

September 5, 2017

The meeting of the Board of Selectmen held on Tuesday, September 5, 2017 beginning at 6:30 p.m. in the Selectmen's Conference Room, Town Hall.

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

First order of business: The Pledge of Allegiance.

6:30 p.m. Melanson & Heath – Audit results

Ms. Squillante I am a partner with Melanson & Heath and I am here to present the results of the FY16 audit that we did. I have had the privilege to present this for the past two years to the same Board. Just a reminder that audits do not provide a hundred percent insurance, they are all conducted with generally accepted auditing standards and revolve around the concept of materiality so the audit opinion is saying that your financial statements are materially fairly stated with a sixty million dollar general fund and for the general fund we are looking at materiality from one hundred to three hundred thousand dollars does not mean that we do not look at things below that, but in terms of how we determine whether we can give an opinion or what issues we feel are significant deficiencies or material weakness those are the kind of numbers that we should be aware of. Because everyone is surprised when they see there materiality because they do not think of themselves as large businesses or large organizations but you are a sixty point five million dollar general fund budget. The reports that you have received are the annual financial statements and then you have the management letter and then there are single audit reports.

The financial statements. There are five parts to the financial statement the audit opinion there is a narrative that is called a management discussion and analysis which attempts to explain the result of operation and then there is two sets of financial statements and then the foot notes. I want to start with the first set of financial statements and it starts on page twelve and I am happy to answer any questions. Page twelve is called the statement of net position and it basically is a balance sheet and there is three columns the first being governmental activities that is all of the operations of the town except for the three enterprise funds that you have sewer, golf and land fill so it is everything except that and except the OPBED trust fund everything else is consolidated together into this one column of numbers and then it is converted into the way a business would record things. Which essentially means recording long term assets like building and equipment and long term liabilities like debt and your employee benefit related liabilities, so all of that is in that one column. In governmental activities starting from the bottom up at the bottom is the net position which is your equity cumulative profit and loss and your total net position which is basically your cumulative profit and loss and you can see that your total net position is a negative twelve million dollars not an uncommon situation in municipalities because the negative number is a result of recording the long term employee benefits related liabilities that are unfunded. The total net position is negative twelve million it is never above that and it is even a larger negative for unrestricted net position of fifty three almost fifty four million and that is supposed to represent if you had a surplus of what you would have left over after accommodating and paying for all your known liabilities so that is a large negative and that is fifty four million and that is being driven by or caused by when you look farther up the column there is more large numbers in the current liability section that jump out there is new pension liability of thirty nine point six million and then there is net OPEB obligation for twenty three point three million. Above that you have compensated absences of a million three those three are all employee related unfunded liabilities and the total of those are roughly sixty four million so if you have sixty four million of unfunded liability and you do not have seventy million dollars of unrestricted surplus that is what creates the deficit. It is not an uncommon situation to be in. In our firm we audit about two hundred cities, towns and school districts in Massachusetts, Vermont and there may be one or two in the eastern part state that are not in the negative position certainly everybody that I audit is in a negative position. That is the bad news and it is going to look worst starting next year. In FY18 the net OPEB obligation and the net pension liability both of those are in accordance with standards by the rule makers for government accounting standards for GATSBY. GATSBY sets the rules that everyone need to report under and it does not mean you have to fund it and it does not mean you have to do anything differently it just means this is how you have to report it to be in accordance, generally accepted accounting principles so they set the rule and they change the rules for the new OPEB obligations starting in FY18 the twenty three point three million that is here has been increasing incrementally each year by the difference between what your actuary says you should fund each year to fund your whole unfunded liability and how

much you should fund versus how much you are funding. Because right now you pay your health insurance bill you pay a portion of that to pay for retiree's health insurance. So net OPEB or post-employment benefits is essentially what we are talking about health insurance for retirees that is what drives it. Up until this year or up until FY16 it's not going to look that much worst next year but the year after that will look terrible so up thru FY17 GATSBY says to increase it incrementally and in FY18 they want the entire unfunded liability to appear on your balance sheet so in your case the last actuarial that you had the unfunded liability at about 87 million so instead of this number being twenty three million if the standard was in effect it would be eighty seven million which is going to drive that fifty three million dollar deficit figure thirty million more, negative. So those are the important numbers on this and just to be aware of this all municipalities are dealing with the same thing. I know you have established an OPEB trust fund and you put money into recently and something is better nothing.

Ms. Fernandes: In your experience have you seen any other towns take certain action to help minimize that.

