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2025 SEP 11 P 3:30  
TOWN OF LUDLOW

Town of Ludlow, Massachusetts  
Office of the Select Board

**AGENDA**  
**SELECT BOARD**  
**Select Board's Conference Room**  
**September 16, 2025**  
**6:00 p.m.**

*Pursuant to MGL Chapter 30A, section 20(f), after notifying the Select Board chair, any person may record the open session of this Select Board meeting, subject to reasonable requirements of the chair. This meeting is being recorded by Ludlow Community Television. If anyone else is recording, please identify yourself now.*

**EXECUTIVE SESSION** – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Board to approve and sign minutes from Executive Session Meeting of July 8, 2025.

**I. 6:00 p.m. - CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**II. 6:00 p.m. – PUBLIC COMMENT**

**III. VISITATION**

6:00 p.m. – Board of Assessors – To discuss billing practices and FY26 tax classification hearing target dates.

6:30 p.m. – Pedro Alvarez, Tapestry Health – to request opioid settlement funds.

**IV. CORRESPONDENCE**

25-169 Letter from Adrienne DeSantis, Board of Health Member – Resignation effective September 25, 2025.

25-170 Letter from Linda Nawracaj – Requesting to be appointed to the Pond Committee.



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**Town of Ludlow, Massachusetts  
Office of the Select Board**

25-171 Letter from Mass DOT – Notice of upcoming work and traffic impacts for bridge preservation work of 9 bridges carrying -90.

25-172 Letter from Jodie Lambeau, Ludlow Community Center/Randall Boys & Girls Club – Requesting annual Rag Shag Parade be held on Friday, October 24<sup>th</sup>.

25-173 Letter from Planning Board – Advising the Board voted to recommend acceptance of Millside Drive for the October 6<sup>th</sup> Special Town Meeting.

25-173 Letter from MASS DEP – Notice of responsibility for waste site cleanup at 48 Baker Street.

25-174 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty August 20, 2025.

25-175 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty September 1, 2025.

25-176 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty September 1, 2025.

25-177 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111 for a Special Police Officer for an injury sustained while on duty August 30, 2025.

25-178 Chief Pease – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Firefighter/Paramedic for an injury sustained while on duty August 30, 2025.

25-179 Letter from Brock Cordeiro – Requesting the Select Board send letter of support to the Chairs of the Joint Committee on Health Care Financing in support of An Act to Reduce Incidence and Death from Pancreatic Cancer.

25-180 Letter from Brian Wood, Green Day Recycling MA – Requesting permission to place temporary signs at the intersection of Center Street & Mass Pike to promote the upcoming Electronics Recycling event with the First Church to be held on September 20<sup>th</sup>.

**V. UNFINISHED BUSINESS**

Board to close Special Town Meeting Warrant.



**Town of Ludlow, Massachusetts  
Office of the Select Board**

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Board to discuss and possibly approve Town Hiring Process (tabled from August 19<sup>th</sup>).

**VI. NEW BUSINESS**

Board to discuss and possibly approve reclassification request for Library Tech at Hubbard Memorial Library from L3 to L2.

Board to discuss and possibly vote to renew the agreement between the Town and Faith Community Chapel for snowplowing.

Board to discuss and possibly approve letter to Mass DOT Grant Programs & Mobility in support of the PVT Grant Proposal to Mass DOT's Transit Connectivity Grant Program.

**VII. TOWN ADMINISTRATOR'S REPORT**

**VIII. BOARD UPDATES/MISC.**

Chairman to approve and sign all bills, warrants and abatements. A record of all warrants is in the Select Board's office for perusal until provided to the Town Accountant's office

**Event Calendar:**

Monday, September 29<sup>th</sup> – Special Town Meeting Q&A – 6:00 p.m. – LHS Auditorium

Saturday, October 4<sup>th</sup> – Celebrate Ludlow Committee's Falling into Fun

Monday, October 6<sup>th</sup> – Special Town Meeting – 7:30 p.m. – LHS Auditorium

Monday, October 13<sup>th</sup> – Town Hall Closed for Columbus Day/Indigenous People's Day

**Visitations for the next meeting on October 7<sup>th</sup>:**

*Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.*





## TOWN OF LUDLOW HEALTH DEPARTMENT

488 Chapin Street  
Ludlow, MA 01056  
(413) 583-5600 ext. 1271 TEL  
(413) 583-5689 FAX



**Public Health**  
Prevent. Promote. Protect.

July 31, 2025

Ludlow Select Board  
Town of Ludlow  
488 Chapin Street  
Ludlow, MA 01056

Dear Members of the Ludlow Select Board,

At the Board of Health meeting held on Wednesday July 30<sup>th</sup> 2025, the Board voted unanimously in support of Tapestry Health's request regarding the opioid settlement funding (attached). The Board of Health recognizes the critical role that Tapestry Health plays in addressing substance use disorders and supporting harm reduction efforts within our community.

We appreciate and support Tapestry Health's continued commitment to providing essential services and resources to those affected by the opioid crisis. The Board of Health believes that the opioid settlement funds would be well-utilized in furthering their mission and expanding the impact of their programs.

We appreciate your consideration of this request and your continued partnership in addressing this critical public health issue. Please feel free to contact us if any further information is needed.

Sincerely,

*Ludlow Board of Health*

Kelly Lamas – Chair  
Tony Tavares – Secretary  
Adrienne DeSantis - Member



Tapestry Funding Proposal  
10/3/2024

With opioid settlement funding, Tapestry will be able to provide the below services in Ludlow. In addition to what is listed below, Tapestry harm reduction will also commit to regularly collaborating the Ludlow Board of Health and the larger community to continually assess and implement the best approach to provide Tapestry harm reduction services.

Initial services that we can provide with funding are:

1. Direct provision of services to people who: (1) have a high risk of overdose and/or (2) are unstably housed. This will happen through a combination of routine outreach in locations where people are located, and through cell phone-based outreach. Services will include providing harm reduction supplies and providing supported referrals to needed care (connections to housing, substance use treatment, medical care, etc.)
  - i. There is a wealth of evidence that harm reduction services increase the likelihood of accessing substance use treatment, decrease overdose numbers, and decrease the risk of transmitting preventable injection related infections.
  - ii. Many of the people that Tapestry harm reduction provides services do not receive any form of care from anywhere else and we are often people's first touchpoint to substance use treatment.
2. Increase availability of Narcan. This includes providing group and community-based education to Ludlow residents that center on how respond to an overdose, including how to use Narcan.
3. Increase the availability of safe syringe disposal options for the general community. This includes monitoring potential sharps disposal containers and regular maintenance of containers.
4. Regularly participate in gatherings and events that enhance Tapestry's ability to support those at high risk of overdose, as well as their friends and family.
5. Provide testing and counseling services for HIV/STIs/HCV at housing and substance use related programs and in other locations.
6. Provide on demand basic healthcare services to people at risk of overdose in Ludlow. This includes wound care, treatment for HIV/Hepatitis C/STIs and supported referrals to further needed care.

FY25		FTE	\$/hr	HRs/wk	Wks	Hours	\$\$	Totals
		2080						
Labor	Harm Red Staff	0.10	25.00	4	52	208	5,200 0	
	<b>Total labor</b>	<b>0.1</b>						<b>5,200</b>
Tax & Benefits	Taxes		10.50%				546	
	Benefits		9.35%				486	
	<b>Total Tax &amp; Benefits</b>							<b>1,032</b>
Supplies	Program Supplies						10,000	<b>10,000</b>
Program support								
	Van Maintenance						500	<b>500</b>
<b>Total program expense</b>							16,732	<b>16,732</b>
<b>Admin</b>			16.00%				2,677	<b>2,677</b>
<b>Total Budget</b>							<b>19,409</b>	<b>19,409</b>

**Tapscott Health, Inc.**  
**Harm Reduction program unique individuals served from Ludlow (zip codes 01056) by calendar year**

		Demographics (unpublished health info)																		
Year	# of individuals	Race						Hispanic/Latino/a	Gender					Age						
		Black or African American	Hispanic or Latino/a	Asian	Native Hawaiian or Other Pacific Islander	White	Unreported		Cis-female	Cis-male	Non-binary	Transgender	Unreported	18-29	30-39	40-49	50-59	60+		
2021	75	0	0	5	0	0	48	22	24	18	53	0	0	4	1	21	31	8	7	7
1/1/2021-12/31/2021																				
2022	57	0	1	0	0	0	54	2	12	21	35	0	0	1	1	13	20	10	11	2
1/1/2022-12/31/2022																				
2023																				
1/1/2023-12/31/2023	51	0	1	1	0	0	42	7	17	25	25	0	0	1	0	12	22	9	7	1
2024																				
1/1/2024-12/31/2024	40	0	0	0	0	0	35	5	5	17	22	0	0	1	1	8	21	7	2	1
2025																				
1/1/2025-12/31/2025	13	0	0	0	0	0	11	4	5	8	5	0	0	0	0	3	5	1	1	1



**Tapestry Health, Inc.**  
**Harm Reduction Encounters based on unique individual Ludlo w (zip code 01056) by calendar year**

		Encounter									
Year	Total encounters	Location of encounter			Supplies						
		Inpatient	Outpatient	Both	Wound care	Sniffing	Smoking	Quantity of Pipes/ stems	Naloxone doses (1 Kit = 2 doses)	Syringes collected	Syringes distributed
2021 1/1/2021-12/31/2021	172	91	23	58	4	-	6	data not collected	52	10,788	10,891
2022 1/1/2022-12/31/2022	174	114	14	46	4	5	27	data not collected	34	11,080	11,475
2023 1/1/2023-12/31/2023	177	136	11	30	6	18	29	42	25	11,016	10,919
2024 1/1/2024-12/31/2024	116	91	8	17	2	10	36	75	19	8,422	7,097
2025 1/1/2025-5/31/2025	41	12	9	20	3	5	14	55	48	3,906	4,755

## Amy Kurtz

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**From:** Marc Strange  
**Sent:** Monday, August 4, 2025 12:30 PM  
**To:** Anthony Alves; Paulina Matusik  
**Cc:** Kelly Lamas; Amy Kurtz  
**Subject:** Re: Opioid Settlement Fund Requests?

It's on for 8/19.

Paulina/Kelly—would you like to schedule it as a joint visitation with you and a rep from Tapestry?

---

**From:** Anthony Alves <AAlves@Ludlow.ma.us>  
**Sent:** Monday, August 4, 2025 12:26 PM  
**To:** Paulina Matusik <PMatusik@Ludlow.ma.us>; Marc Strange <mstrange@Ludlow.ma.us>  
**Cc:** Kelly Lamas <Klamas@ludlow.ma.us>  
**Subject:** RE: Opioid Settlement Fund Requests?

Thank you for this Paulina.

One question I have is around the “supplies” in the budget. In their proposal doc they note “harm reduction supplies” which helps me but this isn’t my field. Can you help me out with some further details or examples? Are we talking naloxone, clean needles? Thanks!

Marc – This seems ready for board review given the details provided. 8/19 agenda? Also an invite to Tapestry, Paulina and BOH if they would like to join the discussion.

Anthony

---

**From:** Paulina Matusik <PMatusik@Ludlow.ma.us>  
**Sent:** Friday, August 1, 2025 7:56 AM  
**To:** Marc Strange <mstrange@Ludlow.ma.us>  
**Cc:** Anthony Alves <AAlves@Ludlow.ma.us>; Kelly Lamas <Klamas@ludlow.ma.us>  
**Subject:** Re: Opioid Settlement Fund Requests?

Good morning,

At their July 30th meeting, the BOH voted and approved to support Tapestry Health's opioid settlement request from 2024. Attached is a letter of support from the BOH, a funding request, Tapestry's proposal and Ludlow specific statistics for the selectman to review.

thank you,

**Paulina Matusik, MPH**  
Health Director  
Ludlow Health Department  
488 Chapin Street  
Ludlow MA 01056

Tel: (413) 583-5600 Ext. 1266  
Work Cell: (413) 361-8033  
Email: [pmatusik@ludlow.ma.us](mailto:pmatusik@ludlow.ma.us)

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**From:** Paulina Matusik <[PMatusik@Ludlow.ma.us](mailto:PMatusik@Ludlow.ma.us)>  
**Sent:** Tuesday, July 8, 2025 1:59 PM  
**To:** Anthony Alves <[AAAlves@Ludlow.ma.us](mailto:AAAlves@Ludlow.ma.us)>  
**Cc:** Marc Strange <[mstrange@Ludlow.ma.us](mailto:mstrange@Ludlow.ma.us)>  
**Subject:** Re: Opioid Settlement Fund Requests?

Hi Anthony,

Thank you for following up and clarifying. Marc did follow up with me as well, so thank you both!

**Paulina Matusik, MPH**

Health Director  
Ludlow Health Department  
488 Chapin Street  
Ludlow MA 01056  
Tel: (413) 583-5600 Ext. 1266  
Work Cell: (413) 361-8033  
Email: [pmatusik@ludlow.ma.us](mailto:pmatusik@ludlow.ma.us)

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**From:** Anthony Alves <[AAAlves@Ludlow.ma.us](mailto:AAAlves@Ludlow.ma.us)>  
**Sent:** Tuesday, July 8, 2025 1:19 PM  
**To:** Paulina Matusik <[PMatusik@Ludlow.ma.us](mailto:PMatusik@Ludlow.ma.us)>  
**Cc:** Marc Strange <[mstrange@Ludlow.ma.us](mailto:mstrange@Ludlow.ma.us)>  
**Subject:** RE: Opioid Settlement Fund Requests?

Hi Paulina,

I brought this up at the last Select Board Meeting. No specific timetable on the request if you need to discuss at your next meeting.

I am just looking to get whatever info we can on potential requests. That way when other organizations have come in we can consider what may be upcoming from town departments and make decisions with that in mind.

Anthony

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**From:** Paulina Matusik <[PMatusik@Ludlow.ma.us](mailto:PMatusik@Ludlow.ma.us)>  
**Sent:** Wednesday, July 2, 2025 4:04 PM  
**To:** Marc Strange <[mstrange@Ludlow.ma.us](mailto:mstrange@Ludlow.ma.us)>; LFDC1 <[LFDC1@Ludlow.ma.us](mailto:LFDC1@Ludlow.ma.us)>; Daniel Valadas <[dvaladas@ludlowpolice.com](mailto:dvaladas@ludlowpolice.com)>  
**Cc:** [mannyasilva@charter.net](mailto:mannyasilva@charter.net); James Gennette <[jgennette@Ludlow.ma.us](mailto:jgennette@Ludlow.ma.us)>; [pgapro05@gmail.com](mailto:pgapro05@gmail.com); Anthony Alves <[AAAlves@Ludlow.ma.us](mailto:AAAlves@Ludlow.ma.us)>  
**Subject:** Re: Opioid Settlement Fund Requests?

Good afternoon Marc,



Is there a date you/the selectman would like a response by? The Board of Health is not meeting until July 30th, but I'm happy to address this sooner if needed.

thank you,

**Paulina Matusik, MPH**

Health Director  
Ludlow Health Department  
488 Chapin Street  
Ludlow MA 01056  
Tel: (413) 583-5600 Ext. 1266  
Work Cell: (413) 361-8033  
Email: [pmatusik@ludlow.ma.us](mailto:pmatusik@ludlow.ma.us)

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**From:** Marc Strange <[mstrange@Ludlow.ma.us](mailto:mstrange@Ludlow.ma.us)>

**Sent:** Wednesday, June 25, 2025 9:18 AM

**To:** Paulina Matusik <[PMatusik@Ludlow.ma.us](mailto:PMatusik@Ludlow.ma.us)>; LFDC1 <[LFDC1@Ludlow.ma.us](mailto:LFDC1@Ludlow.ma.us)>; Daniel Valadas <[dvaladas@ludlowpolice.com](mailto:dvaladas@ludlowpolice.com)>

**Cc:** [mannysilva@charter.net](mailto:mannysilva@charter.net) <[mannysilva@charter.net](mailto:mannysilva@charter.net)>; James Gennette <[jgennette@Ludlow.ma.us](mailto:jgennette@Ludlow.ma.us)>; [pgapro05@gmail.com](mailto:pgapro05@gmail.com) <[pgapro05@gmail.com](mailto:pgapro05@gmail.com)>; Anthony Alves <[AAIves@Ludlow.ma.us](mailto:AAIves@Ludlow.ma.us)>

**Subject:** Opioid Settlement Fund Requests?

Good morning,

The Select Board asked me to reach out and see if any of your departments would be requesting opioid settlement funds in the upcoming fiscal year. I know that we all met to discuss this previously, but please let us know if you have any thoughts. Thanks very much for your help.

**Marc A. Strange**

Ludlow Town Administrator  
488 Chapin Street  
Ludlow, MA 01056  
Work: 413-583-5600 x1201  
Mobile: 413-262-7645

*Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.*

## Amy Kurtz

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**From:** Pedro Alvarez <PAvarez@tapestryhealth.org>  
**Sent:** Tuesday, August 19, 2025 8:36 AM  
**To:** Paulina Matusik  
**Cc:** Marc Strange; Anthony Alves; Kelly Lamas; Amy Kurtz  
**Subject:** Re: Opioid Settlement Fund Request - Selectboard meeting 8/19

Good morning,

Thank you for reaching out and for including me on the agenda. Unfortunately, due to prior commitments, I will not be able to attend the August 19th meeting, and I sincerely apologize for the delayed response as I had not seen this email earlier. I'm very sorry for the inconvenience.

That said, I would greatly appreciate the opportunity to be invited to a future meeting, ideally next month, so that I can answer any questions in person and provide a more in-depth conversation about Tapestry and the services we provide in Ludlow. I would also be happy to bring updated data to share with the Board at that time.

To address Anthony's question in the meantime—yes, "harm reduction supplies" is a broad term. It does include sterile syringes, but also extends to Naloxone, fentanyl test strips, safe sex kits, bleach kits, and a wide range of other supplies designed to help individuals reduce risk and practice safer use. Alongside the supplies, we provide education and guidance to empower people to make safer choices, resources and information on treatment options (such as detox, methadone, and buprenorphine programs), and harm reduction education more broadly.

We also operate FTIR machines that allow for drug checking. I've shared some of this data with Paulina in our last monthly meeting, and it has been a valuable tool in providing real-time information about the local drug supply. This helps us engage in meaningful conversations with individuals about safer use practices—especially as we continue to see an uptick in overdoses across Western Massachusetts, including Franklin, Hampden, and Hampshire Counties.

Again, I apologize that I cannot be present on August 19th. Please let me know if there is a chance to join the Board at a later date, and I'll be sure to come prepared with data and updates to support the discussion.

Thank you very much, and please don't hesitate to reach out if there are any questions in the meantime.

Respectfully,

Pedro Alvarez he/him/his  
Director of Harm Reduction  
Tapestry  
1985 Main Street, Suite G  
Springfield, MA 01103  
(phone) 413.363.9472  
(cell) 413.334.9555

(fax) 413.342.4301

<http://www.tapestryhealth.org/>

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**From:** Paulina Matusik <PMatusik@Ludlow.ma.us>

**Sent:** Monday, August 4, 2025 12:54 PM

**To:** Pedro Alvarez <palvarez@tapestryhealth.org>

**Cc:** Marc Strange <mstrange@Ludlow.ma.us>; Anthony Alves <AAlves@Ludlow.ma.us>; Kelly Lamas <Klamas@ludlow.ma.us>; Amy Kurtz <akurtz@Ludlow.ma.us>

**Subject:** Opioid Settlement Fund Request - Selectboard meeting 8/19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender. If you consider this email suspicious, you can report it to Djones@tapestryhealth.org 413-586-2016 ext 108

Good afternoon Pedro,

I am reaching out to formally let you know that you have been added to the Board of Selectman agenda for **August 19th**. I have included our Town Administrator Marc Strange and one of our selectmen, Anthony Alves on this email who would also like to formally invite you to the meeting.

Pedro, Anthony had a couple questions, that I thought you could better answer. Anthony asked: One question I have is around the "supplies" in the budget. In their proposal doc they note "harm reduction supplies" which helps me but this isn't my field. Can you help me out with some further details or examples? Are we talking naloxone, clean needles? Thanks!

