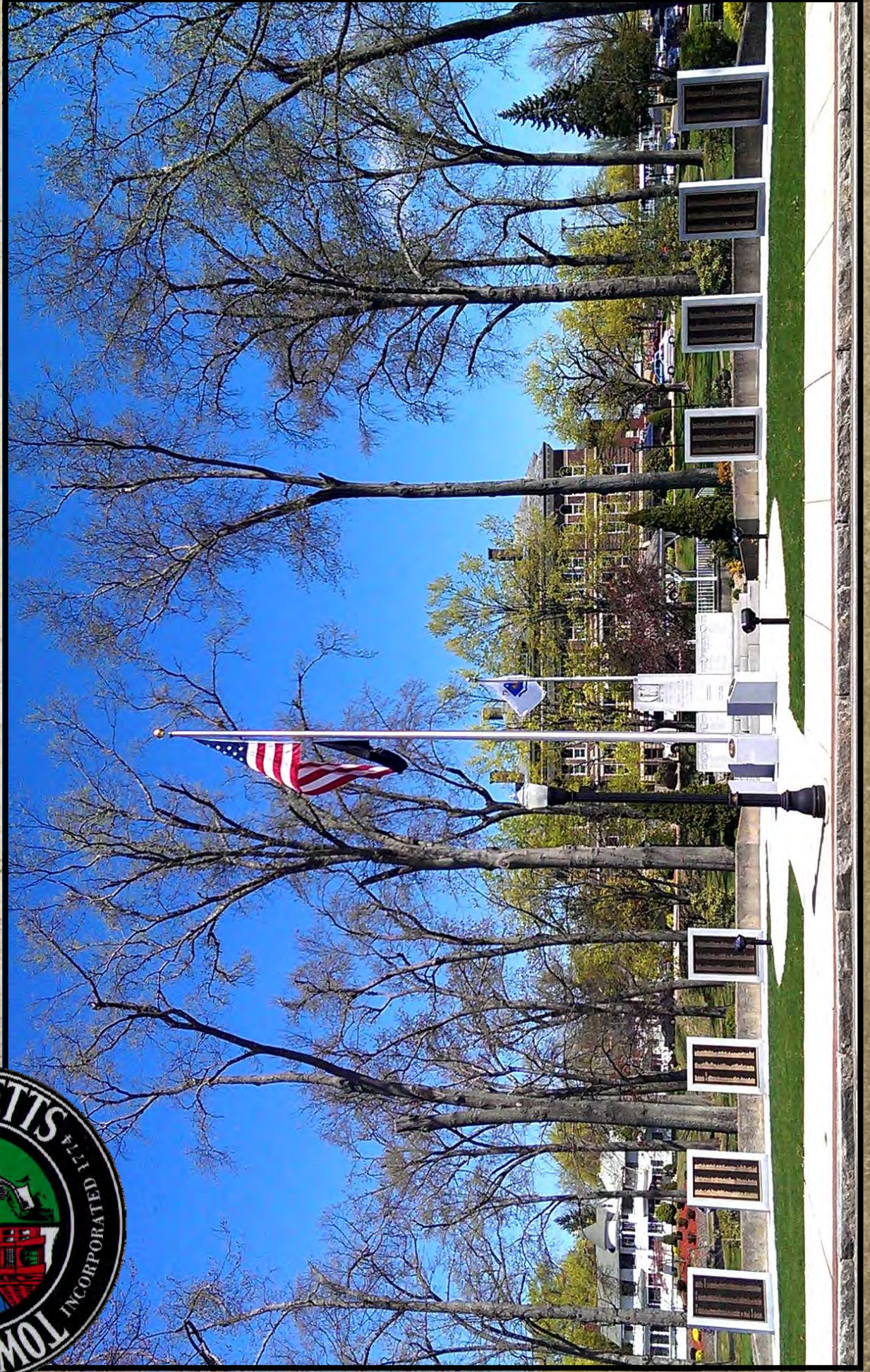


# Town of Ludlow

## 2012 Annual Town Report



## ON THE COVER

In June of 2007, the Board of Selectmen decided to form a Study Committee with the task of researching the feasibility and affordability of a new Veteran's Memorial within the confines of the Town of Ludlow, MA. The Board of Selectmen appointed The Veteran's Memorial Study Committee whose members are as follows: James Peacey, Chairman, Bill Shea, Donald Couture, Cazimess Boduch, Louis Casagrande, Tim Donnelly, Roland Savoie and Roger Savoie (since deceased). These individuals would be empowered to complete several tasks: location for the memorial, design, cost, funding sources and who would be honored. It was the recommendation of the committee that a "new" memorial be built as part of the existing memorial at the East Street Park.

The design consists of eight (6'x 4') "Georgia Grey Granite Stones" which are mounted with 5'x3' Bronze Plaques containing the names of Ludlow Veterans who served between 1775 and May 05, 2010 to reflect the conflict or peace time era each veteran served. There are approximately 3,500 names that will be embossed on the plaques. Two of the eight (6'x4') "Georgia Grey Granite Stones" will be left blank for future expansion.

**Below is an excerpt of the speech that Representative Thomas Petrolati delivered at the Veteran's Day Ceremony. Together with the Veteran's Memorial featured on this years Town Report, this speech is a testimonial of the valor and sacrifice that so many men and women gave up for our freedom:**

Today we commemorate Veteran's Day; we should remember how fortunate we are as beneficiary of those who were brave enough to choose to defend freedom on behalf of our nation. Veteran's represent men and women from all walks of life, some ordinary, some famous. They represent a cross section of America, but they share one thing in common – a love of country.

The dedication of these individuals has preserved our nation in the toughest of times. Whether at peace or at war, the important role of the veteran should never be denied or forgotten. When peace fails, and freedom is threatened, Americans have always responded. No matter where or when our veterans have served, they've always served with distinction.

Over the course of 237 years of Independence, these patriots have stood watch over our liberty. In June of 2009, on the 65<sup>th</sup> anniversary of D-Day, President Obama paid tribute to them by saying:

"At an hour of maximum danger, amid the bleakest of circumstances, men who thought themselves ordinary found within themselves the ability to do something extraordinary".

That is the story of the American Veteran. Ordinary men and women, who stepped forward to obtain our independence and to help others who felt the oppression of tyranny.. To those military veterans, whose service spans every decade, every year, every day of our country's existence, we say "THANK YOU AND GOD BLESS AMERICA".

## ***IN MEMORIAM***



***FRANCIS L. CHENAILLE***  
***12/3/30 – 8/26/12***

Francis “Sanky” Chenaille, a past member of the School Committee, Town’s Charter Commission and Town Meeting member passed away on August 26, 2012 at the age of eighty-one.

A lifelong resident, Sanky was the son of the late Domina and Teresa (Charpentier) Chenaille. He was educated in the local school system and worked as a Senior Accountant for the Monsanto Chemical Company for over thirty-one years.

Mr. Chenaille served in the United States Army. He was assigned to the Personal Administration Support Detachment 5021- Fort Riley, KS, attaining the rank of Technical Sgt. and earned a National Defense Service Medal. He served his country faithfully from 1952-1955.

He was a communicant of St. Elizabeth Parish, was an active member of the League of the Sacred Heart and Mended Hearts Club and longtime member of the Monsanto Employee Credit Union Board of Directors.

He leaves to cherish his memory, his beloved wife of sixty years Beverly (Eishold) Chenaille, daughter Rebecca Johnson and his two adoring grandchildren Mackenzie and Austin Johnson, his brother Albert and sister Rita Podadowski.

Sanky will always be remembered for his strong character, very reserved and unassuming disposition, devotion to the catholic religion and his passionate interest in the Town of Ludlow and its government. May he rest in peace.

## ***IN MEMORIAM***



***HENRY L. WEBB***  
***10/19/30 – 10/20/12***

Henry L. Webb, retired Captain of the Ludlow Fire Department, passed away on October 20, 2012 at the age of eighty-two. “Harry” was a lifelong resident of Ludlow, born to Joseph and Ma-belle Webb on October 19, 1930. Harry worked as an electrician in the Ludlow Mills and in 1971 joined the Ludlow Fire Department, retiring in 1984 after thirty years of dedicated service.

Mr. Webb proudly served his country in the United States Army from 1952 to 1954. He was assigned to the 29<sup>th</sup> Signal Battalion Company C – stationed in Karlsruhe, Germany during the Korean Conflict where he earned the Army of Occupation Medal and the National Defense Service Medal.

Harry was a devoted Red Sox fan, and was often seen on his porch relaxing to the sounds of the Red Sox’s announcer as he listened to every game. He was also an avid woodworker, creating special treasures for family and friends. Harry loved the outdoors and took pleasure in hunting and fishing.

He leaves his devoted wife of sixty-one years, Shirley (Henderson) Webb, their loving children Jeffrey Webb, Sr. and Carrie Frank (Douglas), three precious grandchildren and two cherished great-grandchildren. He will be missed but never forgotten.

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## OUR TOWN

The Town of Ludlow is a suburban community located in the northwest corner of metropolitan Springfield. Boston is 84 miles east of Ludlow and Worcester is 47 miles eastward. The 19,773 Town residents believe that Ludlow has established itself as a target for industrial and retail growth while maintaining its pleasant community atmosphere.

Housing is available for the elderly, the handicapped and low income families, and has the largest Senior Center in Western Massachusetts.

Ludlow Public Schools are comprised of five schools serving approximately 3,000 students in grades K-12. In addition, the Ludlow Schools operate an Early Childhood Program at East Street School. Headstart and Holyoke Community College/Ludlow Area Adult Learning Center are both located at 54 Winsor Street. St. John the Baptist School is the private parochial school in town.

The Randall Boys' and Girls' Club Community Center provides a before and after school program for children as well as a summer youth camp and other recreational activities. Club memberships are available for families to partake in their exercise program, pool and game room facilities.

The town also hosts six parks, two excellent golf courses and is only minutes away from cultural and entertainment facilities in the greater Springfield area with access to both the Massachusetts Turnpike and Route 91.

## GEOGRAPHY

<b>Total Area:</b>	28.33 sq. miles
<b>Land Area:</b>	27.15 sq. miles
<b>Population:</b>	19,773
<b>Density:</b>	693 per sq. mile
<b>County:</b>	Hampden

## FY'2012 TAXES as of January 1, 2012

<b>Residential:</b>	\$1,498,444,140
<b>Commercial:</b>	\$ 128,743,200
<b>Industrial:</b>	\$ 50,304,720
<b>Personal Prop.</b>	\$ 101,330,740

## TAX RATE:

For the period from July 1, 2012 – June 30, 2013  
Per \$1,000 of value  
\$17.17– Residential and Commercial

## TAX BILLS:

Tax bills are mailed twice a year and payable quarterly. Payments are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup>. If unpaid by due date, interest will be added according to law from the date due to the date payment is made. Motor Vehicle Excise is due the date of issuance.

## FY'2013 CHERRY SHEET ESTIMATED STATE AID: (June 30, 2012 through July 1, 2013)

<b>Education Aid:</b>	\$13,871,126
<b>General:</b>	\$ 2,855,877
<b>Total Receipts:</b>	\$16,727,003

## TOWN HALL:

Built in 1974  
Incorporated as a Town, 1774

## FORM OF GOVERNMENT:

Board of Selectmen  
Town Administrator  
Representative Town Meeting  
Annual Town Meeting held the second Monday in May.  
Special Town Meeting held the first Monday in October.

**VOTING:**

Town Elections are held on the fourth Monday in March.

The qualifications for registration as voters – Individuals must be eighteen years of age and a United States Citizen. Registration at the Town Clerk’s Office, Monday through Friday, 8:30 a.m. – 4:30 p.m. Special evening registration of Registrars held preceding elections. Absentee voting is also available.

**REGISTERED VOTERS, as of December 31, 2012:**

Democrats	5,328
Republicans	1,577
Grn./Lib./3 <sup>rd</sup> /Reform	67
Un-enrolled Voters	6,145
Total Registered	13,117

**PASSPORTS:**

The Town Clerk’s Office is no longer an agent for passport services. State laws prohibit the sale of passports for offices that generate birth certificates. Anyone wishing to apply for a passport may obtain an application at the Wilbraham Post Office or Springfield Post Office. Fishing licenses can now be obtained on line at <http://www.mass.gov/dfwele/licensing/index>

**DOG LICENSES:**

All dogs must be licensed annually by April 1<sup>st</sup>. A dog should be licensed when six months old and vaccinated for rabies. Proof of rabies vaccination is required.

<b>Fees: Spay/Neutered Dogs</b>	\$10.00
<b>Un-altered Dogs</b>	15.00

**TOWN OF LUDLOW WEBSITE:**

<http://www.ludlow.ma.us>

**TRANSPORTATION AND ACCESS**

Ludlow is located in the Pioneer Valley, known as the crossroads of New England because of its strategic position along the Connecticut River and its excellent transportation facilities.

The Massachusetts Turnpike connects the region to Boston and to Albany, New York. Interstate 91 provides direct access to Hartford Connecticut, and to Brattleboro and points north in Vermont.

The principal highway is Interstate 90, the Massachusetts Turnpike. Passenger service is available on Amtrak in neighboring Springfield.

Ludlow is a member of the Pioneer Valley Transit Authority (PVRTA), which provides fixed route service to Springfield. The PVRTA also offers para transit services to the elderly and disabled through the Council on Aging.

Westover Metropolitan Airport, a General Aviation facility located in neighboring Chicopee, has two asphalt and concrete runways 7,050’ and 11,600’ long.

**LUDLOW COMMUNITY TV**

Ludlow Community TV was created to promote, encourage and facilitate Ludlow Community involvement in the production of locally originated television, and to meet and manage the contractual and regulatory commitments to public educational and governmental access of the cable provider for the Town of Ludlow.

For several years LCTV has been providing Ludlow residents with an ever growing list of programs and volunteer producers. They provide weekly live coverage of the Board of Selectmen’s meetings in addition to broadcasting meetings of the School Committee, Planning Board, Board of Health, Conservation Commission, Board of Public Works and other public meetings.

The commitment of LCTV is to involve and train people of all ages who live or work in the town to become involved and/or program producers, bringing issues and events of the area to all Ludlow viewers. Hours of operation is Monday-Friday, 8:30 a.m. – 4:30 p.m. The studio is presently located at Ludlow High School.

## **PUBLIC SCHOOL DISTRICT**

### **Public Schools**

Chapin Elementary School  
East Street School  
Ludlow Early Childhood Center  
Ludlow Senior High School  
Paul R. Baird Middle School  
Veterans Park Elementary School

### **Private School**

St. John the Baptist School

## **HOUSE OF WORSHIP**

Our Lady of Fatima Catholic Church, 450 Winsor Street  
Christ the King Catholic Church, 31-41 Warsaw Avenue  
St. Elizabeth Catholic Church, 181-217 Hubbard Street  
St. Peter & Paul Ukrainian Church, 45 Newbury Street  
St. Paul's United Methodist Church, 115 Hubbard Street  
First Church of Christ, 859 Center Street  
Union Church of Christ, 53 Center Street  
Greater Love in Devine Purity & Holiness Ministries, 220 East Street  
Assembly Hall, Congregation of Jehovah's Witnesses, 157 Fuller Street  
Church of Jesus Christ of Latter-day Saints, 584 West Street  
Church of the Nazarene – 499 East Street

## **VETERANS' SERVICES**

The mission of the Ludlow Veterans' Services office is to advocate on behalf of all Ludlow veterans and provide them with quality support services, and to direct an emergency financial assistance program for those veterans and their dependents in need.

The primary function of the Veterans' Services office is to provide aid and assistance to veterans and their dependents that qualify in order to ensure their life sustaining needs. Chapter 115 of the M.G.L.governs these benefits. Office hours are Monday-Friday, 8:30 a.m. – 4:30 p.m. The office is located on the first floor of the Town Hall. Director Donald Couture is available to answer any questions that pertain to veterans services.



***ELECTED TOWN OFFICIALS***

	<b>Term Expires</b>		<b>Term Expires</b>
<b>Assessors, Board of</b>		<b>Public Works, Board of</b>	
Donald J. Lake	2015	Barry Linton	2015
Beverly A. Barry, Chair	2013	Richard Bellucci,	2013
Michael S. O'Rourke	2014	David Goncalves	2013
		Thomas Haluch	2014
		William Ayers, Chair	2014
<b>Collector of Taxes</b>		<b>Recreation Commission</b>	
Fred Pereira	2014	Donald R. Cameron	2015
		Sean McBride, Chair	2013
<b>Health, Board of</b>		Jason C. Martins	2014
Neil Paquette	2015		
Dr. Bruce R. Dziura, Chair	2013	<b>School Committee</b>	
Timothy Fontaine	2014	Jacob Oliveira	2015
		Michael Kelliher	2013
<b>Housing Authority</b>		Charles Mullin, Chair	2013
Paul Chrzan, Chair.	2013	James (Chip) Harrington	2014
Carol Ann Romaniak	2014	Patricia A. Gregorie	2014
Helen Garrow	2015		
Betty K. Socha	2016	<b>Selectmen, Board of</b>	
Carolyn Muzzi, State Apt.		Carmina D. Fernandes	2015
Sidney Chevalier, Ex. Director		Manuel D. Silva	2015
		Aaron L. Saunders,	2013
<b>Library Trustees</b>		Jason J. Barroso, Chair	2013
Christine A. Davis, Chair	2015	William E. Rooney	2014
Elaine M. Karalekas	2013		
Diane H. Goncalves	2014	<b>Town Clerk</b>	
		Laurie Gibbons	2014
<b>Moderator</b>			
James V. Thompson	2014	<b>Town Treasurer</b>	
		Candida Batista	2015
<b>Planning Board</b>			
Joseph Queiroga	2017		
Kathleen Houle	2013		
Christopher Coelho	2014		
Carlos Chaves, Chair	2015		
Raymond Phoenix, II	2016		

## ***APPOINTED TOWN OFFICIALS***

### **Affirmative Action/Equal Opportunity Officer**

Ellie Villano

### **Agricultural Commission**

Karen Pilon, Chairperson

Don Roberts

John B. Chenier

William Ellison

Michael C. Hogan

Ann Whitworth

Agnes Kibbe

Mark Casimiro

### **American with Disabilities Act Coordinator**

Donald Couture

### **Agent of Record**

James Bernardo

### **Airport Master Plan Consulting Committee**

Joseph Queiroga

### **Assistant Assessor/Appraiser**

Juanita Testori

### **Associate Assessor**

Jose Alves

### **Ambulance Abatement Committee**

Fred Pereira, Chair

Chief Mark Babineau

Anthony Jarvis

Lori Barbeau

### **Animal Control Officer**

Gilles Turcotte

Anne Turcotte, Volunteer

### **Board of Appeals**

Anthony Jarvis, Chair

Kathleen Bernardo

John Muse

Paul A. Zielinski

Albert LeMay, Jr.

Michael Szlosek

Paul Kessler

### **Board of Registrars**

Laurie Gibbons

Maria McSwain

Howard Vincent

Timothy Collins

### **Building Commissioner/Zoning Enforcement Officer**

Justin Larivee

### **Local Building Inspector**

Paul Adzima, Local Building Inspector on call

Donald Demers, Local Building Inspector on call

### **Cable Commission**

Laurence Langevin, Chair

Aaron Lavoie

Connie O'Brien

Timothy Collins

William Koss

### **Cable Operations Manager**

Michael Hill

### **Call Firefighters**

Earl Dunbar, Jr.

### **Capital Improvement Planning Committee**

Carmina Fernandes

Luis Vitorino

Joseph Queiroga

Darlene Cincone

Heidi Fogg

James Young, Ex-Officio

Ellie Villano

### **Celebrate Ludlow Committee**

Denise Zarakas

Lisa Martin

Christine Ward, Co-chair

Kathy Ouimette, Co-chair

Maria Gamache

Amy Roberts

Elaine Hodgman

Ilda Bouchie

Darlene Rae

Ruth Saunders

Lauren Zrakas

Britney Zrakas

Diane Ouellette

Cathy Cooper

Steve McDaniel

### **Cemetery Committee**

Antonio Dos Santos

William Ayers

James Goodreau

Douglas Stefancik

Carlos Chaves

Ellie Villano

Beverly Barry

Kelly McKenney, Advisory Member

Edward Mazur, Advisory Member

Joe Chaves, Town Resident

Joanne Martin, Town Resident

**Chief Procurement Officer**

Ellie Villano

**Commission on Disabilities**

Andrew Bristol, Chair  
Beverly Barry  
Lizbeth Boulanger  
Joanne Odat-Staeb  
Jack Ollson

**Communications Officer**

Ellie Villano

**Community Preservation Act Commission**

Angela Tierney  
Agnes Kibbe  
Raymond Phoenix  
Betty Socha  
Donald Cameron

**Computer Advisory Committee**

Joe Alves, Bd. of Assessors, Chair  
Ellie Villano, Town Administrator  
James Young, Town Accountant  
Candida Batista, Treasurer  
James Harrington, School Comm.  
James Goodreau, Rep. DPW  
Fred Pereira, Collector  
Gary Blanchard, IT Manager

**Conservation Commission**

Jason Martowski, Chair  
Angela Tierney  
Ann Marie Visconti, resigned  
Andre Queiroga  
Keith Ouellette

**Constables**

Laurie Gibbons  
Det. David Kornacki

**Constable for Tax Collector**

Reid Jeffrey  
Christine Jeffrey

**Contract Compliance Officer**

Ellie Villano

**Council on Aging**

Fred Lafayette, Chair  
Albert LeMay  
Diane Goncalves  
Francis Bissaillon  
Richard Belisle  
Nancy Pauze  
Phillip Tierney  
Lucille Carneiro  
Eileen Frink  
Helen Grabowski  
Tom Sheaff

**Custodian of Insurance Records**

Candida Batista

**Custodian of Tax Possession**

Candida Batista

**Economic Development Coordinator**

William Rooney

**Electrical Inspector**

Antonio Portelada

**Interim Asst. Inspector of Wires – On Call**

Richard Chenevert

**Director of Emergency Management**

Chief Mark Babineau

**Equal Opportunity Employment Officer**

Ellie Villano

**Fair Housing Committee**

Raymond Phoenix  
Chester Giza  
Ellie Villano, Ex-Officio

**Finance Committee**

Betty Landry  
Suzanne Boyea  
Albert LeMay, Jr  
Albert Fabbre  
Heidi Fogg  
Joan Cavallo  
Maureen “Kim” Downing, Chair  
Jim Young, Ex-Officio

**First Meeting House Committee**

Jeremy Kavka, Chair  
Thomas Haluch  
Agnes Kibbe  
Elsie Hiersche  
Donald Kibbe  
Marilyn Paul-Lewis  
Bert Ramage

**Graves Registration Officer**

Donald Couture  
William Shea, asst.  
Alfred Graveline, asst.  
Cazimes Boduch, asst.

**Harassment Officer**

Michael Szlosek

**Haviland Beach Study Committee**

Darlene Kennedy  
Chester Giza

**Hazardous Material Coordinator**

Capt. Jeff Lavoie

**Historian**

Marilyn Paul-Lewis

**Historical Commission**

Agnes E. Kibbe, Chair

Daniel Fillion

Elsie Hiersche

John Moll

Karen Pilon

Thomas Vickers

**Historic District Study Committee**

Sandra Stanek

**Information Officer**

Ellie Villano

**Information Technology Manager**

Gary Blanchard

**Industrial Finance Authority**

John D. DeBarge

**Insurance Advisory Committee**

Francine Rusiecki

Melissa Rickson

Dale Gagne

Officer Jerome Mayou

Brian Bylicki

Michael Bertini

Darlene Cincone

Nick Axiotis

Pvt. Ryan M. Pease

Debra Potter

Denise Kukla

Kathleen Houle

Capt. Jeffrey Lavoie, Alternate

Ellie Villano, Ex-Officio

**License Agent for the Board of Selectmen**

Det. David Kornacki

**Ludlow Cultural Council**

Rosalind Forth

Joan Dill

Kathy Picard

Paula Moretti

Nancy Pauze

Shannon Miller

Florence Pooler

Barbara Picard

Sheryl Jaffe

Beverly Feicha

Brian Barch

Elaine Karalekas

**Ludlow Reservoir Ad. Committee**

James Mikaelian

Dorothy Mikaelian

Sheila Dias

Aaron L. Saunders

Dennis Fernandes

**Master Plan Committee**

John Chenier

Aaron Saunders

Richard Bellucci

Carmina Fernandes

Jason Barroso

Sydney Chevalier

Steve Talbot

Kathleen Houle

James Harrington

Edgar Alejandro

Bryan Nicholas

Dianne Ollari

Paul Villano

Thomas Rouleau

**Matrons (Police)**

Mary Morcavage

Shelby Anderson

Linda Kelleher-Zina

Tammy Turcotte

Penny Lebel

Elisabete Goncalves

**Mobile Home Rent Control Board**

Mary Evangelista

Michael Bingle

Michael Szlosek

**Municipal Hearing Officer**

Michael A. Szlosek

**MMWEC Board of Directors**

Luis Vitorino

**MWRA Working Group**

**Open Space Planning**

Kathleen Houle

Keith Ouellette

James Harrington

Jason Martins

Donald Cameron

William Ellison

Carmina Fernandes

Elaine Hodgman

Thomas Haluch

**Parking Hearing Officer**

Aaron L. Saunders

**Permitting Authority Trench Reg.**

Justin Larivee

**Personnel Board**

William Dzierwinski, Chairman

John Auclair

David Bedore

Joanne Ollson

Suzanne Velozo

**Physicians**

Dr. Fernando Jayma

Dr. Shaukat Matin

Dr. Gino Mercadante

**Pioneer Valley Planning Commission**

Christopher Coelho

Carlos Chaves, Alternate

**Pioneer Valley Transit Authority**

Aaron Saunders

**Plumbing/Gas Inspector**

Joseph Kozicki

**Asst. Plumbing/Gas Inspector**

Kevin Douville

**Pond Management Committee**

Chester Giza

**Police, Auxiliary**

Michelle Turner

Ralph Gonzalez

Kevin Quiterio

Juan Rivera

Michael McLean, Jr.

Ryan Churchill

Michael Healey

Courtney Call

Peter Porra

Nelson Milano

**Police, Special**

Lt. David Salvador

Sgt. Wendell Prior

Sgt. Raymond Robbins, retired

Sgt. Raymond Parylak

Christopher Silveira

Armando Saraiva

Thomas Kurpaska

Nicholas Verteramo

Patrick Gaughan

Jose Branco

James Banas

Michel Lebel

Jose Carvalho

Jonathan Kuc

**Special Police Cont.**

Norman Picard

Fernando Ribeiro

Adam Madera

David Fernandes

Nicholas Begin

Tony Ribeiro

Sylvia Ferreira

Marie Gaudreau

Matthew Anderson

Peter Porra

Nelson Milano

Mike Healey

Kevin Quiterio

Ryan Churchill

Mike McLean, Jr.

Juan Rivera,

Ralph Gonzalez

**Safety Committee**

Sgt. Frank Nowak, Chair

Chief Mark Babineau, Alternate

Sgt. Louis Tulik, Alternate

Capt. Joseph Crowley, Alternate

Capt. Jeff Lavoie

Phillip McBride

Penny Lebel

Justin Larivee

Christopher Coelho

Barry Linton

**School Crossing Guards**

Janice Chrzan

Irene Setterstrom

Debra Ann Forcum

Stanley Witowski

James Houle

Tina Wright

Margaret Lavoie

Kathleen E. Lavoie, Sub

Douglas W. Fuller, Sub

Lawrence E. Andre, Sub

Jeannette M. Murphy, Sub

Michelle A. Diotalevi, Sub

**Sealer Weights & Measures**

Douglas J. Wilk

**Sworn Weigher**

Joanne Martins

**Town Accountant**

James Young

**Town Administrator**

Ellie Villano

**Town Auctioneer**

**Town Counsel**

Doherty, Wallace, Pillsbury, Murphy PC

**Town Engineer/Director of  
Public Works**

Paul Dzubek

**Town Negotiator**

Collins & Weinberg

**Town Planner**

Douglas Stefancik

**Veteran's Services Officer**

Donald Couture

**Veterans' Memorial Committee**

James Peacey, Chair.

Donald Couture

Cazimess Boduch

William Shea

Timothy Donnelly

Roland Savoie

Louis Casagrande

**Westover Advisory Commission**

Barbara Hurst

Gary Coelho, Site Inspector

**Westover Municipal Golf Commission**

Sean McBride, Chair

Paul Chrzan

William Koss

David Young

Carl Tyburski

Donald Cameron

Jason Martins

**Westover Municipal Development Corp.  
(WMDC)**

Raymond Evans

**Energy Research Committee**

James Harrington

Cathy Cooper

Jason Martowski

Douglas Stefancik

Michael Lavelle

Justin Larivee

Jacob Oliveira

Nuno Guerra

Ellie Villano, Ex. Officio

## ***PRECINCT MEMBERS - 2012***

**\*\* until March 2013 election**

### **PRECINCT ONE**

2015 – Debora M. Johnson, 142 Cady St.  
2015 – Albert J. Fabbre, 10 Fontaine St.  
2015 – Alan E. Gregoire, 93 Cady St.  
2015 – Eric A. Gregoire, 93 Cady St.  
2015 – Garrett N. Day, 55 Willard Ave.  
2014 – David A. Gamache, 211 Wedgewood Dr.  
2014 – William J. Jolivet, Jr., 37 Gamache Dr.  
2014 – William A. Koss, 203 West St.  
2014 – Walter J. Peacey Jr., 7 Wenonah Dr.  
2014 – Moved  
2013 – Carl V. Gregoire, 141 Cady St.  
2013 – Betty E. Landry, 40 West Belmont St.  
2013 – Albert H. LeMay Jr., 170 Cady St.  
2013 – Christine D. Peacey, 7 Wenonah Dr.  
2013 – Derek G. DeBarge, 37 Barre Dr.

### **PRECINCT THREE**

2015 – Richard Paixao, 76 Windwood Dr.  
2015 – Daniel J. Valadas, 118 Fox Run Dr.  
2015 – Edward P. Mazur, 101 Woodland Cir.  
2015 – Debra A. Woodbury, 142 Timberidge Rd.  
\*\*2015 – Wayne Woodbury, 142 Timberidge Rd.  
2014 – Ann E. Chenier, 590 Lyon St.  
2014 – Brian T. Connery, 29 Tower Rd.  
2014 – John M. Diotalevi, 181 Cislak Dr.  
2014 – Joanne R. Martin, 308 Miller St. #2  
2014 – Richard T. Rusiecki, 761 Moore Street  
2013 – Edward R. Godin, 1071 Center St.  
2013 – Walter J. Kiel, Jr., 68 James St.  
2013 – Carlton W. Leonard III, 84 Westerly Cir.  
2013 – Lisa J. Szlosek, 165 Genovevo Dr.  
\*\*2013 – Michael A. Major, 119 Cislak Dr.

### **PRECINCT FIVE**

2015 – Kenneth J. Batista, 12 Valley View Dr.  
2015 – Stephen M. Breslin, 580 Fuller St.  
2015 – Kathleen A. Ouimette, 58 Homestretch Dr.  
2015 – Edward H. Lafayette, 798 West St.  
2015 – Denise J. Zrakas, 188 Holy Cross Cir  
2014 – Brian M. Mannix, 253 Fuller St. 1  
2014 – John R. Auclair, 16 Nash Hill Rd.  
2014 – James L. Chenier, 628 Fuller St.  
2014 – Edgar R. Minnie II, 975 Lyon St.  
\*\*2014 – Robert V. Fioravanti, 28 Bluegrass Ln  
2013 – Barbara J. Picard, 156 Nash Hill Rd.  
2013 – Ryan M. Pease, 128 Skyridge St.  
2013 – Michael W. Lavelle, 139 Bridlepath Cir.  
2013 – Lisa M. Pina, 68 Overlook Dr.  
2013 – Mark A. Witowski, 53 Colonial Dr.

### **PRECINCT TWO**

2015 – Thomas A. Czapienski, 127 Cedar St.  
2015 – Jean S. Martins, 92 Lockland St.  
2015 – Ana Parrelli, 399 East St.  
2015 - \*\*Heidi E. Fogg, 127 Birch St.  
2015 – Opening  
2014 – Roland A. Shaughnessy, 567 East St.  
2014 – Chester J. Giza, 134 Yale St.  
2014 – Amy Ollari, 567 East St.  
2014 - Opening  
2014 - Opening  
2013 – Lorraine C. Czapienski, 127 Cedar St.  
2013 – Donald C. Labrecque, 191 Pine St.  
2013 – Antonio Portelada, 168 Lockland St.  
2013 – Adam Lesniowski, 174 Sewall St. U 7  
2013 – Shannon M. Goodreau, 138 Howard St.