Ms. Squillante: There is one city who negotiated with their teachers union to move them to a different health insurance plan which was more cost effective for the town, an town thru union negotiations over time they agreed to increase their contribution over a five year period what the employee was contributing people were grandfathered but they were moving forward to the future. The other page I would have you turn to is page fourteen which is the balance sheet for your governmental funds so this is much more similar to what you would see in interim reports or similar to the balance sheet that your accountant would submit for free cash certification. So the first column that is labeled general fund is actually a combination of your general fund and your stabilization fund again under rules that GATSBY sets and again I would start from the bottom of the first column where there is total fund balances of eight point two million and the number above that is four point four million is a combination of your general fund of a million and a half and stabilization of about three million with those numbers again this is FY16 so your general fund was about three percent of your budget, stabilization was about five percent of your budget which are certainly respectful figures and what we are seeing more in the last three years or so is stabilization looking more like eight to twelve percent of budget and general fund looking more like five to seven percent of budget so I think you are a little low on that but it is certainly nothing that gives me cause for a real concern or anything what I am seeing is the trends. The past few years there has been more money available so they are putting it away. For me there really isn't anything else that is on the balance sheet that really jumps out at me in terms of a problem or anything of that nature your receivables are very current your tax liens are very manageable they are about one percent of net levy very reasonable so there is constant commitment to tax title or tax lien and then a collection of that so I do not have any concerns on that aspect. And the last page that I would show you that would look familiar is page eighteen which is the general fund budget versus actual so the top half of the sheet is your revenues and the bottom half is the expenditures and the column all the way to the right the variance column is either positive or negative so either you brought in more revenue than anticipated or you spent less money than you had budgeted those are both positive variances so in your revenues you took in total five hundred and eighty eight thousand more than you had budgeted which is roughly one percent, similarly you under spent your expenditures by four hundred and seventy three thousand that number is a little bit low because you had a snow and ice deficit in the past several years through FY16 it was one hundred and one thousand so that is being raised independently and that you can see in the middle of the expenditure group and the Department of Public Works is over spent by eighty eight thousand and a hundred one of that is snow and ice. So on both ends revenue and expense are around one percent which is pretty tight but pretty typical. Again nothing really startling that jumps out in any category for me and those are the important numbers in the financials to me. Next is the management letter, we have talked in the past of the terminology that is used in the management letter comments and this year in FY16 you do have one what we consider to be a significant deficiency and there is three levels there is one that is really a general comment and does not have a term to it and the next level up is a significant deficiencies which essential means that warrants your attention and it hasn't quite risen to the point where it could mean a material misstatement in your financial statements but it is one that trajectory if it is not dealt with and the highest level is material weakness it means that whatever the internal control weakness is bad enough that your financial statements could be material misstated so you do not have any material weaknesses but you do have one significant deficiency and that is the first comment when you talk about that. Overall in terms of current year issues we do have the one significant deficiency and there is three other comments under current year issues and all three of those are informational they are not internal control or even efficiencies issues and then there is a number of issues that were needed. So the first issue is improving internal controls at the golf

course over golf course receipts, it has come to our attention that that the golf receipts were not being turned over in a timely way so we analyzed the turn overs by comparing the deposits for the golf departments receipts when they were actually received by the golf pro compared to when they were turned over and deposited by the Treasurer and they were significant lag times, in one case it was over a month so anytime you do not have a timely turn over and particularly in this case a lot of it is cash you risk is that money in a safe fulltime it's a risk. So that was our biggest takeaway and we looked at when the audit was done later and that golf only has certain months that they operate so we were able to look at two years July thru September 2015 and July thru September 2016 and it was consistent that they were just late. The other issue with the Golf Pro there is not enough segregation in duties or oversight over the Golf Pro he may not be the only who collects the money but he does the cash out the sort of proof of what we say we took in versus what I have in my drawer, he does the cash out and he does the deposit and brings the money to the Treasurer he does all of that, one person he does all of that and when you have one person it doesn't matter who it is when you have one person who is in charge of all aspects of one function it is an internal control so there needs to be more oversight and I am not positive what that would look like. Specifics who the oversight would be and how that would be administered there is not that many people literally in that shop so generally speaking you need more oversight wither from the governing Board for that operation or from the town accountant or the treasurers someone from the town going over and as I understand it the Accountant was planning on going over there and try to set up some better procedures and try to check more checks and balances and then the last sort of bullet is the risk area for the town is because the golf pro is not an employee he would not be covered by your overall blanket bond insurance which covers everybody up to a hundred thousand dollars. It could be misappropriated funds or lost or what have you so as a consultant he is covered by a bond which at the time was five thousand dollar bond and golf brings in seven hundred thousand dollars a year so five thousand on coverage is just inadequate particularly for someone who has control of the receipt.

Mr. Silva: Should we be getting an increase on the bond or it is typically the Golf Pro that would get his own bond. I think it would be you requiring a higher bond from a contractor, obviously that would cost him more so whether that would then be negotiated in terms of how he is compensated is a different story.

Mr. Silva: We should definitely get that bond up there.

Ms. Squillante: You definitely have too much risk there.

Mr. Rooney: Ms. Collins if you want to come forward and share any information in terms of are there things in place now or heading to be in place to deal with the segregation.

Ms. Collins: I did go out and I did a review of the internal controls and the Treasure also reviewed the timing of the deposits ever since the audit she has been tracking the deposits. So I did go out I did a full review I wrote a memo with recommendations which I plan on sharing with the commission and in two weeks on the nineteenth and at that point I will share that memo with them. So there is nothing that is put in place at this point and I know the treasurer is tracking the deposits still to make sure those are coming in in a timely manner but we haven't put any internal controls in place at this point just because I haven't had a chance to speak with the commission.

Mr. Rooney: If there is any other issue that is not resolved then I think you need to come back to us and I do not expect that to be a problem but just in case. These things have to get resolved and I would not expect that would be a problem with the commission, but if there is then you would have to come back to us. If you could report back to us once you find out what the commission is doing once it has been addressed in that manner.

Mr. McBride: Beginning tomorrow deposits will be made daily and we will reconcile the differences if there is a short coming because of an amount that is due to us, so moving forward the deposits will be made on a daily basis. One of the things that I would indicate by way of clarity we have asked previously the previous accountant for guidance for quite some time and we just did not get it and I will say when we reached out to the current town accountant and asked for some guidance and some information on how the best practices in moving forward and we were provided with a detailed plan on how to best move forward so we certainly will look at these and have an opportunity to sit down with the town accountant on the nineteenth and talk about some of the issues that we may have in trying to run our department which might be slightly different from other towns departments and the best way of moving forward. With the result of the audit and with the

work that Kim has been able to put together I am confident that we will have a plan in place that will resolve the short comings of the rest of the audit.

