The Meeting of the Board of Selectmen held on Tuesday, November 16, 2021 began at 5:30 p.m. Remote participation due to COVID-19.

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Members Present: Derek DeBarge, James Gennette, Antonio Goncalves, William Rosenblum and Manuel Silva.

First Order of Business: The Pledge of Allegiance

**Visitations:**

**6:00 p.m. – Board of Health – New Position Request – Health Inspector**

Ms. Crete stated that she included two position descriptions, the Board of Health Inspector and the updated one for herself, Health Agent. The Health Agent's just includes updates for job duties that she is currently doing plus what she would be doing if she had a Health Inspector working under her. There are hundreds of inspections that need to be done and she cannot meet all of the expectations by herself. A Health Inspector would also help if she was out for any significant amount of time.

Mr. Silva asked about programs that are being cut out of the Board of Health?

Ms. Crete explained that is because they are down to one full time public health nurse. The position for another public health nurse has been posted for over a year with no applicants, which is due to the salary being so low. However, the nurses are in a union with a specific contract and we cannot make changes to the salary without negotiating it with the union and their contract does not expire until the end of 2022. Ms. Crete and the Board of Health will be taking a look at the services that have been offered in the past. She did want to point out that it is not a state mandate or responsibility to provide visiting nurses services like home visits or pedicures. It is something unique that Ludlow has done but due to being down to one nurse, we have to look at all of the responsibilities of that person and the department.

Mr. Silva stated that it doesn't look to the residents to hire someone else into the department and then cut services. The services in Ludlow are Cadillac in comparison to other communities.

Mr. Lafever reiterated that there is a position open for a nurse but we are having difficulty filling it. A lot of the services the department has provided in the past are now available through other agencies also and we need to look at that.

Mr. Goncalves asked why Sandy left?

Mr. Lafever stated that she found another position that paid a lot more money.

Mr. DeBarge also agreed with Mr. Silva about hiring a new person and then cutting services. He disagrees that Sandy left for more money. The priority should be our citizens with nursing. We do need to address the salary issue. The main focus should be taking care of our residents in the Board of Health and not another inspector when there is already someone to do that. He is not in favor of this new position.

Ms. Crete understand where Mr. DeBarge is coming from regarding the services that the Board of Health has always provided. In the past there were six part time nurses and a nurse director and their main focus has always been on the senior population by providing home visits, pedicures, managing pill boxes, taking vital signs, blood pressure, occasional vaccinations but the majority of the time and services have been for the minority of the population. They are trying to focus on the community as a whole. The senior center could also help with the needs of the seniors. A municipality should only require one full time public health nurse. However, if you look at all of the title V's, the food inspections, the housing, there is a lot more work there that she needs help with.

Mr. Goncalves is curious why in the last two years the Board of Health has become "top heavy" by having a Health Agent and an Inspector, etc.? He asked Ms. Crete how many inspections she has done in the last 90 days? How many Title V's she's done in the last 90 days? He asked what the role of the Public Health Program Coordinator is?

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Ms. Crete stated she has done close to 20 inspections and she was unsure about the Title V's. Ms. Crete also stated that the Public Health Program Coordinator was the Nurse Director in the past and the job title was the only change. They took out the part of the position that was for managing the nurses and doing clinical stuff. The rest of the job description is dedicated to emergency preparedness, managing the volunteers that the Board of Health has for dealing with emergencies and responding. Going out into the community and doing public health programs and finding out what the needs of the community are. Assessing homeless population.

Mr. Goncalves asked what is a typical week is for the Public Health Program Coordinator?

Ms. Crete stated that the new employee in that position just started yesterday. However, the previous person was going to the COVID clinics in Palmer, working with the nurses, reached out to the volunteers, did inventory of the emergency preparedness supplies and she coordinated the NARCAN clinic. The current employee is Paulina Matusik.

Mr. DeBarge stated that he has worked for the town since 2000 and the Board of Health has always been there for our senior population. The senior population in town is over 42% of our population. He does not agree with Ms. Crete regarding the senior center. He believes the Town of Ludlow is unique and should remain that way. The Board of Health needs to reassess the direction they are going in.

Mr. Goncalves asked if the Town gets paid for vaccination clinics and pedicures?

