



RECEIVED
TOWN CLERK'S OFFICE

2023 MAY 16 A 9:09

TOWN OF LUDLOW

Town of Ludlow, Massachusetts
Capital Improvement Planning Committee

Minutes of the January 11, 2023 Capital Improvement Planning Committee. Meeting began at 5:30pm. Members present James Gennette, Chairman, Marc Strange, Tony Sanches, Kim Collins, Luis Vitorino, and Josh Carpenter.

Mr. Gennette: We have a lot of visitors today. Let's start with the school, Superintendent Frank Tiano and Mike Assaf IT Director for the school department.

Dr. Tiano: The information is not different from what you had previously. This is just an outline of what we are requesting for FY 24. Funding requests are broken up into three categories. School facilities, athletics, and technology/security. I'll walk through it very briefly and then take any questions you may have. Regarding facilities, we've asked that we get all the information for our HVAC units across the buildings. We understand when they were purchased, when they were installed and when their end of life is. The number to the left where it says fall 2022 estimate, if we were to replace everything on this list this is what it would cost in our FY 22 dollars. Working with Mike Bertini and Kathy Demetrius, we asked Mike to prioritize which HVAC units should be first. Looking at the amount of money we spend on repairs you'll be able to see that the two schools listed here the Baird and the high school, we're prioritizing the high school for the HVAC units. The district has been working on our HVAC units, for example 2016 East Street had some upgrades, in 2021 one of our units at the Baird Middle School was upgraded. We are trying systematically to identify which ones we'll request for next. Then that is the request you see here. These are twenty years or older along with the edition from the high school renovation for a total of \$219,834. We have tried to lay out for the community and the Board is should we receive the money for these HVAC units next year we would be coming back next year for the prioritize HVAC units. We are still working on identifying our needs, but this was a priority for us starting this summer so that we'd be ready for this process. We do have items under athletics, but they are pushed out to FY 27, so we won't be talking about those this evening. Looking at technology and security. At Harris Brook and the new central administration building, the security system and fob system are state of the art. Fob system and the pad system at the remaining schools are well beyond their lifespan. Mike specific skills that he has, he has been able to breathe life into them. The service provider no longer provides service for these. We are looking at this as a priority for us to be able to have the same systems that we have at the Harris Brook that we would have universal for all our staff. With that in conversation that the police and fire for them to be able to have similar access. We want to be able to keep the people we want to keep out, out and be able to have the people that we want to come in, come in at the appropriate times. Along with that, the handicap doors. The doors are handicap assessable but to have them where there is somebody in need would be able to push a button. It is the same vendor those projects can be split up, but we are sharing

them for your consideration here this evening. The last piece from the school department is class and upgrades regarding displays and sound systems. You have some details. In our operating budget from my understanding for the last seven years we have been working with Mike's efforts in particular. Developing 21st century classrooms which you would have technology such as you see here. Specifically, through the pandemic our staff has become quite adept at using this technology. We have been chipping away at that year after year Mike and his crew in terms of installation as well. With your consideration we would like to fast track a few of those rooms as we go forward so our staff has the tools that they need.

Mr. Gennette: Just to remind this Board that we are not making decisions tonight. If you want to ask any questions, feel free.

Mr. Carpenter: Looking at East Street handicap doors at \$57,000 is there a reason why those are about \$20,000 higher than the other schools.

Mr. ^{Assaff} Bertini: Part of it is the age of the building. But there are a lot more doors.

Mr. Gennette: Marc facilities manager, at some point can we get him together with Mr. Bartolo and figure out. The other thing is where did we get these estimates from.

Dr. Tiano: I don't have those here, but if Mr. Bertini were here with us, he'd be able to tell you.

Mr. Gennette: I'd be very interested. I think that is rich for AC units and I would like to see a little more of an update. Next, we will talk to the chief.

