

**ANNUAL TOWN MEETING
MAY 10, 2021
BACKGROUND INFORMATION**

ARTICLE 1: The Town Bylaws call for the Selectmen to print a report “For distribution at least seven days before the Annual Town Meeting” containing the records and reports of the Selectmen and all official boards, committees, commissions, town officers and librarians for the preceding year. This falls under Chapter II Section 3 of the Town Bylaws and the report must be presented to the Town Meeting and officially accepted by it.

ARTICLE 2: Chapter I, Section 33 of the Town Bylaws reads as follows: “A vote to accept a report of a committee shall, unless otherwise provided, discharge the committee: but it shall not operate as an adoption of the recommendation of such committee without an express vote duly passed to that effect”.

ARTICLE 3: This is the Omnibus Budget Article which allows the Town to raise sufficient funds as it deems necessary to defray all charges and expenses which it will incur during the upcoming fiscal year. This Article eliminates the need for the printing and reading of a warrant article for each departmental budget, segregates each department’s funds and provides a mechanism for Town Meeting members to be able to vote on each segregated budget. Chapter 41, Section 108 of the Massachusetts General Laws provides that the salary and compensation of all officials of a town be fixed annually by a vote of the Town Meeting. See attached A.3.

ARTICLE 4: This article will be setting the expenditures for the already established revolving funds outlined in the General Bylaws, Chapter 2, Section 42: Departmental Revolving Funds.

ARTICLE 5: For several years the Town of Ludlow has held a celebration in July as a way of bringing together residents in a “small town fair” atmosphere. The Board of Selectmen appointed a Celebrate Ludlow Committee to organize events, festivities, fireworks displays, food and games. The Town Meeting establishes a Special Revenue Fund to accept donations and disperse payments for expenses. In order to continue this event on an annual basis, Precinct Members are being asked to approve an amount not to exceed \$5,000.00 for expenses related to the celebration.

ARTICLE 6: This article is asking Precinct Members to approve an amount not to exceed \$25,000.00 from free cash in order to cover expenses related to a Town-wide year-long 250th Semi-Quincentennial Celebration in 2024. A committee is being established in order to schedule events and fundraise. The committee will also be responsible for donations, grants and expenditures leading up to and throughout the year of 2024.

ARTICLE 7: This article will amend the Town Bylaws by adding a chapter to prohibit single use plastic checkout bags by all retail and grocery stores in Town.

ARTICLE 8: This article will change the Senior Citizen Abatement Program by increasing the abatement amount from \$500 to \$750 and changing the language of the Federal minimum wage to using the State minimum wage. This will increase the amount from \$37,500 in abatements to \$56,250 in abatements as well as changing the hours required to work from 68 hours using the Federal minimum wage for \$500 to 56 hours using the State minimum wage for \$750.

ARTICLE 9: This article will amend Chapter III, Section 4, subsection (b) Registration Fee of the Town Bylaws by increasing the outdated fee of \$5.00 to \$25.00 for solicitors/canvassers in order to cover the increased cost of reviewing and processing the applicants by Police Department Personnel.

ARTICLE 10: The Town of Ludlow wishes to review its classification and compensation system in order to evaluate and implement best practices and ensure position descriptions and compensation schedules are accurate and fair. This article will appropriate a sum of money not to exceed \$15,000 for a Classification Study to review and evaluate union positions within the LATOSS Unit. The last time a survey was done was 2006 for some positions. Job descriptions for most positions require updating due to additional responsibilities being added, processes and procedures within departments changing or simply being outdated.

ARTICLE 11: This article will amend Chapter IX, Section 5 of the Town Bylaws to increase the fees associated with the dog leash law and barking/nuisance dogs.

ARTICLE 12: This article authorizes the Board of Public Works to utilize the Sewer Enterprise Account Retained Earnings for capital improvement projects; this would include engineering and construction costs for sewer projects. We are transferring \$300,000 for this work and will combine all previous remaining balances from old sewer enterprise articles into the newly created one. This will help the Department manage sewer projects more efficiently.

ARTICLE 13: No action will be taken.

ARTICLE 14: This is a standard article that authorizes the Board of Public Works to utilize funds made available from the State through the Chapter 90 programs for various road construction and maintenance projects directed by the Board of Public Works. The State Chapter 90 appropriation received for fiscal year 2022 is \$694,010. No Town funding is required for this article.

