



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

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**Minutes of February 10, 2025, Capital Improvement Planning Committee.  
Meeting began at 5:30 p.m.**

**Members Present: Marc Strange, James Gennette, Luis Vitorino, Tony Sanches, Ron Saloio**

**Members Absent: Josh Carpenter**

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**5:30 p.m. Pledge of Allegiance**

**COMMITTEE BUSINESS**

- **Review and discuss Five-year capital plan**

Mr. Gennette: The numbers we've had to this point, how much is going into stabilization?

Mr. Strange: The Town has a financial policy that requires at least \$300,000 be put in stabilization every year, which is what we have allocated. We just got the most recent statement and the stabilization fund is now over 7.2 million.

Mr. Gennette: What percentage of the overall budget are we expecting for that?

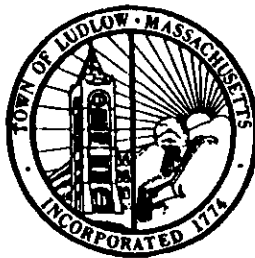
Mr. Strange: The general fund is 84 million.

Mr. Gennette: Looks like OPEB we're putting in an additional \$134,540. Can you add a total balance to your sheet in the future?

Mr. Strange: It's 8.5% of stabilization which is healthy. The policy says between 7-9%.

- **CIPC requests**
- **Vet's Center Vehicle Discussion**

Mr. Gennette: The CIPC requests you're going to see an addition added to this is from Eric Segundo, Director of Veteran's Services. This is for that vehicle we were talking about last time. I will note that this did come in after the deadline for the year but this was the concern that we had a volunteer using their personal vehicle and trailer but I'm not a big fan of that for liability reasons. I talked to Eric and the truck is marked for \$38,000. Just a pickup with a hitch and lettered. We are funds from the VFW of Massachusetts to decrease the amount. They're going to



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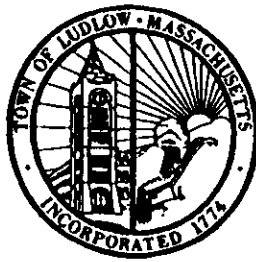
fund 40% of that truck. The trailer only costs about \$5,000 but he's going to try to get a grant for it and if he can't he'll do it through fundraising efforts. Every year we end up getting a couple of these departments that do as much as they can to facilitate their own. Marc, do you have a recommendation on this? Do you think because of the delay we should hold?

Mr. Strange: Normally, because it came in after the deadline I would say it's not eligible but it is a liability for volunteers to be providing their vehicles and the Vet's should really have their own over there. You still have to go through and see what you are and are not going to fund. That's one of the lower dollar value items you would be funding.

Mr. Gennette: If because it's outside of our bylaw timeline, the Board of Selectmen can approve it. We are a recommendation committee so if for some reason that doesn't fall in line with our bylaws please set it up so that the Board of Selectmen can approve it pending a vote. The only question would be the recycling and trash containers. The backstory on that is there is a new trash contract signed and going out to the Town. We needed to get it done because our trash contract is up July 1 and we have to go automated otherwise we have to pay more money for manual services. There was a committee that was created to review this and it included Pioneer Valley Planning, the Super for the DPW and his project manager. There's a big concern over what the cost of the billing going to the community is going to be. It's not going to be \$100. We're trying to figure out those numbers but \$300 has been tossed around. I think that's a lot for seniors especially to have to pay for. My thought is the barrels that are on this for the automated truck have to be purchased and distributed and USA is willing to do it as part of the contract but if we can pay for them out of capital, whether it's one payment over 3, 4 or 5 years or we just pay it off and be done with it, we can take that off of the bill. Instead of it being close to \$300 maybe we're closer to \$250. That's the idea with the trash containers.

Mr. Saloio: Is it still a weekly pickup?

Mr. Gennette: It's going to be a weekly trash pick-up at 64 gallons and bi-weekly for recycling, which is going to be single stream, one barrel. They're going to drop off the barrels, distribute them. They have GPS marker in the barrel. They'll stay with the property. They'll repair them as they come around. I asked that the trash and recycling containers get put on here for discussion. We don't have the free cash certified yet but if we could just pay them off and be done with it would you do it that way?