Chief Valadas: I submitted to the Board of Selectmen and this committee on November 15th two articles basically to be considered. One is to replace our duty pistols, which we asked for last year. These pistols are checked and fired yearly. They've been in service for over ten years and should be replaced. For officer safety they should be replaced at ten-year levels. Simply firearms wear and are prone to malfunctions and with use and age of the proposed replacement request has been researched by department's firearm staff which is commanded by Lieutenant Irwin. Also, at recommendation of Lieutenant Irwin. Purchasing all sworn police officers the Glock Gen 5. This is a model seventeen and nineteen. These are nine-millimeter pistols with approved red dot sights and new holsters. This new weapon system will ensure the police officers are properly equipped with an excellent pistol inciting system. A purchase price for \$76,630. Red dot system is a sighting system. It improves accuracy for the officers.

Mr. Gennette: This was denied last year because we thought it being more of a tool that it would be probably covered under the budget. One of the considerations that we also talked about was the resale of the old ones to be able to cover the cost of the new ones.

Mr. Strange: When we considered both the Glocks and the body armor, we determined they didn't qualify as capital items particularly in consideration of the new language it says if there is a single or combined asset purchase for a single project at a single location. That didn't strike us as a capital item. If the PD needs them, we can put it back on the budget. That would put us \$280,000 over.

RECEIVED
TOWN ENGINEERING OFFICE
2023 MAR 16 9:40
TOWN OF LUDLOW

Mr. Gennette: I still want to consider it. We still have the conversation about it, and we can talk about it later.

Lieutenant Irwin: I'm not sure why this doesn't qualify as a capital, but a cruiser will.

Chief Pease: Asking for a new ambulance. Our newest is 2019 and our oldest is 2013. The 2013 is getting tired and has many extra miles on it. We desperately need to replace one. We have enough money in the ambulance subscription fund currently to buy a new one outright. I won't be looking for any town funds or financing for this purchase. The ambulances are busier than ever. Our revenue is up, we are over \$1.7M in revenue. Last year it went to the town's general fund, and we are financing this hundred percent to the subscription fund which is separate. There's no impact on the taxpayer's town budget in this purchase. Also, our fleet is getting tired just because of the amount of volume that we're doing right now. Next year I'll probably come back with another proposal to buy another ambulance. However, looking at our income through the subscription fund we should be able to finance out one over three to four years terms through subscription funds and move forward in that respect.

Mr. Genette: Kim, would you mind giving us a little more information about the subscriptions already in place and the timeline.

Chief Pease: I can tell you what the current balance is. There is \$310 to \$ 315,000 with still money coming into it. We went up on the subscription fees. I don't have an exact number, but we should be generating about \$115,000, to \$120,000 annually in that fund.

Mr. Gennette: Don't we have one ambulance being financed right now?

Chief Pease: No, we do not. Just the fire truck.

Mr. Gennette: Just the fire truck. I don't understand this one to three years subscription.

Ms. Collins: Basically, what this is the 2024 request is the one he's asking for right now. He's saying it's going to be \$300,000. He's going to fund it with a one-time purchase through the ambulance subscription fund. The one that's in there for 2025 is the one he just mentions that he'll be coming back asking for a three-year lease on an ambulance which he will fund through the subscription.

Mr. Gennette: If he can pay for it out of subscription fund what does he need capital for?

Ms. Collins: It's because of the Bylaw. The Bylaw states if the item is over \$20,000 regardless of where the funding is coming from it has to be approved at town meeting.

Chief Pease: My second request is to replace my car, car one. It's currently ten years old. It's probably getting close to its life span. There are two reasons; yes, it's getting old, and the second reason is we do not have a station vehicle for the guys to use for any non-emergency details around town. The price for the vehicle itself is a little over \$46,000. Which I thought was fair but then you have to outfit it with sirens and radios and other technologies. The total request is \$62,000.

RECEIVED
TOWN CLERK'S OFFICE
MAY 16 A 9:10
TOWN OF LUDLOW

Mr. Gennette: Does it have to be a Tahoe type of vehicle?

Chief Pease: I got a price on an Explorer, and it was more. It needs to be an SUV that has the capability to have the command center, the command box in the back.