Ms. Crete states that there is an administrative fee for the vaccination clinics and there is a low fee for the pedicures as well.

Ms. Villano stated that there is a revolving fund for the vaccines in order to purchase additional vaccines.

Mr. Gennette asked if the nursing position is less important the inspector position? Asked how many inspections are outstanding?

Ms. Crete stated that is inaccurate, she did not say the nursing position was less important than the inspector. She explained that she is unsure how many inspections are left to complete, however, she is not caught up yet. The state mandates that food safety inspections are done twice a year. She would like to do the high-risk restaurants three times per year, the medium risk twice a year and the low risk, once a year. Since she has been with the Town, two and half years, she has not been able to complete the inspections three times for the high-risk restaurants. When she first came on board, the inspections were not even being done to the state mandate so she spent the first six months getting everything caught up. In 2020 a lot of the businesses closed and the DPH did not want anyone going out to inspect if they absolutely did not have to. Once the State of Emergency was lifted, she started again but hasn't been able to do them all. If she is always out in the field, she cannot do anything a department head should be doing. After working in public health for 15 years and being in several municipalities, she understands the needs of a Board of Health and they do not need 5 nurses. She needs an inspector to be able to focus on that job which will enable her to focus on hers.

Mr. Gennette stated that for one or two inspections per week, he does not feel that another position is warranted.

Ms. Crete stated that one to two inspections was a guesstimate and that she feels that they can hire another inspector for the amount they have budgeted and it's a competitive salary.

Mr. Silva would like the Board of Health to endorse this request.

Mr. Lafever stated that in speaking for himself, the most important thing the Board of Health does is health inspections and agrees that Ms. Crete needs this additional position. He would like to see another nurse as well but the low salary just does not allow them to hire.

Mr. Goncalves asked if their board officially voted on this new position?

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Mr. Lafever said they did vote on the position and approved it.

Ms. Crete explained that is why it is in front of the Board of Selectmen today because the Board of Health already approved it. They approved the salary, and the job description.

Mr. Goncalves asked if the Board had discussed going down to only one nurse and cutting out the services?

Mr. Lafever stated that the Board decided they want to keep one full time nurse's position but looks unlikely that they will be able to fill it.

Mr. Goncalves stated that the nursing position needs to be addressed in the future.

Mr. Rosenblum asked if they could take some of the salary from the inspector's position and put it towards funding the nurse?

Ms. Crete stated that this salary would take the place of the full-time nurse position but the part-time nurse position can still be filled.

Ms. Ribeiro stated that you cannot adjust the pay for the nursing position because it's a union position. However, she agrees that this position's salary definitely needs to be looked at.

Mr. Goncalves asked if they can create a new position/description that pays more and fill that with the current budget?

Ms. Ribeiro stated that this is not the time to do that.

Mr. Goncalves asked how many positions are in the current budget?

Ms. Villano stated there are two full-time and one part-time nurses in the current budget.

Ms. Crete stated that the current nurse is at the top of scale, which is $49,900.

Ms. Ribeiro stated that surrounding communities are paying upwards of $65,000 for a public health nurse.

Mr. Rosenblum would like to see how many inspections are actually done before making a decision.

Mr. Goncalves would like to see all of the numbers, inspections, title V's, everything.

Mr. DeBarge asked why Mr. Fontaine is not still doing the inspections on a part time basis?

Ms. Crete explained that it would require a LATOSS change in job description and is not sure they can do that.

Ms. Collins gave the town report for the annual inspections to the Board.

Ms. Crete explained that if that was last year's report it is not going to reflect the correct number of inspections due to COVID.

Mr. Rosenblum asked that the Board revisit the request at a future meeting.

**6:10 p.m. – Patrick McGowan, Director, Hubbard Memorial Library – For Funding**

Mr. McGowan requested a full-time reference Management position is funded to address a number of deficiencies at the library due to staffing. This position has been approved for over five years but not yet funded. This position will help them do institutional planning, conduct community outreach and provide services to the community that they are unable to currently provide. Currently there are only two full time positions at the library and both employees are at full capacity right now. He provided a summary

of the demographics of Ludlow and surrounding communities as it pertains to the library to the Board. The library is grossly understaffed.

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Mr. Gennette asked if this would be a Finance Committee issue or a budgeting issue?

