy Chief, the first ever to serve our department in that position, one which he held until his retirement. Deputy Crowley and Private Yelinek will be missed, but we wish them both well in their retirement. Upon Deputy Crowley's retirement, the Board of Selectmen appointed Captain James Machado as Provisional Deputy Fire Chief and named Private Jason Pease as Temporary Captain. Both will continue in those roles until the conclusion of a promotional process, which should be completed in the spring of 2017.

At the 2015 Annual Town Meeting, voters approved the purchase of a new ambulance and the equipment necessary to place it into service. This vehicle replaces a 2005 model that has served the Town well for twelve years. The new ambulance was acquired with a four year lease/purchase agreement, which allows for 100% of the cost of this project to be taken from the Ambulance Subscription Fund rather than the Town's General Fund. Delivery of the new ambulance is expected in January 2017.

To commemorate the 15<sup>th</sup> anniversary of the September 11, 2001 terrorist attacks in New York, Washington, D.C., and Shanksville, PA, and to honor all those affected by the events of that day, a Remembrance Ceremony was held on September 9<sup>th</sup> at the Town's 9/11 Memorial at the Public Safety Complex. Approximately 100 people, including firefighters, police officers, town employees, and members of the public, were present at this annual service.

An estimated 400 people attended the Fire/Police Department Annual Open House, which was held on Sunday, October 16<sup>th</sup>. Visitors to the Fire Department were able to view emergency vehicles and equipment and meet numerous members of the Fire Department staff. Highlights for many were “Sparky” the robotic fire dog and the demonstration of the “Jaws of Life” which employed our new battery-operated extrication tools. We wish to extend a sincere thank you to the Ludlow High School Boys and Girls Cross Country teams who once again provided invaluable assistance during this event.

The Fire Department responded to 943 fire/rescue calls during 2016, an increase of 32 calls from the previous year. The breakdown of these calls is as follows:

Structure Fires	33
Other Fires ( <i>vehicle, brush, rubbish, etc.</i> )	31
Rescue, Vehicle Accidents, Assist Ambulance	357
Alarm Activations	188
Hazardous Materials Responses	62
Other Hazardous Responses	22
Mutual Aid Given	13
All Other Responses: ( <i>Carbon Monoxide Incidents, lock-outs, flooded basements, investigations, burning complaints, etc.</i> )	265

The Fire Department remitted a total of \$34,073.96 to the Town Treasurer for fees collected for services, fire reports, donations, and permits issued.

## **Fire Prevention Report**

Captain Ryan Pease continued the duties of Fire Prevention Officer for The Ludlow Fire Department. Fire Prevention Officer Pease attended training sessions concentrating on Inspections, Code Enforcement, Blasting, Report Writing, Fireworks, Oil Burners, Plans Review, Smoke Detector Inspections, Sprinkler Systems, Building Code Classes, and Arson Investigation. Captain Pease conducted fire drills at schools, businesses and institutions; performed fire and life safety inspections; reviewed building and site plans; performed 21-E site assessments; investigated complaints of fire hazards; conducted fire origin and cause investigations; and assisted local residents and businesses with fire code compliance issues.

The Student Awareness of Fire Education Program (S.A.F.E.) was delivered in all the Town schools to children in pre-kindergarten through grade five. Firefighters Jan Thornton and Zachery Ellison coordinated the program and delivered it with assistance from many members of the Fire Department. Due to cooperative efforts by the Fire Department, School Department, Parent Teacher Organizations, and the Ludlow Rotary Club, the S.A.F.E. program was again successfully delivered to the students. Since the inception of the program statewide in 1995, fire deaths of children under the age of 18 has fallen 92%. In 1994, 25 children ages 18 and under died in fires in Massachusetts. In 2006 that number dropped to 1. Unfortunately, there were 62 civilian fire

deaths in Massachusetts in 2015, an increase of 8 from 2014, which saw 54 civilian fire deaths. Four of the 2015 fire deaths were children under the age of 18, and 21 of the victims were over the age of 65. The leading cause of fatal fires in 2015 was smoking, followed by cooking and electrical. The leading cause of residential fires remains cooking, accounting for 69% of fires, heating was second at 14%, followed by electrical (4%), and smoking (3%).

One of the most significant measures that can be taken to keep your family safe at home is to install and maintain working smoke detectors and carbon monoxide alarms – we cannot stress enough how critical this life saving action can be. Residents with questions regarding maintenance or placement of smoke detectors and carbon monoxide alarms can find information on the Fire Department page of the Town of Ludlow website ([www.ludlow.ma.us](http://www.ludlow.ma.us)) or by calling the Fire Department at (413) 583-8332. In addition to the S.A.F.E. program, additional public fire education efforts continued throughout the year. Fire extinguisher training and fire and life safety education programs were provided to various schools, residents, businesses, and civic organizations.

The following is a list of permits issued by the Fire Prevention Office:

Smoke Detector .....	275
Oil Burners & Tanks.....	59
LP Gas Permits .....	46
Flammables Permits.....	13
Tank Truck Permits.....	107
Black Powder Permits .....	0
Blasting Permits .....	8
Tank Removal Permits .....	23
Storage Tank Permits .....	3
Fire Alarm Permits .....	9
Cannon Permits.....	0
Fire Suppression Permits .....	3
Fireworks Permits .....	1
Vent Free Gas Heater Permits ..	0
Hazardous Process Permits.....	1

A total of 611 permits were issued. Permit fees collected totaled \$15,260

### **Ambulance Service**

The Department continued to provide paramedic level ambulance service to the Town. We are currently licensed for, and are operating, three paramedic level transport ambulances and one paramedic level non-transport ambulance. Staffing is provided by firefighters cross-trained as EMT's. Currently we have 27 EMT/Paramedics, 2 EMT/Intermediate, and 3 EMT/Basics.

