

February 7, 2017

The meeting of the Board of Selectmen held on Tuesday, February 7, 2017 began at 5:30 p.m. with an Executive Session in the Selectmen's Conference Room, Town Hall.

Members Present: Chairman Bill Rooney, Manny Silva, Brian Mannix, Carmina Fernandes, Derek DeBarge and Brian Mannix.

First order of business: Pledge of Allegiance

5:40 p.m. Carrie Ribeiro, Human Resource Manager, Personnel Police Manual

Ms. Ribeiro: I am going to go over the changes with a brief summary of the whole manual itself so hopefully you had a chance to read and look thru and review the manual, I have been working with legal on it for some time now and the latest revisions. The new edition has changes added that were made and I will bring a couple of items to your attention that are important. First you see the new format and it is much easier to read and some of things that we have changed as far as employee definition categories and covered sections that make it easier for implementation for Department Heads so when you are going thru the old Personnel Policy Bylaw Manual there was a lot of questions as to who the policy is applied too. One is the introduction just to incorporate, actually what this is actually is and the changes. There is a blanket statement and if you have any problems you contact Human Resource Department. In the middle of the page it talks about this manual not being a contract of employment and it talks about at will status and how that would be so I thought it was important to have an at will statement in the policy manual, so that is what we came up with. Going down we can talk about the policies that have been added to the Human Resource audit that was done. The first one that was we are talking about is the drug and alcohol use policy and that is on page thirty two we had the drug free workplace policy that is federal policy and what we did was combine this alcohol and drug use policy with the drug free workplace policy and basically what we wanted to do is say that the town is taking a proactive approach which is a about the recent changes about legalization of marijuana. Specifically I would like to talk about the language in bold in page thirty three that says for a avoidance of doubt employees should be aware that the town considers marijuana and illegal drug. I know this was a concern that came up as far as the town implementing any type of policy when it comes to marijuana and it would be treated that same as any other drug or alcohol. You cannot come to work under the influence that was the stand we took there. Testing is also language that was elaborated on tonight, so it would include all new hires and any reasonable suspension and follow up testing if someone was to violate a policy and had to go thru some type of program and post-accident testing. Next is the anti-fraud policy that is part of the conflict of interest's policy. For now this is the way that legal said and this is the guide that legal said we should follow. The anti-fraud policy this was part of the HR audit and they suggested that we had one so that was incorporated with the conflict of interest policy that was much more detailed and it references the law and it talks about contact information for state agencies if any violation did occur and how people can go without filing a complaint. The next one is the attendance policy was something that the HR recommended that we have it is a blanket statement it states that employees are ready to come to work at the starting time each day and unplanned absences excessive tardiness and the attendance abuse and if you are absent and who you need to contact. Moving forward would be the telecommunication policy. This is a policy that needed a few revisions and we updated to the current practice of what we are doing now and the IT Director was involved in this and we took a lot of his recommendation from his expertise is in the area and he came in and meet with the Personnel Board on this as well and we made the changes that he felt appropriate based on how things are getting done now on a computer use stand point. He also had some input on the social media policy which a new policy and it actually was actually a requirement of the Human Resource audit in order for MIAA to pay for the audit by calling the center they required us to have a social media policy so this was an actual requirement of the whole process. It talks about this being a public building and use of computers as public information just to have people understand there is not expectation of privacy or confidentially if you are using your computer for something personal or sending a personal email it is town's property. Moving forward into the COBRA policy consolidated ominous budget reconciliation act of 1985 that is a policy of law that we have to offer to employees that is supposed to be notified or hired that they are eligible to receive COBRA if they are terminated resigned and along with

