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Town of Ludlow, Massachusetts 2025 JAN 14 A 8:12
Capital Improvement Planning Committee TOWN OF LUDLOW

Minutes of December 16, 2024, Capital Improvement Planning Committee.
Meeting began at 5:30 p.m.

Members present: Marc Strange, James Gennette, Josh Carpenter, Tony Sanches,
Ron Saloio, and Luis Vitorino

First Order of Business: Pledge of Allegiance

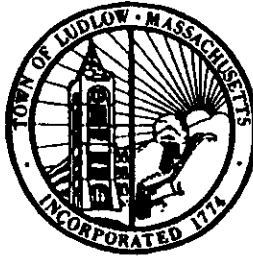
Mr. Gennette: We will move right into our reorganization. Is anyone interested in the chair seat?
Does anyone want to make a nomination?

Mr. Carpenter: Does anyone have any issues with the current?

**Moved by Mr. Carpenter to keep Mr. Gennette as Chair, Mr. Carpenter as Vice Chair and
Mr. Sanches as secretary, seconded by Mr. Vitorino. Vote 5-0. All in favor.**

Mr. Gennette: Next is a summary of last year. We have not done this in previous years but
because we have things that roll over from year to year, I asked Marc to give a brief summary of
what we did last year.

Mr. Strange: Yes, I'm happy to. So, as people can see, the things in orange are the 2025 projects.
The committee approved an additional \$550,000 in ARPA funding to finish out the LHS sports
complex project, which was completed and on budget, which was great. I thought that the
committee approved the \$120,000 match for the Town Hall generator, which was a grant. Chief
Pease put in a great application for the town hall generator, but we did not get funding for it. So,
the \$120,000 will go back into free cash assuming the committee had approved that. For DPW,
the committee approved a new excavator, a new wheel loader and a F350 Super Duty. Fire put in
a new request for an ambulance which was approved and is paid for out of the ambulance
subscription fund. Ryan put in a request for automated chest compression devices for CPR,
which were not funded last year. He did resubmit those for this year. We are on a five-year
payment schedule for a new ladder truck. Last year was payment three of five. There was also
funding approved for the new lift van at the senior center. There was also funding approved for



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new windows at the library, which I believe the selectmen will be signing that contract tomorrow night. So that project will get underway. The committee also approved funding for two police cruisers. For the schools, one of the walls at LHS needed repairs and the committee approved \$500,000 and that came in at \$170 or \$270. The committee also approved a new maintenance truck for the schools as well as new parking lot and sidewalks for East Street School. A fire replacement panel at East Street and two HVAC rooftop units at LHS were also approved. Last but not least, kitchen upgrades at the golf course and new greens mower. It was a pretty successful year and hopefully we can do a little more this year.

Mr. Gennette: How much did we put into stabilization last year?

Mr. Strange: Last year was \$300,000. Our balance right now is \$7.2 million, which is around 9% which is where we want to be.

Mr. Gennette: And assuming we do 2.5 at town meeting, what does that do to our budget, do you know? The only reason I'm asking is because I'd like to see stabilization a little higher than just getting in under the bar every year.

Mr. Strange: 9% is the high end of the range. Stabilization recommendation is 7-9% of the operating budget. The operating budget is \$85 million and 10% would be \$8.5 million and we are about 8%.

Mr. Gennette: So, we are in a pretty comfortable spot then. The other contribution we should be looking at is OPEB.

Mr. Strange: Right, our OPEB balance right now is about \$540,000 and we put in between \$200-\$250,000 from free cash plus there is a line item in the operating budget of \$100,000. Every year this is such a, I've asked our OPEB investment advisor what the effect on the town is for having such a low balance and the only answer is it impacts our bond rating. But it's not the only factor. We are doing a good job increasing our reserves and being steady and consistent, so we are poised to increase our rating during the next review even with the low OPEB balance. My suggestion would be to continue contributing to the account. We have a \$90 million liability



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Mr. Strange: That's assuming free cash is \$3 million and every capital request is approved.

Mr. Gennette: So, do we know what the lease requirements are this year?

Mr. Strange: So, if you look in row C where it says lease terms. We are in 2026, wherever it says two of three, that's a lease payment.

Mr. Sanches: So, \$403,624 for the leases.

Mr. Gennette: Thank you for the update on the Marc. Do you want to expand on anything on the agenda here.

Mr. Strange: I think we covered everything.

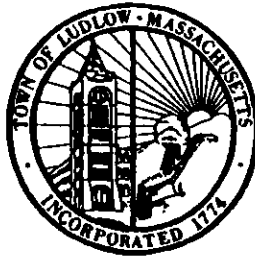
Mr. Gennette: Okay let's discuss the current requests.

Mr. Strange: Okay, leading off is the elevator repair here at town hall. We had our annual inspection, and we are out of compliance with current standards. The elevator here is from 1973 and the estimate to bring it up to code is \$89,350.

Mr. Carpenter: One question, just reading the documentation on this, the proposal is good until January 31, 2025, and after that they add 4.5%.