### **PRECINCT FOUR**

2015 – Fernando Barroso, 32 Fairway Dr.  
2015 – James K. Goodreau, 201 Stevens St.  
2015 – Julieta N. Hoeckh, 423 Winsor St.  
2015 – Mary C. Evangelista – 64 Franklin St.  
2015 – Joseph A. Santos, 3 Brimfield St.  
2014 – Carlos Goncalves, 53 Susan Dr.  
2014 – Gregory P. Bonzek, 120 Green St.  
2014 – Richard J. McInerny, 51 Brunelle St.  
2014 – Fritz A. Huber, 29 Laroche St.  
2014 – Opening  
2013 – James L. Goodreau, 90 Posner Cir.  
2013 – Isabel Martins, 32 Fairway Dr.  
2013 – Robert A. Silva, 30 Stevens St.  
2013 – Fernando F. Soares, 21 Bristol St.  
2013 – Opening

### **PRECINCT SIX**

2015 – Christopher E. Chartrand, 156 Pinewood Rd.  
2015 – Robert W. Scheer, 25 Wood Dr. \*\*  
2015 – Teresa D. Chaves, 101 Paulding Rd.  
2015 – Resigned 10/23/12  
2015 – Patrick J. Nugent, 35 Pinewood Rd.  
2014 – William J. Ellison, 555 Miller St.  
2014 – Peter C. Karalekas, Jr., 35 Old Coach Cir.  
2014 – Timothy K. Mullins, 150 Clover Rd.  
2014 – Michele M. Thompson, 170 Pinewood Rd.  
2014 – Maryjean L. Gaumond, 18 Wood Dr.  
2013 – William M. Neylon Jr., 794 Chapin St.  
2013 – Leonard C. Robbins, 549 Chapin St.  
2013 – William L. Gaumond, 18 Wood Dr. \*\*  
2013 – James D. Cavallo, 179 Higher Brook Dr.  
2013 – Alexander Simao, 39 Harris Ln.

## ***MEMBERS AT LARGE***

Jason J. Barroso	59 Minechoag Hts., Chairman, Board of Selectmen
Aaron L. Saunders	88 Fuller St. #18, Board of Selectmen
William E. Rooney	86 Pinewood Rd., Board of Selectmen
Manuel D. Silva	17 Dinis Ave., Board of Selectmen
Carmina D. Fernandes	1 Swan Ave., Board of Selectmen
Attorney James V. Thompson	110 McLean Pky., Town Moderator
Candida Batista	134 Reynolds St., Town Treasurer
Fred Pereira	201 Stivens Ter., Town Collector
Laurie Gibbons	32 Applewood Dr., Town Clerk
Beverly Barry	11 Daisy Lane, Chairman, Board of Assessors
William Dzierwinski	34 Longview Cir., Chairman, Personnel Board
Christine Davis	193 Chapin St., Chairman, Hubbard Memorial Lib.
William R. Ayers, Jr.	139 Woodside Rd., Chairman, Board of Public Works
Anthony Jarvis	3 Andrew St., Chairman, Board of Appeals
Raymond E. Phoenix II	45 White St., Chairman, Planning Board
Paul Chrzan	15 Dale St., Chairman, Housing Authority
Frederick R. Lafayette	141 Posner Cir., Chairman, Council on Aging
Maureen K. Downing	22 Elizabeth Dr., Chairman, Finance Committee
Sean McBride	78 Homestretch Dr., Chairman, Westover Golf Comm.
Dr. Bruce Dziura	42 Longfellow Dr., Chairman, Board of Health
Jason Martowski	121 Fuller St., Chairman, Conservation Comm.
Sean McBride	157 Gamache Dr., Chairman, Recreation Commission
Charles T. Mullin	54 Lehigh St., Chairman, School Committee
Attorney David J. Martel	Town Counsel Doherty, Wallace, Pillsbury, Murphy PC One Monarch Place, 19 <sup>th</sup> Floor 1414 Main St., Springfield, MA 01144-1002



## BOARD OF SELECTMEN

The year 2012 began as most in recent memory; with an economy that while showing signs of recovery was resistant to a noticeable rebound. Efforts to maintain town services from previous years resulted in the realization of an overall increase to the average homeowner's tax bill. Factoring in skyrocketing health insurance costs and uncertainty related to the funding of \$3.5 million in costs associated with clean up in the wake of the October 2011 snowstorm, the outlook at the beginning of 2012 certainly appeared bleak.

The Board of Selectmen implemented a number unprecedented and innovative steps throughout the year (some of which had already been placed into motion) to address the issue of rising costs and rising taxes. While none of us knew for certain that the decisions we were making would in fact deliver the results we anticipated; I'm sure I speak for the entire board when I state that we are all thankful that those steps, combined with extensive private commercial investment, did in fact put us back on track, with a reasonable balance between town services and tax rates.

Our first major accomplishment associated with raising revenue and lowering expenses came in the form of plans for the development of a solar energy farm on the former Town of Ludlow Landfill. Thanks to the hard work of the Town Administrator and the Energy Committee, we were able to negotiate a contract with Borrego Solar for the development of a Solar Farm projected to save the Town over \$100,000 in utility costs annually.

The next major cost savings came thanks, at least in part, to new legislation allowing for the negotiation of healthcare plans; however the amicability and understanding of our municipal employee unions should not go unmentioned. Thanks to the expeditious and respectful renegotiation of health insurance benefits with municipal employees, the Town was able to reduce our health insurance costs by approximately \$300,000.

Perhaps the most significant contribution came in the form of commercial private investment within the town. Northeast Utilities' Greater Springfield Reliability project neared completion and contributed approximately \$400,000 of reoccurring tax revenue. WestMass Area Development Corporation joined the Town of Ludlow in a public/private partnership to apply for and receive \$3.7 million in grant funding for infrastructure improvements to the State Street Corridor aimed at improving the marketability and viability of the Ludlow Mills Redevelopment Project. Shortly thereafter, WestMass completed their first land sale associated with the redevelopment project, making way for the investment of another \$27 million by HealthSouth as they implement plans to construct a state-of-the art rehabilitation hospital.

It should be clear I have focused on the economic recovery of the town in my annual report and I am hopeful it is at least as clear that none of this could have been possible without the help and dedication of the Board of Selectmen's staff. I would like to extend my sincerest appreciation to Town Administrator Ellie Villano and the remainder of the Board of Selectmen staff – Beverly Tokarz, Denise Tomlinson and Lori Leduc, without them we would not have been able to accomplish what we did.

Respectfully Submitted,  
Jason J. Barroso, Chairman

## **MODERATOR**

Town Meetings were held in May and October at the Exit 7 Theatre on Chestnut Street.

The warrants for both Town Meetings included little new spending as maintaining a stable tax rate appeared to be the primary goal.

We continue to fail to fill all available precinct voter positions, perhaps an indication of voter frustration with costs or perhaps a sense that almost all spending is in some way mandated.

As Moderator, I have benefitted from the preparatory work done by the Selectmen's Office and the Finance Committee as well as the assistance of the Town Clerk at meetings.

Respectfully submitted,  
James V. Thompson  
Town Moderator

## **FINANCE**

### **BOARD OF ASSESSORS**

20012 was a year of change for the Assessor's Office. Beverly Barry and Michael S. O'Rourke welcomed newly elected Tony Rosa to his three year term on the Board. Mr. Rosa defeated incumbent Donald J. Lake who had dedicated 20 years of service to the Town of Ludlow as Assessor. Beverly Barry was once again elected chairman.

Paula Mahoney also joined the department as clerk mid year when Lori Leduc returned to her full time position in the Board of Selectmen's Office.

The firm of Paul S. Kapinos & Associated has continued with the Town's measure and list program, completing the residential portion of the program in a timely manner.

The Board would like to extend it's sincere gratitude to Assistant Assessor, Juanita Testori, Associate Assessor, Joe Alves, Lori Leduc, Diedra Thompson and Paula Mahoney for the work they performed in order for the department and the Board to continue to meet mandated deadlines.

Respectfully submitted,  
Beverly Barry  
Chairman

**TAX RATE FIGURES**

Fiscal Year	Tax Rate	Personal Property Valuation	Real Estate Valuation	Total Valuation	Gross Amount Appropriated	Net Amount to be Raised by Taxation
2012	16.98	\$81,851,630	\$1,699,904,940	\$1,781,756,570	\$58,299,021.60	\$30,254,226.56
2013	17.17	\$101,330,740	\$1,677,492,060	\$1,778,822,800	\$57,626,603.47	\$30,542,387.47

**ABATEMENTS**

Fiscal Year	Real Estate		Personal Property		Senior Work-off	
2011	36	\$15,100.26	12	\$5,717.11	60	\$30,000
2012	65	\$76,747.76	26	\$2,485.53	69	\$34,500

**EXEMPTIONS**

Fiscal Year	Cl.22 Vets Exemptions	Cl.37A Blind Exemptions	Cl.41C (over 70) Exemptions	Total Amount Exempted
2011	163	27	36	\$123,976.73
2012	165	30	26	\$133,504.07

**MOTOR VEHICLE EXCISE**

Levy Year	Number of Bills	Tax Amounts	Number of Abatements	Amounts
2012	22,891	\$2,112,521.82	649	\$46,296.59
2011	491	\$13,179.82	42	\$2,891.51
2010			4	\$200.20
2008			1	\$61.98

**Miscellaneous**

Deeds		Building Permits/Inspections	
2011	448	2011	Approx 807
2012	550	2012	Approx 800

## **FINANCE COMMITTEE**

The primary duties of a Finance Committee are to advise and make recommendations to Town Meeting on the budget and other areas of finance. They are responsible for submitting their recommendations on the Annual Budget to the Town Meeting. They are also commonly involved in the budget preparation which involves the development of budget forms and following town budgetary guidelines.

Their statutory authority is limited to making transfers from the Town's reserve fund (a contingency fund usually created as part of the annual budget appropriations) to other areas of the budget for extraordinary or unforeseen occurrences during the year. These funds are disbursed through transfers approved by the finance committee. In no way should this process be used to circumvent Town Meeting. Total transfers from the Finance Committee's Reserve Fund during the fiscal year ended June 30, 2012 were \$46,329.00

The Finance Committee is a nine (9) member committee appointed by the Town Moderator and meets on the third Wednesday of each month from September to June with additional budgetary meetings during those times leading up to Town Meetings. All meetings are posted as required by statute. In order to communicate and understand each budget and department more fully, the Committee assigns liaisons to each department during the year who can attend department meetings and discuss any issues the departments would like to convey to the Finance Committee

Respectfully submitted,  
M. Kim Downing, Chairman  
Finance Committee

Members:  
Betty Landry, Secretary  
Sue Boyea  
Heidi Fogg  
Al LeMay  
Al Fabbre  
Joan Cavallo  
John Maggi

## **TOWN COLLECTOR**

### **REAL ESTATE & PERSONAL PROPERTY**

Real estate and personal property bills for the Town of Ludlow continue to be due on the quarterly basis: August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup>. The 2012F tax rate was set by the Board of Assessors in December of 2011. The Board of Selectmen voted to adopt a single tax rate of \$16.98 per thousand for both residential and commercial properties. The amount of \$28,864,386.06 was committed to us for collection. Over 8500 real estate bills were printed, processed and mailed by December 31<sup>st</sup>, 2011. By the end of the fiscal year, we had collected or abated approx. \$28,369,643.42 or 98% of the amount committed. Additionally we received \$351,988.19 in payments for 2011F real estate, \$57,209.50 for 2010f and \$2,751.19 for 2009F leaving a balance of \$79,053.30, \$0.00, and \$0.00 respectively.

Approximately 800 personal property bills totaling \$1,389,840.74 was committed to us for collection. By the end of the fiscal year, we collected or abated \$1,362,907.13 or 98% of the amount committed to us leaving a balance of \$26,933.61. Additionally, we collected \$5,830.34 for prior years dating back to 2008F.

To accommodate our residents, real estate and personal property taxes for the Town of Ludlow may now be paid online. We realize the importance of keeping with the times and offering this new online payment option. This new payment method serves to accommodate those Ludlow residents who want the convenience of paying their taxes online, anytime day or night. We are fortunate to have found a banking partner, who has years of financial experience and who adheres to strict security methods to protect our residents' personal information. UniBank uses state-of-the industry encryption methods which safely handle these transactions so that town employees never gain access to bank account information. The process for residents to pay online is simple: with your bill and checkbook in hand,

1) Go to: <http://www.ludlow.ma.us>

2) Click on: **Online Taxes**

3) Complete each screen to process payment

**Online payments will not be accepted after their due date.** If using a credit card (master card, visa or discover) a fee will be assessed by the credit card service provider.

### **MOTOR VEHICLE EXCISE**

Over 23,000 vehicle excise bills totaling \$2,231,825.03 million dollars were printed processed and mailed from the Collector's Office throughout the year. Payments of auto excise are due 30 days from the date the tax notice is mailed. 90% of the committed bills are paid by their due date. Automobile owners are advised not to ignore their bills for a \$5.00 tax bill can jump to \$70.00, loss of license and registration within two months if late notices go unanswered. According to Chapter 60A of the Massachusetts General Laws, "failure to receive a notice shall not affect the validity of the excise". Thus, a person who does not receive a bill is still liable for the tax plus interest and charges accrued. Therefore, it is important to keep the Registry and Post Office informed of your current name and address so that your tax bills can be delivered promptly. The Registry will be notified of any excise bill that remains outstanding. The Registrar then marks the individual's registration preventing the renewal of his (hers) motor vehicle registration and the owner's driver's license until such time as the Registrar is notified that full and final payment has been made to the Town of Ludlow. During fiscal year 2012 over 500 licenses and registrations were marked for non-payment of their excise tax. This continues to be a successful collection tool as monies were collected for delinquent accounts dating back to 1996.

As with real estate and personal property bills, to accommodate our residents, timely motor vehicle excise payments are now being accepted online. **Late payments will not be accepted online.**

### **SEWER USAGE FEES**

The Board of Public Works, in November of 2011 set the rate of \$2.90 (same as the previous year) per 100 cubic feet of water used. Approximately 4,500 sewer usage bills totaling \$1,668,186.68 were printed, processed and mailed from the Collector's Office on November 4th of 2011. By the end of the June 30, 2012, we had collected or abated \$1,560,875.73 or 93% of the amount committed to us for collection leaving a balance of \$107,310.95. Any amounts outstanding for previous years were certified to the Board of Assessors in November of 2011 and added to the owner's 2012F real estate bills. All sewer usage accounts for 2010F and prior years have now been collected in full as reflected by the -0- balance for those accounts. Sewer bills are due 60 days from the mailing date. Sewer payments received after their due date are assessed a \$10.00 Demand plus a 10% penalty in accordance with Town By-Laws.

## DEPARTMENTAL ACCOUNTS

Each year the Collector is responsible for the collection of over 3 million dollars in “In Lieu of Taxes” and the following departmental accounts:

AMBULANCE  
CEMETERY  
TRAILER PARKS  
BOARD OF HEALTH - NURSING  
BOARD OF SELECTMEN  
ROLL BACK TAXES  
HIGHWAY DEPARTMENT

During the past fiscal year \$3,206,489.61 was committed to us for collection by the above departments. By June 30<sup>th</sup>, 2012 we collected or abated \$3,130,769.95 or 97% of the amount committed. Of the above accounts, ambulance bills continue to be the most sensitive and most difficult to collect. The ambulance records have been computerized by the Collector’s Office under a “General Billing Program”. The computerization of these records has allowed us to abandon the time consuming practice of manual posting and record keeping. As a result, this has improved efficiency and productivity in the Collector’s Office.

## MUNICIPAL LIEN CERTIFICATES

Upon written request from attorneys, banks, mortgage companies and real estate agencies, the Collector shall furnish a certificate of all outstanding taxes and other assessments and charges which constitute a lien on a parcel of land. The Collector consults with the Board of Assessors, DPW and other departments to secure required information. In accordance with Mass General laws, a \$25.00 fee is charged for each certificate prepared. Once again many hours were spent researching and preparing these certificates. During fiscal year 2012, we received over 600 written requests bringing in approximately \$15,000 of additional revenue. We ask attorneys and other agencies requesting such information to cooperate and mail their application to us as early as possible so that we can complete and return them in a timely manner.

Office hours continue to be 8:30 to 4:30, Monday through Friday. Additionally, to accommodate those Ludlow residents who want the convenience of paying their taxes online, day or night, we are offering a new online payment option. **Late payments will not be accepted online.** Once again, I am grateful to Mrs. Alice Bolow, Janice Ouimette, and Carmen Desrochers for their assistance. Additionally, I’d like to express my gratitude to all department heads, town employees and residents for their support and cooperation. For more up to date information, please visit the Town of Ludlow website at <http://www.ludlow.ma.us>.

Respectfully submitted,  
Fred Pereira, Town Collector

Town Collector's Report - July 1, 2011 to June 30th, 2012

<u>ACCOUNT</u>	<u>COMMITTED</u>	<u>OUTSTANDING</u>	<u>REFUNDS</u>	<u>PAYMENTS</u>	<u>ABATEMENTS</u>	<u>TAX TITLES</u>	<u>BALANCE</u>
2009 real estate		8,312.71		2,751.19		5,561.52	0.00
2010 real estate		82,462.90		57,209.50		25,253.40	0.00
2011 real estate		466,638.86	13,032.57	351,988.19	13,032.57	35,597.37	79,053.30
2012 real estate	28,864,386.06		130,813.83	28,180,978.32	246,286.97	73,181.96	494,742.64
2009 supplemental tax		9,264.52					9,264.52
2008 pers property		7,904.84		642.45	7,262.39		0.00
2009 pers property		9,605.98		551.74			9,054.24
2010 pers property		9,252.39		580.85			8,671.54
2011 pers property		18,343.45		4,055.30			14,288.15
2012 pers property	1,389,840.74		4,108.66	1,364,356.93	2,658.86		26,933.61
1996 motor v excise						99.17*	0.00
1997 motor v excise						181.25*	0.00
1999 motor v excise						108.75*	0.00
2002 motor v excise						248.75*	0.00
2003 motor v excise						143.44*	0.00
2004 motor v excise						533.44*	0.00
2005 motor v excise						517.71*	0.00
2006 motor v excise						1246.15*	0.00





Town Collector's Report - July 1, 2011 to June 30th, 2012

<u>ACCOUNT</u>	<u>COMMITTED</u>	<u>OUTSTANDING</u>	<u>REFUNDS</u>	<u>PAYMENTS</u>	<u>ABATEMENTS</u>	<u>TAX TITLES</u>	<u>BALANCE</u>
							0.00
2010 sewer usage		127,239.11	5,202.83	40,014.07	92427.87		0.00
CERT TO ASSESSORS							
2011 sewer usage	1,668,186.68		2,047.57	1,552,550.09	10,373.21		107,310.95
2009 sewer usage lien		64.89		64.89			0.00
2010 sewer usage lien		2,893.00		1,327.40		1,565.60	0.00
2011 sewer usage lien		15,327.68		10,015.52		2,178.25	3,133.91
2012 sewer usage lien	103,526.68			81,481.59		2,742.05	19,303.04
20							
2001 app st		121.46		121.46			0.00
2001 com int st		36.36		36.36			0.00
2012 app st	121.46						121.46
2012 com int st	30.29						30.29





Financials, Revenue & Citizen Services and Human Capital Management



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TOWN OF LUDLOW  
FY'2012 REVENUE BUDGET REPORT

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JUNE 30, 2012

FOR 2012 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101122 SELECTMEN	0	-4,000	-4,000	-90,820.52	.00	86,820.52	2270.5%
0101141 BOARD OF ASSESSORS DEPT.	0	0	0	-913.00	.00	913.00	100.0%
0101145 TOWN TREASURER'S DEPT.	0	-2,625,256	-2,625,256	-3,424,026.80	.00	798,770.80	130.4%
0101146 TOWN COLLECTOR'S DEPT.	0	-35,196,467	-35,196,467	-34,937,571.69	.00	-258,895.31	99.3%
0101161 TOWN CLERK'S DEPT.	0	-32,000	-32,000	-46,906.71	.00	14,906.71	146.6%
0101171 CONSERVATION COMMISSION	0	0	0	-3.00	.00	3.00	100.0%
0101175 PLANNING BOARD	0	-31,500	-31,500	-70,651.66	.00	39,151.66	224.3%
0101176 BOARD OF APPEALS	0	0	0	-1,500.00	.00	1,500.00	100.0%
0101210 POLICE DEPARTMENT	0	-74,500	-74,500	-112,099.46	.00	37,599.46	150.5%
0101220 FIRE DEPARTMENT	0	-14,000	-14,000	-14,831.81	.00	831.81	105.9%
0101241 BUILDING INSPECTOR'S DEPT.	0	-157,000	-157,000	-274,035.22	.00	117,035.22	174.5%
0101244 SEALER OF WEIGHTS & MEASURE	0	-4,000	-4,000	-4,512.00	.00	512.00	112.8%
0101300 SCHOOL DEPARTMENT	0	-14,530,262	-14,530,262	-14,620,131.58	.00	89,869.58	100.6%
0101410 DEPARTMENT OF PUBLIC WORKS	0	-52,500	-52,500	-124,712.75	.00	72,212.75	237.5%
0101510 HEALTH DEPARTMENT	0	-45,500	-45,500	-44,013.90	.00	-1,486.10	96.7%
0101541 COUNCIL ON AGING	0	-40,000	-40,000	-44,441.00	.00	4,441.00	111.1%
0101610 HUBBARD MEMORIAL LIBRARY	0	-7,000	-7,000	-7,074.65	.00	74.65	101.1%
0101630 RECREATION COMMISSION	0	-85,000	-85,000	-103,520.00	.00	18,520.00	121.8%
0101660 ENTERPRISE FUND-SHARED SERV	0	-425,000	-425,000	-422,000.00	.00	-3,000.00	99.3%
TOTAL GENERAL FUND	0	-53,323,985	-53,323,985	-54,343,765.75	.00	1,019,780.75	101.9%





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TOWN OF LUDLOW  
FY 2012 EXPENSE BUDGET REPORT  
JUNE 30, 2012

PG 1  
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FOR 2012 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000	0	105,568	105,568	50,212.74	.00	55,355.26	47.6%
114 MODERATOR	467	0	467	467.00	.00	.00	100.0%
122 SELECTMEN	236,939	8,123	245,062	225,302.88	.00	6,758.92	97.2%
131 FINANCE COMMITTEE	2,657	103,671	106,328	2,650.00	13,000.00	103,678.00	2.5%
135 TOWN ACCOUNTANT'S DEPT.	154,653	3,347	158,000	155,128.48	.00	2,871.52	98.2%
141 BOARD OF ASSESSORS DEPT.	198,790	199,671	199,671	188,520.23	.00	11,150.30	94.4%
145 TOWN TREASURER'S DEPT.	202,862	45,714	248,576	243,888.52	.00	4,687.48	98.1%
146 TOWN COLLECTOR'S DEPT.	224,059	1,147	225,206	218,908.89	.00	6,297.11	97.2%
151 TOWN COUNSEL'S DEPT.	111,000	34,775	145,775	137,442.17	3,550.00	4,782.33	96.7%
152 PERSONNEL BOARD	1,734	0	1,734	1,734.00	.00	.00	100.0%
155 INFORMATION TECHNOLOGY	195,992	4,907	200,899	199,808.50	.00	1,090.03	99.5%
161 TOWN CLERK'S DEPT.	111,574	569	112,143	111,309.24	.00	833.64	99.3%
162 ELECTIONS & REGISTRATIONS DEPT	65,083	506	65,589	63,371.18	.00	2,217.52	96.6%
171 CONSERVATION COMMISSION	27,318	861	28,179	27,976.21	.00	202.79	99.3%
175 PLANNING BOARD	116,738	569	117,307	117,092.94	.00	214.06	99.8%
176 BOARD OF APPEALS	3,155	99	3,254	2,221.10	.00	1,032.90	68.3%
192 PUBLIC BUILDINGS/PROPERTIES	681,064	20,300	701,364	601,600.30	6,586.40	93,177.20	86.7%
193 PROPERTY & LIABILITY INSURANCE	249,315	-31,100	218,215	215,548.88	.00	2,666.12	98.8%
210 POLICE DEPARTMENT	3,051,078	35,992	3,087,070	3,081,571.05	.00	5,498.95	99.8%
220 FIRE DEPARTMENT	1,996,299	-12,431	1,983,868	1,921,355.02	.00	62,512.98	96.8%
231 AMBULANCE - EMT DIVISION	723,360	23,636	746,996	730,892.70	7,020.00	9,083.48	98.8%
241 BUILDING INSPECTOR'S DEPT.	177,846	569	178,415	172,333.06	.00	6,081.94	96.6%
244 SEALER OF WEIGHTS & MEASURES	3,679	100	3,779	3,745.92	.00	33.08	99.1%
291 EMERGENCY MANAGEMENT	1,000	3,505	4,505	4,597.63	.00	-92.63	102.1%
292 ANIMAL CONTROL DEPT.	21,838	3,335	25,173	24,658.03	.00	514.97	98.0%
299 SAFETY COMMITTEE	2,128	0	2,128	1,903.00	.00	225.00	89.4%
300 SCHOOL DEPARTMENT	25,242,721	10,642	25,253,363	14,415,256.39	10,642.16	10,827,464.61	57.1%
310 HIGH SCHOOL	0	573	573	4,309,402.04	573.15	-4,309,402.04	*****%
311 ATHLETICS	0	150	150	207,173.10	150.00	-207,173.10	*****%
320 BAIRD MIDDLE SCHOOL	0	0	0	8,010.00	.00	-8,010.00	100.0%
330 CHAPIN ST. ELEMENTARY SCHOOL	0	0	0	108.00	.00	-108.00	100.0%
340 EAST ST. ELEMENTARY SCHOOL	0	0	0	2,002.00	.00	-2,002.00	100.0%
360 TECHNOLOGY	0	736	736	456,705.91	736.00	-456,705.91	*****%
370 SPECIAL EDUCATION	0	4,096	4,096	5,432,880.96	4,096.46	-5,432,880.96	*****%
390 TRANSITIONAL BI-LINGUAL	0	0	0	174,111.60	.00	-174,111.60	100.0%
410 DEPARTMENT OF PUBLIC WORKS	2,933,827	33,124	2,966,951	2,901,018.30	.00	11,255.86	99.6%
423 DPW - SNOW & ICE REMOVAL DIV.	165,296	563	165,859	165,858.21	.00	.29	100.0%
424 STREET & TRAFFIC LIGHTING	316,000	22,882	338,882	301,407.97	.00	7,309.46	97.0%
510 HEALTH DEPARTMENT	244,259	1,448	245,707	238,397.33	.00	23,967.39	93.0%
541 COUNCIL ON AGING	314,410	27,762	342,172	318,204.61	.00	7,309.46	97.0%
543 VETERAN'S SERVICES DEPT.	258,521	0	258,521	245,750.04	.00	12,509.56	95.2%
610 HUBBARD MEMORIAL LIBRARY	387,216	0	387,216	383,123.58	221.40	4,092.42	98.9%
630 RECREATION COMMISSION	279,603	433	280,036	261,100.59	722.12	18,213.29	93.5%
691 HISTORICAL COMMISSION	1,420	0	1,420	150.10	.00	1,269.90	10.6%



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TOWN OF LUDDLOW

FY'2012 EXPENSE BUDGET REPORT  
JUNE 30, 2012

PG 2  
glytdbud

FOR 2012 13

ACCOUNTS FOR:  
01 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
701 GENERAL DEBT AND INTEREST	3,004,196	-43,400	2,960,796	2,837,504.92	.00	123,291.08	95.8%
801 GOVERNMENT ASSESSMENTS	0	457,471	457,471	471,673.10	.00	-14,202.10	103.1%
910 FRINGE BENEFITS FOR EMPLOYEES	11,189,215	-97,517	11,091,698	10,757,229.57	3,085.74	331,382.75	97.0%
TOTAL GENERAL FUND	52,897,311	773,605	53,670,916	52,391,342.99	126,212.13	1,153,360.64	97.9%





Financials, Revenue & Citizen Services and Human Capital Management



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TOWN OF LUDLOW  
FY'2012 REV/EXPENSE BUDGET REPORT  
JUNE 30, 2012

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FOR 2012 13

ACCOUNTS FOR:  
66 GOLF COURSE ENTERPRISE FUND

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
660 WESTOVER MUNICIPAL GOLF COURSE							
666600 WESTOVER MUNICIPAL GOLF COURSE							
666600 426001 OVER/UNDER GOLF COUR	0	0	0	-8.00	.00	8.00	100.0%
666600 426005 GOLF ROUNDS RECEIPTS	0	-531,375	-531,375	-454,946.99	.00	-76,428.01	85.6%*
666600 426007 DRIVING RANGE RECEIP	0	-2,500	-2,500	.00	.00	-2,500.00	.0%*
666600 426010 GOLF CART RENTAL REC	0	-265,000	-265,000	-214,166.11	.00	-50,833.89	80.8%*
666600 436030 GOLF CONCESSION RIGH	0	-25,000	-25,000	-25,255.15	.00	255.15	101.0%
666600 480600 GOLF OTHER RECEIPTS	0	-10,000	-10,000	-21,558.69	.00	11,558.69	215.6%
666600 482010 INTEREST ON DEPOSITS	0	-7,500	-7,500	-1,362.54	.00	-6,137.46	18.2%*
6688750 GOLF C.INS.COMP.FOR DAMAGES							
6688750 480001 INSURANCE COMPENSAT	0	0	0	-10,912.31	.00	10,912.31	100.0%
TOTAL WESTOVER MUNICIPAL GOLF COURSE	0	-841,375	-841,375	-728,209.79	.00	-113,165.21	86.5%
666601 GOLF COURSE - PERSONAL SERVI	330,500	-46,710	283,790	283,282.90	776.00	-268.90	100.1%
666603 GOLF COURSE - GENERAL EXPENS	376,000	122,327	498,327	474,987.24	19,820.18	3,519.31	99.3%
666606 GOLF COURSE SHARED SERVICES	0	128,000	128,000	125,000.00	.00	3,000.00	97.7%
666608 GOLF COURSE - CAPITAL OUTLAY	6,875	-6,750	125	.00	.00	125.00	.0%
6686016 RESERVE FUND	0	20,000	20,000	.00	.00	20,000.00	.0%
6686032 ATM 6/13/2011 ART#43 FY'201	0	191,832	191,832	106,719.35	74,486.50	10,626.15	94.5%
TOTAL GOLF COURSE ENTERPRISE FUND	713,375	408,699	1,122,074	989,989.49	95,082.68	37,001.56	96.7%

TOTAL EXPENSES 4 1016945  
OPERATIONS (LOSS) (288,375)

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**Town of Ludlow**  
Sewer Revenue Analysis  
FY'2005-FY'2011

Revenue Type	FY'2008		FY'2009		FY'2010		FY'2011		FY'2012		FY'2013	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
User Fees - Current Year	1,075,717	1,086,248	1,610,460	1,167,328	1,270,148	1,292,498	1,548,062	1,461,094	1,596,350	1,550,591	1,476,015	Target Revenue
User Fees - Prior Year	20,000	15,968	20,000	7,812	10,000	12,398	15,000	55,276	45,000	34,810	35,000	
Sewer Liens	25,000	28,360	25,000	31,985	27,500	65,640	40,000	70,278	50,000	92,889	50,000	
Permits - Sewer Tie-ins	27,500	88,850	40,000	60,150	37,500	24,250	27,500	30,790	25,000	35,623	27,500	
All Other	2,000	2,923	2,000	2,524	2,000	4,263	3,000	44,438	5,000	7,983	7,500	
Interest Income	7,500	20,431	15,000	5,169	7,500	425	2,500	25	2,000	16	500	
<b>Annual Totals</b>	<b>1,157,717</b>	<b>1,242,780</b>	<b>1,712,460</b>	<b>1,274,968</b>	<b>1,354,648</b>	<b>1,399,474</b>	<b>1,636,062</b>	<b>1,661,901</b>	<b>1,723,350</b>	<b>1,721,912</b>	<b>1,596,515</b>	

**Expense Summary**

Salaries & Wages	131,810	129,694	149,160	133,979	154,598	134,531	143,424	144,789	146,315	145,239	148,510
General Expenses	72,255	101,973	88,000	70,807	84,050	82,101	335,068	214,201	277,005	285,690	277,005
Intergov't - Springfield Sewer	768,887	786,028	1,187,500	747,247	850,000	1,023,310	912,570	809,866	1,003,030	805,541	869,000
Reserve Fund Transfer	25,000	25,000	50,000	35,000	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>997,952</b>	<b>1,042,695</b>	<b>1,474,660</b>	<b>987,033</b>	<b>1,088,648</b>	<b>1,239,942</b>	<b>1,391,062</b>	<b>1,168,856</b>	<b>1,426,350</b>	<b>1,236,470</b>	<b>1,294,515</b>
Excess Revenue/Expense	159,765	200,085	237,800	287,935	266,000	159,532	245,000	493,045	297,000	485,442	302,000
Indirect Charges (**Not Alloc)	159,765	156,000	237,800	237,800	266,000	246,000	245,000	245,000	297,000	297,000	302,000
Adjusted Excess Rev/Exp	0	44,085	0	50,135	0	-86,468	0	248,045	0	188,442	0
Excess Rev/Fund Balance:											
Beginning Balance		237,531									
Results from Operations		44,085		50,135							
Audit Adjustment											
Alison Lane		-58,558									
Reserve Fund		-25,000		-50,000							
Chicopee River CSO		-197,710									
All Other		5,405									
Ending Balance		5,753		5,888							

