



Celebrate Ludlow Committee Meeting Agenda

November 3, 2025 Selectman's Conference Room 6:00 pm

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2025 09 29 A 8:15
OWN OF LUDLOW

1. Type of Meeting: Celebrate Ludlow Committee "Light Up Ludlow" event focus
2. Meeting Facilitator: Linda Collette
3. Roll Call, Pledge of Allegiance
4. Acceptance of Meeting Minutes from prior meeting of October 16, 2025
5. Town Christmas Tree Lighting update:
6. Mass Appeal - CL and Rotary to do a live on the show. Linda put in a request at WWLP and will be on air November 17, Kevin Vestal from Rotary will go on air with Linda.
7. Food - Two food trucks have been secured, Big Y cookies (make, decorate and take), Hot chocolate – Ludlow Cares, and Popcorn- will be popped fresh at town hall and donated by the Collette family.
8. Crafts/Activities- Reindeer Food- Girl Scouts will provide and assist in this activity.
Make and take an ornament - ? Snowman measure stick – CL Brown Paper bag idea? – CL has lots of bags!
9. Toys for Tots update- Kevin Vestal & Maria Crespo - The Ludlow Rotary group is heading this sub-committee. This is what will make this event very special. The Rotary will take care of all things related to Toys for Tots.
10. Music – Rotary/Maria Crespo obtained the LHS and Baird MS Choir to sing carols, and also the youth groups, LYSA, LHA already on board.
11. Special Characters – We own costumes for Elsa, Ana and Spiderman. Ask LHS drama kids to be these characters, walk around, meet and greet (inside town hall, and maybe pop outside for a few minutes). Linda reached out to Adelei Bernard at LHS and she'll provide the students to be the characters. Tally the Elf idea.
12. Buy an Ornament - CL purchased large Christmas balls to be wired to the tree panels. They will sell for \$5 each and have the name of your loved ones, teams, organization, etc. painted on them and hung on the tree. We started selling them at Falling Into Fun event and would like to sell them again before the Nov. 30th event.
13. Burn barrels – have been approved by LFD. We'll have to obtain 3-4 of them. DPW can provide wood.
Looking to ask the older Scouts to assist in watching over these to keep people (kids) safe while keeping warm.
10. Shed / yard decorating – still need helpers to create and decorate. Linda asked Rocky's Ace hardware in town for a paint donation and it was approved! The lawn décor will be done on November 21-23. Help is needed with this too.

Linda asked the American Legion to make a red Toys for Tots train out of plywood to decorate the yard at town hall to advertise that this will also be a donation event. The American Legion and Ryan Howe jumped at the idea and has already begun the project! It will be completed and ready to place on the town hall yard on 11-22.

Ludlow Boys & Girls Club will assist in creating the outdoor décor. Linda and Kevin Collette cut out several gingerbread boys and girls that are 4' tall. They are primed, but still need to be painted and decorated, stakes in the back for putting in the ground.

Lollipops – We have many pool noodles and red duct tape to make lollipop decorations. We still need broom handles from the Dollar Tree store to complete them, and some clear cellophane wrap to make the look like wrapped lollipops.

Keystone Commons – also agreed to help in décor making. We'll get together on 11-22 to put up the décor we have already, and add anything else we need.

11. Banners – Cheryl Lukas will create the artwork which will include the Toys for Tots train logo and all of the CL partners. Thank you, Cheryl. Linda will order them. DPW can hang them.

12. Luso FCU donation – we will receive a \$100 donation!

13. Boomer – mascot of the Springfield Thunderbirds, Linda asked the team to send Boomer out on 11-30 and they agreed to send Boomer from 5-6 p.m. The Thunderbirds may also set up a table at the event.

14. East St. Corridor – granite planters – need décor and cleaning. Diane Walton to give update.

15. Large tree set up – will take place on Saturday, November 22 at Town Hall, time approximately 10:00 a.m. All committee members are requested to help.

Tree set up – 6-8 people for tree Small tree set up – 2-3 people Wreath & street gaud set up, DPW

16. Tree take down – set for January 10, 2026. Veteran's will assist, still need more volunteers and committee members to help.

Discussion – Open – Updates

Not all topics listed in this notice may actually be reached for discussion. The topics listed are those which the Chair reasonably expects will be discussed as of the date of this notice.

Please note: Villa Rose “Dine Out for a Cause” 2026 - February 4th and August 5th

Next Celebrate Ludlow meetings: **November - 17**

November 22- Set up tree day! Get all outdoor displays up and ready for tree lighting.

November 30th – BIG DAY!! Light Up Ludlow!! ALL HANDS ON DECK that day at or before 3:30 to prepare.

BOS letter -

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