Ms. Squillante: The rest is all informational and the requirement by the feds to have written policies and procedures in order to comply with the requirements to receive federal money. The third comment has to do with the GATSBY standard that is effective for FY18 and there is some preparation that needs to happen with that is to be aware that it is coming and the fourth one which has been taken care of is reauthorizing the OPEB trust fund under the new wording that was changed under the municipal modernization. For a number of the prior year issues I am very opportunistic that they will not be repeated going forward, some of these have been around for quite a few years. Special Articles has been a struggle for a number of years and I know what is set up for going forward in FY17 and that looks great and there should be no problem going forward. Improving and procedures for school lunch receipts has to do with the one non-public school which is St. John the Baptist that uses the school lunch program and they use token system as opposed to the way it is done in the public schools and the accounting for that was very tight, the number of tokens given out did not match the dollars but it went both ways, they just need a better system. Number seven this is another one that has been around for a while resolving differences in school department accounts so this one takes coordination for the town accountant and the school department so I am hoping that one will go away. When they reconciled it there was never a good reconciliation on the town's books and balances in the schools grants versus what the school had as their balances and part of the problem is because so many of the funds would be consolidated into one fund in your general ledger so you could have one series of accounts. The balance that I am looking at is one number so to get that to agree to school departments list that is what is not happening the problem comes in because a number of balances in the books are both positive and negative and there are some deficits but maybe a hundred thousand dollars, worth of deficits and there is surplus worth probably a hundred thousand dollars, you cannot just waive a wand and mesh all of that together but then you would have a different issue it seems like it should be charged to the general fund and it is possible that there is a deficit there, so until you figure out what the correct balance is and why it is there and what needs to happen with it and the farther away you get from the point and time when you consolidate it the harder it is to dig back down.

Ms. Collins: There are a lot of combined funds on the town side and the school side I have reconciled all of the town side and there were some items that needed to be raised and some just needed to be transferred to the general fund. The school has given me three or four accounts that can be closed out, so I think over the next year we can definitely get ahold of them but it will be a few at a time.

Ms. Squillante: It has never been a matter of willingness on the schools part it is just overwhelming. Next issue is the police outside detail for several years which we have discussed for several years and from the response it was raised so that was two parts and one was raising the deficit that has been there for years and the second is developing the system were you are monitoring everything that is outstanding and owed so that the situation does not reoccur and the software that the Police Department uses which is used by many different Police Departments because it will print out a report that has the date on it and unless you run it on that day that is not the actual as of date so you cannot go back and that is a problem and the reports for the last couple of years have been what is outstanding for bills that are issued within this fiscal year from seven one to six thirty that's fine but what you are not capturing is anything that is owed to you prior seven one, so it is that combination of what factors that has made it challenging to get an actual complete comprehensive list so you can look to see if it is not right or where is our money, what have you.

Ms. Collins: I am now getting a report so they run it on the last day of the month so I do get a report every month. I adjust munis to reflect what that balance is at the time, review it so I think we are in better place than we were.

Ms. Squillante: Developing a formal risk assessment process essentially it is those charged with governance and yourselves and committee members or management looking at your organization the way a business would and they would find the areas of risk for example any department that would collect money it could be golf or something in sewer or town clerk but looking at the holistically and then trying to develop procedures that address those risks or how do you mitigate that. The other thing that should be a whistle blower policy do you have something like that. Things like a whistle blower policy or a fraud hotline or something posted I have been to so many seminars and one of my partners is a certified fraud examiner will say the same thing but the stress of anybody that does that kind of work and how effective something like that is actually is, that it is

in front of people whether it is a towns person, whether it is an town employee what have you if they see something that does not seem right to them here is access or here is who you call it is anonymous and based on what those experts tell me it not like the phone line is inedited with somebody parked in my parking space it is not petty it is actually things that can turn into investigations of significant things and it is a fairly simple thing to do and I have other information on it and things like that fraud hotline, whether you work with the police department to think about how to implement something like that or there is some access but you need to publicize it. And the last comment is other issues with a number of bulleted items I can go thru them the first one is DPW Chapter 90 deficit that stayed consistent from year to year it appeared that it was a miss posting or some other expenses need to be requested and you worked on that.

Ms. Collins: I have reconciled all of Chapter 90 from 2015 thru now the requisitions are going in much more quickly because after I reconciled I sent it out to the Department of Public Works they prepare the requisition as opposed to doing it once or twice a year so the benefit is we are borrowing eight hundred thousand dollars we are only borrowing fifty to a hundred thousand dollars to cover this deficit. I am almost complete with getting those requisitions in and there will be a thirty thousand dollar deficit that would have to be funded at town meeting going forward at the end of the year if there is anything that is not allowable I am transferring that off in the current year of the DPW so we are not accumulating these deficits, that is probably what happen over the years because they were not allowable and nobody transferred them out and they were just sitting in the fund and now there is no way to fund them.