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Town of Ludlow  
Cherry Sheet Analysis  
FY"2012

Account Name/Number	Budget	9/30/2011	12/31/2011	3/31/2012	6/30/2012	YTD
School Chapter 70	13,097,378	3,274,344	3,274,344	3,274,345	3,274,345	13,097,378
#0101300-462001						
School Construction	1,098,828	1,098,828				1,098,828
#0101300-462003						
Charter School Reimbursement	134,056	51,803	51,767	42,590	146,160	
#0101300-462000						
State Aid Lottery	2,397,042	599,260	786,084	599,261	599,261	2,583,866
#0101145-466001						
Police Career Incentive	0					0
#0101210-466006						
Veterans Benefits	152,195	29,415	75,853	30,319	135,587	
#0101146-466700						
Exemptions- Vets,Blind & SS	68,682			79,154	79,154	79,154
#0101145-461009						
Exemptions - Elderly	20,000	18,072				18,072
#0101145-461010						
State Owned Land	29,032	29,032				29,032
#0101145-461011						
School Transportation	0					
#0101300-462002						
Room Occupancy	55,000	31,471	27,576	21,701	16,598	97,346
#0101145-466100						
<b>General Fund State Aid</b>	<b>17,052,213</b>	<b>3,934,490</b>	<b>5,361,592</b>	<b>3,947,074</b>	<b>4,042,267</b>	<b>17,285,423</b>
Restricted State Aid:						
School Lunch	21,786	7,066	4,313	5,198	5,373	21,950
#2515013-460100						
School Choice	586,441		178,135	169,615	209,942	557,692
#2585110-462000						
Public Library	27,767		13,611		14,997	28,608
#2383293-464012						
<b>Total State Aid</b>	<b>17,688,207</b>	<b>3,941,556</b>	<b>5,557,651</b>	<b>4,121,887</b>	<b>4,272,579</b>	<b>17,893,673</b>

**Federal ARRA Funds**



**Town of Ludlow**  
Tax Commitments Analysis  
7/1/2011-6/30/2012

Period #	Date	Commitment #	#1211XX #1221XX #1261XX			
			Personal Property	Real Estate	Motor Vehicle	All Other
1	7/1/2011	FY'2012 Estimate Commercial	614,093.17	1,452,604.22		
		Residential		11,913,604.98		
	7/15/2011	FY'2011 - 3			129,171.55	
		FY'2010 - 9			1,553.76	
		FY'2011 - 4			70,729.21	
2	8/12/2011	Omitted Assessment		971.83		
3	8/10/2011	PILOT - MMWEC				1,570,000.00
4	10/14/2011	FY'2010 - 11			46.67	
		FY'2011 - 5			58,800.09	
5	11/18/2011	FY'2012 Boat				3,918.00
6	12/30/2011	FY'2011 - 6				
7	1/1/2012	FY'2012 Final	775,747.57			
		Commercial - Final		1,685,439.41		
		Residential - Final		13,812,737.45		
	1/1/2012	PILOT - SWSC				13,996.61
		PILOT - LHA				5,424.50
8	2/24/2012	FY'2012 - 1			1,542,411.25	
		FY'2011 - 7			11,541.58	
9	None					
10	4/13/2012	FY'2011 - 8			1,223.34	
		FY'2012 - 2			223,310.20	
		FY'2011 - 9			414.90	
	6/27/2012	FY'2012 - 3			134,768.01	
12		FY'2012 - Special			27,392.50	
<b>Totals</b>			<b>1,389,840.74</b>	<b>28,865,357.89</b>	<b>2,231,825.03</b>	<b>1,593,339.11</b>

Town of Ludlow  
Free Cash Analysis  
FY'2006 thru FY'2012  
March 12, 2013

<u>Date</u>	<u>Description</u>	<u>FY'2006 Amount</u>	<u>FY'2007 Amount</u>	<u>FY'2008 Amount</u>	<u>FY'2009 Amount</u>	<u>FY'2010 Amount</u>	<u>FY'2011 Amount</u>	<u>FY'2012 Amount</u>
7/1/2005	DOR Certification	\$1,522,162						
7/1/2006	DOR Certification		\$ 2,951,586					
7/1/2007	DOR Certification			\$2,286,384				
7/1/2008	DOR Certification				\$ 898,228			
7/1/2009	DOR Certification					1,295,250		
7/1/2010	DOR Certification						984,493	
7/1/2011	DOR Certification							679,656
10/3/2005	Previous Years Bills	-13,706						
11/14/2005	Fire Dept. Raises	-44,276						
5/8/2006	Reserve Fund	-100,000						
	Unpaid Bills - P/Y	-634						
5/14/2007	School Space Study		-50,000					
	FY'2008 Capital Bud		-250,000					
	Reserve Fund		-100,000					
	Transfer to Stab.Fund		-250,000			-343,000		
	Unpaid Bills - P/Y		-1,332					
	Conrail Prop.Survey		-7,000					
	DEP Environ/Lien		-40,000					
5/12/2008	Unpaid Bills - P/Y			-5,775				
	East St.- Phase IV			-40,000				
	FY'2009 Capital Bud			-238,623				
	Reserve Fund			-125,000				
5/10/2010	Reduce Tax Levy	-1,200,000	-1,500,000	-1,375,000	-875,000	-825,000	-800,000	-500,000
	Sewer Indirect Adjust.					-20,000		
	Fire Dept. Raises					-67,516		
5/9/2011	Reserve Fund						-150,000	-125,000
5/14/2012	Prior Year Deficits							-9,551
	AFL-CIO Raises							-10,866
	IBPO Dispatchers							-2,806
	LATOS Raises							-16,119
	Total Transfers Out	-1,358,616	(2,198,332)	(1,784,398)	(875,000)	(1,255,516)	(950,000)	(664,342)
	<b>Balance</b>	<b>\$163,546</b>	<b>\$ 753,254</b>	<b>\$501,986</b>	<b>\$ 23,228</b>	<b>\$ 39,734</b>	<b>\$ 34,493</b>	<b>\$ 15,314</b>
	Excess Levy Capacity	580,599	1,008,964	965,046	71,850	823,546	79,861	702,343

**Town of Ludlow**  
 Stabilization Fund Analysis  
 FY'2003- FY'2012

<u>Date</u>	<u>Description</u>	<u>Activity</u>	<u>Balance</u>
7/1/2002	Beginning Balance		\$1,391,307
	Investment Income	92,023	
6/30/2003	Ending Balance		<b>1,483,330</b>
7/1/2003	Beginning Balance		1,483,330
	Loss on Investments	-7,460	
6/30/2004	Ending Balance		<b>1,475,870</b>
7/1/2004	Beginning Balance		1,475,870
	ATM 5/04 Transfer In	500,000	
	Interest - Citizens	7,850	
	Investment Income:		
	Merrill Lynch	50,005	
6/30/2005	Ending Balance		<b>2,033,725</b>
	STM 11/14 Transfer Out		
	Storm Drainage System		
	Electric Park Section	-200,000	
	Computer Network	-47,000	
	Investment Income	37,243	
6/30/2006	Ending Balance		<b>1,823,968</b>
	Investment Income	73,693	
6/30/2007	Ending Balance		<b>1,897,661</b>
	ATM 5/07 Transfer In	250,000	
	Investment Income	98,428	
6/30/2008	Ending Balance		<b>2,246,089</b>
	ATM 5/11/09		
	Transfer Out - Tax Levy	-500,000	
	Investment Income	22,874	
6/30/2009	Ending balance		<b>1,768,963</b>
	ATM 5/10 Transfer In	343,000	
	Investment Income	31,030	
6/30/2010	Ending Balance		<b>2,142,993</b>
	Investment Income	22,298	
6/30/2011	Ending Balance		<b>2,165,292</b>
	STM 10/11 Transfer Out		
	School Ceiling	-75,000	
	Investment Income-Apr	12,936	
	ATM 6/12 Transfer In	606,000	
6/30/2012	Ending Balance		<b>2,709,228</b>

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TOWN OF LUDLOW  
SPECIAL ARTICLE - FUND 02  
6/30/12

<MM-11>

	DEPARTMENT	Balance remaining 6/30/11	FY 12 approp	FY 12 expense	FY 12 Bud Adj	FY12 Closeout (PY enc used in 12)	Balance remaining 6/30/12
SELECTMEN							
	STREET ACCEPTANCES/LAND ACQUISITIONS	647					647
	UNSAFE BUILDINGS 5/14/01	8,961		15	0		8,946
	Art # 9 5/04 ATM - Abandon/unsafe buildings	10,000					10,000
	Art # 47 ATM 5/9/05 Public way	1					1
	Art # 33 STM 10/3/05 Public way	24					24
	A-40/41 10/2/06 Public ways (2)	2					2
	A-1 5/14/07 STM Unpaid bills	1,332					1,332
	A-47-49- 5/08 ATM Public ways (3)	3					3
	A-1 5/11/09 STM Unpaid bills; funded by FY 10 taxes	160	0				160
	A-8 5/8/06 Abandoned buildings	12,750					12,750
							0
ACCOUNTANT							
FY 08 Meeting Articles:							
ATM 5/07:							
	Art 40 Taxes for land to be purchased (Cummings)	325				0	325
	Art 47 - 49 Public ways (3)	3				0	3
	Art 64 East St bridge repair	(1,000)				1,000	0
	Art 64 Vets Park parking lot - School	17,515		0		(17,515)	0
	Art 64 Reserve for future capital	58,594		58,594		0	0
STM 10/07:							
	Art 1 Unpaid bills	200					200
	Art 2 First Meeting House Cleaning - Selectmen	(2,915)				2,915	0
	Art 3 First Meeting House Arch/Serv. - Selectmen	(229)				229	0
	Art 11 Public way	1					1
FY 09 Meeting Articles:							
ATM 5/08:							
	Art 9 Master Plan	19,977		8,497			11,480
	Art 19 Haviland Pond Lifeguard Chairs	395					395
	Art 21 Fire Substation Study	15,000					15,000
	Art 35 DPW - Center Street Study	4,155		0			4,155
	Art 36 West St. Bridge Repair	11,340		1,980			9,360
	Art 58 Police Administrative Cruiser	201					201
	Art 58 DPW - Garage Repair Lift	29,816		27,658			2,158

TOWN OF LUDLOW  
SPECIAL ARTICLE - FUND 02  
6/30/12

<MM-11>

	DEPARTMENT	Balance remaining 6/30/11	FY 12 approp	FY 12 expense	FY 12 Bud Adj	FY12 Closeout (PY enc used in 12)	Balance remaining 6/30/12
Art 58	Baird School - Brick Repair	(1,600)		0		1,600	0
STM 10/08							
Art 1	Unpaid Bills	104					104
Art 11	First Meeting House Repairs	30,740	0	0			30,740
Art 29	Purchase 223 Cady St. Property	(1,123)		0		1,123	0
FY 10 Meeting Articles:							
ATM 5/09:							
Art 17	Assessors reval	192,200	0	76,400			115,800
Art 27	COA - 14 passenger	152	21,000	20,848			304
Art 27	Fire - Ambul Comp Pr	0	54,830	54,830			0
Art 27	DPW Aerial bucket	0	0	0			0
Art 27	School - Replace HS	(6,464)	0	0		6,464	0
STM 5/11:							
Art 1	Unpaid Bills		237	237			0
FY 11 Capital Budget:							
Art 28	COA - 14 Passenger Van Lease#2	152	0	0			152
	DPW Aerial Bucket Truck Lease#2		0	0			0
	School Roof - Snow Guards		0	0			0
	Town Hall Phone System		0	0			0
	Police Court Vehicle	1,688	0	0			1,688
	DPW - Pickup Truck	23	0	0			23
ATM 5/9/2011							
Art 9	Fire Dept. - Thermal Imaging Camera		10,800	10,800			0
Art 10	Ambulance Dept. - Auto Chest Compressor		15,000	14,989			11
STM 10/3/2011							
Art 1	Unpaid Bills		23,646	23,646			0
Art 4	School Business Office Ceiling Repairs		75,000	75,000			0

TOWN OF LUDLOW  
SPECIAL ARTICLE - FUND 02  
6/30/12

<MM-11>

	DEPARTMENT	Balance remaining 6/30/11	FY 12 approp	FY 12 expense	FY 12 Bud Adj	FY12 Closeout (PY enc used in 12)	Balance remaining 6/30/12
FY 12 Capital Budget:							
Art 43	BMS Stair Repairs		26,000				26,000
	Security Equipment - Baird Middle School		26,200	26,200			0
	Security Equipment - Ludlow High School		24,013	24,013			0
	Town Hall Elevator		29,355				29,355
	TOTAL GENERAL GOVERNMENT	403,130	306,081	423,707	0	(4,184)	281,320
POLICE DEPARTMENT							
	ART 20 - POLICE RADIO SYSTEM 5/10/05	4,499					4,499
	STM 10/3/05 - LAPTOP COMPUTERS - POLICE	3,408					3,408
FIRE DEPARTMENT							
	CIP 5/14/01-AIRPACK REPL. (FINAL)	123		0			123
AMBULANCE EMT DIVISION							
	EMT I TRAINING 10/2/95	(7,805)					(7,805)
	EMT PARAMEDIC TRAINING O.T.	25,141					25,141
	TOTAL PUBLIC SAFETY	25,366	0	0	0	0	25,366
SCHOOL DEPARTMENT							
	CIP 5/8/00-TECHNOLOGY PLAN	(2,769)				2,769	0
	CIP 5/8/00-SOUND SYSTEM/ACOUSTICS-EAST	(3,760)				3,760	0
	TOTAL EDUCATION	(6,529)	0	0	0	6,529	0
DEPARTMENT OF PUBLIC WORKS							
	MILLER STREET BRIDGE ENGINEERING 5/10/2004	435					435
	WEST@ROY BRIDGE REPAIR	2,846					2,846
	A-36 FUELING STATION UPGRADE 5/14/01	(929)		3,115		4,044	0
	CIP 4/12/99-GIS SYSTEM	(2,835)		0	5,526	(2,691)	0
	CIP 5/8/00-3/4 TON 4WH DRIVE PICKUP	(653)				653	0
	CIP 5/13/02-SILVA FIELD IMPROVEMENTS	50,000					50,000
	ART # 34 - East/Chapin St Intersection 5/10/04 CIP	0		0			0
	Electric Park storm drain STM 11/14/05 (in data proc on GL)	75,770					75,770
	Art # 53 (CIP) 5/9/05 ATM - Metal Storage building	15,958					15,958
	Art # 6 5/1/09 STM - East St reconstruction	15,000					15,000
	TOTAL PUBLIC WORKS	155,592	0	3,115	5,526	2,006	160,009

TOWN OF LUDLOW  
SPECIAL ARTICLE - FUND 02  
6/30/12

DEPARTMENT	Balance remaining 6/30/11	FY 12 approp	FY 12 expense	FY 12 Bud Adj	FY12 Closeout (PY enc used in 12)	Balance remaining 6/30/12
RECREATION COMMISSION						
CIP 4/12/99-WHITNEY PARK PLAYGROUND	2,771					2,771
CIP 5/8/00-WEST STREET PLAYGROUND	2,027					2,027
TOTAL CULTURE AND RECREATION	4,798	0	0	0	0	4,798
ARTICLES OMITTED FROM CY and Pys CLIENT SCHEDULES						
Senior Alarm 10/6/97	(2,410)		190		2,600	0
Platform Skirting	(190)					(190)
Sidewalk Construction 4/12/99	(2,000)				2,000	0
Senior Center heating 4/14/97	(600)				600	0
Public ways Art 15, 16, 17 10/4/04	3					3
TOTAL OTHER GG	(5,197)	0	190	0	5,200	(187)
rounding	0					0
Total special article (Fund 02)	<b>577,160</b>	<b>306,081</b>	<b>427,012</b>	<b>5,526</b>	<b>9,551</b>	<b>471,306</b>
Capital Reserve	915,288	58,594	ties to Fund 02 exps		Art 3 STM 5/14/12	
Art 9 - ATM 5/9/11		10,800				
Art 10 - ATM 5/9/11		15,000				
Art 43 - ATM 5/9/11		122,804				
Art 4 - STM 10/3/11		75,000				
Art 1 - STM 10/3/11		23,883				
		<b>306,081</b>				

LUDLOW  
SRF ACTIVITY SCHEDULE  
6/30/12

	Beg Bal 6/30/2011	Federal	State	Other	Total Revenue	Transfers in	Expended	Trans out	Balance 6/30/2012
	(includes by non timing ajes)								
<b>Fund 21</b>									
Sale of Cemetery Lots	345,498		-	12,250	12,250				357,748
Sale of Real Estate	11,399		-	25,524	25,524		4,000		32,923
Wetland Filing Fees Revolving	77,188		-	4,180	4,180		-		81,368
Public Bldg. Comp. for Damage	6,469		-	11,883	11,883		15,995		2,357
Police Dept. Comp. for Damage	2,292		-	13,392	13,392		13,080		2,604
Fire Dept. Comp. for Damages	4,680		-	2,572	2,572		2,902		4,350
State - Reg. Hazmat Training	(6,220)		-	18,105	18,105		18,721		(6,836)
Hazard. Matl. Comp. for Dam.	4,887						-		4,887
DPW Comp. for HWY. Damages	1,729						415		1,314
DPW Comp. Sewer Div/Landfill	-						-		-
DPW Comp. for Cemetery Dam.	845						-		845
Insurance comp - Park dept	2,413						-		2,413
Health Dept.-Septic Insp.	7,801			12,460	12,460		10,685		9,576
C.O. Aging - Comp. for Damages	562						-		562
Hubbard Memorial Library Ins Comp rounding	(1,933) (278)			427	427		-		(1,506) (278)
<b>Total Fund 21</b>	<b>457,332</b>	<b>-</b>	<b>-</b>	<b>100,793</b>	<b>100,793</b>	<b>-</b>	<b>65,798</b>	<b>-</b>	<b>492,327</b>
<b>Fund 23</b>									
Memorial Park Project-Fed Funds	3,990								3,990
Celebrate Ludlow	8,453		-	18,010	18,010	5,000	32,870		(1,407)
State Funds for Elections	8,343		2,854		2,854		1,978		9,219
Steven's Memorial Underground Tank	5,385								5,385
Jail Impact Funds	73,366			357	357				73,723
State 911 EMD Grant - FY'2012	-						42,897		(42,897)
Law Enforcement Trust Fd.	39,761		9,846		9,846		4,301		45,306
DARE Program	938								938
Community Policing Grant	280			100	100				380
Car Gift for Police Auction	30								30
Fed. Cops More - Technical Equip	104								104
Fed Grant Bullet proof vest	399	1,080			1,080				1,479
COPS Homeland Securitiy	(949)								(949)
Fed. School Resource Officer	29,654								29,654
Violence Against Women Grant	579								579
Police Dept-K-9 Unit	4,723			10,420	10,420	244	6,785		8,602
Police Dept-Gift/Donation Account	780								780
Police Safety Equipment	500								500
Police Special Response Team (2009)	8,600			100	100		450		8,250
F'97 Law Enforcement Drug Task Force	116								116
F'98 Law Enforcement Block Grant	1,524								1,524
F'99 Law Enforcement Block Grant	(998)								(998)
F'00 Law Enforcement Block Grant	(1,193)								(1,193)
F'01 Law Enforcement Block Grant	361								361
F'02 Law Enforcement Block Grant	243								243
COPS - Secure our Schools	427								427
fed's Cop Fast	(3,850)								(3,850)
Firefighter's Assistance grant	30	119,246			119,246		119,246		30
Fire Dept.-Gift Account	18,538			3,481	3,481		6,098		15,921
Fire Dept.-S.A.F.E. Grant	2,804		5,265		5,265		6,588		1,481
Fire Dept.- Safety Equipment Grant	1,054								1,054
Fire Dept.-Patches & Pumper	313								313
Fire Dept.-Thermal Imager	4								4
Fire Dept.-Homeland Secur FY'05	(7,687)								(7,687)
Fire Dept.-FEMA Grant	241								241
Reg. Hazmat Training Fund	11,971								11,971
Defib/Monitor/Pacemaker	725								725
Ambulance Subscription Fd.	127,856		89,982		89,982		33,583		184,255
Local Emergency Management	2,322			0					2,322
Emergency Management Grant	700								700
Highway Fund Ch.90	(23,753)		465,004	163,068	628,072		569,338		34,981
Sportsmans Road Reconstruction(PWEC)	(4,225)								(4,225)
Hubbard St. CSO Project	(20,250)								(20,250)
Curbside Recycling Grant	-		11,123		11,123		11,123		-
DPW Material REC/Project FY'2012	244						25,971	244	(25,971)
PVPC State Street CSO Abatement	(1,417)								(1,417)
Health Nurses Donations	1,705						30		1,675
COA Donation Activity Account	119								119



LUDLOW  
SRF ACTIVITY SCHEDULE  
6/30/12

	Beg Bal 6/30/2011	Federal	State	Other	Total Revenue	Transfers in	Expended	Trans out	Balance 6/30/2012
Conservation Comm.-WMECO 4/11	33,400			-	-				33,400
Vets. Memorial - ATM 5/12/08 Art#8	79,831			4,520	4,520	-	3,992		80,359
State Grant - Sr. Pharmacy Prg.	677								677
Ludlow Mills/State St.Project - FY'2011	39		216,000		216,000		290,000	39	(74,000)
Outreach Program Grnt/COA formula grn	(1,536)		29,655		29,655		30,368		(2,249)
COA - Title III Repair Program FY'06	4			816	816		918		(98)
State Library Aid	51,784		28,608		28,608		21,180		59,212
Library Memorial Fund	18,393			2,708	2,708		6,641		14,460
Art's Lottery Funds	4,076		7,040		7,040		5,837		5,279
Donations - Skate Park/Rec Purposes rounding	3,978 (189)			-	-		-		3,978 (189)
<b>Total Fund 23</b>	<b>483,316</b>	<b>120,326</b>	<b>865,377</b>	<b>203,580</b>	<b>1,189,283</b>	<b>5,244</b>	<b>1,220,194</b>	<b>283</b>	<b>457,366</b>
<b>Fund 231</b>									
Cable Access Local Programming	356,318			198,538	198,538		202,172		352,684
<b>Total Fund 231</b>	<b>356,318</b>	<b>-</b>	<b>-</b>	<b>198,538</b>	<b>198,538</b>	<b>-</b>	<b>202,172</b>	<b>-</b>	<b>352,684</b>
<b>Fund 232</b>									
East St Revitalization Phase I	(8,694)								(8,694)
East St Corridor Phase II	16,612								16,612
East St Corridor Phase III	-								-
East St Corridor Phase IV	822								822
<b>Total Fund 232</b>	<b>8,740</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,740</b>
<b>Fund 25</b>									
Childrens' Language Institute	(5,714)								(5,714)
School Comp.for Damages	118								118
School Damages Over \$20,000.	5,770			50	50				5,820
School Book Revolving Ch 44-53E1/2	15,689								15,689
Industrial Arts Matl.Fd.	136								136
<b>Total Fund 25</b>	<b>15,999</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,049</b>
<b>Fund 251</b>									
School Lunch Program	98,966	406,775	21,951	808,312	1,237,038		1,289,886		46,118
plug to balance	400								400
<b>Total Fund 251</b>	<b>99,366</b>	<b>406,775</b>	<b>21,951</b>	<b>808,312</b>	<b>1,237,038</b>	<b>-</b>	<b>1,289,886</b>	<b>-</b>	<b>46,518</b>
<b>Fund 252</b>									
School Athletic Fund	53,817			113,529	113,529		123,919		43,427
<b>Total Fund 252</b>	<b>53,817</b>	<b>-</b>	<b>-</b>	<b>113,529</b>	<b>113,529</b>	<b>-</b>	<b>123,919</b>	<b>-</b>	<b>43,427</b>
<b>Fund 253</b>									
School Book Revolving	(720)			720	720		113		(113)
H.S. Book Revolving	13,950			5,746	5,746		3,971		15,725
B.M.S. Book Revolving	(3,766)			80	80				(3,686)
Chapin St. Book Revolving	758			46	46				804
East St. Book Revolving	1,275			116	116				1,391
Vet's Park Book Revolving	509			380	380				889
<b>Total Fund 253</b>	<b>12,006</b>	<b>-</b>	<b>-</b>	<b>7,088</b>	<b>7,088</b>	<b>-</b>	<b>4,084</b>	<b>-</b>	<b>15,010</b>
<b>Fund 255</b>									
Adult Continuiung Education	124,003			121,097	121,097		142,859		102,241
Elementary Full Day Kindergarten	(6,902)								(6,902)
H.S. Summer Reading Program	(2,783)			12,026	12,026		14,237		(4,994)
Vet's Park Reading Program	(3,660)			917	917				(2,743)
<b>Total Fund 255</b>	<b>110,658</b>	<b>-</b>	<b>-</b>	<b>134,040</b>	<b>134,040</b>	<b>-</b>	<b>157,096</b>	<b>-</b>	<b>87,602</b>
<b>Fund 256</b>									
Early Childhood Revolving - rental	24,357			47,129	47,129		62,666		8,820
Early Childhood Revolving	126,005			71,003	71,003		167,712		29,296
<b>Total Fund 256</b>	<b>150,362</b>	<b>-</b>	<b>-</b>	<b>118,132</b>	<b>118,132</b>	<b>-</b>	<b>230,378</b>	<b>-</b>	<b>38,116</b>
<b>Fund 257</b>									
Student Transportation	2,504			49,344	49,344		40,545		11,303
<b>Total Fund 257</b>	<b>2,504</b>	<b>-</b>	<b>-</b>	<b>49,344</b>	<b>49,344</b>	<b>-</b>	<b>40,545</b>	<b>-</b>	<b>11,303</b>
<b>Fund 258</b>									
School Choice Tuition Revolving	448,994		557,692		557,692		863,936		142,750

LUDLOW  
SRF ACTIVITY SCHEDULE  
6/30/12

	Beg Bal 6/30/2011	Federal	State	Other	Total Revenue	Transfers in	Expended	Trans out	Balance 6/30/2012
<b>Total Fund 258</b>	<b>448,994</b>	-	<b>557,692</b>	-	<b>557,692</b>	-	<b>863,936</b>	-	<b>142,750</b>
<b>Fund 259</b>									
Insurance Damages	4,842	-	-	-	-	-	-	-	4,842
<b>Total Fund 259</b>	<b>4,842</b>	-	-	-	-	-	-	-	<b>4,842</b>
<b>Fund 260</b>									
H.S. School Gift Account	43,409	-	-	8,978	8,978	-	18,790	-	33,597
B.M.S. School Gift Account	(11,955)	-	-	3,585	3,585	-	-	-	(8,370)
Chapin St. School Gift Account	333	-	-	4,986	4,986	-	736	-	4,583
East St. School Gift Account	2,641	-	-	2,700	2,700	-	-	-	5,341
Vet's Park School Gift Account	1,852	-	-	4,200	4,200	-	-	-	6,052
Special Education Gift Account	523	-	-	-	-	-	-	-	523
Community Scholarship - FY'2007	630	-	-	1,000	1,000	-	900	-	730
<b>Total Fund 260</b>	<b>37,433</b>	-	-	<b>25,449</b>	<b>25,449</b>	-	<b>20,426</b>	-	<b>42,456</b>
<b>Fund 261</b>									
Special Ed Circuit Breaker	282,147	-	295,601	-	295,601	-	184,121	-	393,627
<b>Total Fund 261</b>	<b>282,147</b>	-	<b>295,601</b>	-	<b>295,601</b>	-	<b>184,121</b>	-	<b>393,627</b>
<b>Fund 27</b>									
Special Revenue - School 2000-2010	112	-	-	-	-	-	-	-	112
<b>Total Fund 27</b>	<b>112</b>	-	-	-	-	-	-	-	<b>112</b>
<b>Fund 272</b>									
School Health Grant FY2002/03/06/07	(431)	-	-	-	-	-	-	-	(431)
School Health Grant FY2008	14,366	-	82,820	-	82,820	-	82,215	-	14,971
Improve Child Mental Health FY'2008	12,648	-	-	-	-	-	-	-	12,648
<b>Total Fund 272</b>	<b>26,583</b>	-	<b>82,820</b>	-	<b>82,820</b>	-	<b>82,215</b>	-	<b>27,188</b>
<b>Fund 273</b>									
Academic Support Grant Prev Years	2,360	-	-	-	-	-	-	-	2,360
Academic Support Grant FY2007	(2,150)	-	-	-	-	-	-	-	(2,150)
Academic Support Grant FY2008	2,200	-	-	-	-	-	-	-	2,200
Academic Support Grant FY2009	15,066	-	-	-	-	-	-	-	15,066
Academic Support Grant FY2010	(25,883)	-	25,541	-	25,541	-	21,370	-	(21,712)
<b>Total Fund 273</b>	<b>(8,407)</b>	-	<b>25,541</b>	-	<b>25,541</b>	-	<b>21,370</b>	-	<b>(4,236)</b>
<b>Fund 274</b>									
Early Literacy Program FY'2008	2,944	-	-	-	-	-	-	-	2,944
Early Literacy Program FY'2009	1	-	-	-	-	-	-	-	1
H.S. Improvement FY2002	521	-	-	-	-	-	-	-	521
SAFE Environment FY'2009	(2,929)	-	5,631	-	5,631	-	8,695	-	(5,993)
SAFE Environment FY'2008	(2,425)	-	-	-	-	-	-	-	(2,425)
<b>Total Fund 274</b>	<b>(1,888)</b>	-	<b>5,631</b>	-	<b>5,631</b>	-	<b>8,695</b>	-	<b>(4,952)</b>
<b>Fund 276</b>									
Foundation Reserve FY'2007/2008	1,844	-	-	-	-	-	-	-	1,844
Math/Science - MTSS FY'2012	-	-	7,500	-	7,500	-	-	-	7,500
Federal ARRA Support FY'2010	653,247	-	-	-	-	-	-	-	653,247
Federal ARRA - IDEA FY'2010	41,360	-	-	-	-	-	-	-	41,360
Federal ARRA Support FY'2011	-	33,519	-	-	33,519	-	46,514	-	(12,995)
Federal ARRA - Title IID	(7,587)	25,691	-	-	25,691	-	19,458	-	(1,354)
Fed ARRA SFSF Carryover	54,052	18,963	-	-	18,963	-	-	-	73,015
Education Jobs Grant - FY'2011	(28,484)	462,287	-	-	462,287	-	476,827	-	(43,024)
<b>Total Fund 276</b>	<b>714,432</b>	<b>540,460</b>	<b>7,500</b>	-	<b>547,960</b>	-	<b>542,799</b>	-	<b>719,593</b>
<b>Fund 277</b>									
Drug Free Schools-FY2002	1,884	-	-	-	-	-	-	-	1,884
Drug Free Schools-FY2010/2011	3,627	-	-	-	-	-	3,640	-	(13)
Drug Free Schools-FY'2008	-	-	-	-	-	-	-	-	-
Drug Free Schools-FY'2009	(5)	-	-	-	-	-	-	-	(5)
<b>Total Fund 277</b>	<b>5,506</b>	-	-	-	-	-	<b>3,640</b>	-	<b>1,866</b>
<b>Fund 279</b>									
Federal ARRA - Title FY'2010	14,601	(14,601)	-	-	(14,601)	-	-	-	-
Title I FY'2012	-	233,227	-	-	233,227	-	309,278	-	(76,051)
Title I FY'2011	(18,342)	84,041	-	-	84,041	-	38,056	-	27,643
Title I FY'2010/2009	1,962	34,534	-	-	34,534	-	15,854	-	20,642
Title I FY2008	(29,883)	-	-	-	-	-	-	-	(29,883)

LUDLOW  
SRF ACTIVITY SCHEDULE  
6/30/12

	Beg Bal 6/30/2011	Federal	State	Other	Total Revenue	Transfers in	Expended	Trans out	Balance 6/30/2012
<b>Total Fund 279</b>	<b>(31,662)</b>	<b>337,201</b>	<b>-</b>	<b>-</b>	<b>337,201</b>	<b>-</b>	<b>363,188</b>	<b>-</b>	<b>(57,649)</b>
<b>Fund 280</b>									
SPED Early Child Alloc FY2007	(102)	-	-	-	-	-	-	-	(102)
Federal ARRA - IDEA EC FY'2010	(22,843)	-	-	-	-	-	-	-	(22,843)
SPED Early Child Alloc FY'2009	-	-	-	-	-	-	-	-	-
SPED Early Child Alloc FY'2010	(29,923)	41,113	-	-	41,113	-	30,721	-	(19,531)
Pre-Kinder Classroom FY'2008	(2,981)	-	-	-	-	-	-	-	(2,981)
<b>Total Fund 280</b>	<b>(55,849)</b>	<b>41,113</b>	<b>-</b>	<b>-</b>	<b>41,113</b>	<b>-</b>	<b>30,721</b>	<b>-</b>	<b>(45,457)</b>
<b>Fund 281</b>									
PL94-142 SPED FY2002	(9,387)	-	-	-	-	-	-	-	(9,387)
PL94-142 SPED FY2007	(376)	-	-	-	-	-	-	-	(376)
PL94-142 SPED FY2006	(72,924)	697,180	-	-	697,180	-	726,297	-	(102,041)
<b>Total Fund 281</b>	<b>(82,687)</b>	<b>697,180</b>	<b>-</b>	<b>-</b>	<b>697,180</b>	<b>-</b>	<b>726,297</b>	<b>-</b>	<b>(111,804)</b>
<b>Fund 282</b>									
Community Partnerships FY2008	(1,053)	-	-	-	-	-	-	-	(1,053)
Community Partnerships FY2009/10	(2,123)	-	5,819	-	5,819	-	34,926	-	(31,230)
Family Community Grant FY'2010	-	-	64,786	-	64,786	-	66,976	-	(2,190)
<b>Total Fund 282</b>	<b>(3,176)</b>	<b>-</b>	<b>70,605</b>	<b>-</b>	<b>70,605</b>	<b>-</b>	<b>101,902</b>	<b>-</b>	<b>(34,473)</b>
<b>Fund 283</b>									
SPED Program Improv - FY2012	-	34,300	-	-	34,300	-	29,302	-	4,998
SPED Program Improv - FY2008	-	-	-	-	-	-	-	-	-
<b>Total Fund 283</b>	<b>-</b>	<b>34,300</b>	<b>-</b>	<b>-</b>	<b>34,300</b>	<b>-</b>	<b>29,302</b>	<b>-</b>	<b>4,998</b>
<b>Fund 284</b>									
Class Size Reduction FY2002	213	-	-	-	-	-	-	-	213
Teache Quality Grant Part A FY2009/10	20,334	64,536	-	-	64,536	-	75,293	-	9,577
Enhanced Educ Tech Part B FY2009	(630)	-	-	-	-	-	-	-	(630)
Teache Quality Grant Part A FY2008	-	-	-	-	-	-	-	-	-
Enhanced Educ Tech Part B FY2008	-	-	-	-	-	-	-	-	-
<b>Total Fund 284</b>	<b>19,917</b>	<b>64,536</b>	<b>-</b>	<b>-</b>	<b>64,536</b>	<b>-</b>	<b>75,293</b>	<b>-</b>	<b>9,160</b>
<b>Fund 290</b>									
SPED Electronic Portfolio FY06	-	-	-	-	-	-	-	-	-
<b>Total Fund 290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total All Special Revenue Funds</b>	<b>3,106,715</b>	<b>2,241,891</b>	<b>1,932,718</b>	<b>1,758,855</b>	<b>5,933,464</b>	<b>5,244</b>	<b>6,387,977</b>	<b>283</b>	<b>2,657,163</b> ties to B/S

## TOWN TREASURER

The Town Treasurer is pleased to report that over five million dollars of General Fund monies remain invested in term investments with good interest yields. This is over and above the investments, which occur during tax payment receipts. This excellent cash flow remains possible due to the cooperation of both Assessors and Tax Collector's offices. The Treasurer has collected as of December 31,2012 the total of \$582,000.00 on Tax Titles.