Please let me know if there is anything I have missed or can clarify. Included you will find all the proposal documents.

thank you,

**Paulina Matusik, MPH**

Health Director

Ludlow Health Department

488 Chapin Street

Ludlow MA 01056

Tel: (413) 583-5600 Ext. 1266

Work Cell: (413) 361-8033

Email: pmatusik@ludlow.ma.us

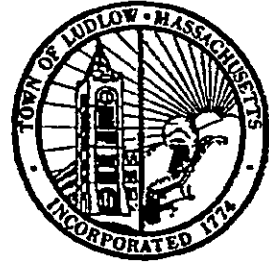


***Town of Ludlow***  
***Office of the Town Clerk***

RECEIVED

SEP 02 2025

SELECT BOARD  
LUDLOW, MA 01056



***Kim M. Batista, CMMC, Town Clerk***

September 2, 2025

Mr. Manuel Silva, Chairman  
Select Board  
488 Chapin Street  
Ludlow, MA 01056

Re: Letter of Resignation from Adrienne DeSantis, Board of Health Member

Dear Mr. Silva and Select Board Members:

Enclosed please find letter of resignation from Adrienne DeSantis, Board of Health Member. Ms. DeSantis has resigned from the Board of Health effective September 25, 2025. I have accepted her letter of resignation and hereby certify her letter of resignation.

This term expires at the next election of March 2026 for the Board of Health. No vote from the Select Board is needed to place this term on the ballot since this will not be an unexpired term.

If you have any questions and/or concerns, please do not hesitate to contact me.

Sincerely,

Kim M. Batista, CMMC  
Town Clerk

Encl.

cc: Board of Health

***488 Chapin Street***  
***Ludlow, MA 01056***  
***(413) 583-5600 Ext. 1***  
***TTY (413) 583-5668***

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SEP 2 2025

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By: Letter of resignation

Letter of resignation

Re: EXTERNAL MSG

RECEIVED  
TOWN CLERK'S OFFICE

2025 SEP -2 A 8: 05

TOWN OF LUDLOW

To: Paulina Matusik

Cc: Boc

Letter of resignation

Dear Paulina,

9/1/25

Please receive this email as my letter of resignation from the Town of Ludlow's Board of Health.

It is with sadness that I resign from the Board of Health effective 9/25/2025. As you are aware, I am retiring and relocating out of town from Ludlow.

It has been truly a pleasure to work with the Board of Health and Ludlow Health Department staff over the years. I am delighted with the gains and changes the Health department has gone through as to better serve our community with more comprehensive prevention services and resources.

I feel tremendous gratitude for having the opportunity to serve on the Ludlow Board of Health. My role on the Board has supported my professional goals and introduced me to the complexity of public health and municipal employment.

I will miss you all and wish you only the best in continuing the mission of serving our community with the best public health leadership and care.

Sincerely,



Adrienne DeSantis LICSW  
Ludlow Board of Health member

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AMAZON REV

AMAZON PUR

American

ANKLE

ARA

ASD

BB

Buck

BBB

BOA

BOH

Camp House

CANDLES

CAROLINA

CD, Foreign

CD, Foreign



Linda Nawracaj <lindanaw7@gmail.com>

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## Position on pond committee

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Linda Nawracaj <lindanaw7@gmail.com>

Thu, Sep 4 at 7:30 PM

To: <hrjobs@ludlowma.us>

To whom it may concern,

My name is Linda Nawracaj. I live at 33 Evergreen Circle. Murphy Pond is literally in our backyard. I helped Judy Breault collect the necessary signatures to have Murphy Pond treated.

It is my understanding there is an opening on the Pond Committee that I'd like to apply for. I feel very strongly that the condition of the ponds in Ludlow are a direct reflection of the town. How the town cares for these areas are important, especially to potential residents. With your approval, hopefully I can help to bring these waterways back to their former glory.

Respectfully,  
Linda Nawracaj

cell # 413-537-1075





Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Monica Tibbitts-Nutt, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



Via Email: [mstrange@ludlow.ma.us](mailto:mstrange@ludlow.ma.us), [ldfc1@ludlow.ma.us](mailto:ldfc1@ludlow.ma.us), [mbrennan@ludlowpolice.com](mailto:mbrennan@ludlowpolice.com),  
[jtomas@ludlow.ma.us](mailto:jtomas@ludlow.ma.us), [jgoudreau@ludlow.ma.us](mailto:jgoudreau@ludlow.ma.us)

September 5, 2025

SUBJECT: CHICOPEE - LUDLOW – Cleaning and Painting of 9 Bridges Carrying I-90  
Contract No. 131931  
Project No. 613542  
Fed. Aid Nos. NFA - WT  
**NOTICE OF UPCOMING WORK AND TRAFFIC IMPACTS**  
Br. Nos. L-16-022 (4JA & 4JB) – I-90 EB & WB over Miller Street  
L-16-023 (4JC & 4JD) – I-90 EB & WB over East Street

Mr. Marc Strange  
Ludlow Town Administrator  
488 Chapin Street  
Town Hall, 3rd Floor  
Ludlow, MA 01056

Dear Mr. Strange:

The Massachusetts Department of Transportation (MassDOT) Highway District Two is pleased to inform you that we will be performing bridge preservation work within your community, where I-90 crosses Miller Street and East Street. This work will require traffic restrictions for the duration of the work. To effectively coordinate and communicate with you, we are writing to provide as much advance notice as possible.

The subject project was recently advertised for bids, with the bid opening currently scheduled for September 16, 2025. After bid opening, the contract will be awarded, followed by the issuance of the Notice to Proceed. At that time, MassDOT Highway District Two Bridge Maintenance Section will host a preconstruction conference, and our Contractor will present the initial project schedule, to include timing and duration of traffic impacts.

Our work under Contract 131931 in Ludlow will be performed at (2) bridge crossings comprised of four (4) bridge structures involving I-90. MassDOT will be performing bridge preservation activities including, but not limited to, steel repairs and painting, and substructure repairs.

Work will typically be performed during weekdays and weeknights and avoid Federal and State holidays. Weekday work hours are typically 7:00 AM to 3:30 PM, and weeknight hours are 7:00 PM to 5:30 AM. Work that requires traffic closures will be scheduled at night. Anticipated traffic impacts are detailed further on the next page.

811 North King Street, Northampton, MA 01060  
Tel: (857) 368-2000, Fax: (857) 368-0200  
[mass.gov/massdot](http://mass.gov/massdot)

The work at L-16-022(4JA & 4JB) – I-90 Eastbound & I-90 Westbound over Miller Street will utilize temporary lane shifts on Miller Street. Two-way traffic will be maintained.

The work at L-16-023(4JC & 4JD) – I-90 Eastbound & I-90 Westbound over East Street will be performed in phases:

- **Phase 1** will include both long-duration shoulder closures and nightly detours:
  - The shoulders on East Street will be closed with barrier to protect shoring towers necessary for beam repairs. Two 12-foot travel lanes will be maintained. Pedestrian traffic will be maintained.
  - At night, East Street will be closed and detoured to allow work to occur at the mid-span of the bridges. The posted detour route will follow East Street to Chapin Street to Miller Street, back to East Street.
- **Phase 2** will require a shoulder closure to allow work to be performed on the western abutments of the I-90 bridges. Two 12-foot travel lanes will be maintained. Pedestrian traffic will be maintained.

Additionally, this project includes bridge preservation activity at I-90 bridge locations in the City of Chicopee at the I-291 and I-391 interchanges.

The District Two Bridge Maintenance team will contact you with more information in the coming months to coordinate the start of this work, including scheduling the preconstruction conference.

In the meantime, if you have any questions or concerns please feel free to reach out to District Operations Engineer Matthew Minihan at [Matthew.Minihan@dot.state.ma.us](mailto:Matthew.Minihan@dot.state.ma.us) or (857) 368-2033, or District Structures Maintenance Engineer Daniel Shattuck at [Daniel.Shattuck@dot.state.ma.us](mailto:Daniel.Shattuck@dot.state.ma.us) or (857) 368-2105.

Sincerely,



Patricia A. Leavenworth, P.E.  
District Two Highway Director

MJM/mjm

C – District Two Structures Maintenance  
Provisional Chief Michael Brennan – Ludlow Police Department  
Chief Ryan M. Pease – Ludlow Fire Department  
Jamie Tomas – Ludlow DPW Director  
James Goodreau – Ludlow Town Engineer

## Amy Kurtz

---

**From:** Marc Strange  
**Sent:** Sunday, September 7, 2025 8:23 AM  
**To:** mannysilva@charter.net; James Gennette; pgapro05@gmail.com; Anthony Alves  
**Cc:** Amy Kurtz  
**Subject:** Fw: EXTERNAL:LUDLOW - Upcoming Work at I-90 over Miller St & I-90 over East St  
**Attachments:** 131931 Early Outreach Letter - LUDLOW - Work on 2 I-90 Bridge Overpasses - signed.pdf

FYI.

AK—can you please add to the 9/16 agenda as Correspondence? Thank you.

Marc

---

**From:** Minihan, Matthew J. (DOT) <Matthew.Minihan@dot.state.ma.us>  
**Sent:** Friday, September 5, 2025 3:20 PM  
**To:** Marc Strange <mstrange@Ludlow.ma.us>; ldfc1@ludlow.ma.us <ldfc1@ludlow.ma.us>; M Brennan <Mbrennan@ludlowpolice.com>; Jamie Tomas <JTomas@ludlow.ma.us>; jgoudreau@ludlow.ma.us <jgoudreau@ludlow.ma.us>  
**Cc:** Hoynoski, Jeffrey A. (DOT) <Jeffery.Hoynoski@dot.state.ma.us>; MassDOT D2BridgeMaintenance <MassDOTD2BridgeMaintenance@dot.state.ma.us>; Young, Steve T. (DOT) <Steve.Young@dot.state.ma.us>; Postema, Garrett R. (DOT) <Garrett.Postema@dot.state.ma.us>  
**Subject:** EXTERNAL:LUDLOW - Upcoming Work at I-90 over Miller St & I-90 over East St

You don't often get email from [matthew.minihan@dot.state.ma.us](mailto:matthew.minihan@dot.state.ma.us). [Learn why this is important](#)

**EXTERNAL EMAIL WARNING**

This email originated from outside your organization. Please verify the sender's identity before clicking links, downloading attachments, or providing sensitive information. If you were not expecting this email, please call the sender to verify authenticity.

Good Afternoon,

Please see attached letter regarding upcoming bridge preservation work in the Town of Ludlow. Please don't hesitate to reach out with any questions or concerns.

Thank you,

Matthew J. Minihan  
District 2 Operations Engineer  
MassDOT – Highway Division  
O – (857) 368-2033 / C – (857) 334-5943  
[Matthew.Minihan@dot.state.ma.us](mailto:Matthew.Minihan@dot.state.ma.us)



## Amy Kurtz

---

**From:** Marc Strange  
**Sent:** Monday, September 8, 2025 1:08 PM  
**To:** Amy Kurtz  
**Cc:** jlambeau@ludlowbgc.org  
**Subject:** Fw: EXTERNAL:Ludlow BGC's Rag Shag Parade

AK—for 9/16 please. Thank you.

---

**From:** Jodie Lambeau <JLambeau@ludlowbgc.org>  
**Sent:** Monday, September 8, 2025 1:05 PM  
**To:** Marc Strange <mstrange@Ludlow.ma.us>  
**Subject:** EXTERNAL:Ludlow BGC's Rag Shag Parade

### EXTERNAL EMAIL WARNING

This email originated from outside your organization. Please verify the sender's identity before clicking links, downloading attachments, or providing sensitive information. If you were not expecting this email, please call the sender to verify authenticity.

Good afternoon Marc,

I'm reaching out to seek approval for this year's Rag Shag parade. As usual, it would begin at Town Hall and travel briefly on Chapin St before turning onto Sportsmen Road and ending at the Club. I emailed Mr. Saraiva last week and am waiting to hear back about LPD traffic control.

This year, the event is scheduled for Friday, October 24<sup>th</sup>. The parade would begin at 6:00p and end by 6:30p.

Please let me know if you have any additional questions. I'm hoping to begin marketing the event as soon as possible so if there's potential to expedite approval, please let me know.

Best,  
Jodie

---

### Jodie Lambeau

(they/she) [what's this?](#)

Director of Programs

Ludlow Community Center/Randall Boys and Girls Club

jlambeau@ludlowbgc.org

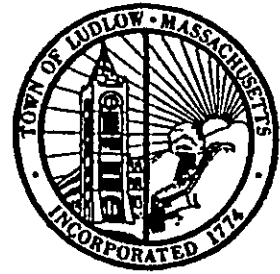
413-583-2072 ext. 103

***Town of Ludlow***  
***Office of the Planning Board***

RECEIVED

SEP 03 2025

SELECT BOARD  
LUDLOW, MA 01056



September 4, 2025

Mr. Manuel Silva, Chair  
Ludlow Select Board  
488 Chapin Street  
Ludlow, MA 01056

RE: Millside Drive Street Acceptance

Dear Mr. Silva:

Please be advised that at their meeting of August 28, 2025, the Planning Board voted to recommend the street acceptance of Millside Drive for the October 6, 2025, STM Warrant. The Board concurs with the Department of Public Works that the street has been completed to the standards of the Town's Subdivision Rules and Regulations.

If you have any further questions, please contact this office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan Urban".

Susan Urban  
Administrative Assistant

cc: Sarah la Cour  
Jamie Tomas

***488 Chapin Street***  
***Ludlow, MA 01056***  
***(413) 583-5600 Ext. 7***



SEP 09 2025

SELECT BOARD  
LUDLOW, MA 01056Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs**Department of Environmental Protection**

Western Regional Office • 436 Dwight Street, Springfield MA 01103 • 413-784-1100

Maura T. Healey  
GovernorKimberly Driscoll  
Lieutenant GovernorRebecca L. Tepper  
SecretaryBonnie Heiple  
Commissioner

Date: September 8, 2025

Michael S. Manganiello  
48 Baker Street  
Ludlow, Massachusetts 01056Re: BWSC, Site Management, Ludlow  
48 Baker Street  
RTN 1-0021477  
Enforcement Document # 00021073

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**NOTICE OF RESPONSIBILITY  
INTERIM DEADLINE  
M.G.L. C. 21E, 310 CMR 40.0000  
URGENT LEGAL MATTER: PROMPT ACTION NECESSARY**

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Dear Mr. Manganiello:

The Massachusetts Department of Environmental Protection (MassDEP), Bureau of Waste Site Cleanup, received a Release Notification Form (RNF) on December 23, 2021, indicating that a release of oil and/or hazardous material occurred at 48 Baker Street, in Ludlow, Massachusetts. The information received indicates that petroleum hydrocarbons were released from a leaking No. 2 fuel oil aboveground storage tank at the subject location. Based on this information, MassDEP has determined that the property, or portions thereof, is a disposal site (Site) that requires a Response Action. MassDEP has assigned Release Tracking Number (RTN) 1-0021477 to this Site.

The cleanup of disposal sites is regulated by MassDEP, the agency that implements the Massachusetts Oil and Hazardous Material Release Prevention and Response Act, M.G.L. c. 21E, through the Massachusetts Contingency Plan (the MCP). M.G.L. c. 21E and the MCP require the performance of response actions to prevent harm to health, safety, public welfare and the environment which may result from this release and/or threat of release and govern the conduct of such actions. The purpose of this Notice is to inform you of your legal responsibilities under State law for assessing and/or remediating the release at this property.

According to Hampden County Registry of Deeds you (as used in this notice, "you" refers to Michael S. Manganiello) acquired this Property on March 4, 2025. Therefore, you are a party with potential liability under M.G.L. c. 21E §5, for response action costs. This liability is "strict", meaning it is not based on fault, but solely on your status as owner of the disposal site. This Notice is intended to provide you with information about liability under Chapter 21E to assist you in deciding what actions to take in response to the conditions that are present at this Site.

This information is available in alternate format. Please contact MassDEP at 617-292-5500.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper

You should be aware that you might have claims against third parties for damages, including claims for contribution or reimbursement for the costs of cleanup. Such claims do not exist indefinitely but are governed by laws that establish the time allowed for bringing litigation. MassDEP encourages you to take any action necessary to protect any such claims you may have against third parties.

Please refer to the attached Summary of Liability Under Chapter 21E for a complete description of potential liability.

#### **SITE HISTORY AND ACTIONS UNDERTAKEN TO DATE AT THE SITE**

On December 23, 2021, an RNF was submitted to MassDEP indicating that soil and groundwater at the Site had concentrations of petroleum hydrocarbons exceeding the applicable MCP standards from a leaking aboveground storage tank. On December 28, 2021, MassDEP issued a Notice of Responsibility to Maureen Buccacio, property owner at that time, and RTN 1-21477 was assigned.

On January 20, 2022, a Release Abatement Measure (RAM) Plan was submitted to MassDEP by Mr. Benson Gould, Licensed Site Professional (LSP) on behalf of Maureen Buccacio, describing the management and disposal of contaminated soil and groundwater from the Site. On May 20, 2022, a RAM Plan Modification Report was submitted that included conducting an in-situ chemical oxidation treatment. RAM Status Reports were submitted on May 20, 2022, and January 28, 2023.

On February 24, 2023, MassDEP issued a Notice of Noncompliance to Maureen Buccacio for the failure to submit either a Tier Classification or a Permanent or Temporary Solution Statement by December 23, 2022.

To date, the required documents have not been submitted to MassDEP.

The MassDEP electronic record for this Site can be found here:

<https://eeaonline.eea.state.ma.us/portal/dep/wastesite/results?queryString=rtn:1-0021477>

#### **NECESSARY RESPONSE ACTIONS AND APPLICABLE DEADLINES**

This Site shall not be deemed to have had all the necessary and required response actions taken for it unless and until all substantial hazards presented by the release and/or threat of release have been eliminated and a level of no significant risk exists or has been achieved in compliance with M.G.L. c. 21E and the MCP. The MCP requires persons undertaking response actions at a disposal site to submit to MassDEP a Permanent Solution Statement prepared by an LSP in accordance with 310 CMR 40.1000 upon determining that a level of No Significant Risk already exists or has been achieved at the site.

Please submit the following to MassDEP by **December 23, 2025**:

- 1) A Tier Classification in accordance with the MCP 310 CMR 40.0500, and
- 2) A Release Abatement Measure Status (RAM) report or RAM Completion Statement in accordance with 310 CMR 40.0440, and/or if applicable,
- 3) A Permanent or Temporary Solution Statement in accordance with 310 CMR 40.1000.

The above deadline constitutes an Interim Deadline in accordance with 310 CMR 40.0167 and 40.0170. If you need an extension of an Interim Deadline, submit a request to MassDEP within 30 days of the date of this letter.

Please contact Kaley Fournier (at Kaley.Fournier@Mass.Gov or 857-278-9393) or Caprice Shaw (at Caprice.Shaw@Mass.Gov or 413-540-6253) if you have any questions concerning this Notice. All future communications regarding this release must reference the RTN contained in the subject block of this letter.

Sincerely,

/s/ Tamara Cardona-Marek

Tamara Cardona-Marek, PhD  
Deputy Regional Director  
Bureau of Waste Site Cleanup

Attachments/Links: Summary of Liability  
LSP Search: <https://eeaonline.eea.state.ma.us/portal#!/search/lsp>

Standard Mail Delivery

cc: Town of Ludlow  
Chief Municipal Officer  
Health Department  
Fire Department

Audrey Piubeni, MassDEP  
Katelyn Kelly, MassDEP



### **SUMMARY OF LIABILITY UNDER CHAPTER 21E**

As stated in the Notice of Responsibility accompanying this summary, MassDEP has reason to believe that you are a Potentially Responsible Party (PRP) with potential liability under M.G.L. c. 21E, section 5, for response action costs and damages to natural resources caused by the release and/or threat of release. MassDEP has identified you as a PRP because it believes you fall within one or more of the following categories of persons made potentially liable by subsection 5(a):

- any current owner or operator of a site from or at which there is or has been a release or threat of release of oil and/or hazardous material;
- any person who owned or operated a site at the time hazardous material was stored or disposed of;
- any person who arranged for the transport, disposal, storage or treatment of hazardous material to or at a site;
- any person who transported hazardous material to a transport, disposal, storage or treatment site from which there is or has been a release or threat of release of such material; and
- any person who otherwise caused or is legally responsible for a release or threat of release of oil or hazardous material at a site.