Mr. Strange: Yes, we have to add 4.5%, which would be \$93,371.

Mr. Gennette: We don't have to approve anything tonight. We can review everything and bring it back to the next meeting. We can bring people in or have Marc request more information. That's all we are doing tonight. So, does anyone have any other questions about the elevator?



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but those won't come due all at once. They are included in the employee benefits line of the operating budget, so we pay as we go.

Mr. Carpenter: Asked if the one-time Vets Park Master planning and the 250th are going to drop off eventually?

Mr. Strange: I kept fiscal 25 on just to see what was funded in 25.

Mr. Carpenter: So, those all going to drop off?

Mr. Strange: Yes, so if you look under fiscal 26, they are not funded.

Mr. Carpenter: So, it looks like we are adding in \$100,000 for turf replacement every year and then dropping everything else.

Mr. Strange: Yes, everything else is dropping off.

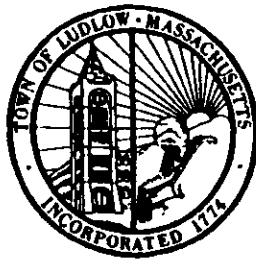
Mr. Gennette: So, the free cash utilization expected for 2026, it has \$3 million here.

Mr. Strange: I went conservative. It might be more.

Mr. Gennette: So, that's conservative. So, if we are going to hit our marks for stabilization, if we contribute another \$250 to OPEB and we know where our leases are, where do we stand to be able to afford any of these items?

Mr. Strange: So, if you go all the way down, I'm really hoping our free cash is going to be above \$3 million, if you go all the way down to the bottom where you see free cash. That leaves us at \$338,000. That's \$2.6 million spent out of free cash. That's if you approved every capital improvement request and that is all of the government free cash reserves. Other than the turf replacement everything else is either a policy or a bylaw requirement.

Mr. Gennette: So, this is all in, that's everybody's requests approved.



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Mr. Gennette: Aren't we already in the middle of a lease agreement for one of those.

Mr. Strange: I think this was last year, last year they got one, but they are in desperate need of multiple vehicles. I know that.

Mr. Carpenter: Looks like they are looking for three trucks, a bobcat. I mean we gave them the wheel loader last year. I guess that's not new but...

Mr. Gennette: We've been trying to bring them up.

Mr. Carpenter: looks like 4 new smaller vehicles.

Mr. Sanches: Two F-350's with plow but one plow with utility package and then an F-150 with plow for Facilities Maintenance. So, not as heavy duty as the F-350.

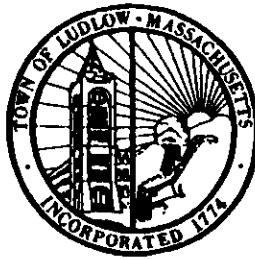
Mr. Strange: Yes, the F-150 is for Dave. So, right now we have a truck out here that used to be used by the Building Commissioner, but she uses her own truck. So, right now Dave uses that one to get around from building to building. So, that request for the F-150 with the plow is for Dave Ritchie.

Mr. Sanches: So, will he plow the facilities with it?

Mr. Strange: I'm assuming so. You know I can get more information from them, but I know Jamie hopped into a truck and was plowing during the last storm because we just can't get private contractors to plow. So, this might be a preventative measure, but I can get more information.

Mr. Gennette: Why can't we get contractors to plow?

Mr. Strange: People don't want to plow anymore.



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Mr. Strange: Moving on to the community center, I have pictures that Josue sent to me but for some reason I couldn't print them out. If you want to see them, I can pull them up. Josue received an estimate to replace laminate sink counter tops in both locker rooms with new solid surface counter tops and sinks. Install 52 new plastic two level lockers. Install new plastic dividers in the boys' showers, replace grates, and epoxy floors in each room and demo the existing 52 lockers in both the girls and boys locker rooms. That estimate was \$68,900 and he also submitted a second request to replace the floor around the pool.

Mr. Gennette: Does anyone have any questions?

Mr. Carpenter: I have a procedural question on that one? Why does this come to capital? Aren't they a private entity?

Mr. Strange: It's our building.

Mr. Carpenter: Oh, okay.

Mr. Gennette: These estimates for these prices, it says here that specifications submitted and completed in a work-like manner, did we get a contractor to take a look at these or are we just ball parking these?

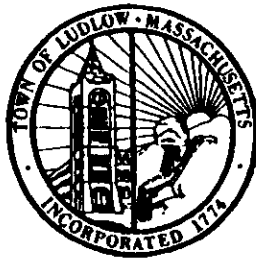
Mr. Strange: Paul Martin construction company.

Mr. Gennette: Alright good enough. Can you have those pictures for the next time?

Mr. Strange: Yes, I'm sure I can print them out. They are compelling.

Mr. Gennette: We have quite a bit of time here to be able to review this stuff.

Mr. Strange: Okay hopping down to the DPW, their first request is an F-350 with a service body and plow package. It's \$79,727 request.