The Department continued its affiliation with Mercy Medical Center; Dr. Louis Durkin serves as our Affiliate Hospital Medical Director.

In August, Engine 1, our new Pierce Pumper/Rescue truck, which is also licensed as a non-transport ambulance, upgraded to the paramedic level. This allows trained Fire Department paramedics to provide the same level of care to patients during times when transport may be delayed while waiting for one of our ambulances to return from a call or for an outside service to respond.

The Department responded to 3,128 emergency medical calls in 2016, an increase of 188 calls over the previous year. Comstar continued to provide the Town's ambulance billing service. A total of \$1,245,144.00 was collected during 2016. All revenues from ambulance billing are deposited to the Town's General Fund.

The Ambulance Subscription Program continues to be successful. The \$40.00 subscription fee covers any balance remaining after insurance company payments for emergency ambulance services provided by the Ludlow Fire Department Ambulance Service to Ludlow residents enrolled in the program. All residents living in the same household are covered under one subscription payment. 2,212 households subscribed to this program during 2016, resulting in \$89,310.00 being deposited to the Ambulance Subscription Fund. Balances remaining in this fund are used to offset ambulance service capital expenses, including the purchase of a new ambulance which will be placed into service in January of 2017.

## **Emergency Management**

Fire Chief Mark Babineau serves as the Town's Emergency Management Director. Duties include coordinating all emergency management and response activities during town-wide emergencies and events; serving on the Town's Emergency Planning Committee; updating the Town's Comprehensive Emergency Response Plan; coordinating mandated National Incident Management Training for employees and officials; and serving as the point of contact between the Massachusetts and Federal Emergency Management Agencies.

The Town renewed its contract with Blackboard Connect, the provider of the town-wide Mass Notification System. The system allows Town officials to create and immediately disseminate important safety and time-sensitive information, including extreme weather warnings, safety warnings, road closures, Amber Alerts and other important information. The system was utilized in advance of Super Storm Sandy. It is being employed by numerous Town departments, including Fire, Police, Department of Public Works, and the Board of Health on a regular basis to quickly and efficiently deliver messages to employees, contractors, and volunteers within each agency. Funding for this program is provided by a combination of grant and Town funds.

The Town's Local Emergency Planning Committee or LEPC, held regular meetings throughout the year. The Committee is certified through the Massachusetts Emergency Management Agency and the State Emergency Response Commission until 2018. The Committee is made up of

representatives of all pertinent Town departments including Police, Fire, Department of Public Works, Board of Health, Schools, Town Administrator, Cable Access, and industry and citizen representatives who serve on the Committee.

This will be my last Town Report, as I plan to retire in May 2017. I want to thank the Town for entrusting me with the duties and responsibilities of Fire Chief. To the Boards of Selectmen, past and present, to Town Administrator Ellie Villano, and to all of the Town Department Heads and their staff, I thank you for your cooperation during my time as Fire Chief.

I especially want to thank all of my officers, firefighters, and administrative staff for their support, dedication, and commitment to the Town. It has been an honor to serve the Town of Ludlow for 32 years, including the past eight and one half years as its Fire Chief.

Respectfully submitted,  
Mark H. Babineau, Fire Chief

## **POLICE DEPARTMENT**

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The Ludlow Police Department ended the 2016 year with 17,824 logged requests for service. Of these requests, 1,652 involved investigations/incidents, 599 reportable motor vehicle accidents and 552 arrests. Also logged into the Department were 152 destruction of private property offenses, 75 burglaries/breaking and entries, 95 simple assault and batteries, 43 aggravated assaults, 41 intimidation offenses, 54 thefts from a motor vehicle, 38 forgery/counterfeit crimes, 123 all other larcenies, 70 narcotic/drug offenses, 20 disorderly conducts, 50 operating under the influence, 21 liquor law violations, 30 motor vehicle thefts, and 6 robberies. In addition, there were 272 Town bylaw violations and 1,169 citations issued.

### **Personnel**

In 2016, this Department saw the retirement of three veteran Officers; one Sergeant and two Patrolmen. Sergeant Frank Nowak retired after thirty years of service to the Town of Ludlow. Officer Fred Balbino retired after twenty years of service, and Officer Derek DeBarge retired on a disability after sixteen years of service. We thank them for their dedication, devotion and commitment to the Department, as well as the community of Ludlow. We wish them well in all their future endeavors.

2016 also saw the appointment of four new Patrolmen. Officers Gabriel Cordeiro and Aaron Leastman commenced work in February and Officers Ryan Collette and Jordan Liszka in the fall. Congratulations to our newest members, we wish them a long and prosperous career.

## **Training**

All Police Supervisors, Officers and Special Police attended the mandatory 40 hours of In-Service Training during 2016. The training consisted of Legal Update, Defensive Tactics, Eye Witness I.D., Fair and Impartial Policing, CPR, Hazmat Training, Communicable Disease Training, Firearms Training and Qualification. All officers received Active Shooter training in the spring of 2016. Supervisors, Patrol Officers, and Detectives that have had prior military experience, or current or former members of the Departments Special Response Team (SRT), have been trained and qualified for use and carrying of patrol rifles. The remainder of the Department will receive training and qualification in the early spring of 2017.

