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*Town of Ludlow, Massachusetts*  
*Capital Improvement Planning Committee*

Minutes of the September 12, 2022 Capital Improvement Planning Committee. Meeting began at 5:30pm. Members present James Gennette, Chairman, Marc Strange, Kathy Demetrius, Kim Collins, , Luis Vitorino, and Josh Carpenter.

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Mr. Gennette: We have a couple articles to go over so that we can get them to the Board of Selectmen to get a final run for Town Meeting. We are reviewing Article top of page 2; we were expanding for the position that is replacing the Town Administrator with one member of the Board of Public Works and by replacing the words one private citizen to two private citizens. The object of this was to expand the Board a little bit to reflect the participation of the Department of Public Works in doing so we have to keep our voting to an odd number and that would open up the door for another resident to come in. So, we want to do a final run through just in case there are any concerns or considerations that we'd want to break on. The second one, Article number 4. Part of the Bylaws by adding the words for a single project at a single location after the words or combined asset purchases. Any questions or conversations about that?

Mr. Carpenter: Going through the other warrant articles, looking at Article 9 that looks like it will affect us eventually.

Mr. Gennette: The town will vote to establish a Capital Improvement Reserve fund for the purpose of funding Capital Improvement projects as a part of that reserve fund establishment that the town will vote to raise an appropriate amount or transfer a sum of money into that fund. The background on this one is right now we use our free cash to fund our capital projects. We never know what our free cash is. So, if our budget is exhausted in one year, we have no room to do capital projects because we have no free cash. It's a pretty poor way to do business. The idea is to establish a fund that will offset that we keep balanced so that we can fund those projects. Right now, we have to keep lease agreements and things like that in budget processes already anyway, so this just makes it easier for us to plan.

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Mr. Gennette: What would be our process to review schedule for departmental capital project requests?

Ms. Collins: I actually just sent the email out to all the departments to prepare for budget seasons. In the past it's come out of the Board of Selectmen's office. They sent out an email asking everyone to send in their requests, and they will be sending all their requests to me by November 15<sup>th</sup>. Then

at that point I will get them over to Marc and I'm not sure when this committee meets after that but that is when you will see the request.

Mr. Gennette: After November 15<sup>th</sup> we can start the visitations. It would be nice to have someone from the finance committee here at that point. When will they see our approval for capital investment?

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Mr. Strange: The requests are due November 15 in mid-December; we'll be meeting with all the departments to go through their budgets and any capital request they have. Then the plan will be to provide you guys with a five-year plan. So, the committee receiving a five-year plan these are the Town Administrators recommendation for this particular year you guys will take a look at it take stuff out put stuff in you make your recommendations. From that it goes up to the Board of Selectmen. January's meeting for capital we should have a presentation for you.

TOWN OF LUDLOW

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Moved by Mr. Carpenter committee approved and signed meeting minutes of June 13, 2022, seconded by Ms. Demetrius. Vote 5-0

Moved by Mr. Carpenter committee approved and signed meeting minutes of August 8, 2022, seconded by Ms. Demetrius. Vote 5-0

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Moved by Mr. Carpenter to adjourn meeting at 5:46pm seconded by Ms. Demetrius. Vote 5-0