For purposes of the MCP, you are considered a Responsible Party (RP) with actual liability under M.G.L. c. 21E if you fall within one of these categories unless you (1) are entitled to a defense under section 5 or other applicable law, and (2) have reasonably incurred cleanup costs in an amount equal to or greater than any applicable cap on liability under subsection 5(d).

This liability is "strict," meaning it is not based on fault, but solely on your status as an owner, operator, generator, transporter or disposer. It is also joint and several, meaning that each person who falls within one of these categories may be held liable for all response action costs incurred at the site, regardless of the existence of any other liable parties.

Section 5 provides a few narrowly drawn defenses to liability, including a defense for releases and damages caused by an act of God, an act of war or an act by a third party other than an employee, agent or person with whom the party has a contractual relationship (see subsection 5(c)); a defense for certain owners of residential property at which the owner maintains a permanent residence (see subsection 5(h)); and a defense for certain public utilities and agencies of the Commonwealth which own a right-of-way that is a site (see subsection 5(j)).

You may voluntarily undertake response actions under the MCP without having your liability under Chapter 21E formally adjudicated by MassDEP. If you do not take the necessary response actions, or fail to perform them in an appropriate and timely manner, MassDEP is authorized by Chapter 21E to perform the necessary work.

By taking the necessary response actions, you can avoid liability for response action costs incurred by MassDEP in performing these actions. If you are an RP and you fail to perform necessary response actions at the site, you may be held liable for up to three (3) times all response action costs incurred by MassDEP and sanctions may be imposed on you for failure to perform response actions required by the MCP.

Response action costs include, without limitation, the cost of direct hours spent by Department employees arranging for response actions or overseeing work performed by persons other than MassDEP or its contractors, expenses incurred by MassDEP in support of those direct hours, and payments to MassDEP's contractors (for more detail on cost liability, see 310 CMR 40.1200: Cost Recovery). MassDEP may also assess interest on costs incurred at the rate of twelve percent (12%), compounded annually.

Any liability to the Commonwealth under Chapter 21E constitutes a debt to the Commonwealth. To secure payment of this debt, MassDEP may place liens on all of your property in the Commonwealth under M.G.L. c. 21E, section 13. To recover this debt, the Commonwealth may foreclose on these liens or the Attorney General may bring legal action against you.

In addition to your potential liability for response action costs and damages to natural resources caused by the release, civil and criminal liability may also be imposed by a court of competent jurisdiction under M.G.L. c. 21E, section 11, and civil administrative penalties may be assessed by MassDEP under M.G.L. c. 21A, section 16, for each violation of Chapter 21E, the MCP or any order, permit or approval issued thereunder.

If you are an RP and you have reason to believe that your performance of the necessary response actions is beyond your technical, financial or legal ability, you should promptly notify MassDEP in writing of your inability in accordance with Chapter 21E, subsection 5(e), and 310 CMR 40.0172. If you assert and demonstrate in compliance therewith that performing or paying for such response action is beyond your ability, subsection 5(e) provides you with a limited defense to an action by the Commonwealth for recovery of two to three times MassDEP's response action costs and 310 CMR 40.0172 provides you with a limited defense to MassDEP's assessment of civil administrative penalties.





重要 महत्वपूर्ण σημαντικός  
Important  
Կարևոր quan trọng مهم



## Communication for Non-English-Speaking Parties

***This document is important and should be translated immediately.***

If you need this document translated, please contact MassDEP's Diversity Director at the telephone number listed below.

### **Español Spanish**

Este documento es importante y debe ser traducido de inmediato. Si necesita este documento traducido, comuníquese con la Directora de Diversidad de MassDEP al número de teléfono que aparece más abajo.

### **Português Portuguese**

Este é um documento importante e deve ser traduzido imediatamente. Se precisar de uma tradução deste documento, entre em contato com o Diretor de Diversidade da MassDEP nos números de telefone listados abaixo.

### **繁體中文 Chinese Traditional**

本文件非常重要，應立即翻譯。如果您需要翻譯這份文件，請用下面列出的電話號碼聯絡 MassDEP 多元化負責人。

### **简体中文 Chinese Simplified**

本文件非常重要，應立即翻譯。如果您需要翻譯這份文件，請用下面列出的電話號碼與 MassDEP 的多元化主任联系。

### **Ayisyen Kreyòl Haitian Creole**

Dokiman sa-a se yon bagay enpòtan epi yo ta dwe tradwi l imedyatman. Si ou bezwen dokimar sa a tradwi, tanpri kontakte Direktè Divèsite MassDEP la nan nimewo telefòn endike anba.

### **Việt Vietnamese**

Tài liệu này rất quan trọng và cần được dịch ngay lập tức. Nếu quý vị cần dịch tài liệu này, xin liên lạc với Giám đốc Đa dạng của MassDEP theo các số điện thoại ghi dưới đây.

### **ប្រទេសកម្ពុជា Khmer/Cambodian**

ឯកសារនេះគឺសំខាន់ហើយគួរត្រូវបានបកប្រែភ្លាមៗ។ ប្រសិនបើអ្នកត្រូវការឱ្យគេបកប្រែឯកសារនេះ:

សូមទាក់ទងមកនាយកដ្ឋានពិពិធកម្មរបស់ MassDEP តាមលេខទូរស័ព្ទខាងក្រោម។

### **Kriolu Kabuverdianu Cape Verdean**

Kel dokumentu li é inportáti y debe ser traduzidu imidiatamenti. Se bu meste di kel dokumentu traduzidu, pur favor kontakta Diretor di Diversidádi di MassDEP na numeru abaxu indikadu.



**Contact Glynis L. Bugg, Acting Diversity Director/Civil Rights 857-262-0606**

**Massachusetts Department of Environmental Protection**

**100 Cambridge Street 9<sup>th</sup> Floor Boston, MA 02114**

TTY# MassRelay Service 1-800-439-2370 • <https://www.mass.gov/environmental-justice>

(Version revised 1.5.2023) 310 CMR 1.03(5)(a)



## Русский Russian

Это важный документ, и он должен быть безотлагательно переведен. Если вам нужен перевод данного документа, пожалуйста, свяжитесь с директором по вопросам многообразия (Diversity Director) компании MassDEP по указанному ниже телефону.

## العربية Arabic

هذه الوثيقة مهمة ويجب ترجمتها على الفور. إذا كنت بحاجة إلى هذه الوثيقة مترجمة، يرجى الاتصال بمدير التنوع (MassDEP ٨٥٧٢٦٢٠٦٠٦) على أرقام الهواتف المدرجة أدناه.

## 한국어 Korean

이 문서는 중요하고 즉시 번역해야 합니다. 이 문서의 번역이 필요하시다면, 아래의 전화 번호로 MassDEP의 다양성 담당 이사에 문의하시기 바랍니다.

## հայերէն Armenian

Այս փաստաթուղթը կարևոր է և պետք է անմիջապես թարգմանվի:  
Եթե Ձեզ անհրաժեշտ է այս փաստաթուղթը թարգմանել, դիմեք MassDEP-ի բազմազանության տնօրենին ստորև նշված հեռախոսահամարով:

## فارسی Farsi Persian

این نامه و مدارکی که بدست شما رسیده خیلی مهم و قانونی است. اگر شما احتیاج دارید که این نامه و مدارک به زبان فارسی ترجمه بشود لطفت خیلی زود به ماساچوست سازمان محیط زیست (MassDEP) در شماره تلفن ٨٥٧٢٦٢٠٦٠٦ تماس بگیرید.

## Français French

Ce document est important et devrait être traduit immédiatement. Si vous avez besoin de ce document traduit, veuillez communiquer avec le directeur de la diversité MassDEP aux numéros de téléphone indiqués ci-dessous.

## Deutsch German

Dieses Dokument ist wichtig und sollte sofort übersetzt werden. Sofern Sie eine Übersetzung dieses Dokuments benötigen, wenden Sie sich bitte an den Diversity Director MassDEP unter der unten aufgeführten Telefonnummer.

## Ελληνική Greek

Το παρόν έγγραφο είναι σημαντικό και θα πρέπει να μεταφραστεί αμέσως. Αν χρειάζεστε μετάφραση του παρόντος εγγράφου, παρακαλούμε επικοινωνήστε με τον Διευθυντή Διαφορετικότητας του MassDEP στους αριθμούς τηλεφώνου που αναγράφονται παρακάτω.

## Italiano Italian

Comunicazione per parti che non parlano inglese. Questo documento è importante e dovrebbe essere tradotto immediatamente. Se avete bisogno di questo documento tradotto, potete contattare il Direttore di Diversità di MassDEP al numero di telefono elencato di seguito.

## Język Polski Polish

Dokument ten jest ważny i powinien zostać natychmiast przetłumaczony. Jeśli potrzebujesz przetłumaczonej wersji dokumentu, prosimy o kontakt z dyrektorem ds. różnorodności MassDEP pod jednym z numerów telefonu wymienionych poniżej.

## हिन्दी Hindi

यह दस्तावेज महत्वपूर्ण है और इसका तुरंत अनुवाद किया जाना चाहिए. यदि आपको इस दस्तावेज़ का अनुवाद करने की आवश्यकता है, तो कृपया नीचे सूचीबद्ध टेलीफोन नंबरों पर मासडेप्स डाइवर्सिटी के निदेशक से संपर्क करें.

Contact Glynnis L. Bugg, Acting Diversity Director/Civil Rights 857-262-0606

Massachusetts Department of Environmental Protection

100 Cambridge Street 9<sup>th</sup> Floor Boston, MA 02114

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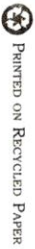
(Version revised 1.5.2023) 310 CMR 1.03(5)(a)

AFTER 5 DAYS RETURN TO:

THE COMMONWEALTH OF MASSACHUSETTS  
**DEPT. OF ENVIRONMENTAL PROTECTION**  
**WESTERN REGION**

436 DWIGHT STREET - 5TH FLOOR  
SPRINGFIELD, MASSACHUSETTS 01103

Michael S. Manganiello  
48 Baker Street  
Ludlow, Massachusetts 01056



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02 4W  
0000389519



## Amy Kurtz

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**From:** Brock N. Cordeiro <bncordeiro@comcast.net>  
**Sent:** Wednesday, September 10, 2025 8:58 PM  
**Subject:** EXTERNAL:Update: Municipal Support for H.2432/S.1484, An Act to reduce incidence and death from pancreatic cancer  
**Attachments:** PANCREATIC LOS (1).pdf; Letter of Support- House Bill 2432\_001 (3).pdf; Letter of Support - HB.2432 An Act to Reduce Incidence and Death From Pancreatic Cancer 08-27-25.pdf (1).jpg; H2432 Bill Summary.jpg

You don't often get email from bncordeiro@comcast.net. [Learn why this is important](#)

### EXTERNAL EMAIL WARNING

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I write to ask that your municipality please join with Mayor Jon Mitchell of New Bedford and the Select Boards of Dartmouth, Westport, Fairhaven, Essex and Millbury in supporting *An Act to reduce incidence and death from pancreatic cancer* (House Bill 2432 <https://malegislature.gov/Bills/194/H2432> & [Senate Bill 1484](#)), by sending a letter to the Chairs of the Joint Committee on Health Care Financing (Representative John Lawn & Senator Cindy Friedman). I have attached the copies of the official letters from New Bedford, Dartmouth, and Essex for your reference.

H.2432/S.1484 has 90 bipartisan & bicameral cosponsors with 113 members of the current legislature having been previous cosponsors from across the Commonwealth, in either this or previous legislative sessions. *An Act to reduce incidence and death from pancreatic cancer* is a priority for both the American Cancer Society Cancer Action Network of Massachusetts and the Massachusetts of Women Legislators. H.2432/S.1484 is strongly supported by the volunteers of the Boston affiliate of the Pancreatic Cancer Action Network. I coauthored the legislation as the Chair of the Special Legislative Commission to Study Pancreatic Cancer (<https://www.mass.gov/orgs/the-special-commission-to-study-pancreatic-cancer>). Our state legislators all have personal ties to pancreatic cancer, be it family, friends, or themselves. Rep. Ann-Margaret Ferrante of Gloucester currently battles pancreatic cancer while we lost Rep. Carol Doherty of Taunton to it in February 2025.

*An Act to reduce incidence and death from pancreatic cancer* will implement the recommendations of the final report of the Special Legislative Commission to Study Pancreatic Cancer by accomplishing four goals with minimal impact upon the state budget but maximum impact upon the fight against the disease. There may ultimately be a benefit of cost savings to the patient, insurance providers, and state government.

The bill would do the following:

1. Provide coordinated pancreatic cancer prevention, screening, education, and support programs
2. Establish a 13-member Pancreatic Cancer Advisory Council
3. Shall have the commissioner of insurance survey health insurers to ascertain coverage benefits of genetic testing for pancreatic cancer across health insurance plans
4. Shall have the center for health information and analysis shall conduct a review and update of its mandated benefit review of pancreatic cancer screenings



Pancreatic cancer is the second deadliest cancer in Massachusetts, behind only lung cancer, while being the third deadliest in America, behind only lung & colorectal cancers. Pancreatic cancer is projected to rise to number two by 2030. It is estimated by the American Cancer Society that in Massachusetts, in 2025, there will be 1,490 new cases of pancreatic cancer and 1,170 deaths. Pancreatic cancer has only a 13% survival rate over 5-years, the lowest of any major cancer and a rate that stagnated since last year. The most common form of pancreatic cancer, adenocarcinoma, has a survival rate of only 8%. Furthermore, over 70% of pancreatic cancer patients will die within the first year of their diagnosis and 88% of patients die within five years.

This cause is of supreme importance to me as my father, Norman Cordeiro of Dartmouth died on March 30, 2014, at St. Luke's Hospital in New Bedford, six months and twelve days following his failed Whipple Procedure at Boston's Mass General Hospital. More recently, I have been scanned on multiple occasions at Dartmouth's Hawthorn Medical Associates over the past year due to my concerns for family history and my recent diagnosis of adult-onset diabetes.

On August 18, 2025, I spoke before the Dartmouth Select Board on this matter. You may view the video at [https://www.youtube.com/live/f5of7qHFqP8?si=2apGc\\_S\\_WqIMwBel&t=417](https://www.youtube.com/live/f5of7qHFqP8?si=2apGc_S_WqIMwBel&t=417). My appearance begins at approximately at the 6 minutes and 57 seconds mark through about the 19 minutes and 30 seconds mark.

On June 11, 2025, I testified at a public hearing held by the Joint Committee on Public Health. I have included the link to the hearing, and the relevant section begins at the 6 minute & 11 second mark and ends approximately at 14 minutes & 2 seconds. You may access the recording at <https://malegislature.gov/Events/Hearings/Detail/5222>. I am the first speaker on behalf of the bill (0:6:11-0:10:00) and I deeply appreciate being joined in support by Mr. Lou Ekus of Montague, Massachusetts (0:10:15-0:14:02), A Stage 4 pancreatic cancer patient with adenocarcinoma, the most common form of pancreatic cancer. Mr. Ekus, who I have yet to have the honor of meeting, was diagnosed in July 2024 and is a patient at Massachusetts General Hospital and he speaks to the need for early detection of pancreatic cancer. The Public Health Committee voted to favorably recommend H.2432/S.1484 and referred it to Health Care Financing.

Finally, I have included a link to Senator Jo Comerford's recording of a virtual legislative briefing on *An Act to reduce incidence and death from pancreatic cancer* that we held on November 20, 2024 - <https://youtu.be/8as4dp6FQn0>. Sen. Comerford is the lead sponsor of S.1484 while Rep. Carmine Gentile & Rep. Hannah Kane are the co-lead sponsors of H.2432. That briefing was covered by State House News Service ([https://www.statehousenews.com/news/healthcare/pancreatic-cancer-bill-falters-despite-long-list-of-sponsors/article\\_2dce8162-a778-11ef-bbe2-2ff2729b367c.html](https://www.statehousenews.com/news/healthcare/pancreatic-cancer-bill-falters-despite-long-list-of-sponsors/article_2dce8162-a778-11ef-bbe2-2ff2729b367c.html)) and the Daily Hampshire Gazette (<https://www.gazettenet.com/Lawmakers-push-bill-to-combat-deadly-pancreatic-cancer-58122652>).

Please join your colleagues in across the Commonwealth in leading the way for pancreatic cancer awareness with your advocacy! With H.2432/S.1484 Massachusetts, as is only proper considering our world-class medical and research institutions, will be a champion for better treatments, longer and greater quality lives, and eventually a cancer cure!

Sincerely,

Brock N. Cordeiro  
15 Sagamore Drive  
Dartmouth, MA 02748-1261





## ESSEX BOARD OF SELECTMEN

TOWN HALL  
978-768-6531

\* 30 MARTIN STREET

\* ESSEX, MASSACHUSETTS 01829-1219  
FACSIMILE 978-768-2505

September 8, 2025

Representative John J. Lawn, Jr.  
Chair, House Committee on Health Care Financing  
24 Beacon Street, Room 236  
Boston, MA 02133

Dear Representative Lawn,

The Essex Board of Selectmen is writing to express our strong support for **House Bill 2432, An Act to reduce incidence and death from pancreatic cancer.**

Pancreatic cancer remains one of the most lethal forms of cancer, with a five-year survival rate of just 13% and limited early detection options. It is currently the third leading cause of cancer-related death in the United States, and projections indicate it may soon rise even higher. Despite these sobering statistics, federal and state investments in research and public health initiatives aimed at prevention and early detection remain disproportionately low.

House Bill 2432 is a critical step forward in addressing this public health crisis. By establishing a comprehensive pancreatic cancer education, awareness, and early detection program within the Massachusetts Department of Public Health, the bill aims to improve outcomes through better access to diagnostic tools, increased provider education, and support for high-risk populations.

The Essex community, like many others across the Commonwealth, has been affected by the devastating impact of pancreatic cancer, including supporting Representative Ann-Margaret Ferrante in her own battle. We believe that passing H.2432 will help bring hope to families, improve early diagnosis, and ultimately save lives.

We respectfully urge you and your colleagues on the House Committee on Health Care Financing to report favorably on H.2432 and advance it to the full House for consideration. Thank you for your leadership and your commitment to improving health outcomes for all Massachusetts residents.

Very Truly Yours,

Alva Ingaharro, Chairman

Peter Phippen

Ann Cameron



**CITY OF NEW BEDFORD**  
JONATHAN F. MITCHELL, MAYOR

August 27, 2025

Senator Cindy Friedman  
Co-Chair, Joint Committee on Health Care Financing  
24 Beacon Street, Room 313  
Boston, MA 02133

Representative John J. Lawn Jr.  
Co-Chair, Joint Committee on Health Care Financing  
24 Beacon Street, Room 236  
Boston, MA 02133

Dear Senator Friedman and Representative Lawn,

I write to express my strong support for House Bill 2432, "An Act To Reduce Incidence And Death From Pancreatic Cancer." Pancreatic cancer is currently the third leading cause of cancer-related death in the United States, and the prevalence of the disease is increasing. As you may know, pancreatic cancer is also one of the most lethal forms of cancer, with a five-year survival rate of only thirteen percent.

Regrettably, current federal and state investments in research and prevention are inadequate. House Bill 2432 is a critical step forward in addressing this public health crisis in Massachusetts. By establishing a comprehensive pancreatic cancer education, awareness, and early detection program within the Massachusetts Department of Public Health, the bill aims to improve outcomes through better access to diagnostic tools, increased provider education, and support for high-risk populations.

Passing H.2432 will help bring hope to families, improve early diagnosis, and ultimately save lives. I urge the House Committee on Health Care Financing to report out H.2432 favorably. Thank you for your consideration.

Sincerely,



Jon Mitchell

cc: New Bedford Legislative Delegation  
New Bedford Health Department

**Committee on Public Health  
Bill Summary**

**Bill No.** H2432  
**Title:** *An Act to reduce incidence and death from pancreatic cancer*  
**Sponsor:** Representatives Carmine Gentile and Hannah Kane  
**Committee:** Public Health  
**Hearing Date:** June 11, 2025  
**Similar Matters:** S1484  
**Prior History:** Refile of H2182 of 23-24; referred to Public Health; accompanied by S1330; reported favorably and referred to Health Care Financing; accompanied a study order.  
**Reporting Deadline:** August 10, 2025

**Current Law:**

- M.G.L. Chapter 111 pertains to public health.

**Summary:**

This bill adds a new section to Chapter 111 that would require DPH to administer a comprehensive pancreatic cancer initiative to provide coordinated pancreatic cancer prevention, screening, education and support programs in the Commonwealth.