Mr. Gennette: As far as the old car going to the staff, I'm really concerned that down the road there will be another request to replace that vehicle.

Chief Pease: With the succession of vehicles being moved down if we space them far enough apart, they can be replaced with other vehicles. I know Wilbraham has a system like that.

Mr. Gennette: How old is that estimate \$62K?

Chief Pease: It's fresh. I got one in October 2022. I just got a new one back and the price kind of went down just a little bit by a few hundred dollars.

Mr. Gennette: Mr. Linton

Mr. Linton: We have three main things. The golf cart lease, the turf maintenance equipment in the clubhouse and parking lot security cameras. Starting with the golf cart lease I'm not sure if that lease would be a capital request or not. We're looking to take the golf cart lease which is under a five-year lease and want to do a four-year lease on it. We would be moving it from capital to our operating budget. We are going to be putting it at a level one operating and putting a new line item for the golf cart lease. It will come right out of our operating and come right out of our revenue at the golf course. We priced it out at a three- and four-year lease and requested it at a three-year lease with the service agreement. That came out to \$88,686 per year. The golf commission would like to go to town meeting in the spring and get that to a four-year lease. The golf cart has a four-year warranty. With the service agreement we feel very confident that they will last four years. It will reduce the cost by \$10,000 a year to 78,607. We don't know if we will go to a four year until we go to the town meeting and get that special vote. Seventy-four golf carts, for four years. Then next I have the clubhouse parking lot exterior security cameras. I did get a quote from our security company of \$26,731.

Mr. Gennette: There is no existing camera system now.

Mr. Linton: The concessionaire and the golf pro have his own security cameras inside the building.

Mr. Gennette: Are you looking to have this monitored by a different department like the IT department or is this something that you are going to monitor?

Mr. Linton: I don't know what Gary had originally planned out. If it's going to be monitored here or at the police department. I'm not a security camera expert so I don't know the specifics.

Mr. Gennette: I don't know. He had cameras in the IT department for monitoring, but nobody is there at night to watch them.

RECEIVED
TOWN CLERK'S OFFICE
2023 MAY 16 A 9 10
TOWN OF LUDLOW

Mr. Strange: We have a bunch of cameras around town and this building too. There are feeds, live stream feeds but there's also footage. There's nobody watching the feed all day but if something happens, we can access the footage.

Mr. Linton: I think that's the main thing we're looking for.

Me. Gennette: Who is the contracted company that you would use?

Mr. Linton: Citizen Security. But it would have to go out for a bid.

Mr. Carpenter: These were approved by the Board in 2019, is there a specific reason why they haven't been installed.

Mr. Gennette: Can we get some more information about what happened with that. Follow up with MIIA, and Citizens Security. What else do you have?

Mr. Linton: Lastly is the maintenance equipment. We looked at what we are going to need for maintenance equipment over the next few years. We looked at what we feel is going to die next and bundle five pieces of equipment together and what we would like to do is go on a three-year lease to own. All this turf equipment we can get ten to fifteen years out of. I priced it out two ways. Three years lease to own and then I also have a purchase price. I'm not sure what this Board is more comfortable doing?

Mr. Gennette: I'm assuming that if you are pulling this out of your operating budget, it would be what best determines your budgeting strategy. It is for your Board to figure out what you want to do to get this equipment.

Mr. Linton: What I would like to do is go on a three-year lease to own. I know that I retained earnings at \$242,000 certified last year projected to this year. Conservatively looking at adding about \$150,000 to that I would feel comfortable going with the three-year lease to own on the five pieces of equipment.

Mr. Gennette: I wouldn't get all five pieces of equipment in one-year same year, You can end up with a lifespan of all your equipment and you're looking at it all again. If you space them out and you work them out, you can budget for them better.