that we have the HIPA policy and the health insurance affordability and accountability act another policy that we did not have and we needed with different departments having medical information in their files it is important that we have a policy on this and we are keeping medical records and storing them appropriately so I have talked to both departments and they are following this policy. Next is the parental leave policy that basically replaces the maternity leave policy under Mass General Law it is new policy its parental leave for mothers, fathers and people adopting whatever the case maybe so that has changed and we are also required to put a poster on that. Next is another new policy per the audit that is suggested with the liability for the town as far as who can give out verification of employment reference checking the policy states that all references and request should be made thru the Human Resource Office. Next are the pension and OBRA policy they are statements that need to be added, there is a lot of questions when people start about what this is and why do I not have an option so that is in the manual with the applicable laws that they fall under. The smoking policy was added as a suggestion of the Human Resource audit had come up on a few occasions with a few individuals so now people are aware of where it is appropriate to smoke or not to smoke and also there is a statement specifically about the use of e-cigarettes is prohibited wherever smoking is prohibited so that language was added. The workplace violence policy has come up about the use of mace and pepper spray in the work place, there is a certain type of pepper spray that you can buy over the counter you do need a license to carry it so the question came up is it proper to us and can someone be in possession of this in the workplace, so legal felt that we should add some language in the policy to cover the town. This talks about employees who choose to carry a legally permitted spray for personal protection and while coming and going to work may carry so long as the employee properly stores it and the employee does not openly display or inappropriate threaten them while possessing it. So we felt it was appropriate to add the language to the workplace violence policy. The other set of policies is the leave policies and in the old handbook they were all bunched together they were not separated out so I separated each policy so family leave, bereavement, domestic violence injury to police officers, leave of absence light duties the new policy is a very short statement that we encourage all employees to come back if you are injured as there is light duty policy. Another new policy is religious observance so felt talking to legal that is was appropriate to have a religious observance leave in the handbook, the small necessity leave act is separated out with workers comp and we also added a break time for nursing mothers in the policy as well.

Mr. Silva: The only thing that I am having trouble with is the appointing authority and who, what, where is responsible for the person. As you know we have elected Boards and do not feel they fall under the jurisdiction of this Board, which I find that a little bit off, because ultimately we are responsible every lawsuit, everything always falls to us, in reading that some of the officials are not to the policies and the standards and that could be a flaw in there and something should be addressed once they become appointed they some are not up to the policies or the standards they should definitely be under Human Resource Director.

Ms. Ribeiro: We have to account for the appointing authority just because of the makeup and the way the government in town is. I do not think it would be appropriate to completely take that away I think it is a matter of working with those appointing authorities and those elected Boards making that they are following and implementing those policies and procedures in doing the right thing. When it comes to code of conduct or discipline or things of that nature. When the appointing authority is referenced here a lot of it is to guide the employee on where they need to go if they have an issue or a complaint so I think an appointing authority is used or a department head or appropriate Board member. It is relevant and it needs to stay.

Mr. Silva: I agree it needs to stay but it needs to be broaden too say that the Board of Selectmen are the ultimately responsible for all the employees.

Ms. Villano: We can put verbiage stating while you have an appointing authority for purposes of being appointed and to speak with as far as grievances and disciplinary action and for all purposes are an employee of the Town of Ludlow. While you have an appointing authority you are still under the full town umbrella of employment.

Ms. Ribeiro: If you not being consistent you are setting the town for liability and applying these policies and implementing them across the board in a fair and appropriate manner then you are setting up the town up. I can talk to legal and some language to place there.



Mr. Mannix: How do we get every Board and every Elected Board to understand these are the rules and regulations that they all have to have to follow?

Ms. Ribeiro: Every employee will get a hard copy and once it is approved there will be a roll out date and then I can meet with the Chairman of the Boards and speak to them about the importance of this and they would be the best way to educate them on any changes in the process moving forward. Most of the laws are federal laws that we have to abide by, I think it is counter product from someone to say they cannot tell me what to do, we all need to be working together to improve things and the policies and procedures and the practices. You will have better morale and better efficient employees, we all need to work together instead of working against each other, these are guidelines this help for the employees.

Moved by Mr. Rooney seconded by Mr. Silva to adopt the proposed personnel policy manual contingent on some language on the introductory section relative to the Board of Selectmen's authority and that would be effective March 15, 2017. Vote: 4-0 in favor.

#### Firefighter Interview

6:30 p.m. Andrew Aldrich

Mr. Mannix: We start tonight we will have you make an opening statement and the members of the Board will inquiry different questions for you and after that is completed you have a chance to make a closing statement. If you start of by stating your name.