SECTION 1 would add a new section, Section 245, to M.G.L. Chapter 111.

**Section 245:**

(a) DPH would implement a pancreatic cancer initiative to provide coordinated pancreatic cancer prevention, screening, education, and support programs.

(b) Establishes a 13-member pancreatic cancer advisory council within DPH, representing interdisciplinary fields including oncology, palliative care, medicine, nursing, social work, pharmacy, spirituality and the area of patient and family caregiver advocacy. This subsection also outlines tasks of the council:

- Investigate and make recommendations for a system to certify hospitals that meet National Pancreatic Cancer Foundation criteria
- Investigate and make recommendations for establishing a multi-provider consortium that would develop and share best practices for improving care for patients with pancreatic cancer
- Disseminate targeted communications to primary care providers to connect them with consortium members and local resources



## Amy Kurtz

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**From:** Green Day Recycling <greendayrecyclingma@gmail.com>  
**Sent:** Thursday, September 11, 2025 12:44 PM  
**To:** Amy Kurtz  
**Cc:** Marc Strange; BJ Church  
**Subject:** EXTERNAL:Re: EXTERNAL:Temporary Signage for Electronics Recycling Event

You don't often get email from greendayrecyclingma@gmail.com. [Learn why this is important](#)

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I just wanted to follow up quickly on my earlier message regarding our request to place signage for the Electronics Recycling Event. For clarification, the signs we are using are **wooden A-frame sandwich boards**. They are free-standing and do not require posting into the ground or attachment to any structures.

I hope this detail helps as we explore whether there may be a suitable location where these can be temporarily placed.

Thank you!

Brian Wood,  
Director of Operations



Please click [HERE](#) to see our Upcoming Events.

On Thu, Sep 11, 2025 at 12:42 PM Green Day Recycling <[greendayrecyclingma@gmail.com](mailto:greendayrecyclingma@gmail.com)> wrote:

Dear Members of the Select Board,

I am writing to formally request permission to place temporary signage at the intersection of **Center Street and the Mass. Pike**, or at other high-visibility intersections in town, to promote our upcoming **Electronics Recycling Event** with the First Church in Ludlow on **Saturday, September 20th**.

This annual event, now in its fourth year, has grown into a well-attended community program that serves several important purposes:

- It provides a much-needed recycling option for residents, fulfilling a highly requested service.
- It promotes environmental awareness and helps keep our streets and neighborhoods clean by reducing improper disposal of electronics.

- It supports the First Church in Ludlow through fundraising, strengthening its role as a community partner.

We are asking for the Town's support in helping us raise awareness for this initiative and for permission to place temporary signage to be displayed only in the days leading up to the event, and removed immediately afterward.

This is a once-a-year program that benefits the community, the environment, and the Church, and we would be very grateful for the Board's consideration in granting permission for signage placement.

Thank you for your time and support of this important initiative.

Respectfully,



Brian Wood,

Director of Operations



Please click [HERE](#) to see our Upcoming Events.

On Thu, Sep 11, 2025 at 12:31 PM Amy Kurtz <[akurtz@ludlow.ma.us](mailto:akurtz@ludlow.ma.us)> wrote:

Good Afternoon Brian

Thank you for reaching out.

Signs placed on Town property must be approved by the Select Board. They next meet on Tuesday, September 16<sup>th</sup>. Please let me know if you'd like to attend to request permission or send a letter requesting permission for where and when you'd like to place signs promoting your fundraiser.

Please let me know by 1:00 p.m. today so that I can place something on the agenda.



Hope this helps.

**Amy Kurtz**

Executive Assistant

Town of Ludlow

Select Board

488 Chapin Street

Ludlow, MA 01056

(413) 583-5600 Ext. 1202

**From:** Green Day Recycling <[greendayrecyclingma@gmail.com](mailto:greendayrecyclingma@gmail.com)>

**Sent:** Thursday, September 11, 2025 9:45 AM

**To:** Marc Strange <[mstrange@Ludlow.ma.us](mailto:mstrange@Ludlow.ma.us)>; Amy Kurtz <[akurtz@Ludlow.ma.us](mailto:akurtz@Ludlow.ma.us)>

**Subject:** EXTERNAL:Temporary Signage for Electronics Recycling Event

You don't often get email from [greendayrecyclingma@gmail.com](mailto:greendayrecyclingma@gmail.com). [Learn why this is important](#)

**EXTERNAL EMAIL WARNING**

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Hello Marc,

I'm reaching out regarding our upcoming Electronics Recycling Event with the First Church in Ludlow, scheduled for **Saturday, September 20th**. We've been holding this annual event with the Church for the past four years, and it has been very successful in raising environmental awareness and supporting the Church's fundraising efforts.

Earlier this week, we placed signs near the intersection of Center Street and the Mass. Pike to help promote the event. The Building Department contacted us and requested that we remove the signs from Town property or face a fine. We plan to move the signs today in order to comply.

That said, I wanted to ask whether there may be an alternative location where we could temporarily place signage to help publicize the event. Since the event is just a few days away, the signs would only be up for a short time and would be removed promptly once the event concludes. If permission could be granted to use that location, or another approved site, for this one-time, short-term purpose, we'd

be very grateful! Moving forward, we're also happy to go through the proper channels to make sure everything is handled appropriately.

Thank you for your time and consideration. We truly value the Town's support in helping us continue to provide this community service.

Best regards,  
**Brian Wood,**

**Director of Operations**



Please click [HERE](#) to see our Upcoming Events.

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

### Commonwealth of Massachusetts

Hampden, ss.

To Ms. Kim Batista, Town Clerk, in the Town of Ludlow, Greetings:

In the name of The Commonwealth you are hereby required to notify and warn the voters of said Town, qualified to vote in elections and Town affairs, to meet at the **LUDLOW HIGH SCHOOL** at 500 Chapin Street in said Town, on **MONDAY, OCTOBER 6, 2025, at 7:30PM** to act on the following articles in the warrant.

### ARTICLE 1: APPROPRIATE FUNDS FOR UNPAID BILLS FROM PREVIOUS FISCAL YEARS

To see if the Town will vote to raise and appropriate and/or transfer a sum of money for unpaid bills and/or over-expended accounts of previous fiscal years.

Pass any vote or take any action relative thereto. Submitted by the Select Board. A nine/tenths vote is required.

Article 1 Explanation: Unpaid bills prior years: Chapter 44, Section 64 of the Massachusetts General Laws **allows authorizes** towns **to pay** which have unpaid or over expended bills **from a prior fiscal year** as presented at the time for the warrant posting. There could be further bills added prior to the Town meeting. We will provide an update, if needed, at Town Meeting. See Attachment A.1.

\$20,831.75	250 <sup>th</sup> Committee Holiday Outdoor Decor	Holiday Decorations
\$130.00	250 <sup>th</sup> Committee York St. Industries	40 x 144 Banner
\$2,470.00	<del>Town of Ludlow</del> Treasurer/Collector Atty Iris Leahy	Legal Services
\$3,300.00	<del>Town of Ludlow</del> DPW Tighe & Bond	Engineering Services – Millside Drive Easement
\$3,200.00	<del>Town of Ludlow</del> DPW Tighe & Bond	Engineering Services – Millside Drive Easement
\$799.00	<del>Town of Ludlow</del> Select Board John Guilfoil PR	Public Communications Services
\$224.17	Town of Ludlow Xerox Corp.	Printing Charges
\$3,540	<del>Town of Ludlow</del> Assessors Kapinos & Assoc.	Assessing Services
\$2,360	<del>Town of Ludlow</del> Assessors Kapinos & Assoc.	Assessing Services



OCTOBER 6, 2025 SPECIAL TOWN MEETING

\$1,365.08    Town of Ludlow    Public Safety Complex HVAC Repairs  
Corcoran

\$775.00    Police Dept.    Employee Assistance  
ESI

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**\$38,995,006,854.92    TOTAL**

**ARTICLE 2:    ACCEPTANCE OF MILLSIDE DRIVE AS A PUBLIC WAY**

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, take by eminent domain or otherwise acquire, the fee and/or easement in Millside Drive as a public way, and any appurtenant easements thereto, as previously laid out by the Board of Selectmen, as shown on a plan entitled "Definitive Subdivision Plan State and First Street, Ludlow Massachusetts" prepared for Westmass Area Development Corp. dated June 1, 2023, recorded in the Hampden County Registry of Deeds in Plan Book 399, Page 2, a copy of which is on file with the Town Clerk;

And further, to authorize the Select Board to acquire by gift, purchase, take by eminent domain or otherwise, easements in any land necessary for laying out and acceptance of said way, and any appurtenant drainage, utility or other easements related to said way, and/or to accept grants thereof; and further to authorize the Select Board and other applicable Town of Ludlow boards and personnel to take all related actions necessary or appropriate to accomplish the purposes of this article, or take any other action related thereto.

Submitted by the Select Board.

Article 2 Explanation: In 2023, the Town of Ludlow, in partnership with Westmass Area Development, was awarded a \$3,000,000 MassWorks grant to construct a new right of way to access the proposed Millside Drive Business Park. Millside Drive—as the right of way is now named—is located off Riverside Drive in Ludlow. The new road is 1,800 linear foot (LF) cul-de Sac that originates and ends at the eastern terminus of Riverside Drive near the intersection with First Avenue. Construction of Millside Drive was completed earlier this calendar year and created 4 new parcels to be sold and developed. Those parcels have all been sold and ~~in order for~~for construction to begin in earnest the town must accept Millside Drive as a public way to create the requisite frontage for the new parcels.

**ARTICLE 3:    ACCEPT DONATION OF LAND – 319 WEST STREET**

To see if the Town will vote to ~~purchase~~, accept as a gift, take by eminent domain or otherwise acquire, a portion of the land located at 319 West Street shown as parcel D-1 on an Approval Not Required "Plan of Land 311 & 319 West Street" prepared by Smith Associates Surveyors, Inc., containing 6.39 acres, more or less, for general municipal purposes, to be under the care, custody and control of the Select Board, and to authorize the Select Board to execute any and all documents necessary to effectuate same, or pass any vote or take any action relative thereto.

Commented [BW1]: Want to delete this since there will be no funding associated with this gift?

Submitted by the Select Board.

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

**Article 3 Explanation:** In recognition of the Town's ongoing obligations under its Landfill Closure Plan, the owners of 319 West Street have offered to give the Town of Ludlow the 6.39-acre parcel of land identified in the attached Map (See Attachment A.3A). The subdivision of said parcel has been approved by the Planning and Zoning Commission of Ludlow through the granting of an ANR on March 27th, 2025 (See Attachment A.3B).

The Town of Ludlow entered into a lease agreement with the previous property owner for the use of the subject parcel in its operation of the Ludlow Town Dump, which is now regulated under a Landfill Closure Plan as filed in Book 297, Page 52 of the Ludlow Land Records. After the closure of the landfill, the Town previously desired and attempted to acquire the subject property, and the prior owner was unwilling to part with said property. As part of the closure implementation, and in the spirit of cooperation and public interest, the current owners are now offering to donate a portion of their land to the Town to facilitate the Town's compliance with state and local environmental closure mandates, including, but not limited to the maintenance of the landfill cap and required monitoring and sampling of the property, as well as providing a more permanent and efficient long-term solution than that which currently exists. The Town has consulted with the Section Chief of Solid Waste Management of the Bureau of Air and Waste of the Massachusetts Department of Environmental Protection about the benefits of such an arrangement in the facilitation and compliance of the Town with its obligations under the Landfill Closure Plan.

This proposed donation would merge the ownership and control of the land with the operational requirements and legal obligations under the terms of the Record Landfill Closure Plan and eliminate the need for future negotiations regarding access and the accompanying complications associated with a divergence of ownership and control in the land versus the Town's obligations to comply with state and local environmental closure mandates.

### ARTICLE 4: ~~UNKEMPT PROPERTIES BYLAW AMENDMENT~~ (Liening property? Abandoned v Vacant?)

To see if the Town will vote to amend Sec. IV-35, — Vacant and unkempt properties of the Town Bylaws, with additions noted in underline and deletions noted as strikeouts, as follows:

#### ~~"(b) Definitions:~~

~~Unkempt property means any residential or commercial property that has any type of overgrown vegetation or plantings that have overgrown to a point that rodents, animals, or vermin can dwell within. Any property on which debris, trash, junk, or garbage has accumulated on the ground, driveway, sidewalks etc. for longer than 60-30 days shall be determined as unkempt.~~

~~Vacant property means any residential or commercial property that is unoccupied for a period greater than 180-45 consecutive days by a person or persons with legal right to reside therein.~~

~~(c) Requirements for adequate maintenance. Owners of vacant or unkempt properties as defined in subsection (b), must fulfill the following minimum adequate maintenance requirements for any such property they own:~~

~~(5) For properties vacant for 180-45 days or more, whose utilities have been shut off, remove or cut and cap such utilities to prevent accidents within ten days after the 180th-45<sup>th</sup> day of vacancy."~~

~~(k) ORDERS TO TAKE CORRECTIVE ACTION. Upon a finding of a violation of the provisions of this Section, the enforcement officer shall serve notice of the violation and an order to correct such violation upon the owner of the property by certified mail or by in-hand service by a person authorized to do such. The owner/agent shall contact the Building Department within seven (7) days of receipt of the order to discuss options and permit procedures.~~

~~(A) The order shall require the owner to take one or more of the following actions to bring the property into compliance with the requirements of this section within 30 days of receipt of such order:~~

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## OCTOBER 6, 2025 SPECIAL TOWN MEETING

(1) To file a completed application with the Building Department and any required plans for a permit for demolition, repair, or rehabilitation of the building or structure and a schedule indicating a completion date for such work or its various phases;

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(2) To take any lawful action that the enforcement officer deems necessary to correct the violations of this section in order to assist the Town in protecting the public health, safety and welfare;

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(B) Recovery of costs. Whenever a property owner fails, neglects or refuses to make repairs or take other corrective actions specified in the order, the town official may undertake such repairs or actions, in accordance with and to the extent permitted by law, when in his or her judgment a failure to make the necessary repairs or corrective actions will endanger the public health, safety and welfare. The town may seek a court-appointed receiver to manage the property and bring said property into compliance with all applicable statutes, regulations and codes;

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(C) Notice of the intention of the town to make such repairs or other corrective actions shall be served on the owner by certified mail or by service in hand by a person duly authorized to do such. In accordance with and to the extent permitted by law, when the repairs are made or other corrective actions are taken by the Town, the cost of such repairs shall constitute a debt in favor of the town against the owner of the repaired building or structure. In the event that the owner fails, neglects or refuses to pay the town the amount of the debt within 30 days of the receipt of the notice of the debt, the town may place a lien on the property for such debt and/or may initiate a civil action against the owner in a court of competent jurisdiction to recover the debt;

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Pass any vote or take any action relative thereto. Submitted by the Select Board.

Article 4 Explanation: These changes would allow town officials to expedite enforcement on vacant or unkempt properties, which would further help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity, protecting town resources, and avoiding the creation and maintenance of nuisances.

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### **ARTICLE 45: ACCEPT MGL CHAPTER 43C SECTION 11; ESTABLISHMENT OF DEPARTMENT OF MUNICIPAL FINANCE**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 43C, Section 11 to create a consolidated Department of Municipal Finance, and further, that the Town vote to amend the Town Bylaws by adding a new Sec. I-37 entitled, "Department of Municipal Finance" to Chapter I – REGULATING THE GOVERNMENT OF THE TOWN as follows, or take any other action relative thereto:

#### **Sec. I-37: Department of Municipal Finance**

1. *Department.* There shall be a department of municipal finance that shall be responsible for the coordination of all financial services and activities of the town, the maintenance of all accounting records and other financial statements, payment of all obligations, receipt of all funds due, monitoring of and reporting on all fiscal and financial activities of the town, supervision of all purchases of goods, materials and supplies and maintenance of inventory controls. The department shall include the offices and functions of the town accountant, town treasurer/collector, and board of assessors; provided, however, that although the office of elected board of assessors shall be part of the department of municipal finance, such officers shall continue to exercise their respective duties and responsibilities under the General Laws. The department shall have such additional powers, duties and responsibilities with respect to municipal finance-related functions and activities as the town may provide by town bylaw.

2. *Finance Director.* The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by the Select Board, and whose salary shall be fixed annually within the amount appropriated by the town.

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

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3. *Finance Director, Qualifications.* The director of finance shall be a person especially fitted with education, experience and training to perform the duties of the office. The educational qualifications shall consist of a master's degree in finance, accounting or public or business administration, granted by an accredited degree-granting college or university, and professional qualifications shall include not less than 3 years of prior full-time compensated service in accounting or business administration or 5 years or more of such professional experience and a bachelor's degree in an appropriate discipline. The select board may waive the education or experience requirements listed if the board determines that an applicant's qualifications provide an equivalent combination of education and experience and that such waiver is in the best interests of the town.

The salary, fringe benefits and other conditions of employment of the director of finance, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave may be established by contract.

4. *Finance Director, Duties and Responsibilities.* The director of finance shall be responsible for the supervision and coordination of all financial personnel, tasks and activities of the department under the General Laws, town bylaws and any applicable rules and regulations. The director of finance may serve as the town accountant and shall be responsible for coordinating the fiscal management procedures of the offices of the town treasurer, tax collector, and assessor and shall be the administrator of budgeting, including financial reporting, accountability and control, as well as an advisor to the select board, town administrator, finance committee and all other town departments, concerning financial and programmatic implications of current and future financial policies. The director of municipal finance shall provide such assistance to the town administrator as the town administrator shall request regarding the preparation of the town budget and capital plan.

Submitted by the Select Board.

Article 45 Explanation: The Division of Local Services (DLS) made recommendations for the town in its 2023 Financial Management Review. One of the top recommendations was to create a consolidated Department of Municipal Finance Department, which would streamline communications between personnel and better coordinate the town's financial management objectives. The Finance Director position would centralize the town's fiscal and financial activities into one department under the supervision of one manager, support these efforts by monitoring the town's financial activity, develop annual and capital budgets, forecast long-range fiscal health, and coordinate financial policies and strategies with policymakers. This new department would include the town's accounting, assessing, treasurer and collector functions and the Finance Director would be an existing employee promoted from within and not a new hire. The town continues to seek ways to make operations more efficient and effective for residents. Consolidating these departments under one Finance Director will also increase accountability at all levels.

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### **ARTICLE 56: CREATE A CAPITAL STABILIZATION FUND**

To see if the Town will vote to establish, pursuant to Chapter 40, Section 5B of the Massachusetts General Laws, a special purpose stabilization fund to be known as the "Capital Stabilization Fund", the purpose of which shall be for the funding capital improvement purchases and projects; and to see if the Town vote to raise and appropriate and/or transfer from available funds a sum of money for deposit into the Capital Stabilization Fund.



## OCTOBER 6, 2025 SPECIAL TOWN MEETING

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Pass any vote or take any action relative thereto. Submitted by the Select Board.

Article 56 Explanation: Historically, the town has funded capital projects with Free Cash. While that process has worked, creating a special stabilization fund for capital purchases would enhance transparency and predictability for short- and long-term capital planning purposes. A capital stabilization fund would also help the town more clearly define the amount of funds to be allocated for and spent on capital projects. If approved, the town administration would request the first deposit/allocation into this fund at the Annual Town Meeting in May 2026.

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### **ARTICLE 67: CREATE A PARKS & RECREATION CAPITAL STABILIZATION FUND**

To see if the Town will vote to establish, pursuant to Chapter 40, Section 5B of the Massachusetts General Laws, a special purpose stabilization fund to be known as the "Parks & Recreation Stabilization Fund", the purpose of which shall be for the funding capital improvement purchases and projects; and to see if the Town vote to raise and appropriate and/or transfer from available funds a sum of money for deposit into the Parks & Recreation Stabilization Fund.

Pass any vote or take any action relative thereto. Submitted by the Select Board.

Article 67 Explanation: The town's parks and open spaces need additional capital investment so that residents can enjoy them safely. This special stabilization fund would segregate capital funds for that purpose, which will increase transparency and predictability for investing in the town's parks and recreational spaces. If approved, the town administration would request the first deposit/allocation into this fund at the Annual Town Meeting in May 2026.