Ms. Squillante: If you do not stay on top of those request, if do not stay on top of them and then you lose it and it makes it more difficult to figure out what is coming in to cover that. The next bullet has to do with trust fund cash your overall cash has been reconciled monthly and then there is a sub section of that of comparing trust fund, cash balances to the trust fund balances in the general ledger just to make sure that you needed to get transferred, it did and so forth it is just a part two of doing the cash reconciliation. We select twenty five payroll transactions and haphazardly and test things in a couple of cases where the time sheets weren't signed by anyone and we found one case were they were paid for three hours of overtime and they did not have the three hours of overtime, so you have a procedure in place it just needs to be adhered to more consistently. As far as deposits had been an issue in prior years primarily DPW has escrow deposit and sometimes they were holding them but most times they would turn them over to the treasurer how would deposit them in the general ledger so the treasurer the general ledger and the DPW all three of them should have the balance for escrow and that was not happening that is being worked on. The last bullet for the current year is just about separating in the general ledger separating OPEB and stabilization which has been done and then the last bullet is the Treasurer's office keeping a list of expendable trust fund balances if someone in their will leaves twenty thousand dollars and you can only spend the interest from it the treasurer should have that twenty thousand dollars so you would have a complete list of nonexpendable, it is difficult because you are going back so many years and trying to get that information. Not a huge deal.

Mr. Silva: In terms of going back several years ago when I first got on Board and I worked with you for another community and we did not have some of the issues that I saw in there and I got a little alarmed, how are we doing go to then and now, it seems to me that we have strived quite a bit.

Ms. Squillante: You absolutely have and I think that was true even last year when we talked about it the major issues are things were like cash wasn't being reconciled and key accounts were not being reconciled those are huge issues and again my concept of materiality is different from yours but things that you are finding is thirty thousand dollars of what was charged to Chapter 90, town meeting is going to have to fund those are types of things that will know get resolved so you don't have the big major issues anymore, I think going forward you are going to be in fantastic shape that is my opinion.

Mr. DeBarge: I would just like to say that being involved in so few audits with this one excellent job. To talk about the issue that you did I have to say they seemed minor so I am happy where we are at and I am happy where we are going as well and I think that more important where we can take this issues and make them better with the suggestions with the work you're doing. I'm happy to hear this.

Ms. Fernandes: I have been thru these audits several years and it is nice to see minor issues as opposed to major ones.

Mr. Rooney: This is my tenth year sitting here and certainly and certainly we have made tremendous progress so thank you and also to Kim thank you for your efforts as we read this we are in much better shape than we have been in prior years and that is nice to see.

Ms. Squillante: Thank you very much.

7:15 p.m. Daniel Saia interview for Westover Golf Commission Vacancy
Mr. Saia did not attend his interview.

226. Verizon New England, Inc. and Western Massachusetts Electric Company d/b/a Eversource Energy – petition for Joint Pole location, Center Street, Verizon No. 4A0CL8M. The public hearing has been scheduled for September 19, 2017 at 6:55 p.m.

Moved by Mr. Silva seconded by Ms. Fernandes to schedule a hearing for September 9, 2017 at 6:55 p.m. for Verizon New England and Western Massachusetts electric Company for a pole location hearing.

Vote: 5-0 in favor.

227. Eva V. Tor, Deputy Regional Director, Bureau of Waste Site Cleanup, copy of Notice of Noncompliance, Ludlow Service Plaza MA Turnpike West failure to comply with MA Contingency Plan Deadlines issued to Northern Arch Management LLC.

Moved by Mr. Silva seconded by Ms. Fernandes to file item #227.

Vote: 5-0 in favor.

228. Massachusetts Municipal Association announcing MMA's Legislative Breakfasts on September 15, 22 & 29, 2017.

Moved by Mr. Silva seconded by Ms. Fernandes to file item #228.

Vote: 5-0 in favor.

229. Laurie Smith, Boy Scout Troop 1774 request to hang two banners for Boy Scout Troop 1774 Community Market/Farmers Market to be held at the Ludlow Fish and Game Club on Sunday, October 15, 2017.

Moved by Mr. Silva seconded by Ms. Fernandes to hang the two banners for the Boy Scout Farmers Market. Vote: 5-0 in favor.

230. Charlotte Swienton, resignation as a Democratic Election Officer effective immediately.

Moved by Mr. Silva seconded by Mr. DeBarge to accept the letter of resignation for Charlotte Swienton and send her a letter of resignation. Vote: 5-0 in favor.

7:25 p.m. Harry Mills interview for Westover Golf Commission Vacancy.

Mr. Rooney: You will be given an opportunity to give brief opening comments and we will ask questions here and you will have an opportunity to make a final closing remark.

Mr. Mills: I saw the advertisement on TV back in April and did not realize it was not filled and I thought it something that I would love to do seeing that I already am a member at Westover Golf Course and I was member of twenty three years at Ludlow back in the mid eighty's my father in-law Art Hendricks told me what a great golf course Westover was and I went up there to look at it and it was in pretty good shape and after that we had our Monsanto league at the Chicopee Country Club for many years but after seeing Westover I decided that I was a Commissioner for Golf at Monsanto I moved from Chicopee to Westover in which we were there for the next thirty years Monsanto league was there for thirty years after that. I have been around for a while I have gone thru Ludlow High School and have been here for sixty years played many sports in town, the one thing that impressed me in town Westover this past year is in fantastic shape and I think a lot can be attributed to Ryan Linton he has done a fantastic job and I think it is a great thing I am retired and I can devote a lot of my time to it and I look forward to hopefully coming up with new and innovated ways to make money for the town and that is basically it.

Mr. Mannix: First I have to say thank you for coming in. I have known Mr. Mills for a good number of years in town he has been involved in many town activities thru the Boys Club thru High School thru the Golf Course. I appreciate the fact that you have always been involved in the Town of Ludlow and you have always been a part of the Town of Ludlow and I believe that is what we need more of for all forms of government not just the Golf Commission but any function we have in this town from the Board of Selectmen to precinct voters I have been here for fifty years and I have a great deal of respect for the town and what it stands for and I want to thank a person like yourself for coming forward and trying to do more for us. I want to say thank you.