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Mr. Gennette: I would like to know if it is in there. Talk to Carrie because if we start asking guys to go outside of their description, we might run into problems.

Mr. Sanches: One more question, what's the point of the utility package? I'm sure there's something to it.

Mr. Carpenter: I was looking at that. Why aren't we throwing it on the other one? For \$20,000 I'd like to know what we are getting here.

Mr. Saloio: It's toolboxes.

Mr. Strange: Could it be a tow package?

Mr. Saloio: No, it's just toolboxes.

Mr. Gennette: Could it be a sander or something.

Mr. Saloio: No, no. Utility body would be like you see all the contractors have with the toolboxes on the side.

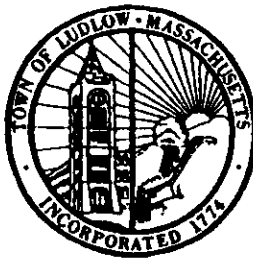
Mr. Gennette: Well, that would make sense for the facilities guy.

Mr. Saloio: Yes. But that's not on the 150.

Mr. Gennette: It wasn't?

Mr. Carpenter: It's not on the 150, it's on one of the other ones. They have two 350's. The F150 and the F350's are getting plows but only one is getting the utility package.

Mr. Sanches: The utility package says halogen plow lights and a hand held controller....something about a standard S series, mag lock, electric lock kit, subframe mount kit,



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Mr. Gennette: Not enough snow? So, is this cheaper to get this truck with a plow than actually paying...

Mr. Strange: I don't want to speak for them. I will have Jamie and Jimmy write something up or maybe come in next time.

Mr. Gennette: Maybe have them come in because if we are to have to start putting together a crew, if it's going to be cheaper to put a crew and snow plows out on the road then put out contracts. We may want to pursue avenue instead of absorbent contracts. That's all I'm saying.

Mr. Strange: Yes. I know this has been an issue in recent years. There aren't that many contractors and there just is no guarantee, you know if you are a contractor you want to sign up with the city of Springfield because you know you are going to get the work. It's been like that for a few years now and there just aren't that many storms anymore. You get like one or two big ones a year and that's it.

Mr. Gennette: Can you multi-purpose your DPW guys if it's in their contract. You know that might be a whole convoluted issue.

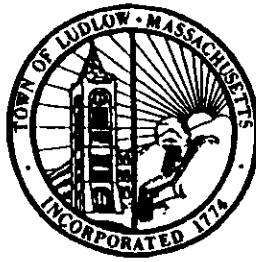
Mr. Sanches: Mr. Ritchie, if he is just using the F-150 to drive around in then it doesn't need a plow package, but if he is going to be helping then that would make sense that they would want the plow package. It might make sense to get more clarification.

Mr. Gennette: Does Mr. Ritchie have a contract?

Mr. Strange: An employee contract? No, he is an employee.

Mr. Gennette: It would be interesting to see if it is his job description.

Mr. Strange: Yes, good point. I don't know if it is or not, but I think he would do it just because that's the kind of guy he is.



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Mr. Carpenter: I don't even know where to go with that. It's an expensive piece no matter what so I mean it would fall right at that number, but...

Mr. Sanches: They are at \$20,000 or up and the use of the life is longer than 5 years so... I mean they're \$20,000 each and they are asking for two so that's \$40,000.

Mr. Gennette: It falls under the bylaw.

Mr. Carpenter: It does fall under that.

Mr. Sanches: The life expectancy is 7-10 years, which is greater than 5.

Mr. Gennette: Okay. Any other questions or thoughts, how do you feel about it? Ron, anything. Tony, you good? Alright.

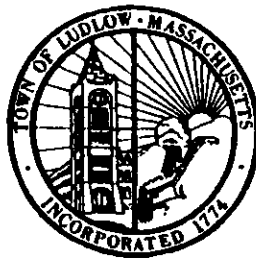
Mr. Strange: So, the next request is technically, I guess a 2028 request because it's a fire engine, but it won't be available for delivery until 2028, and payment will not be required until 2028. So, you will see it's in here as a first payment of five in 2028.

Mr. Gennette: So, this is not uncommon for Chief Pease to do this. We have done this in the past with our truck leases because it takes so long in order for the truck to come in, to get lettered and set up. It takes years.

Mr. Carpenter: I don't think you can even purchase it or get into an agreement until there's approval so.

Mr. Gennette: That's why he does this ahead of time and it's been hard for committees to get their head wrapped around it because it's so far out.

Mr. Carpenter: So, would we vote on it for this year?



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rear camera kit, magnum lighted cab card and assemble and install. You are looking at \$26,000 for all of that. I don't know what the utility is on it. That's why I'm asking.

Mr. Gennette: The total cost difference between the two of them is \$19,000 for the utilities package with all of the bells and whistles. Okay let's have Jamie come in and talk about it. Let's continue because at least we have the questions, we can keep them going here.