Ms. Villano stated it is a budgeting issue.

Mr. McGowan stated that the memo he received from the Town Accountant clearly states that any currently unfilled positions on the classification plan must come before the Board of Selectmen to request the funding at this meeting. If they are approved, include them in your level I budget requests.

Mr. Goncalves asked why the position wasn't filled if it was approved?

Ms. Villano does not recall when this position was requested or approved.

Mr. Gennette asked what other positions are in the library currently?

Mr. McGowan explained that there is his position as Director of Library, MLS certified full time, contracted position. There is a full-time Management position that is the Head of Children's Services Department, contracted position, MLS Certified Level III & IV. There are two senior library technicians. There is one library technician full-time union. There is one library technician II, full-time union. There is one library clerk, full-time union. Each position if 36 hours and the management positions are 40 hours per contract. There is a library aid position that is part time, 18 hours a week, the person is starting tomorrow. There is a library aid position that is part time, nominal 10 hours per week. We also use a lot of volunteers; however, they are unable to perform duties of a full-time union position. This position would help us move in the right direction. In the future, we may need multiple positions. They are working on strategic planning out to 2029. One way to extend services to the public is by extending business hours, maybe obtaining a book mobile. Outreach in the community. He needs to be able to delegate to other employees so he can do his own job effectively. The Head of Children's Services is fully engaged and cannot take on more responsibilities. He has to be careful giving the union workers tasks that are beyond their scope. He has significant financial reporting to do in his position which helps with state aid of about $44,000 annually.

Mr. Gennette asked if Mr. McGowan has received a lot of grant awards?

Mr. McGowan stated that he has applied and was awarded a $15,000 grant to revamp and enhance young adult services. He is currently working with the Treasurer on another grant for $10,000 in order to enhance their digitation initiative which is part of the strategic planning. He writes a lot of small grants. He is currently working with Linda Collette, Chairperson of the 250th anniversary committee to develop new activities and programs, including digitized global content.

Mr. Gennette asked what the budget impact will be for this position?

Mr. McGowan explained that this will be a non-union position and will be roughly a $50,000 increase to the budget.

Mr. Goncalves asked what the increase of the overall request in the budget will be, minus this position?

Mr. McGowan stated that it will be approximately $607,000. Currently the budget is $521,821.

Mr. DeBarge thanked Mr. McGowan for the spreadsheet he gave the Selectmen. He asked if the Management position is more important for daily operations than another union position?

Mr. McGowan said yes, the Management position is more important right now. It is also important to have a line of concession as well.

Mr. Goncalves asked if the 5 1/2% increase in budget is normal without the new position?

Mr. McGowan stated that he was trying to adjust some line items for deficiencies as well.

Ms. Villano reiterated to the Board that the number Mr. McGowan is requesting and it does not mean that it will be approved.

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Mr. Gennette asked how the library is doing with technology advancements?

Mr. McGowan stated that they are doing good with technology support. That is, they're bread and butter. They have free printing, free scanning, free WI-FI. The LCA Grant was a federal grant to help with enhancements in technology and create a library of things. They now have sewing machines and energy reading meters that people can take home. Robotic kits for kids to help them learn about STEM. Additional technology support is always good but they're doing fairly well.

Mr. Rosenblum thanked Mr. McGowan.

**6:15 p.m. – Town Accountant, New Position Request – Non-Union Manager – Salary comparable and job description.**

Ms. Collins is clarifying the vote that was rescinded because it was voted for Assistant Assessor and not Assistant Accountant. The completed job description and position survey for surrounding communities was given to the Selectmen. She would like a non-union exempt position for the Assistant Accountant. It would be on the Management scale as a GL-III.

Mr. Silva asked if that position should be a GL-II, like all of the other assistants in Town Hall because the GL-3 is more like a department head?

Ms. Collins stated that if you look at the range of the GL-II, it starts at $42,000 and goes up to $63,000. Most of the surrounding towns that pay in this range are doing more data entry. Our department requires much more than data entry.

Mr. Goncalves stated that is about $30.21/hr. for $55,000 annually.

Mr. Silva asked if Ms. Ribeiro has seen this information and if she feels this is falling in the right classification? He is afraid that other departments will follow suit and request the same pay grade for their assistants.