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### **ARTICLE 78: CREATE A DIF DEVELOPMENT PROGRAM FUND**

To see if the Town will vote to establish a Development Program Fund under the provisions of Massachusetts General Laws Chapter 40Q (District Improvement Financing) that consists of (a) a development sinking fund and (b) a project cost account and such other accounts as the Select Board deems necessary or appropriate or take any other action relative thereto.

Submitted by the Select Board.

Article 78 Explanation: In June 2020, Town Meeting approved the creation of a DIF district in and around the Ludlow Mills Complex. Later, in October 2023, Town Meeting voted to expand the district to include the East Street Corridor and parcels near the Hubbard Memorial Library. In May 2024, Town Meeting also approved a DIF financing program according to the provisions of Chapter 40Q of the General Laws. The parcels included in the DIF district have been appreciated in value enough to warrant consideration of the town's first DIF-funded infrastructure project. To do so, however, the town needs to create a Development Program Fund to segregate the additional property tax revenue associated with growth within the DIF district since January 1, 2023.

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### **ARTICLE 9: ENHANCE ENFORCEMENT OF SIGN BYLAW VIOLATIONS (Withholding permits?)**

**Commented [BW2]:** You already have that: Sec. II-36. It might need a refresher though as the statute changed a number of years ago.

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

To see if the Town will vote to amend section V-8.1.5.a of the Town Bylaws, with additions noted in underline and deletions noted as strikeouts, as follows:

*Non-criminal disposition/violations.* Any violation of the provisions of this bylaw, the conditions of a permit granted under this bylaw, or any decisions rendered by the zoning board of appeals or planning board under this bylaw, shall be liable to a fine of not more than \$100.00 \$300 for each violation. Each day such violation continues shall be deemed a separate offense.

In addition to the procedures for enforcement as described above, the provisions of this bylaw, the conditions of a permit granted under this bylaw, or any decisions rendered by the zoning board of appeals, or planning board under this bylaw, may be enforced, by the building commissioner, by non-criminal complaint pursuant to the provisions of general laws, chapter 40, section 21D. The fine for any violation disposed of through this procedure shall be \$100.00 \$300 for each offense. Each day such violation continues shall be deemed a separate offense.

Pass any vote or take any action relative thereto. Submitted by the Select Board.

*Article 9 Explanation:* Recently, the town has seen a significant increase in the number of signs being posted illegally on town property. This bylaw amendment would triple the fine amount for each violation of the sign regulations, which is intended to have a chilling effect on the number of violations.

### ARTICLE 810: UNREASONABLE NOISE BYLAW

To see if the Town will vote to amend the Town Bylaws by adding section IV-36 – “Unreasonable Noise” as follows:

#### Sec. IV-36 – Unreasonable Noise

##### (1) Exterior Noise Standards

It shall be unlawful for any person at any location with the Town of Ludlow to create any loud noise, or to allow the creation of a loud noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on any other property to exceed the greater of:

Daytime Level (7am – 10pm)	Nighttime Level (10pm – 7am)
60 dBA	45 dBA

##### (2) Construction Noise Standards

- (a) Noise associated with construction is permitted between 7am and 8pm on weekdays and Saturdays, from:
- a. Non-impact devices if such noise does not exceed 70 dBA as measured over a time interval of 10 minutes as measured from another property, but at least 100 feet from the construction activity; and
  - b. Impact devices if such noise does not exceed 90 dBA as measured from another property, but at least 100 feet from the construction activity.

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

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- (b) Between the hours of 8pm and 7am, noise associated with construction shall be limited by the standards-provisions set forth in paragraph (1) of this section.
- (c) Construction activities are generally prohibited on Sundays.

### (3) Maintenance Noise Standards

- (a) Noise associated with maintenance is permitted between 7am and 8pm on weekdays and Saturdays, ~~provided the sound level does not exceed 80 dBA as measured from another property, but at least 100 feet from the maintenance activity.~~
- (b) Between the hours of 8pm and 7am on weekdays and Saturdays, noise associated with maintenance shall be limited by the standards set forth in paragraph (1) of this section.
- (c) Maintenance activities are generally prohibited on Sundays.

### (4) Definitions

For the purposes of this section, these relevant terms are defined as follows:

- (a) *Exterior*—any location sited outside of any structure with weight-bearing walls and intended to provide shelter and protection from inclement weather or similar hazards.
- (b) *Construction*—the process involved with erecting buildings, structures, infrastructure, industrial facilities, and associated activities, including demolition, dismantling, or decommissioning of the same.
- (c) *Maintenance*—the process involved in maintaining or preserving a building, structure, infrastructure, industrial facilities, personal property, and associated activities.

### (5) Exceptions, Enforcement & Penalties

Notwithstanding the provisions of this section, loud noises resulting from the following situations are excepted from enforcement: (1) town-approved events, (2) transportation infrastructure, (3) public utility work, ~~and~~ (4) operations at Westover Air Base; (5) any other use or activity explicitly permitted by the Select Board. The Ludlow Police Department is responsible for enforcing this bylaw to the extent necessary. Furthermore, the Police Department may exercise reasonable discretion in enforcing this section in instances of, for example, emergencies or other special situations. This bylaw shall not prevent the Police Department from relying on M.G.L. chapter 272, section 53; M.G.L. chapter 90, section 16, or any other applicable state law or regulation to enforce unreasonable noise violations. However, any violations of this section of the Town Bylaws shall be punishable by a fine of no more than \$300 per violation.

Pass any vote or take any action relative thereto. Submitted by the Select Board.

Article 810 Explanation: The town routinely receives complaints of excessive noise related to loud music, trash pickups, construction, yard work, and the like. However, the town does not currently have any bylaw that regulates unreasonably loud noise. The Police Department relies on state laws to enforce these types of infractions, ~~but there is still no defined time frame for when unreasonably loud noise can occur.~~ This



## OCTOBER 6, 2025 SPECIAL TOWN MEETING

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bylaw would create ~~these~~ standards for the purpose of protecting the quiet enjoyment of Ludlow residents.

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### **ARTICLE 911: LOCAL OPTION TO CONVERT BEER & WINE ON-PREMISES LICENSES TO FULL ON-PREMISES**

To see if the Town will vote to accept the provisions of G.L. c.138, §12D, which, if accepted, would allow the Select Board as the local licensing authority of the Town, to approve a request from a licensee to convert an existing license to sell wines and malt beverages only for on-premises consumption to a license to sell all alcoholic beverages for on-site consumption, subject to all other provisions of G.L. c.138, including notice, publication, and certified mailing of, and a public hearing on, such conversion.

Pass any vote or take any action relative thereto. Submitted by the Select Board.

Article 912 Explanation: Section 51 of Chapter 9 of the Acts of 2025, the FY2026 State Budget Bill, inserted a new section into G.L. c.138 concerning alcoholic beverage licensing. Subject to local acceptance, this new provision, G.L. c.138, §12D, allows a local licensing authority to approve the conversion of an on-premises license to sell wine and malt beverages only to an on-premises license to sell all alcoholic beverages, even if the municipality does not have any all-alcoholic beverages licenses available. As discussed in further detail, below, this is a significant change in local licensing procedures, allowing the conversion to be accomplished without action of the General Court and regardless of whether such a license is available under an otherwise applicable quota. [The Town of Ludlow has 5 on-premises wine and malt licenses.](#)

**Local Acceptance.** To use the new statutory conversion process, G.L. c.138, §12D must first be accepted by a city or town in accordance with the provisions of G.L. c.4, §4. Thus, in a city, the statute must be accepted by vote of the city council, with the approval of the mayor, as applicable. In a town, the statute must be accepted by vote of town meeting. Subject to any referendum provision that may be imposed by charter or special act, the acceptance vote will take effect immediately and require no further approvals from the state.

**Eligibility.** Any holder of an on-premises license to sell wine and malt beverages only is eligible to seek conversion of that license to an on-premises license for sale of all alcoholic beverages. This is significant because, as previously discussed, without this new section, such a conversion could be made only if an on-premises license for sale of all alcoholic beverages was available under an existing quota or pursuant to special legislation. Note, however, that such a conversion will still require approval from both the local licensing authority and the ABCC.

**Conversion Process.** To convert a license under G.L. c.138, §12D, a licensee holding an on-premises license for the sale of wine and malt beverages only may apply using the ABCC form. The local licensing authority may establish a reasonable fee for processing the conversion application and may adopt such additional requirements as the licensing authority deems appropriate. Note that the conversion application process must meet all the notice, publication, certified mailing and public hearing requirements set forth in G.L. c.138, §15A for any other license application. Once a license conversion has been approved by the local licensing authority, it must be submitted to the ABCC for approval, along with a fee of \$200.00.

**Restrictions.** Approval by the local licensing authority of a conversion will not create an additional license – the overall number of licenses for on-premises consumption of alcoholic beverages will remain the same. Accordingly, if a wine and malt beverage only license is converted, it will still count against the

## OCTOBER 6, 2025 SPECIAL TOWN MEETING

municipality's quota for that type of license. However, a converted license cannot be transferred, and, if it is no longer being used, must be returned to the local licensing authority. The converted license then reverts to its original status and can only be reissued as an on-premises license for the sale of wine and malt beverages only. The new licensee, however, would also be eligible to seek conversion of the license using the G.L. c.138, §12D process.

### ARTICLE 102: ACCESSORY DWELLING UNITS (ADU) UPDATE

To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow, SECTION III: GENERAL USE REGULATIONS 3.0 GENERAL REGULATIONS. SECTION 3.22 TABLE 1 LUDLOW TABLE OF PRINCIPAL USES: by removing land use classification Accessory Apartment and adding Accessory Dwelling Units (ADU) allowed through Site Plan Approval from the Planning Board (SPA) in RA-1, RA, RB, A, AMD zoning districts; adding Accessory Dwelling Units over 900 SQ FT, and Additional Accessory Dwelling Units allowed through Special Permit and Site Plan Approval from the Planning Board in RA-1, RA, RB, A, AMD zoning districts, and to amend Table 1 to reflect this change, as follows:

Current Section:

LAND USE CLASSIFICATION	STANDARDS & CONDITIONS	RA-1	RA	RB	BA	BB	A	AMD	IA	IC	MRD
RESIDENTIAL USES											
Accessory Apartments		SPPB	SPPB	SPPB	N	N	SPPB	SPPB	N	N	N

New Section to Read:

LAND USE CLASSIFICATION	STANDARDS & CONDITIONS	RA-1	RA	RB	BA	BB	A	AMD	IA	IC	MRD
RESIDENTIAL USES											
Accessory Dwelling Units (ADU)		SPA*	SPA*	SPA*	N	N	SPA*	SPA*	N	N	N
Accessory Dwelling Units over 900 SQ FT		SPA/ SPPB	SPA/ SPPB	SPA/ SPPB	N	N	SPA/ SPPB	SPA/ SPPB	N	N	N
Additional Accessory Dwelling Units		SPA/ SPPB	SPA/ SPPB	SPA/ SPPB	N	N	SPA/ SPPB	SPA/ SPPB	N	N	N

\*If only a single ADU, no Special Permit is required.

Pass any vote or take any action relative thereto. Submitted by the Planning Board. A 2/3 majority vote is required.

Article 103 Explanation: With the changes to the Accessory Dwelling Units Zoning Bylaw passed at the May 12, 2025 Annual Town Meeting, the Table of Uses will need to reflect the updated changes.

OCTOBER 6, 2025 SPECIAL TOWN MEETING

**ARTICLE 123: ZONING BYLAW REFERENCE CHANGES – “BOARD OF SELECTMEN” TO “SELECT BOARD”**

To see if the Town will vote to amend the Zoning Bylaws of the Town of Ludlow by replacing all references of “Board of Selectmen” or “Selectmen” to “Select Board” or “Select Board Member,” as may be appropriate in context, throughout the entirety of the Zoning Bylaw.

Pass any vote or take any action relative thereto. Submitted by the Planning Board. A 2/3 vote is required.

