

SPECIAL TOWN MEETING WARRANT  
OCTOBER 7, 2019  
BACKGROUND

**ARTICLE 1:** Unpaid bills prior years: Chapter 44, Section 64 of the Massachusetts General Laws allows towns which have unpaid or overexpended bills of prior years to pay such bills at Town Meeting by nine-tenths vote:

\$184.87	Baystate Medical Center – Ch. 41, Sec. 111F - Board of Selectmen
\$271.07	Baystate Medical Center – Ch. 41, Sec. 111F - Board of Selectmen
\$132.70	Baystate Medical Center – Ch. 41, Sec. 111F - Board of Selectmen
\$548.15	Baystate Wing Hospital – Ch. 41, Sec. 111F - Board of Selectmen
\$ 65.51	Turley Publications – Board of Selectmen
\$240.00	Citizen Security Corp – Board of Selectmen
\$275.00	Samek Trucking – Dept. of Public Works
\$389.36	Palmer Police Department – Dept. of Public Works
\$214.84	Office of the Sheriff Hampden County – Dept. of Public Works
\$429.68	Office of the Sheriff Hampden County – Dept. of Public Works
\$214.84	Office of the Sheriff Hampden County – Dept. of Public Works
\$934.20	Mott MacDonald – Dept. of Public Works
\$595.87	Corcoran Plumbing & Heating Co. Inc. – Police Department/BOS
\$4,496.09	Total

**ARTICLE 2:** This Article will allow the Board of Selectmen to enter into an energy pilot with CPV Red Rock Solar, LLC for the solar photovoltaic energy facility at 0 Lyon Street (Map 20, Parcel 4C).

**ARTICLE 3:** This Article will allow the Board of Selectmen to amend the Town Bylaws Chapter II Regulating the Conduct of Town Business by deleting Section 14 wherein the Town Accountant is to keep an inventory of capital items/fixed assets. This is now a policy in the “Financial Policy Manual for the Town of Ludlow” which was adopted by the Board of Selectmen. See attached policy.

**ARTICLE 4:** This Article will allow the Board of Selectmen to amend the Town Bylaws Chapter II Regulating the Conduct of Town Business by deleting Section 23 and replacing it with a new Section 23 reflecting increases to the fees for gasoline storage permits which have not been increased in over 20 years.

**ARTICLE 5:** This Article will allow the Board of Selectmen to amend the Town Bylaws Chapter II Regulating the Conduct of Town Business by deleting Section 24 Capital Improvement Planning Committee as this is a policy in the “Financial Policy Manual for the Town of Ludlow” which was adopted by the Board of Selectmen. See attached policy.

**ARTICLE 6:** This Article authorizes the Board of Public Works to enter into a ten (10) year contract for recycling processing services with a qualified vender selected by the Massachusetts Department of Environmental Protection. Funding for these services will need Town Meeting approval in the Spring of 2020 as part of the Annual Town Meeting. Any contract in excess of three years must be approved by Town Meeting.

**ARTICLE 7:** This Article is informing Town Meeting of the deficit in the Westover Golf Course retained earnings and requesting to accept the report. The deficit will be reported in the tax recap and raised from the tax levy as a general fund subsidy. See attached A-7.

**ARTICLE 8:** This Article proposes that the Town accept the legally described street, Maria's Way, as a public way within the Town of Ludlow. This Street was accepted at Town Meeting in October, 2018. The developer had thought the deed was recorded which requires the recording to take place within 120 days of town meeting acceptance. Previously, the town did not require deed recordings as part of the Street Acceptance process. The Board of Selectmen have now adopted a new process within the Street Acceptance procedures where it will be the developer's responsibility to record the deed at their expense and to provide full title exam of ownership.

**ARTICLE 9:** This Article will authorize the Board of Selectmen to grant an easement to the Springfield Water and Sewer Commission for installing, maintaining, repairing and replacing the water supply for the Harris Brook Elementary School. See attached A-9. Both the School Committee and the Core School Building Committee have voted to recommend approval.

**ARTICLE 10:** This Article is intended to allow the Town to raise funds to be used by the Town Treasurer to offset the unexpected deficit to the Fiscal Year 2020 debt service for the Harris Brook (formerly Chapin Street) Elementary School, East Street Elementary School and Senior Center projects. The deficit (School and Senior Center) is debt excluded, it will be added to the tax rate, but be excluded from Prop 2½. The Town has approved the borrowing of over \$30 million dollars in September/October which will require its first payment to be in February 2020.