Ms. Ribeiro stated that she has looked into this diligently and agrees with Mr. Silva that a lot of the departments may ask for their assistants to become GL-III's. However, HR is still working on having the classification study done for all Town employees, union and non-union. This has never been done since she has been at the Town over 7 years.

Mr. Silva agrees with Ms. Ribeiro but is concerned that others in the town will be upset by doing this.

Ms. Ribeiro explained that they can wait until the classification study is complete or you can make it a GL-2, which is what she is recommending if the Board is going to decide tonight.

Ms. Villano stated that if they are going to vote tonight, it has to be clearly outlined for the new position, the job description and the pay grade.

Mr. Rosenblum asked if this is going to be posted externally as well?

Ms. Collins stated that it will.

Ms. Villano explained that the Board could say no to Ms. Collins request, she could hire a Level III and wait for the classification study to come out. It is up to the department heads to see what they need in their respective departments.

Mr. Silva thinks that it's best to bring that person in as a GL-II and wait for the classification study to be completed.

Ms. Collins stated that the only reason she is requesting a GL-III is because the salary range falls between the two grades and the only other increase, they will get is the 2% COLA.

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Mr. Silva asked when the classification study will be done?

Ms. Ribeiro stated it will be done by the holidays.

Mr. Gennette asked about the position that Ms. Collins did not want to fill?

Ms. Collins stated that currently there is a LATOSS III and a LATOSS IV. The individual who currently serves as the Assistant Town Accountant is a LATOSS IV and are labeled as an Administrative Assistant. Her plan was to create the Assistant Town Accountant position and then fill the LATOSS IV and defund the LATOSS III because it would no longer be needed in her office.

Moved by Mr. Goncalves, seconded by Mr. Silva to approve the position of Assistant Town Accountant at a GL-II per the job description provided by Human Resources. Vote 5-0. All in favor.

Moved by Mr. Goncalves, seconded by Mr. to approve the job description of Assistant Town Accountant as an exempt benefited position as submitted by Human Resources. Vote 5-0. All in favor.

**6:30 p.m. – Carrier Ribeiro, Director of Human Resources – New Position Request – Board to rescind the vote taken at their meeting of October 19, 2021 relative to the Director of Human Resources request for a new non-union position.**

Moved by Mr. Silva, seconded by Mr. to rescind the vote taken at the October 19, 2021 meeting where the Board voted to take the new position for Human Resources out of the union. V-0-1. One Abstention.

Ms. Ribeiro explained that after reviewing the needs of the Human Resource Department, she would like to request a new position, non-union Management, GL-II. The salary range would be $52,000-$70,000 annually. This would be an HR Specialist position. There are more responsibilities and one of the biggest one will be the Civil Service process. The FMLA leave is another big one and this position will take over that as well. She needs a hire level functioning position. She does not want to wait until FY23, she would like to do this in January.

Mr. Goncalves asked if the current position will be eliminated?

Ms. Ribeiro does not want to eliminate that position; she would like funding for the part time position without benefits.

Ms. Collins asked how much Ms. Ribeiro will need for her budget with the new position?

Ms. Ribeiro explained that she has enough in her current budget to pay out 6 months of salary for the new position and then without the full time LATOSS III for FY 23, should would only need an additional $6,000 for the new position and $19,000 for the part time position. The part time position would not be filled until July 2022.

Mr. DeBarge asked how many Town employees we have?

Ms. Ribeiro stated about 210-215 in the town and the school has about 850-900.

Mr. DeBarge agrees that Human Resources definitely needs another position.

Ms. Ribeiro also stated that she is willing to job share as well. The reason that she has the extra money for this position is because the current employee is only working 28 hours a week.

Ms. Villano stated that she has wanted Mr. Ribeiro to expand her department for the past 7 years and she needs the tools to do that. She has a lot of things thrown at her and it's difficult to do when it is only her and a one part time employee.

Moved by Mr. Goncalves, seconded by Mr. DeBarge to approve the position of HR Specialist as submitted and to be funded effective January 1, 2022 as a GL-II. Vote 5-0. All in favor.