Mr. Linton: Unfortunately, this is not all our equipment. We are looking at a Fairway Mower. When we mow fairways, it takes two machines three times a week. Right now, we have a 2000 and a 2003 that right before Christmas our mechanic had to take those two units and turn them into one. One had a blown engine, and one had a blown hydraulic pump. We went from two to one. Then we have a 2007 which is our new machine. We need two machines to mow fairways three times a week. If we got a new one, it would replace the 2000 and the 2003. The van track that we are asking for is a utility tractor with a front and PTO that would be replacing a 1991 Kubota that we use on the perimeter of the golf course, we use in the fishing areas and in the tree lines, on the roadsides and with a different deck on it we could mow primary rough with it. The Sam Pro we

RECEIVED
TOWN ENGINEER'S OFFICE
2023 MAR 16 AM 9:10
TOWN OF LUDLOW

use four-five days a week depending on staff, that is replacing 2000 SAMCRO that has 6500 hours on it. The TRIPLEX 3150 we need three operating stripe Lexus. Right now we have a 2020 that is our primary greens mower, we have a 2011 as our tee and collar mower and a 1996 that we use as our vibratory roller and our spare greens mower. If we have a seven thirty shot gun on a Saturday morning, we need to send two green mowers out. We start at five, five thirty in the morning and we have eighteen greens cut by seven thirty in the morning when golfers go play. Then the rough mower is the biggest purchase here just under \$90,000. Our primary rough mower now is a 2013. We know we won't be getting anything until 2024 it will be ten years old with over 7,000 hours on it. It takes a lot of equipment to maintain one hundred and seventy acres.

Ms. Collins: You are saying that you believe you should have \$150 over.

Mr. Linton: Operating with 809 we had budgeted, as long as we get going in April. I feel very confident that we will be looking into \$950 to \$1M revenue range.

Ms. Collins: I just want to point out the numbers. My only concern would be you are starting with \$242,000; you are now adding a \$88/\$78 in an operating lease in an operating lease which is going to be cutting into that \$150 over. Then you are looking at a \$130,000 coming out of your retained earnings and then \$100,000 being committed in the next three years. I feel like that's a little tight. You might want to look at all five of them and kind of come up with a plan maybe do a couple this year, do a couple next year. You are only coming off the second year with the town's not subsidizing the golf course. You don't want to commit to all these leases and have to start subsidizing the gold course again. That would be my concern picking up all those leases at once.

Mr. Linton: I'm fine having the discussion on how comfortable you guys feel going. If we have to peel layers back, then we'll peel layers back. Purchase the top two things we feel most important then come back next year and go from there.

Mr. Gennette: What are the top two most important?

Mr. Linton: The Fairway Mower, which is the 5410 Toro, and the Ven Track.

Ms. Collins: Can you put them all in order, so we know.

Mr. Linton: I had them prioritized from most important. The Ven Track as two, the SAMPRO 3040, the Tri Plex 3150 as four.

Mr. Gennette: I heard you went up on the prices this year.

Mr. Linton: The Golf Commission did vote to go up on the annual passes and I don't believe we have firm daily fee rates, yet they discussed them, but they are going up. Then the 4500 being last the Rough Mower.

RECEIVED
TOWN OFFERS OF
2023 MAY 16
TOWN OF LUDLOW

Mr. Gennette: Lori from procurement. As far as the items that were listed here tonight, do you have any thoughts, any procurement process for any of this stuff.

Ms. Belanger: In terms of the process, I think that the departments are doing a really good job in getting information and their vendors lined up. I think prospectively going forward there's opportunities to collaborate and example. The police chief has a vehicle that's coming in for him right now and the fire chief is requesting a vehicle as well. I think as we go forward and into the budgeting process to identify these purchases ahead of time. To see if there's ways, we could purchase power. Two of our first responders' units are making purchases, see if we can make some savings with the two purchases. Depending on where the ambulances and patrol cars are, municipal financing is a good program the interest rates are up. To put a line item in the budget it's harder to take a line item out but at least you could prospectively plan. In terms of cameras and things that would require prevailing wages so it would bring the prices up a little bit. We would probably put it out for bid but would be a situation where we would get quotes. The ambulance the chief would like to get two see where we can maybe try to get that for him. Purchasing in numbers and understanding what the department's needs are and it would include the DPW as well. If we are going to be purchasing a fleet of vehicles for various departments it would be good to know what we need, so we could work with one vendor that would accommodate fire trucks, police interceptors and things of that sort.