Ms. Fernandes: What do see could be improvements that could be made at the Golf Course in any sense.

Mr. Mills: If you look at now what they have for leagues, you have a league almost every night except for Monday night's so I look at Monday night so you could try to get a league their on Monday night to raise the revenues. One thing that I do notice about the course and I will be honest with you is that unfortunately because of the public golf course there is a lot of ball marks on the green and if you are a golfer you do not like to see a lot marks on the green I play with the seniors Monday, Wednesday and Friday and the foursome I play with I always tell the guys when you're not putting, fix the ball mark and unfortunately there is so many ball marks on the green to be fixed so that is one thing that you need to improve. One thing that you can do for the public when they come on the course it may not be a bad idea to tell them to fix the ball marks so maybe having a little piece of paper on thing or giving it to them with the card but remind them to fix the ball marks unfortunately on a public golf course they do not think of that they just go out and hit the golf ball basically that is it. I have a background in finance and thru Monsanto back when I was working at Monsanto I had a budget of three million dollars a year, I had to balance so I am used to balancing budgets and it kind of scrutinize so I would take a look at everything that is going on and see how that would work it's not going to change the world but certainly we look at what is going on there. I should probably mention that when my Father in-law was alive he was Art Hendricks unfortunately he passed away on the eight tee you probably did not know that and they did have a memorial golf tournament in his honor and for many years after that he was quite a guy, a great guy. If you want to ask me more questions fine basically that is it, I just love the course. Westover is a course in this area I have played them all from Crestview to Longmeadow to the Orchards you name it Chicopee, Westover is really a gem of a golf course and I think the good golfers really appreciate a course like Westover and I would like to see them get more play there somehow and have to figure a way for more play there whether it is thru advertisement or the coupon book or whatever but there is other ways of raising awareness about Westover and it is a super, super course it really is it has a great track.

Ms. Fernandes: What do you think some of those ways are to raise awareness of the course?

Mr. Mills: I looked at the website I do not know if you look at the Westover website I do not want to say it is outdated but there is something's that fall back to 2015 so someone needs to keep that up more I do not know who is responsible for doing that but when you look at Westover on the web it mentions tournaments from 2015 we are in 2017 now I do not know what is going on but it is certainly something that I can look at updating keeping that I would look at updating keeping that current so people know what is going on there and maybe advertising outside the area people that live in around a thirty mile radius around Westover but you may want to advertise outside of the area a lot of people who live in around a thirty mile radius knows about Westover but you may want to go outside maybe Worcester or Connecticut people will travel when they know how great the course is people will make an effort to get here so I would do some advertising probably outside the area.

Mr. DeBarge: I appreciate you coming in for this and I am going to just on the same subject because usually what is talked about in this kind of position even back when I came in for this position as well marketing, marketing and I agree with everything that you have said the course is fantastic in fact I think it is the best around I think within a fifteen mile radius it is absolutely the best course around I think we owe a lot to the superintendent, I think we owe a lot to the pro and everyone that works there that said I think that we can fill that course from sun up to sun down seven days a week the problem is that it cost money to put an article in the newspaper and it cost money to do anything as far as marketing so we have to think outside the box and that is what I have learned after I did not get the position and I started asking questions and why can't we do this and why can't we do that and that is what I learned after getting the position and I started asking questions. Why can't we do this and why can't we do this then I started getting the prices so when you don't have a marketing

budget that allows you to do a lot of things how do you get those cars to go past Chicopee Country Club and the Elm Crest and all of those and tell them that Westover I going to be the best course that you are going to play because the fairways are carpet and the greens are carpet and all of that how do you get them to get here.

Mr. Mills: Another thing I do not know what the budget is and I do not know what you have for a budget so I cannot comment.

Mr. DeBarge: Let's say it is small?

Mr. Mills: Word of mouth too, any business word of mouth that sells a business and once people start playing the course and you get more people interested from outside the area so you will have to spend some money somewhere if you really want to draw some people from outside the area and I do not know what your budget is but certainly that is something to look at.

Mr. Silva: Thank you for stepping up and signing on to another headache. What is the one project and ascetic you would like to change over there and to make the course a little better.

Mr. Mills: Cut down the tree on the fifteenth fairway its unfair and how many times have I hit my ball down the middle of the green because they have that big pine tree in the way that would be the first thing that I would do is take down two of those limbs and get rid of that pine tree so it's not sticking out over the fairway that is one thing I would do. The course is in phenomenal shape the one pet peeve I have is ball marks on the green, to many ball marks on the green every time I go play I must fix thirty marks a round it's horrible.

Mr. Silva: Going back to the budget I do not know how much you know about the budget it is an enterprise fund.

Mr. Mills: I do not know much about it, I did get the 2016 town annual report and it did show Westover and what it means to me but it shows about a sixty thousand dollar budget that you are short somehow and I do not know how it is budgeted, but it shows a sixty thousand dollar difference somewhere and I do not what that is so I would have to look into it but I do not know that much about it, unless I can see how you budget and do the finances this is how you have the line item for budgeting and everything else that is what I would have to do is look at the line item to see how you budgeted and how you spread that out.

Mr. Silva: It virtually runs on its own and the expenses they do a wonderful job with it they give us money every year so far, that I have seen. Have we had a deficit over there? The last couple of years I have seen surpluses come in to the town.

Mr. McBride: The gap is getting smaller and smaller.