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Mr. Sanches: I'd wait until the DPW gets us the figures on both ways. If it's not a huge cost increase to spread it out over 5 years then we'll spread it out. If we got a cost savings by paying it off right away then we could go right away. It's going to depend on the free cash certification.

Mr. Gennette: Marc, you said that's a separate contract for the barrels. Does the Board of Selectmen sign that contract?

Mr. Strange: I can forward it.

Mr. Gennette: I don't want to wait for the DPW. Town Hall elevator repair \$93,371. I think you saw that it's a pretty old elevator. Are we up against a building code with it?

Mr. Strange: Yes.

Mr. Gennette: Today we're just putting them on the list. Anything we don't want to do we'll take them right off.

Mr. Sanches: I'm good with the elevator.

Mr. Saloio: That's a necessity.

Mr. Gennette: If we feel we're too tight with free cash we can come back.

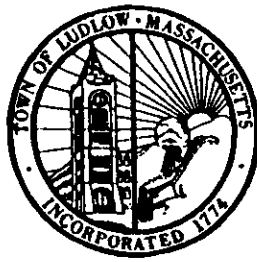
Mr. Vitorino: Is there a total if we approve? I'm looking at all the numbers in green plus all the funding of the accounts.

Mr. Strange: It's \$815,000. About 2 million.

Mr. Gennette: 2.8 is if we approved absolutely everything.

Mr. Strange: Fiscal 26 expenditures for Golf is not taken out of free cash.

Mr. Gennette: My recommendation is to put it on for now. If we're undecided there's no sense in killing it. Community Center locker room renovations \$68,900 and the pool floor repair at \$38,500. Did we discuss this before? He came in that he was doing the repairs but I thought he was trying to get grant money.



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Mr. Strange: He sent in pictures and a narrative.

Mr. Gennette: He got his request in ahead of time?

Mr. Strange: Yes.

Mr. Vitorino: \$68,900 is for both boys and girl's locker room renovations.

Mr. Gennette: I don't think we have the money to do this. If we can't do it for the school I don't think we can do it for the Community Center. Unless they're saying they have to close that pool I think we're going to have to forego it this year.

Mr. Vitorino: Didn't we do some tile and grouting the year prior. We did something there.

Mr. Gennette: Can you see if Josue has a list of maintenance done to that pool.

Mr. Vitorino: They were talking about painting some beams and I don't know if that ever got done but I could have sworn there was something that had to do with the tile. They had a lift in there and there was an issue with the lift getting in there.

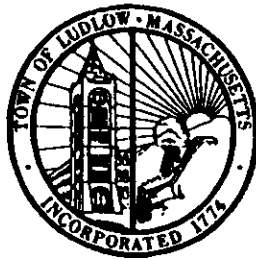
Mr. Gennette: They've done a lot of work themselves. I don't think they're hurting for improvements. I'd say let's hold for now but let's get the information anyway. Back to trash and recycling, we don't have any numbers for that and once we do we can have that conversation. Looks like we do. \$152,136 for trash and recycling containers, what do you guys think? What ends up happening is we put it onto the bill for a one-time purchase. I don't know why we would put this onto a bill for the community. This is their money; this is free cash.

Mr. Vitorino: The cost was divided by 5, over 5 years, by spending \$152 the trash bill goes from \$100 to \$250.

Mr. Gennette: There's more behind the bill.

Mr. Vitorino: If we said no to this, the bill goes higher, around \$250.

Mr. Gennette: Right now, the current bill that everybody gets, \$100, doesn't even cover half the cost of the trash. There's other things included with all of that. Do we want to put it on the list?



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Mr. Vitorino: Yes.

Mr. Gennette: We had a lot of conversations with the DPW about the following trucks. The F350 super duty with plow, F350 super duty pick up with plow and utility package, F150 4x4 with plow facility maintenance, Bobcat Bandit 1390 chipper and Volvo LGP Wheel Loader. They said they could go this year without another truck so they're trying to set a schedule for these vehicles as they go down the road. They don't want a gap in turning them over because we may get ahead of it now but we may be pushed up against it down the road. They're doing routine maintenance on these pretty regularly. I think we have to stay close to the vest this year and I think we may have to hold off on their equipment. Marc, do you have a recommendation on these?