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**Carrie Ribeiro, Director of Human Resources to discuss the Ludlow Profile for Town Administrator Position and Screening Committee.**

Ms. Ribeiro presented a draft recruitment profile of what will be advertised on MMA and all of the different avenues. This needs to be looked at, make changes if necessary and approved tonight. She also stated that they need to appoint people to the screening committee so they can start having their meetings. The salary needs to be increased to $125,000 from $106,000. Surrounding communities are $125,000-$160,000.

Mr. Gennette asked if the recruitment profile was put together by the Collins Center?

Ms. Ribeiro stated that it was and she thinks it looks good. The budget process will be added to the profile as well.

Mr. Rosenblum agrees that it looks good.

Mr. Gennette agrees that it looks good also.

Moved by Mr. Goncalves, seconded by Mr. Silva to approve the recruitment profile as submitted with the exception of the budget process to be added and the salary range printed on page 3 to read $120,000-$140,000. Vote 5-0. All in favor.

Ms. Villano stated that Town Counsel cannot be on the Screening Committee and the HR Director cannot be a voting member. There should be 5 positions and then the HR Director as the ex-officio.

Ms. Ribeiro stated that there should be 5-8 people on the committee. She asked if anyone spoke to anyone about being part of the committee?

No one has.

Mr. Goncalves suggested having a back-up list of people just in case the original selection could not make the commitment.

Ms. Ribeiro likes that idea. Ms. Aircardi from the Edward J. Collins Center suggested a committee made up of ...member, Superintendent, Planning Board, Chamber of Commerce, Town Moderator, resident, retiree of the Town.

Mr. Rosenblum suggested school committee member, Planning Board Member, Town Accountant and resident.

Mr. Gennette suggested writing a letter to the other boards to see who would be interested in being on the Selection Committee.

Ms. Ribeiro would like to have an initial meeting with the screening committee by the week of the 29th, first week of December the latest. We can send an email out to the department heads to respond if their interested.

Mr. Rosenblum suggested some from the school committee, Planning, Finance, Council on Aging, DPW, Chief Madera and three residents.

Ms. Ribeiro stated that she could also reach out to a Town Administrator or Manager from another town.

Mr. Rosenblum made an announcement to the citizens to reach out to Carrier Ribeiro, HR Director if they are interested on being on the screening committee by December 1st.

Ms. Ribeiro stated that it will be in the Register as well.

Mr. Gennette suggested Mr. Gregoire to be on the screening committee as well.

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**CORRESPONDENCE**

219. Beverly Barry, Chairman, Commission on Disability – request for a projected budget for FY 2023.

Moved by Mr. Gennette, seconded by Mr. Goncalves to approve $3,500 for the Commission on Disability request for projected budget for FY 2023. Vote 5-0. All in favor.

220. Octavia Anderson, Animal Control Officer – advising the Board of another violation involving the dogs at 23 Power Avenue and requests the Board to schedule a hearing.

Moved by Mr. Goncalves, seconded by Mr. Gennette to schedule a public dog hearing on November 23, 2021 for all parties involved. Vote 5-0. All in favor.

221. Ludlow Recreation Department – request for payroll line items due to minimum wage increase.

Moved by Mr. Goncalves, seconded by Mr. DeBarge to approve the requested rate increases as printed. Vote 4-0-1. One Abstention.

222. Springfield Water and Sewer Commission – advising applications are being accepted for the Customer Assistance Program (CAP) to help low-income customers with their water and sewer bills with a one-time annual credit of $125.00.

Moved by Mr. Goncalves, seconded by Mr. Gennette to file. Vote 5-0. All in favor.

223. MassDOT approval of Heavy Commercial Vehicle Exclusion Traffic Regulation Permit.

Moved by Mr. Gennette, seconded by Mr. Goncalves to file. Vote 5-0. All in favor.

224. Ludlow Planning Board – Legal Notice for a public hearing in Ludlow Town Hall, Selectmen's Conference Room on Thursday, November 18, 2021 at 7:20 p.m. on the application of Town of Ludlow of 0 Center Street, Ludlow, MA.

Moved by Mr. Goncalves, seconded by Mr. Gennette to file. Vote 5-0. All in favor.

225. Department of Public Utilities Notice of Filing and Public Hearing – two virtual public hearings to receive comments on Wednesday, December 1, 2021 at 7:00 p.m. and/or Thursday, December 2, 2021 at 2:00 p.m.

Moved by Mr. Silva, seconded by Mr. Goncalves to file. Vote 5-0. All in favor.