Mr. Aldrich: My name is Andrew Aldrich and I grew up in a small town in Connecticut just like Ludlow and I decided early on in my High School career that being a career firefighter paramedic is something that I want to do, I went to a private High School and every Wednesday we would do community service and I did mine at Kent voluntary fire department and early on I decided that this is the career for me, so I talked to my advisor who was a Captain on the volunteer fire department and he is also the dean of students at my High School and he told me the best way to move forward in my career goals was to become a paramedic so during my college search I looked for paramedic programs so I went to Springfield College for the EMS program and that really opened my eyes to the world of EMS alongside fire. I got my paramedic there along with taking business management classes learning how to run an ambulance service ordering supplies and things of that nature and in my junior year I got hired American medical response and I was an EMT there for two years and now I have been a paramedic there and I really have learned a lot to make sure this is the career for me and what I want to do for the rest of my life.

Mr. Rooney: Thank you for coming in. What is it about the Ludlow Fire Department that has you interested?

Mr. Aldrich: I have interacted with a lot of members from the Ludlow Fire Department just at hospitals and few of them that worked at AMR and I also learned a lot about people on it there is a lot of husbands, wives, fathers, brothers on there and I really like that. I like the idea of being in a town similar to where I grew up, I like the location of it and I like being somewhere where there is a tightknit community a lot of comradery which I think breeds success and team work, which are two really important things in this field and that is one of the reasons I selected Ludlow as one of my preferred departments when I took the Civil Service test.

Mr. Rooney: This is not a question it is more of a comment I have lousy penmanship I would just say to you, you need to be careful when I went thru this packet there was some answers that I could not read, you need to careful of that because I sure it is a very good package and story is a good story to tell but if I cannot read it, it makes it difficult. So not a question just a comment.

Mr. DeBarge: Thank you for coming in, where is your town in Connecticut who far is it from here.

Mr. Aldrich: I would say about two hours it is called New Fairfield Connecticut north of Danbury it has a few lakes in it and a volunteer fire Department.

Mr. DeBarge: How is it you became aware of Ludlow?

Mr. Aldrich: I did not know much about Western Mass before I came up here for college and I like the area a lot after I graduated so first I moved up to Northampton and lived there for a year and I moved on to West Springfield which were I currently live and I learned about it by meeting a few people that where interested in working for the Ludlow Fire Department along with transfers here when I was working at AMR and just learning about the area from living up here for about six years now.

Mr. DeBarge: You have been .... Do you live here in Ludlow now?

Mr. Aldrich: I live in West Springfield.

Mr. DeBarge: Should you get on do you see yourself staying here in Ludlow?

Mr. Aldrich: I do like where I live right now, that being said if moving to Ludlow is a requirement for the job I am absolutely willing to do it.

Mr. DeBarge: What I am concerned with is being a Firefighter here in Ludlow.

Mr. Aldrich: Loyalty is big thing for me and if I were to get on Ludlow Fire Department I couldn't see myself leaving for any reason.

Mr. DeBarge: I was very impressed about what you said about our Fire Department here with relatives and things like that and that is what it is like and you are right about that, my concern would be your young which is a great thing but being about you growing up so far away you have a lot of opportunity and I do not think anybody would want to hold back any individual back from any opportunity they would have. But Ludlow does have a way of latching on to you because it is such a great town so be aware of that, because it may happen to you and I hope it does I just want to make sure that you plan on staying here.

Mr. Aldrich: So one of the disadvantages of going to a private school is that I have friends all over the world and especially all over New England, the down side of that is that I did not really have a home community to be a part until a few years into Springfield and then when I graduated I felt like all my friends were leaving and felt like I was stuck here but over the last two years I really sunk my roots into the community and I really like the area and especially with the fire schedule you have five days off a week. Ludlow and Western Mass is a great place to live and if I want to travel I can do that and it is always good to have a place to come home too.

Mr. Silva: The residency requirement you signed it does state that you have a year to move into Ludlow and after a three year period you can move to the outskirts, ten miles. Is there any problem with you doing that in the first year with your situation now?

Mr. Aldrich: Where I live right now is at the end of two ninety one in West Springfield right over the border, I know what I signed and if moving to Ludlow is a requirement I have no problem doing that whatsoever.

Mr. Silva: What do you think will be your greatest challenge in coming into Ludlow and fitting in to the department?

Mr. Aldrich: I think come into the Fire Department will be the biggest challenge for anyone who starts a fire job, I did do some time volunteering at Kent volunteer Fire department but doing student volunteering work versus working for a fulltime career department is very different. It is a challenge that I am ready to take on and I have been prepared for I have friends that have told me for the first year be quite and keep your eyes open ears open and just listen and learn and I am completely prepared to do that.