Mr. Strange: Okay, next up is the fire department, Ryan has requested the Lucas CPR device replacement, it's a chest compression device. There are two of them and they're each \$20,000. Last year the committee denied the request as them not being Capital expenditures. I looked back but couldn't find the information, but I wonder if it's because they didn't meet the cost threshold because they are \$20,000 right on the button, which is the minimum.

Mr. Carpenter: If I remember we were debating tools for the job versus...

Mr. Strange: We talked about the pistols, but one pistol wasn't \$20,000 but the purchase together was worth more than \$20,000.

Mr. Gennette: Then we got into the discussion of whether this was part of capital or part of their budget, is what it was. So, if this is a tool for the job, you know for the DPW if they need 100 rakes, we are not going to buy them 100 rakes, they have to figure out what they're going to do in their budget for their tools. So, we were kind of what is and what isn't. Then they were asking well why vehicles then and we said mostly because of the cost. So, I guess this is where the \$20,000 comes in, for the breaking point on that entire thing. So, maybe that's it, any tools under \$20,000 but that's treacherous territory for me though because if they could get a deal on something and they don't get it because they don't want to put it in their budget and they go with something super expensive, they send it to capital just to make sure that they can get it paid through capital so they go for the more expensive one. That kind of defeats, I don't know. What do you guys think?



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Mr. Carpenter: I mean if we can get a brand-new engine, I mean granted it starts in 2028 for under a quarter million for 5 years.

Mr. Gennette: Well, that's every year.

Mr. Carpenter: I know but a quarter million for five years and you are coming off the ladder truck. You are saving almost \$100,000 a year and that's if that price stays the same, which I'm hoping it will. You are taking off \$1.6 and adding in \$1.2 million. I'm not against that.

Mr. Sanches: Yes, because that's 335×5 and that's 1.6 and this one is 1.2.

Mr. Carpenter: I get that there's probably \$400,000 worth of equipment on it but still.

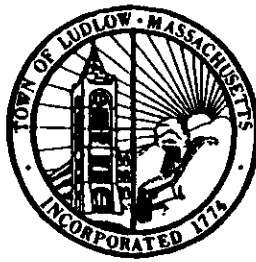
Mr. Gennette: I guess the other half of this is if they have trucks, and they can keep them running for thirty years. They are taking really good care of their equipment and keeping the costs down. I don't know how you say no in this situation.

Mr. Strange: Next up is the library, Melissa put in a request to replace all of the computers. Not only for the patrons but for staff and there is a total of 26 computers, 16 for patrons, 5 for staff, 3 for library catalogue and 2 are PC service stations. Totaling \$24,883.

Mr. Carpenter: We've already approved their windows, right?

Mr. Gennette: Yes, we are just waiting for them to get going. So, I guess my question is what are they replacing? Many of the library computers are approximately 10-15 years old. They wouldn't even be functioning if they were that old. They would be Windows XP or Windows 7 maybe.

Mr. Strange: All I know is Melissa said they cannot download the latest software because the computers are too old. Does that sound right?



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Mr. Strange; I think he needs approval. He needs to be able to go to the vendor to say the funding has been approved for 2028 so they can put order in. It just takes that long to build it and get it delivered, which is crazy but...

Mr. Gennette: So, the existing leases in the trucks that he is, it's fire engine right. That's the ladder truck?

Mr. Strange: Yes.

Mr. Carpenter: That comes off next fiscal.

Mr. Gennette: Oh, the engine is what he is looking for.

Mr. Carpenter: Yes, he is going to drop the ladder truck in 2027 and pick up the engine in 2028 for a cheaper price.

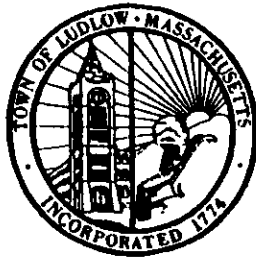
Mr. Gennette: So, he wants to get the older trucks, if I remember correctly, he replaced the ladder truck, and this is the engine that they have been limping along. If I'm not mistaken this is a 1989 fire engine.

Mr. Saloio: It is, yes.

Mr. Gennette: They had been keeping that thing going and working and they had to come back years ago because the actual ladder was breaking away from the base. So, they had to forgo replacing the engine to get the ladder truck even though the engine was older. So, they had to put it off.

Mr. Carpenter: I'm not against something in 2028 if the ladder is coming off in 2027.

Mr. Gennette: I don't know if I'd want an antique fire truck rolling up to my house.



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Mr. Carpenter: Oh, the service computers.

Mr. Sanches: This says the patron and staff computers will need the Microsoft on them. These are public computers too; I mean is there any liability on this? Something nefarious on there?

Mr. Gennette: Are you talking about the staff computers?

Mr. Sanches: No, the patron computers.

Mr. Carpenter: I open an email and there's a virus, now the whole town is infected.

Mr. Gennette: They are protected. I'm trying to make sure they are on their own subnet now. If anything happens down there, it should be isolated to them, and we should be able to remedy it quickly. The only thing that I would say about that is it says youth, patron and staff computers. Do we want to talk about laptops for them, would they be able to work from home if there was an emergency?