**UNFINISHED BUSINESS**

Board to discuss the Licensing fees for Calendar 2022 relative to COVID and possible waiving.
Moved by Mr. Goncalves, seconded by Mr. Silva to table. Vote 5-0. All in favor.

Moved by Mr. Goncalves, seconded by Mr. Gennette to reduce the fee of the Common Victualler's License to $25.00 effective immediately. Vote 5-0. All in favor.

Moved by Mr. Goncalves, seconded by Mr. Silva to approve and sign Selectmen Meeting Minutes of July 20, 2021 with all members present. Vote 5-0. All in favor.

Moved by Mr. Goncalves, seconded by Mr. Silva to approve and sign Selectmen Meeting Minutes of August 17, 2021 with Mr. Gennette, Mr. Rosenblum, and Mr. Silva present. Vote 5-0. All in favor.

Board to discuss and vote on changes to Classification Plan on all new requested positions.

Ms. Collins explained the FY23 budget. The positions that have already been approved are the Human Resources Specialists, the Assistant Town Accountant, the four Lieutenants and the two paramedics are contingent upon funding. The Finance Committee has not reviewed this budget yet. Ms. Collins did point out that there were a few numbers that have changed. They are as follows: the van driver was listed as $2,488 and should be $9,746, the activities assistant was listed as $20,488 and should be $19,947, the Assistant Town Accountant was listed at $13,000 and should be $14,000, the Human Resources Specialist was not listed previously and should now be $6,000 for the full-time position and $19,000 for the part-time position. The 2% increase for employees is $382,523 and the 1% insurance incentive is $100,109. The dept service is $177,040. If the school is also given a 2% increase, that will be $679,524. Employee benefits = $977,000, which includes estimated benefits for all of the positions requested on the budget and the annual retirement increase for the town, which includes the school. Level I requests are due the end of November and all departments must put their position requests in their level I budget if they have been approved by the Board of Selectmen.

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Mr. Goncalves asked what the percentage is for benefits?

Ms. Collins stated about $25,000 or 40%.

Mr. Goncalves does not understand why the retirement board is not giving some type of break because they are ahead about 12 years right now.

Ms. Villano stated that they have to be fully funded by 2036.

Ms. Collins stated that for the Board of Selectmen, there is a request to increase the custodian's hours which will cost $9,200, the Facilities Manager would be $80,000 and the Grant Manager would be $65,000.

Mr. Silva stated that they decided they were only doing one position, either Facilities or Grant Manager, not both.

Ms. Villano stated that they have to decide which position they are going to fund.

Mr. Gennette suggested hiring a Grants Manager/Procurement Officer first.

Ms. Collins stated the Police is requesting a Lieutenant, two Sergeants and six patrolmen.

Mr. Gennette suggested hiring a dispatch supervisor in order to free up a Sergeant. He would also like a patrolman in order to replace the school resource officer.

Ms. Villano wanted to confirm the council on aging's requests of a new van driver, an increase on the current van driver and increase the clerical employee as well?

Ms. Collins stated that was correct.

Mr. Gennette asked about the golf requests for new positions?

Ms. Collins stated that the Board will still have to vote on the positions but it will not affect the budget because of the enterprise fund. The total for the new positions that have been added is $338,000, not including benefits.

Mr. Rosenblum would like to look at departments that haven't received requests recently.

Ms. Villano stated that all the departments were given the same information so therefore if they do not come before the Board and requests positions, that is out of the Selectmen's control.

Mr. Silva disagrees with Mr. Rosenblum and feels that the Board needs to look at the requests and see what is actually needed in each department.

Ms. Collins explained that even if the Board votes for the position does not mean they have to be funded this year. You have to ask the question, does the Town need it, should it be added to the classification plan and are we going to fund it this year?

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Mr. Goncalves does not agree with that and gave the example of the Board of Health asking for a new position and the money is already there.

Ms. Villano agrees with Mr. Goncalves as far as putting every position that was asked for into the classification plan. They need to give them what they realistically think they can budget for this year and next. Then the larger departments can come in again with their five year or ten-year plan to build up their department. However, she was surprised that some departments did not come in with any requests.