Mr. Mannix: How old are you now?

Mr. Aldrich: Twenty three.

Mr. Mannix: Have you signed up for selective service.

Mr. Aldrich: I have not.

Mr. Mannix: For your career here where would you like to go and where would you like to become while you are here.

Mr. Aldrich: I went to Springfield College for the EMS Management program because I would eventually down the road with five years ten years look to move into a more management position but I also think that is something that I first need to learn that being a supervisor company like AMR as to being a Captain or Lieutenant or any kind of management position at a Fire Department. I definitely want to become a Fire Fighter and sink my teeth in and become part of the community and learn and down the road possibly apply for some sort of upper level position but have learn more about it first though.

Mr. Mannix: You can make a closing statement.

Mr. Aldrich: I just want to thank you for this opportunity. I was really happy to get a second interview and I wait your decision. Thank you for your opportunity.

Mr. Mannix: Thank you.

6:45 p.m. Matthew Antunes

Mr. Mannix: We will start off by giving your name and you can make an opening statement to whatever you wish and at the finish of that the Board may have a few questions to ask of you and after the questions are done you can make a closing statement there maybe something that you want to add and I wish you the best of luck, go ahead.

Mr. Antunes: My name is Matt Antunes I am twenty eight years old have been living in Ludlow for about five years now with my wife and two daughters ages four and one. I have been working EMS for six years and a paramedic for two now and recently I have enrolled in the fire prevention protection program and I am in my second semester. I want to thank you for having me in and I look forward to the opportunity.

Mr. Mannix: Any questions from the Board.

Mr. Rooney: Thank you for coming in, a couple questions. In your mind how are you a better candidate than when you came in before us in January of two thousand and sixteen?

Mr. Antunes: Obviously, I have more experience now and have taken the advice of everyone on what I can do to try and improve myself. I have enrolled in the program at STCC which should help.

Mr. Rooney: I may have asked you this question back in January but I will ask it again. What do you think you learned from the AMR issue of a few years back?

Mr. Antunes: Obviously I learned not to do that again and it was a onetime incident and it was my wife I was trying to help here out I guess the risk versus reward was made in the wrong direction it made me think about the proper way to do things better even if it is to help someone out obviously if it is a bad decision, go with the right decision even if it is to help someone out.

Mr. Rooney: Are you interested in becoming a Firefighter or becoming a Ludlow Firefighter?

Mr. Antunes: Interested in becoming a Ludlow firefighter, I started EMS with the path of becoming a firefighter and I wasn't sure where I wanted to work, but when me and my wife decided that this where we wanted to live and settle down and raise a family it was important

for me to work somewhere where I was involved in the community where I was raising my kids they will be going to school down the street that was important to me. Also working in EMS I learned the reputation of each fire department and living in the town where the department has a great reputation and obviously that is something that I want to be involved in and grow with a good department.

Mr. DeBarge: I appreciate you coming in. Where do you see yourself in the next five or ten years?

Mr. Antunes: Obviously graduated from STCC and working on my bachelor's degree towards fire science and still living here and working on the department and hopefully working my way thru the department.

Mr. DeBarge: Was this something that you wanted to do your entire life or was it something that.....

Mr. Antunes: Well the first time I become interested in it I was in middle school when one of my family members lost their house in a fire and we are just seeing the after math of it and everything that they had to go thru not so much the firefighting but the fire prevention has kind of pushed me towards this. So that is what I wanted to do and work towards.

Mr. DeBarge: I know you are in the medical field with being an EMT for six years and then a medic for two you see plenty of stuff and plenty of things as a paramedic as a firefighter and multiply that by pick a number. What is one of the worst things that has plagued your mind or as I would say when you turn the lights out that keeps you up that you won't tell your wife about have you had any of them yet? And if you had have you found ways to deal with it?

Mr. Antunes: There was one that really stuck with me that was really tuff and I was fairly new on the job and it is one that you think about sometimes and obviously my wife is an EMT and she knows it too so it is easy if something happens I can talk to her. But you have to step back from the patient and try not to get emotionally involved but still be able to do your job properly but sometimes that does not work.