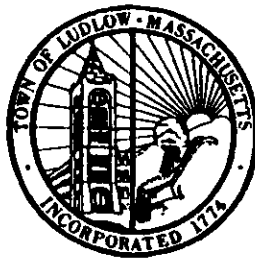
Mr. Strange: We would have check with their union, not sure if they have a work from home clause in their contract.

Mr. Gennette: Are they LATOSS?

Mr. Strange: No, they have their own union.

Mr. Gennette: We don't have to; I'm just trying to poke holes. There may not be a need for it or use for it. These are tools and I think we said if we do this, we can open the door for any department to come and request computers from Capital. Do we want to make them a Capital item or is their responsibility and should be in their budget? This is \$22,960 and they may have bumped it up in order to get it into Capital. Could they purchase five computers every year and pay for it from their budget.

Mr. Strange: Technically the licenses are not capital.



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Mr. Gennette: Yes, absolutely because everything is out of service. Windows 10 just went out of service. This looks like CMD already had their input in here already. Have you talked to CMD at all?

Mr. Strange: I haven't. I know that Melissa has been talking to Matt about it. He is over there all of the time. He spends a lot of time at the library, a lot of time at the golf course and a lot of time at the PD. We can certainly invite Melissa in if you want to chat with her.

Mr. Gennette: I'm not sure we need that, maybe something from CMD to confirm.

Mr. Carpenter: So, who wants to be the technical guy on this? Twenty-one licenses for Microsoft Office?

Mr. Gennette: Well, we are a Microsoft shop so, much to my chagrin.

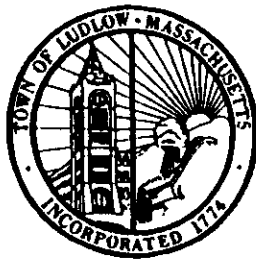
Mr. Carpenter: I'm just wondering if Microsoft has, if we buy in bulk. I'm sure town hall has them.

Mr. Strange: No, they're expensive.

Mr. Gennette: Well, the computers come with genuine versions. So, the question is are we upgrading it to an enterprise version, or no it's the government version, right? We have a government version of Microsoft because of electronic record keeping and stuff. This stuff happens automatically so that's part of the reason you are seeing that. Alright, any other comments on this?

Mr. Carpenter: I have one thing. We are asking for the 21 licenses for office, but we are doing 26 computers. I'm all for saving \$200 on 5 licenses but are we not going to do it on all the equipment?

Mr. Strange: Three are for library catalogue and two are for, you won't need five of them.



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Mr. Gennette: So, the Animal Control Officer, this is the second year that she's asked for this, right?

Mr. Carpenter: I think that was a different vehicle last year.

Mr. Saloio: She wanted a van.

Mr. Carpenter: Yes, she wanted a van to transport the animals or something like that. It was like \$90,000. So, we said no and I know there was talk about the Council on Aging and one of their vans so I don't know if that went through or not. I'd be apt to say let's find another vehicle again instead of \$53,000. I feel like there are a lot of expenditures that are going to come down the road from Animal Control and I think we should save for something bigger than that, especially if we have overstock of vehicles. I'm sure the Police Department has something.

Mr. Gennette: So, every time I see a dog officer driving around in any other town, they are always in an LLV, a long-life vehicle. It's something smaller that's made for housing animals in it. It's almost like a postal vehicle with cages and stuff in it. It's meant to go for ever. It's not meant to go a hundred miles an hour. They're not traveling far. If we are going to pursue a new vehicle, I'd like to see what the cost of one of those long-life vehicles looks like.

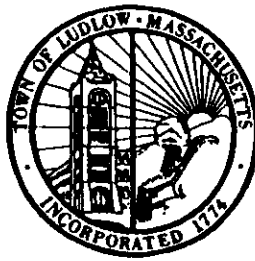
Mr. Carpenter: Does the Police Department have some sort of deal with Ford? Because they have a Tahoe here, but I wasn't sure if they could go with a smaller Chevy or a smaller Dodge for a different price.

Mr. Vitorino: I know they had a deal with MHQ but I'm not sure if it's just Ford.

Mr. Carpenter: What did we decide about the dash cams last year?

Mr. Gennette: Is it a union issue if it's in their vehicle or is it a union issue if it's on their body?

Mr. Strange: Both.



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Mr. Gennette: I love the library and would give the library anything.

Mr. Strange: We can figure it out for them. If you determine this is not a capital item...

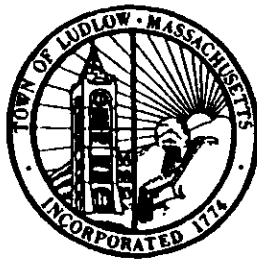
Mr. Carpenter: Technically if you pull the licenses out, they are under \$20,000.

Mr. Gennette: They are using the Government version of Microsoft because they have to use that because it has to be electronic records...