Article 124 Explanation: Following the approval at the May 12, 2025 Annual Town Meeting to update the Town’s General Bylaws by replacing all references to “Board of Selectmen” or “Selectmen” with “Select Board,” the proposed changes to the Zoning Bylaw aim to ensure consistency across all Town documents. This update will align the language in the Zoning Bylaw with the terminology now used in the General Bylaws.

~~~~~  
And you are directed to serve this warrant by posting attested copies of the same in seven (7) public places in the Town fourteen (14) days before the time of holding said meeting.

A true copy,

ATTEST:

MANUEL D. SILVA \_\_\_\_\_ CHAIRMAN

WILLIAM ROSENBLUM \_\_\_\_\_ VICE CHAIRMAN

JAMES T. GENNETTE \_\_\_\_\_

ANTHONY ALVES \_\_\_\_\_

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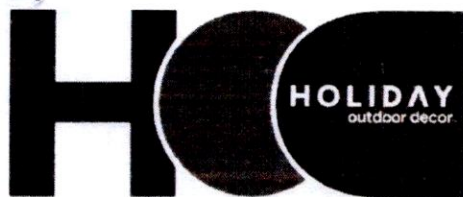
SELECT BOARD, LUDLOW, MASSACHUSETTS, SEPTEMBER 16, 2025

I hereby certify that I have posted the above warrant in seven (7) places in the Town of Ludlow.

\_\_\_\_\_  
Kim Batista, Town Clerk

\_\_\_\_\_  
Date





From Moments to Memories  
American Craftsmanship in Every Space

Vendor  
31309

RECEIVED

AUG 18 2025

### Invoice

Date: 07/03/2025  
Invoice #: INV20407  
Amount Due: \$20,831.75  
Due date: 07/04/2025  
Terms: DUE UPON RECEIPT  
Quote #: 00019696  
PO #:

SELECT BOARD  
LUDLOW, MA 01056

Billed To: Town of Ludlow  
Billing Address:  
488 Chapin Street  
Ludlow 250th Celebration Committee  
Ludlow, MA 01056

Ship To: Town of Ludlow  
Ship To Address:  
488 Chapin Street  
Ludlow, MA 01056  
Shipping Contact:  
Linda Collette  
413.583.4383

2040-540000

### Important Messages:

#### SHIP VIA:

LSI

#### TRACKING/BOL:

seal 6373173

#### # OF PACKAGES

48

#### Remit payment to:

Holiday Outdoor Décor  
PO Box 4365  
Bethlehem, PA 18018  
[HolidayOutdoorDecor.com](http://HolidayOutdoorDecor.com)

#### W-9 and other information available at:

<https://holidayoutdoordecor.com/terms-conditions/>

#### Installation instructions:

<https://holidayoutdoordecor.com/installation-guides/>

| ITEM #           | DESCRIPTION                                                                                                                              | UNIT | QTY | UNIT PRICE | AMOUNT     |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------|------|-----|------------|------------|
| TS-12-TBG-NW     | 12' Branch Garland Tree, Self-Standing.<br>Measures 12'H, 4' Base, Star Not Included -<br>Unlit                                          | Each | 1   | \$1,449.50 | \$1,449.50 |
| GW-72-DC7-WW     | 72" Deluxe Building Front Wreath with (3) Sets<br>of Pinecones and 84 C7 Warm White LED                                                  | Each | 1   | \$653.25   | \$653.25   |
| SHIPPING         |                                                                                                                                          | Each | 1   | \$2,700.00 | \$2,700.00 |
| VD-R-40-MPCWR-WW | 40' Mountain Pine Single Drape 50" Candle<br>Wreath - Skyline - 42 C7 & 42 C9 Warm White<br>LED, 3 Amber Flame LED - 40' - 2lbs - 2Watts | Each | 1   | \$1,062.75 | \$1,062.75 |
| VD-R-40-MPWR-WW  | 40' Mountain Pine Single Drape 50" Candle<br>Wreath - Skyline - 42 C7 & 42 C9 Warm White<br>LED, 3 Amber Flame LED - 40' - 2lbs - 2Watts | Each | 1   | \$929.50   | \$929.50   |
| VD-R-50-MPCWR-WW | 50' Mountain Pine Single Drape 50" Candle<br>Wreath - Skyline - 42 C7 & 52 C9 Warm White<br>LED, 3 Amber Flame LED - 40' - 2lbs - 2Watts | Each | 1   | \$1,186.25 | \$1,186.25 |

|                 |                                                                                                                                                                                                                      |      |   |                          |                    |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---|--------------------------|--------------------|
| VD-R-50-MPWR-WW | Mountain Pine Single Drape 50" Wreath - Skyline - 42 C7 & 52 C9 Warm White LED - 50' - 7lbs - 54.52Watts<br>Mountain Pine Single Drape 50" Wreath - Skyline - 42 C7 & 52 C9 Warm White LED - 50' - 7lbs - 54.52Watts | Each | 1 | \$1,049.75               | \$1,049.75         |
| T-22P-MC-V3     | 22' PANEL TREE WITH 12' BASE. MULTI COLOR C7. LED - VERSION 3<br>22' PANEL TREE WITH 12' BASE. MULTI COLOR C7. LED - VERSION 3                                                                                       | Each | 1 | \$11,800.75              | \$11,800.75        |
|                 |                                                                                                                                                                                                                      |      |   | Subtotal                 | \$20,831.75        |
|                 |                                                                                                                                                                                                                      |      |   | Sales Tax                | \$0.00             |
|                 |                                                                                                                                                                                                                      |      |   | Total                    | \$20,831.75        |
|                 |                                                                                                                                                                                                                      |      |   | Less Payments or Credits | 0.00               |
|                 |                                                                                                                                                                                                                      |      |   | <b>TOTAL DUE</b>         | <b>\$20,831.75</b> |

Questions? Please contact your sales rep, email us at [ar@holidayoutdoordecor.com](mailto:ar@holidayoutdoordecor.com), or call (877) 444 8888.

**Remember that all damage and/or shortages must be noted on the freight carrier's delivery receipt.**  
 Damaged items must be reported within 5 days of receipt of goods to be eligible for refund or exchange. Carriers freight claim requirements.  
 Claims regarding missing items must be reported within 30 days from delivery

627 Randall Rd  
Ludlow, MA 01056

Invoice Number: 21883  
Invoice Date: May 22, 2024  
Page: 1

|                                                                                |
|--------------------------------------------------------------------------------|
| <b>Bill To:</b>                                                                |
| 250th Celebration Comm Town of Ludlow<br>488 Chapin Street<br>Ludlow, MA 01056 |

|                                                                                |
|--------------------------------------------------------------------------------|
| <b>Ship to:</b>                                                                |
| 250th Celebration Comm Town of Ludlow<br>488 Chapin Street<br>Ludlow, MA 01056 |

|                      |                        |                      |                 |
|----------------------|------------------------|----------------------|-----------------|
| <b>Customer ID</b>   | <b>Customer PO</b>     | <b>Payment Terms</b> |                 |
| 250th Celebration Cm |                        | Net 30 Days          |                 |
| <b>Sales Rep ID</b>  | <b>Shipping Method</b> | <b>Ship Date</b>     | <b>Due Date</b> |
|                      | Truck                  |                      | 6/21/24         |

| Quantity               | Item | Description   | Unit Price | Amount        |
|------------------------|------|---------------|------------|---------------|
| 1.00                   |      | 40x144 Banner | 130.00     | 130.00        |
| Subtotal               |      |               |            | 130.00        |
| Sales Tax              |      |               |            |               |
| Total Invoice Amount   |      |               |            | 130.00        |
| Payment/Credit Applied |      |               |            |               |
| <b>TOTAL</b>           |      |               |            | <b>130.00</b> |

Check/Credit Memo No:

Please make checks payable to Commonwealth of Massachusetts



# The Law Office of Iris A. Leahy

4 Open Square Way, Suite 217  
Holyoke, MA 01040-  
Tel: (413) 322-8318  
attyleahy@outlook.com

## Invoice

Invoice Date: Jun 30, 2025

Invoice Num: 13649

Billing From: Jun 01, 2025

Billing To: Jun 30, 2025

Ryan McNutt, Treasurer/Collector  
Town of Ludlow  
Town Hall, 2nd Floor  
488 Chapin Street  
Ludlow, MA 01056

### KNNE REALTY, LLC (94 OAK STREET (2018):) - Managed by (IAL)

#### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                                             | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/4/2025    | IAL            | GENERAL<br>Reviewed the file; printed the docket;<br>conducted a return date review; noted all<br>to the file.                                                                 | 0.83         | \$250.00    | \$207.50      |
| 6/12/2025   | TJL            | GENERAL<br>Researched two parties on the docket that<br>were unsuccessfully served; located their<br>most current address with the help of<br>TLO; made notes; noted the file. | 0.67         | \$250.00    | \$167.50      |

Total Services: \$375.00

#### Reimbursable Expenses:

| <u>Date</u> | <u>Partner</u> | <u>Description</u> | <u>Units</u> | <u>Amount</u> |
|-------------|----------------|--------------------|--------------|---------------|
| 6/12/2025   | TJL            | TLO Search         | 2.00         | \$10.00       |

Total Expenses: \$10.00

Property Owner (94 OAK STREET (2018):) Total Amount Due: \$385.00

### TOWN OF LUDLOW (AUCTION (LUDLOW):) - Managed by (IAL)

#### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                                   | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/3/2025    | IAL            | GENERAL<br>Reviewed correspondences from the Town<br>with attachment; researched<br>indemnification agreements; responded to<br>the correspondences; noted the file. | 0.75         | \$250.00    | \$187.50      |
| 6/3/2025    | IAL            | GENERAL<br>Reviewed correspondence from the Town<br>regarding Fairview and Warwick Roads;<br>responded to the same; printed the<br>correspondences and made notes.   | 0.33         | \$250.00    | \$82.50       |

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Ryan McNutt, Treasurer/Collector  
Town of Ludlow  
Town Hall, 2nd Floor  
488 Chapin Street  
Ludlow, MA 01056

**TOWN OF LUDLOW (AUCTION (LUDLOW):)** - Managed by (IAL)

#### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                                                                                                                                                                                                                                                 | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/4/2025    | IAL            | GENERAL<br>Reviewed and responded to correspondences from the Town with attachments; reviewed the info at the Registry of Deeds for takings under the name of the property owner; took a screen shot; shared that info with the Town; printed the correspondences and made notes. Reviewed chain of emails between the Town and Attorney Chaplin; printed the same and made notes. | 0.50         | \$250.00    | \$125.00      |
| 6/18/2025   | IAL            | GENERAL<br>Researched takings on Warwick Drive on properties owned by Amaral; correspondence to the Town with my findings.                                                                                                                                                                                                                                                         | 1.75         | \$250.00    | \$437.50      |
| 6/18/2025   | IAL            | GENERAL<br>Researched 0 Fairview Street; printed the taking; correspondence to the Town with my findings; printed the correspondence and made notes.                                                                                                                                                                                                                               | 0.58         | \$250.00    | \$145.00      |
| 6/24/2025   | IAL            | GENERAL<br>Reviewed correspondence from the Town; responded to the same; printed the correspondences and noted the file. Additional correspondence to the Treasurer; printed the correspondence and noted the file.                                                                                                                                                                | 0.42         | \$250.00    | \$105.00      |
| 6/25/2025   | IAL            | GENERAL<br>Reviewed correspondences from the auctioneer; responded to the same; printed the correspondences and made notes.                                                                                                                                                                                                                                                        | 1.17         | \$250.00    | \$292.50      |

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### Invoice

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Ryan McNutt, Treasurer/Collector  
Town of Ludlow  
Town Hall, 2nd Floor  
488 Chapin Street  
Ludlow, MA 01056

#### TOWN OF LUDLOW (AUCTION (LUDLOW)) - Managed by (IAL)

##### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                                                                                                                                                                                                         | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/25/2025   | IAL            | GENERAL<br>Correspondences with the Town; printed the same and made notes.                                                                                                                                                                                                                                                                 | 0.25         | \$250.00    | \$62.50       |
| 6/25/2025   | IAL            | GENERAL<br>Telephone conversation with the Treasurer; agrees that properties should not be bundled; reviewed the list from the auctioneer; correspondence to the auctioneer and the Treasurer; printed the correspondences and noted the file.                                                                                             | 0.67         | \$250.00    | \$167.50      |
| 6/25/2025   | IAL            | GENERAL<br>Telephone conversation with the auctioneer.                                                                                                                                                                                                                                                                                     | 0.25         | \$250.00    | \$62.50       |
| 6/25/2025   | IAL            | GENERAL<br>Received correspondence from the Treasurer; forwarded a correspondence from the auctioneer; responded to the Treasurer's email; printed the correspondences and noted the file.                                                                                                                                                 | 0.25         | \$250.00    | \$62.50       |
| 6/26/2025   | IAL            | GENERAL<br>Reviewed and responded to correspondences from the auctioneer and the Town; printed the correspondences with attachments; gathered the files for the properties on the auction block; reviewed the flyer and the property cards attached from the Town; correspondence to the auctioneers; printed the same and noted the file. | 0.92         | \$250.00    | \$230.00      |



# The Law Office of Iris A. Leahy

4 Open Square Way, Suite 217

Holyoke, MA 01040-

Tel: (413) 322-8318

attyleahy@outlook.com

## Invoice

Invoice Date: Jun 30, 2025

Invoice Num: 13649

Billing From: Jun 01, 2025

Billing To: Jun 30, 2025

Ryan McNutt, Treasurer/Collector  
Town of Ludlow  
Town Hall, 2nd Floor  
488 Chapin Street  
Ludlow, MA 01056

### TOWN OF LUDLOW (AUCTION (LUDLOW):) - Managed by (IAL)

#### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                         | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/27/2025   | IAL            | GENERAL<br>Received updated flyer from the auctioneer; reviewed the same; responded to the correspondence; printed the correspondences and noted the file. | 0.25         | \$250.00    | \$62.50       |

Total Services: \$2,022.50

Property Owner (AUCTION (LUDLOW):) Total Amount Due: \$2,022.50

### AMARAL, BRANCA MINA & ARMAND J. & JOSE A. (FULLER STREET:) - Managed by (IAL)

#### Professional Services:

| <u>Date</u> | <u>Partner</u> | <u>Description</u>                                                                                                                                                                      | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|
| 6/3/2025    | IAL            | GENERAL<br>Reviewed correspondence from the Town; reviewed the file and list of town owned properties; responded to the correspondence; printed the correspondences and noted the file. | 0.25         | \$250.00    | \$62.50       |

Total Services: \$62.50

Property Owner (FULLER STREET:) Total Amount Due: \$62.50

Amount Due This Invoice: \$2,470.00

*This invoice is due upon receipt*



**Please Remit Payment to:**  
Tighe & Bond, Inc. 53 Southampton Road Westfield, MA 01085-5308

RECEIVED

AUG 18 2025

SELECT BOARD  
LUDLOW, MA 01056

**Attention:** Sarah la Cour  
**Westmass Area Development Corporation**  
**One Monarch Place, Suite 1350**  
**Springfield, MA 01144**  
**United States**

**Invoice :** TB-1016396  
**Invoice Date :** 3/26/2025  
**Project :** 3217370018  
**Project Name :** WESTMA-Millside Drive  
Distribution Easement

---

**For Professional Services Rendered Through 3/1/2025**

Email Invoice to: s.lacour@westmassdevelopment.com

Services rendered in accordance with Agreement dated February 3, 2025.

**3217370018 - WESTMA-Millside Drive**  
**Distribution Easement**

|                    | Fee      | % Complete | Billings                    |          |                 |
|--------------------|----------|------------|-----------------------------|----------|-----------------|
|                    |          |            | To Date                     | Previous | Current         |
| 01 - Lump Sum Fees | 3,300.00 | 100.00     | 3,300.00                    | 0.00     | 3,300.00        |
|                    |          |            | <b>Current Billings</b>     |          | 3,300.00        |
|                    |          |            | <b>Amount Due This Bill</b> |          | <u>3,300.00</u> |

**Total Fee :** 3,300.00  
**To Date Billings :** 3,300.00  
**Total Remaining :** 0.00



RECEIVED

AUG 18 2025

SELECT BOARD  
LUDLOW, MA 01056**Please Remit Payment to:**

Tighe &amp; Bond, Inc. 53 Southampton Road Westfield, MA 01085-5308

Attention: Sarah la Cour  
Westmass Area Development Corporation  
One Monarch Place, Suite 1350  
Springfield, MA 01144  
United States

Invoice : TB-1018121  
Invoice Date : 4/29/2025  
Project : 3217370018  
Project Name : WESTMA-Millside Drive  
Distribution Easement

---

**For Professional Services Rendered Through 4/5/2025**

Email Invoice to:

s.lacour@westmassdevelopment.com

Services rendered in accordance with Agreement dated February 3, 2025 and Agreement dated March 21, 2025.

**3217370018 - WESTMA-Millside Drive**  
**Distribution Easement**

|                    | Fee      | % Complete | Billings                    |          |                        |
|--------------------|----------|------------|-----------------------------|----------|------------------------|
|                    |          |            | To Date                     | Previous | Current                |
| 01 - Lump Sum Fees | 6,500.00 | 100.00     | 6,500.00                    | 3,300.00 | 3,200.00               |
|                    |          |            | <b>Current Billings</b>     |          | <u>3,200.00</u>        |
|                    |          |            | <b>Amount Due This Bill</b> |          | <u><u>3,200.00</u></u> |

**Total Fee :** 6,500.00  
**To Date Billings :** 6,500.00  
**Total Remaining :** 0.00

| Outstanding Receivables | Invoice Number | Date      | Amount   | Balance Due     |
|-------------------------|----------------|-----------|----------|-----------------|
|                         | TB-1016396     | 3/26/2025 | 3,300.00 | <u>3,300.00</u> |
|                         |                |           |          | 3,300.00        |

---



RECEIVED

APR 23 2025

John Guilfoil Public Relations  
1 Elm Park  
Groveland, MA 01834-1201 USA  
6179930003  
john@jgpr.net  
<https://jgpr.net>

## Invoice



**JOHN GUILFOIL**  
PUBLIC RELATIONS

## BILL TO

Town of Ludlow

| INVOICE # | DATE       | TOTAL DUE | DUE DATE   | TERMS  | ENCLOSED |
|-----------|------------|-----------|------------|--------|----------|
| 5425      | 08/01/2023 | \$799.00  | 08/31/2023 | Net 30 |          |

| ACTIVITY                                                     | QTY         | RATE   | AMOUNT          |
|--------------------------------------------------------------|-------------|--------|-----------------|
| Services for Government Depts.:Gov. Public Relations Service | 1           | 799.00 | 799.00          |
| Communications services as quoted PO 23038-88                |             |        |                 |
|                                                              | BALANCE DUE |        | <b>\$799.00</b> |

  
TOWN ADMINISTRATOR

PO# 23038-88  
W.F. UNIT 12547W  
BATCH# 8563  
VENDOR# 27526  
DATE 5-23-2025  
CH. # 011223-538000  
VOUCHER 395981



Customer Information

Direct Inquiries and Correspondence To:  
**XEROX CORPORATION**  
**P.O. BOX 660502**  
**DALLAS, TX 75266-0502**

Telephone: 888-435-6333  
 www.xerox.com/eSupportCentre

Ship To/Installed At  
 TOWN OF LUDLOW  
 CLERK OFFICE

488 CHAPIN ST  
 LUDLOW MA  
 01056-2523

THE EASY WAY  
 TO ORDER SUPPLIES  
 CALL OUR TOLL  
 FREE NUMBER  
 1-800-822-2200

RECEIVED  
 JUN 16 2025  
 SELECT BOARD  
 LUDLOW, MA 01056

SIGNED KOA  
 Purchase Order Number  
 Special Reference  
 VMH00000X-000  
 Contract number  
 NET 30  
 Terms and Condition of Payment

06/01/24  
 Invoice Date  
 021360974  
 Invoice Number  
 726528268  
 Customer Number

Bill To:  
 TOWN OF LUDLOW

488 CHAPIN ST  
 LUDLOW MA  
 01056-2598

Invoice

|                            |                      |                  |        |
|----------------------------|----------------------|------------------|--------|
| B8145H2                    | XEROX B8145H         | SER.# HQH-816239 |        |
| BASE CHARGE                |                      | MAY              | 184.20 |
| METER USAGE                | 04-25-24 TO 05-26-24 |                  |        |
| METER 1                    | 47695 54142          | 6447             |        |
| PRINT CHARGES              |                      |                  |        |