### TOWN OF LUDLOW TREASURER GENERAL FUND AS OF DECEMBER 31, 2012 WERE AS FOLLOWS:

<u>Bank</u>	<u>Account</u>	<u>Balance</u>
<b>TDBankNorth</b>	Master	1,878,178.40
	Sewer	7,571.33
	Golf Course	222,020.97
	Golf Course Merchant	35,815.05
	Money Market	3,263,870.53
	Cafeteria	216,684.27
<b>Citizens</b>	Master	4,563,481.14
	Guaranty Deposits	1,100,595.84
<b>People's United</b>	County Jail	73,781.85
	Water/Cops	238,115.29
<b>M.M.D.T.</b>	Money Market	102,893.75
	Money Market	2,052,064.92
<b>Berkshire Bank</b>	Money Market	570,402.92
	<b>Unibank</b>	<u>14,325,476.26</u>
 <b><u>Payroll Distribution</u></b>		
	Gross Payroll	31,693,099.13
	Fica	405,571.55
	Federal Withholding	3,157,142.40
	State Withholding	1,387,624.26
	Retirement	2,737,999.32
	United Fund	3,515.00
	Annuities	407,856.11
	Health Insurance	1,316,954.41
	Life Insurance	53,557.66
	Credit Union & Banks	21,145,363.50
	Union Dues	286,988.87
	Deferred Compensation	545,301.45
	Dental	132,685.83
	Aflac	14,529.51
	Other Withholdings	98,009.26

### TRUST FUNDS AS OF DECEMBER 31, 2012

All trust funds are invested and receiving maximum interest:

Citizens Stabilization Fund	787,453.82
Bartholomew(Comm. Financial)	1,923,458.78
Morgan Stanley-Cemetery	<u>973,488.12</u>
	<b>\$3,684,400.72</b>

## HEALTH AND LIFE INSURANCE

The Town of Ludlow, through the Board of Selectmen, entered into a contract with Boston Mutual Life Insurance Company for One more Year and Blue Cross HMO Blue, HMO Care Elect-PPO, HMO Medicare, Managed Blue for Senior, Medex III and Blue Dental contracts were signed with effective dates running from July 1, 2012 to June 30, 2013. The following rates prevail:

### Monthly Premiums

	<u>Town's share</u>	<u>Employee's share</u>	<u>Total</u>
<b><u>Network Blue</u></b>			
Individual	478.25	112.18	590.43
2 Person	956.23	224.36	1,180.89
Family	1,310.43	307.38	1,617.81
<b><u>Blue Care Elect-PPO</u></b>			
Individual	603.66	141.59	745.25
2 Person	1,207.29	283.19	1,490.48
Family	1,654.02	387.97	2,041.99
<b><u>Senior Plans</u></b>			
Medex III	312.06	312.06	624.12
Medicare HMO Blue	264.78	62.10	326.88
Managed Blue for Seniors	361.25	84.73	445.98
<b><u>Boston Mutual Life Insurance</u></b>			
\$10,000.00 coverage for active employees		3.30	6.60
\$2,000.00 coverage for retirees		.66	1.32
<b><u>Dental Blue</u></b>			
Individual	11.45	11.45	22.90
Family	33.29	33.29	66.58

Respectfully submitted,  
Candida Batista  
Treasurer

# TOWN CLERK

## TOWN CLERK ELECTION AND REGISTRATION

Nomination papers and petitions were certified by the Registrars in the year 2012. The breakdown of registered voters per precinct as of December 31, 2012 is as follows:

Precinct	A	D	G	J	L	O	Q	R	T	U	Grand Totals
01	-	967	1	5	5	-	-	270	1	1109	2358
02	-	829	-	2	5	1	-	202	2	851	1892
03	-	852	-	-	10	-	-	354	-	1178	2394
04	1	1044	2	5	7	-	-	224	2	977	2262
05	-	599	-	1	6	-	-	221	1	803	1631
06	-	1037	-	2	4	2	2	306	-	1227	2580
Grand Totals	1	5328	3	15	37	3	2	1577	6	6145	13117

### PRESIDENTIAL PRIMARY MARCH 6, 2012

A total of 1,809 (18% of 13,180 ballots were cast). Precinct 1 – 322, Precinct 2 – 245, Precinct 3 – 325, Precinct 4 – 279, Precinct 5 – 250, Precinct 6 – 388. The polls were open 7:00 am until 8:00 pm.

### TOWN ELECTION MARCH 26, 2012

A total of 2,912 (22% of 13,208 registered voters) ballots were cast. Precinct 1 – 424, Precinct 2 – 354, Precinct 3 – 582, Precinct 4 – 587, Precinct 5 – 378, Precinct 6 – 587, the polls were open 10:00 am until 8:00 pm.

### PROCEEDINGS SPRING ANNUAL TOWN MEETING MAY 14, 2012

**ARTICLE 1:** Voted that the Town accept the reports of the Town Officers as printed in the Annual Town Report for the Calendar Year 2011.

**ARTICLE 2:** Voted that the Town accept the progress on part of the following Committees and to have said Committees continue. The Capital Improvement Planning Committee, Celebrate Ludlow Committee, Cemetery Committee, Computer Advisory Committee, Community Preservation Committee, Energy Research Committee, Fair Housing Committee, Haviland Beach Study Committee, Industrial Finance Authority, Insurance Advisory Committee, Ludlow Local Emergency Planning Committee, Ludlow Cultural Council, Mobile Home Rent Control Board, Open Space Planning Committee, Personnel Board, Pond Management Committee, Veterans Memorial Committee, Westover Metropolitan Development Corporation, Westover Advisory Commission and Historic District Study Committee.

**ARTICLE 3:** Voted that the Town raise and appropriate the sum of \$5,000.00 for the printing of the Annual Town Report for the Calendar Year 2012 and the printing of the Town Meeting warrants and recommendations.

**ARTICLE 4:** Voted that the Town raise and appropriate the sum of \$41,000.00 for the purpose of conducting an Annual Town Audit for the Fiscal Year ending June 30, 2012.

**ARTICLE 5: Budget\*\*Town Accountant\*\* (see continuation from May 14, 2012 which was held on June 18, 2012).**

**ARTICLE 6:** Voted that the Town postpone action on Article 6 of the May 14, 2012 Annual Town Meeting Warrant. **POSTPONED**

**ARTICLE 7:** Voted that the Town raise and appropriate the sum of \$5,000.00 to be deposited in a previously established Special Revenue Fund, to be expended by the Celebrate Ludlow Committee, with the approval of the Board of Selectmen, for fireworks and general expenses related to the event. I further move that all gifts and donations be deposited in this Special Revenue Fund to cover expenses related to this celebration.

**ARTICLE 8:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, sec. 108A and 108C of the Massachusetts General Laws by deleting the current minimums and maximums and increment steps for the Non-Union Personnel, as listed under Custodians, Schedule V, Inspectors, Schedule XVI, Cable Television, Schedule XIV, Special Police, Finger Printer, Crossing

Guards and Matrons, Schedule IV and Management, Schedule XIII and replacing them with the Minimums, Maximums and increment steps as printed in Article 8 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 9:** Voted that the Town accept Massachusetts General Laws, Chapter 64L, Section 2(a) which would allow the Town to impose a Local Meals Excise of .75% on the sales of Restaurant Meals.

**ARTICLE 10:** Voted that the Town, acting through its Board of Health, re-establish a revolving fund, separate from the General Fund, in accordance with Massachusetts General Laws, Chapter 44, sec 53E1/2, for the purpose of receiving and expending on-site sewage disposal fees, said funds to be deposited with the Town Treasurer, and with payments from the fund to be expended by the Board of Health to pay sewage system inspectors and other expenses of the inspection program, said fund not to exceed \$24,000 for the fiscal year 2013.

**Moved and seconded to adjourn the Spring Annual Town Meeting at 8:00 pm to hear and act on the Special within the Annual.**

### **PROCEEDINGS SPECIAL TOWN MEETING WITHIN THE ANNUAL TOWN MEETING MAY 14, 2012**

**ARTICLE 1:** Voted that the Town postpone action on Article 1 of the May 14, 2012 Special Town Meeting warrant. **POSTPONED**

**ARTICLE 2:** Voted that the Town allow the Board of Selectmen to petition the Massachusetts State Legislature for Special Legislation, that notwithstanding the requirements of General Laws, Chapter 30B, the Town of Ludlow may enter into a lease agreement with the Ludlow Boys and Girls Club (Randall Boys and Girls Club/Ludlow Community Center) on such terms as approved by the Board of Selectmen.

**ARTICLE 3:** Voted that the Town transfer from Free Cash the sum of \$9,551 to be applied to close out a number of deficit balances and to apply surpluses in old special article accounts and capital projects from Fiscal Year 1997 to 2009 as follows: ATM 5/07 East St Bridge -\$1,000, STM 10/07 1<sup>st</sup> Meetinghouse Cleaning -\$2,915, Arch/Service -\$229, ATM 5/08 Baird School Brick Repair - \$1,600, STM 10/08 Cady St Purchase -\$1,123, ATM 5/09 LHS AC Units -\$6,464, 5//8/00 Sch Tech Plan -\$2,769, ATM 5/14/01 Fueling Station Upgrade -\$4,044, 4/12/99 GIS System \$2,691, 5/8/00 ¾ Ton Pickup Truck -\$653, STM 10/6/97 COA Senior Alarm -\$2,600, ATM 4/14/97 COA Ctr Const -\$600, ATM 4/12/99 Sidewalk Const -\$2,000, ATM 5/07 Vets Park Pkg. Lot \$17,515.

**ARTICLE 4:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, Sec 108A and 108C of the Massachusetts General Laws by deleting the current minimums and maximums and increment steps for the Laborer and Golf Course Personnel, as listed under Laborer, Schedule 1 and Golf Course, Schedule VIII, and replacing them with the minimums, maximums and increment steps as printed in Article 4 of the May 14, 2012 Special Town Meeting Warrant.

**ARTICLE 5:** Voted that the Town transfer from Free Cash the sum of \$10,866, said sum to be added to the Department of Public Works and Westover Golf Course Personal Services Budgets for Fiscal Year 2012 to fund the negotiated pay increase with the Local 98 Union, said sum to be distributed as follows, Department of Public Works Personal Services, \$10,516, and Westover Golf Course Personal Services, \$350.

**ARTICLE 6:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, Sec 108A and 108C of the Massachusetts General Laws by deleting the current minimums and maximums and increment steps for the Police Dispatchers Personnel, as listed under Police Department – Schedule IV, and replacing them with the minimums, maximums and increment steps as printed in Article 6 of the May 14, 2012 Special Town Meeting Warrant.

**ARTICLE 7:** Voted that the Town transfer from Free Cash the sum of \$2,806, said sum to be added to the Police Dispatchers Personal Services Budgets for Fiscal Year 2012 to fund the negotiated pay increase with the Local 703 – IBPO Union.

**ARTICLE 8:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, Sec 108A and 108C of the Massachusetts General Laws by deleting the current minimums and maximums and increment steps for Clerical/Council on Aging, Schedule II and replacing them with the minimums, maximums and increment steps as printed in Article 8 of the May 14, 2012 Special Town Meeting Warrant.

**ARTICLE 9:** Voted that the Town transfer from Free Cash the sum of \$16,119, said sum to be added to the various Departments Personal Services Budgets for Fiscal Year 2012 to fund the negotiated pay increase with the Ludlow Association of Town Office Secretaries Union.

**ARTICLE 10:** Voted that the Town amend the Classification Plan of the Personnel Policy Bylaws of the Town of Ludlow as authorized under Chapter 41, Sec 108A and 108C by deleting the current schedule for Computer Services and replacing it with a new section as printed in Article 10 of the May 14, 2012 Special Town Meeting Warrant.

**ARTICLE 11:** Voted that the Town amend the Personnel Policy Bylaws of the Town of Ludlow, "Vacations, Section 11.3 Compensation upon separation from service" by inserting after the word "accrued" the following, as printed in Article 11 of the May 14, 2012 Special Town Meeting Warrant. "Provided that, notwithstanding any existing contract as of July 1, 2012, vacation time considered accrued in the year of the separation shall be proportional to the amount of time the employee worked in that year. The vacation time accrued in the year of separation shall be calculated by multiplying the total number of weeks the separating employee worked in that year by .0193, then multiplying the product by the total number of vacation days the employee would otherwise be eligible for in that year. Any vacation time used during the year of separation shall then be subtracted from the product to determine the accrued vacation time for the year of separation." And adding at the end of the section, the following new paragraph. No Appointing Authority shall enter into any contract or agreement that provides for the compensation of vacation time unless such contract or agreement is in accordance with the preceding paragraph.

**ARTICLE 12:** Voted that the Town postpone action on Article 12. **POSTPONED**  
**Moved and seconded to adjourn the Special Town Meeting within the Annual of May 14, 2012 Annual Town Meeting at 8:10 pm.**

#### CONTINUATION OF THE MAY 14, 2012 ANNUAL TOWN MEETING

**ARTICLE 11:** Voted that the Town establish a revolving fund for the Board of Health, pursuant to Massachusetts General Laws Chapter 44, Sec 53E1/2, said fund to receive vaccine fees, said fund to be deposited with the Town Treasurer and with payments from the fund to be expended by the Board of Health, said fund not to exceed \$20,000 for Fiscal Year 2013.

**ARTICLE 12:** Voted that the Town raise and appropriate the sum of eleven thousand seven hundred dollars (\$11,700) to fund the position of LATOS II Part Time, said sum to be included in the Fiscal Year 2013 Board of Health Department Budget, Personal Services, Account #015101511256.

**ARTICLE 13:** Voted that the Town establish a revolving fund for the Conservation Commission, pursuant to Massachusetts General Laws Chapter 44, Sec 53E1/2, said fund to receive wetland fees collected by the Ludlow Conservation Commission per Chapter XV, sec 6, of the Town of Ludlow Bylaws, said fees to be submitted to the Town Treasurer for deposit and expended by the Conservation Commission in an amount not to exceed \$80,000.00, only for expenses attributable to the administration and enforcement of the Wetlands Protection Act and Ludlow Conservation Commission By-Laws and maintenance of Conservation Land.

**ARTICLE 14:** Voted that the Town establish a revolving fund for the Conservation Commission, pursuant to Massachusetts General Laws Chapter 44, sec 53E1/2, said fund to receive consultant fees collected by the Ludlow Conservation Commission per chapter XV, sec 6, of the Town of Ludlow Bylaws. Said fees to be submitted to the Town Treasurer for deposit and expended by the Conservation Commission in an amount not to exceed \$50,000.00, only to pay independent consultants for services related to the specific project for which they were collected.

**ARTICLE 15:** Voted that the Town raise and appropriate the sum of \$18,000.00 to pay for the purchases, programming and installation of Two Way Radio Equipment for the Fire Department in order to meet the FCC Narrowband Mandate that will take effect on January 1, 2013.

**ARTICLE 16:** Voted that the Town raise and appropriate the sum of \$14,500.00 to pay for the purchases, programming and installation of Two Way Radio Equipment for the Department of Public Works in order to meet the FCC Narrowband Mandate that will take effect on January 1, 2013.

**ARTICLE 17:** Voted that the Town amend the Classification and Compensation Plan of the Personnel Policy By-Laws of the Town of Ludlow as authorized under Chapter 41, Sections 108A and 108C of the Massachusetts General Laws, for the Recreation Department, by deleting one program director and changing the number of counselors assigned which will be effective July 1, 2012 as printed in Article 17 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 18:** Voted that the Town amend the Classification and Compensation Plan of the Personnel Policy By-Law of the Town of Ludlow as authorized under Chapter 41, Sections 108A and 108C of the Massachusetts General Laws for the Recreation Department by establishing a new position titled Assistant Pool Manager and adding an hourly rate of sixteen dollars (\$16.00) which would be effective July 1, 2012 as printed in Article 18 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 19:** Voted that the Town amend the Compensation Plan of the Personnel Policy Bylaws of the Town of Ludlow as authorized under Chapter 41, Sections 108A and 108C of the Massachusetts General Laws, for the Recreation Department, by deleting the rate for Counselors and replacing with a new rate which will allow for a twenty five cent increase (\$.25) to take effect July 1, 2012 as printed in Article 19 of the May 14, 2012 Annual Town Meeting Warrant. **POSTPONED**



**ARTICLE 20:** Voted that the Town raise and appropriate from available funds the sum of \$4,332.00 to be added to the Fiscal Year 2013 Recreation Department Budget, Personnel Services, Account #512081 to fund the minimums wage increase for the Counselor positions to be effective July 1, 2012. **POSTPONED**

**ARTICLE 21:** Voted that the Town amend the Personnel Policy Bylaw of the Town of Ludlow by deleting section 11.1, coverage of section 11, vacations and by adding a new section 11.1 coverage, which will read as printed in Article 21 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 22:** Voted that the Town amend the Classification Plan of the Personnel Policy Bylaw of the Town of Ludlow by deleting the current number of patrolmen assigned to the Police Department and replacing with a new number of twenty-eight patrolmen assigned, which will read as printed in Article 22 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 23:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section III. General Use Regulations. Section 3.0 General Regulations. 3.0.5 Private Swimming Pools b. by deleting “of,” in first sentence and by deleting “all” in the second sentence and inserting “the” in its place, and deleting the ‘s’ from “codes,” as printed in Article 23 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 24:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, 6.9 Small Wind Energy Systems Bylaw, L.2. Administration, Fees and Enforcement by deleting “Sec.536” and inserting in its place “Sec.53G” as printed in Article 24 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 25:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, 6.9 Small Wind Energy Systems Bylaw, J. (1.) & (2.), K., and L. (1.)&(3.) by deleting the word “ordinance” and inserting in its place the word “Bylaw” and by deleting the word “Inspector” and inserting “Commissioner” in its place, as printed in Article 25 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 26:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, 6.9 Small Wind Energy Systems Bylaw, F. Safety, Aesthetic and Environmental Standards by adding (6.) Shadow/Flicker, as printed in Article 26 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 27:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, SECTION VII: LAND USE REVIEW METHODS. 7.1 Site Plan Approval, Section 7.1.5 Required Site Plan Contents, (o.) Additional Requirements, by adding (5.) Traffic Study, as printed in Article 27 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 28:** Voted that the Zoning Bylaws of the Town of Ludlow, Section VI. SPECIAL LAND USE REGULATIONS, Section 6.5 Sign Regulations, Section 6.5.5 Placement Standards/Sign Height in All Districts, by adding (e.) “No part of a free-standing sign is to be located closer than ten (10) feet to the property line within the front yard setback. The sign cannot interfere with the line-of-right for traffic. This required dimension is reduced to five (5) feet for pre-existing, non-conforming parcels,” as printed in Article 28 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 29:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, TABLE 1 LUDLOW TABLE OF PRINCIPAL USES, by adding ZOO under LAND USE CLASSIFICATION/GENERAL USES to be allowed in Agriculture, with site Plan Approval (SPA) and Special Permit Planning Board (SPPB), AND TO AMEND Table 1 to reflect this change as printed in Article 29 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 30:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section X, DEFINITIONS, by adding the following definition: ZOO as printed in Article 30 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 31:** Voted that the Town postpone action on Article 31. **POSTPONED**

**ARTICLE 32:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, by adding 6.10 Large-Scale, Ground-Mounted, Photovoltaic Systems as printed in Article 32 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 33:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, TABLE 1 LUDLOW TABLE OF PRINCIPAL USES, by adding LARGE-SCALE, GROUND-MOUNTED, PHOTOVOLTAIC SYSTEMS under LAND USE CLASSIFICATION/GENERAL USES, to be allowed in Agriculture, Agriculture Moderate Density Overlay, Industrial A, and Industrial C with Site Plan Approval (SPA), and by the Administrative Review Committee (ASPA) in the Mill Redevelopment District (MRD) and to amend Table 1 to reflect this change as printed in Article 33 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 34:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section X, DEFINITIONS, by adding the following definitions; Appurtenant Structures: As-of-Right Siting; Building Permit; Building-Mounted Photovoltaic System; Contact Information; Large-Scale, Ground-Mounted, Photovoltaic System;

Photovoltaic (PV) Installation; Rated Nameplate Capacity; Small-Scale, Ground-Mounted, Photovoltaic System; and Transmission Lines, as printed in Article 34 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 35:** Voted that the Town amend the Zoning Bylaws and Zoning Map of the Town of Ludlow, by changing from Residence B to Business A, a parcel of land owned by Steve J McDaniel, located at 341-343 Winsor Street (Assessors Map #14B, Parcel 317), as described in Article 35 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 36:** Voted that the Town amend the Zoning Bylaws and Zoning Map of the Town of Ludlow, by changing from Agriculture to Business B, a parcel of land owned by Luis M Serrazina & Maria T Fialho, located at 664 Center Street (Assessors Map #16C, Parcel 12), as described in Article 36 of the May 14, 2012 Annual Town Meeting Warrant.

**ARTICLE 37:** Voted that the Town postpone action on Article 37. **POSTPONED**

**ARTICLE 38:** Voted that the Town appropriate State Chapter 90 Highway Aid Funds for engineering, construction, reconstruction and or repairs to Town roads and bridges and to authorize the Selectboard, if necessary, to borrow in anticipation of the receipt of such State Aid.

**ARTICLE 39:** Voted that the Town authorize the Board of Public works to enter into a contract with MassDOT in the amount of \$708,871 for the construction and maintenance of public roads for the ensuing year.

**ARTICLE 40:** Voted that the Town appropriate \$5,000 for the Landfill Closure Enterprise Fund for inspection and testing for air and water quality, general maintenance, vents and mowing and that the \$5,000 be taken from the Landfill Enterprise Fund Balance.

**Moved and seconded to adjourn the 1<sup>st</sup> session of the Spring Annual Town Meeting at 9:51 pm.**

**The 2<sup>nd</sup> Session of the Spring Annual Town Meeting (1<sup>st</sup> session May 14, 2012) 2<sup>nd</sup> session June 18, 2012, a quorum of 93 Town Meeting Members were present including Members at Large. (a quorum is 58 majority vote).**

**\*\*ARTICLE 5:** Voted that the Town appropriate \$54,134,517 for Town Purposes and charges during the Fiscal Year ending June 30, 2013, and that said sum include the following salaries for elected officials:

Position, Moderator, Number 1, Annual Salary, \$474.00 – Chairman, Board of Selectmen, Number 1, Annual Salary \$4,340.00 – Members, Board of Selectmen, Number 4, Annual Salary, \$3,404.00 – Town Treasurer, Number 1, Annual Salary \$64,089.00 – Town Collector, Number 1, Annual Salary \$64,089.00 – Chairman, Board of Assessors, Number 1, Annual Salary \$4,340.00 – Members, Board of Assessors, Number 2, Annual Salary \$3,404.00 – Town Clerk, Number 1, Annual Salary \$64,089.00 – Chairman, Board of Health, Number 1, Annual Salary \$3,300.00 – Members, Board of Health, Number 2, Annual Salary \$3,300.00 – Chairman, Board of Public Works, Number 1, Annual Salary \$3,546.00 – Members, Board of Public Works, Number 4, Annual Salary \$2,801.00 – Chairman, School Committee, Number 1, Annual Salary \$3,000.00 – Members, School Committee, Number 4, Annual Salary \$2,500.00 – Chairman, Planning Board, Number 1, Annual Salary \$3,045.00 – Members, Planning Board, Number 4, Annual Salary \$2,538.00 – I further move that the Total appropriations be allocated to the various Town Department in accordance with numbered 1 through 43 of the attached Budget Listing entitled “Town of Ludlow Departmental Budgets”, and using the column headed “Fiscal Year 2012 Recommended”. I further move, \$635,442 to be applied from “Fiscal Year 2013 Golf Course Revenues” to fund the Westover Municipal Golf Course Budget item 42, \$123,000 to be transferred from Fiscal 2013 Golf Course Revenues to fund Fiscal 2013 Indirect Golf Course costs appropriated in the General Fund, \$1,294,515 to be applied from “Fiscal Year 2013 Sewer Fund Revenues” to Fund the Sanitary Sewer Budget item 43, \$302,000 to be transferred from Fiscal 2013 Sewer Fund Revenues to fund Fiscal 2013 Indirect Sewer Fund costs appropriated in the General Fund and the balance of \$51,779,560 is to be raised and appropriated.

**ARTICLE 41:** Voted that the Town raise and appropriate and transfer from available funds the total sum of \$182,244, from the sources identified later in this motion to fund the fiscal year 2013 Capital Improvements program as follows. DPW-Harris Brook/Wade Dams Repair-\$15,000 – School-IT Switches - \$25,000 – Westover Golf – 2<sup>nd</sup> yr lease (3 yr lease \$17,244 p.y.) Workman, Greenmaster, ProPass-\$17,244 – Fire – Ambulance (4 yr lease - \$48,112.82 p.y.) Equipment \$20,000 apprx – BOS – Capital Reserve - \$55,000 I further move this vote constitute specific approval of the ambulance lease of your years duration and that each item listed by voted as a separate appropriation and under the jurisdiction of the Department, Board or Committee indicated. I further move that said sum be raised as follows: the sum of \$55,000 be raised and appropriated, the sum of \$40,000 be transferred from the surplus overlay fund, and the sum of \$17,244 be transferred from the Westover Golf retained earnings and the sum of \$70,000 be transferred from the ambulance subscription fund.

**ARTICLE 42:** Voted that the Town transfer from Free Cash the sum of \$125,000.00 for the fiscal year 2013 Reserve Fund.

**ARTICLE 43:** Voted that the Town raise and appropriate the sum of \$606,000 to fund the Stabilization Fund. Said funds to be allocated as follows into the existing Stabilization Fund and for other separate Stabilization Funds to be established at the October 2012 Special Town Meeting. Stabilization Fund \$160,000 – Building Infrastructure Reserve \$161,000 – Property Tax Relief Fund \$125,000 – FY13 Property Tax Relief \$70,000 – Emergency Preparedness \$90,000

**ARTICLE 44:** Voted that the Town transfer the sum of \$500,000.00 from the unreserved fund balance to be used by the Board of Assessors in determining the Fiscal Year 2013 Tax Levy.

**Moved and seconded to dissolve the 2<sup>nd</sup> session of the May 14, 2012 Special Town Meeting at 7:38 pm.**

### **STATE PRIMARY SEPTEMBER 6, 2012**

A total of 3,115 (23%) (Dem Rep Grn Rainbow) ballots were cast. Total number of registered voters is 13,354. Precinct 1 – 479; Precinct 2-397; Precinct 3-549; Precinct 4—645; Precinct 5-377; Precinct 6-668: For a total of 3,115 ballots were cast. The polls were open from 7:00 am until 8:00 pm.

### **PROCEEDINGS FALL SPECIAL TOWN MEETING OCTOBER 1, 2012**

**ARTICLE 1:** Voted that the Town raise and appropriate the sum of \$5,877.83 for unpaid bills and/or overexpended accounts of previous years as follows: \$4,015.00 – Sign Techniques \$5,600.00 less insurance payment of \$1,585.00 \$1,500.00 – Pioneer Valley Planning Commission \$300.00 – Private Ryan Pease \$62.83 – Baystate Medical Center \$5,877.83 TOTAL

**ARTICLE 2:** Voted that the Town approve the amendment to the Senior Citizen Abatement Program which rewrites the program, clarifying the wording and outlining the program, as printed in Article 2 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 3:** Voted that the Town amend the Town Bylaws, Chapter IV, Regulating the Conduct of Citizens by adding Section 35, Vacant and Unkempt Properties, as written in Article 3 of the October 1, 2012 Special Town Meeting Warrant. **FAILED**

**ARTICLE 4:** Voted to postpone Article 4 on the October 1, 2012 Annual Town Meeting. **POSTPONED**

**ARTICLE 5:** Voted that the Town amend the Classification and Compensation Plan of the Personnel Policy Bylaw of the Town of Ludlow as authorized under Chapter 41, Section 108A and 108C of the Massachusetts General Laws effective July 1, 2012 by adding one PW-3 Heavy Equipment Operator and by deleting one PW-1 Laborer as printed in the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 6:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section III. GENERAL USE REGULATIONS. Section 3.3 Accessory Use Regulations. 3.3.1 General Accessory Regulations by adding (g.) Clothing Donation Receptacles as printed in Article 6 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 7:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, TABLE 1 LUDLOW TABLE OF PRINCIPAL USES, by adding Clothing Donation Receptacles under LAND USE CLASSIFICATION/GENERAL USES to be allowed by right in Business A, Business B, Industrial A and Industrial C and to amend Table 1 to reflect these changes as printed in Article 7 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 8:** Voted that the Town amend The Zoning Bylaws of the Town of Ludlow, Section III: GENERAL USE REGULATIONS, Section 3.3 Accessory Use Regulations. 3.3.1 General Accessory Regulations. b. Accessory Buildings by adding (5.) All sheds need building permits, as printed in Article 8 of the October 1, 2012 Special Town Meeting Warrant. **DEFEATED**

**ARTICLE 9:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, Section 6.5 Sign Regulations. Section 6.5.8 Permits (a.) by changing “eighteen (18) inches” to “twenty-four (24) inches” and delete “Inspector” as printed in Article 9 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 10:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, Section VI: SPECIAL LAND USE REGULATIONS, Section 6.4 Parking Requirements. Section 6.4.7 Surfacing by deleting “and Industrial” in the first paragraph and inserting a new paragraph to this section, as printed in Article 10 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 11:** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, SECTION VII: LAND USE REVIEW METHODS. Section 7.1 Site Plan Approval, Section 7.1.5. Required Site Plan Contents, (e.2.) by

adding “either” paved” or” to the first sentence and adding “See Section 6.4.7 Surfacing for any exemptions that may apply,” as printed in Article 11 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 12:** Voted that the Town raise and appropriate the sum of one dollar (\$1.00) in order to acquire the fee simple interest and to accept as a Public Way, Parker Lane/Dinis Avenue Extension in accordance with the legal description as printed in Article 12 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 13:** Voted that the Town raise and appropriate the sum of one (1) dollar to acquire the fee simple interest and to accept as a Public Way, Ideal Lane in accordance with the legal description as printed in Article 13 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 14:** Voted that the Town raise and appropriate the sum of one (1) dollar to acquire the fee simple interest and to accept as a Public Way, Irla Drive Extension, in accordance with the legal description as printed in Article 14 of the October 1, 2012 Special Town Meeting Warrant.