Mr. Carpenter: No, I'm not worried about that. I'm just saying that it is more of a tool I guess, right?

Mr. Gennette: That's what I'm saying. I just don't want to get to where there's an argument to be made that Capital should be paying for tools and once, we open that up, we open all tools. That's weapons platforms for the Police Department, that's computers for the school, and fire hoses for the Fire Department. So where do we draw the line, what is capital and what is budget? I like focusing on facility items as a core reason for capital. Vehicles are too expensive and that's why they are covered by capital. When you are talking about \$214,000 worth of windows, yes that's a capital item to me. It's part of the facility. It is not something they can do on their budget, and I wouldn't expect them to but it has to get done and it is a capital item. We are a committee so please chime in on your thoughts. So, let's see if CMD can come up with a plan for replacement. Get the oldest computers out, ten a year, try to keep it on their budget. If for some reason they can't come up with a plan and they say this is a dire situation, then maybe we revisit it at the next meeting.

Mr. Strange: Okay sounds good. Bouncing over to the Police. We have the annual request for two patrol vehicles, \$139,546. This year we also have a request for a Tahoe for the Detective bureau, \$67,653. That's replacing a Ford Taurus apparently. The new vehicle for the Animal Control Officer, \$53,309.



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Mr. Carpenter: So, if it's approved and we buy two new vehicles, they are going to have to be retrofitted with the cameras and that's going to jump the price.

Mr. Gennette: We just don't want to continue paying for cruiser cams for however many years. They should be part of the build out. Any more questions about the vehicles.

Mr. Saloio: If they have an explorer or something to use to transport the animal, why not use an animal trailer. Until they can get that vehicle they're talking about. It would be cheaper.

Mr. Gennette: I don't know why they wouldn't have a trailer unless there is a hindrance in trying to pull up quickly and you have the trailer hanging out in the middle of the road or something. I don't know what the situation would be that she couldn't use it. It's a good question to ask I guess.

Mr. Saloio: She won't be transporting giraffes so she should only need a small trailer.

Mr. Sanches: Quick question, the police 2025 Ford Interceptor is \$72,000 each versus a Chevy Tahoe four-wheel drive 2025 for \$67,000. Is it because the Interceptor has more equipment on it?

Mr. Gennette: I think there is more with the Interceptor. It's made for rolling, spinning, speeding and bumping. I don't think the Tahoe is made for them.

Mr. Carpenter: I remember one year at the Big E, I talked to the state troopers and asked what was so special about them that I can't buy them. They said there's not much difference other than reinforcements and stuff.

Mr. Gennette: So, we have more vehicles, two interceptors, one Tahoe and an ACO.

Mr. Carpenter: Can we get a surplus vehicle list from the Police Department? See where we can move vehicles around.



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Mr. Gennette: So, what if some vehicles, oh you couldn't get around it and then that police officer had that opportunity to drive one of them with a camera if he wanted to. We have to get cameras at some point. It has to happen.

Mr. Strange: So, the Chief did put in a capital request for cameras, and I asked him if the union approved the request because we had talked about this in the past and the union wanted extra pay for it and we said no. If the union is okay with the cameras and no extra pay, then we are okay with it. Cameras are good for everybody. We are starting negotiations with them next Friday. That will be a topic of conversation.

Mr. Gennette: It's safer for them and the public.

Mr. Saloio: You would think they would want them for their own protection.

Mr. Gennette: Most of the people I have talked to want them. The union is trying to leverage negotiation. They are hurting the police department in the process and it's rather bothersome. They should have body cams as well, but at least dash cams at minimum.

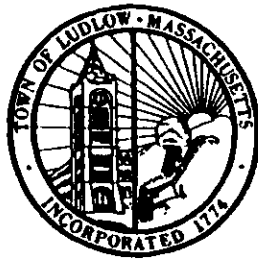
Mr. Strange: My understanding is they sync. So, the camera in cruiser and then when the officer leaves the vehicle, they sync it to their body cam. So, it's seamless. It sounds like a pretty cool technology.

Mr. Gennette: If that can get passed, I'm with Mr. Carpenter, that should be part of the build out of the vehicles. I don't want to see those as a separate line item.

Mr. Carpenter: Because that is going to come to capital.

Mr. Strange: So, you are saying the cameras should be in the operating budget.

Mr. Gennette: No, the cameras should be part of the build out for the vehicles.



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they have been doing every year. They are \$24,000 for each school. Those classroom upgrades include new displays and a sound system. They also submitted two requests for emergency power to network closets both at Ludlow High School and Baird Middle School. "Like most organizations, our schools are heavily dependent on technology for communication and safety. The dependency is evident in our daily operations and even more so during an emergency situation. Our internet, including our ability to communicate with parents and our voice over IP phones are run by network servers at each school. When the power goes out, there is battery back up to the closet where they're housed to keep us going".

Mr. Carpenter: So, he's asking for back-up power?

Mr. Saloio: Currently there is no back up power so if the power goes out, they lose everything.