ARTICLE 15: This article authorizes the Board of Public Works to enter into a contract with the Massachusetts Department of Transportation to accept any and all Chapter 90 funds, allocated to the Town from the State for construction and maintenance of road projects. No Town funding is required for this article.

ARTICLE 16: This article pertains to transfer the sum of \$10,000 from Retained Earnings into the DPW Landfill Closure Enterprise Fund in order to establish a budget for fiscal year 2022. The enterprise fund was established for the construction and maintenance of the landfill cap and transfer station. The landfill closure is regulated by the DEP and requires routine sampling and

testing of the monitoring system, repairs and or maintenance of the landfill liner and vents and general upkeep of the grounds.

ARTICLE 17: This article seeks to rezone a parcel of land located at 193 Center Street (Assessors Map # 12D Parcel 53) owned by Jamie & Richard Jacobs, by changing from **Residence B** to **Business B**, to allow the owners to turn the property into a small-scale salon. At their meeting of February 11, 2021, the Planning Board voted 5-0 to recommend approval of this article.

ARTICLE 18: This article will appropriate funds as may be necessary for Town Capital Improvements during the fiscal year beginning July 1, 2020. See attached A.18.

ARTICLE 19: Chapter 40, Section 6 of the Massachusetts General Laws allows towns to appropriate money into a Reserve Fund for “extraordinary or unforeseen circumstances”. The amount so appropriated may not exceed five percent of the tax levy of the current fiscal year. Transfers from this fund may be authorized from time to time. This Article will appropriate funds for the Fiscal Year 2022 Reserve Fund.

ARTICLE 20: This article will appropriate funds for the Building Infrastructure Article which was established at the October 1, 2012 Special Town Meeting and authorize the Board of Selectmen to expend such funds for the purpose of assessing and addressing the repairs, maintenance and construction of municipal buildings.

ARTICLE 21: Chapter 40, Section 5B of the Massachusetts General Laws authorizes the establishment of a Stabilization Fund and is generally utilized for long term capital projects. An appropriation from the Stabilization Fund requires a two-thirds vote of approval at an Annual or Special Town Meeting. This Article will appropriate funds for deposit into the Stabilization Fund.

ARTICLE 22: This article will appropriate funds as may be necessary into the COVID-19 account which will help defray any unexpected costs as a result of the COVID-19 2020 pandemic due to any costs that are not covered under FEMA and CARES reimbursements.

Annual Town Meeting – May 10, 2021

Article 3:

I move that the Town votes to appropriate **\$74,348,111** for Town Purposes and charges during the Fiscal Year ending June 30, 2022, and that said sum include the following salaries for elected officials:

<u>Position</u>	<u>Number</u>	<u>Annual Salary</u>
Moderator	1	\$ 560
Chairman, Board of Selectmen	1	5,133
Members, Board of Selectman	4	4,028
Town Treasurer	1	77,346
Town Collector	1	77,346
Chairman, Board of Assessors	1	5,212
Members, Board of Assessors	2	4,090
Town Clerk	1	70,313
Chairman, Board of Health	1	3,300
Members, Board of Health	2	3,300
Chairman, Board of Public Works	1	3,763
Members, Board of Public Works	4	2,972
Chairman, School Committee	1	3,000
Members, School Committee	4	2,500
Chairman, Planning Board	1	3,674
Members, Planning Board	4	3,062

I further move that the Total appropriations be allocated to the various Town Departments in accordance with numbered 1 through 42 of the attached Budget Listing entitled “Town of Ludlow FY22 Town Budget – Article 3”, and using the column headed “FY 2022 Recommended Budget”,

I further move, **\$699,134** to be applied from “Fiscal Year 2022 Golf Course Revenues” to fund the Westover Municipal Golf Course Budget item 39, **\$1,774,988** to be applied from “Fiscal Year 2022 Sewer Fund Revenues” to Fund the Sanitary Sewer Budget item 40, **\$10,000** to be applied from “Retained Earnings” to fund the budget for the closing of the Landfill on line 41, **\$396,946** to be applied from “Receipts Reserved for Appropriation” to fund the Cable Budget item 42, and the balance of \$ **71,467,043 is to be raised and appropriated.**

I further move, **\$39,000** to be transferred from “Fiscal Year 2022 Golf Course Revenues” to fund Fiscal Year 2022 Indirect Golf Course costs appropriated in the General Fund and **\$101,500** to be transferred from “Fiscal 2022 Sewer Fund Revenues” to fund Fiscal Year 2022 Indirect Sewer Fund costs appropriated in the General Fund.