**ARTICLE 15:** Voted that the Town transfer from available funds the total of \$11,700 (First payment) to enter into a five year lease/purchase agreement for the acquisition of a Toro Groundmaster, Model #4500 D (G/L Acct #666603-527031). I further move that said sum be raised as follows: the sum of \$8,730 be transferred from Westover Golf Course Article #64 ATM 5/24/2007 – FY 2008 Grounds Improvements and the remainder of \$2,970 be charged to the approved FY2013 operating budget line item to be determined at a later date.

**ARTICLE 16:** Voted that the Town transfer the sum of \$90,000 from the Stabilization Fund balance to be used by the Board of Selectmen for the purpose of purchasing Emergency Preparedness Equipment.

**ARTICLE 17:** Voted that the Town vote to transfer from the Stabilization Fund balance the sum of \$161,000 for the purpose of establishing the Building Infrastructure Reserve Fund Account.

**ARTICLE 18:** Voted that the Town transfer the sum of \$70,000 from the Stabilization Fund balance to be used by the Board of Assessors in determining the Fiscal Year 2013 Tax Levy. **DEFEATED**

**Moved and seconded to dissolve the October 1<sup>st</sup> 2012 Fall Special Town Meeting at 9:05 pm.**

### STATE ELECTION NOVEMBER 6, 2012

A total of 9,726 (71%) ballots were cast. Total number of registered voters 13,649. Precinct 1-1754, Precinct 2-1256, Precinct 3-1809, Precinct 4-1681, Precinct 5-1263, Precinct 6-1963, for a total of 9,726 ballots were cast. The polls were open from 7:00 am until 8:00 pm.

### VITAL STATISTICS \*\*NOTES INCOMPLETE

Deaths .....	** Births.....	** Marriages.....				
Year	2007	2008	2009	2010	2011	2012
Deaths	182	164	194	156	183	193**
Births	168	168	148	140	144	158**
Marriages	257	231	210	176	159	129**

### RECEIPTS

Coloring Books	\$3.00	Burial Perm.	\$775.00	Business Cert.	\$2,035.00
By Laws	\$235.00	Gas Renewal	\$1,555.00	History Book/Tax	\$165.42
Images Book/Tax	\$140.25	Maps	\$64.00	Marriage Int	\$2,385.00
Misc.	\$939.96	Parking Violation	\$2,450.00	Photos	\$50.00
Pole Location	-	Raffle Permit	\$30.00	St List	\$700.00
Vitals (death)	\$6,110.00	Vitals Long Births	\$6,190.00	Vitals (Mrg)	\$4,400.00
World War II/Tax	\$76.50	Marijuana	\$800.00	Dog Not N/S	\$2,970.00
Dog N/S	\$12,140.00	Late Fee	\$655.00	Dog Boarding	\$300.00
Stray Dog	\$360.00	Kennel	\$680.00		
Total	\$46,209.13				

The Town Clerk’s office hours are 8:30 am until 4:30 pm; evening hours are available for individuals who are unable to make it in during regular business hours. Please call 583-5600 ext 1230 to make an appointment. Once again I would like to thank Christine Szlosek my assistant and Maria McSwain for all their hard work. They are truly dedicated individuals. I would also like to express my gratitude to my wardens, poll workers, schools, DPW,

police, fire and to the Town Hall Employees. Most importantly to the residents of Ludlow who have supported me for so many years. I thank you all.

Respectfully submitted,  
Laurie Gibbons Town Clerk CMMC

## **SUPERINTENDENT OF SCHOOLS**

**FY2012 budget approved at the annual Town Meeting: \$25,242,721**

Student Enrollment:

K-12 2,910

High School (9-12) 989 including 61 “school choice” students

Middle School (6-8) 663 including 20 “school choice” students

Veterans Park Elementary (4-5) 403 including 9 “school choice” students

Chapin Elementary (2-3) 422 including 2 “school choice” students

East Street Elementary (PreK-1) 433 including 0 “school choice” students

### **SCHOOL COMMITTEE CHANGES**

In March, the School Committee reorganized and elected Charles T. Mullin, Chairman; James P. Harrington, Vice-Chair; Patricia A. Gregoire, Secretary; Dr. Michael J. Kelliher, Member and Jacob R. Oliveira, Member

### **PERSONNEL CHANGES**

On or before the end of the 2011-2012 school year, the following employees retired after many years of service to the School Department. Their years of dedication to the students of Ludlow are greatly appreciated.

The District said farewell to the following retirees: Jacqueline Boidleau, Christine Carotenuto, Dorothy Chrzan, Renee Dufresne, Mary Ann Gianni, Janet Jolivet, Anne Marie Kiel, Nancy Kowalczyk, Ellen Mislak, Regina Momnie, Jacqueline Moreno, Odete Nunes-Turcotte, Beverly Peabody, Lee Skinitis, Karen Williamson, and Jacqueline Zima.

The following faculty were employed for the 2012-2013 school year: Central Office/Administration: Todd Gazda, Superintendent, Sharon Goulet, Kathleen Potter; East Street Elementary School: Alicia Gauvin, Lynn Pollard\*, Tara Weinberg; Chapin Street Elementary School: Sally Condino-Kelly, Nicole Rheaume; Veterans Park Elementary School: Leigh Boland\*, Allison Breen, Melissa Canale, Kimberley Ferreira\*, Rebecca Hardick, Andrea Lacey, Angela Martins, Paul R. Baird Middle School: Michelle Anecchiarico\*, Kevin Edwards, Carrie Kinney\*, Terry Shotland, Kathleen Williamson\*; Ludlow High School: Jennifer Bedore, David Breglio, Katherine Dias, Michael Dowd, Tina Fisher\*, Stephanie Gomes, Jennifer Karalekas\*, Paula Lane-Major\*, Shannon Ramah, Meyleen Sierra, (\*Transfer)

### **STAFF RECOGNITION 2012**

Pamela Borkowski, Elizabeth Charpentier, Tina Delullo, Mary Elkas, Kimberly Ferreira, Heather Ferrier-Bacon, Michele Gilrein, Debbie Lemek, Katherine Lynch, Mabel Madsen, Cheryl Moutinho, Gayle Thomas, Kathleen Williamson.

### **PIONEER VALLEY EXCELLENCE IN TEACHING AWARD RECIPIENTS**

Jessica Brehaut, Ludlow High School; Grace Dolan, East Street Elementary; Ruth Saunders, Chapin Street Elementary School; Megan Sweet, Veterans Park Elementary School

## **PIONEER VALLEY EXCELLENCE IN TEACHING AWARD NOMINEES**

Joanne Santos-Pontes, Ludlow High School; Deb Casagrande, Paul R. Baird Middle School; Anna Baboval, Paul R. Baird Middle School; David Folli, East street Elementary; Sharon Driscoll, Chapin Elementary School; Jackie Moreno, Veterans Park Elementary School; Kaitlin Cookish, Veterans Park Elementary School; Christine James, Veterans Park Elementary School

Respectfully submitted,  
Todd H. Gazda  
Superintendent of Schools

## **CURRICULUM OFFICE**

### **INSTRUCTIONAL WORK**

All schools in Ludlow guide their work with an instructional focus, a school-wide leadership team, and a strategic use of data to inform the work.

Instructional leadership teams consisting of teachers, administrators, and counselors help with the school-based decision making and the delivery of professional development. There are no instructional coaches in the Ludlow Public Schools, but we do have Curriculum Instructional Leaders for grades six through twelve. These leaders are also full-time teachers in the school system who provide leadership in their subject area departments.

All of the Ludlow schools have an instructional focus that presently involves literacy, and they all utilize a testing instrument to help with that data analysis. In addition to the MCAS for grades 3-10, the elementary school teachers use the Benchmark Assessment System, middle school teachers use the Scholastic Reading Inventory, and high school teachers use common assessments, such as mid-terms and final exams. All grade levels also administer a district math assessment which informs instruction in that area.

The system of tiered support in grades K-5 was expanded in the 2011-2012 school year to include grades 6 and 9. Students who were lacking in basic skills in reading and math were given targeted intervention to help them catch up with their grade level. This system of tiered support will expand further in 2012-2013 to include more grades and extend to behavioral interventions.

### **PROFESSIONAL DEVELOPMENT**

The professional development focus for the 2011-2012 school year has revolved around the new common core frameworks, technology, and the education of English Language Learners.

A literacy grant covered the cost of consultants from the Collaborative for Educational Services who worked with teachers at Baird Middle School as they studied the common core literacy standards, and the same consultants guided the district work creating a District Literacy Action Plan.

Grants and local funding supported the required training in Sheltered English Immersion, which is the system by which we have been educating our English Language Learners. We also provided training in Bully-Proofing Your School in the middle school grades, Responsive Classroom and the new common core math standards for our K-5 teachers, SMART Board technology, a Teacher to Teacher technology summer institute, and Peer Coaching for all grade levels. Many of these offerings were provided by our own staff members who are certified trainers in these areas.

Our administrative team was also trained in educator evaluation techniques, and we worked with a data specialist to develop a plan to effectively use data to guide our work.

Additional grants allowed teams of teachers to attend outside trainings that integrated math and technology.

## **CURRICULUM DEVELOPMENT**

Three curriculum committees worked during the 2011-2012 school year to revise curriculum, at the same time piloting a curriculum mapping software. Mathematics and English Language Arts worked to revise the curriculum to align with the new Massachusetts Frameworks. We will re-visit this work in the spring of 2013 to see what revisions may need to be made. In addition, a committee of teachers created new curriculum maps for Modern World Languages, an area which had not been reviewed in over ten years. The director of curriculum has also created a curriculum review cycle to ensure that the curriculum is reviewed and revised on a scheduled basis.

## **ELEMENTARY SCHOOL REPORT CARD**

A group of K-5 teachers formed a committee to study and revise the elementary school report card. This standards-based report card now aligns with the new Massachusetts Frameworks, and it includes four grade points, instead of three, providing a more accurate picture of student proficiency as well as a more clearly-worded rubric. This, also, will be re-visited in the spring of 2013. With feedback from teachers, parents, and students, revisions will be made as deemed necessary.

Respectfully submitted,  
Diana L. Roy  
Director of Curriculum

## **STUDENT SUPPORT SERVICES**

During the 2011 – 2012 school year, the Student Support Services (SSS) department of the Ludlow Public Schools continued to provide a variety of programs to address the needs of students with disabilities in the school district and who were receiving special education services per the student's Individualized Education Program (IEP). The Student Support Services department provided inclusion, pull out and substantially separate programming in each school. The goal of the Student Support Services staff was to ensure that each student was educated in the least restrictive environment (LRE), in order for each student to receive a free, appropriate, public education (FAPE).

The Student Support Services department had a variety of substantially separate programs for students that required high level of supports and specialized instruction in order to make effective progress in school. The following was a list of the substantially separate programs that were available: Intensive Autism Program, Structured Individualized Program (SIP), Language Based Learning Disabilities Program (LLD), FOCUS Program and Life Skills/Vocational Program. If our in district programs did not meet the needs of the students, then students could be placed in out of district schools, per the determination of a Team meeting.

The Student Support Services department was also a member of the Lower Pioneer Valley Educational Collaborative (LPVEC). As a member, we had access to other specialized programs that they provided for students who were from member school districts.

The Student Support Services department also provided several related services to students such as: speech and language therapy, occupational therapy, physical therapy, adaptive physical therapy and counseling. We also had the services from our outside consultants for many of our programs. The following consultants provided supports to staff, students and parents: autism consultant, behavioral consultant, language based learning disabilities consultant and Lindamood Bell consultant.

The Student Support Services department continued to provide speech and language therapy to Ludlow students that attended St. John the Baptist School. Students that attended St. John the Baptist School and required speech and language services per their IEPs, were provided that service at St. John's. If other services were on students' IEPs, such as reading or math, parents had the option of bringing their child to our schools to receive those services.

The Special Education Parent Advisory Council (PAC) continued to meet the first Wednesday of every month at East Street School. All parents are welcome to attend our monthly meetings.

Respectfully submitted,  
Eva Tillotson, C.A.G.S.  
Director of Student Support Services

## LUDLOW PUBLIC SCHOOLS

### DEPARTMENT OF TECHNOLOGY

Information Communication Technology (ICT) continues to play an ever growing role in administration and management, state and federal reporting, *and most especially, in teaching and learning*. **The Ludlow Public Schools must use current and future technologies to increase student achievement and develop true 21<sup>st</sup> Century literacy and global awareness.** While we continue to make slow but measurable progress towards our goal, we are definitely at a critical crossroads in the full adoption of ICT into the curriculum.

#### ACCESS – SUPPORT – PROFESSIONAL DEVELOPMENT

The use of technology tools and understanding new forms of literacy do not occur in a vacuum. These are the tools that our children need to learn to use wisely in their everyday lives, in workplace productivity and to succeed in a globally competitive marketplace. Not surprisingly, we continue to find that when professional development is quickly followed with increased access to the tools, the effectiveness of these tools is profound, both in student engagement and student success. We continue to need all of the following four elements (all supported by a healthy infrastructure) to make this possible:

1. Access to current, reliable, and now mobile technology, 2. Increased Internet bandwidth, 3. Technical support and, of course, 4. Professional Development School Year 2011-2012 saw the introduction of two major developments to further equitable access and the functional use of technology in education. Veterans Park saw dramatic and impressive change in ICT use as they became the first school to have **wireless** Internet/network access available building wide. Now there are WiFi plans for Baird Middle School in 2012-2013 and Ludlow High in 2013-2014. Students and staff at Chapin and East Street schools have WiFi access in limited, but strategic areas. With the second, **Bring Your Own Device** pilots at Veterans Park, Paul R. Baird Middle School, and Ludlow High School brought an awareness that, far from a much feared distraction, BYOD can help meet the needs of all students, by creating a device agnostic environment. With clearly defined policies, goals and expectations, this enables students to learn transferable skills using the devices that a significant percentage of our students were already bringing to school!

District-wide, teachers continue to learn from one another as they avail themselves of increased bandwidth to utilize free and some fee-based web 2.0 applications and resources. The sole district professional development course offering last summer was indeed that of **Teacher-to-Teacher**, taught by, and for, Ludlow teachers. A major focus of that course was our Ludlow Public Schools Google Apps for Education, a resource that provides a range of productivity and collaborative tools. As teachers become more comfortable with Google Apps, they create a professional learning community, not only for themselves but for their students. The goal is always to extend real learning beyond the school day and provide standards-based experience and data. While the pockets of real technology integration continue to grow, student experience is still far less than equitable even with the gains in improving access to tools and resources but also given the skill set and the comfort level the classroom teacher as we transition to a 21<sup>st</sup> Century learning environment.

We have three talented and highly skilled Library Media Specialists who support and partner with their colleagues in the use of available resources. The sole District Instructional Technology Specialist is also a valued teacher and mentor, as well as performing consultative work in the area of assistive technology for Student Support Services.



Currently, only two Technology Support Specialists maintain nearly 900 computers and support more than 2900 students and staff in their use of district network resources, software, and a wide range of Internet based tools and applications.

To view the DESE approved technology plan, please visit:

<http://www.ludlowps.org/pdf/LudlowTechnologyPlanSY10-12.pdf> This plan was updated and extended through school year 2013. A new technology plan is under development, and with the appointment of new Superintendent Todd Gazda, we expect that the Ludlow Public Schools will now begin to make more rapid strides toward embedded ICT but with ever present budgetary constraints.

Above and beyond School Committee support and funding for the wireless initiative, \$50,000 in School Funds was approved for use in 2013 to support district ICT goals. \$25,000 in Capital Funding was also allocated for critical infrastructure and 8 switches will be replaced in 2013. Given a bad economy and no real replacement cycle, the district technology plan will still struggle to adopt the changes in education encouraged by both the state and federal government, and business in a global economy.

Respectfully submitted,  
Lorraine M. Boucher  
Director of Technology

## **LUDLOW HIGH SCHOOL**

The calendar year of 2012 at Ludlow High School was one of continued success. Approximately 86% of the senior class entered higher education; 35% to four year colleges or universities, 48% to two year colleges, 3% technical schools, 6% to the work force, 2% to the military and 6% undecided. There were 208 students in the graduating Class of 2012 that received diplomas and 5 seniors received Certificates of Attainment. The SAT data for the Class of 2011 was slightly below national averages and state averages. In order to continue to successfully prepare students for college or careers post secondary education, advanced placement and honors prerequisites were eliminated and the enrollment in AP classes reached an all time high. Ludlow High School continues to maintain high eligibility standards in order to play sports or participate in extracurricular activities. Students can not fail any course, otherwise they become ineligible to participate. Our focus at LHS is academic success first.

Ludlow High School continues to provide support for students in English and Math by implementing a tiered instructional model. Students are placed in advanced placement courses, honors courses, standard level courses and/or tiered support classes to enrich their learning. All students have equal opportunities to experience these four instructional levels. Our advanced placement courses, which are supported by a grant received this school year from the Massachusetts Math and Science Initiative are Biology, Calculus AB, Chemistry, English Literature and Composition, English Language and Composition, Statistics, Spanish, French, US Government & Politics, and US History. Teachers have received extensive professional development to enrich student learning in these classes and promote success. Students have been supported by the grant by receiving extra help Saturday Session to support them in passing the AP exam.

Ludlow High School in 2012 remained active in the community. Many students volunteered with local organizations or tutored at the elementary schools in town. The high school remained involved in popular charitable activities such as the Mayflower Marathon Thanksgiving food drive, the Josh Desforge fitness challenge, Coats for Kids, Penny Wars for the Food Shelter, as well as becoming involved in smaller charitable ventures. The high school's instrumental music students and vocal music students were very busy performing and providing entertainment at local functions. All of these activities support the high school's mission to help all students reach their fullest potential.

Lastly, with collaboration amongst students, staff and community members, a new Ludlow High School core values statement was written along with 21<sup>st</sup> century learning expectations.

Respectfully submitted,  
Lisa Nemeth,  
Ludlow High School

*The mission of Ludlow High School, with parent and community participation, is to provide a rigorous academic program to develop college bound and career ready young adults. We provide educational opportunities for students to work collaboratively and independently to acquire knowledge, analyze problems, and develop 21<sup>st</sup> century skills necessary for making meaningful contributions to the global community. Students promote a safe environment by acting with responsibility, compassion and integrity.*

## PAUL R. BAIRD

Through the hard work and community members, Baird a variety of learning opportunities welcoming. Our current enrollment 233 seventh graders, and 236 35 students into the Baird through our school choice program. It is our goal to engage Baird students in developmentally appropriate and diverse learning activities that will encourage them to develop strategies that promote life-long learning.



## MIDDLE SCHOOL

dedication of staff, parents, and Middle School students participate in a community that is supportive and is 682 students: 213 sixth graders, eighth graders. We have welcomed community from surrounding towns

Our instructional focus continues to emphasize reading, writing, and math skills. Our students have made significant improvements in every area of MCAS testing. We are very proud of the hard work everyone has put forth in the Baird community and we continue our efforts at meeting our student performance goals.

In addition to our academic core subjects taught by grade level teams of teachers, the instructional program known as specials supports the development of a wide range of skills and knowledge for students. Through foreign language, computer technology, health and physical education, visual and performance arts, and music, Baird students experience a wide-range of learning opportunities that lead to becoming well-rounded students. Our after school programs enrich and extend the learning opportunities of students in such diverse areas as drama, band, jazz band, journalism, stock market, Junior National Honor Society, student council, talent show, art, technology and engineering, and community service. We believe that these experiences are essential in connecting classroom learning with real-world experiences that allow students to develop and apply life-long learning strategies.

We continue our partnership with Ludlow Boys and Girls Club. The Club's after school program provides extra homework help and recreational activities from 2:30-5:30. Over 100 Baird students participate in this on-site program. This partnership expresses our commitment to providing the students of Baird Middle School a safe after school program designed to support their unique needs.

The 2011-2012 school year included the retirements of Christine Carotenuto, Odette Nunes-Turcotte and Karen Williamson. We thank them for their many dedicated years. To Ludlow Public Schools and the Baird Community. We welcomed new staff members: Carrie Kinney - FOCUS, Nancy Kielbasa – Speech and Language, Terry Shotland – LLD, Kevin Edwards – Grade 8 Math, Michelle Anneckchiarico – Grade 6 Reading, Kathleen Williamson – Grade 6 Reading, Cristina dos Santos and Renee Wiater – school nurses and Robin Robitaille – Guidance Secretary.

I am thankful for the opportunity to work in such a dynamic school whose focus continues to be on the growth of our students. On behalf of everyone at Baird, I thank the Ludlow community for your continued support.

Respectfully submitted,  
Sheryl Stanton, Principal  
Paul R. Baird Middle School

## **LUDLOW ELEMENTARY SCHOOLS**

### **EAST STREET SCHOOL**

East St. School began its new school year with a couple of personnel changes. Lynn Pollard was transferred from Veterans Park to East St. as the lead teacher in our ABA Classroom. Ellen D'Augostino joined us as a P/T Speech and Language teacher. Due to the increase in students with special needs, another Pre-school Classroom was added in January. Corrine McKay was hired for that position. She comes to Ludlow with ten years of early childhood experience. Mrs. Ellen Mislak, a kindergarten teacher, and Ms. Rene Dufrense, a first grade teacher, retired in the spring of 2012. Because of budget constraints and student grade level populations teachers were not hired to replace either retiree.

East St. is currently seeking an additional tutor to offer tiered math instruction for 15 hours per week. The tutor's emphasis will be to target students needing interventions over and above the math instruction they are receiving in the classroom. Specifically they will work with first grade students who qualify for Tier II interventions. We currently have three reading tutors who provide pull-out interventions to students in need of reading interventions.

A major initiative begun this year at East St. is the Massachusetts Kindergarten Entry Assessment (MKEA). Under a grant funded by the ECC all eight kindergarten teachers have been trained to use an assessment software to monitor student performance in eleven domains as measured by developmentally appropriate benchmarks. Professional Development continues for these teachers as they learn to use this valuable assessment tool. In addition to our Second Step and Responsive Classroom programs we have added another behavioral initiative, "Have You Filled Your Bucket Today?" In this program students learn how to be kind and helpful to each other. Students actively seek ways to fill their imaginary bucket and the buckets of others as well. This has reduced office referrals for behavior to date.

Three new building-based committees were formed at East St. to improve staff morale and instructional practices. The first, a Community Building Committee, comprised of teachers and the principal, addresses building-wide projects and celebrations. This has created a more positive learning community for both staff and students. It was through this committee's efforts that we started our "Bucket" initiative. A second committee created this year is the Evaluation Pilot Team. Teachers have volunteered their time and effort to learn the various aspects of the new state evaluation model lessening the staffs' anxiety about the new system which begins this fall. Finally, due to the increase in technology available at East St. small group of volunteers look at apps and resources that are available for use in the classroom.

### **CHAPIN STREET SCHOOL**

Chapin Street Elementary School opened the new school year with two new teachers in 2012. Sally Condino-Kelly became a Third Grade Teacher and Nichole Rheume became a Second Grade Teacher. Three new Tutors were added to the staff and this included Lori Duff, Terri Landeck, and Krystal Foley. Tammy Dawson became the building substitute this year. Elizabeth Parent became the School Nurse upon the retirement of Beverly Peabody, or Nurse Bev who served for many years.

During the fall the Scholastic Reading Inventory and Scholastic Math Test, new online tests were implemented as new assessments to help teachers determine the achievement levels of their students. Those students who perform below certain criteria receive tutoring services from the Tutors in the building.

Technology was in the forefront as two new Smart Boards and an Interactive White board was added to the school through the generous private donation of Anne Marie Corrieri. Part of the school became WIFI accessible, so teachers and students could access Internet resources more readily.

Student of the Month Celebrations became more exciting with the donation from the PTO of a brand new, large screen in the cafeteria which can be operated electrically.

Finally, Ms. Meghan Fleming conducted over eighty-eight students in her after school Chorus, which is one of the afternoon clubs. She had them perform at Ludlow High School during the holiday season to the enjoyment of family and teachers. Also, Ms. Jodi Yarkey coordinated the Student Council which consisted of third graders, who planned special days during the school year and organized Community Service Projects, such as Pennies for Patients, and planted flower around Chapin Street School in the spring.

## **VETERANS PARK SCHOOL**

Students at Veterans Park participate in a variety of learning opportunities in this supportive community. Our current enrollment is up to 432 in the 4th and 5th grade. Students began the school year with several new changes, both in staffing and in structure. Being an intermediate school, Veterans Park teachers are now specializing in specific content areas, allowing students to access the full curriculum yet delivered by two different teachers. With this new configuration, many new staff members were welcomed to the team after sending our well wishes to retirees Jacqueline Moreno, Jacqueline Zima, Janet Jolivet, Maryann Gianni and Nancy Cox. Angela Martins and Melissa Canale were added as 4th grade English Language Arts Teachers while Allison Breen, long term substitute from Chapin Street School, and Leigh Boland, former 2nd Grade teacher at Chapin Street School were crucial additions to the 5th grade Math/Science/Social Studies team as they bring their experience with math workshop to the entire math content department at Veterans Park. Andrea Lacey, former Veterans Park building substitute joined the 4th grade in the area of Math, Science and Social Studies. Also joining the Veterans Park staff was experienced Art teacher Rebecca Hardick and Special Education teacher Andrea Morton, both Ludlow graduates.

The Instructional Leadership Team spent the summer preparing for many new initiatives including establishing a new instructional focus. At Veterans Park School we implement the workshop model in all curriculum areas to foster students' abilities to think critically, use evidence to support thinking and apply skills at an independent level. The changes to the master building schedule allowed for content based teaching by all teachers giving all students equal time on learning in all subject areas. Tiered instruction minutes were increased and built into the students' scheduled day rather than instruction being delivered in place of another content areas. This scheduling also allowed students the flexibility to participate in electives such as chorus, band, studio art and GYM (Get Yourself Moving). Teachers were able to utilize two Common Planning times per week with their content teams which allowed for more collaboration among the grade level and content based teams

Another large initiative at Veterans Park School was the implementation of the Positive Behavior Interventions and Supports model. Under this model, students are recognized for demonstrating positive behaviors individually and as a class. Cub Coins are earned and cashed in monthly for a community based initiative, teaching students that showing PRIDE (Positive attitude, Respect for self others and property, Individual responsibility for actions, Do you best and Everyone learns) gives back to the greater school-wide community. The addition of paraprofessional Rosemary Jorge has been a crucial part of the implementation and success of this program.

Instructionally, the addition of two screening tools, the Scholastic Math Inventory and the Scholastic Reading Inventory has allowed teachers the opportunity to meet monthly as data teams to continuously assess current level of student performance. As a team, the teachers are able to goal set and create action plans for all students in reading and math and plan for targeted instruction crucial for the students' academic success.

Students at Veterans Park have the opportunities to be creative and collaborate with one another through social interactions and the use of technology. We work to provide students with the skills and supports needed to become responsible, independent citizens in the social and digital world. The use of technology is continuously increasing at Veterans Park School. All students work through Google Drive to produce various class assignments and projects both in school and at home. Each classroom is equipped with a small number of mobile devices to allow students more accessibility. The Bring Your Own Device program has allowed more students access to devices in school.

At Veterans Park School, staff and students are committed to creating a safe, supportive and respectful environment dedicated to learning. Students and staff will create a learning community that provides supports for students to make effective progress toward mastery in all social and academic areas. Every member of the community demonstrates PRIDE

Respectfully submitted,  
Thomas Welch, Principal, East Street School  
Susan C. Pease, Principal, Chapin Street School  
Melissa Knowles, Principal, Veterans Park School

## **HEALTH SERVICES**

### **BOARD OF HEALTH**

The Board of Health reorganized in 2012 with Bruce Dziura, M.D., Chairman; Neil D. Paquette, Secretary; Timothy J. Fontaine, Member.

On March 26<sup>th</sup>, Timothy J. Fontaine was elected to serve the two (2) year unexpired term on the Board of Health.

On July 1<sup>st</sup>, Michael C. Pietras, P.E. was reappointed as the On-Site Sewage Disposal Inspector. Mr. Pietras witnessed twenty eight (28) percolation tests, reviewed twenty two (22) septic system plans and conducted twenty seven (27) final inspections of septic systems when installed.

Sub-surface disposal system permits for new construction issued in 2012 totaled one (1). Repairs to existing systems totaled twenty four (24).

Two (2) Beaver permits were issued in our Town to remove beavers from where dams were built.

Once again, our Annual Rabies Clinic was held at the Town Garage located at the Department of Public Works on Saturday, April 28<sup>th</sup>. Dr. Dorsie Kovacs from the Monson Small Animal Clinic was the veterinarian again this year. Our rabies clinic was a success with fifty one (51) dogs and five (5) cats being vaccinated. Veterinarians suggest that dogs and cats be vaccinated regularly, since both are exposed to wild animals.

Animal Inspector Sheila Andre responded to twelve (12) animal bites.

During 2012, our Health Inspectors responded to and investigated forty six (46) citizen complaints concerning housing violations, debris, rodents, etc. One hundred forty eight (148) food establishment inspections and seventy four (74) catering inspections were carried out in 2012.

### **MONEY COLLECTED BY THE BOARD OF HEALTH**

Nursing Services	\$20,899.00
Clinic pedicures	12,155.00
Senior Center pedicures	3,120.00
Keystone Commons pedicures	420.00
Immunizations	912.00
Sharps Containers	55.00

Sharps Containers Disposal	55.00
2011 Flu Clinic reimbursement	2,186.40
2011 TB Clinic reimbursement	230.22
Trailer Park assessments	18,888.00
Body Art Establishment permit	1,000.00
Body Art Practitioner permits	100.00
Food Service licenses	3,850.00
Retail Food permits	3,900.00
Trailer Park licenses	225.00
Mobile Food Server permits	150.00
Bakery licenses	800.00
Smokehouse licenses	300.00
Piggery licenses	15.00
Frozen Dessert licenses	360.00
Funeral Director licenses	300.00
Non-Alcoholic Beverage license	37.50
Milk & Cream licenses	600.00
Tobacco permits	3,120.00
Catering permits	740.00
Removal of Garbage permits	300.00
Dumpster permits	1,720.00
Well Construction permits	225.00
Disposal Works Construction permits	150.00
Septic Tank Repair permits	1,725.00
Septic Installer's permits	2,240.00
Septic Tank Pumping licenses	640.00
Permit/License Late fees	115.00
Percolation Test fees	8,400.00*
Septic Plan fees	2,125.00*
Septic Inspection fees	2,040.00*
<b>Total Money Collected</b>	<b>\$94,098.12</b>

\*Town's share of these fees \$1,470.00

Respectfully submitted,  
Bruce Dziura, M.D.  
Chairman

## PUBLIC HEALTH NURSES

Director of Nurses: Francine Rusiecki, RN  
Staff Part Time: Linda Maiuri, RN  
Marianne Moura, RN BSN  
Christine Pietrowski, RN  
Lorraine Ney, LPN  
Angela Kramer, RN, MS

On October 21, 2012, we held our second functional exercise at the Baird Middle School, our designated Emergency Dispensing Site (EDS). This time the drill focused on having the Strategic National Stockpile (SNS) deliver medical supplies to three communities: Springfield, Chicopee, and Ludlow. The

Objective of the drill was to make two deliveries to each community and assess this delivery process. A State Police Officer accompanied the delivery truck to provide security for the transfer of materials. Observing our activities were officials from the Massachusetts Department of Public Health (MDPH), Centers of Disease Control and

Prevention (CDC) and Strategic National Stockpile (SNS). The objectives and capabilities evaluated mass prophylaxis, communication, onsite management, resource logistics with distribution and delivery of Strategic National Stockpile (SNS) assets. The following departments were represented at the drill: Police, Fire, Board of Health, Town Administrator, School Department and our loyal Town Volunteers. Students from Holyoke Catholic High School's Drama Club acted out unusual scenarios as Ludlow residents and went through the different dispensing stations. An After Action Report/ Improvement Plan identified our major strengths and areas for improvement. We were complimented for doing an excellent job in following our Emergency Dispensing Plan (EDS) plan and solving problems that came up during the exercise. Recommendations included: more volunteers are needed, visible signage is needed for outside, more space for privacy, volunteers to be trained in the Incident Command System (ICS), the Public Information Officer (PIO) protocol to be reviewed, but most importantly, to consider creating a local Medical Reserve Corps (MRC) in Town. It has been identified now that if there is an emergency that requires setting up a dispensing site or an emergency shelter, we need more residents to volunteer. We can not dismiss the possibilities of terrorist acts or weather disasters, and without more volunteers needed to implement a large scale disaster plan, it will be difficult to keep all residents safe from harm.

