



RECREATION COMMISSION

488 CHAPIN STREET
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2026 FEB -5 P 12:17
TOWN OF LUDLOW

MEETING MINUTES OF: 1/13/2026
MEETING BEGAN: 6:30 p.m.
MEETING PLACE: Ludlow Town Hall Meeting Room 1
MEMBERS PRESENT: Sean McBride, John Archambeau, Shawn Lebeau

Approval of minutes:

Sean McBride discussed the approval of prior meeting minutes.

- Minutes from December 9, 2025, were referenced
- It was noted that not all past meetings had been formally documented due to transitions in formatting and attendance
- The first set of minutes completed under the current format dated back to November 18, 2025

John Archambeau indicated they would confirm which minutes had been received and distributed

Approval of bills:

John Archambeau **motion** to accept/sign bills. Sean McBride stated that he signed the bills dated December 19, 2025. Sean McBride second **PASS 3-0**

Old Business:

John Archambeau indicated that the Board of Health & Whitney Summer Camp Discussion continued regarding outstanding deficiencies identified by the Board of Health related to Whitney Summer Camp.

Key points included:

- A meeting with Paulina from the Board of Health is scheduled for January 26
- Six total items require formal motions and approvals
- Feedback from the Board of Health will determine whether additional action is needed
- Any gaps or unresolved issues will be addressed following that meeting
- If necessary, the Board of Health may be invited to attend a future Recreation Commission meeting with proper notice

Sean McBride stated that

- The Commission is now 60 days past the November 18 meeting where motions and corrective actions were approved
- There has been no confirmation whether:

- Building and facilities deficiencies have been corrected
- The Commission is closer to compliance with Board of Health requirements
- Concern was expressed that continued delays jeopardize the Whitney Summer Camp, which begins in June
- It was stated that failing to act promptly is a disservice to:
 - Parents relying on the camp
 - Children enrolled
 - Board members actively working on compliance
- Emphasis was placed on the need for proactive follow-up with:
 - Facilities Department
 - Building Department
 - Recreation Director

John Archambeau stated that

- The January 26 meeting appears to be a preliminary checklist review
- A formal inspection may follow
- Outstanding facilities upgrades must be addressed prior to final approval
- It was agreed that clearer communication and documentation are needed

Sean McBride stated to

- Reach out to Paulina to:
 - Confirm Board of Health expectations
 - Determine availability for a February 3 meeting
- Contact Paul to ensure facilities-related deficiencies are being addressed
- Send a formal written invitation to the Board of Health requesting attendance at the February 3 meeting, allowing them time to coordinate and discuss at their own meeting

NEW BUSINESS:

Program Timeline Discussion for the camp

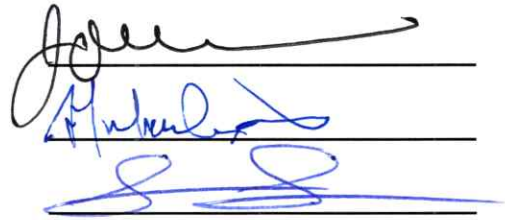
The Commission reviewed the seasonal schedule:

- Hiring typically occurs in April–May
- Camp sign-ups typically begin in early June
- Emphasis placed on resolving all compliance issues well before these deadlines

John Archambeau **motion** to adjourn at 7:40pm. Shawn Lebeau second. **PASS 3-0**

NEXT MEETING 2/3/2026

RECREATION COMMISSION



Three handwritten signatures are present on three horizontal lines. The top signature is in black ink and appears to be 'John'. The middle signature is in blue ink and appears to be 'Shawn'. The bottom signature is in blue ink and is a stylized signature.