Signature

**TOWN OF LUDLOW
FY2022 TOWN BUDGET - ARTICLE 3**

Department Number		Department Name	FY2021 Approved Budget		FY2022 Recommended Budget		% Change
		PERSONAL SERVICES	\$	549	\$	560	
1	114	MODERATOR	\$	549	\$	560	2%
		PERSONAL SERVICES	\$	241,690	\$	256,114	
		GENERAL EXPENSES	\$	72,402	\$	73,402	
2	122	BOARD OF SELECTMEN	\$	314,092	\$	329,516	5% *
		PERSONAL SERVICES	\$	2,861	\$	2,918	
		GENERAL EXPENSES	\$	475	\$	475	
3	131	FINANCE COMMITTEE	\$	3,336	\$	3,393	2%
		PERSONAL SERVICES	\$	192,482	\$	202,944	
		GENERAL EXPENSES	\$	1,885	\$	1,885	
4	135	TOWN ACCOUNTANT	\$	194,367	\$	204,829	5% *
		PERSONAL SERVICES	\$	216,205	\$	231,603	
		GENERAL EXPENSES	\$	67,836	\$	70,336	
5	141	BOARD OF ASSESSORS	\$	284,041	\$	301,939	6% *
		PERSONAL SERVICES	\$	210,630	\$	220,078	
		GENERAL EXPENSES	\$	66,916	\$	69,760	
6	145	TREASURER	\$	277,546	\$	289,838	4% *
		PERSONAL SERVICES	\$	184,471	\$	188,264	
		GENERAL EXPENSES	\$	80,049	\$	80,049	
7	146	TOWN COLLECTOR	\$	264,520	\$	268,313	1%
		GENERAL EXPENSES	\$	176,000	\$	176,000	
8	151	TOWN COUNSEL	\$	176,000	\$	176,000	0%
		PERSONAL SERVICES	\$	110,494	\$	140,315	
		GENERAL EXPENSES	\$	9,324	\$	9,324	
9	152	HUMAN RESOURCES	\$	119,818	\$	149,639	25% *
		PERSONAL SERVICES	\$	165,300	\$	173,868	
		GENERAL EXPENSES	\$	179,500	\$	259,374	
		CAPITAL OUTLAY	\$	49,022	\$	49,022	
10	155	INFORMATION TECHNOLOGY	\$	393,822	\$	482,264	22% *
		PERSONAL SERVICES	\$	121,960	\$	129,092	
		GENERAL EXPENSES	\$	6,849	\$	6,849	
11	161	TOWN CLERK	\$	128,809	\$	135,941	6% *
		PERSONAL SERVICES	\$	94,898	\$	63,677	
		GENERAL EXPENSES	\$	23,138	\$	23,138	
12	162	ELECTION & REGISTRATION	\$	118,036	\$	86,815	-26% *
		PERSONAL SERVICES	\$	32,798	\$	33,655	
		GENERAL EXPENSES	\$	2,819	\$	2,819	
13	171	CONSERVATION COMMISSION	\$	35,617	\$	36,474	2%
		PERSONAL SERVICES	\$	141,464	\$	144,211	
		GENERAL EXPENSES	\$	6,305	\$	6,305	

