

Celebrate Ludlow Committee Meeting Minutes, Meeting of September 8, 2025

Attendees: Linda Collette*, Bruce Durand*, Melanie Trexlar*, Diane Walton*, Robert Harasz, Christine Bassett

Missing committee members: Elaine Hodgman, Derek DeBarge, Kara DaSilva, Christopher Smith, Laurie Smith

Meeting called to order at 6:04 p.m. Pledge of Allegiance. Roll call.

The group received the August meeting minutes, all accepted and approved. Linda will send to town clerk to post them.

Falling Into Fun event on October 4, 2025 is coming along but more needs to be done.

We need volunteers and committee members to assist with this event! Please, everyone help out as much as you can. This should not fall on the shoulders of a few.

Bob and Linda will start to place the vendors in locations this week.

Diane Walton will reach out to the Mason's to ask for help with parking.

Diane Walton will reach out to Scouts 1774 to verify space and food to be served by them.

Letter needs to be created for residents of Chestnut Street about the road closure and distributed.

Linda and Bruce will meet with LPD and LFD Chiefs, as well as DPW to finalize safety details next week.

Tent rental – pricing out a large tent, tables and chairs. DPW will provide picnic tables and bleachers. We may not be able to afford the tent, table and chair rentals. Luckily we have picnic tables provided by DPW.

Linda received the lawn signs this week and put the wickets on all 100 of them to help in getting these out there around town. She and husband Kevin have already put up 65 of them, and the remaining 35 were brought to **please take them down after the event and save them! Thank you.**

Banners- Linda got them printed and delivered to DPW, who hung them by the Ludlow/Putt's Bridge and by the turnpike entrance area on Center Street. They look great, thank you to Cheryl Lukas for designing the flyers, banners and lawn signs!

Advertising on social media – Linda has been posting the vendors that are participating in our event on Facebook. Please comment on these posts. Share them. "like" them. Also, please like and share our flyer on your own social media pages! This helps advertise our event.

We still need much help on October 4th. Please reach out to sign up for the following areas:

**** Our Celebrate Ludlow booth space to be manned throughout the day, selling 250th books, showcasing upcoming events, generate future volunteers and committee helpers, etc.**

**** Set up getting vendors to their spots via a golf cart, and getting the cars in and out of Park Place**

**** Trash detail – checking the trash barrels throughout the day, hauling the trash out to the dumpster**

**** General help "running" to be sure everything is running smoothly**

Please, everyone on the committee is expected to help at our events. This being the busiest one, we need all hands on deck. While you may also be helping out with another group, we ask for you to share your time and also help out at the committee's tent. Thank you.

“Light Up Ludlow” Christmas tree lighting event on November 30th – Updates

The electricity is being worked on with the DPW for the large tree and any other electrical needs.

Burn barrels – we’ll have 2-4 burn barrels around the lawn area for our guests and residents to keep warm. This has already been approved by the Fire Chief and LFD. DPW will bring wood from their yard to keep them going for the duration of our event. We’ll ask the older Scouts to assist in keeping an eye out at each one for safety.

Shed décor – we’ll need to make some decorative items for the sheds and lawn area. All festive of course!

Indoor décor – help needed for setting up the Christmas trees at town hall and in the front (2nd floor) entry area where Santa will greet the children.

Banners and signage- Cheryl is working on creating an exciting flyer, banner and lawn signs. Everyone agreed that we should spend the \$400 on ordering 100 lawn signs to advertise this event. Banners will also be made, one large one at the Ludlow Putt’s bridge, one by the turnpike area, and one for the front of town hall. Once Cheryl is ready with the design, Linda will order the signs and banners.

Large Tree set up on November 22nd at town hall, time TBD. We need about 6 guys to help set up the 22’ tree and 4’ star. Christine has requested some help from the Veterans. Thank you.

Smaller tree set up- determine exactly where we’ll be setting this 12’ tree up. Most who attend the meetings feel it should go on the Library lawn as it will be very visible. There is electricity there by the electronic sign. 2-3 people will be needed to set up this smaller tree.

Large 6’ wreath for Town Hall will be installed by our DPW guys. Thank you!

The cable wire for the wreath and garlands (4) will be ordered once we get the ok from DPW and utility companies to install. This cost will be about \$1K for all cable wire.

Meeting with other civic groups to be scheduled soon to discuss the details for this event. So far, the Rotary is our biggest supporter of this event, thank you. They will take care of the Toys for Tots program. They have also agreed to help with the tree set up, and things going on at town hall on November 30th. Great partnership! The Boys and Girls Club will also participate, and we hope other groups will join in.

Motion to adjourn by Bruce Durand, seconded by Linda Collette, all in favor, motion passed at 8:42 p.m.

Respectfully submitted by Linda Collette