## CAPITAL PLANNING

### PURPOSE

To effectively maintain the Town's infrastructure and protect the value of its capital assets, this policy outlines guidance for planning, reviewing, and coordinating capital improvements. Adherence to this policy will help the Town meet its capital needs despite limited resources.

### APPLICABILITY

This policy establishes a framework for long-term capital improvements, sets guidelines and expectations for all Town departments in planning for and requesting capital projects, and outlines consensus budgetary goals for the Board of Selectmen, Finance Committee, Capital Improvement Planning Committee (CIPC) and Board of Public Works. It also applies to related job duties of the Town Accountant.

### POLICY

The Town will maintain its physical assets by providing funding in the operating budget to protect its capital investments and minimize future maintenance and replacement costs. To provide and preserve the infrastructure needed for achieving the highest levels of public services and quality of life possible within available financial resources, the Town will maintain an annually updated, five-year plan for capital improvements. The Town will emphasize preventive maintenance as a cost-effective approach to capital reinvestment and replace exhausted goods as necessary.

In accordance with the town's bylaws, the CIPC is charged to oversee the Town's capital improvement program. This involves identifying and prioritizing projects, analyzing funding, and creating a long-term financial plan achievable within the Town's budget limitations. The CIPC will be composed of one member each from the Board of Selectmen, Finance Committee, and Planning Board, the Town Administrator, the School Superintendent or designee, and one private citizen. In addition, the Board of Selectmen will appoint one Town employee to serve as an ex officio committee member without voting rights.

#### A. Definition of a Capital Improvement

A capital improvement is a tangible asset or project estimated to cost over \$20,000 and to have or to extend five or more years of useful life. These include:

- Real property acquisitions and construction
- Long-life capital equipment
- Major renovations of existing capital items that extend their useful lifespans, as distinguished from normal operating expenditures
- Major improvements to physical infrastructure, including streets, sidewalks, sewer systems, and stormwater drains
- Planning, feasibility studies, and designs for potential capital projects
- Items obtained under long-term capital leases
- Bulk purchases of similar items, like software or furniture, with expected useful lifespans of five or more years and aggregated cost exceeding the \$20,000 capital threshold.

### B. Capital Asset Inventory

To support a systematic acquisition and replacement schedule, the Town Accountant will maintain and annually update a detailed inventory of all capital assets, which shall include dates built, acquired or last improved, original costs, current conditions, expected and remaining useful lifespans, depreciated values, extent of use, and any scheduled replacement or expansion dates. To do this, the Town Accountant will request an inventory of capital assets from each department head for comparison to the fixed asset listing provided by the town's auditors. The Accountant will then use these submissions to update the capital asset inventory and submit a copy to the CIPC, Board of Selectmen, and Town Administrator.

### C. Evaluation of Annual Capital Project Requests

The CIPC will solicit capital project requests from all department heads as part of the annual budget process, and department heads will submit their detailed request forms to the CIPC.

The CIPC will evaluate and prioritize the project requests using the criteria below:

1. Eliminates a hazard to public health and safety
2. Required by state or federal laws or regulations
3. Supports adopted plans, goals, objectives, and policies
4. Stabilizes or reduces operating costs
5. Makes better use of a facility or replaces a clearly obsolete one
6. Maintains or improves productivity or existing standards of service
7. Uses outside financing sources, such as grants
8. Directly benefits the Town's economic base by increasing property values
9. Provides new programs having social, cultural, historic, economic, or aesthetic value

### D. Multiyear Capital Improvement Plan

The Capital Improvement Planning Committee will annually update a capital improvement plan (CIP), including the upcoming fiscal year's capital budget and a five-year projection of capital needs and expenditures that details their estimated costs, descriptions, and anticipated funding sources. The CIPC will then submit a report of the plan to the Board of Selectmen for consideration and approval. Subsequently, the Board will submit its approved capital budget to the annual town meeting for adoption by the Town. The CIPC's report and the Selectmen's recommended capital budget will be published and made available in a manner consistent with the distribution of the Finance Committee report. The CIPC will deposit its original report with the Town Clerk.