**TOWN OF LUDLOW
FY2022 TOWN BUDGET - ARTICLE 3**

	Department Number	Department Name	FY2021 Approved Budget		FY2022 Recommended Budget		% Change
14	175	PLANNING BOARD	\$	147,769	\$	150,516	2%
		PERSONAL SERVICES	\$	-	\$	-	
		GENERAL EXPENSES	\$	5,176	\$	5,176	
15	176	BOARD OF APPEALS	\$	5,176	\$	5,176	0%
		PERSONAL SERVICES	\$	129,333	\$	130,492	
		GENERAL EXPENSES	\$	563,452	\$	600,500	
16	192	PUBLIC BUILDINGS	\$	692,785	\$	730,992	6% *
		LIABILITY INSURANCE	\$	550,000	\$	675,000	
17	193	LIABILITY INSURANCE	\$	550,000	\$	675,000	23% *
		TOTAL GENERAL GOVERNMENT	\$	3,706,283	\$	4,027,205	9%
		PERSONAL SERVICES	\$	3,491,033	\$	3,647,350	
		GENERAL EXPENSES	\$	234,536	\$	239,311	
		CAPITAL OUTLAY	\$	124,296	\$	129,521	
18	210	POLICE DEPARTMENT	\$	3,849,865	\$	4,016,182	4% *
		PERSONAL SERVICES	\$	431,731	\$	497,103	
		GENERAL EXPENSES	\$	12,500	\$	12,500	
		CAPITAL OUTLAY	\$	2,683	\$	-	
19	211	POLICE - DISPATCH	\$	446,914	\$	509,603	14% *
		PERSONAL SERVICES	\$	2,928,274	\$	2,981,353	
		GENERAL EXPENSES	\$	96,820	\$	98,396	
		CAPITAL OUTLAY	\$	34,200	\$	34,200	
20	220	FIRE DEPARTMENT	\$	3,059,294	\$	3,113,949	2%
		PERSONAL SERVICES	\$	804,433	\$	813,556	
		GENERAL EXPENSES	\$	232,603	\$	239,603	
		CAPITAL OUTLAY	\$	100	\$	-	
21	231	AMBULANCE - EMT SERVICE	\$	1,037,136	\$	1,053,159	2%
		PERSONAL SERVICES	\$	147,412	\$	146,161	
		GENERAL EXPENSES	\$	87,065	\$	85,665	
22	241	BUILDING INSPECTOR	\$	234,477	\$	231,826	-1%
		PERSONAL SERVICES	\$	4,353	\$	4,440	
		GENERAL EXPENSES	\$	50	\$	50	
23	244	SEALER OF WEIGHTS & MEASURES	\$	4,403	\$	4,490	2%
		GENERAL EXPENSES	\$	18,000	\$	19,000	
24	291	EMERGENCY MANAGEMENT	\$	18,000	\$	19,000	6%
		PERSONAL SERVICES	\$	20,713	\$	22,627	
		GENERAL EXPENSES	\$	4,495	\$	7,250	
25	292	ANIMAL CONTROL	\$	25,208	\$	29,877	19% *
		PERSONAL SERVICES	\$	2,287	\$	2,333	
		GENERAL EXPENSES	\$	200	\$	200	
26	299	SAFETY COMMITTEE	\$	2,487	\$	2,533	2%

**TOWN OF LUDLOW
FY2022 TOWN BUDGET - ARTICLE 3**

Department Number	Department Name	FY2021 Approved Budget	FY2022 Recommended Budget	% Change
	TOTAL PUBLIC SAFETY	\$ 8,677,784	\$ 8,980,619	3%
	PERSONAL SERVICES	\$ 1,142,075	\$ 1,308,565	
	GENERAL EXPENSES	\$ 2,019,060	\$ 2,135,837	
	CAPITAL OUTLAY	\$ -	\$ -	
27	410 DEPARTMENT OF PUBLIC WORKS	\$ 3,161,135	\$ 3,444,402	9% *
	PERSONAL SERVICES	\$ 60,000	\$ 60,000	
	GENERAL EXPENSES	\$ 180,000	\$ 180,000	
28	423 SNOW & ICE REMOVAL	\$ 240,000	\$ 240,000	0%
	GENERAL EXPENSES	\$ 291,000	\$ 291,000	
29	424 STREETS/TRAFFIC LIGHTS	\$ 291,000	\$ 291,000	0%
	TOTAL PUBLIC WORKS	\$ 3,692,135	\$ 3,975,402	8%
	PERSONAL SERVICES	\$ 333,499	\$ 342,347	
	GENERAL EXPENSES	\$ 19,410	\$ 19,410	
30	510 BOARD OF HEALTH	\$ 352,909	\$ 361,757	3%
	PERSONAL SERVICES	\$ 361,317	\$ 385,758	
	GENERAL EXPENSES	\$ 68,312	\$ 68,312	
	INTERGOVERNMENTAL	\$ 2,851	\$ -	
31	541 COUNCIL ON AGING	\$ 432,480	\$ 454,070	5% *
	PERSONAL SERVICES	\$ 91,709	\$ 97,106	
	GENERAL EXPENSES	\$ 306,329	\$ 285,734	
	OTHER CHARGES	\$ -	\$ -	
32	543 VETERANS SERVICES	\$ 398,038	\$ 382,840	-4%
	TOTAL HUMAN SERVICES	\$ 1,183,427	\$ 1,198,667	1%
	PERSONAL SERVICES	\$ 388,260	\$ 387,186	
	GENERAL EXPENSES	\$ 133,061	\$ 134,646	
33	610 HUBBARD MEMORIAL LIBRARY	\$ 521,321	\$ 521,832	0%
	PERSONAL SERVICES	\$ 269,552	\$ 366,452	
	GENERAL EXPENSES	\$ 54,567	\$ 54,567	
34	630 RECREATION COMMISSION	\$ 324,119	\$ 421,019	30% *
	GENERAL EXPENSES	\$ 1,420	\$ 1,420	
35	691 HISTORICAL COMMISSION	\$ 1,420	\$ 1,420	0%
	TOTAL CULTURE AND RECREATION	\$ 846,860	\$ 944,271	12%
	DEBT PRINCIPAL	\$ 2,500,559	\$ 1,195,651	
	DEBT INTEREST	\$ 1,329,411	\$ 1,266,335	
	TEMPORARY INTEREST	\$ 142,313	\$ 39,600	
36	701 TOTAL DEBT AND INTEREST	\$ 3,972,283	\$ 2,501,586	-37% *