Mr. Sanches: The fire panel system meets the criteria. They estimated \$175,000. The HVAC rooftops we've been replacing them as we go along so that's good. Emergency power to network closets, there's no generators at the school or you need a back-up battery...

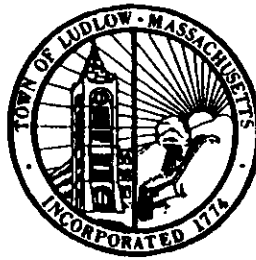
Mr. Saloio: I believe it is just to the network closets.

Mr. Sanches: The generators turn on the lights, but the network would be down. The question is, is it a fixed asset per capital? If we go with the classroom upgrades and displays, the issue I keep having with it for the last couple of years is the fact that its equipment to be used for school student educational training purposes, which I feel does not meet our criteria and why we continuously turn it down.

Mr. Gennette: Yes, and honestly, it's a want.

Mr. Sanches: Right, so if you take that out, but the battery back-up, that's not for educational purposes, but it is to,

Mr. Saloio: That's a safety issue.



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Mr. Gennette: The reason that there are two police vehicles every year is because there are about 26 vehicles and if you replace one a year, at some point each vehicle is going to be 26 years old. So, there has to be a rollover of the old versions of the equipment into the new ones and that's why they are always at capital.

Mr. Strange: Alright, I have the golf course next. They have one request this year and it is for a ground master mower. Ryan Linton claims they will use it until it dies. It is \$101,927 that they will purchase out of their retained earnings.

Mr. Gennette: A little background. They had come in with all of these requests originally. They were very behind but they were not getting their equipment because we were paying for their golf lease. We are no longer paying for their golf lease. The golf lease is covered by their retained earnings now. Since they are now able to afford their golf lease, we started talking about how we can get them some equipment. Are the leases in green coming off?

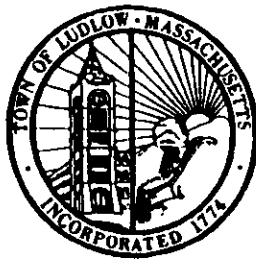
Mr. Carpenter: The golf carts come off next year. The Kubota and the sand pro will.

Mr. Gennette: I don't know why the golf carts are on here at all. It's on their operating budget that's why. It would be nice to know where their earnings are.

Mr. Strange: We will know what their earnings are when we know what free cash is.

Mr. Gennette: We need to know where they sit on their operating budget specifically to be able to make a decision on this equipment and Ryan had come in and we had talked about what was most important and where he stood with these and we had a long conversation about how we would do this trickle down over years to be able to bring them up to where they were. We need to wait and see what happens with budgeting and funding. Anything else about the golf course.

Mr. Strange: Lastly, is the school. They are requesting two HVAC rooftop units at Baird. These are heat only. They are each \$101,000 for a total of \$202,000. They are also requesting a fire panel replacement at the high school, similar to the one at East Street school last year for \$175,000. They have submitted the classroom upgrades at LHS, Baird and East Street, which



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Mr. Gennette: So, what do we think about the fire panel. We've done a lot of upgrades already. We did the phones, security card access, fire doors, the parking lot, the sidewalks, and the HVAC units. As far as the fire panel goes, I want the fire inspector out there to take a look and make sure they are meeting the fire codes.

Mr. Carpenter: If we are sending him to the high school, can we send him to the middles school too.

Mr. Gennette: That's a good call. Have them check all of them. If there is a fire concern, don't wait. The HVAC units are every year. We are looking at 50 plus HVAC units for the buildings in town and if we did one a year, they would be 50 years old.

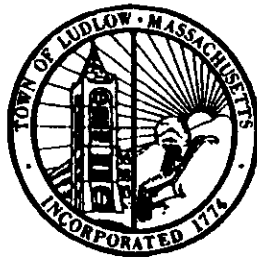
Mr. Saloio: It would be like the cruisers.

Mr. Sanches: The high school has more window AC units surrounding that building. I can't imagine the lack of efficiency there. Those have to be juicing electricity like crazy. The electric bill has got to be insane, especially the heat this year alone. How did they get the money for the window units, if they didn't come out of capital.

Mr. Gennette: What is the term for an HVAC inspector to go in and see how efficient the units are.

Mr. Vitorino: You would hire a mechanical engineer to go in and do that but the fact that you have a window unit, you can't just take a heating unit on the roof and make it an AC unit you have to have the right duct work. I'm sure Harris Brook has a lot of air conditioning.

Mr. Saloio: No, they have a whole different system, it's an air recovery type system. The offices have a cooling system.



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Mr. Sanches: That's a safety and I would say it meets because it's a fixed asset. Is longevity more than five years for a battery back-up?