Chief Madera and Lieutenant Brennan completed a 10-day series of Executive Development. Chief Madera also attended a Budget Training Class, along with a Missing Children Seminar for Chief Executive Officers. Lieutenant Brennan was recertified as an A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) Instructor. Over the past few years he has been instructing this method of preparation and planning for schools and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Lieutenants Brennan and Metcalfe attended Firearms Update for firearms licensing purposes.

Sergeant Valadas attended training on Juvenile Issues. He also attended a four-day Active Shooter Threat Training Program (FLTC), along with a course of instruction on Managing and Conducting Background Investigations. Sergeants Gilrein and Irwin completed the FEMA Incident Command System – 300 course. Sergeants Belanger, Sevigne, and Irwin attended a two-week First Line Supervisor Course at Roger Williams University in Rhode Island.

Sergeant Shameklis attended a Field Training Officer Management program; Instructor Certification from the Taser Training Academy; a 40-hour Crime Prevention Course; a two day Sergeant Leadership Conference; and a Protected Critical Infrastructure Information Program.

The Ludlow Police Special Response Team (SRT) continues with bi-weekly training of the unit. They continue to train with Chicopee SRT. Officers Vigneault and Stokowski received a 40-hour S.W.A.T. training in Pennsylvania in the spring of 2016. Officers Churchill and Roxo joined the SRT this year. They received 40-hours S.W.A.T training in Pennsylvania in the fall of 2016.

School Resource Officer Thomas Lee attended a week long National School Safety Conference in Florida this summer. He also attended the 11<sup>th</sup> Annual New England School Safety Conference and a Juvenile Law update.

## **K-9**

In 2016, Officer Michael Whitney and K-9 Rocky continued their training and attended the 2016 K9 Patrol–Narcotic–Explosives Detection and Search and Rescue Workshops through the Massachusetts Police Work Dog Association in April at the Westover Air Reserve Base. Officer Whitney continued to advance towards his Master Trainer with North American Police Work Dog Association. He also continues to assist fellow area K-9 units with monthly training.

The K-9 unit also assisted the Ludlow Public Schools by conducting narcotics sweeps with the assistance of the Massachusetts Police Work Dog Association with the goal of drug-free schools. In April, over \$2,000 was raised for the K-9 Fund at the annual Pasta Dinner held at the Polish American Citizens Club. The Rotary Club also held its annual K-9 Poker Run in October raising approximately \$6,000.

We thank the PACC, the Ludlow Fish & Game, the Rotary Club and the citizens of Ludlow for all their generosity and support. The K-9 Unit is entering its fifteenth year of existence and Officer Whitney and Canine Rocky will continue assisting in keeping our schools safe and providing support to the community.

## **SRT**

2016 was another busy year for the Ludlow Police Department's Special Response Team (SRT). Members from the SRT continued to provide assistance to the Ludlow Public Schools as instructors for scenario based ALICE training and drills. ALICE training was expanded to the Ludlow Town Hall, the Hubbard Memorial Library and the Ludlow Boys and Girls Club. The SRT continued to support our town's narcotics enforcement efforts by assisting in several narcotics related warrant services through the year. The SRT participated in a Department of Homeland Security full scale active-shooter exercise in September. This exercise was sponsored by the Western Region Homeland Security Advisory Council. The exercise included local area Police and Fire Departments, along with the other local tactical teams from Hampden and Berkshire Counties. On April 30, 2016, members of the Ludlow Police Department's SRT volunteered in assisting in establishing the first Sgt. Joshua D. Desforges 5K Challenge Run/Walk, to continue the tradition of the Sgt. Joshua Desforges Challenge.

The team grew this year with Officers Ryan Churchill and Andrew Roxo joining our ranks. This year we continued to advance and update our training and tactics with a number of outside-the-agency advanced schools, training, and conferences. Officers Ryan Churchill, Andrew Roxo, Brandon Vigneault, and Jake Stokowski have all successfully completed the NTOA Basic SWAT course bringing the team to full compliment. Sgt. Brian Shameklis and Officer Jay Chelo successfully completed the TASER instructor course. Additionally, all team members completed protective mask training. The team continues to meet the training standards set for a part-time Tactical Team in accordance with the standards of the National Tactical Officer's Association. Lieutenant. Michael Brennan is the SRT Commander of the team, together with the assistance of Sergeant Brian Shameklis as the SRT Team Leader.

Finally, we are continuing to build a working relationship with other area tactical teams. We have continued joint training sessions and shared tactics, techniques, and resources. This will yield great benefits to the safety and security of our residents. We look forward to another year of training and providing the Town of Ludlow with a highly trained tactical response team capable of handling critical incidents and saving lives.

## **Detective Bureau**

In 2016, the Detective Bureau investigated and ultimately made an arrest in the first homicide in Ludlow since 2007. Detectives have continued to see an increase in the opiate addiction problem and crimes that are often committed as a result of that addiction; including motor vehicle theft, house and auto breaks, and larcenies as well as the possession and distribution of narcotics. Detectives are now routinely required to gather video evidence, electronic media data, and write search warrants for cellular devices and personal computers more than any time in the history of the Department. The Detective Bureau also received an award from the Massachusetts Insurance Fraud Bureau for their part in the investigation into a local doctor who was convicted of insurance fraud.