TOWN OF LUDLOW
FY2022 TOWN BUDGET - ARTICLE 3

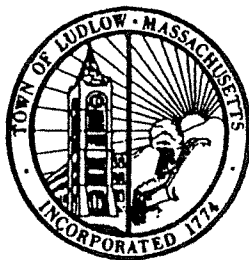
Department Number	Department Name		FY2021 Approved Budget	FY2022 Recommended Budget	% Change
	EMPLOYEE BENEFITS	\$	15,703,488	\$ 15,863,090	
37	910 EMPLOYEE BENEFITS	\$	15,703,488	\$ 15,863,090	1%
	SCHOOL DEPARTMENT	\$	33,072,751	\$ 33,976,203	
38	300 SCHOOL DEPARTMENT	\$	33,072,751	\$ 33,976,203	3%
TOTAL GENERAL FUND			\$ 70,855,011	\$ 71,467,043	1%
	PERSONAL SERVICES	\$	341,795	\$ 389,159	
	GENERAL EXPENSES	\$	289,975	\$ 309,975	
	CAPITAL OUTLAY	\$	-	\$ -	
39	GOLF ENTERPRISE	\$	631,770	\$ 699,134	11% *
	PERSONAL SERVICES	\$	157,222	\$ 196,280	
	GENERAL EXPENSES	\$	369,022	\$ 329,022	
	CAPITAL OUTLAY	\$	1,249,686	\$ 1,249,686	
40	SEWER ENTERPRISE	\$	1,775,930	\$ 1,774,988	0%
	GENERAL EXPENSES	\$	-	\$ 10,000	
41	LANDFILL ENTERPRISE	\$	-	\$ 10,000	100% *
TOTAL ENTERPRISE FUND			\$ 2,407,700	\$ 2,484,122	3%
	PERSONAL SERVICES	\$	196,509	\$ 198,346	
	GENERAL EXPENSES	\$	48,600	\$ 48,600	
	CAPITAL OUTLAY	\$	50,000	\$ 150,000	
42	CABLE - RECEIPTS RESERVED FOR APPROPRIATION	\$	295,109	\$ 396,946	35% *
TOTAL RECEIPTS RESERVED FOR APPROPRIATION			\$ 295,109	\$ 396,946	35%
TOTAL TOWN BUDGET			\$ 73,557,820	\$ 74,348,111	1%