Ms. Ribeiro agrees that they need to look at what is needed in each department. She also thinks that Facilities Manager should be one of the positions that are added into the classification plan.

Mr. Gennette asked if the departments can still request additional funding to their budgets?

Mr. Silva stated that they can and went on to explain that Ms. Collins only put in a 2% increase across the board but some departments could request much more.

Mr. Rosenblum went through the lists of positions; Assistant Accountant already approved, Human Resources, approved, Police, one patrolman and dispatch supervisor, Fire, 4 Lieutenants, 2 firefighters and paramedics, reference librarian.

Ms. Villano stated that the Board needs to approve one 10-hour van driver, one 19-hour activities director, the two part-time 19-hour grounds keepers, one full-time Grant Manager/Procurement Officer, one full-time patrolman and one full-time dispatch supervisor. The increased hours for the custodian at the police department does not need to be approved right now. The Facilities Manager they are holding off on for now. The fire, the accountant and the human resource has already been approved.

Mr. Goncalves clarified that these positions will be added to the classification plan but necessarily approved into to the budget.

Ms. Villano stated that is correct.

Mr. DeBarge asked how much it would be for a Lieutenant versus the patrolman and dispatch supervisor?

Mr. Rosenblum stated that the Lieutenant is $89,423, the patrolman is $54,000 and the dispatch supervisor is $58,095.

Mr. Goncalves stated that there is a difference of about $22,000 plus the $50,000 in benefits for the two positions.

Mr. DeBarge believes the Police Department would benefit more from a Lieutenant then the patrolman and the dispatch supervisor.

Mr. Gennette understands what Mr. DeBarge is saying but does not feel the Lieutenant position will help with the lack of a school resource officer.

Mr. DeBarge disagrees and believes if the Chief reorganizes the department somewhat, he would still benefit from the Lieutenant.

Ms. Villano stated that the dispatch supervisor was advocated by both fire and police, therefore, she believes that is a vital position.

Mr. Rosenblum asked what the difference would be for a Lieutenant and dispatch supervisor?

Mr. Goncalves stated it would be about $35,000.

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Ms. Villano explained that dispatch is Central Dispatch for both the fire department and the police department and both chiefs would like a dispatch supervisor. Dispatch has their own budget. The dispatch supervisor would also help the police department because it would free up the Sergeant who is currently acting as the dispatch supervisor.

Mr. Silva asked if they can approve the Lieutenant now and then see what the budget looks like in the future to possibly add the other ones?

Moved by Mr. Goncalves, seconded by Mr. Gennette to add the following positions to the classification plan; one 10-hour van driver, one 19-hour activities director for the Council on Aging, two 19-hour grounds keepers for Westover Municipal Golf Course, one Grants Writer/Procurement Officer for the Board of Selectmen, one Detective Lieutenant for the Police Department. Vote 5-0. All in favor.

**NEW BUSINESS**

Perused Selectmen Meeting Minutes of August 31, 2021.

Perused Executive Session Minutes of October 12, 2021.

**BOARD UPDATES/MISCELLANEOUS**

Chairman approved and signed all bills, warrants and abatements. A record of all warrants is in the Selectmen's office for perusal until provided to the Town Accountant's office.

American Rescue Plan Act (ARPA) Funds Discussion.

Mr. Rosenblum would like Ms. Villano to reach out to IT to see how they can get involvement from the residents.

Mr. Gennette would still like to get a committee together for the ARPA funds ideas.

Mr. Goncalves mentioned that the Luso American Scholarship fund awarded 12 awards at $6,000 each and should be in the register this week. They will be having their annual golf tournament. Mr. Goncalves wanted to thank all of the sponsors of this organization as well.

Mr. Silva thanked Home Depot for updating the memorial at Lusitano.

**CLOSING COMMENTS**

Mr. Goncalves reminded residents of the scams again especially with shopping online.

Mr. Gennette wanted to remind residents that the State dictates what can be done with the ARPA funds and it cannot be used for just anything.

Mr. Rosenblum agreed with Mr. Gennette about the ARPA funds.

Moved by Mr. Goncalves, seconded by Mr. Silva to adjourn this meeting at 9:45 p.m., and not return to open session. Vote 4-0. All in favor.

Ludlow Board of Selectmen

*All related documents can be viewed at the Board of Selectmen's Office during regular business hours.*