In 2012, five thousand seven hundred thirty-six (5,736) residents were clients at the Board of Health. This year statistics show a reduction of eight hundred (800) clients due to the Department of Public Health budget cuts in flu vaccine allocations to all communities. However, I am happy to say that our home visits remain strong and we continue to have new clients. Ludlow Nurses make home visits, assist residents with their care, manage medication, do pedicures, provide wound care and administer injections as ordered by a physician. The number of residents having pedicures at our clinics continues to increase each year. There were one thousand two hundred fifteen (1,215) pedicures at the Board of Health, three hundred seventy- four (374) at the Senior Center and one hundred nineteen (119) at the Keystone Commons clinic. Pedicures can also be provided during a home visit. Blood pressure clinics are held on Thursday afternoon at the Senior Center, the first Wednesday of each month at Wilson Housing Authority, and each afternoon at the Board of Health. Within the last year, we have had an increase of sixty-five (65) new clients. TB skin testing and administration of State regulated vaccines is also available at the Board of Health. All children through the age of eighteen (18) years of age are eligible for vaccine, but we must identify if they have health insurance. Adults have limited eligibility for State supplied vaccine; all may receive Tetanus (Td) otherwise, adults must be uninsured or underinsured to be eligible for the vaccine. The nurses have administered the following amount of vaccine in 2012: Vaccine for Children (VFC), eight (8) and adults, thirty-five (35). Eighty-eight (88) TB skin tests were administered from our department. There is a fee of ten dollars (\$10.00) for all our services. Pedicures, TB skin tests, adult vaccinations and treatments done in the office are \$10.00 while a home visit is \$10.00 per hour.

The continuation of pharmacies to administer flu vaccine and the Department of Public Health's reduction in the budget has resulted in a reduced amount of State supplied flu vaccine with fewer residents being vaccinated at the Board of Health. The Department of Public Health once gave us one thousand one hundred forty (1,140) doses of flu vaccine. This year our allocation from the State was one hundred forty (140) doses of flu vaccine. We were able to acquire an additional fifty (50) doses of flu vaccine resulting in a total of one hundred-ninety (190) doses of vaccine available to the Board of Health. Sixty-seven (67) homebound residents were vaccinated and one hundred twenty (120) doses of flu vaccine were administered at the Board of Health department.

The Massachusetts Virtual Epidemiologic Network, MAVEN is the web-based surveillance system for infectious disease, case investigation and case management. I work closely with Infection Control Nurse Kathy Hudyka, RN at the Hampden County Correctional Facility for total surveillance of the Town of Ludlow. This year five hundred ninety-eight (598) cases have been identified. The following diseases have been investigated: Babesiosis, Campylobacter, Ehrlichiosis, Giardia, Hepatitis B, Hepatitis C, Influenza, Latent TB, Legionella, Listeria, Lyme, Pertussis, Salmonella, and Streptococcus Infection. Five hundred forty-six (546) of the documented cases originated from the Hampden County Correctional Facility (HCCF) and fifty-two (52) cases from Ludlow residents. Ludlow residents continue to donate gently used and clean durable medical equipment to our lending closet. This year two hundred forty three (243) items have been donated. The most requested items are: shower benches/chairs, wheelchairs, transport wheelchairs, commodes, walkers and canes. Providing equipment to residents that makes their day easier and safer is our goal. Thank you to all who have given us equipment, your generosity is greatly appreciated.

I am proud to work with our community partners, residents, and nurses to carry on services and maintain goals for healthy living and safety in Ludlow. Our devoted nurses take excellent care of our aging residents with grace and dignity allowing them to stay in their homes as long as possible. This dedication by our staff is recognized by many grateful families. I also want to thank the Board of Health Staff and Commissioners for their support in me as Director of Nurses.

Respectfully submitted,  
Francine Rusiecki, RN  
Director of Nurses

## COMMISSION ON DISABILITY

### MEMBERS:

Beverly Barry, Chairman

Joanne Odato-Staeb, Vice Chairman

John Ollson, Secretary

Lizbeth Boulanger, Assistant Secretary

Andrew Bristol

Donald Couture, ADA Coordinator

Federal law defines a disability as “any physical or mental impairment that substantially limits one or more of the major life activities of an individual”. The 2000 Ludlow census revealed that many Ludlow residents are disabled. The figures showed that among those ages 5 – 20, 9.3% are disabled, among those ages 21 – 64, the rate increases to 19.2% and then further rises to 39.8% in those ages 65 and over. These numbers are staggering and are gradually increasing every year. The latest 2010 Census figures, however, no longer track disability. We can only assume the numbers have increased in Ludlow.

The Ludlow Commission on Disability was established by the Board of Selectmen, in accordance with the Americans with Disabilities Act, to help ensure that those individuals with disabilities are considered and included in all aspects of community life, including access to all municipal services, programs, meetings and employment opportunities.

In addition to receiving complaints and suggestions regarding accessibility throughout the Town, the Commission remains busy throughout the year reviewing plans submitted to the Planning Board for new construction or additions to determine accessibility for all new public buildings by all patrons. Working closely with the Building Commissioner, compliance issues are reviewed with suggestions for possible improvements. We also investigate grievances regarding the access to public buildings and services and can help facilitate problem resolution to achieve reasonable accommodations.

Two major goals of the Commission on Disability are education and increasing public awareness. We have produced an informational brochure available at town hall. This past year we have been busy working with Town Administration in increasing awareness of obstacles regarding Town Meetings held at Exit Seven Theater. Items are continually addressed regarding accessible parking, lighting, rest room facilities, seating and emergency notification. We continue our relationship with the Celebrate Ludlow committee in ensuring festivities are accessible to all and to increase parking for the disabled in closer proximity to the celebration and the addition of accessible shuttle transportation to the site. We also are working with Department of Public Works in creating accessible sani can facilities at parks and ball fields. Commission members continue to review new construction plans for public buildings to be constructed in Town. Not only must they meet ADA requirements but suggestions are sometimes made by commission members to help make the building more user friendly to those with disabilities.

Members also continue to work in "getting the word out" regarding the Commission on Disability and how we can help the citizens of Ludlow in accessing programs, services and buildings. Access to recreational activities sponsored in the Town or by the Town is a key priority for the commission. As you can see, it's been a busy year for the Commission on Disability!



As we serve our community, we welcome, and encourage you, the citizens, to enlighten us on possible physical or service related barriers in Town. We are here to assist wherever we can in making Ludlow's services available to all. We also invite you to attend our monthly meetings which are held every third Thursday of the month at Town Hall, first floor. If you would like to join us as a member, please contact the Selectmen's office at 583-5600.

In closing, I would personally like to thank those on the Commission who share their time, knowledge and dedication in helping Ludlow grow to be a community that is equally accessible to all.

Respectfully submitted,  
Beverly Barry, Chairman

## LUDLOW COUNCIL ON AGING/SENIOR CENTER

### The Ludlow Senior Center

*...state of transition...*

Where to start? It was an exciting year at the Ludlow Senior Center. FY12 was both extremely difficult but also a time of transition. We hired new staff, changed things up a bit, met many new friends and the face of the Senior Center is changing. We are excited to see what the future holds for us but also nervous because of the unknown and not knowing what is in store for us in the coming years. We think it will be a continual "state of transition" for quite a while but we are up for the challenge!

The **Transportation Program** and vans remained healthy last year and fully staffed, thankfully!!! We have seen a decline in the number of riders but an increase in the number of miles driven. We have expanded our daily trips and many seniors are taking advantage of getting out and about for a day...whether it is to a museum or restaurant or simply to go for a ride, our day trips have become extremely popular. The addition of Shawn Simonds last year booking and arranging appointments has helped the Transportation Program run smoothly. Matt P and Jose continue to drive all over town getting seniors to where they need to go. It is still our hope to one day to expand transportation to include the area hospital campuses....one day.

**Total ride FY 12 = 14,008 rides**

**Total miles driven FY 12= 33,035 around Ludlow**

The **Activities Department** had a tough year. We lost our long time Activities Director, Elaine Nison, to retirement in February of 2012. The entire staff stepped in to help run activities and events with an absence of an Activities Director. We posted the position more than once, interviewed many times and ultimately received the best prize at the end...Sarah Gmeiner. Sarah joined us in May of 2012 and has been a wonderful addition to our staff. She is young and energetic but also has a creative mind we so desperately craved. She has brought some new programs and activities to the Senior Center and challenges us with her ideas. We are all very excited for what is to come. Sarah's mind never stops and I know she has some good stuff up her sleeves. Continue to read the newsletter because you never know what she will come up with!

Our partnerships continue to be strong and we hope to add some new partnerships in the coming year. We appreciate all the support we receive from The Ludlow Board of Health, Scantic Valley YMCA, LifeCare of Wilbraham, Wing Medical, Randall's Boys and Girls Club and the many other organizations that bring us valuable information and presentations over the year. Please remember our Speaker's Bureaus are FREE and always provide valuable and current information!

The **Outreach Department** was busier than ever as well. We feel like each year gets a little busier and part of us knows it is because more and more seniors are seeking assistance during tough times. Assistance continues to be cut and yet the number of people seeking these resources continues to climb. Definitely a state of transition. We are seeing younger seniors coming through our door that were forced into retirement and now find themselves

struggling to make ends meet. We do our best to provide all the help we can. Debbie Johnson has also added Community Outreach sites to her schedule. She is able to help those in the community who are not ready to visit us or are unable to get to Chestnut Street. SHINE also took a hit this past year with our longtime volunteer, Bill Craven, retiring after a long stint at the Ludlow Senior Center. We are working with Springfield Elder Affairs SHINE Department to welcome a new volunteer hopefully very soon. AARP did a record number of taxes for area seniors last year. We are thankful for the program and it is also run by volunteers!

Unfortunately "*Esther's Eatery*" lost Esther last year. Esther Brown retired after being the cook at the Ludlow Senior Center for 24 years! Jodi stepped in to run the kitchen and continued to serve meals daily but Jodi was so very thankful when Kathy Lofland agreed to join the staff in February of 2012!! We now have "*Kathy's Kitchen*" and it is the best deal in town! \$2.00 for a homemade lunch that is delicious! Kathy has also been a wonderful addition to our staff. She has brought new menu items to the rotation and loves her herbs and spices! I say it all the time, you seriously don't know what you are missing!!!!!! Come on down and give *Kathy's Kitchen* a try!

**Meals Served FY 2012 = 23,379 meals**

**Daily Average FY 2012 = 96 a day**

MySenior had gotten much easier for seniors to use but we still fought the technology battle! We had more and more seniors wanting to learn basic computers and only a few teachers but we are helping as many as we can. Our newsletter started being e-mailed to folks, we joined and can be found on Facebook and we were active on the Town website. Check us out!

**VOLUNTEERS**....sometimes it is truly difficult to find the right words to say THANK YOU! FY 2012 was the Year of the Volunteer. So many volunteers stepped up to the plate in the kitchen, dining room, with activities and with all the little things we possibly couldn't get to as a short staff. Our volunteers are amazing and amaze us everyday with their dedication, energy and overall positive attitudes. The Ludlow Senior Center would not have gotten through FY 2012 without its volunteers! Thank you from the bottom of my heart!

**Total Volunteer Hours: 17,000+**

**Total Volunteers: 132+**

**"State of Transition"**...the Ludlow Senior Center has made it through another year. At the beginning of each year, we as a staff have a discussion about the loss that is sure to come that year. We deal with loss on a daily basis and last year was no exception. We lost so many of our oldest and dearest friends last year. It was losses felt in every aspect of the Center and losses that we still feel everyday. We have also made many new friends over the last year and the face, energy and demographics of the Ludlow Senior Center has changed greatly. It leaves us in a state of transition...we are striving and struggling to find the right activities and programs to satisfy everyone. It is a challenge but we will get there! To those that have left us...we miss you so much and to those that have joined us...welcome! We are so happy to have you! If you haven't been to visit yet, please come and see what we are all about! We are the Ludlow Senior Center...Balance. Breathe. Believe!

**All Agency calls: 15,000+**

**Data Entries: 60,000+**

**Total Unduplicated Served: 3615+**

Respectfully submitted,  
Jocelyn Zepke, Director  
Ludlow Senior Center

The Staff of the Ludlow Senior Center – Carla Roberts, Betty Harackiewicz, Shawn Simonds, Jose Afonso, Matt Pszeniczny, Naomi White, Debbie Johnson, Sarah Gmeiner, Sue Moffett and Kathy Lofland

Council on Aging Members:

Frederick Lafayette, Chairman, Richard Belisle, Vice Chairman, Nancy Pauze, Treasurer, Lucille Carneiro, Secretary, Francis Bissaillon, Diane Goncalves, Albert LeMay, Richard Belisle, Eileen Frink, Walter Sheaff, Helen Grabowski, Philip Tierney

## FIRST MEETING HOUSE COMMITTEE

The First Meeting House Committee appointed by the Board of Selectmen for the purpose of overseeing the maintenance of the Meeting House building and premises, continues its mandate to keep the building and grounds available for meetings and other reserved functions.

The Meeting House is available for groups wishing to schedule their meetings at the First Meeting House, a centrally situated historic town property. The Meeting House is located in Ludlow Center and is one of the few surviving examples remaining in the Connecticut River Valley of the New England barn-type meeting house.

Committee members have continued to work with the Selectmen's office and the DPW to monitor and maintain the building and the grounds. They are now planning to install a phone system for the fire alarm. The town is also applying for a Massachusetts Historical Commission grant for the partial replacement of the roof. The heat and hot water are turned off for the winter months, and the pipes have been drained.



During the past year members of the Committee were Jerry Kavka, Marilyn Paul-Lewis, Thomas Haluch, Elsie Hiersche, Donald Kibbe, and Bert Ramage.

On January 22, 2013, Elsie Hiersche, charter member and driving force behind the organization of the committee, passed away at the age of 94. Elsie was a tireless worker and spokeswoman for the preservation and restoration of the Meeting House, and her enthusiasm and energy kept the committee moving forward. As a member of the Ludlow Grange for over 75 years, Elsie had a long history with the Meeting House. The Grange held their meetings there until their dissolution, and the Meeting House was the site of the Grange Fairs for many years. Elsie was active with the fairs and also with the Ludlow 4-H clubs which met at the Meeting House. As a member of the Historical Commission, Elsie was a knowledgeable tour guide and educated children about their town heritage. She will be sorely missed.

The Committee will continue to work to promote, maintain, and improve our town's historic Meeting House.

Respectfully submitted,  
Jerry Kavka, Chairman  
First Meeting House Committee

## HUBBARD MEMORIAL LIBRARY

**“I'D BE HAPPY IF I COULD THINK THAT THE ROLE OF THE LIBRARY WAS SUSTAINED AND EVEN ENHANCED IN THE AGE OF THE COMPUTER.” BILL GATES**

Fully one third of all Americans—about 77 million—use public library computers. Every day people look for jobs, fill out job applications online, do personal banking, search government agencies, connect with friends, or do homework. Nearly one half of 14-18 year olds —about 11.8 million—used a library in 2012, and about one quarter of them used the library once a week. A decade ago, the Internet was feared to be the end of libraries. Not so!

Over 300 people used a Hubbard Memorial Library Internet terminal every week in 2012. That's 16,000 consumers, students, job seekers, business owners and travelers -- and a 12% increase in use over 2011. We continue to provide free access to information, a window into culture, and a place to become part of a larger community.

While patrons are still checking out printed materials (circulation was up by 5%), digital books are rapidly growing in popularity. Did you get a new e-book reader? The library has free e-books to read on a Nook, Kindle, Sony Reader iPad and other compatible devices. Free e-reader workshops were offered on all these devices to help patrons take full advantage of the digital collection. In 2012, checkout of digital e-books and downloadable audio books shot up with an increase of over 65%. More e-reader workshops will be offered in 2013 as we strive to participate in emerging technologies and enhance patrons' ability to use them effectively.

While computer access, online resources and digital media are important, it's still programs and collections that make us tick! Our Summer Reading Program was hugely successful with children and adults. The activity and excitement was fantastic, as 800 children and young adults participated in "Dream Big-Read!" Registrations for the 2012 Summer Reading Program increased by 24% over 2011 figures. A demonstration of the amazing science of "Bubbleology" drew over 100 children and their families, and Toto the Tornado Kitten, showing great aplomb, visited for a book signing. As part of the Adult Summer Reading Program, "Own the Night!" the library hosted a Ghostology series presented by Agawam Paranormal. Over 160 interested teens and adults explored the world of hauntings and apparitions. In 2012, 460 story times, clubs, and library sponsored events for children, teens and adults entertained, amazed and educated 8,600 enthusiastic participants.

The support of the community is at the core of the library's success. An important part of that success is provided by the Friends of the Library. The Friends continued their generous funding for programs and materials in 2012. Through the Friends, a Venmill disc cleaner was purchased, saving the library hundreds of dollars in CD and DVD disc resurfacing costs. Programs supported by the Friends include the wildly popular Summer Reading Program. In the spring of 2013, the Friends will host an antique appraisal fundraiser for the library. We look forward to this exciting event!

Volunteers support the high quality of service delivered to our community. We appreciate and value the support they provide in helping the staff achieve the mission and goals of the library. Six hundred volunteers gave back to the community by donating over 2,500 hours of service to the library in 2012.

The library is a member of Central/Western Massachusetts Automated Resource Sharing, Inc. C/W MARS is a library consortium dedicated to efficient resource sharing and rapid access to information. Over 155 members circulate more than nine million items annually to one million registered borrowers. The library participates in a shared online computer system and the combined collections of more than six million items. In May 2012, the C/W MARS community migrated to the new Evergreen software platform. Evergreen is open source software that helps library patrons find library materials, and enables libraries to manage, catalog and circulate those materials. The transition has not been as seamless as originally expected. C/W MARS has hired a software programmer and an OPAC (online public access catalog) specialist to further develop the software and fix existing bugs. Two new Evergreen software releases are expected each year, so we hope to see greater refinements and increased ease of use for staff and patrons.

The library strives to be your community center for lifelong learning, providing current information, learning opportunities and programs of interest to all ages. In the digital age, our objective must be to find a balance between innovative technologies and traditional library services. The Board of Trustees recognizes that the continued success of the library rests with the staff members. The commitment to excellent service provided to the community is commendable.

**"Libraries are society's workhorses, making available what is good and worthy and open to all who need information, reassurance or a kick in the imagination. A town without a library is irredeemably impoverished." Bill Peachel, author**

Respectfully submitted,  
Christine Davis  
Chairperson

# **INFORMATION TECHNOLOGY DEPARTMENT & COMPUTER ADVISORY COMMITTEE**

## **OVERVIEW**

The Computer Advisory Committee uses the collective knowledge of its members to make technology-related decisions for the Town. The decisions are directed to the Information Technology Department for implementation.

The Information Technology Department supports and manages the Town's technology systems including: the computer network infrastructure, servers, personal computers, phone systems, web sites and any new technologies that are implemented. The goal of the IT Department is to create and maintain a dependable and secure environment which allows for accurate and efficient processing of the Town's voice and data.

## **YEAR IN REVIEW**

Some of the goals set forth by the IT Department in 2012 included continued streamlining of the network and updating of the oldest computers on the network. These goals were reached through the successful completion of several projects throughout town.

One of the largest projects in 2012 was the virtualization of servers at the police station; all existing servers were consolidated, both physically and virtually – resulting in a more efficient network infrastructure while freeing up valuable physical space within the building.

Another significant project included the implementation of a licensing and permitting software suite. Currently only being utilized by the building department, this program will be expanded to all departments that issue permits or licenses, allowing for a universal interface for all employees, better inter-department communications and simplified reporting for auditing purposes.

As usual, the effort to upgrade or replace the oldest computers on the network each year continued. Most notably, the public-use computer lab at the library was replaced and expanded. This lab has been utilized by thousands of people over the last few years and daily usage continues to rise. Additionally, computers were installed, upgraded or replaced for numerous staff members, including emergency services personnel.

## **FUTURE GOALS**

The primary goal for the next year is to expand usage of existing resources, such as the new permitting software, GIS integration and integrating more functions into the Town's website, which is expected to be overhauled early in 2013. Additionally, routine maintenance and upgrades will remain a top priority in an effort to continue the level of reliability that has become expected of the department.

## **CONCLUSION**

The ultimate goal of any IT Department is to keep its users functioning in any situation so that work can be completed without interruption – a goal that has been successfully completed. However, being part of the ever-changing world of technology, we are always looking to find new and exciting ways to improve everyone's productivity and overall experience.

Respectfully submitted,  
Jose Alves  
Chairman, Computer Advisory Committee

Gary J. Blanchard  
IT Manager

# **LUDLOW COMMUNITY TELEVISION**

## **OVERVIEW**

Ludlow Community Television is a non-profit, community access television station that serves the public, education, and government needs of the Ludlow community. We provide the resources for the Town to communicate to its citizens through cable television.

## **YEAR IN REVIEW**

One of our main focuses in the past year was to increase student involvement in our studio. We were able to do so by accepting 2 students into our Independent Study program. These students have been producing videos and gaining work experience while getting high school credit. In the coming year, LCTV will be welcoming 2 television production classes from the high school to the studio to produce the school's weekly "Morning Announcements" program. A group of students from the student council also hosted the 1<sup>st</sup> Annual LCTV Candidate's Forum in March.

Every year new shows are produced in our studio, and this year was no different. We increased our membership and welcomed new producers with shows like Encharge, TREW, UConomy, The Way, and Mrs. Buttercup presents. We also welcomed a new volunteer that produces a weekly Ludlow weather forecast.

We are always trying to keep up with modern technologies and the ways people receive their information are ever changing. Recently we added a live video stream our on demand video player on our website ([www.ludlowtv.org](http://www.ludlowtv.org)). In addition to broadcasting a meeting live on television we now have the ability to stream live any meetings that take place at the Town Hall.

## **THE FUTURE**

LCTV is constantly looking at new ways to bring quality programming to the Ludlow community. We will continue to keep up with current technologies so our programs will be informative and entertaining. In the coming years we hope to begin an after school television production program at the middle school and also a program at the senior center.

Respectfully submitted,  
Michael Hill  
Cable Operations Manager

# **LUDLOW HOUSING AUTHORITY**

The Ludlow Housing Authority formed in 1959, provides affordable housing to eligible seniors, handicapped and families applicants. The Ludlow Housing Authority has one hundred fifty (150) units of state-aided elderly/handicapped housing and includes two congregate living units, Colonial Sunshine Manor located on Wilson Street, State Street Development, and Chestnut Street Development. The Ludlow Housing Authority also owns ten single family homes located on scattered sites within the Town and six units called the John Thompson Manor located on Benton/Butler Streets.

The Commonwealth of Massachusetts, Department of Housing and Community Development (DHCD) fund public housing programs and establish eligibility rules and guidelines. Applicants who meet the qualification and eligibility guidelines are placed on appropriate waiting lists for their household.

- Elderly/handicap applicants must be sixty (60) years of age or disabled to apply for housing. Residents who work or live in the Town of Ludlow may receive a preference when reviewed and verified by the Authority. Rents for Elderly/handicap units are based on 30% of the tenant's net adjusted income and includes heat, water and electricity.

- Family units are based on 27% of the tenant’s adjusted net income and tenants are responsible for their own utilities.
- 760CMR (5) Local Resident regulation: - a person who has a principal residence or a place of employment in a city or town at the time of application to an LHA in that city or town and at the time of final determination of eligibility and qualification. Temporary residence with relatives or friends in the city or town is not sufficient unless the person's last residence and domicile was in the city or town. In the case of an applicant determined by the LHA to be homeless, the applicant may select one community for local preference, either the community from which he or she was displaced through no fault of his or her own, or the community in which he or she is temporarily placed.
- Veteran: Any veteran applying for elderly/handicapped housing also receives a preference **if applicant resides in the community.**

The Department of Housing and Community Development (DHCD) establish revised income limit guidelines every two years. Effective August 2, 2012 the new income limits for Ludlow Housing Authority are:

One-person family:	\$45,500
Two-person family:	\$52,000
Three-person family:	\$58,500
Four-person family:	\$65,000
Five-person family:	\$70,200
Six-person family:	\$75,400
Seven-person family:	\$80,800
Eight-person family:	\$85,800

The Board of Health utilized the Wilson Street Community Room for weekly blood pressure clinics on Wednesday mornings at 10:00 a.m. Our thanks go out to the Town of Ludlow Nursing Staff who come out to meet with Residents to discuss health issues and perform free monitoring of vital signs of our seniors and non-elderly population. Again, our sincere thanks to the Ludlow Nursing Department for their support and dedication to the Residents of the Ludlow Housing Authority.

As is previous years, State Street Community Room is currently used for a drop off station for home delivered meals. We feel fortunate to assist West Mass Elder Care continuing effort in providing meals to our community.

Ludlow Housing Authority would like to thank the Ludlow Fire Department, Ambulance crew, and the Ludlow Police Department for their support and dedicated responses to the needs of our Residents at all hours of the day or night and under all circumstances and weather conditions.

A special thank you goes out to the Hampden County Correctional Center. Through the integrated program, Hampden County Correctional Center has been able to place pre-release individuals on a one-on-one work program. This program has been quite successful. Ludlow Housing Authority would like to thank Sheriff Michael Ashe Jr, Kevin Crowley and Jeff DeMaio without their assistance we would not be able to complete our necessary projects.

The Senior Center Director and staff working at the Senior Center located in the Chestnut Street Building deserve a special thank you from the Ludlow Housing Authority.

New pursuits: Ludlow Housing Authority is always seeking funding from the Authority to become more energy efficient, improve outdated units and maintain its commitment to affordable housing.

Ludlow Housing Authority Board of Commissioners would like to thank all our Town Agencies for all their help whenever we needed or requested it.

Respectfully submitted,  
 Paul Chrzan, Chairman  
 Ludlow Housing Authority

Members:

Betty K. Socha, Vice Chair

Helen Garrow, Treasurer

Carol Romaniak, Asst. Treasurer

Carolyn Muzzi, Commissioner State Appointee

## **RECREATION COMMISSION**

The Recreation Department offers programs for Ludlow resident children only. This allows parents of Ludlow an affordable place for their children to go that is safe and well supervised. In 2012 we ran a Summer Program from June to August, an Afterschool Program from September to June, an Easter Egg Hunt, Campership Fund, hired Lifeguards for Haviland Beach and the Thompson Memorial State Pool, hire an assistant Pool Manager, scheduled the use of all parks/athletic fields and the sign at the Town Gazebo.

### **GAZEBO**

The Gazebo is utilized for prom photos, wedding ceremonies/photos, family portrait sittings, preschool graduations, Christmas Caroling, Tree Lighting, church services, and Concerts in the Park. This facility must be booked through the Recreation Department to eliminate any obstacles on that special day.

The Recreation Department wishes to express their appreciation to the Parks Department and their employees: Mark Jurga and the rest of the park employees for their excellent up-keep of all the town fields and parks.

Thanks also go out to the participants in the Concerts in the Park which runs from June – September. These concerts are performed by various artists who either put on a free concert or obtain sponsors to promote themselves and/or band. These concerts are very entertaining and enjoyed by all who attend.

### **SUMMER RECREATION PROGRAM**

The 2012 Whitney Park Summer Program continued with both the All Day and Preschool Programs being combined. The 4-6 year olds still had the option of signing up for the ½ day program but the full day program is now available for that age also. Those parents who still wished to only send their 4-6 year old ½ day had the option of signing them up for the 9:00am – 12:00pm session or 12:00pm – 3:00pm session. In any event both programs had participated in a variety of fun and recreational activities. The all day program operated from 9:00 a.m. to 3:00 p.m., Monday through Friday, June 25<sup>th</sup> to August 10<sup>th</sup>, 2012. Both the preschool and all day programs were very productive and successful. Both programs were under the direct supervision of Sarah Potter, Steve Bates & Derek Simpson. The counselor staff for these programs included: Mark Bamford, Jessica Barlow, Brian Barros, Alex Bernardo, Brian Borowiec, Ariana Crespo, Jared Dias, Karla DosSantos, Nicholas Dunn, Christopher Fanning, Laura Fanning, Nathaniel Ferreira, Cassandra Figueiredo, Alexandra Francisco, Alexis Gamache, Alexis Holdsworth, Davis Horgan, Jacob LaPierre, Courtney LeDuc, Bryant Leitao, Claire Lemek, Joseph Leonard, Lauren Lewicki, Trevor Lewicki, Tyler Martins, Andrew Mill, Jocelyn Minie, Troy Nascimento, Lindsay Paixao, Gillian Cassidy-Payson, Christopher Pereira, Meghan Pereira, Lauren Piechota, Jillian Pirog, Alicia Porter, Heather Provost, Gabriel Ramos, Alyssa Rooney, Casey Rooney, ZeCarlos Roxo, Cheyenne Ryczek, Brian Saloio, Christopher Scagliarini, Nicole Turner, Anna Villano, Sophie Villano and Jake Zina.

The extra staff consisted of junior counselors (children unable by age to qualify for the program or a paid position) ages 13-15.

The enrollment for the 2012 program was 185 children with an average daily attendance of 150 (Ludlow residents only). The daily activities included arts and crafts, outdoor sports, co-operative games, swimming, drum demo and walking field trips to McDonalds, Burger King, Subway, Mikey's and Friendly's.

The following special events also passed the summer at Whitney: World Cup, Wet and Wild, Christmas in July, Field Day, Wacky Week, Halloween Day, Suitcase Science, Talent Show & a BBQ. This year it was a summer time theme, there was a water slide, crazy driver, roll a ball & a dunk tank for the children's entertainment. Popcorn and



cotton candy were available for snacks and hot dogs were available for lunch. The outside entertainment at the Summer Camp this year was The Suitcase Science & a drum demo. Field trips included: Roller-skating at Interstate 91, Look Park, Holyoke Children's Museum, Big Adventure, 202 Entertainment and Showcase Cinemas on rain days.

The closing ceremony began with the lowering of the flag and ended with a summary of the events of the day. The Recreation Commission and the summer program staff would like to thank the DPW for remodeling the butler building (previously utilized by the Parks Dept.) for an added facility in case of in climate weather. The Clubhouse combined with the use of this building now creates enough space for the children to do activities and/or games during rain days and we no longer have to cancel the program.

### **PRESCHOOL SUMMER PROGRAM**

The summer of 2012 was the 14<sup>th</sup> year for the Preschool Program at Whitney Park, it served children ages 4 to 6. Preschool program was also under the direct supervision of Sarah Potter, Steve Bates & Derek Simpson. The ratio of 1 counselor for every 5 children is imperative to the success of the program (the ratios are mandated by the State) which also makes it easier to provide the extra attention needed for the younger children.

The intent of the Preschool Program is to provide recreation for children ages 4-6 that normally would not have a program to attend until the age of 6. The program combined recreational activities with academic games, arts and crafts, swimming & physical education. Some special events held were Beach Day, Halloween Day, Wild West Day, Pirate Day, Fairy Tale Day, Multicultural Week, Fire Safety Day, Christmas in July, Wacky Week, Field Day, Talent Show, BBQ and Birthday Party Day which ended with pizza and cake & ice cream. Field trips included Big Adventure, Look Park, Holyoke Children's Museum, Showcase Cinemas (on rain days) & Interskate 91.

We also have a Health Care Provider on staff from 9:00am-3:00pm. This position was held by EMT certified Shaun Foley & Scott Labrie.

### **THOMPSON MEMORIAL STATE POOL**

In a joint effort between Senator Gale Candaras, Representative Thomas Petrolati, the State (DCR), Recreation Commission, Board of Selectmen and the BPW the Thompson Memorial State Pool was reopened in June of 2010. The pool is a partnership between the State (DCR) and the Town which means that the State remains the owner of the facility but the town (Recreation Department) is in charge of operations.

The hours of operation are Mon-Fri 12:00-7:00 Sat & Sun 10:00-7:00 (public swim), Mon, Thurs, Fri 9:30-11:30 (senior swim), and every day from 7:00pm-8:00pm is family swim. We offered swim lessons, pool passes, had a few birthday parties and group visitations. The pool also offers a concession stand with drinks, ice cream & snacks. The Headguards were Emalee Furtek & Dan Oliveira and the lifeguards were Jennifer Cardinal, Avery Dubois, Ethan Dubois, Sean Egan, Angela Harrington, Rachel Kolbinski, Aaron Leastman & Nicholas Potorski. Brian Chipman, Christine James & Taylor Robitaille worked as subs. The pool was closed a few days due to incidents in the pool that had to be treated with chemicals which required it to be closed for 24 hours.

The main responsibility of the lifeguards is for the safety of all swimmers secondary duties are to keep the facility and its grounds clean and free of all debris and trash. Headguards are to perform weekly skill trainings and rescue trainings with the lifeguards to keep them aware of incidents that could happen during the course of the day. In addition to these duties a daily report is to be filled out with such information as weather conditions, number of bathers, accidents and incidents and any other pertinent information or comments that they feel is necessary to be brought to the attention of the Recreation Commission.

This year we added an Assistant Pool Manager, this position was held by Christopher Gates. The Pool Manager has the responsibility for the safety and control of all persons in and around the pool as well as managerial, administrative, and facility duties. This position works under the direct supervision of the Recreation Commission and the Certified Pool Operator Manager.

### **HAVILAND BEACH**

The summer of 2012 estimated serving 4,111 bathers (2,411 Residents and 1,700 Non-Residents). The Pond hours

of operation were Monday-Friday from 10:00 a.m.–8:00 p.m. and Saturday-Sunday from 9:00 a.m.–8:00 p.m.