Mr. Gennette: Yes, you would probably get more than five years out of an \$80,000 emergency power back-up, but the generators there will hold the closet. The closet isn't running like some nuclear devices. It would keep the network up and running. Usually when we get a power source or a batter back-up inside a closet like that it's to keep your spikes down. So, your power kicks off, you're in a brown out, your generator kicks on and it takes out all of your network equipment. So, there's usually something in place of that so that doesn't happen because the power fluctuations are what will kill you. I just don't know if it needs to be an \$80,000 emergency back-up. I think that might be a little much.

Mr. Sanches: Is it \$40,000 each because it says Baird and Ludlow High School.

Mr. Gennette: That would be a little closer to the numbers that I would expect for that kind of equipment.

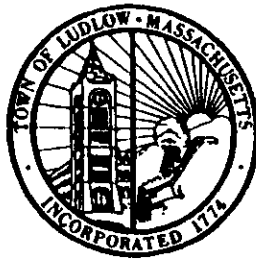
Mr. Saloio: We could get more information on that from the technology guy at the high school. He's really good.

Mr. Gennette: Asaf's pretty good so if he is saying this, he is recognizing a need. I don't even know what to do.

Mr. Strange: Refresh my memory, did the committee denied the classroom upgrades last year?

Mr. Gennette: Yes, two years in a row we've done that. We approved them three years ago but the past two years we have shot them down because we knew they were just going to keep going until every classroom was updated. It's a want, not a need and if they want to update their classrooms, they have to find it in their budget. When you talk about a fire panel, you are talking about a safety issue.

Mr. Sanches: Fixed asset, capital improvement. Meeting our criteria.



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Mr. Strange: I'm not sure that we did or that we'd want to right now. It could add up quick.

Mr. Gennette: Any other questions or topics you want to extend on? We were talking about the DPW, so we will bring in Jamie and see what he's got.

Mr. Strange: When is the next meeting?

Mr. Gennette: A month from today.

Mr. Carpenter: We didn't decide yet, did we?

Mr. Gennette: It's usually the second Monday, right?

Mr. Strange: This room is booked for the 13th of January already. The following week is Martin Luther King.

Mr. Gennette: Is everybody okay with the 13th.

Mr. Strange: I will tell Jamie and Jim.

Mr. Carpenter: Should we bring in Melissa from the library to get a better understanding about the computers?

Mr. Gennette: I would like CMD to look into this. Okay Board to sign meeting minutes of January 22, 2024.

Moved by Mr. Carpenter to approve the minutes of January 22, 2024, with all members present, seconded by Mr. Sanches. Vote 5-0. All in favor.

Mr. Gennette: Can you ask if we can have the meeting minutes prior to the meetings so we can review them?



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Mr. Vitorino: At the time when they did the renovations, a city like Holyoke, Springfield, or Chicopee would build the school so that it could have air conditioning, but a smaller town wasn't eligible for reimbursement. Only the auditorium, the library and the offices were reimbursable.

Mr. Gennette: I wonder if there would be anything state wise for this fire panel replacement or for these HVAC units, if maybe we have the Procurement Officer take a look and see if she can find any opportunities.

Mr. Carpenter: I have a question about Fiscal 27. On the third page where it says security technology upgrades, all three schools are getting a switch refresh for \$173,000. But it looks like we're paying 60%. So, we are paying \$173,000 but it's a \$300,000 project but it's not on our list for Fiscal 27. Whatever it is, it doesn't have to be done at Harris Brook.

Mr. Gennette: Switch is basically what connects all of the classrooms to the hub. We would need to know how many switches.

Mr. Carpenter: I just thought it was interesting that it was kind of hidden here.

Mr. Sanches: Are they asking for \$173,000 because they are getting a grant for the rest of it. If they are, then they are out.

Mr. Gennette: Alright, anything else on the fire panel. Okay, Marc, if you could just ask the fire department to take a look at both schools. Anything else on the HVAC units, two rooftop for the middle school, no. The middle school emergency power to network closets, any questions on that? I will do some research on that and see what I can drum up. How about East Street School, Baird and LHS classroom upgrades and display systems? Nothing further, alright. That's it. It's actually a small request from the school this year. Last year we did about \$1.5 million in upgrades for them.

Mr. Saloio: Then you had the wall.

Mr. Gennette: Did they check the rest of the walls while they were fixing that one?



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Mr. Strange: Sure.

Moved by Mr. Carpenter to approve the minutes of February 12, 2024, with all members present except myself, seconded by Mr. Saloio. Vote 4-0-1. One abstention.

Closing Comments:

Mr. Gennette stated that we may have some difficult situations coming up. The federal government is coming in and they've made promises that there's going to be a lot changes on the federal level. Those changes are probably going to affect the state and local. But I want everybody to be ready. We may have to make some pretty difficult decisions if we have to get in line. When I look at requests this year, it has to be an absolute need. I would rather take debt off the table and leave a little bit of cash in reserve because we don't know what's going to happen. It may affect what we get for the schools so it may get tough.

Moved by Mr. Carpenter to adjourn the meeting, seconded by Mr. Vitorino. Vote 5-0. All in favor.

James T. Gennette
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[Signature]
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Russell [Signature]