Mr. Rooney: I have here on the Board for ten years various people have come thru and I certainly have to say I agree with you about the ball marks they are not mine I absolutely agree with you about the ball marks but I also agree with you a hundred percent when you say it is a gem, there is no question about it. The problem is that we are in a situation where people are not golfing, there aren't as many golfers as there used to be and I truly believe and just curious as to your thoughts we have to look more to the youth. I know we have done some things out there in the past and when you were at Ludlow there was a junior four ball and I do not know if they still have it certainly if they do not that is something because if we do not get the youth involved to say oh we should advertise in Worcester and Connecticut I agree with you but we need to get the youth involved because there aren't as many people playing golf. What are your thoughts on that?

Mr. Mills: I would say your right I am not sure how you go about that I know sure there is a junior league or junior membership at Westover. Your right you probably could look at getting more of the youth involved.

Mr. Rooney: I mentioned you would have the final word so it is yours.

Mr. Mills: Again, I love Westover I am an avid golfer for many years of Ludlow, I left Ludlow a few years ago and unfortunately I was ill for a few years and then when I got better I decided that I wanted to play golf again so I went and played at Westover a few years ago and it was in phenomenal shape then and I started going back to Ludlow and joined Westover. I am committed

to Westover I am heavily committed to Westover and to make it the best course around here it's a super course people just have to understand that and see that.

Mr. Adamopoulos was scheduled for tonight but he has called in to say he had an emergency and he apologized and he is asking to reschedule if possible. Certainly whatever the wishes are of the committee.

Mr. Rooney: I know Mr. Adamopoulos and he is a very responsible guy and perhaps you could schedule him for the next meeting.

8:00 p.m. Sean McBride, Recreation Commission – new position.

Mr. McBride: I am here now on the recreation side and what we are asking for is the creation of a thirty hour per week director position that would cover our before and after school program and also cover our summer director of summer program so the issue is that we currently have a director for the after school program and with the number of kids that we have the responsibility is the paperwork the issues that arise throughout the course of the day it is a lot and the majority of it falls on our clerk Debbie which does a phenomenal job, but between the camp registration and the before and after school components and the summer camp the responsibilities that Debbie has concerning the pond and the pool and registrations it is a tremendous amount of labor and amount of work that happens throughout the course of the year. So what we are asking for is a thirty hour position right now we have a before and after school program for forty two weeks and then we run the summer program is two hundred and eighty eight hours over the course of the eight week summer and then there is a two week period where they are off so the total is an additional seventy three hundred dollars to cover the salary portion. To be completely transparent it does not cover the benefit side of it that is about a seventy eight hundred dollar expenditure and that is important to us. As we have seen our numbers grow in the before and after school program as we continue to see the numbers grow and the numbers start to rebound on the summer program there is a tremendous amount of work there and tremendous amount of work for one person and this position would allow us an opportunity to perhaps expand our numbers to put forth a curriculum and programming that would ultimately benefit the kids that go there. When we look at how much of this we would be able to fund from our own budget we would be able to fund the salary increase which is seventy three hundred dollars by reducing our number of counselors by three and while we are reluctantly reduce the number of counselors we feel that this position is important enough to do that. It would provide us with consistency in both programs it would provide us a sense of leadership position for somebody within the before and after school summer camp program and it would be a position of responsibility in a position of authority a lot of the times during the course of the summer and during the course of the school year if there is an issue that involves a counselor or a camper and obviously we want to be involved and be informed but the reality is I have another job that pays my bills as do at least two thirds of the commission and we need someone other than Debbie there in a position of authority and a position of leadership that has a the benefits of a town employee to be able to handle those situations and bring those situations to us as a Board as they see fit as opposed to bring every single issue to either myself or Mr. Martins or Mr. Cameron so if we were allowed this position we would be able to fund the salary portion of it would ask that the town incur the cost of the benefit side of it. One of the things that we were planning on looking at and have not done in a while and we want to be cognizant of the program that offers a great benefit to a lot of folks in town who struggle financially and struggle week to week to do what is right for the family and one of the things that we are planning on looking at this year is our current fee structure and looking at the possibility of increasing that fee if we were to we would be able to offset some of the benefits thru a fee increase. I think this position is important I think it is something that we need and as our department continues to grow and when we started the after school program some several years ago and as we continue to do the summer program we did it with very little increase in the staff and I think that we have come to the time where the numbers will dictate that we have some consistency and that is why I would ask the we be allowed this position.

Mr. Mannix: Have you talked to the Human Resource Department and what recommendation or direction or input is shown in this matter.

Mr. McBride: We have been corresponding with her on this matter we sent her a letter on July 5th and I know that Debbie has had a number of conversation with her concerning benefits issues and one of the issues that I do not think is covered is the vacation, holiday and those kind of time off benefits that an employee get, but we have had conversations with the Human Resource Director we have talked to her about what our department could possibly fund through this position I do not

know if she has corresponded with you folks as far as any sort of disagreement or reservation of any.

Ms. Villano: I just heard something this afternoon and she could not be here this evening. One of her concerns is the position of thirty hours per week for the forty two weeks and then forty hours for the week for the summer camp seven weeks so she does have some questions and concerns on that. We would have to look at to see how it would affect the benefits and how it would hammer out as far as overtime is concerned or not so that is something that needs to be looked at a little further that was one of her main concerns.

Mr. McBride: Right now the before and after school director is a seventeen and half hour a week position for forty two weeks and we are looking at a thirty hour position for a period of forty two weeks and then the summer co-director position that would be eliminated by the creation of this position is forty hour work week for seven weeks, if that makes any sense.