The Detective Bureau has continued their partnership with the other local agencies, the Massachusetts State Police, FBI, DEA, ATF and Homeland Security to assist in several investigations. These relationships have provided greater access to resources and technology to aid in successful outcomes in several cases. The Detective Bureau is supervised by Detective Sergeant Louis Tulik and staffed by Detectives David Kornacki, Alison Metcalfe, Stephen Ricardi and Sean Knox.

## **Special Police**

The Special Police (SPO) Organization and the Special Police Association operate under the direction of SPO Lieutenants David Salvador and Raymond Parylak. After forty years of service to the Town of Ludlow, Lieutenant David Salvador retired on December 31, 2016. We commend him for his dedicated service and leadership of the Special Police Unit over his many years of service. SPO's James Banas and Jose Carvalho also retired after many years of service. Lieutenant Parylak will remain as the sole commander of this unit, along with a cadre of four supervisors: Sergeants Wendell Prior, Armand Saraiva, Joe Branco, and Norm Picard. Sergeant Valadas and Officer Jerome Mayou are the Police Department's liaisons to the SPO unit. They provide training, schedule coordination, and direction for the SPO's and the full-time Police Department staff on any matters involving the use of Special Police Officers.

The Special Police contributed over 2,700 volunteer hours during 2016, and each Special Police Officer is responsible for volunteering at least 150 hours per year of service to the Town. The Special Police assisted with Celebrate Ludlow, Our Lady of Fatima Festa, funerals, wakes, church traffic, road races and other requests for traffic assistance from various organizations. It should be noted that the Special Police Officers are volunteer positions and are at will; therefore, overwhelmingly, they are not compensated for their duties.

This year also saw an increased level of training for the Special Police as they are required to meet standards of training and certification to be reappointed to their positions and to maintain special police powers by Massachusetts General Law. The Unit acts in many instances as an excellent entry level position for interested adults who wish to pursue a career in law enforcement. Many past members serve and have served the Ludlow Police Department, along with many

surrounding municipalities, campuses, and state agencies. The Unit has seen a number of SPO's leave or retire over the years, and a lengthy selection process was conducted this past fall to appoint new SPO's. A total of six new SPO's will join the unit this year after completing a part-time Western Mass Police Academy and approximately forty hours of department training.

This year the Police Department was awarded \$48,151.00 from the State 911 Incentive Grant and \$4,477.97 from the EMD Training Grant.

Fees collected by the Police Department during the year are as follows:

Administrative Fees	\$27,344.81	Door-to-Door Solicitation	170.00
Firearm Permits	8,537.50	RMV Violations	31,620.00
Photocopies	3,620.16	Court Fines	317.50
Fingerprints	770.00		
		<b>TOTAL FEES</b>	<b>\$72,379.97</b>

I'd like to acknowledge and thank all Officers, Dispatchers, Special Police, and civilian personnel for their dedicated service and teamwork in providing a proficient and effective police service to the community. In conclusion, I'd like to thank the residents of Ludlow for their continued support of the Police Department.

Respectfully submitted,  
Pablo P. Madera, Chief of Police

## **SAFETY COMMITTEE**

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The Committee meets on the second Thursday of the month, at Town Hall, to review requests for Class I, II, and III licenses, site plans, and special permits. This Committee also reviews requests submitted by residents for signs, traffic lights and other traffic issues which they feel are of concern. The Safety Committee in turn makes a recommendation to the Board of Selectmen for further action. Members will sometimes make a request that those applicants applying for licenses, special permits, and/or site plan approvals appear before the Safety Committee in order to address any issues that may be pertinent for review. This is done in the hope of clarifying any issues that cannot be ascertained by a review of any submitted plans.

2016 was another busy but constructive year for the Committee. Decisions and recommendations were made that would help to insure safety to the residents and motorists alike. Some of the recommendations to the Board of Selectmen included, but were not limited to, placing numerous "Stop" signs throughout the town to slow down the flow of traffic, recommendations that traffic studies be done in key areas throughout the town and before new construction sites were allowed to progress.

The Safety Committee wishes to thank the Board of Selectmen and the Board of Public Works for their cooperation in implementing our recommendations and all Town Departments for their assistance in these matters. To the citizens of the Town of Ludlow, we continue to request your input and suggestions.

Respectfully submitted,  
Sgt. Brian Shameklis, Chairman

Members:

Penny Lebel	Vice-Chair	Community
Cpt. Ryan Pease	Member	Fire Department
Alexander Simao	Member	Department of Public Works
Justin Larivee	Member	Building Commissioner
Phillip McBride	Member	Community
Christopher Coelho	Member	Planning Board
Barry Linton	Alternate Member	Department of Public Works
Dep. Chief James Machado	Alternate Member	Fire Department
Officer Derek Smolinski	Alternate Member	Police Department

## SEALER OF WEIGHTS AND MEASURES

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The purpose of the Weights & Measures Department is to test, adjust, condemn, or approve and seal all weighing and measuring devices used in buying and selling. The Department is also involved in consumer protection and investigates all consumer reports and complaints. Weights & Measures also checks all scanners in all retail establishments for accuracy and all inaccurate devices are removed from service.

### DEVICES

Over 10,000 lbs.	4	Apothecary Weights	30
5,000-10,000 lbs.	1	Gasoline Pumps	124
100-1,000 lbs.	1	Oil Trucks	8
Under 100 lbs.	64	Bottle Return	5
Metric Weights	32	Scanners	12

Total no. of devices 281

Amount of fees billed \$5,059.00

Respectfully submitted,  
Douglas J. Wilk  
Sealer of Weights & Measures

# **PUBLIC WORKS**

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## **BOARD OF PUBLIC WORKS**

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The Board of Public Works is pleased to present this Annual Report to the Town of Ludlow which summarizes and describes the activities performed by the Department of Public Works during the 2016 calendar year.