Mr. Silva: What do you think is going to be your biggest challenge joining the firefighters in Ludlow?

Mr. Antunes: I have no fire experience so that would be the biggest challenge, but I am a fast learner.

Mr. Silva: Where do you see yourself in five years?

Mr. Antunes: Living in Ludlow on the Fire Department and in five years I will be working at the ranks, hopefully.

Mr. Silva: Do ever see yourself as the Chief?

Mr. Antunes: (laughter) No, well see how it goes.

Mr. Mannix: Is your wife still working in the medical field?

Mr. Antunes: Once we had kids she stepped back.

Mr. Mannix: Where did you go to High School?

Mr. Antunes: South Hadley.

Mr. Mannix: Any closing Statement you would like to make.

Mr. Antunes: I would like to thank you for having me back and I look forward to the opportunity.

Mr. Mannix: Does the Board have any comments or questions?

Mr. Aldrich: I am on the selective service list I got Federal financial aid for college, I just called and made sure I was, just to confirm that, I did not want to say yes to something I was not sure about.

Chief Babineau: The timeline is incredible tight and it is my concern about losing top candidates and the Mass Fire Academy has a campus in Springfield and it is a dramatic financial impact and they have a class starting on April 10<sup>th</sup> and there is a lot of deadlines that need to be met prior to attending that academy. As far as the two candidates we interviewed four candidates these two and now we are down to these two candidates so we voted to move it forward to you. Mr. Aldrich is very young, very energetic he is a real bundle of energy in our interview, excellent job references, excellent personnel references there is nothing in his background that would indicate anything other than a good employee and Mr. Antunes I did the background checks on him and he had previous employer his current employer are outstanding and couple of personal references and Mr. Peppin is here tonight he has been a firefighter/paramedic for many years and he told me on the phone I do not give my name as reference very often, and all of them Matt is very quiet or shy he is a family man, but he is very teachable and there is nothing bad in his background. They both are teachable and they will be a good fit for the department.

Deputy Machado: Part of being a good Firefighter is being an upstanding guy and you just seen one individual step up and you ask him a question and he answered it the best he could at the time but he made it a point to come back and I was impressed with that. Mr. Antunes he is an upstanding guy and he wants to do the right thing I think he will be fine for the Fire Department.

Ms. Ribeiro: I think Mr. Antunes has made some great improvements and strides since his last interview here with us last year. I think he presents himself much better than he did in the last interview professionally he has made accomplishments and I think you can tell he is really committed to the town so I think he would do a great job and also Mr. Aldrich as of his references came back he is reliable very dependable most of the references said if I need care I would want him working on me so I think they both would be an asset to the community. I would like to add that this is the third round of hiring with the fire department and I want to say that every single candidate that has come before the Board when asked why Ludlow that say they such wonderful things about the Ludlow Fire Department and that they want to be a part it and I think it speaks a lot about the Chief and Captains and everyone working at the department. The word on the street is that the Ludlow Fire Department is a great place to work and they all say it coming in and why people want to come here and work in the town.

Mr. Peppin: I have been in EMS for longtime and a firefighter for twenty three years and a paramedic for almost twenty four years and when Matt started at AMR he was quiet and did not get involved in the drama and it is very easy to get pulled into the drama. Mr. Aldrich was very quiet, very focused on his work and Ludlow is one of the best departments around.

Chief Babineau: I would encourage the Board to vote to appoint these two individuals to the Ludlow Fire Department tonight.

Moved by Mr. Rooney seconded by Mr. Silva to appoint Mathew Antunes and Andrew Aldrich as Firefighters.

Vote: 4-0 in favor.

#### Correspondence

15. St. John the Baptist School requesting permission to hold the 5th Annual "We are ALL Family" 5K race to be held on Sunday, May 7, 2017. The race will start at Sportsmen Road, right on Chapin Street, left on Center Street, left on Stivens Terrace to Mountainview, right on Parkview Street, right on Chapin Street, and left on Sportsmen's Road finishing at the Boys & Girls Club.

Moved by Mr. Rooney seconded by Mr. Silva to approve the 5<sup>th</sup> Annual We are ALL Family 5K road race pending Police Department approval.

Vote: 4-0 in favor.