Mr. Strange: I would recommend pushing one of the F350's to 2027.

Mr. Gennette: Would you approve any of them for 26?

Mr. Strange: Their equipment is in really tough shape. I know we're up against it and trying to be frugal but that one truck is completely rusted out. Maybe push the 350 with the plow to 2027.

Mr. Vitorino: The one with the utility is the most odd ball one so that would be good because they can't do the same thing with the regular pick up that they could with the utility as far as bringing tools and things. It's the more expensive one.

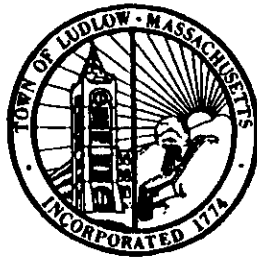
Mr. Gennette: \$79,727?

Mr. Sanches: Yes.

Mr. Vitorino: Maybe give them the one that's the most unique.

Mr. Sanches: If we push the F350 to 2027 with the plow, the maintenance one we forego as well? Because they do have a maintenance facility truck they're using right now and they said they can put a plow on it. That should save us \$53,000, push the \$61,000 out to 2027 and that makes room for the Veteran's truck. If they get a grant for \$15,000 we're only coming up with \$20,000. That would put \$30,000 back in plus \$61,000.

Mr. Gennette: Is that where you don't buy the truck, you're just buying the plow?



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Mr. Sanches: Yes.

Mr. Gennette: Is that the recommendation of the committee? To move forward with the F350 super duty pickup with plow and utility package for \$79,727?

Mr. Sanches: Yes.

Mr. Strange: With respect to the facilities maintenance pickup and the other F350, how do you want to handle that?

Mr. Vitorino: Wait until next year. If they put a plow on that truck they may not need the facilities maintenance vehicle next year and they can ask for something else.

Mr. Gennette: What about the Bobcat Bandit chipper? They were going to take the old, beat-up chipper and send it over to the golf course.

Mr. Strange: There's so many windy storms now and trees falling over that chippers are important.

Mr. Gennette: This is the tow behind, right?

Mr. Sanches: I'm good with the chipper. It made sense when they were here talking about it.

Mr. Gennette: This is a \$97,000 chipper.

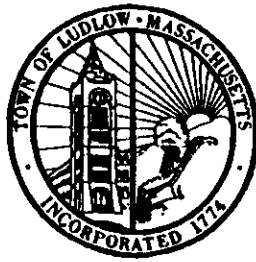
Mr. Sanches: The other one was pretty bad. Even if they get some use out of it at Westover they're still going to need this one to cover Westover.

Mr. Gennette: What's your recommendation on the chipper?

Mr. Vitorino: Yes.

Mr. Sanches: I'm good with it.

Mr. Gennette: Volve L6GP Wheel Loader, payment #2. Fire Department Lucas CPR devices replacement \$40,000. One time purchase. These are the chest compression ones they put on the patient which frees up the EMT's to be carrying them downstairs.



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Mr. Sanches: I thought in our bylaws anything that we can get a grant on we weren't supposed to put through capital. And also had to have more than a 5-year life expectancy.

Mr. Gennette: Definition of Capital Improvement. It is a tangible asset or project estimated to cost over \$20,000 or to extend 5 or more years of useful life. They're \$10,000 each and he's buying 4 of them.

Mr. Strange: I think it's two at \$20,000.

Mr. Vitorino: I don't remember how long they last.

Mr. Strange: I think he put them in last year and they didn't meet the cost threshold.

Mr. Vitorino: This is for 2 units for 7-10 years. The one that's being used is 13 years old.

Mr. Gennette: He is trying to get a grant for them but he doesn't want to miss the opportunity. He said in the request if he gets the grant he's not going to pursue capital.

Mr. Saloio: Let's put it on the list.

Mr. Gennette: The only alternative is to do one, not two.