### **Highway Division**

The DPW provides services to maintain the Town's public ways and streets in a safe, passable condition for the convenience of the community. The administration office utilizes a computerized work order program to electronically record and log all inquiries from the public to systematically respond and address street and infrastructure deficiencies and problems in the public way and/or on public properties. The staff entered 620 inquiries into the system. The Board appreciates and encourages the community to report public improvement or facility problems to the Department of Public Works' Administration Office.

Road maintenance, rehabilitation and reconstruction projects continued throughout the year with funds appropriated by the Town through the annual budget process and with funds received through the Commonwealth Chapter 90 Highway Program. The Chapter 90 funds are generated from gasoline taxes and are distributed to towns annually for the maintenance of accepted public ways. The Town has approximately 135 public road miles.

During the 2016 calendar year, the road reconstruction projects included the milling and paving of the following streets:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>
Chestnut Street	Winsor Street	East Street
West Street	Springfield Line	Roy Street
West Street various sections between Roy Street and Holyoke Street.		

In addition to the street paving projects, the DPW provides routine maintenance and improvements to the infrastructure. For example, the DPW maintains roadway markings, crosswalks and line striping, replaces and installs street signs, and does street sweeping. The Department has continued with a preventative maintenance program including pavement crack sealing to extend the life of the asphalt pavement.

The Department was proactive with the cleaning of storm drain catch basins on a regular maintenance schedule.

During the 2016 construction season, approximately 189 Construction within the Public Way Permits for projects within the public way were issued, resulting in \$4,725 in fees and \$6,800 in bonds collected typically for the construction of new driveways and installation of utility services.

## **Sanitary Sewer Division**

The DPW, through the Sewer Enterprise Fund, is responsible for the operation, inspection and maintenance of the sanitary sewer collection system including three (3) sanitary sewer lift stations located at Chapin Street, Lawton Street, and First Avenue. Two of the pump stations at Chapin Street and Lawton Street received upgrades to the control systems and communication systems to allow staff to monitor pump operation remotely and receive alarm notifications. The upgrades also included installation of variable frequency drives to improve pump efficiency and save electricity. The DPW has developed a sanitary sewer line maintenance program to flush and clean the sewer collection lines. The division responds on a 24-hour basis for sewer line obstructions and/or other problems with the system.

The DPW issued or renewed eight (8) Drain Layer Licenses which generated \$400 in fees and issued seven (7) Sewer Service Connection Permits. The division collected a total of \$6,500 in sewer fees during 2016.

## **Forestry Division**

The DPW provides tree maintenance for the town shade trees located within the public ways and on select public properties. The Division is responsible for the planting, trimming, pruning and/or removal of damaged, diseased or dangerous town trees. The trees and branches are chipped and stockpiled for use on town projects. Wood chips are available at the compost area for the residents as the supply allows. The Department of Public Works celebrated the annual Arbor Day event by doing a tree planting at the Nick Silva Field Memorial. The event marked the 11<sup>th</sup> year Ludlow was awarded a Tree City designation.

## **Park Division**

The DPW is responsible for the maintenance of the town playgrounds, parks and athletic fields as well as providing routine maintenance to the School Department's athletic fields. The activities consist of lawn maintenance, athletic field striping for various sporting events and the restoration of the fields as funds allow. The DPW did an improvement to the Paul R. Baird Middle School Athletic Field that included the placement of sod in deteriorated areas of the field.

DPW personnel assisted at special events during the year which are sponsored by the town and/or organizations that included the Sunday Concerts in the Park, Lou Casagrande Baseball Tournament, Veteran's Day activities, Christmas Tree Lighting Ceremonies and other functions conducted throughout the town and special events like Celebrate Ludlow.

## Cemetery Division

The DPW maintains and operates the five cemeteries within the town: the largest cemetery is the Island Pond Cemetery located on Center Street. The other town cemeteries include the Ludlow Center Cemetery, Sikes Cemetery, Fuller Street Cemetery and the East "Ould" Cemetery. DPW continued with landscape betterments at Island Pond Cemetery.

The following is a summary of activities and fees collected during FY 2015:

Number of lots sold	93	Income from lots sold	\$ 48,000
Number of burials	103	Income from burials	\$ 57,950
Number of monument Foundations	50	Income from Foundations	\$ 6,825
		Total Income	\$112,775

## Engineering Division

The Engineering Division maintains the records for plans, plots and maps for the community. In addition, this division maintains plan files for the Planning Board and Assessors' Office, including the annual updates of the Town Street Map, Assessors' maps, zoning maps and Voter Precinct maps. This division provides engineering and survey assistance and information to other departments, boards and committees upon request. The engineering staff provides technical analyses and recommendations to the Planning Board for the various projects during the year including subdivisions and commercial developments. The division provides technical inspection of all public and private improvement projects. They file all necessary state and federal mandated reports as well as file for grants and reimbursement paperwork for declared emergencies.

## Solid Waste Collection and Disposal, Recycle Center/Transfer Station

The DPW operates the Solid Waste Transfer Station and Recycling Center for the residential community at the DPW facility on Sportsmen's Road which provides for the collection and disposal of trash and recycle material needs of the community. The DPW yard is accessed from Claudia Way for composting and brush disposal.