| METER 1 PRINTS             | 6447                 |                  |        |
| LESS ALLOWANCE             | 1                    |                  |        |
| NET BILLABLE PRINTS        | 6446 .006200         | 39.97            |        |
| TOTAL EXCESS PRINT CHARGES |                      | 39.97            |        |
| 1 LINE FAX                 | SER.# FAX-1LINE      | INCL             |        |
| INT OFF FINISHER           | SER.# INTFIN81       | INCL             |        |
|                            | SUB TOTAL            | 224.17           |        |
|                            | TOTAL                | 224.17           |        |

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
 THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES  
 TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

## DUPLICATE INVOICE

XEROX FEDERAL IDENTIFICATION # 16-046-8020

Please detach the payment portion and return with your remittance

Payment

Ship To/Installed At  
 TOWN OF LUDLOW  
 CLERK OFFICE

488 CHAPIN ST  
 LUDLOW MA  
 01056-2523

Bill To  
 TOWN OF LUDLOW

488 CHAPIN ST  
 LUDLOW MA  
 01056-2598

Send Payment To:  
**XEROX CORPORATION**  
**P.O. BOX 827598**  
**PHILADELPHIA, PA**  
**19182-7598**

For Xerox Use Only

PLEASE PAY THIS AMOUNT -> \$224.17

|                 |           |           |            |       |
|-----------------|-----------|-----------|------------|-------|
| 066982414       | 726528268 | 021360974 | 06/01/24   |       |
| RR000054        | C 030123  |           |            | WAS46 |
| 04 3GSE G328    |           | W A7310   | 2TC3 1 115 |       |
| 202100008070060 | 021360974 | 22417     | 726528268  |       |

FED EIN: 20-0710060 TEL: 413.534.9191

**Invoice #: 4331**  
**Invoice Date: 2/15/2025**  
**Fiscal Year: 2025**

**Bill To:**

Town of Ludlow  
488 Chapin Street  
Ludlow, MA 01056

| Description                                                                                 | Amount     |
|---------------------------------------------------------------------------------------------|------------|
| 3-Months Software Maintenance/ Support: pkAssessment System (11/24-1/25 @\$1,180 per month) | 3,540.00   |
| Total                                                                                       | \$3,540.00 |
| Payments/Credits                                                                            | \$0.00     |
| Balance Due                                                                                 | \$3,540.00 |



Paul S. Kapinos & Associates, Inc.  
29 College St. STE10  
South Hadley, MA 01075

FED EIN: 20-0710060 TEL: 413.534.9191

# Invoice

Invoice #: 4351  
Invoice Date: 3/31/2025  
Fiscal Year: 2025

|                                                         |
|---------------------------------------------------------|
| <b>Bill To:</b>                                         |
| Town of Ludlow<br>488 Chapin Street<br>Ludlow, MA 01056 |

| Description                                                                                | Amount            |
|--------------------------------------------------------------------------------------------|-------------------|
| 2-Months Software Maintenance/ Support: pkAssessment System (2/25-3/25 @\$1,180 per month) | 2,360.00          |
| <b>Total</b>                                                                               | <b>\$2,360.00</b> |
| <b>Payments/Credits</b>                                                                    | <b>\$0.00</b>     |
| <b>Balance Due</b>                                                                         | <b>\$2,360.00</b> |

2834

RECEIVED

Invoice

AUG 14 2025

Date

Invoice #

SELECT BOARD  
 LUDLOW, MA 01056

8/12/2025

62418

**Sold To:**

Town of Ludlow  
 488 Chapin Street  
 Ludlow, MA 01056

**Job Location:**

Ludlow Safety Complex  
 612 Chapin  
 Ludlow, MA 01056

P. O. Number

Terms

Net 30


| Description                                             | Quantity | Rate   | Serviced  | Amount |
|---------------------------------------------------------|----------|--------|-----------|--------|
| Labor and material to replace motor, fan, and capacitor |          |        |           |        |
| Labor                                                   | 2        | 125.00 | 6/25/2025 | 250.00 |
| Labor                                                   | 2        | 125.00 | 6/26/2025 | 250.00 |
| Supplies                                                |          | 865.08 |           | 865.08 |

**Registered Master Plumber**

|                   |            |
|-------------------|------------|
| Subtotal          | \$1,365.08 |
| Sales Tax (6.25%) | \$0.00     |
| Payments/Credits  | \$0.00     |
| Balance Due       | \$1,365.08 |

1 1/2% per month svo org after 30 days

PO# \_\_\_\_\_  
 WARRANT \_\_\_\_\_  
 BATCH# \_\_\_\_\_  
 VENDOR# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 CHARGE \_\_\_\_\_  
 VOUCHER \_\_\_\_\_

  
 TOWN ADMINISTRATOR

**TOWN OF LUDLOW**      **BATCH NO.** \_\_\_\_\_  
**SCHEDULE OF DEPARTMENTAL PAYMENTS**

**DEPARTMENT NAME:** PD      **WT DATE:** 10/06/25 OCTOBER TOWN MEETING WARRANT

| VENDOR # | PAYEE | ACCOUNT NO. | AMOUNT | TOTAL | LIQUIDATIONS | ENC NO | AMOUNT | VOUCHER NO. |
|----------|-------|-------------|--------|-------|--------------|--------|--------|-------------|
|----------|-------|-------------|--------|-------|--------------|--------|--------|-------------|

8020    ESI      04/01/25-06/30/25      012103-538000      775.00

**TOTALS APPROVED**      **\$775.00**

TO THE TOWN ACCOUNTANT:  
 I HEREBY CERTIFY THAT THIS SCHEDULE AND ACCOMPANYING  
 VOUCHERS HAVE BEEN EXAMINED AND THE ABOVE AMOUNTS  
 ARE PROPER CHARGES TO THE APPROPRIATION ACCOUNTS DESIGNATED.

*Michael N. Brennan*  
**MICHAEL N. BRENNAN, PROVISIONAL CHIEF OF POLICE**      **DATE** 9/3/25





TotalCare EAP  
Public Safety EAP  
Educators' EAP  
Higher Ed EAP  
HealthCare EAP  
Union AP

## Customer Statement

Customer ID: 825-01-01

Date: 8/15/2025

Employee Services, LLC  
L-4412 GW2W10  
7 Easton Oval  
Columbus, OH 43219

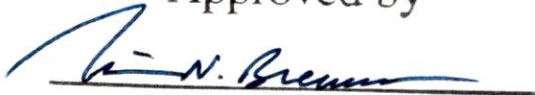
**PLEASE UPDATE:**  
Our payment remittance address for  
accounts payable invoices has changed.

**To:**

Town of Ludlow-Police/Fire  
612 Chapin Street  
Ludlow MA 01056  
United States of America  
tmartowski@ludlowpolice.com

| Date                             | Due Date | Doc. Type | Ref. Nbr. | Customer                 | Orig. Amount | Amount Due | Balance  |
|----------------------------------|----------|-----------|-----------|--------------------------|--------------|------------|----------|
| 4/1/2025                         | 5/1/2025 | Invoice   | 009647    | Ludlow Police Department | 775.00       | 775.00     | 775.00   |
| 04/01/2025 - 06/30/2025 (3 of 4) |          |           |           |                          |              |            |          |
| 4/1/2025                         | 5/1/2025 | Invoice   | 009648    | Ludlow Fire Department   | 500.00       | 500.00     | 1,275.00 |
| 04/01/2025 - 06/30/2025 (3 of 4) |          |           |           |                          |              |            |          |

Approved by

  
Chief of Police

BATCH # \_\_\_\_\_

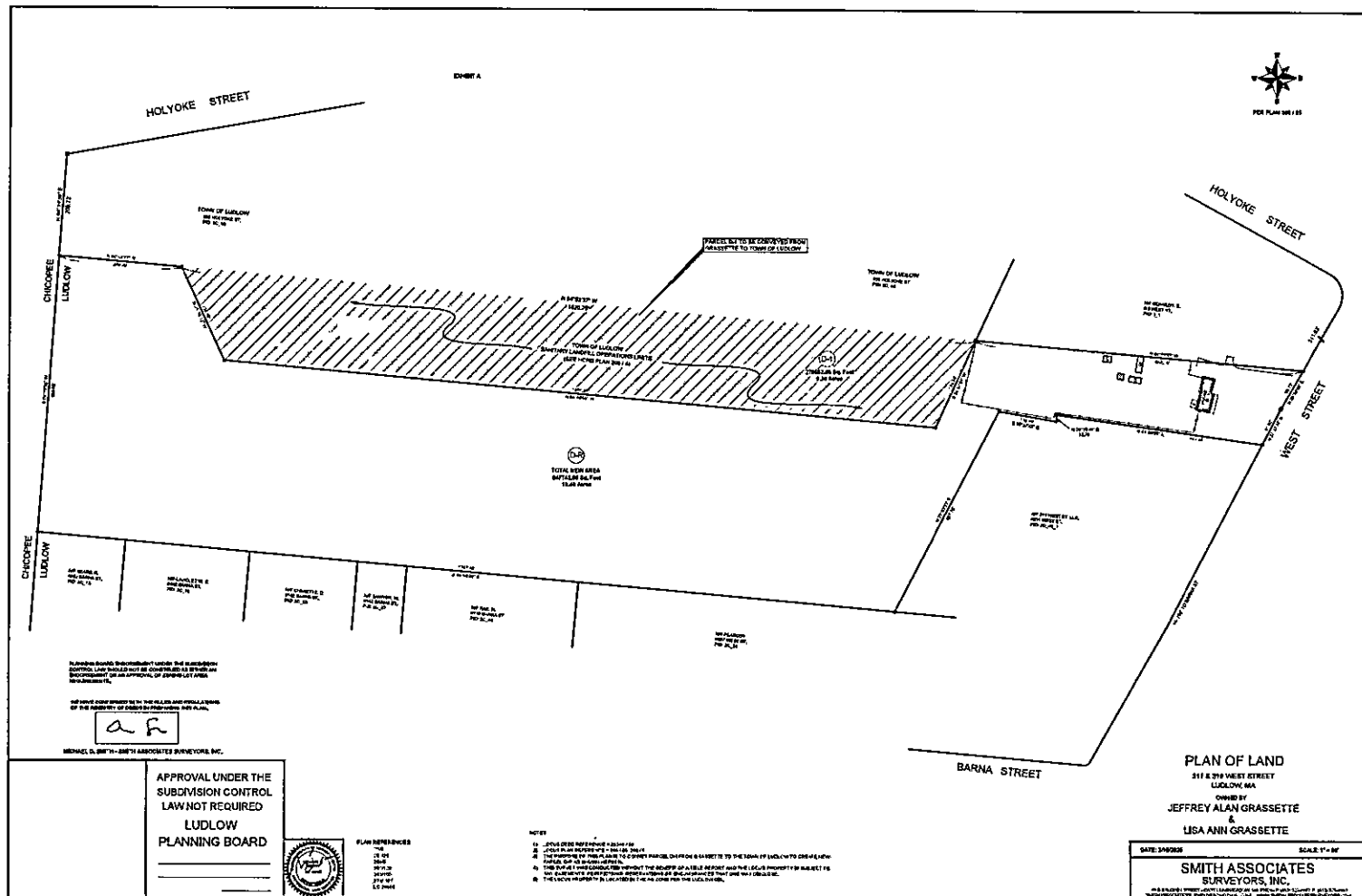
VENDOR # 8020

DATE \_\_\_\_\_

CHARGE 012123-538000

VOUCHER # \_\_\_\_\_

| Current | 1 - 30 Days Past Due | 31 - 60 Days Past Due | 61 - 90 Days Past Due | Over 90 Days Past Due | Amount Due |
|---------|----------------------|-----------------------|-----------------------|-----------------------|------------|
| 0.00    | 0.00                 | 0.00                  | 0.00                  | 1,275.00              | 1,275.00   |





*Beth A. Grassetto, Partner*  
*Admitted in CT, MA, NY, NC & SC*

---

*Corinne M. Abbott, Associate*  
*Admitted in CT & NJ*



# Grassette & Associates

May 9, 2025

Town of Ludlow

Attn: Board of Selectmen

Town Hall

488 Chapin Street

Ludlow, MA 01056

Re: Grassette to Town of Ludlow-Donation of Land in Support of Record Landfill Closure Plan

Dear Members of the Board:

I am writing on behalf of my clients, Jeffrey and Lisa Grassetto, the current owners of a certain parcel of land located adjacent to Holyoke Street and West Street, which partially encompasses and abuts the Town's capped landfill site in the area. In recognition of the Town's ongoing obligations under its Landfill Closure Plan, my clients have offered to gift the Town of Ludlow the 6.39 acre parcel of land identified in the attached Map (See Exhibit A). The subdivision of said parcel has been approved by the Planning and Zoning Commission of Ludlow through the granting of an ANR on March 27<sup>th</sup>, 2025 (See Exhibit A).



Telephone: 203-701-8723 \* Fax: 203-643-2026

1008 Main Street, Branford, CT 06405





As you may be aware, the Town of Ludlow previously entered into a lease agreement with Doretta Lemieux for the use of the subject parcel in its operation of the Ludlow Town Dump, which is now regulated under a Landfill Closure Plan as filed in Book 297, Page 52 of the Ludlow Land Records. After the closure of the landfill, the Town previously desired and attempted to acquire the subject property, and my client's predecessor in title was unwilling to part with said property. As part of the closure implementation, and in the spirit of cooperation and public interest, my clients, the current owners, are now offering to donate a portion of their land to the Town in order to facilitate the Town's compliance with state and local environmental closure mandates, including, but not limited to the maintenance of the landfill cap and required monitoring and sampling of the property, as well as to provide a more permanent and efficient long-term solution than that which currently exists. My office, on behalf of my clients, has consulted with Daniel Hall, Section Chief of Solid Waste Management of the Bureau of Air and Waste of the Massachusetts Department of Environmental Protection, and has been told that he has also contacted the Ludlow Department of Works and the Town Manager about the benefits of such an arrangement in the facilitation and compliance of the Town with its obligations under the Landfill Closure Plan.

This proposed donation would merge the ownership and control of the land with the operational requirements and legal obligations under the terms of the Record Landfill Closure Plan and eliminate the need for future negotiations regarding access and the accompanying complications associated with a divergence of ownership and control in the land versus the Town's obligations to comply with state and local environmental closure mandates. Charitable donation of the subject parcel would instead allow the Town to secure clear ownership of the land necessary for current and future landfill monitoring and maintenance operations. Accepting the donation would serve the public interest, potentially reduce Town expenditures, eliminate or greatly reduce the potential for legal fees, and demonstrate a proactive approach to environmental stewardship. Further, the Town has developed a solar field on the landfill area adjacent to the property owned by my clients and acceptance of the donation by the Town would permit possible expansion of the solar field and may ease access for purposes of maintenance on operation of said utility.

We respectfully request that the Town take the necessary steps to formally accept this donation. We are prepared to provide a full legal description of the parcel, coordinate with the Town's legal counsel, and prepare all required conveyance documentation at no cost to the Town. Please advise at your earliest convenience as to the appropriate next steps. We welcome the opportunity to work collaboratively with the Town to complete this conveyance in a timely and efficient manner.

Thank you for your consideration.



Telephone: 203-701-8723 \* Fax: 203-643-2026

1008 Main Street, Branford, CT 06405





Sincerely,

Yours truly,

*Beth A. Grassetto, Esq.*

Beth A. Grassetto, Esq.

Managing Partner

Grassetto and Associates, LLC

1008 Main Street

Branford, CT 06405

203-701-8723



Telephone: 203-701-8723 \* Fax: 203-643-2026

1008 Main Street, Branford, CT 06405





PORTLAND 304/145

EXHIBIT A

HOLYOKE STREET

HOLYOKE STREET

WEST STREET

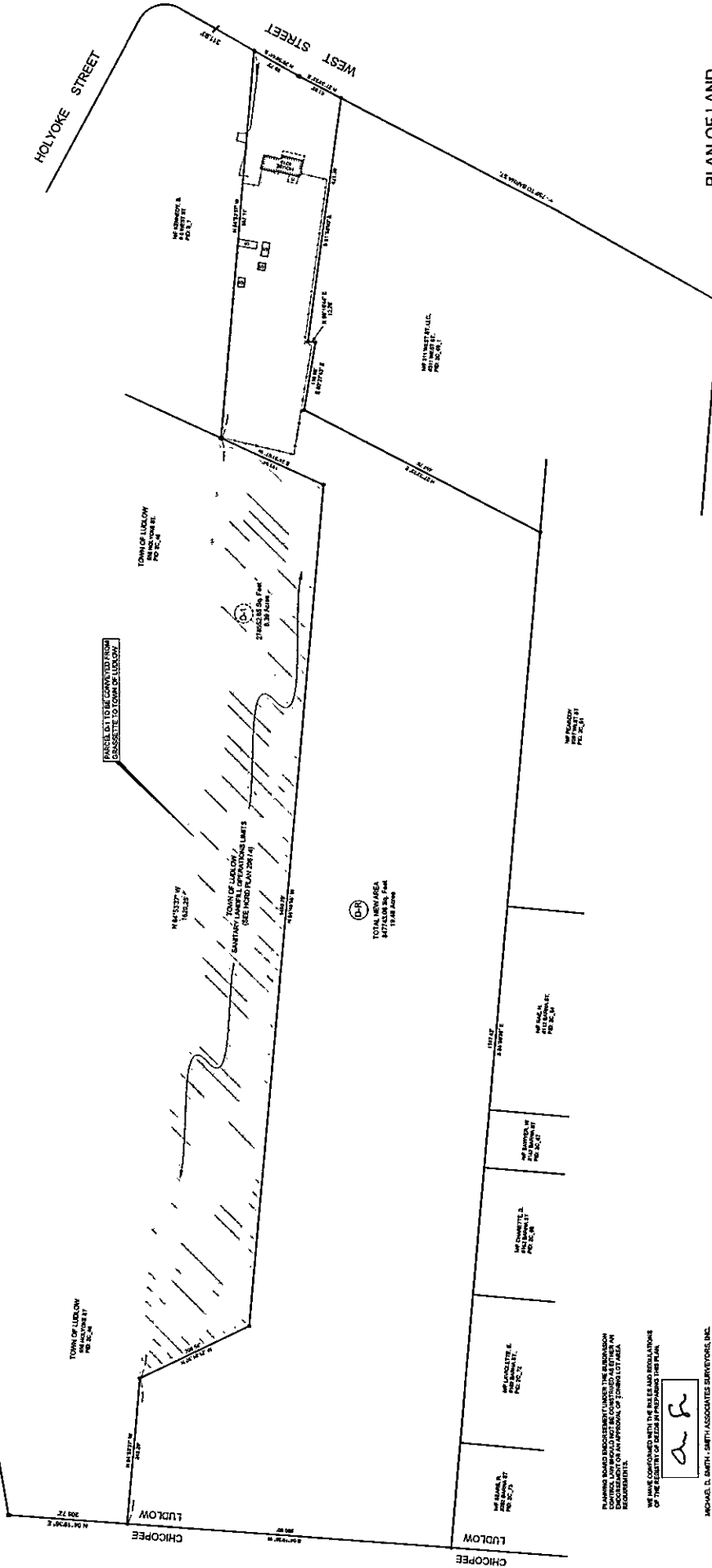
PLAN OF LAND  
311 & 319 WEST STREET  
LUDLOW, MA

OWNED BY  
JEFFREY ALAN GRASSETTE  
&  
LISA ANN GRASSETTE

DATE: 3/10/2025 SCALE: 1" = 50'

SMITH ASSOCIATES  
SURVEYORS, INC.

400 S. LAUREN STREET, EAST CONCORD, MA 01742-2710 TEL: 978.351.1001  
WWW.SMITHASSOCIATESURVEYORS.COM



NOTES

1. LOCUS USED: REFERENCE - 22MAY 18
2. LOCUS BLANK REFERENCE - 201105 206/14
3. THE PROPERTY IS LOCATED IN THE TOWN OF LUDLOW, MA. THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, ENCUMBRANCES, AND OTHER INTERESTS THAT MAY AFFECT THE PROPERTY.
4. ANY EASEMENTS, ENCUMBRANCES, AND OTHER INTERESTS THAT MAY AFFECT THE PROPERTY ARE SUBJECT TO THE RECORDS OF THE TOWN OF LUDLOW.
5. THE LOCUS PROPERTY IS LOCATED IN THE TOWN OF LUDLOW, MA.

PLAN REFERENCES

|        |
|--------|
| 206/14 |
| 206/15 |
| 206/16 |
| 206/17 |
| 206/18 |
| 206/19 |
| 206/20 |



APPROVAL UNDER THE  
SUBDIVISION CONTROL  
LAW NOT REQUIRED  
LUDLOW  
PLANNING BOARD

MICHAEL D. SMITH - SMITH ASSOCIATES SURVEYORS, INC.

PLANNING BOARD REQUIREMENT UNDER THE SUBDIVISION CONTROL ACT OF 1954 (M.G.L. CHAPTER 260A, SECTION 2B) IS NOT APPLICABLE TO THIS PROJECT.

THE PLANNING BOARD HAS REVIEWED THE SUBDIVISION MAP AND HAS DETERMINED THAT THE SUBDIVISION MAP COMPLIES WITH THE REQUIREMENTS OF THE SUBDIVISION CONTROL ACT OF 1954 (M.G.L. CHAPTER 260A, SECTION 2B).

22



Town of Ludlow, Massachusetts  
Office of the Select Board

**AGENDA**  
**SELECT BOARD**  
**Select Board's Conference Room**  
**September 16, 2025**  
**6:00 p.m.**

*Pursuant to MGL Chapter 30A, section 20(f), after notifying the Select Board chair, any person may record the open session of this Select Board meeting, subject to reasonable requirements of the chair. This meeting is being recorded by Ludlow Community Television. If anyone else is recording, please identify yourself now.*

**EXECUTIVE SESSION** – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Board to approve and sign minutes from Executive Session Meeting of July 8, 2025.

**I. 6:00 p.m. - CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**II. 6:00 p.m. – PUBLIC COMMENT**

**III. VISITATION**

6:00 p.m. – Board of Assessors

6:30 p.m. – Pedro Alvarez, Tapestry Health – to request opioid settlement funds.

**IV. CORRESPONDENCE**

25-169 Letter from Adrienne DeSantis, Board of Health Member – Resignation effective September 25, 2025.

25-170 Letter from Linda Nawracaj – Requesting to be appointed to the Pond Committee.



**Town of Ludlow, Massachusetts**  
**Office of the Select Board**

25-171 Letter from Mass DOT – Notice of upcoming work and traffic impacts for bridge preservation work of 9 bridges carrying -90.

25-172 Letter from Jodie Lambeau, Ludlow Community Center/Randall Boys & Girls Club – Requesting annual Rag Shag Parade be held on Friday, October 24<sup>th</sup>.

25-173 Letter from Planning Board – Advising the Board voted to recommend acceptance of Millside Drive for the October 6<sup>th</sup> Special Town Meeting.

25-173 Letter from MASS DEP – Notice of responsibility for waste site cleanup at 48 Baker Street.

25-174 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty August 20, 2025.

25-175 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty September 1, 2025.

25-176 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Police Officer for an injury sustained while on duty September 1, 2025.

25-177 Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, Section 111 for a Special Police Officer for an injury sustained while on duty August 30, 2025.

25-178 Chief Pease – Request to charge off medical expenses and lost wages to Chapter 41, Section 111F for a Firefighter/Paramedic for an injury sustained while on duty August 30, 2025.

25-179 Letter from Brock Cordeiro – Requesting the Select Board send letter of support to the Chairs of the Joint Committee on Health Care Financing in support of An Act to Reduce Incidence and Death from Pancreatic Cancer.

25-180 Letter from Brian Wood, Green Day Recycling MA – Requesting permission to place temporary signs at the intersection of Center Street & Mass Pike to promote the upcoming Electronics Recycling event with the First Church to be held on September 20<sup>th</sup>.

**V. UNFINISHED BUSINESS**

Board to close Special Town Meeting Warrant.





Town of Ludlow, Massachusetts  
Office of the Select Board

Board to discuss and possibly approve Town Hiring Process (tabled from August 19<sup>th</sup>).

**VI. NEW BUSINESS**

Board to discuss and possibly approve reclassification request for Library Tech at Hubbard Memorial Library from L3 to L2.

Board to discuss and possibly vote to renew the agreement between the Town and Faith Community Chapel for snowplowing.

Board to discuss and possibly approve letter to Mass DOT Grant Programs & Mobility in support of the PVTa Grant Proposal to Mass DOT's Transit Connectivity Grant Program.

**VII. TOWN ADMINISTRATOR'S REPORT**

**VIII. BOARD UPDATES/MISC.**

Chairman to approve and sign all bills, warrants and abatements. A record of all warrants is in the Select Board's office for perusal until provided to the Town Accountant's office

**Event Calendar:**

Monday, September 29<sup>th</sup> – Special Town Meeting Q&A – 6:00 p.m. – LHS Auditorium

Saturday, October 4<sup>th</sup> – Celebrate Ludlow Committee's Falling into Fun

Monday, October 6<sup>th</sup> – Special Town Meeting – 7:30 p.m. – LHS Auditorium

Monday, October 13<sup>th</sup> – Town Hall Closed for Columbus Day/Indigenous People's Day

**Visitations for the next meeting on October 7<sup>th</sup>:**

*Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.*

## Amy Kurtz

---

**From:** Marc Strange  
**Sent:** Wednesday, September 10, 2025 9:03 AM  
**To:** mannysilva@charter.net; James Gennette; pgapro05@gmail.com; Anthony Alves  
**Cc:** Carrie Ribeiro; Amy Kurtz  
**Subject:** REVISED Hiring Policy  
**Attachments:** Hiring Policy 9.16.25 .docx

**Importance:** High

All,

Attached here is an updated version of the proposed hiring policy. Much of the changes are language only with one notable exception:

--the Select Board will be the appointing authority for ALL town employees under its umbrella, including admin staff. We worked with Town Counsel to try and come up with legally viable way to avoid this reality, but—without a town bylaw amendment—there was no way around it. As a practical matter, what does this mean? Using the previously discussed example of hiring a new dispatcher at the Senior Center, we (HR, Dept Head) can vet candidates and provide a recommended candidate to the Select Board, but that person cannot be formally extended an offer until the Select Board makes the appointment at a meeting. The Board can request an interview with the recommended candidate, but an interview before the Board is not required. So the appointment could be a formality on a SB agenda or the SB can request the candidate attend a meeting and/or interview with them.

--another related change in how we terminate non-department heads (though not contemplated within the Hiring Policy), is that the Select Board (as appointing authority) is also required to conduct a termination hearing with *any* employee, who was appointed by the SB and who is recommended for termination. Previously, we handled terminations for those employees without Select Board involvement. It doesn't happen often but a heads-up for the SB and for Carrie.

AK—for the 9/16 meeting backup.

**Marc A. Strange**  
Ludlow Town Administrator  
488 Chapin Street  
Ludlow, MA 01056  
Work: 413-583-5600 x1201  
Mobile: 413-262-7645

*Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.*

## TOWN OF LUDLOW

### HIRING POLICY

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#### 1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the Town's rules for recruiting and hiring Town employees. ~~establish a consistent hiring process for the recruitment and selection of candidates for positions in Town service.~~

#### 2. APPLICABILITY

This policy applies to all positions appointed by the Select Board, except for seasonal employees. Employees whose positions are governed by Massachusetts Civil Service Law or a collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by those laws or agreements.

#### 3. POLICY

The primary goal of the Select Board in the employment process is to fill vacancies with the most qualified candidates available. In this pursuit, the Town will adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town's policy is to comply with the Americans with Disabilities Act, and the comparable-cognate state law in all phases of the hiring process, including making reasonable accommodations to enable applicants with disabilities to obtain access to Town facilities for the purposes of seeking employment and, if hired, to perform the essential functions of the position.

~~The hiring-~~ The procedures ~~outlined-set forth~~ below must be followed ~~to-when recruiting and~~ appointing ~~non-seasonal-an internal or external candidate for a position in Town service. This policy does not apply to the hiring of seasonal employees.~~ Town employees.

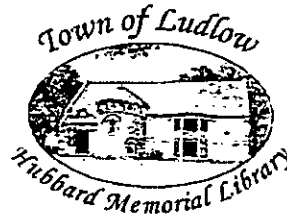
Department Heads are required to ~~to act consistently with this policy and~~ ensure that this policy is implemented consistently within their department and are responsible for any part of the process they delegate to those under their supervision. The hiring procedures outlined in Section 4 shall be followed to appoint an internal or external candidate to a vacant position by the Select Board.

#### 4. PROCEDURES

- a. Request – when filling a vacant position, the Department Head must submit a written request to be reviewed and considered for approval by the Director of Human Resources and the Town Administrator.
  - i. The proposed Anticipated Salary Level must not exceed the applicable compensation range and may be subject to appropriation.
  - ii. The starting vacation and non-occupational sick leave offered upon hire must be consistent with the town's Personnel Policy Manual or as governed by certain sections of applicable Collective Bargaining Agreements.
- b. Recruitment
  - i. *External & Internal Recruitment* – All job openings will be posted externally ~~where possible, if possible and~~ unless an internal process has been identified within the relevant collective bargaining agreement, if applicable.
  - ii. *Preparation of Job Posting* - Human Resources will forward a draft posting to the Department Head for review and comment. Department Heads will have five business days to respond with edits to the Human Resources and, if not heard from, the posting will be considered reviewed and approved. The posting must be based on the official position description on file with the Human Resources Department. The Human Resources Department will have final review and approval of the posting prior to advertising for public consumption.
