

September 20, 2017

Meeting of the Finance Committee held on Wednesday, September 20, 2017 beginning at 6:00 p.m. in Conference Room #1 in the Town Hall.

Members present: Maureen Downing, Chairman, Eric Gregoire, Heidi Fogg, Susanne Boyea, Joan Cavallo, Raymond Yando and Beverly Tokarz

Members excused: Richard Moskal

First Order of Business: The Pledge of Allegiance

At this time the committee met with Anthony Alves, who is interested in becoming a member on the Finance Committee. Ms. Downing and the committee read his background information. Ms. Downing said that if anyone has a financial background, it's very good but it's not required. She explained the meeting schedules prior to and during budget time. It's important that members attend the budget meetings. She doesn't require anybody to stay for Town Meeting, but there is always a meeting prior to the Town Meeting and she would like the members to attend that meeting. She asks that there are no personal or political agendas. It is a diverse committee. Mr. Gregoire spoke with Mr. Alves and provided him with background etc.

Mr. Alves is 28 years old and lived in Ludlow all of his life. He has a bachelor's degree in Accounting. Currently works in Springfield, MA for a financial service as an accounting consultant. He always had an interest getting involved in the Town. He's a member of the Portuguese Club, Ludlow Country Club, coached soccer and hopes that he can provide some value to the committee and Town given his background. He asked how the dialogue is between departments. Ms. Downing said that the committee works well with most departments; there are a few departments that need help with the budgeting process. The new accountant has been very beneficial to those departments who struggle with their budget. She has streamlined the budget to make it easier for departments.

Ms. Downing informed Mr. Alves that there is a Special Town Meeting on October 2nd and another one at the beginning of November. After the first of the year there will be a Special Town Meeting for the Senior Center and the School will also have an Article.

Recommendations will be made to the Town Moderator and Mr. Alves will receive a letter. The committee will take a vote towards the end of the meeting.

There will be a tour of the Senior Center and lunch hosted by the Senior Center Building Committee on October 25, 2017 beginning at 11:00 a.m. Mr. Moskal would like to know what members will be available to attend. There will be four members that can attend including Mr. Moskal. Ms. Tokarz will email Mr. Moskal giving him a count.

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve and sign the Minutes of May 17, 2017

Vote: 6-0-1 in favor. Ms. Boyea abstained

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve and sign the Minutes of June 21, 2017

Vote: 6-0-1 in favor. Ms. Fogg abstained

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve and sign the Minutes of June 28, 2017

Vote: 6-0-1 in favor. Ms. Downing abstained

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve and sign the Minutes of August 16, 2017

Vote: 6-0-1 in favor. Ms. Boyea abstained

At this time Ms. Downing discussed the procedures for upcoming meetings with the departments. She asked if any member had any ideas of what they would like to do with departments and liaisons. She would like some ideas within the next 60 days. The Budget Subcommittee will be meeting in December. Ms. Collins said that rather than having departments put new positions in their budget that there can be a separate column for additional positions. That was a huge issue about new positions last year and salary accounts. The sub-committee will work on a system to identify any increases or new positions and declare it in the budget that they went for approval to the Selectmen etc. Ms. Collins said that the other thing that they need to think about when budgeting is when someone is let go, the money was left in the budget and the money that was paid out for unemployment was in the Treasurer's budget. When someone goes on unemployment and the position is not funded using that line item from the department, that department will fund the unemployment, unless the position is filled, then the unemployment would be funded through the Treasurer. The charge would get paid out of the Board of Selectmen's Office and they would code it directly to each department throughout the year. It would draw down against a zero budget, which would be offset by the salary line item. This would begin in 2019. Every department would get a line item for unemployment compensation.

Ms. Downing suggested that at the Sub-committee meeting they could discuss year end dates for departments to get their year- end transfers. Anything other than payroll, the department would have to go before the Selectmen for approval and then Finance. Rules and parameters would be set to make it clear to departments on what the procedures will be. The Budget Sub-committee would make recommendations to the Selectmen on parameters in December.

Mr. Gregoire suggested that there be employee counts, and position counts. There is not a formal position management that centralizes all of the departments re: how many positions are approved, how many are in the budget. Ms. Collins said that in the parameters each department could bring the breakdown with them. Ms. Downing said that when the meeting notices go out, that information could be added. Mr. Gregoire will type out some information and send it to Ms. Tokarz prior to the budget meetings. Ms. Downing asked the committee how they feel about having a meeting in January where appointments would be extended to departments who are interested who need help with their preliminary budget. Some members feel the departments wouldn't respond.

Mr. Gregoire, because he is now the Vice-Chairman will be a member of the Capital Improvement Planning Committee. Inform the Board of Selectmen of the change.

The committee discussed and voted on the Articles for the October 2, 2017 Special Town Meeting:

Article 1: Unpaid Bills and/or Overexpended Accounts of Previous Years in the amount of \$16,392.45

Moved by Mr. Yando, seconded by Ms. Boyea to approve Article 1 in the amount of \$16,392.45
Vote: 7-0 in favor

Article 2: Vote to raise and appropriate or transfer money to be added to the Personal Services Account for the Police Department for FY'18 negotiated retroactive pay increases of 2% for FLY'17 including the Town's contribution to employee benefits for both the Police Patrol Officers, IBPO Local 374 and the Police Supervisors IBPO Local 487. Amt. \$70,110.28

Moved by Ms. Fogg, seconded by Ms. Boyea to approve the amount of \$70,110.28 for Police contracts
Vote: 7-0 in favor

Article 3: Amend General Bylaws, Chapter VIII, Regulating Unregistered Cars and replacing it with a new Chapter which allows for better descriptions of how to abide by the Bylaw.