Residential curbside collection of trash and recyclables was provided by a private vendor. Household trash is transferred and disposed at the Covanta Energy Resource Recovery Facility to generate electrical power. The recyclables are collected and transferred to the Materials Recycling Facility (MRF) in Springfield. The combination of the curbside trash collection and drop-off at the Transfer Station accounted for 5,074 tons of trash transported to the Covanta Energy Resource Recovery Facility for incineration to generate electrical power. This recycling program generated 57 tons of paper, 13 tons of mixed containers (glass and cans), and an additional 1,521 tons of single stream recycling, 100 tons of scrap metal and approximately 3,796 tons of vegetative material were processed for compost. The compost/loam is used on town projects.

The Solid Waste Collection and Disposal operational costs were augmented by fees generated from the sale of residential permits for the use of the Transfer Station. The DPW issued 1,171 permits to the residents which generated \$11,710 in fees. Also, the DPW provided 409 recycle bins at no charge to encourage the recycling effort by the town. The DPW issued permits for the disposal of products identified as bulk materials that generated \$13,430 in fees. The DPW issued waste reduction bags that generated \$74,900 in fees.

## **Grants**

The following is a listing of grant applications and awards made during the past year:

- MassDEP Recycling Dividends Funds under the Sustainable Materials Recovery Program in the amount of \$6,850 to be used on recycling equipment.

## **Capital Improvement Projects**

The following is a description of the Capital Improvement Projects in the design phase at the time of this publication:

- Massachusetts Highway Transportation Project for improvements for Center Street from Sewall Street to Beachside Drive (75% design stage). The construction cost estimate is \$5.5 million dollars. Advertising is scheduled for August 2017.
- East Street Bridge for structural improvements. This has been funded for Fiscal Year 2016 and will be completed by November 2017. The construction cost estimate is \$1,800,000.

## **Acknowledgement**

The Board of Public Works wishes to take this opportunity to acknowledge and thank the staff of the Department of Public Works for their commendable efforts and performance during the year of 2016.

On behalf of the Department of Public Works, this Annual Report is submitted to the Town of Ludlow by the Board of Public Works.

Respectfully submitted,  
Barry Linton, Chairman

Members:  
Gary F. Wdowiak  
Thomas Haluch  
Steve Santos  
Alex Simao

# **PLANNING & DEVELOPMENT**

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## **BOARD OF APPEALS**

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The Board of Appeals consists of five (5) regular members, and at this time has two (2) alternate members who are volunteers appointed by the Board of Selectmen. In December of 2016, Mr. Paul Kessler returned to the position of an alternate member and Mr. Manuel Lopes was appointed to a regular member position. The Board of Appeals is charged with hearing appeals or petitions for Variances, Section 6 Findings, and Special Permits according to Massachusetts General Law, Chapter 40A, and the Town of Ludlow Zoning Bylaws. The Board of Appeals meets on an as-needed basis at Ludlow Town Hall in the Selectmen’s Conference Room, third floor at 7:00 pm, upon receipt of a request for a Hearing, Appeal, Variance, Section 6 Finding or Special Permit.

During the year of 2016, there were eleven (11) requests for Special Permits, eight (8) special permits were approved, one (1) special permit was withdrawn, one (1) special permit was denied and one (1) special permit was rescheduled to take place in 2017. There were two (2) requests for a Variance, both were withdrawn. There was one (1) request for an Extension of a Permit, one (1) extension was approved.

The secretary position for the Board of Appeals has been combined with that of the Building Department in an effort to streamline the Board of Appeals hearing process. Ms. Nicole Stevens is the secretary for both the Board of Appeals and the Building Department; this provides a contact person for both organizations, five (5) days a week. The availability of a full time secretary for the Board of Appeals allows for better communication and community service for Ludlow residents and others seeking information about the Board of Appeals process.

A special thanks to the Building Department, Board of Selectmen’s Office, Planning Board, Assessors Office and the Town Clerk’s Office, without their help the task of obtaining the needed documentation and information would be extremely difficult.

Respectfully Submitted,  
Anthony W. Jarvis, Chairman

Members:  
Paul Zielinski, Vice Chairman  
Kathleen Bernardo  
Joseph Wlodyka  
Manuel Lopes

Alternate Members:  
Alan Aubin  
Paul Kessler

## **CONSERVATION COMMISSION**

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The Ludlow Conservation Commission is a State mandated board comprised of volunteers appointed by the Board of Selectmen for three year terms. The Conservation Commission works on the Town's behalf in administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, § 40), Rivers Protection Act, and Town of Ludlow Conservation Commission Bylaws (Chapter XV). The Commission is dedicated to the preservation of Ludlow's wetland resources for the benefit of our present and future residents.

Regular meetings of the Conservation Commission were held on the first and third Wednesday evenings of each month at 6:30 p.m. in 2016 and no meeting schedule changes are planned for 2017. Site inspections were scheduled on Saturday mornings prior to each meeting in the winter, and on Wednesday evenings prior to each meeting in the summer, and attended by any/all members.

The Commission began 2016 with five (5) members and no vacancies on the Commission. The year ended with five (5) members and no vacancies.