Mr. Mannix: The summer position would be a second position?

Mr. McBride: We are looking at eliminating, if we hire an individual for this position they would also work the seven weeks at forty hours a week and we would eliminate hiring someone for the summer the person would assume that roll.

Mr. Mannix: That person would stay for ten weeks would be working forty two weeks and seven weeks at forty hours. Can we do that with one person?

Mr. McBride: We do it now and I do not see why we couldn't. If Human Resource can come back to discuss the position to see if it is even feasible and it is something that we feel very passionately about and it is something that would put us in a position to be able to expand some programs and to be able to provide add benefit to the kids and the families of Ludlow.

Mr. DeBarge: I did talk to Carrie to see if she received information about the job descriptions for Debbie and reference to Whitney Park and all the going on and now that this is coming up and in order for me to be in support of this since I have been asking for it for some time now. There is nothing updated as far as Debbie's job and I know there hasn't been a lot as far as ones before or prior to the job even being had the original one is what I am trying to say, so when you come back you draw something up because I do not know exactly what everything is from start to finish to that would help me understand even the second position.

Mr. McBride: I can definitely provide that, you are the first person to ask me personally for that I had asked for it when you were here for her promotion, her step increase.

Mr. McBride: I sure we have job descriptions on hand so we can certainly provide and put together what Debbie's role is because we are very fortunate at the recreation department to have Debbie because when Thompson Memorial pool reopened and with the Department of Conversation and Recreation Debbie was the one on her own time went thru certification for certified pool operator and Pool Manager that is something that she did on her own time and when something happened thru the seven or eight week period that the pool was open where it is on a Monday or Sunday at eight in the morning or eight at night Debbie is the one that is called and shows up I think it is something that she takes very seriously and that is something that they are very appreciative of because quite frankly if I was to get the call I would not know one end to the other of the pool filter and we are very fortunate to have the clerk that we have and I have no problem putting down all the rolls and responsibilities that Debbie does and performs on a daily basis.

Mr. Rooney: I do have a couple questions for the before and after school programs currently the person there is the director.

Mr. McBride: Yes we have a director and then we have two counselors.

Mr. Rooney: How many students or children are there before school and how many are there in the after school program.

Mr. McBride: Twenty five.

Mr. Rooney: The same. So the person during the forty weeks is working seventeen point five hours currently is that right and you are asking that go to thirty hours and in the summer currently it is the same person but that person is the director of the summer camp.

Mr. McBride: Correct.

Mr. Rooney: How many hours is that person working currently or this past summer.

Mr. McBride: Forty hours per week for seven weeks, two hundred and eighty weight hours for the summer.

Mr. Rooney: For benefit how many hours does somebody have to working?

Ms. Villano: Twenty hours.

Mr. Rooney: What would the person be doing for the additional twelve and half hours?

Mr. McBride: One of the things that they would be doing is ensuring that we have an appropriate curriculum all the duties and requirements that you have to maintain thru the State licensing authority they would be responsible for doing and they would be responsible for helping maintain the enrollment for both the summer camps and for the before and after school camps. Essentially all the stuff that Debbie now does as far as extra responsibilities in addition to her own position this person would assisting in the role of the before school and the camp and the employment issues and coordinating with HR to ensure that all these kids that we bring in during the summer that we are fulfilling all the requirements that we need to fulfill through HR for those particular employees and those before and after school employees would fall on the shoulders of this director and the role and responsibility of Debbie would be to maintain those records for the pool and the pond. During the summer Debbie works a tremendous amount of hours when we all leave our offices Friday at four or five o'clock and our gone for the weekend and her work is just starting to ramp up unfortunately after having worked a five day week.

Mr. Rooney: Did I hear you correctly that one of the ways that you would be funding this is by reducing the Counselors by three is that right but the person is working and under this proposal the person would be working the same number of hours in the summer as he or she currently is.

Mr. McBride: So it would be a way of helping to fund that additional twelve and half hours per week. We are very fortunate in my opinion that we have great kids that our counselors at the park but we have difficulty filling, when I first started on this Board many years ago we would have seventy five or eighty applicants for forty five positions and now we are lucky to have thirty five applicants for thirty six positions so there is a huge drop off in applicants for these positions so I do not think it would be any grave concern on our end if we were to reduce that by three positions and we would be fairly close in fairness on the ratio between counselor and camper and but I think it is something that is doable and again I think the consistency that we would be able to add to this program through legitimizing the directors positions would be worth that sacrifice.

Mr. Rooney: It does make sense to reach out Human Resource manager prior to the date you are coming in so you would be reaching out to her before that.

Mr. McBride: There has been dialogue back and forth and I will certainly communicate with Ellie and with the HR Director to ensure that any concerns that have risen are addressed.

Mr. DeBarge: Did you say that new positions will take three counselors.

Mr. McBride: As a mechanism of funding the benefits side of it we would reduce that number of counselors from thirty six to thirty three.

Ms. Fernandes: I can appreciate the need for this positions and I am wandering because we have so many unfunded liabilities and benefits, would it work to have two people dividing the hours between two people so it meets your needs at the same time we are looking at the benefits.