Moved by Ms. Fogg, seconded by Mr. Gregoire to approve Article 3 as written
Vote: 7-0 in favor

Article 4: Re-establish a revolving fund for the Conservation Commission to receive the additional \$5.00 per dog licensing fee collected by the Town Clerk with payments to be expended by the Conservation Commission to pay for the care and maintenance of a dog park

Moved by Ms. Fogg, seconded by Ms. Cavallo to approve Article 4 as written
Vote: 7-0 in favor

Article 5: Amend The General Bylaws Section 42, Departmental Revolving Funds to establish a new table for use by certain departments, boards, committees etc. under MGL Chapter 44, Sec. 53E1/2

Moved by Ms. Boyea, seconded by Ms. Fogg to approve Article 5 as written
Vote: 7-0 in favor

Article 6: Vote to re-accept the provisions of MGL Chapter 32B, Section 20 for the establishment of an Other Post-Employment Benefits Liability Trust Fund

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve Article 6 as written
Vote: 7-0 in favor

Article 7: Modernization Act which allows any surplus of the sale of notes for borrowing can be used against the project that you are borrowing from to pay down the premium. The language

allows any recent borrowing that has been voted on to take advantage of the new law by accepting the new law. Going forward any Article for borrowing has to have a certain amount of language that allows for this.

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve Article 7 as printed
Vote: 7-0 in favor

Article 8: Raise and appropriate money not to exceed \$100,000 for engaging the services of a Communications Engineering consultant to conduct the "Procurement and Implementation Phase" of the voice/radio communications systems upgrade

Moved by Ms. Fogg, seconded by Ms. Cavallo to approve Article 8 as written
Vote: 7-0 in favor

Article 9: Amend the Zoning Bylaws Section VI, Section 6.2 Home Occupations by deleting Section 6.2.7 and replacing it with a new Section, Vehicles and Accessory Equipment

The committee would like more information. Ms. Tokarz will contact the Planning Board asking them if they voted on the Article and ask for more input. Hold and vote on the Article prior to Town Meeting

Article 10: Board of Selectmen to accept the grant award through the Parkland Acquisitions and Renovations for Communities Grant Program for the replacement of the Whitney Park Bleachers with new ADA Compliant bleachers and that the property known as Whitney Park be dedicated to active recreational purposes

Moved by Mr. Gregoire, seconded by Ms. Boyea to approve Article 10 as printed
Vote: 7-0 in favor

Article 11: Declare as surplus 538 ft. located on Center Street which is part of the discontinuance of Sykes Street and to transfer the land from municipal purposes to the purpose of sale, through the Selectmen to abutting property owners and to authorize the Selectmen to determine the price and procedure for said disposition and to execute any deeds or other documents to carry out the transfers

Moved by Ms. Fogg, seconded by Ms. Cavallo to approve Article 11 as written
Vote: 7-0 in favor

Article 12: Raise funds or bond a sum of money for construction of a new Senior Center
Article Postponed

There will be another Special Town Meeting on November 6th. Ms. Villano explained that an Article was omitted in the October Special Town Meeting to remove funds from the Stabilization Fund to go against the tax rate. The DPW also approach her to insert an Article to transfer money from DPW Retained Earnings to fund some sewer project. There may also be an Article about banning the sale of recreational marijuana in Town.

Moved by Mr. Gregoire, seconded by Ms. Cavallo to approve the payment of the Finance Association yearly dues
Vote: 7-0 in favor

The October Special Town Meeting will be held on October 2nd. Prior to the meeting the committee will discuss the Planning Board's Article 9

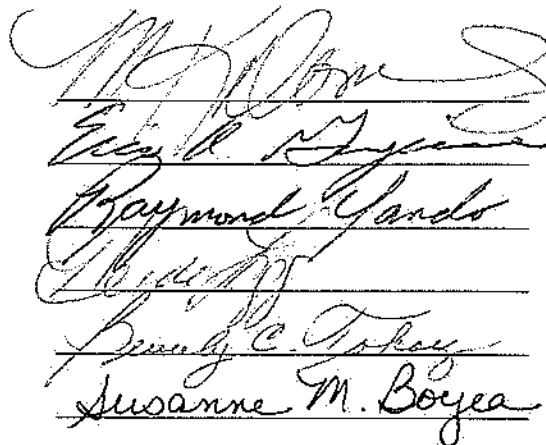
The next Finance Committee meeting will be held on October 18th beginning at 6:00 p.m.

At this time the committee voted to make a recommendation to appoint Anthony Alves as the newest member to the Finance Committee

Moved by Mr. Gregoire, seconded by Ms. Boyea to make a recommendation to the Town Moderator to appoint Anthony Alves as a member of the Finance Committee
Vote: 7-0 in favor

Ms. Tokarz will inform the Moderator of the committee's vote. He will then appoint Mr. Alves and inform him to be sworn in by the Town Clerk. Ms. Tokarz will also inform the Town Clerk and send a letter of congratulations to Mr. Alves.

Moved by Mr. Gregoire, seconded by Ms. Cavallo to adjourn the Finance Committee Meeting at 7:50 p.m.
Vote: 7-0 in favor



The image shows six handwritten signatures in cursive script, each written over a horizontal line. From top to bottom, the signatures appear to be: 1. A large, stylized signature, possibly 'M. Gregoire'. 2. A signature that looks like 'Eric B. ...'. 3. A signature that looks like 'Raymond ...'. 4. A signature that looks like 'Thomas ...'. 5. A signature that looks like 'Dorothy C. Tokarz'. 6. A signature that looks like 'Susanne M. Boyea'.

Ludlow Finance Committee