16. Roger Cox, Jr. Follow up letter regarding the meeting held on December 21<sup>st</sup> by the Board of Selectmen with HAP Housing on the 188 Fuller Street project 40B.

Moved by Mr. Rooney seconded by Mr. Silva to file item #16.

Vote: 4-0 in favor.

17. Beth Wallace application for a "Junk Collector's License" for Max's Whatnot Shop, a second hand store located at 6 Chestnut Street.

Moved by Mr. Rooney seconded by Mr. Silva to schedule an appointment for the application.

Vote: 4-0 in favor.

18. Stephen Ecrement petition for a Zone Change for 603 Alden Street requesting to change zoning from Agriculture to Residential on 50' wide parcel.

Moved by Mr. Rooney seconded by Mr. Silva to forward to the Planning Board.

Vote: 4-0 in favor.

19. Patrick J. Paul, District 2 Highway Director, MassDot -- informing the Board that a bridge inspection was done on November 10, 2016 at the Miller Street Bridge over the Chicopee River and requesting that a missing "Clearance" posting sign be reinstalled.

Moved by Mr. Rooney seconded by Mr. Silva to file item #19.

Vote: 4-0 in favor.

20. Andrew B. McCaul, Senior Transportation Planner informing the Board that the Pioneer Valley Commission is starting the development process for 2018 to 2022 Transportation Improvements Program.

Moved by Mr. Rooney seconded by Mr. Silva to file item #20.

Vote: 4-0 in favor.

Moved by Mr. Rooney seconded by Mr. Silva to send a correspondence to the DPW to make an appointment for a member for the Senior Transportation Planning Commission.

Vote: 4-0 in favor.

21. Dominic Torretti petition for a Zone Change for 252 West Street requesting to change zoning from Agricultural to Industrial A to add a building.

Moved by Mr. Rooney seconded Mr. Silva to forward this request to the Planning Department.

Vote: 4-0 in favor.

22. Eric Segundo, Director of Veterans Services informing the Board of a \$75.00 donation made to the Veterans Services Memory of Donald Daley.

Moved by Mr. Rooney seconded by Mr. Silva to accept the donation and send a letter of thanks.

Vote: 4-0 in favor.

23. Geoff Beckwith, Executive Director CEO informing the Board of the MMA's 2017 Spring Legislative Breakfast Meetings.

Moved by Mr. Rooney seconded by Mr. Silva to file.

Vote: 4-0 in favor.



24. Sgt. Brian Shameklis, Safety Committee recommending a "No Parking Here to Corner" sign to be installed on Stebbins Street, Off of West Ave. and a "No Parking" sign to be installed on Stebbins Street, 75 feet from the current sign.

Moved by Mr. Rooney seconded by Mr. Silva to ask Sgt. Shameklis to come in concerning this issue.

Vote: 4-0 in favor.

25. Sgt. Brian Shameklis, Safety Committee recommending Eversource conduct a street light study on McLean Parkway to see if it warrants adding additional lighting.

Moved by Mr. Rooney seconded by Mr. Silva to table correspondence #25 to when Sgt. Shameklis comes to our next meeting.

Vote: 4-0 in favor.

26. Christ the King parish application for a One Day Beer & Wine Permit for the Children of Mary Pasta dinner to be held on February 18, 2017.

Moved by Mr. Rooney seconded Mr. Silva to approve the One Day Beer & Wine Permit for the Children of Mary pasta dinner to be held on February 18, 2017 and to waive any fees.

Vote: 4-0 in favor.

27. Brandy Donini-Melanson, Strategic Engagement and Law Enforcement Coordinator regarding the Religious Land Use and Institutionalized Persons Act.

Moved by Mr. Rooney seconded by Mr. Silva to file item #27.

Vote: 4-0 in favor.

28. Thomas Cohan, Director of Government affairs for Charter Communication Annual Form 500 (Complaint/Outage report) for 2016 filed by Charter Communications with the Massachusetts Department of Telecommunications and Cable.

Moved by Mr. Rooney seconded by Mr. Silva to file item #28.

Vote: 4-0 in favor.

29. Lt. Michael Brennan, Police Department request to charge off medical bills and lost wages to Chapter 41, Section 111f for injuries sustained by a Police Officer on January 12, 2017.