This year the Recreation Commission's two Head Lifeguards were: Breonna Harrington & Alex Dzialo, the five Lifeguards were: T.J. Cummings, Keith Desilets, Joshua Flowers, Paige Mullins & Sean Palatino. Steve Bates worked as a gate monitor when needed. The lifeguards main responsibility is for the safety of the swimmers, in addition they are responsible for the upkeep of the beach area and bathhouse. The headguards are required to perform weekly skill trainings and simulated rescues with the lifeguards to keep them aware of the incidents that could happen during their shifts. In addition to these duties, they are required to give a daily report, which includes such information as weather conditions, approximate number of bathers, accidents and incident reports, and any other comments that they feel should be brought to the attention of the Recreation Commission.

### **CAMPERSHIP FUND**

The Campership Fund is a program in need of donations. These donations allow children of low-income families to attend the program even though they are unable to pay the one time registration fee.

### **WHITNEY PARK AFTERSCHOOL PROGRAM**

The Ludlow Recreation Department's Afterschool program at Whitney Park is growing slowly. Our program had an enrollment of 21 children this year, (we are licensed for 40 children) through the Department of Early Education and Care. This program is offered to Ludlow Residents with children in grades K-5 with busing available through the Ludlow Public Schools Business Office. The hours of operation are Monday-Friday, from 3:00pm-6:00pm, with the exception of school vacations when the times of operation are 9:00am-5:00pm. and early release days. This year due to availability of staff we were also open on ½ days. These days will be a year to year decision depending on the availability of staff.

The program Director is Sarah Potter. Steve Bates and Jessica Barlow as Group Leaders with Nicole Turner & Derek Simpson as subs. Being our sixth year we feel that this program is a great success and are confident that in the future our 40 slots will be filled. We offer homework help, use of computers, do arts & crafts, play games, watch movies, and encourage out door play as much and whenever possible. The children are also provided with a daily drink & snack. Some special events were as follows: Birthday Day (we have pizza and cake for children who have birthdays during the month), we decorated pumpkins for Halloween and had a Halloween Party, the children made decorations for Thanksgiving and also made a chart of what they are thankful for, we made snowflakes for the Newtown students and at Christmas time they made ornaments for their trees and made out wish lists for Santa. Santa arrived during their Christmas Party and listened to their last minute wishes. The Recreation Commission would like to thank Alda & Gordie Grimes for helping out at the Christmas Party.

### **WHITNEY PARK EASTER EGG HUNT**

For the past 12 years the Recreation Department has been putting on an Easter Egg Hunt at Whitney Park for Ludlow children ages 2-8. This event is free and scheduled the Saturday before Easter at 11:30 am. The children are asked to bring a basket, bag, bucket etc. to collect their eggs which are hidden around the playscape areas of the Park. When the children arrive at the Park they are asked to sign in with their name and phone number where they will be entered into a drawing for an Easter Basket. After the hunt the children and parents are then offered a snack in the clubhouse while the Easter Basket prizes are drawn. This has been a successful and fun event with about 100 children in attendance every year.

The 2012 total revenue from this department is \$92,587 consisting of \$5,044 from pond fees, \$17,643 miscellaneous, \$13,740 collected from January – June and \$7,980 collected from August - December for Afterschool Program tuition, and \$48,180.00 collected from camp fees.

Respectfully submitted,  
Sean McBride, Chairman  
Recreation Commission

## VETERANS SERVICES

The Department of Veterans' Services continues to offer assistance to Veterans and their families through a number of Federal and State programs. The states veterans' benefits program (Chapter 115) provides temporary assistance to veterans and their families who qualify to receive benefits and can show need. These benefits provide for medical and cash living expenses.

The Department of Veterans' Services will also aid veterans and their families in the filing of federal forms that are necessary for them to receive a wide range of benefits provided by the Veterans' Administration.

### **To the Veterans of Ludlow past, present and future- I SALUTE YOU !**

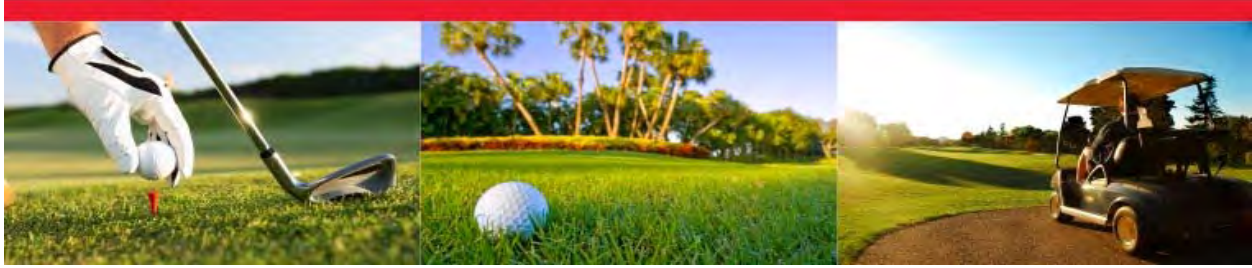


I encourage any Veteran, widow or dependent of a Veteran to seek these services. I can be reached at 583-5600 x 1291 Monday thru Friday 8:30 A.M.- 4:30 P.M . I can also schedule appointment at your home or any location that is best for you.

I wish to express my gratitude to the Veterans, widows and dependents of the Town that I have worked with throughout my tenure. It has been a pleasure to have served you for the past six years in this capacity. I look forward to the new adventures that retirement will bring. I would also like to thank all of the Town Departments, volunteers and especially the Veterans Memorial Committee for all the work and efforts put forth to ensure the completion of the new Memorial.

Respectfully submitted;  
Donald J. Couture  
Director of Veterans' Services

## WESTOVER MUNICIPAL GOLF COURSE



The Westover Golf Course would like to take this opportunity to thank its patrons for their loyalty and commitment over the past year. As mentioned last year in this report, the golf course has completed the installation of a new generator and electrical upgrade to accommodate the clubhouse during power outages, thus allowing the golf operation and concession to remain open.

The hiring of a new Superintendent has shown vast improvement in the general overall condition of the course, standing water issues have been addressed; bunkers are on the way to better condition. Anticipating more improvements at Westover, the Golf Commission has recently decided to explore the renovation of both restrooms.

Again the Commission extends its thanks to the staff for their hard work and diligence, to the patrons who continue to support the course, allowing us to serve the local community. We look forward to

Respectfully submitted,  
Sean M. McBride  
Chairman, Westover Golf Commission

## OUR HERITAGE

### LUDLOW AGRICULTURAL COMMISSION

The Ludlow Agricultural Commission continues to be an Engine of Harmony for the town. It is a board of 8 Ludlow residents, including farmers, interested in creating and maintaining an amiable environment concerning Ludlow's agriculture and small farms. The board has been in existence since 2007 and has worked to promote local agriculture and small farms. We have been successful in helping to pass a Right to Farm bylaw which helps allow townspeople and farmers to co-exist comfortably.

#### SUMMARY OF 2012

Throughout the course of 2012, the Agricultural Commission helped land owners with information regarding small scale farming and navigating their best options for their land. The Agricultural Commission is always available to help guide and educate local land owners with issues involving their land or animals; we also are here for land owners that are trying to keep parcels of land within their family. We can show them ways to hang onto their land for enjoyment of future generations.

Respectfully submitted,  
Karen Pilon, Chairman  
Ludlow Agricultural Commission

## HISTORICAL COMMISSION

The Historical Commission's powers and duties are primarily to preserve, protect, and develop the historical and archeological assets of the town. The Commission shall conduct researches for places of historic and archeological value, shall cooperate with the state archeologist, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes. The Commission works very closely with the Massachusetts Historic Commission.

In June members, were able to tour Mill # 8 and the famous Ludlow clock tower. Members were actually able to climb inside to view the workings of the clock. They also got a bird's eye view of the whole town from the rooftop. Brian Nichols of the Westmass Area Development made this possible and the members thank him for that.

In August, Elizabeth Rairigh, Historic Preservation Planner from the Pioneer Valley Preservation Commission, Jason Barroso, liaison from the Board of Selectmen, Jerry Kavka, Chair of the First Meetinghouse Committee, and Don Kibbe, member of First Meetinghouse Committee attended our monthly meeting to give us guidance and help, on how to proceed with bringing the First Meetinghouse up to code. The main priorities seem to be fixing of the roof, stabilizing the foundation, and making the building handicap accessible. Ms. Rairigh suggested we apply for a grant when Round 19 of the Massachusetts Preservation Projects Fund becomes available after the first of next year, 2013. These grants are awarded through the Massachusetts Historical Commission. The Massachusetts Preservation Projects Fund (MPPF) is a state-funded 50 per cent reimbursable matching grant program established in 1984 to support the preservation of properties, landscapes, and sites (cultural resources) listed in the State Register of Historic Places. Applicants must be a municipality or nonprofit organization.

In September, Chairperson, Betty Kibbe was among the hundreds of guests who attended the groundbreaking ceremony for the new HealthSouth Rehabilitation Hospital of Western Massachusetts which will be located on the grounds of the Ludlow Mill Complex. This property is located in the Ludlow Village Historic District. The new hospital will accommodate 53 patient beds and will be built utilizing green-design technology and energy efficient building systems. The hospital is expected to be fully operational in late 2013.

In October, a meeting was held at the First Meetinghouse located in the Ludlow Center Historic District. In attendance were Historical Commission members, along with Jerry Kavka, First Meetinghouse Chairperson, Justin Larivee, Building Inspector, and several members of the Ludlow Fire Department. The purpose of the meeting was to inspect and determine which parts of the building were of utmost importance for renovation and restoration and what items should be addressed on a timely basis. The meeting also gave an opportunity to view the whole interior of the building to those fire personnel who had never been in the First Meetinghouse.

In November, the Historical Commission received a donation of milk bottles, a private collection, from Evelyn Wrona in memory of her late husband Stephen T. Wrona. The vintage glass milk bottles, 43 of them all from Ludlow dairies, are on display in the main entry, second floor of Town Hall. The Historical Commission members are very grateful and appreciative to have this collection.

The Ludlow Historical Commission books on Ludlow's history are available for sale in the town clerk's office at Ludlow Town Hall. The books are as follows: A HISTORY OF LUDLOW, MASSACHUSETTS 1774-1974, IMAGES OF AMERICA:LUDLOW, REMEMBERING WORLD WAR 11, AND COLOR THE ABC'S OF LUDLOW.

The Historical Commission holds meetings the last Wednesday of the month.

Respectfully submitted,  
Agnes E. Kibbe, Chairperson  
Historical Commission

Members:

Karen E. Pilon, Secretary

Elsie Hiersche, passed away January 22, 2013

Daniel C. Fillion

John F. Moll

Thomas Vickers

## **PUBLIC SAFETY**

### **AMBULANCE ABATEMENT COMMITTEE**

The Ambulance abatement Committee met twice during fiscal year 2012. We received 16 hardship abatement requests from individual taxpayers throughout the year. Ten of those requests were recommended for approval to the Board of Selectmen and six were denied.

Denied abatement requests are referred back to the Town Collector for him to set up an affordable payment schedule with the individual taxpayer.

As always, we strongly recommend that all residents of the Town of Ludlow invest in the Ambulance Subscription Service. For the annual cost of \$40.00, when you use the ambulance, your insurance is billed and the balance, after insurance payment, is paid from the town subscription fund. This covers all members of your household.

Respectfully submitted,  
Fred Pereira, Chairman

Members:  
Mark Babineau, Fire Chief  
Anthony Jarvis, Resident  
Lori Barbeau, Resident

## **ANIMAL CONTROL**

There were 1408 dogs registered in Ludlow as of 12/31/2012. We urge animal owners in the Town to keep their animals updated in their rabies vaccinations and licensed in the Town as per State Law. We urge cat owners to also get their cats vaccinated against rabies besides being a State Law, it's for the owner's protection as well. There are clinics in the spring that offer rabies shots at a reasonable cost. Check your local papers for time, location and costs. Please remember to license your dogs. This is a Town law and are subjected to a fine for not doing so.

Please be sure not to leave your animals outside or neglected by not having proper shelters, food and water. Dog owners are responsible for the care of their animals at all times.

We received 625 telephone calls in 2012 regarding complaints, requesting information of roaming dogs, injured animals, dead animals in the roadways, lost and found dogs and cats. People should be good neighbors to one another by keeping their animals under control and on their property at all times. Many animals domestic and wild were killed in the roadway in 2012, keep a watch on your animals so they don't become one of the statistics.

Any questions, please call Gill and Anne Turcotte at 596-5484.

Thank you for allowing us to serve you.

Respectfully submitted,  
Gill and Anne Turcotte  
Animal Control Officer's

## DEPARTMENT OF WEIGHTS AND MEASURERS

The purpose of the Weights & Measures Department is to test, adjust, seal, or condemn all weighing devices including devices used for buying and selling and measuring. The Department is also involved in consumer protection and investigates all consumer complaints. Weights & Measures also checks scanners in all retail establishments for accuracy.

### SCALES

Over 10,000 lbs.	4
5,000-10,000 lbs.	1
100-1,000 lbs.	0
Under 100 lbs.	68
Metric Weights	32
Apothecary Weights	30
Gasoline Pumps	118
Oil Tanks	5
Bottle Return Vending	4
Scanning System	14
<b>TOTAL</b>	<b>276 devices</b>

**Amount of fees billed \$4,739**

Respectfully submitted,  
Douglas Wilk  
Sealer Weights & Measures

## FIRE DEPARTMENT

The Fire Department continued to provide fire and emergency services to the Town, twenty-four hours a day, seven days a week, with a staff of dedicated Firefighter/EMT's and Paramedics. Services provided by the Department included fire suppression, hazardous materials response, rescue, paramedic level ambulance service, carbon monoxide response, fire prevention and inspection, and fire education.

In March, two advanced auto extrication classes were held at the Fire Department. Today's automobiles are much different than vehicles produced even ten years ago; high strength metals and composite materials, passenger restraint systems, and hybrid electric technologies are just some of the changes in today's vehicles. Tools and techniques utilized in the past are no longer sufficient to safely and efficiently extricate passengers from vehicles involved in serious crashes.

On September 11, 2012, the eleventh anniversary of the terrorist attacks in New York, Washington, D.C. and Shanksville, PA, a remembrance ceremony was held at the Town's 9/11 Memorial at the public safety complex. Approximately 75 people, including firefighters, police officers, town employees and members of the public attended this annual service.

In September, Ludlow resident Zachary Ellison was hired to fill a vacant firefighter position. At the time of his hire, Zachary was the top-ranked candidate on the Civil Service list and had attained his paramedic certification. He is the son of Ludlow Firefighter/Paramedic William "Bud" Ellison. Zachary started employment on October 29<sup>th</sup> and immediately attended Advanced Public Safety Telecommunicator and Emergency Medical Dispatch training. He has been assigned to "C" crew under the command of Captain Edwin Prokop. Beginning in April, he will attend the Massachusetts Firefighting Academy's 12 week recruit training program.

An estimated 300 people attended our Annual Open House, which was held on Sunday, October 14. Visitors were able to view the department's vehicles and equipment up close and meet numerous members of the Fire Department staff. Highlights for many were the 'Jaws of Life' demonstration, rides in the bucket of the Department's platform truck, and 'Sparky' the robotic fire dog. We want to extend a thank you to the Ludlow High School Boys and Girls Cross Country teams who once again provided invaluable assistance during this event.

Throughout November and December the department worked on upgrading its radio communication system. The Federal Communications Commission had mandated that on or before January 1, 2013 all radio license holders who operate on VHF or UHF frequency bands needed to be "narrowband" compliant. "Narrowbanding" refers to a requirement that all radio equipment in these bands be able to operate on a channel bandwidth of 12.5 kHz. The Fire Department radio system was operating on 25 kHz bandwidth. This requirement forced the department into replacing older radio equipment and reprogramming new equipment in order to meet this mandate. The radio system upgrade was accomplished prior to the December 31 deadline.

The Fire Department responded to 799 fire/rescue calls during 2012. Below is a breakdown of these calls:

Structure Fires.....	47
Other Fires ( <i>vehicle, brush, rubbish, etc.</i> ).....	46
Rescue, Vehicle Accidents, Assist Ambulance.....	209
Alarm Activations .....	168
Hazardous Materials Responses.....	44
Other Hazardous Responses.....	33
Mutual Aid Given.....	18
All Other Responses: ( <i>Carbon Monoxide Incidents, lockouts, flooded basements, investigations, burning complaints, etc.</i> )....	234

The Fire Department remitted a total of \$47,437.41 to the Town Treasurer for fees collected for services, fire reports, donations, and permits issued.

## **FIRE PREVENTION REPORT**

Captain Jeffrey Lavoie continued the duties of Fire Prevention Officer for the Ludlow Fire Department. Throughout the year, Fire Prevention Officer Lavoie attended training sessions concentrating on Inspections, Code Enforcement, Blasting, Report Writing, Fireworks, Oil Burners, Plans Review, Smoke Detector Inspections, and Building Code Classes. Captain Lavoie became credentialed to the Fire Inspector I level, the highest level currently offered through the State of Massachusetts; he also completed The Advanced Fire Investigation Course held at the Massachusetts Firefighting Academy. In addition, he conducted fire drills at schools, businesses and institutions, performed fire and life safety inspections, reviewed building and site plans, performed 21-E site assessments, investigated complaints of fire hazards, conducted fire origin and cause investigations, and assisted local residents and businesses with fire code compliance issues.

The Student Awareness of Fire Education Program (S.A.F.E.) was offered in all Town schools to children in pre-kindergarten through grade five. Firefighters Ryan Pease and Jan Thornton coordinated and delivered the program with assistance from many members of the department. Due to cooperative efforts by the Fire Department, School Department, Parent Teacher Organizations and the Ludlow Rotary Club, the S.A.F.E. program was again successfully delivered to the students. Since the inception of the program statewide in 1995, fire deaths of children under the age of 18 has fallen 92%. In 1994, 25 children ages 18 and under died in fires in Massachusetts; in 2006, that number had dropped to 1. In 2011, there was one fire death of a child under age 18; unfortunately, there were 54 civilian fire deaths in Massachusetts in 2011, an increase of 18 more fire fatalities than were recorded in 2010. For the first time since statistics have been kept on fatal fires in Massachusetts, smoking was not the leading cause of home fire deaths in 2011 - electrical fires accounted for one third of all home fire fatalities.

One of the most significant measures you can take to keep your family safe at home is to install and maintain working smoke detectors and carbon monoxide alarms – we cannot stress enough how critical this life saving action



can be. Residents with questions regarding maintenance or placement of smoke detectors and carbon monoxide alarms can find more information on the Fire Department page of the Town of Ludlow website ([www.ludlow.ma.us](http://www.ludlow.ma.us)) or by calling the Fire Department at (413) 583-8332.

In addition to the S.A.F.E. program, additional public fire education efforts continued throughout the year. Fire extinguisher training and fire and life safety education programs were provided to various schools, businesses and civic organizations. Our Annual Open House, held during Fire Prevention Month in October, presents an opportunity for us to communicate our fire safety message to residents and gives them a chance to look at our equipment and ask questions.

The following is a list of permits issued by the Fire Prevention Office, an overall increase of 164 permits from 2011.

Smoke Detector .....	259
Oil Burners & Tanks.....	80
LP Gas Permits .....	69
Flammables Permits .....	4
Tank Truck Permits .....	80
Black Powder Permits .....	0
Blasting Permits.....	7
Tank Removal Permits .....	36
Sprinkler System Permits .....	5
Storage Tank Permits.....	13
Fire Alarm Permits .....	17
Cannon Permits .....	0
Fire Suppression Permits .....	3
Fireworks Permits.....	1
Vent Free Gas Heater Permits .....	0
Miscellaneous Permits.....	0

A total of 569 permits were issued. Permit fees collected totaled \$15,480

## **AMBULANCE SERVICE**

The Department continued to provide paramedic level ambulance service to the Town. We are currently licensed for and are operating three paramedic level transport ambulances and one non-transport ambulance. Staffing is provided by firefighters cross-trained as EMT's. Currently, we have 20 EMT/Paramedics, 3 EMT/Intermediates, and 7 EMT/Basics.

The Department continued its affiliation with Mercy Medical Center; Dr. Louis Durkin serves as our Medical Director.

The Department responded to 2,616 emergency medical calls in 2012, an increase of 8.7% over the previous year. Billing for ambulance services rendered totaled \$1,512,079.00, an increase of 6.8% from 2011. All revenues from ambulance billing are deposited to the Town's General Fund.

The Ambulance Subscription Program continues to be successful. The \$40.00 subscription fee covers any unpaid balance that an insurance company does not pay for emergency ambulance services provided by the Ludlow Fire Department Ambulance Service to Ludlow residents enrolled in the program. All residents living in the same household are covered under one subscription payment. 2,189 households subscribed to this program during 2012, resulting in \$88,585.00 being deposited to the Ambulance Subscription Fund. Balances remaining in this fund are used to offset ambulance service capital expenses.

At the 2012 Annual Town Meeting, voters approved the purchase of a new ambulance and the equipment needed to place it into service. This vehicle will be replacing a 2001 model that has served the Town well for 12 years. The

new ambulance was acquired with a 4 year lease/purchase agreement, which will allow 100% of the cost of this project to be taken from the ambulance subscription fund and not the Town's general fund. With the acquisition of a Federal Assistance to Firefighters Grant in the amount of \$115,500.00, the department was able to replace its 3 cardiac monitor/defibrillators used on the ambulances. The advanced diagnostic capabilities of these devices have improved patient care and outcomes.

Due to a mandate from the State 911 Department, all members of the Department were Emergency Medical Dispatch Certified prior to the July 1, 2012 deadline. Emergency Medical Dispatch, or EMD, is a standardized format on how 911 calls for medical emergencies are answered. Specifically, standardized lists of questions are asked and pre-arrival instructions are given based on the type of medical emergency reported. All members will need to maintain EMD certification by completing a recertification process every two years.

## **EMERGENCY MANAGEMENT**

Fire Chief Mark Babineau serves as the Town's Emergency Management Director. Duties include coordinating all emergency management and response activities during Town wide emergencies and events, serving on the Town's Emergency Planning Committee, updating the Town's Comprehensive Emergency Response Plan, coordinating mandated National Incident Management Training for employees and officials, and serving as the point of contact between the Massachusetts and Federal Emergency Management Agencies.

The Town renewed its contract with Blackboard Connect, the provider of the Town Wide Mass Notification System. The system allows Town officials to create, and immediately disseminate, important safety and time-sensitive information, including extreme weather warnings, safety warnings, road closures, Amber Alerts and other important information. The system was utilized in advance of Super Storm Sandy. It is being employed by numerous Town departments, including Fire, Police, DPW and the Board of Health, on a regular basis to quickly and efficiently deliver messages to employees, contractors and volunteers within each agency. Funding for this program is provided by a combination of Grant and Town funds.

For the second time in as many years, the Town's Emergency Operations Center (EOC) was activated. The activation occurred in preparation for the arrival of Hurricane/Super Storm Sandy which arrived on October 29th. Representatives from all Town Departments attended the initial meeting to discuss possible shelter operations, road and building closures, public safety issues, public information, and cleanup activities. Fortunately, our area avoided a direct hit, and with minimal need, de-activated the following day, August 30th.

In closing, I would like to take this opportunity to thank the Officers, Firefighters and Staff of the Department for their hard work, dedication, and understanding during what has been another very challenging year.

I would also like to remind residents that properly installed and maintained smoke detectors and carbon monoxide alarms play a critical role in reducing related illnesses, injuries and deaths. To keep you and your family safe, please install and maintain working smoke detectors and carbon monoxide alarms in your home.

Respectfully submitted,  
Mark H. Babineau  
Fire Chief

## **DEPARTMENT OF INSPECTIONAL SERVICES**

Calendar year 2012 has seen improvements from year 2011. Moving forward, residents of the town are starting to remodel their homes, slowly crawling on out of the poor economy and housing market.

The HealthSouth Hospital at the Mill Complex broke ground and is under way. The completion of the medical building on the corner of Moody and Holyoke Streets will hopefully bring the start of the development of the corner of West and Holyoke Streets with Black Diamond Development LLC planned for early spring.

The Stevens Memorial building project should be underway this spring to early summer moving forward to revitalize the great historic building that has been in this town for so many years into affordable housing for seniors. Our department looks forward to providing the greatest service possible for the residents of the town and for contractors.

The following is a breakdown of the permit activity for the calendar year 2011, including public safety certificates.

# OF PERMITS	TYPE OF PERMIT	ESTIMATED VALUE
10	SINGLE FAMILY DWELLINGS .....	1,960,065
23	CONDOMINIUM DWELLINGS.....	2,889,000
22	DWELLING, ADDITIONS .....	2,018,579
65	DWELLING, ALTERATIONS .....	858,257
6	COMMERCIAL, NEW CONSTRUCTION.....	19,781,518
39	COMMERCIAL, RENOVATIONS/ADDITIONS .....	1,062,163
24	COMMERCIAL-NEW ROOF.....	666,595
10	COMMERCIAL-CELL TOWER ANTENNAS/EQUIPMENT .....	509,355
5	REPAIR OF FIRE-DAMAGED STRUCTURES .....	686,003
6	SUNROOM ADDITIONS .....	146,035
10	PORCHES .....	54,400
24	DECKS.....	148,020
25	SWIMMING POOLS.....	271,954
45	FENCES .....	137,431
664	RESHINGLE.....	6,277,239
294	SIDING .....	2,784,429
140	WINDOW & DOOR REPLACEMENT .....	712,932
4	DETACHED GARAGES/CARPORTS .....	62,500
47	STORAGE SHEDS.....	215,321
2	BARNS .....	36,183
2	GAZEBOS, PERGOLAS.....	12,200
13	TEMPORARY STRUCTURES.....	11,446
58	CHIMNEYS, WOOD-BURNING, COAL STOVES, ETC.....	121,601
57	SIGNS .....	88,839
11	SOLAR PANELS / ARRAYS .....	3,484,446
67	INSULATION.....	198,926
14	MISCELLANEOUS.....	41,604
14	PERMITS TO DEMOLISH .....	333,104
69	CERTIFICATES OF INSPECTION .....	0
<b>1,770</b>	<b>PERMITS ISSUED at an estimated value of .....</b>	<b>\$45,570,145</b>
	<b>FEES COLLECTED.....</b>	<b>\$394,998</b>

The following is a listing of **ELECTRICAL PERMITS** issued.

**Total Number of ELECTRICAL Permits Issued:.....600**  
**FEES COLLECTED.....\$52,778**

The following is a listing of **PLUMBING & GAS-FITTING PERMITS** issued.

**Total Number of PLUMBING & GAS-FITTING Permits Issued: .....552**  
**FEES COLLECTED.....\$62,152**

The following is a listing of **TRENCH PERMITS** issued:

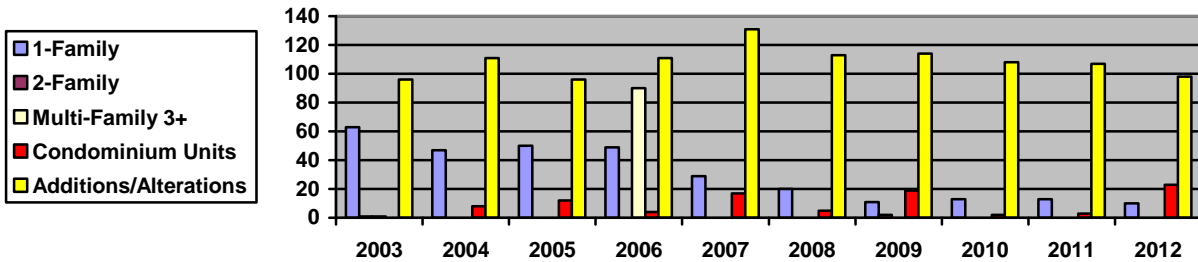
**Total Number of TRENCH Permits Issued: .....86**  
**FEES COLLECTED.....\$1,950**

The following is a list of **SHEET METAL PERMITS** issued:

**Total Number of SHEET METAL permits issued:.....34**  
**FEES COLLECTED.....\$4,119**

**TOTAL FEES COLLECTED FOR 2011.....\$210,054**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
1-Family	63	47	50	49	29	20	11	13	13	10
2-Family	1	0	0	0	0	0	2	0	0	0
Multi-Family 3+	1	0	0	90	0	0	0	0	0	0
Condominium Units	0	8	12	4	17	5	19	2	3	23
Additions/Alterations	96	111	96	111	131	113	114	108	107	98



I want to thank my staff, Mr. Antonio Portelada, Inspector of Wires, Mr. Joseph Kozicki, Plumbing/Gas Inspector, and Mrs. Lorraine Czapienski, Office Assistant, for all their extra hard work and extreme dedication. I also want to extend my thanks to Mr. Paul Adzima, On-Call Local Building Inspector, Mr. Kevin Douville, Assistant Plumbing/Gas Inspector, and Mr. Richard Chenevert, Assistant Inspector of Wires.

Respectfully submitted,  
 Justin Larivee  
 Building Commissioner

## POLICE DEPARTMENT

The Ludlow Police Department ended the 2012 year with 11,689 logged requests for service. Of these requests 2,308 involved investigations/incidents, 510 reportable motor vehicle accidents and 509 arrests. Also logged in to the department were 127 destruction of private property offenses, 119 burglaries/breaking and entries, 66 simple assault and batteries, 33 intimidation offenses, 230 larcenies, 43 thefts from a motor vehicle, 14 forgery/counterfeit crimes, 26 narcotic/drug offenses, 13 disorderly conducts, 44 operating under the influence, 7 liquor law violations, 14 motor vehicle thefts, 16 identity frauds, 14 trespassing violations and 12 robberies.

## **PERSONNEL & TRAINING**

On December 10, 2012, Student Officers Daniel Soares and Bradford Tierney were appointed full time police officers. They began their 22 week Municipal Police Recruit Training Program at the Massachusetts State Police Academy in Boylston, MA on July 16, 2012, and graduated on December 7, 2012. Also, on November 15, 2012, Brandon Vigneault and Jacob Stokowski were appointed as full time student police officers. They will begin their Academy Training on February 4, 2012, at MPTC in Springfield at STCC. Congratulations and wishes for a long and prosperous career go out to our newest members.

Congratulations go out to Lieutenant Paul Madera and Sergeant Michael Brennan who were officially appointed on May 1, 2012, by the Board of Selectmen to their respective positions.

Officers Jerome Mayou, Alex Goncalves and Brian Shameklis attended Breathalyzer Training @ MPTC in Springfield, on March 14<sup>th</sup>. School Resource Officer Paul Dobek attended the 7<sup>th</sup> Annual-NASRO Region 4 School Safety Conference April 9<sup>th</sup> - 11<sup>th</sup> in Norwood, MA. Sgt Michael Brennan, attended a Sergeants Leadership Conference in Marlborough, MA on September 12<sup>th</sup> & 13<sup>th</sup>. On October 12, 2012, School Resource Officer Paul Dobek attended the MSSAA Annual School/Police Conference in Franklin, MA. All Dispatchers attended E911 In-Service Training at STCC in Springfield, MA during November and December.

The Special Police Organization, under the direction of Special Police Lieutenants David Salvador and Raymond Parylak continue to provide services to the Town of Ludlow. Officer Mark Witowski is the liaison to the Special Police and assists with maintaining records and training. Currently, there are 30 members who are trained yearly for firearms, legal updates, CPR and assist the police department in over 20 events including weekend patrol duties. Over 4,836 hours of training, volunteering and assisting during emergencies were donated to the community of Ludlow.

### **K-9**

Officer Michael Whitney and K-9 Rocky participated in the North American Police Work Dog Association one week seminar at UMASS Amherst this year and they were re-certified through NESPAC in December.

In March, over \$2,100.00 was raised for the K-9 Fund at a Pasta Dinner held at the Polish American Citizens Club. Also, the Rotary Club held its annual K-9 Poker Run in October raising over \$3,000.00. We thank the PACC, the Ludlow Fish & Game, The Rotary Club and the citizens of Ludlow for all their generosity and support. The K-9 Unit is entering its eleventh year of existence and Officer Whitney and canine Rocky will continue assisting in keeping our schools safe and providing support to the community.

## **DEPARTMENT**

The term "multi-jurisdictional" would best describe the efforts of the Ludlow Police Department in 2012. The year was considered one of the worst years for frequency of house breaks. Detectives worked closely with surrounding agencies. This collaboration resulted in a total of 8 arrests for local breaks. Drugs were determined to be a motivating factor by the perpetrators. Despite these successes, house breaks continue to plague Ludlow and Hampden County.

An incident in July of 2012, required the largest response of manpower and resources from the Ludlow Police Department and surrounding agencies in the history of the Department. An armed subject was threatening suicide by firearm in a wooded area after having committed arson. The LPD Special Response Team (SRT) responded and contained the scene along with all available personnel. As the situation developed, assistance was provided by Springfield Police Department and the Massachusetts State Police. Police Chief James McGowan and Commissioner William Fitchett of Springfield were instrumental in negotiating and disarming this subject. Despite having discharged his weapon, the subject survived the incident.

Ludlow Police also worked with the Ludlow CARES coalition in preparing for and conducting a drug awareness forum. Presentations were made by District Attorney Mark Mastroianni, Ludlow Police and drug awareness counselors. Attendance was estimated at over one thousand and was also supplemented by live television via Ludlow Cable Access.