  - iii. *Advertising* – External job opportunities will be posted at minimum on the Town website and web-based employment search engines as determined by the Human Resources Department. Additional locations are available upon request of the ~~hiring manager~~ Human Resources Department. Jobs will be posted externally for at least ten (10) business days or more upon request of the hiring manager. All advertising costs will be borne by the department that has a vacancy.
- c. Selection of Candidates
  - i. *Application Submissions* - The Human Resources Department will receive all application submissions. Any application materials submitted directly to Department Heads or department staff must be forwarded to Human Resources within the posting period in order to be considered part of the official applicant pool for consideration.
  - ii. *Selection Process* – The Human Resources Department, in consultation with the relevant Department Head, is responsible for the coordination of all parts of the selection process. The process shall include:
    1. screening resumes,



2. selecting and notifying applicants for interviews,
  3. setting up interview panel process,
  4. selecting final candidates,
  5. performing reference checks and
  6. communicating with preferred candidate
- iii. *Interview Process*
1. All candidates selected for interviews must meet the minimum entrance requirements as specified in the official job description.
  2. Interview questions must be fair, unbiased and job-specific.
  3. Department Heads, along with the Director of Human Resources, will conduct interviews for all non-union and union departmental staff.
  4. The Select Board, along with the Director of Human Resources, will conduct interviews for all Department Head positions that directly report to the Town Administrator. The Select Board, along with the Director of Human Resources, will conduct interviews with Town Administrator candidates. The Select Board, along with the Town Administrator, will conduct interviews with candidates for the Director of Human Resources position.
- d. Employment Offer
- i. *Appointment~~ing~~ Authority* – The Town Administrator will ~~officially appoint select the candidate for appointment all non-union and union department staff by the Select Board,~~ except for Police Officers and Firefighter/Paramedics. ~~In those situations, in which case the Police Chief or Fire Chief, as applicable, will recommend select the preferred candidate to for appointment by the Select Board, who will be the appointing authority.~~
  - ii. *Starting Rates* – Selected candidates for vacant positions in the Classification Plan shall be offered a starting rate of pay no higher than the budgeted amount for that position unless approved by the Select Board. Such requests may only be approved where such adjustment is deemed necessary to recruit qualified employees in accordance with prevailing market conditions, or where such position requires unique technical skills not adequately provided for by the Anticipated Hiring Range. Notwithstanding the foregoing, and in accordance with G.L. c. 44, Section 31, the Town will not offer a candidate compensation that exceeds the appropriation made for said purpose.
  - iii. *Communication of Employment Offer* – The Human Resources Department is responsible for providing the preferred candidate with the details of the proposed conditional employment offer, drafting, and sending all offer letters to candidates. The starting date will be requested by the Department Head and approved by Human Resources and in no instance will occur sooner than two weeks from the date of the offer letter.
  - iv. *Pre-employment Coordination* - Human Resources is responsible for the pre-employment coordination of the new employee. Pre-employment coordination must be completed no later than one week prior to the new employee hire date.



August 27, 2025

Dear Selectboard Members,

At their August 25, 2025 meeting, the Board of Library Trustees passed a motion to reclassify the labor grade of the Adult Services L-3 Senior Paralibrarian – Adult Services to an L-2 Paralibrarian – Adult Services.

In 2022 the library granted a Reference & Technology librarian position. There are two L-3 Seniors, and we only require one senior since the addition of a Reference & Technology librarian. Some of the higher-level duties once associated with the position were reassigned to the Reference & Technology Librarian when that position was granted to the library, such as filling in during the absence of the library director, coordination of some library programming, and the main staff member who conducts website maintenance, for example.

The L-3s have a rather high salary, that is not significantly less than and, in some cases, more than the Masters level Management Reference & Technology Librarian Salary. For example, the L-3's top step is currently \$62,315 per year while the Reference & Technology Librarian starting step is \$61,483 per year. When this person does the payroll, they will see that they are making less than a non-management employee who does not hold a MLIS.

Both the Reference & Technology Librarian and the L3 Senior Paralibrarian – Adult Services positions are currently vacant, providing optimal timing to make this change.

Sincerely,

Melissa Rickson, MLIS  
Library Director  
Hubbard Memorial Library  
24 Center Street  
Ludlow, MA 01056  
413-583-3408 x. 110



## Position Description

|             |                                 |                 |                                         |
|-------------|---------------------------------|-----------------|-----------------------------------------|
| Title:      | Paralibrarian 2 -Adult Services | Classification: | 36 Hours/Week, Union, Benefited         |
| Department: | Hubbard Memorial Library        | Grade: L-2      | Hourly: \$21.6641-\$28.3668; Eff 7/1/25 |
| Reports to: | Library Director                | Effective Date: | August 27, 2025                         |

### GENERAL SUMMARY

The Paralibrarian 2 works under the supervision of the Library Director and/or the Reference & Technology Librarian and is responsible for Adult Services consisting of circulation, inter-library loan, and adult programming. Performs public contact work to help patrons with library needs. Performs duties the Director deems necessary as consistent with the employee's training and ability. This full-time, non-exempt employee must be available evenings and Saturdays. The current schedule is one evening per week and alternate Saturdays, is subject to change.

### ESSENTIAL FUNCTIONS

*(The essential functions listed below are intended only as examples of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans and implements recreational programming for adults in coordination with the Reference & Technology Librarian.
- Produce and distribute adult programming quarterly newsletter and program flyers.
- Assists in library marketing efforts through the maintenance of the library website, helping to maintain a social media presence, newspaper press releases, and by other mediums.
- Primary interlibrary loan contact for the library. Maintains contact with Massachusetts Library system delivery and inter-library loan services. Processes the daily delivery of holds. Maintains ComCat and oversees holds are processed in a timely fashion.
- Assists with promoting library materials and services.
- Sets up monthly reading displays.
- Schedules display case exhibits.
- Assists users in locating appropriate material and engages in reader's advisory.
- Provides general and directional assistance to all users, in person, by phone and by email.
- Utilizes a wide range of print and non-print resources, including electronic databases and the Internet to locate appropriate information.
- Assists in the oversight of library circulation desk, pages, and volunteers.
- Educates and assists users in the use of the library and its resources, including the catalog, electronic resources, equipment, and patron services.
- Attends professional development workshops, meetings, or webinars as required.
- Serves on town or regional library committees as needed.
- Assists the Library Director in creating and updating library policies and procedures as needed. Assists with implementing strategic planning goals and other library initiatives.
- May assist with collection development for adult collections.
- As needed, assists with technical services processing, including labeling and covering library materials, cataloging, and maintaining bibliographic records utilizing automated ILS software.
- Performs similar or related work as directed by the Library Director and/or designee.

### MINIMUM QUALIFICATIONS

Qualified applicants must have a bachelor's degree and three (3) years of experience in the library field or equivalent work experience. Must have working knowledge of library procedures and some knowledge of practices and techniques of modern library operations including circulation and information access. In addition, applicant must have ability to follow detailed directions and always meet and deal courteously with the public. Familiarity with the use of computers and Microsoft Office software is also required. Familiarity with Evergreen ILS strongly preferred.



## KNOWLEDGE, ABILITY AND SKILL

**Knowledge:** This position requires a minimum of three (3) years of experience and thorough knowledge of the principles of library work; knowledge of reference sources and research techniques, and library programming experience. Working knowledge of technology and appropriate library applications. ability to utilize computer hardware and software to access information and to market library programs and services by utilizing social media; as well to contribute to the maintenance of the library website.

**Ability:** Ability to work effectively with library patrons and provide stellar customer service. Ability to listen and communicate effectively. Ability to plan, coordinate and prioritize tasks to meet deadlines. Ability to understand, instruct and use technology. Ability to operate standard office and library equipment. Must be able to use sound judgement in interpreting, presenting, and enforcing library policies. Ability to follow instructions. Ability to train other employees and volunteers. Ability to follow deadlines.

**Skills:** Excellent planning and organizational skills as well as written and verbal communication skills, computer skills and Microsoft Office Suite proficiency; Interpersonal, and problem-solving skills. Excellent customer service skills and strong attention to detail.

## SUPERVISION

**Received:** Work is performed under the general direction of the Library Director and/or the Reference & Technology Librarian.

**Exercised:** May serve as a shift supervisor in the absence of higher labor grade staff on duty.

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

### Job Environment

- Work is performed in a library setting, with a moderate noise level, frequent interruptions, and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment.
- Has contact (by phone and in person) with the public that requires being always courteous when providing customer service.
- Errors could result in adverse public relations for the department and the Town.

### Physical Requirements

- Minimal physical requirements are needed to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Regularly required to sit, stand, walk, grasp, pull, reach, stoop, talk, and hear; operate a computer, printer, telephone, copier, and other standard office equipment requiring eye-hand coordination and finger dexterity.
- Incumbent must have the stamina to work long hours and overtime, if assigned; must be willing to work an irregular schedule, which may include weekends, evenings, and/or varying shifts.
- May be required to lift, move and/or carry moderately heavy boxes of books weighing up to 30 pounds and/or be able to utilize a book cart, items such as paper, files and other common office objects weighing up to 30 lbs.
- Must be able to communicate written and verbally, must be able to be understood, and view computer screens. Vision and hearing must be at or correctable to normal ranges.

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. The Town of Ludlow is an EOE/AA employer: Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.



LICENSE AGREEMENT  
RELATIVE TO CERTAIN LAND  
IN LUDLOW, MASSACHUSETTS

Effective as of the 19 day of January 2024:

The TOWN OF LUDLOW ("Town"), a municipal corporation created by the General Court of the Commonwealth of Massachusetts and located in the County of Hampden in said Commonwealth, having offices at 488 Chapin Street, Ludlow, Massachusetts 01056; and

The FAITH COMMUNITY CHAPEL A CHURCH OF THE NAZARENE (the "Chapel") is a religious corporation organized under the laws of the Commonwealth of Massachusetts with a principal address of 12 Cedar Street, Ludlow, Massachusetts 01056;

in exchange for the mutual promises herein, hereby enter into this temporary license ("License") agreement concerning the parking lot/area at premises known and numbered as 0 Cedar Street (Map and Lot 15D 210), 12 Cedar Street (Map & Lot 15D 209), 499 East Street (Map and Lot 15D 208), Ludlow, Massachusetts 01056, and known as the Faith Community Chapel a Church of the Nazarene (the "Licensed Area"); as follows:

The Town shall, with its own equipment and at its own expense, plow and treat the Licensed Area and the Chapel shall permit and allow access for the Town to do so, when, in its sole discretion, the Town determines that snowfall accumulation warrants it.

The Chapel agrees to allow temporary parking/pickup/drop off of students attending the East Street Elementary School within the Licensee and the Chapel agree to not take any action that interferes with that use of the Licensed Area. Notwithstanding, the Chapel is under no obligation to allow any use of the Licensed Area beyond the aforementioned limited use.

There shall be no financial compensation/consideration due to either party for the use of the Licensed Property or the plowing and treatment thereof.

The Town and the Chapel agree that the Town shall not be liable for, and is hereby released from, any and all claims, damages, losses, judgments, suits, actions and liabilities, arising from this License Agreement whether arising during, prior to or subsequent to the term of this License Agreement, except those which directly result from any recklessness or negligence of the Town.

The Town and the Chapel agree that the Chapel shall not be liable for any normal damage and/or wear and tear as to Town vehicles and equipment, except for any such damage which results from the recklessness or negligence of the Chapel.

This License shall expire on 2/31, 2024 and may only be extended, at the prior written request of either party at least fourteen days before its expiration. The Town's and/or the Chapel's decision whether or not to grant an extension or enter into a new License Agreement shall be at their sole uncontestable discretion.

This License shall not be recorded. This document does not create an easement across, on or under the Licensed Property nor any other property; rather, it creates a license only for the specified purposes herein only and for no other purpose or purposes.

The Chapel shall maintain liability insurance naming the Town as an additional insured with respect to the Licensed Property, and shall provide adequate proof of such insurance upon request.

Any notices provided for or concerning this License Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth herein.

Subject to the terms set forth herein, in the event that any action is filed, or any dispute arises, in relation to this License Agreement or the Licensed Property, the Chapel shall indemnify the Town and be responsible for all costs of said action, including all sums that any party may be called upon to pay, and the Town's attorney's fees.

To the extent permitted by law, the Town and the Chapel agree that the Chapel shall not be liable for, and is hereby released from, any and all claims, damages, losses, judgments, suits, actions and liabilities, arising from the temporary parking/pickup/drop off of students attending the East Street Elementary School within the Licensed Property under this License Agreement except those which directly result from any recklessness or negligence of the Chapel. To the extent permitted by law and to the extent allowed by its insurer, the Town shall include the Chapel as an additionally insured with respect to the temporary parking/pickup/drop off of students attending the East Street Elementary School within the Licensed Property, provided the cost of doing so is not unreasonably burdensome.

The Town and the Chapel shall not assign by power of attorney, or otherwise, or sub-license/sublet the temporary right of entry and use conferred upon it by this License Agreement, or any portion of it, nor shall any such rights be subject to attachment or otherwise reached by any legal or equitable process.

The Town or the Chapel may terminate this License Agreement at any time for any reason, with or without cause, upon thirty calendar days' notice to the other with the acknowledgement that longer notice is preferable unless this agreement is terminated for cause.

This License Agreement may only be enforced by the Licensee in equity. This Agreement may only be enforced in a Massachusetts State Court of competent jurisdiction.

This Agreement may be executed in multiple counterparts and scanned or electronic signatures shall be sufficient to bind the parties.

- The remainder of this page is left intentionally blank — signature pages follow -

Executed as a sealed instrument this 19 day of JANUARY 2024 <sup>(initials)</sup>  
2023

TOWN OF LUDLOW  
SELECT BOARD

[Signature]  
[Signature]  
[Signature]  
[Signature]

FAITH COMMUNITY CHAPEL A CHURCH OF THE  
NAZARENE

BY: [Signature]  
Name: LISA M. MORRISON  
Title: PASTOR

## Amy Kurtz

---

**From:** Marc Strange  
**Sent:** Monday, September 8, 2025 2:46 PM  
**To:** Amy Kurtz  
**Subject:** Fw: EXTERNAL:Letter of Support Request  
**Attachments:** Template 2026 LOS RTC Grant.docx

Another one for 9/16!

---

**From:** Paul Burns <pburns@pvta.com>  
**Sent:** Monday, September 8, 2025 2:04 PM  
**To:** Marc Strange <mstrange@Ludlow.ma.us>  
**Subject:** EXTERNAL:Letter of Support Request

### EXTERNAL EMAIL WARNING

This email originated from outside your organization. Please verify the sender's identity before clicking links, downloading attachments, or providing sensitive information. If you were not expecting this email, please call the sender to verify authenticity.

Good Afternoon, Marc,

Pardon the standard form letter, feel free to tweak it as needed to fit Ludlow's needs. We are applying for funding to continue the X 94 for another year along with several other routes in our service area. The application is due Friday the 12th, so we need a relatively quick turnaround. Let me know if you have any questions.

Thanks

Paul

*Paul Burns-Johnson MPA*

Director of Transit Operations

O: 413-732-6248 X2230

C: 413:234-0549



**CELEBRATING 50 YEARS**  
**Pioneer Valley Transit Authority**



Rachael Fichtenbaum  
Mgr. Grant Programs and Mobility  
Massachusetts Dept of Transportation  
[rachel.l.fichtenbaum@dot.state.ma.us](mailto:rachel.l.fichtenbaum@dot.state.ma.us)

Dear Ms. Fichtenbaum,

I write to express my full support for the Pioneer Valley Transit Authority's (PVTA) grant proposal to MassDOT's Transit Connectivity Grant program. In line with the grant's mission to advance connectivity between existing public transportation routes, PVTA is proposing to extend two newly established fixed-route transit service routes that provide greater regional connectivity across the Pioneer Valley region of Western Massachusetts, including additional connections to the Franklin Regional Transit Authority (FRTA).

PVTA is also seeking to expand the Amherst Greenfield Route to include service to the town of Pelham, add connections at UMass Amherst and extend the service into the early evening on weekdays.

Additionally, PVTA is proposing to develop a new route connecting Ware and Holyoke with service along routes 9 and 202 with service provided to Belchertown and Granby. This route would significantly reduce the travel time for residents in the Quaboag Valley to Holyoke and Greater Springfield.

The existing routes for which PVTA's Pioneer Valley Connectors proposal 2026 would continue funding, support two fixed bus routes that provide transit service in areas that had limited or no transit service, they are:

- X94, serving an area east of downtown Springfield provides much-needed north-south, crosstown transit service connecting people to employment within the communities of East Longmeadow, Springfield, and Ludlow.
- The Northampton Southwick Route, projected to begin service in January 2026, provides much-needed rural connectivity along state routes 10 and 202, connecting Southwick to grocery stores and medical providers, etc. in Westfield and Northampton, while supporting microtransit connectivity in specific regions connecting with the Franklin Regional Transit Authority.

I am in full support of the proposal and look forward to coordinating our efforts with PVTA to increase mobility and advance transit connectivity within the Pioneer Valley region of Western Massachusetts.

Sincerely,

INFORMATION



***Town of Ludlow***  
***Office of the Planning Board***

RECEIVED

SEP 04 2025

SELECT BOARD  
LUDLOW, MA 01056



September 4, 2025

Derek Scully  
150 Ludlow Street  
Belchertown, MA 01007

RE: Change of Occupancy  
112 Sewall Street

Dear Mr. Scully:

At their meeting of August 28, 2025, the Planning Board approved the Change of Occupancy for S & S Janitorial Services, to be located at 112 Sewall Street. You can now apply for a business certificate (if required) with the Town Clerk's Office.

Please check with the Building Department for any building code requirements that may be needed in conjunction with your new business.

If you have any further questions, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in cursive script, reading "Susan Urban".

Susan Urban  
Administrative Assistant

cc: BOH  
Building  
DPW  
Selectmen  
Town Clerk

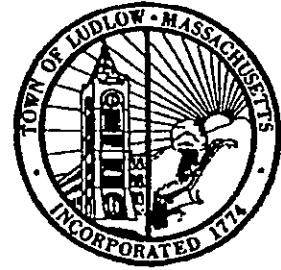
***488 Chapin Street***  
***Ludlow, MA 01056***  
***(413) 583-5600 Ext. 7***

***Town of Ludlow***  
***Office of the Planning Board***

RECEIVED

SEP 08 2025

SELECT BOARD  
LUDLOW, MA 01056



September 5, 2025

Mr. James Carvalho  
P.O. Box 783  
Ludlow, MA 01056

RE: Site Sketch – 321-325 East Street

Dear Mr. Carvalho:

Please be advised that at their meeting of August 28, 2025, the Planning Board voted to approve the Site Sketch for Casa Pizzeria located at 321-325 East Street (increase dining area / reduce 1<sup>st</sup> floor apartment) on the contingency that the chart be updated to show fifteen (15) total parking spaces (9 for the retail space; 6 for the residential spaces). On August 14, 2025, the Board also approved the waiver requests for a full registered site plan in favor of a sketch, and of the public hearing.

Thank you for updating the chart on September 4, 2025. The plans have been signed, and a copy has been brought to the Building Department.

If you have any questions, please contact this office.

Sincerely,

Susan Urban  
Administrative Assistant

cc: Town Clerk  
Building  
Fire  
Safety  
DPW  
BOS  
Conservation

***488 Chapin Street***  
***Ludlow, MA 01056***  
***(413) 583-5600 Ext. 7***