Ms. Collins: I just want to point out. I will give you a copy of this chart. We have one vehicle for the Board of Selectmen, two vehicles for police, one vehicle for the fire department and an addition to that an ambulance. In the past they would approve fifty thousand for this, fifty thousand for this, and then it would go to town meeting. They would appropriate it all, but then every department would be responsible for buying their own vehicle. I think it would be a good idea that you're seeing this and that you're here so that when they all get approved prior to looking for vehicles, we can give you that listing, and you can look at them all together. I think that's a good progression for it.

Mr. Gennette: I like that. Is there anything else that might warrant going through procurement for.

Ms. Belanger: Regarding the lease on the golf carts I think that's a good play, the fire arms the Glock's I couldn't hear very well tonight, I'd like to sit down with the chief see what the retail was. As far as the cameras we have a discussion with MIIA tomorrow. I will weave in the cameras because I believe under MIIA there are certain grants that you can get for certain things because they are our insurance for property and auto. That will be something I bring up to them if there is an opportunity to submit another request for money for security cameras to see if that would be in play for us.

Mr. Gennette: Do you want to have any discussion about these items now or postpone. We have to have our numbers in by February 21st.

Mr. Strange: There is a joint Board of Selectmen/Capital meeting on February 13th and then Capital Committee recommendations are due on the 21st.

Mr. Gennette: One thing I wanted to mention is the process for this coming next year. My recommendation would be much like what they are doing already. They would make recommendation to Town Administrator; Town Administrator would get together with the accountant, and they would go over these and ask their questions get as much information as they can. Then I would like them to submit the information to the members of this committee in an email or what not ask the questions that we have and get it back to the Town Administrator so they can get that information. When we come into the meeting, we can have a much better conversation on what we are going to move forward with.

Mr. Carpenter: I think the plan sounds good. After we get the initial information as to why they are asking for these we could then have a visitation if we have other questions whether than have them wait.

Mr. Vitorino: I thought this was good because it put everybody in the same room. This was not the process. We would get the materials, we would meet, we would say to the Town Administrator we want to take to certain departments and go from there. We get more done if we have the information prior.

Mr. Gennette: I think we are making good progress. I just have one more thing that I'd like to bring up. The variable rates that we have especially related to stabilization. We have a fixed amount that we like to send over to stabilization at a minimum.

Ms. Collins: Every year? \$400,000.

Mr. Gennette: \$400,000. Where does that number come from?

Ms. Collins: It basically is where we sat with free cash. What was available at the end of trying to fulfill the capital needs. It was a minimum that was set as part of our financial policies so we wouldn't go below. We've been putting more and more. We put in a million this past year, we did \$700,000 the year before that. We've been trying to put whatever we have left.

Mr. Gennette: The reason I bring that up is that stabilization is super important. It's like a safety net. It's also our credibility with our bonds and some other financial elements that we use so it's important to have a decent amount. We are close to \$5.2M. I'm looking at our bonds and I couldn't believe the amount of bonds we have out there. The building infrastructure fund needs more money. I don't think we will be able to replace the building if we wanted to. Something to work towards.

RECEIVED
TOWN CLERK'S OFFICE
2023 JAN 16 A 9:10
TOWN OF LUDLOW

Moved by Mr. Carpenter committee approved and signed meeting minutes of December 12, 2022, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to adjourn meeting at 7:22pm, seconded by Mr. Vitorino. Vote 5-0

James T. Vitorino

[Signature]

[Signature]

◇ 488 Chapin Street Ludlow, MA 01056 ◇ (413) 583-5600, ext. 1201, ◇ FAX: (413) 583 5603
◇ TTY (413) 583-5668 ◇ Email: selectmen@ludlow.ma.us ◇

RECEIVED
TOWN CLERK'S OFFICE
2023 MAY 16 A 9:10
TOWN OF LUDLOW