*** Budget Variance Explanations**


2 122 - Board of Selectmen:	Town Administrator contract increase, employee step increases
4 135 - Town Accountant:	Town Accountant contract increase, employee step increases
5 141 - Board of Assessors:	Assessor step increase, employee step increases
6 145 - Treasurer:	Treasurer step increase, employee step increases, 2K Insurance Premium
9 152 - Human Resources:	Director step increase, 19K Part-time employee transitioned to Full-time
10 155 - Information Technology:	68,374 Payroll/HR Automation, 8,500 Security 3yr, 3K Munis Support/Director Classification Change 2,941
11 161 - Town Clerk:	Town Clerk certification and step increase, employee step increases
12 162 - Election & Registration:	There were 3 elections in the prior year compared with 1 in FY22
16 192 - Public Buildings:	25K increase to support the newly built Senior Center
17 193 - Liability Insurance:	Harris Brook School and the Senior Center will both be online in FY22, 3 vacant buildings
18 210 - Police:	Additional Sergeant
19 211 - Police - Dispatch:	Contractual increases, Additional PT Dispatcher
25 292 - Animal Control:	Increase due to Energy/Utilities

TOWN OF LUDLOW
FY2022 TOWN BUDGET - ARTICLE 3

Department Number	Department Name	FY2021 Approved Budget	FY2022 Recommended Budget	%
		Change		
27	410 - Dept of Public Works:	Trash/Recycle increases, 2 positions left unfunded in the prior year will be filled in FY22, 95K MS-4 mandated study, 37K new PW-1 position funded		
31	541 - Council on Aging:	5K to increase Cook to full-time, 24K increase in food due to more seniors being supported		
34	630 - Recreation Commission:	Due to COVID restrictions the Pond, Summer, and Before/After school programs were reduced or closed resulting in a reduced budget last year, FY22 is expected to see a return to programming w/ minimum wage increases of 12.5% over the past two years		
36	701 - Debt and Interest:	The reduction is due to the payoff of the HS excluded debt project (Approx 1 mil with MSBA reimb of 876K).		
39	GOLF Enterprise:	The Golf Course has seen an increase in participation through the Pandemic and is returning to full capacity w/ a new Golf Cart fleet, increased revenue and expenses		
41	Landfill Enterprise:	10K budget was set in previous years through an article, now budgeted in the Annual Town Budget Article with other Enterprise funds		
42	CABLE:	150K - Video recording/broadcast HS auditorium funded through Retained Earnings		



Town of Ludlow, Massachusetts
Capital Improvement Planning Committee

DATE: April 5, 2021
 TO: Board of Selectman
 FROM: William Rosenblum, Chairman 
 Capital Improvement Planning Committee
 SUBJECT: FY'22 Capital Budget

The Capital Improvement Planning Committee makes the following recommendations for the FY2022 Capital Planning Budget Article.

<u>Department</u>	<u>Description</u>	<u>Amount</u>
DPW	Dump truck \$223,000.00 thru 3 yr. lease (less \$125, 909.99 ins. Proceeds) \$97,090. 01 – 3 rd yr. of 3 yr. lease	\$33,000
	Toro ground master 5910 w/cap 1 st of 3yr lease.	\$41,348
Fire Department	Fire Engine thru 5yr lease \$654,685 – 3 rd yr. of 5 yr. lease	\$134,000
	Ambulance \$221,420 – 3 rd yr. of 3-year lease	\$77,000
Golf	Toro Greensmaster 3150Q \$32,806 – 3 rd yr. of 3 yr. lease	\$11,513
	Golf Cart/Utility Cart Rental 2 nd of 3yr lease	\$33,000

	Toro Multi 5800 sprayer w/attachments	\$66,689.29
Council on Aging	Ford Lift Van 3 rd yr. of 3yr. lease	\$27,000.
School	F-150 Ford, Supercab plus Plow	\$39,869
Library	Window restoration	\$16,000
Town Total		\$479,419.29

The Funding sources are as follows:

Ambulance Subscription Fund	\$ 77,000.00
Free Cash	\$402,419.29

FY2021 Funding Sources	\$479,419.29
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Additionally, the Capital Planning Committee voted to approve the purchase of extending the fiber network in an amount not to exceed \$50,000 for the new School and Admin building, it will be paid out of the new school funding. The original town meeting article was not enough to cover the actual work for both projects.

The Capital Planning Committee voted to approve the expenditure of \$150,000 for LCTV for the new system at the LHS auditorium paid from the Receipt Reserved for Appropriation.

The Capital Planning Committee approved the HVAC replacement project for the Safety Complex which was also approved by the Board of Selectmen not to exceed \$525,000. This funding will be paid from the American Rescue Plan Act, if eligible.