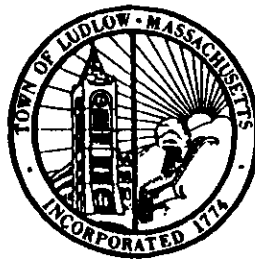
Mr. Vitorino: You have 2 ambulances. If you stock one you have to stock the other.

Mr. Gennette: I'm fine with that, just playing devil's advocate. The ladder truck payment. We have one more to go after that. He was looking for the 89 truck to get replaced and get on the schedule and he was looking for the commitment for it.

Mr. Strange: It's for 2028.

Mr. Vitorino: We don't actually allocate money; we just agree that we're doing it.

Mr. Gennette: He didn't want to put it on the same time as the ladder truck. Once the lease gets paid off for the ladder they would pick up the engine but at least they could order the engine. Everybody is in. He's also got an ambulance on here. We don't have to worry about that one yet, right?



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Mr. Sanches: No, that's the ambulance subscription fund. I think we're good with Fire. We don't have anything with Council on Aging. Library new computers we already nixed.

Mr. Strange: We've already started working with Melissa on buying and layering the purchases. We just paid an invoice today for 4 new computers.

Mr. Gennette: Are the historical windows underway?

Mr. Strange: They are.

Mr. Gennette: The Police Department we're looking at the Ford Explorer ACO. We asked what an Animal Control vehicle would be and they sent back a spaceship of a thing. I was thinking more of a Transit. My recommendation would be no on the ACO until we can come to some agreement. She's never had an office before and she got an office, she's got more services available to her than she's ever had before. We've really stepped up for her over the past couple years and we need to take a year off.

Mr. Vitorino: She has an Explorer now.

Mr. Strange: Is that a delete or push for next year?

Mr. Vitorino: Discuss for next year.

Mr. Gennette: Keep it on the plan, just push it back. A Chevy Tahoe for the Detective Bureau. I believe that one was replacing a vehicle. I had sent over a recommendation for the fleet lease and you put out to all the departments to confirm. Did any discrepancies come back.

Mr. Strange: A couple of the Police we have to make adjustments to. They're still coming in.

Mr. Vitorino: They Chevy Tahoe replaces a 2014 Ford Taurus that's 10 years old. I think this is the vehicle we always push off because it's something that always comes in. I think that's why the vehicle is 10 years old that they're replacing. It's not a patrol car and that's why it doesn't have to be replaced every 2 years. I think he said they're moving toward the Tahoe's.

Mr. Gennette: Why not do 1 patrol vehicle and a Chevy Tahoe.





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Mr. Sanches: It takes them out of the cycle in the patrol vehicles.

Mr. Gennette: It does by 1, which puts the Tahoe in cycle with them. They have 26 cruisers.

Mr. Vitorino: No, vehicles maybe.

Mr. Gennette: I think we're too strapped for cash for all of this and if that's 10 years old, not everybody gets their own cruiser.

Mr. Sanches: I think you're just increasing the repair bills on the existing vehicles. If you're pushing that out it's going to snowball effect all the way up. Did they get hybrids one year? No one knows the impact of repairs on those are.

Mr. Vitorino: I'd be in favor of the 2 patrol vehicles. It's always been 2 since I've been here and a wait on the Chief's car or Detective Car or court car just to go to court with. I'd be in favor of the 2 cruisers because that's the cycle. I wouldn't be in favor of 1 patrol vehicle and 1 Tahoe because that would throw the cycle off.

Mr. Sanches: The cycle is what's keeping our costs under control. There's other costs we don't take into consideration that impact budgets later on if you take it out of the cycle. What's the vehicle size for a typical police department?

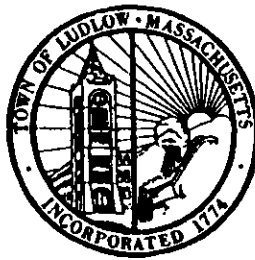
Mr. Gennette: Why do the Detectives need a Tahoe? Marc, do you have a recommendation?

Mr. Strange: I tend to agree that we should stay on the replacement vehicle schedule. The repairs for the vehicles were way over their budget last year and that's probably because their vehicles are getting older.

Mr. Sanches: In Munis, we're over it now. If they have hybrids in that fleet we haven't seen the cost on those. The battery is \$8-\$10,000 just to replace.