Mr. McBride: The issue that we have currently is the position is before school a period of time off and then coming back in the afternoon when the kids get off the bus it is extremely difficult to find somebody for that role and it is difficult to find two people that are willing to split that role and

again we struggle in the summer to find co-directors we had one individual who applied for director this year and it is a bit of a struggle and I do not know what the answer to that is and that is something that we looked at and I think that this provides a level of legitimacy to it and I do not enter into creating things with benefits and crating positions with benefits lightly I know that it is a burden to the town long after I am gone from the Board and someone retires and is collecting benefits. I think it is something if we are going to continue to grow these programs and continue to offer them I think we have to insure that we are legitimizing what we are doing, we are doing more good than harm be having the right people and having the right structure here in place to make sure it is successful.

Mr. Rooney: Thank you for coming in.

231. Alonzo Caputo, resident expressing concerns with the proposed changes to Howard Street at Center Street.

Moved by Mr. Mannix seconded by Mr. Silva to file item #231.

Vote: 5-0 in favor.

232. Elizabeth F. Isham request to become an Unenrolled Election Officer.

Moved by Mr. Silva seconded by Ms. Fernandes to appoint Elizabeth F. Isham as an Unenrolled Election Officer.

Vote: 5-0 in favor.

233. Jettie McCollough request to become a member of the Pond Management Committee.

Moved by Mr. Mannix seconded by Mr. Silva to schedule an interview for Ms. McCollough for the Pond Management Committee. Vote: 5-0 in favor.

Unfinished Business

Board to approve and sign the Executive Session minutes of July 25, 2017 and August 8, 2017.

Moved by Mr. DeBarge seconded by Mr. Silva to accept the Executive Session minutes of July 25, 2017 with all members present. Vote: 5-0 in favor.

Moved by Mr. Silva seconded by Ms. Fernandes to accept the Executive Session minutes of August 8, 2017 with Mr. Rooney, Mr. Silva and Ms. Fernandes present. Vote: 3-0-2, Mr. DeBarge and Mr. Mannix abstained.

Board to approve and sign the Selectmen minutes of April 27, 2017.

Moved by Mr. DeBarge seconded by Mr. Silva to accept the minuets of the Board of Selectmen meeting held on April 27, 2017. Vote: 5-0 in favor.

New Business

Board to close the Special Town Meeting Warrant.

Moved by Mr. Silva seconded by Ms. Fernandes to close the Special Town Meeting Warrant.

Vote: 5-0 in favor.

Board to sign ten copies of the October 2, 2017 Special Town Meeting Warrant.

Moved by Mr. DeBarge seconded by Mr. Silva to sign ten copies of the October 2, 2017. Special Town Meeting Warrant. Vote: 5-0 in favor.

Board to peruse the Executive Session minutes of August 24, 2017.

Board to peruse the Selectmen minutes of May 16, 2017.

Board to discuss holding a fundraiser for those affected by Hurricane Harvey.

Mr. Rooney I sent out an email and I did get some comments back and I have talked to people in the community and I have to say I am not so sure it is a good idea although certainly well intention but I think it has been brought up by some people and I think rightfully so that it might very well set a precedence. All we have to do is look at our phones and we can see that there is another one coming. All of us where impacted all you had to do was watch the news to see the devastation in Houston and realize we have to do something. My thoughts are it is best to donate to some of those organizations. It probably makes sense to ask the Cable Manager to post various organizations to donate to for different relief efforts on our website.

Closing Comments

Mr. DeBarge: I will get some names for the public access and see how we can help out in any way other than monetary and maybe bring some people up here that is just devastation and to have that happen my heart goes out to all of them.

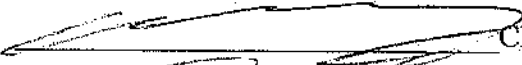
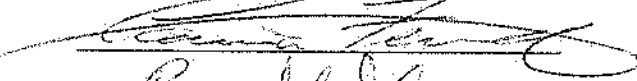
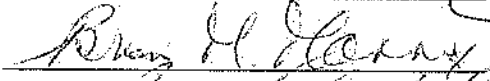
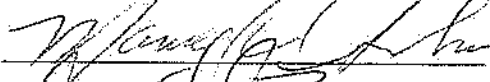

Mr. Silva: The Festa went off for the four days extremely well and I do not believe there was any major problems with Police or anything else and Sunday with the rain as soon as the singing started for the procession the sun came out this being the hundredth year and the procession went on and it was really nice and I am so happy there was no major issues that I know of.

Ms. Fernandes: Just adding to the Festa it was amazing because the rain was really pouring and it was a wonderful turnout even though the rain made it a little wet. To add to the fundraising discussion there is not only Hurricane Harvey but the fires in California where do we decide to which ones and who to donate to and I did discuss it Mr. Rooney that it would be best to do it individually and the town should be more selective in the fundraising that it would do even though they are all worthy and you start exhausting volunteers to donate but there is certainly ways to donate.

Mr. Mannix: Melanson & Heath the report on the audit results I find that my short time on the Board this is one the best reports that I heard and direction that we are going is very good I read most of them going along on what the town is looking to do to straighten them out and I would just encourage them to follow thru and the town would be in much better shape. My only comment about Harvey is the Hurricane I would encourage everyone to give from their heart how they feel we have our churches our social organizations, we have the Red Cross we have the Salvation Army and anything that you may be affiliated with and anything that you can help or assist with, anything that we can do is very important.

Mr. Rooney: Chief Madera invite me down to the Festa to view the command center which is a MEMMA trailer that is on the grounds on the parking lot of the church and it was very impressive. When I was a young kid there was Police presence but now there is cameras all over and I have to say it should be reassuring to those that attend that things are being very well controlled and monitored by the Ludlow Police.

Moved by Mr. Mannix seconded by Ms. Fernandes to adjourn. Vote: 5-0 in favor.


Chairman




Ludlow Board of Selectmen

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