### E. Capital Financing

In general, the Town will strive to maintain the portion of the budget allocated to capital investments at a funding level of [3 to 5] percent of the general fund operating budget, net of debt. To aid the CIPC in making its final decisions, the Town Accountant will annually prepare and submit to the committee a fund utilization forecast detailing the funds available for financing capital projects over the course of the time covered by the CIP.

The CIP shall be prepared and financed in accordance with the following principles:

- Short-term debt may be used to fully finance purchases with useful lifespans of less than 10 years.
- In accordance with Ludlow's debt policy, the Town will restrict long-term debt funding to projects with lifespans greater than 10 years and costs exceeding \$100,000.
- Before any long-term, bonded capital project is recommended, the project's annual operating costs and debt service costs shall be identified.
- Special revenue sources (e.g., grants, revolving funds) shall be evaluated as funding options whenever practical.
- Major capital projects, such as new construction or major renovations to existing facilities, may be accomplished through capital or debt exclusions.
- Infrastructure or facility maintenance budgets built into the general operating budget will not be reduced to fund other departmental budgets.
- To the extent feasible, all capital projects associated with the Town's two enterprise funds operations (i.e., Sewer and Golf) shall be financed from user fees.

**REFERENCES**

M.G.L. c. 44, § 20

M.G.L. c. 44, § 33B

Ludlow policies on Financial Reserves, Forecasting, and Debt Management

Ludlow bylaws, Chapter II: Regulating the Conduct of Town Business, Section 24 Capital Improvement Planning Committee

Division of Local Services (DLS) Best Practices: *Presenting and Funding Major Capital Projects and Special Purpose Stabilization Funds*

DLS Financial Management Guidance: *Capital Improvement Planning Manual* and *Capital Improvement Planning Guide – Developing a Comprehensive Community Program*

**EFFECTIVE DATE**

This policy was adopted on [date].

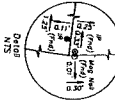
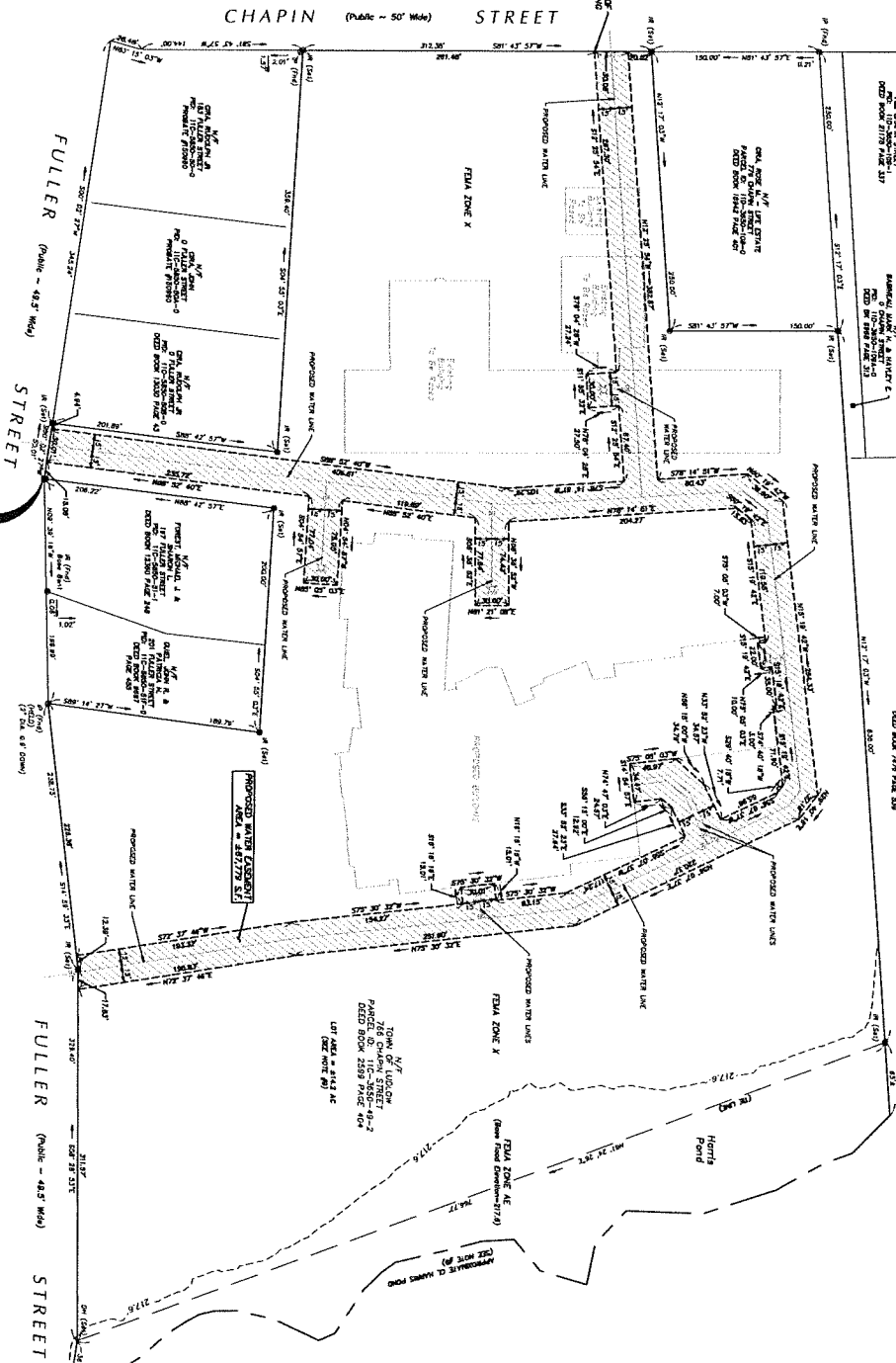
This is the calculation for the Golf deficit for 6.30.19.  
This is what will be submitted to DLS for certification.

