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*Town of Ludlow, Massachusetts* TOWN OF LUDLOW  
*Capital Improvement Planning Committee*

Minutes of the August 8, 2022 Capital Improvement Planning Committee. Meeting began at 5:30pm. Members present Marc Strange, Kathy Demetrius, Kim Collins, James Gennette, Luis Vitorino, and Josh Carpenter.

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Committee met with Chief Ryan Pease to discuss the purchase of a new ambulance. The ambulance being replaced is almost nine years old, the oldest of the three and has 227,007 miles on it and a replaced engine. The new ambulance wouldn't be ready until 2024 because of supply chain issues and manufacturing delays. Chief Pease looking for funding of ambulance be taken from the Ambulance Subscription Fund. Last year fund generated \$101,840.00 and anticipates that by 2024 will have sufficient funds to support outright purchase of new ambulance without securing a loan at time of delivery.

Moved by Mr. Carpenter to sign agreement for new ambulance subject to Town Council approval and warrant on May's Town Meeting, seconded by Mr. Vitorino. Vote 5-0

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Moved by Mr. Strange to nominate Mr. Carpenter as Vice Chairman, seconded by Mr. Vitorino. Vote 5-0

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Committee discussed removing Town Administrator as a committee member and replacing it with a member of DPW, adding a private citizen and making the Town Administrator an ex officio committee staff.

Moved by Mr. Carpenter to add a committee member from DPW and one more at large member for Capital Improvement Planning and add Marc Strange as ex. officio, seconded by Ms. Demetrius. Vote 5-0

Moved by Mr. Carpenter to send to Town Meeting, for approval the removal of Town Administrator from a voting member to become an ex. officio member of the Capital Improvement Planning Committee, seconded by Ms. Demetrius. Vote 5-0

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Committee continues to discuss the by-laws, focusing on when the other departments need to get approval from the committee or use their own funds and if projects should be bundled in one or can it be several projects to equal the twenty thousand or more. Committee looking to create better terminology in the by-law to identify multiple items. They have to be part of the same project to equal more than twenty thousand. In order to get a project approved for twenty thousand dollars or more, it goes to Capital Improvement Planning Committee. Anything under twenty thousand it comes out of the departments general fund budget. It would still have to be presented at the Budget Fund hearings and Finance Committee meetings. The Capital Improvement Article has to go to town meetings. There is no choice. But you are using free cash to fund it. So, they have to go through Capital Planning Committee to get it approved and then we have to ask Town Meeting for the funding. Whereas if you are looking at purchases for smaller projects, you can use your budget because that's already been appropriated at town meeting.

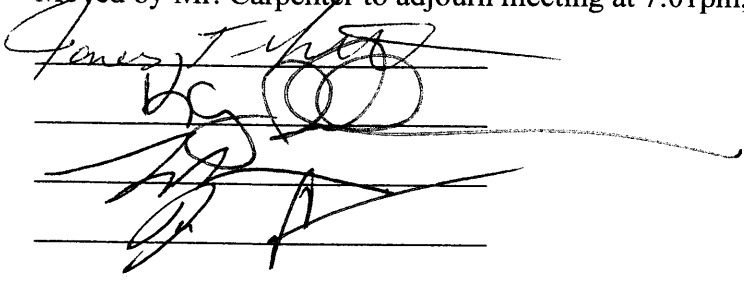
Committee also looking at why does any department have to come through the Capital Improvement Planning Committee to get their blessing for a project if they have the money to use in their budgets? One issue is that the by-laws were written so long ago and not sure when they were amended. Project and budget for smaller departments also a concern because of being small they will never meet the criteria.

Committee looking to change the wording for paragraph 1, section 24 to read: single or combined asset purchase for single project at single location or lease purchase for additional and or replacement items which are purchased at intervals of at least five years.

Mr. Strange suggests that warrant articles are due by August 22, 2022. So, they would have to come up with something and vote at the meeting because articles will be due before their next meeting. Committee decides to table the discussion of Capital Improvement Planning Committee by-laws, policies and procedures for now, want to be sure everything is accurate before putting it in the article.

Mr. Gennette would like to put out a letter to all the departments to put together a list for a line to get all these items in that they would possibly need to get capital spending for.

Moved by Mr. Carpenter to adjourn meeting at 7:01 pm, seconded by Ms. Demetrius. Vote 5-0



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