During 2016, the Conservation Commission worked on five (5) Notices of Intent. Eighteen (18) Requests for Determination of Applicability were filed with the Commission, seventeen (17) of which resulted in a negative determination. The Commission issued six (6) Certificates of Compliance, and issued one (1) Enforcement Order. The Commission is also holding one (1) Conservation Restriction. Emergency Certifications are requested when a project must take place immediately to prevent danger to individuals and/or damage to property. The Commission issued one (1) Emergency Certifications in 2016. Wetland Regulations do not require a Public Hearing prior to the issuance of emergency permits. Otherwise, all permits issued by the Commission require a Public Hearing process. Only specific permit requests, however, mandate under the Massachusetts Wetlands Protection Act that abutters are individually notified.

Projects under the Conservation Commission's purview in 2016 continued to range from those as simple as shed installations to single family homes. We also continued to work with Westmass on the Ludlow Mills and the River Walk project. In 2016 the Commission began the process to bring a dog park to the Town of Ludlow to be located at Camp White on Munsing Street. The total monies collected by the Conservation Commission in 2016 were \$6,037.50, which were collected from application filing fees.

Commissioners continue to enjoy attending MACC Conferences twice each year as well as other training classes that may be offered. These educational conferences assist Commissioners with staying informed about changes in regulations and/or policies and provide us with the necessary training so that we can remain current in our knowledge of conservation/wetland regulations, allowing us to make informed decisions on projects that require our involvement. Additionally, we continue to work with our local office of the Department of Environmental Protection when we need assistance with answering a complicated question or resolving difficult issues. The

D.E.P. Circuit Rider Program allows us to have a personal contact at the Department and has provided us with guidance on many such occasions.

Members of the Conservation Commission continue to participate on committees such as the Community Preservation Act Committee, the Master Plan Committee, the Energy Committee, and the Disaster Preparedness Committee. Additionally, we work in conjunction with other town departments to maintain consistency with permitting procedures. We also review all permit applications submitted to the Planning Board, Building Department and Board of Health, some of which require a sign-off from the Commission Office. G.I.S. continues to be a valuable asset to us in this review process.

Respectfully submitted,  
Jason Martowski, Chairman

Members:

Penny Lebel  
Edgar Minnie

Angela Tierney  
Scott Urban

## **PLANNING BOARD**

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### **Zoning**

#### **Changes To The Zoning Bylaw**

- Add to Section X DEFINITIONS: Brewery, Microbrewery, Nano-Brewery, Distillery, Winery, Micro-Winery, Nano-Winery, Micro-Cidery, Nano-Cidery, and Brew Pub. Add to Section 3.2.2 TABLE 1 LUDLOW TABLE OF PRINCIPAL USES: Brewery, Microbrewery, Nano-Brewery, Micro-Cidery, Nano-Cidery, Distillery, Winery, Micro-Winery, and Nano-Winery, and Brew Pub.  
– Action Taken: Approved – October Town Meeting

#### **Zone Changes**

- John T. Medeiros – 12 Carmelina’s Circle (Map 26, Parcel 9B) – Part Industrial A & Business A to all Industrial A  
– Action Taken: Approved – May Town Meeting
- Jose C. Alves – Alden Street (Map 40, Parcels 82 & 84A) – Agriculture to Residence A  
– Action Taken: Approved – May Town Meeting

### **Subdivision Control**

There were zero (0) applications for PRELIMINARY or DEFINITIVE SUBDIVISIONS submitted. Fourteen (14) applications for APPROVAL NOT REQUIRED SUBDIVISIONS were endorsed except as noted:

- Autumn Ridge Road (Map 30, Parcel 112) Armand Deslauriers
- Lot 55 Autumn Ridge Rd (Map 30, Parcel 112)Whitetail WREKS, LLC/Armand Deslauriers
- Center Street (Map 39, Parcel 21) Gaston R. & Carmen C. Desrochers
- 1099 Center Street Machado Family Nominee Real Estate Trust
- 51-59 Howard Street Michael D. Paquette (***waiver of frontage denied***)
- 51-59 Howard Street Michael D. Paquette (*waiver of frontage*)
- 79 Lawton Street Gilbert D. Palatino
- 1173 Lyon Street Michael Chernick, Personal Representative
- Miller Street (Map 26, Parcel 26) M & G Investors
- Miller Street (Map 30, Parcel 34A) Alan & Paula Siok
- 143 Nash Hill Road Benjamin Michalski
- Lot 4 Rood Street (Map 17, Parcel 150) Gary Courchesne
- 314-316 Sewall Street CPN & J Realty, LLC
- 94 Valley View Drive James Cokkinias

## Special Permits

Eighteen (18) applications for SPECIAL PERMITS were approved except as noted:

- 318 Blisswood Village Drive Home Occupation (***withdrawn***)
- 754 Center Street Home Occupation
- 782 Center Street Business in A.G.M. District (***withdrawn***)
- 720 Chapin Street Business in A.G.M. District (***not acted on***)
- 96 Clearwater Circle Home Occupation
- 46 Fern Street Accessory Apartment
- 48 Gamache Drive Home Occupation
- 4 Harding Avenue Drive-thru
- 9 Hubbard Street Home Occupation
- 79 Lawton Street Estate Lot
- 593 Miller Street Home Occupation
- 391 Poole Street Home Occupation
- 202 Sewall Street Home Occupation
- 40 Sroka Lane Home Occupation
- 94 Valley View Drive Estate Lot
- 308 Ventura Street Home Occupation
- 865 West Street Home Occupation
- 398 Westerly Circle Home Occupation

## Site Plans

Eight (8) applications for SITE PLANS were approved:

- 12 Carmelinas Circle M/W Realty Trust, John Medeiros

- 563 Center Street S & R Realty Properties, LLC
- 1077 Center Street Borrego Solar Systems, Inc.
- 459 East Street Matt Paquette (Corner Cafe)
- 287 Miller Street John A. Massa
- 45 Newbury Street Byzantine Rite Diocese of Stamford Inc.
- 345 West Street Columbia Gas of Mass.
- 341-343 Winsor Street Michael Carabetta

Twelve (12) applications for SITE PLAN ADDENDUMS were approved:

- 148 Carmelina's Circle Amy Fields
- 456 Center Street Starbucks Agent – Daniel Brennan
- 534 Center Street Steve J. McDaniel
- 782 Center Street Vanished Valley
- 1102 & 0 Center Street Bruce Libby
- 1428 Center Street Antonio Tavares (Villa Rose Restaurant)
- 720 Chapin Street John Garcia
- 320 East Street Cumberland Farms Inc.
- 4 Harding Avenue Dunkin Donuts – Derek Salema
- 592 Holyoke Street Caracas Construction / Matias Goncalves
- 679 Moore Street A. Martins Construction
- 65 & 68 State Street – Mill #10 Winn Development

Thirty-three (33) applications for CHANGE OF OCCUPANCY were approved except as noted:

- 247 Cady Street Kerry's Kitchen
- 0 & 533 Center Street Legacy Fire Protection Inc.
- 200 Center Street, Unit 1 Ludlow Eye Care P.C. d/b/a Ludlow Eye Assoc.
- 227 Center Street Convenience Plus #3723
- 314 Center Street Keybank
- 425 Center Street Ludlow Sunoco #04056
- 430 Center Street Furches Performance
- 456 Center Street Sprint
- 456 Center Street Starbucks
- 477C Center Street AnA Nails and Spa Inc. d/b/a Beautiful Nails & Spa
- 488 Center Street Czerniak Chiropractic
- 563 Center Street Centered on Wellness
- 69 East Street RP Magic
- 169 East Street Hillside Builders
- 223 East Street Brewin' Grounds
- 223 East Street Red Dragon Treasures
- 235 East Street Mending Messages Therapy Center
- 242 East Street Family Pawn
- 247 East Street Samantha Kinsey – Salon Accents booth rental

- 309 East Street Treasures of the World
- 325 East Street Casa Pizzeria
- 459-463 East Street The Corner Café **(denied)**
- 575 East Street S.D.I. Auto Repair
- 483 Holyoke Street Performance Rehabilitation of Western New England
- 485 Holyoke Street Project Dance
- 199 Moody Street Performance Tuning Corp. **(denied)**
- 356 Sewall Street Bay State Electrolysis
- 360 Sewall Street Detmers Management Services Inc. d/b/a Griswold Home Care
- 360 Sewall Street Four County West, Inc. d/b/a Griswold Home Care
- 185 West Avenue Shifa Comprehensive Health Center
- 322 West Avenue Yvette J. Charbonneau – Hair West booth rental
- 341 West Street Convenience Plus #3712
- 409 West Street Rx Boot Camp

## Other News

The Board would like to acknowledge and thank their staff, Town Planner Douglas Stefancik and Administrative Assistant Susan Urban, for all their efforts and hard work.

During the March election, Planning Board member Raymond Phoenix ran for re-election. Mr. Phoenix was challenged by Mr. Pedro Almeida, and Mr. Phoenix won re-election to a five-year term.

Over this past year, the Town has seen an increasing amount of growth and development in new housing. The following subdivisions approved in 2015 have all seen a tremendous amount of work completed this past year: Hundred Acre Woods, Cislak Drive Extension, and Maria’s Way Phase II. Both Hundred Acre Woods and Maria’s Way have completed sub-grade construction, roadway pavement base course, utility infrastructure installation, and installation of storm water detention basins.

Some of the commercial and retail areas saw new chains, like Starbucks which opened in a new retail complex on Center Street in late spring. On East Street, Cumberland Farms was torn down and rebuilt into a new 4,513 square foot retail convenience store with three fueling stations. Cumberland Farms re-opened in the fall.

The town continues to see an interest in the development of renewal energy. In May 2016, Borrego Solar received approval for a 3.87 Megawatt Ground Mounted Solar Energy Generating Facility to be located at 1077 Center Street. The property is privately owned.

During January 2016, the Town received \$429,500 for the Ludlow Mills Riverwalk, Phase IA Pedestrian Safety Improvements from Executive Office of Housing and Economic Development Mass Works Grant Program. The grant funds will be used for installation of benches, trash receptacles, lighting, landscaping, and historical interpretive signage. Construction is expected to be completed in spring 2017.

Winn Development commenced construction on Mill # 10 (a four-story, 99,440 square foot brick building that was constructed in 1907 and is listed on the National Historic Register) into 75 units of senior housing. This project has received \$3 million in historical tax credits from the state. This is a \$19.3 million project and is expected to be completed in fall 2017.

Lastly, The Town received a grant of \$25,000.00 for design services from The Stanton Foundation for the creation of a dog park. Camp White on Munsing Street has been selected as the site of the future dog park. The Stanton Foundation was created by Dr. Frank Stanton and supports canine welfare, which includes both research and traditional grant programs to promote the welfare of dogs and the strengthening of the human/dog bond. Once designs are completed for the dog park, the Town can then apply for a construction grant from the Foundation.

Total fees generated by the Planning Board: \$35,497.83

Respectfully Submitted,  
Raymond Phoenix, Chairman

Members:  
Edgar Minnie  
Kathleen Houle  
Christopher Coelho  
Joseph Queiroga