Moved by Mr. Rooney seconded by Mr. Silva to charge off medical bills and lost wages to Chapter 41, Section 111f as outlined in correspondence #29.

Vote: 4-0 in favor.

30. Lt. Michael Brennan, Police Department request to charge off medical bills and lost wages to Chapter 41, Section 111F for injuries sustained by a Police Officer on January 6, 2017.

Moved by Mr. Rooney seconded by Mr. Silva to charge off medical bills and lost wages to Chapter 41, Section 111F as outlined in correspondence #30.

Vote: 4-0 in favor.

#### Unfinished Business

Board to discuss the appointment of the Harassment Officer, possibly nominate two members of the Personnel Board.

Moved by Mr. Rooney seconded by Mr. Silva to send a letter to the Personnel Board asking for the Board to put forward two names one male, one female to serve as Harassment Officers and that would be subject to the Boards appointment.

Vote: 4-0 in favor.

#### New Business

Selectmen's Meeting of February 7, 2017

Board to discuss recreational marijuana moratorium. There is medical moratorium in place not a November, 2018 is when all the regulations from the state will be finalized. Does it make sense for us to wait for the Planning Board?

Mr. Rooney I think it would be appropriate to send a letter to the Planning Board similar to what the Board of Health is going to do letting the Planning Board know that our position is that a moratorium be put in place for one year and then we follow it up with what action they are taking Thursday night at their meeting.

If they do take up that matter and move forward it is going to be a Zoning By-Law that would have to be approved at Town Meeting, so there would be a public hearing and then there would be other steps that they would take along the way.

So moved by Mr. Rooney and seconded by Mr. Silva.

Vote: 3-0 in favor.

Board to vote and approve the retirement payout for Derek DeBarge under Chapter 41, Section 111F as outlined in the letter received from the Town Treasurer.

Move by Mr. Rooney seconded by Mr. Silva to approve the retirement payout for Derek DeBarge under Chapter 41, Section 111F as outlined in the February 2, 2017 letter from the Town Treasurer.

Vote: 3-0-1 in favor. Mr. DeBarge abstain.

#### New Business

Board to discuss Recreational Marijuana Moratorium.

The Planning Board will be discussing it at their meeting on Thursday and if they do take up that matter and move forward it will be a Zoning Bylaw, which would have to be approved at Town Meeting and there would be a public hearing and then there would other steps to take along the way for the marijuana moratorium.

Mr. Rooney so moved, Mr. Silva second.

Vote: 3-0 in favor. (Mr. DeBarge stepped out of the meeting)

Board to discuss the scheduling of the meeting with ZBA and other town departments in regards to 188 Fuller Street for HAP Housing.

Mr. Mannix: All the paperwork has not been finalized or filed yet. Maybe a letter to everyone stating that how we feel as a Board and would like everyone to come together with their thoughts

Mr. Rooney: Certainly if we are going to facilitate a meeting with ZBA and other departments we probably need to see something more concrete before we get other departments. So I understand that at some point down the road we need a meeting with all relevant town department but I also guess that it makes sense to when we have something more definitive from HAPP. What I am talking about is ourselves and ZBA.

Ms. Villano: I am going to contact Town Council and set up a meeting with the ZBA and the Board of Selectmen with this expert and no one else and out there any restrictions to any days that anyone has at this point

Board to peruse the Selectmen minutes of December 21, 2016

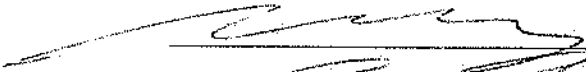
Board to peruse the Executive Session minutes of January 24, 2017

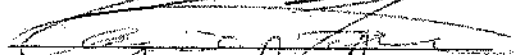
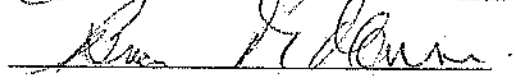
Board to sign Warrants and Abatements.

Selectmen's Meeting of February 7, 2017

The modernization bill has a clause where it can be for the boards to have one individual sign all the warrants. I will confirm with Town Council on the modernization bill. I think it makes sense that is be the Chairman and the Vice Chair and we can do it as an effective date.

Moved by Mr. Rooney seconded by Mr. Silva to sign the Warrants and the Abatements.  
Vote: 4-0 in favor.

 Chairman

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Ludlow Board of Selectmen

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