**TOWN OF LUDLOW**  
**GOLF ENTERPRISE FUND (66/665)**  
**ANALYSIS OF UNRESERVED/UNDESIGNATED FUND**  
**BALANCE**  
**FISCAL YEAR 2019**  
**Line 19**

BEGINNING BALANCE- Per PY Reported Ending Balance	36,704.25
Prior Year Adjustment- after reported	0.00
BEGINNING BALANCE- Per Munis	<u>36,704.25</u>
REVERSE PY RESERVE FOR ENCUMBRANCES	6,965.16
RECORD CY RESERVE FOR ENCUMBRANCES – YE <b>Encumbrances</b>	<b>(4,228.30)</b>
REVERSE PY RESERVE FOR APPROPRIATIONS	200.00
RECORD CY RESERVE FOR APPROPRIATIONS – <b>Cap Lease</b>	<b>(11,713.00)</b>
REVERSE PY DESIGNATED FOR APPROP DEFICITS	0.00
RECORD CY DESIGNATED FOR APPROP DEFICITS	0.00
CLOSE REVENUE CONTROL	680,640.91
CLOSE EXPENDITURE CONTROL	(729,809.66)
INCREASE (DECREASE)	<u>(57,944.89)</u>
ENDING BALANCE	<u>(21,240.64)</u>
per munis	(21,240.64)
	0.00



1. CERTAIN TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF:  
 THE PROPERTY LINES SHOWN ARE THE LINES BRINGING THE LINES TO THE CORNERS OF THE LOTS AND ARE NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE LINES SHOWN. THE LINES SHOWN ARE THE LINES BRINGING THE LINES TO THE CORNERS OF THE LOTS AND ARE NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE LINES SHOWN. THE LINES SHOWN ARE THE LINES BRINGING THE LINES TO THE CORNERS OF THE LOTS AND ARE NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE LINES SHOWN.



**EASEMENT PLAN OF LAND**  
 in  
**LUDLOW**  
 HAMPDEN  
 COUNTY  
 MASSACHUSETTS

August 9, 2019

Prepared for:  
 Town of Ludlow

Sanitides Consultants Inc.

- NOTES:**
1. THIS PLAN IS PREPARED IN ACCORDANCE WITH THE MASSACHUSETTS REGISTERED PROFESSIONAL LAND SURVEYOR ACT AND THE REGULATIONS THEREUNDER.
  2. THE PLAN IS THE RESULT OF AN INSPECTION OF THE PROPERTY BY THE SURVEYOR ON THE DATE INDICATED ON THE PLAN.
  3. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
  4. THE SURVEYOR HAS NOT CONDUCTED A FIELD SURVEY OF THE PROPERTY TO VERIFY THE ACCURACY OF THE LINES SHOWN ON THIS PLAN.
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