Mr. Vitorino: I would say put the 2 patrol vehicles on and leave the Detective off for now.

Mr. Gennette: Baird Middle School 1A cafeteria heat only unit and a second one, both of them at \$101,000 each.



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Mr. Vitorino: I think we did two rooftop units at the high school last year so it makes sense those were all put in at the same time. I would say it's good that we're not doing 4 in 1 year.

Mr. Gennette: Their heat only, no AC. Are there combo units?

Mr. Vitorino: No, they're packaged units.

Mr. Sanches: Did we get clarification why they're \$101 vs \$85,000? Is it because they're bigger units? That's what Josh asked. These are \$101 and we assumed they're bigger units and there's only 2 of them vs the high school which I think has 5.

Mr. Strange: Dr. Tiano responded and said that was his understanding and he was going to double-check with Mr. Bertini, but I don't remember if he got back.

Mr. Sanches: They're bigger units, that's why they're \$101. I say yes.

Mr. Vitorino: I say yes.

Mr. Gennette: LHS fire panel replacement. I believe we had verification from the Chief that yes, the LHS fire panel replacement would be advantageous at this point. It's \$175,000 but it's a safety concern with our kids. LHS classroom upgrades. We had conversations about this before. Mr. Saloio, you said you talked to the School Committee about it.

Mr. Saloio: Yes, I just explained to them.

Mr. Gennette: Our recommendation is to not put them on. We're not pushing them off we're taking them off. That's more of an operational thing, a want not a need. East Street classroom upgrades is the same thing. LHS emergency power to network closet has changed. It was \$80 altogether. I still don't think this is anything I'm interested in worrying about right now. It sounds like a generator.

Mr. Strange: Mr. Assaf got back to us and it's the cost of the infrastructure, not necessarily the hardware, that you have to run from point A to B.

Mr. Gennette: Wiring between point A and B. Let's put it on there for now and we can always take it off. Let me get a little more info on it. This is for 2 buildings and if it is wiring it is facilities. Luis, if I get a little info I'm going to include you on it and you can take a look at it



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with me. On to Golf, I think we took care of it. This is coming out of their retained earnings and operating budget. This is the last round of equipment they need.

Mr. Strange: There is only 1 request this year.

Mr. Gennette: The Ground Master, Sand Pro and Kubota. Do we know what their retained earnings were this year?

Mr. Strange: It will get certified with free cash.

Mr. Gennette: I don't mind putting them on here as long as they have the capital to cover it. I want to make sure they are exhausting all their available resources. We could do a lease on the Ground Master and stretch out that payment if they have nothing coming off in the future. At least take some weight off of there. At some point it would be nice to see some revenue coming back to the Town. It's a municipal enterprise for a reason. They're doing a lot better than they've always done. Put it on the list pending. The only other thing we have is whether or not we put the Veteran's truck on the list. The request is for \$22,500.

Mr. Vitorino: That seems reasonable.

Mr. Gennette: Especially if they're willing to do a lot of the work.

Mr. Strange: Was there a decision made on the Community Center?

Mr. Gennette: I'd say push it off and when he comes back next year for it let's have that maintenance schedule and what's been done already. That's our building?

Mr. Strange: Yes.

Mr. Gennette: They have funding sources outside. They have a lot of money coming in.

Mr. Sanches: It looks like \$310,000 saved from a rough estimate. If we certify cash at 3 million that should finish us off at \$491,000. I'm sure Mr. Strange will be able to update us later on.

Mr. Gennette: Does that 2.8 not include things like the ambulance fund or retained earnings from golf?



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Mr. Strange: Correct.

Mr. Gennette: We have to get free cash certified to make a move.

- **Committee to approve and sign minutes from meeting of January 13, 2025**

**Motion made by Mr. Sanches to approve the minutes from January 13, 2025. Mr. Vitorino second. All in favor. Motion passed 4-0.**

**COMMITTEE OPEN DISCUSSION**

- **New Business**
- **Old Business**

**Motion made by Mr. Sanches to adjourn at 6:30 p.m. Mr. Vitorino second. All in favor. Motion passed 4-0.**

*James T. Sanches*  
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