In addition to his full schedule, Lieutenant Paul Madera secured \$154,238.00 in grant money for the Ludlow Police & Fire Departments. The 2012 awards from the State 911 Department totaled \$93,907.00 and the Federal grants totaled \$60,331.00. Thanks go out to him for all his hard work preparing and securing these funds.

Fees collected by the Police Department during the 2012 year are as follows:

Photocopies	3,501.39
Administrative fees	53,294.13
Firearm permits	9,887.50
Door to Door Solicitations	145.00
RMV violations	39,735.00
Court Fines	<u>7,390.00</u>
<b>TOTAL FEES</b>	<b>\$113,953.00</b>

As always, I'd like to acknowledge and thank all officers and civilian personnel for their dedicated service and team work in providing a proficient and well organized police department.

Respectfully submitted,  
James J. McGowan  
Chief of Police

## SAFETY COMMITTEE

The committee meets on the second Thursday of the month, at Town Hall, to review requests for Class I, II, and III licenses, sites plans, and special permits. This committee also reviews requests submitted by residents for signs, traffic lights and other traffic issues which they feel are of concern. The Safety Committee in turn makes a recommendation to the Board of Selectmen for further action. Members will sometimes make a request that those applicants applying for licenses, special permits, and/or site plan approvals, appear before the Safety Committee in order to address any issues that may be pertinent for review. This is done in the hope of clarifying any issues that cannot be ascertained by a review of any submitted plans.

2012 was another busy but constructive year for the committee. Decisions and recommendations were made that would help to insure safety to the residents and motorists alike. Some of the recommendations to the Board of Selectmen included, but were not limited to, placing numerous "Stop" signs throughout the town to slow down the flow of traffic, recommendations that traffic studies be done in key areas throughout the town and before new construction sites were allowed to progress.

The Safety Committee wishes to thank the Board of Selectmen and the Board of Public Works for their cooperation in implementing our recommendations, and all Town Departments for their assistance in these matters. To the citizens of the Town of Ludlow, we continue to request your input and suggestions.

### MEMBERS

SGT Francis J. Nowak	Chairman	Police Department
Penny Lebel	Vice-Chair	Community
CAPT Jeff Lavoie	Member	Fire Department
Barry Linton	Member	Department of Public Works
Justin Larivee	Member	Building Commissioner
Phillip McBride	Member	Community
Christopher Coelho	Member	Planning Board

Respectfully submitted,  
Sgt. Francis J. Nowak, Chairman  
Safety Committee

# **BOARD OF PUBLIC WORKS**

## **BOARD OF PUBLIC WORKS**

The Board of Public Works is pleased to present this Annual Report to the Town of Ludlow which summarizes and describes the activities performed by the Department of Public Works during the 2012 calendar year.

### **HIGHWAY DIVISION**

The DPW provides services to maintain the town's public ways and streets in a safe, passable condition for the convenience of the community. The administration office utilizes a computerized Work Order Program to electronically record and log all inquiries from the public to systematically respond and address street and infrastructure deficiencies and problems in the public way and or on public properties. The Board appreciates and encourages the community to report public infrastructure concerns to the Department of Public Works' Administration Office.

Road maintenance, rehabilitation and reconstruction projects continued throughout the year with funds appropriated by the Town through the annual budget process and with funds received through the Commonwealth Chapter 90 Highway Program. The Chapter 90 funds are generated from gasoline taxes and are distributed to towns annually for the maintenance of accepted public ways. The Town has approximately 130 public road miles.

During the 2012 calendar year, the road reconstruction projects consisted of: Chapin Street from the Public Safety Center to Sportsmen's Road including reclamation, paving, and storm drainage improvements. Also, Miller Street from Cislak Drive to East Street was renovated and paved.

In addition to the street paving projects the DPW provides routine maintenance and improvements to the infrastructure. For example, the DPW maintains roadway markings, cross walks and line striping, replace and install street signs, and street sweeping. The department has continued with a preventative maintenance program including pavement crack sealing to extend the life of the asphalt pavement.

The Department was proactive with the cleaning of storm drain catch basins on a regular maintenance schedule. During the 2012 construction season, approximately 176 Construction within the Public Way Permits for projects within the public way were issued, resulting in \$9,742 in fees and \$3,300 in bonds collected typically for the construction of new driveways and installation of utility services.

### **SANITARY SEWER DIVISION**

The DPW, through the Sewer Enterprise Fund, is responsible for the operation, inspection and maintenance of the sanitary sewer collection system including two (2) sanitary sewer lift stations located at Chapin Street and Moody Street. The Chapin Street sewer lift station upgrades included the replacement of one ejector pump. The DPW has developed a sanitary sewer line maintenance program to flush and clean the sewer collection lines. The division responds on a 24-hour basis for sewer line obstructions and/or other problems with the system.

The DPW issued or renewed 9 Drain Layer Licenses which generated \$450 in fees and issued 28 Sewer Service Connection Permits. The division collected a total \$32,759 in fees during 2012.

### **FORESTRY DIVISION**

The DPW provides tree maintenance for the town shade trees located within the public ways and on select public properties. The division is responsible for the planting, trimming, pruning and/or removal of damaged, diseased or dangerous town trees. The trees and branches are chipped and stockpiled for use on town projects. Wood chips are available at the compost area for the residents as the supply allows. The Forestry Division celebrated the annual Arbor Day event held at the new expansion of the West Street Park with the Girl Scout Troop #20609 and Brownie Troop #11318 which included the planting of several State Elm Trees and installation of recreation equipment. The event marked the 6<sup>th</sup> year Ludlow was awarded a Tree City designation for preserving an urban forest.

## **PARK DIVISION**

The DPW is responsible for the maintenance of the town playgrounds, parks and athletic fields as well as providing routine maintenance to the School Department's athletic fields. The activities consist of lawn maintenance, athletic field striping for various sporting events and the restoration of the fields as funds allow.

The department completed the expansion and renovations to Cady Street Park which included improvements to the baseball field, installation of new recreational equipment and a new parking lot.

In conjunction with the Veterans Committee, the DPW and local contractors constructed a new Veteran's Memorial on East Street at the Memorial Park. The installation of granite slabs to recognize the war heroes, a flag pole and site lighting was completed. Bronze plaques with the names of the service personnel will be dedicated this spring.

DPW personnel assisted at special events during the year which are sponsored by the town and/or organizations that included the Memorial Day Celebration, Sunday Concerts in the Park, Veteran's Day activities, Christmas Tree Lighting Ceremonies and other functions conducted throughout the town.

## **CEMETERY DIVISION**

The DPW maintains and operates the five cemeteries within the town: the largest cemetery is the Island Pond Cemetery located on Center Street. The other town cemeteries include the Ludlow Center Cemetery, Sikes Cemetery, Fuller Street Cemetery and the East "Ould" Cemetery. DPW continued with landscape betterments at Island Pond Cemetery.

The following is a summary of activities and fees collected during FY 2013.

Number of lots sold	98	Income from lots sold	\$50,000
Number of burials	72	Income from burials	\$40,100
Number of monument foundations	38	Income from foundations	\$ 5,325
Total Income			\$95,425.

## **ENGINEERING DIVISION**

The DPW maintains the records for plans, plats and maps for the community. In addition, this division maintains plan files for the Planning Board and Assessors' Office, including the annual updates of the Town Street Map, Assessors' maps, zoning maps and Voter Precinct maps. This division provides engineering and survey assistance and information to other departments, boards and committees upon request. The engineering staff provides technical analyses and recommendations to the Planning Board for the various projects during the year including subdivisions and commercial developments. The division provides technical inspection of all public and private improvement projects. The Department files all necessary state and federal mandated reports as well as reimbursement paper work for declared emergencies.

The sale of copies of record plans generated \$192 in fees.

## **SOLID WASTE COLLECTION AND DISPOSAL, RECYCLE CENTER/TRANSFER STATION**

The DPW operates the Solid Waste Transfer Station and Recycling Center for the residential community at the DPW facility on Sportsmen's Road which provides the collection and disposal of trash and recycle material needs of the community. The DPW yard is accessed from Claudia Way for composting and brush disposal.

Residential curbside collection of trash and recyclables was provided by private vendor. Household trash is transferred and disposed at the Covanta Energy Resource Recovery Facility to generate electrical power. The recyclables are collected and transferred to the Municipal Recycling Facility (MRF) in Springfield. The combination of the curbside trash collection and drop-off at the Transfer Station accounted for 5,435.50 tons of trash transported to the Covanta Energy Resource Recovery Facility for incineration to generate electrical power. This recycling program generated 389.06 tons of paper, 190.68 tons of mixed containers (glass and cans), and an additional 910.67 tons of single stream recycling, 69.27 tons of scrap metal and approximately 2810 tons of vegetative material were processed for compost. The compost/ loam is used on town projects and is available to town residents.



The Solid Waste Collection and Disposal operational costs were augmented by fees generated from the sale of residential permits for the use of the Transfer Station. The DPW issued 2,369 permits to the residents which generated \$12,290 in fees. \$64,050.00 was received from the sale of special purple bags for the Pay As You Throw program. Also, the DPW provided 1804 recycle bins at no charge to encourage the recycling effort by the town. The DPW issued permits for the disposal of products identified as hazardous materials that generated \$10,260 in fees.

The Department of Public Works instituted a Waste Reduction Program in July 2012 to reduce the volume of household trash and increase the volume of recycled material. The Waste Reduction Program is a modified Pay As You Throw collection program which has resulted in waste reduction and increased recycling. The Town received a Pay As You Throw implementation grant in the amount of \$34,010 to fund the new program. The town received \$20,362 from the MRF from the collection of recycle materials.

### **GRANTS**

The following is a listing of grant applications and awards made during the past year:  
MRF Advisory Board Grants in the amount of \$2000 for the purchase of recycle bins.  
FEMA reimbursed the town for the October 2011 snowstorm in the amount of \$2,078,584.73.  
MIIA Loss Control Grant of a \$5000 Disaster Recovery Trailer.

### **CAPITAL IMPROVEMENT PROJECTS**

The DPW managed the public infrastructure for the Mills Redevelopment Project consisting of improvements to State Street and First Avenue. The project was funded through the State MORE Grant Program in the amount of 3.7 million dollars for utility and road improvements.

The following is a description of the Capital Improvement Projects in the design phase at the time of this publication:

Massachusetts Highway Transportation Project for improvements for Center Street from Sewall Street to Beachside Drive. The construction cost estimate is 4 million dollars. East Street Bridge for structural improvements.  
West Street Bridge for structural improvements.

### **ACKNOWLEDGEMENT**

The Board of Public Works wishes to take this opportunity to acknowledge and thank the staff of the Department of Public Works for their commendable efforts and performance during the year of 2012.

On behalf of the Department of Public Works, this Annual Report is submitted to the Town of Ludlow by the Board of Public Works.

Respectfully submitted,  
William R. Ayers, Jr., Chairman  
Board of Public Works

Members:

Barry J. Linton, Vice Chairman  
Richard Bellucci  
David Goncalves  
Thomas Haluch

## **PLANNING AND DEVELOPMENT**

### **BOARD OF APPEALS**

The Board of Appeals consists of five regular members and two alternate members all who are volunteers appointed by the Board of selectmen. The Board of Appeals is charged with hearing appeals or petitions for variances and or section six findings according to Massachusetts General Law, Chapter 40A, and the Town of Ludlow Zoning Bylaws. The ZBA meets, on an as needed basis, at Town Hall, on Thursday evenings at 7 PM, upon receipt of a request for a Hearing/Appeal, Variance/Section six finding. During the year of 2012 there were Fourteen ( 14 ) requests for Hearings/Appeals. Eight Variances ( 8 ) were granted, Two ( 2 ) Section six findings were granted, One application denied, 2 application were withdrawn without prejudice, and one extension of General Law Chapter 40B.

The Board of Appeals would like to thank MS. Carmina Fernandes for her time spent with the Board of Appeals and wish her well as a member of the Board of Selectmen. Mr. John Muse was appointed as an alternate member to fill the vacancy created on the resignation of Ms. Fernandes. We would like to thank the various boards and departments who assisted us in obtaining the information needed for the public hearings. A special thanks to the Building Department, Planning Board, Assessors Office, the Selectman's Office, and the Town Clerks Office, without their help the task of obtaining documents and information would be extremely difficult.

Respectfully submitted,  
Anthony W. Jarvis, Chairman  
Board of Appeals

Members:  
Paul Zielinski, Vice Chairman  
Kathleen Bernardo  
Albert LeMay Jr.  
Paul Kessler

Alternate members:  
Michael Szlosek  
John Muse

## **CONSERVATION COMMISSION**

The Ludlow Conservation Commission is a State mandated board comprised of volunteers appointed by the Board of Selectmen for three year terms. The Conservation Commission works on the Town's behalf in administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, § 40), Rivers Protection Act, and Town of Ludlow Conservation Commission Bylaws (Chapter XV). The Commission is dedicated to the preservation of Ludlow's wetland resources for the benefit of our present and future residents.

Regular meetings of the Conservation Commission were held on the first and third Wednesday evenings of each month at 6:30 p.m. in 2012 and no meeting schedule changes are planned for 2013. Site inspections were scheduled on Saturday mornings prior to each meeting in the winter, and on Wednesday evenings prior to each meeting in the summer, and attended by any/all members.

The Commission began 2012 with five (5) members and no vacancies on the Commission. The year ended with four (4) members and one (1) vacancy. Regretfully, Conservation Commissioner Ann Marie Visconti resigned from the Commission in December.

During 2012, the Conservation Commission worked on eight (8) Notices of Intent, one of which was amended to allow for minor changes to the WMECO Greater Springfield Reliability Project. Twelve (12) Requests for Determination of Applicability were filed with the Commission, eleven (11) of which resulted in a negative determination, and one (1) with a positive determination. The Commission issued eight (8) Certificates of Compliance, and no Enforcement Orders. Emergency Certifications are requested when a project must take place

immediately to prevent danger to individuals and/or damage to property. The Commission issued five (5) Emergency Certifications in 2012. Wetland Regulations do not require a Public Hearing prior to the issuance of emergency permits. Otherwise, all permits issued by the Commission require a Public Hearing process. Only specific permit requests, however, mandate under the Massachusetts Wetlands Protection Act that abutters are individually notified.

Projects under the Conservation Commission's purview in 2012 continued to range from those as simple as shed installations to single family homes, utility projects large and small such as upgrades, the WMECO Greater Springfield Reliability Project, and the Holyoke Street Solar Project. We also continued to work with Westmass on the Ludlow Mills and HealthSouth projects. The total monies collected by the Conservation Commission in 2012 were \$3,250.50, which were collected from application filing fees.

Commissioners continue to enjoy attending MACC Conferences twice each year as well as other training classes that may be offered. These educational conferences assist Commissioners with staying informed about changes in regulations and/or policies and provide us with the necessary training so that we can remain current in our knowledge of conservation/wetland regulations, allowing us to make informed decisions on projects that require our involvement. Commission members attended the MACC 2012 Annual Environmental Conference in Worcester Massachusetts in March. Additionally, we continue to work with our local office of the Department of Environmental Protection when we need assistance with answering a complicated question or resolving difficult issues. The D.E.P. Circuit Rider Program allows us to have a personal contact at the Department and has provided us with guidance on many such occasions.

Members of the Conservation Commission continue to participate on committees such as the Community Preservation Act Committee, the Master Plan Committee, the Energy Committee, and the Disaster Preparedness Committee. Additionally, we work in conjunction with other town departments to maintain consistency with permitting procedures. We also review all permit applications submitted to the Planning Board, Building Department and Board of Health, some of which require a sign-off from the Commission Office. G.I.S. continues to be a valuable asset to us in this review process.

Respectfully submitted,  
Jason Martowski, Chairman  
Conservation Commission

Members:  
Angela Tierney  
Andre Queiroga  
Keith Ouellette

## PLANNING BOARD

One application for **SUBDIVISION APPROVAL** was received:

Rosewood Estates - Off Center Street - 15 lot Definitive Subdivision – Suzie Ice – Approved

Sixteen applications for **APPROVAL NOT REQUIRED SUBDIVISIONS** were endorsed:

Avelino Way	Matias Goncalves
877 Center St.	Richard Fuller
Church St. / Old Coach Cir.	Kathleen Lavoie
Colonial Dr. / Heritage Dr. / Munsing St.	Estate of Amelia Minney
317 Colonial Dr. / Colonial Dr.	Estate of Amelia Minney
392 Fuller St.	Leonard Brennan Jr., et al.
564-570 Holyoke St.	Ronald Chaisson
53 John St.	Sandra Perusse

38 Lyon St.	Ken Butts
44 Mountainview St.	Mario & Donna Campora, et al.
Parker Lane Extension	Whitetail Wrecks, LLC
Poole St. (Old Farm Rd. Subdivision)	Jose DePonte Realty, Inc.
State St. (Ludlow Mills)	Westmass Area Development Corporation
West St.	Estate of Robert Farr
297 West St.	Elizabeth Foucher
51 West Orchard St.	Estate of Constance Lessard

Fifteen applications for **SITE PLANS** were approved except as noted:

19 Carmelinas Cir.	Joseph Pio, et al.
588 Center St.	Robin Wdowiak
658 Center St.	Armando Nunes
664 Center St.	Luis Serrazina (pending)
1115 Center St.	Ludlow Driving Range, Inc.
1428 Center St.	Antonio Tavares
1020 East St.	Joe Salvador
Holyoke St. (Ludlow Landfill)	Borrego Solar
564-570 Holyoke St.	United Rentals (withdrawn)
564-570 Holyoke St. / Lawton St.	Ronald Chaisson
48 Joy St.	Anna Rodrigo
Lawton St.	United Rentals (withdrawn)
68 Nash Hill Rd.	Lupa Game Farm, Inc.
324-330 West Ave.	Tony Vital
343 Winsor St.	Steve McDaniel

Twelve applications for **SITE PLAN ADDENDUMS** were approved except as noted:

12 Carmelinas Cir.	Lower Pioneer Valley Educational (withdrawn)
148 Carmelinas Cir.	Ludlow Self Storage, LLC
433 Center St.	Big Y
782 Center St.	Michael Rodrigues - Europa Café
562 Holyoke St.	United Development Group (withdrawn)
513 Ideal Ln.	David Lavoie
679 Moore St.	Tony Martins
68 Nash Hill Rd.	Wally Lupa
Oak Ridge St. / State St.	Dias Soccer Field
Winsor St.	Gremio Lusitano
135 Winsor St.	Domingos Morais
343 Winsor St.	Steve McDaniel

Twenty-four applications for **SPECIAL PERMITS** were approved except as noted:

31 Armand St.	Home Office
106 Blisswood Village Dr.	Home Office
150 Cady St.	Home Office
201 Cady St.	Home Office
588 Center St.	Business in the Agriculture Moderate Density District
782 Center St.	Business in the Agriculture District
19 Chapin St.	Home Office
417 Chapin St.	Home Office
529 Chapin St.	Home Office
1020 East St.	Business in the Agriculture Moderate Density District
1020 East St.	Business in the Agriculture Moderate Density District
513 Ideal Ln.	Condos (amendment)

25 Joy St.	Home Office
87 Kirkland Ave.	Home Office
15 Leland Dr.	Home Office
68 Nash Hill Rd.	Zoo
51 Oak St.	Home Office
60 Parker Ln.	Home Office
60 Parker Ln.	Home Office
48 Pine Glen Dr.	Home Office
68 Springmeadow Dr.	Home Office
100 State St. (Ludlow Mills)	Comprehensive Plan
72 Stivens Terr.	Home Office
350 West St., #35	Home Office

Fifty-one applications for **CHANGE OF OCCUPANCY** were approved except as noted:

251 Cady St.	LHC Acupuncture
12 Cedar St.	Faith Community Chapel, a Church of the Nazarene
45 Center St.	Freedom Credit Union
131 Center St.	Maleckas Therapeutic Massage
131 Center St.	Michael Young
200 Center St.	Spirit Among Us, LLC
200 Center St. – Unit 14	The Luxy
433 Center St.	Big Y – Redbox (pending)
433 Center St.	Charter Communications
433 Center St.	NalehNabi Co.
433 Center St.	Nirami, LLC
563 Center St.	Compass Restoration Services, LLC
658 Center St.	TBD
782 Center St.	Europa Café
782 Center St.	Vital Inn, LLC
733 Chapin St. – Suite 100	From Hair On (Carvalho)
733 Chapin St. – Suite 100	From Hair On (Guzman)
733 Chapin St. – Suite 100	From Hair On (Maziarz)
733 Chapin St. – Suite 100	From Hair On (McGrath)
733 Chapin St. – Suite 100	From Hair On (Yelle)
6 Chestnut St.	Lola La Couture Boutique
34 East St.	Subway Restaurant
79 East St.	Twisted Tentacles Permanent Art Gallery
81 East St.	Twisted Tentacles Permanent Art Gallery
116 East St.	Bills Yogurt
116 East St.	DeniLiva, Inc. – d/b/a Liberty Tax Service
154 East St.	Bella Couture Salon & Day Spa
194 East St.	Studio Mais Bello
194 East St.	T Clectic
223 East St.	Claudio’s Pizzeria
235 East St.	Four County West, Inc.
247 East St.	Salon Accents
271 East St.	Expressions Salon
271 East St.	Expressions Salon
305 East St.	Turkish Soccer Club
325 East St.	Blue Water Sushi
364 East St.	The Gomes Agency
345 Holyoke St.	Salon 345
442 Holyoke St.	Gus Coelho Auto Repair
12 Lakeview Ave.	Chin’s Kitchen
44 Sewall St.	Jolie Health and Beauty Academy

360 Sewall St.  
360 Sewall St.  
100 State St. – Building #108  
45 Tyburski Rd.  
322 West Ave.  
326 West Ave.  
409 West St. – Unit E  
15 Westover Rd.  
77 Winsor St. – Suite 100  
135 Winsor St.

Communicare, LLC  
Ludlow Ideal Weight Loss  
Sue Martin Pallets  
Bridge Premedia  
Hair West (Meaghan Murphy)  
Spa West (Alexei Makucha)  
The Shop Jesse’s Auto Repair  
BTP Systems  
Cindy Afonso Massage Therapy  
Team Link Martial Arts

**ZONE CHANGES:**

- Steve J. McDaniel – 341-343 Winsor Street, Map #14B, Parcel 317 – Residence B to Business A  
Action Taken: Approved – May Town Meeting
- Luis M. Serrazina & Maria T. Fialho – 664 Center, Map 16C, Parcel 12 – Agriculture to Business B  
Action Taken: Approved – May Town Meeting
- Valdemar Rodrigues – Lot C, West Street, Map#3, Parcel 66G – Residence B to Industrial A  
Action Taken: Postponed – May Town Meeting

**STREET ACCEPTANCE:**

- Parker Lane/Dinis Avenue Extension: Action Taken: Approved – October Town Meeting
- Ideal Lane: Action Taken: Approved – October Town Meeting
- Irla Drive Extension: Approved – October Town Meeting

**CHANGES TO THE ZONING BYLAW:**

- Made minor grammatical corrections to Private Swimming Pools bylaw.
- Made minor corrections to the Small Wind Energy Systems Bylaw and added a provision for Shadow/Flicker.
- Created a provision for a traffic study in the Required Site Plan Contents.
- Created a bylaw for the placement of free-standing signs.
- Created a bylaw for Large-Scale, Ground-Mounted, Photovoltaic Systems
- Added to the Table of Principal Uses: Zoo; Large-Scale, Ground-Mounted, Photovoltaic Systems; and Clothing Donation Receptacles.
- Created definitions for “Zoo”; “Appurtenant Structures”; “As-of-Right Siting”; “Building Permit”; “Building-Mounted Photovoltaic System”; “Contact Information”; “Large Scale, Ground-Mounted, Photovoltaic System”; “Photovoltaic (PV) Installation”; “Rated Nameplate Capacity”; “Small-Scale, Ground-Mounted, Photovoltaic System”; and “Transmission Lines”.
- Created a bylaw for Clothing Donation Receptacles.
- Amended size in the Sign Regulations.
- Amended surfacing requirements for Industrial A under Surfacing and in Site Plan Contents sections.

**OTHER NEWS**

During the March election, Planning Board member Joseph Queiroga ran un-opposed and was re-elected to a five year term. Mr. Queiroga has served on the Planning Board since March 2007.

The Planning Board has received District Local Technical Assistance from the Pioneer Valley Planning Commission, enabling the Planning Board to work with the Commission on completing a Large-Scale, Ground-Mounted Photovoltaic Systems Bylaw, which the Planning Board took to May Town Meeting. The first project approved under the Large-Scale, Ground-Mounted Photovoltaic Systems Bylaw was for the installation of solar panels on the 20 acre capped landfill on Holyoke Street. The Town entered into a contract and a power purchase agreement with Borrego Solar to install a 2.6 Megawatt solar facility on the landfill. The Town will receive energy from the solar arrays at a reduced rate. This project is a great example of the use of renewable energy.

The Town also received District Local Technical Assistance from the Pioneer Valley Planning Commission to update the Open Space and Recreation Plan which expired in 2006. The Planning Department took the lead in updating the Open Space Plan by meeting with the Board of Selectmen to appoint an Open Space Planning Committee. The Committee consisted of Kathleen Houle (Planning), Keith Ouellette (Conservation), James “Chip” Harrington (School Committee), Jason Martins (Recreation Commission), William “Bud” Ellison (Agricultural Commission), Thomas Haluch (Board of Public Works), Carmina Fernandes (Board of Selectmen), and Elaine Hodgman (Private Citizen). The Committee met regularly throughout 2012 to review and comment on surveys, chapters, goals, and discussed the importance of open space and recreational opportunities in the town. The Committee notified Ludlow citizens by telephone to take an Open Space Survey. In December the Open Space Planning Committee asked the Board of Selectmen for an endorsement letter for the plan. The Planning Board also sent a letter of endorsement for the plan. Both a Board of Selectmen and Planning Board endorsement letter are needed so the plan can be submitted to the Executive Office of Energy and Environmental Affairs. The plan was expected to be submitted to the state in January 2013.

In March the Planning Board approved the special permit for a comprehensive plan for Westmass Area Development Corporation, for the Ludlow Mills site. The plan consisted of an overall plan for the entire 152 acre site. Westmass proposes to revitalize and re-develop the former Mill site into a twenty-first century mixed-use development.

Under the Mill Redevelopment District (MRD) Bylaw, the Planning Board appointed an Administrative Review Committee, consisting of Paul Dzubek and Barry Linton (DPW), Justin Larivee (Building Commissioner), Doug Stefancik (Town Planner), Joseph Queiroga and Christopher Coelho (Planning Board), Jeffrey Lavoie (Fire Department), Lt. Paul Madeira (Police) and Angela Tierney (Conservation Commission). The Administrative Review Committee met informally with the developers and staff from Health South and Westmass in May and formally in June. At the June meeting, the first site plan for an individual project was approved for the new HealthSouth building, to be located on the Ludlow Mills site. The \$27 million project will consist of a new 74,500 square foot facility with 53 private rooms, and access to a state-of-the-art therapy room. The project has received a LEED “Silver Certified” designation, meaning the new facility will meet “green building” standards. In connection with the Ludlow Mills project, a streetscape improvement project was part of a \$3.7 MORE JOBS state grant program, where construction of new infrastructure, roadway, and sidewalks was ongoing in 2012.

In September, the Town sent in an application for a grant from the MassWorks Infrastructure Program to the Executive Office of Housing and Economic Development. The intent was to apply for this grant to tear down a vacant house at 13 Park Place and construct a parking lot for the patrons of the Hubbard Memorial Library, Senior Center, and Memorial Park. Unfortunately, the Town found out in November that the Town’s grant application was not selected. The Town will try again next year.

The Master Plan is now in final draft form. The Planning Board is reviewing the draft Master Plan document. The Master Plan consists of the following chapters: Land Use; Housing; Economic Development; Open Space and Natural Resources; Historic, Cultural, and Recreational Resources; Transportation; Public Services & Infrastructure; Energy & Sustainability; Education; and Implementation. The Master Plan document is nearing completion.

The 40R Smart Growth Zoning Application was returned from the Department of Housing and Community Development with comments for clarification and correction, the corrections were made and the Planning Board will have to hold a public hearing on what will be a Smart Growth Zoning Bylaw. There are three areas identified where a Smart Growth Zoning District would be located. These areas consist of the downtown area along East Street, the Riverside District, and the Ludlow Mills. A Smart Growth Zoning District would encourage municipalities to create

mixed-use zoning districts in areas of concentrated development, such as existing city and town centers, and in other highly suitable locations.

Total Fees generated by the Planning Board were:  
**\$67,458.41**

Members:  
Carlos Chaves  
Kathleen Houle  
Joseph Queiroga  
Christopher Coelho

Respectfully Submitted,  
Raymond Phoenix, Chairman  
Planning Board



## **Editors Note:**

Thank you to all the departments for the support and cooperation that I received while preparing the Town Report. With their help it was a pleasure to put together an informational journal that brings insight of town government to residents who are interested in how the departments function.

This year's cover showcases the Ludlow Veterans' Memorial that will grace our Town Common for many years to come. Donald Couture, the Director of Veterans' Services, who was instrumental in developing the concept of incorporating the old and new memorial will be retiring in May of 2013. He maintained a strong determination to assist as many veterans that required assistance and to those with general questions or concerns. He will certainly be missed not only by the veterans but also by all the employees who see him on a daily basis. He's the go to guy when we need to fix, carry, move this or that and if you need any kind of information, he's the one to see.

Gary Blanchard, the first full time IT Manager, is responsible for all information technology for twenty departments. He was recently featured in the Ludlow Register outlining his many responsibilities that are vital to the workings of the Town's computer systems, phone systems, webpage, while troubleshooting and maintaining all equipment and devising a "Disaster Recovery Plan". "Virtualizing" almost all of the town servers is his greatest accomplishment to date.

With all of Gary's responsibilities and the many, many people he accommodates he also works with me to produce the cover of the Town Report. I cannot say enough about this quiet, unassuming gentleman that is ready to assist anyone who has a problem that he can solve. Working with Gary saved me from countless hours agonizing over what to do to achieve a product that would satisfy both me and my superiors.

Most of all, I would like to thank the Board of Selectmen and the administrators that I had the pleasure of working with for the past thirty years for their patience, understanding and friendships. Being afforded the good fortune to work in Town, familiarizing myself with the different departments that make up our municipality and working with individuals better known as an "extended family" has certainly been an experience that I will never forget. Hopefully, retirement will be just as rewarding.

**Beverly C. Tokarz**

## TELEPHONE NUMBERS

<b>TO REPORT AN EMERGENCY</b>	<b>911</b>
<b>Animal Control Officer (Gilles Turcotte)</b>	<b>596-5484</b>
<b>Appeals, Board of</b>	<b>589-9678</b>
<b>Community TV</b>	<b>583-5654</b>
<b>Department of Public Works</b>	<b>583-5625</b>
<b>Fire Department</b>	<b>583-8332</b>
<b>To Report a Fire</b>	<b>911</b>
<b>Hubbard Memorial Library</b>	<b>583-3408</b>
<b>Ludlow Community Center/Randall Boys &amp; Girls Club</b>	<b>583-2072</b>
<b>Ludlow Housing Authority</b>	<b>589-7272</b>
<b>Police Department</b>	<b>583-8305</b>
<b>Emergency Calls</b>	<b>911</b>
<b>Recreation Commission</b>	<b>583-8856</b>
<b>Sealer Weights &amp; Measures</b>	<b>626-0091</b>
<b>Senior Center</b>	<b>583-3564</b>
<b>Town Engineer</b>	<b>583-5607</b>
<b>TTY Phone</b>	<b>583-5668</b>
<b>Westover Golf Course</b>	<b>583-8456</b>
<b>Pro Shop</b>	<b>547-8610</b>
<b>School Department:</b>	
<b>Superintendent's Office</b>	<b>583-8372</b>
<b>Business Office</b>	<b>583-5663</b>
<b>Instructional Services</b>	<b>583-5665</b>
<b>High School</b>	<b>589-9001</b>
<b>Middle School</b>	<b>583-5685</b>
<b>Chapin Street School</b>	<b>583-5031</b>
<b>East Street School</b>	<b>589-9121</b>
<b>Veterans Park School</b>	<b>583-5695</b>
<b>Ludlow Town Hall</b>	<b>Main Number: 583-5600</b>
<b>Assessors, Board of</b>	<b>x1221</b>
<b>Building Department</b>	<b>x1212</b>
<b>Conservation Commission</b>	<b>x1285</b>
<b>Health, Board of</b>	<b>Nurses: x1272</b>
	<b>Secretary: x1271</b>
<b>Information Technology Manager</b>	<b>x1296</b>
<b>Planning Board</b>	<b>x1282</b>
<b>Selectmen, Board of</b>	<b>x1202</b>
<b>Town Administrator</b>	<b>x1201</b>
<b>Town Accountant</b>	<b>x1241</b>
<b>Town Clerk</b>	<b>x1231</b>
<b>Town Collector</b>	<b>x1263</b>
<b>Town Planner</b>	<b>x1281</b>
<b>Town Treasurer</b>	<b>x1252</b>
<b>Veterans' Services/ADA Coordinator</b>	<b>x1290</b>