



RECEIVED  
TOWN CLERK'S OFFICE

TOWN OF LUDLOW  
WESTOVER MUNICIPAL GOLF COMMISSION  
488 CHAPIN STREET  
LUDLOW, MASSACHUSETTS 01056  
(413) 583-8456 Business Office  
(413)-547-8610 Pro Shop (413)-583-8025 Maint.

**Minutes from the meeting January 13, 2026**

**MEETING OPENED:** 7:00  
**LOCATION:** Ludlow Town Hall, Hearing Room 1  
**CALL TO ORDER:** Chairman – Sean McBride

**ROLL CALL OF COMMISSIONERS:**

Sean McBride	Present
Mario Morton	<del>Absent</del> <i>late</i>
John Archambeau	Present
James Tyburski	Present
Shawn Lebeau	Present
Gary Will	Absent
Ian Thompson	Present

Also present are Bill Kubinski, & Kade Howard.

**Approval of Minutes:**

December 9, 2025 – Motion to approve minutes Motion (Tyburski) Second (Lebeau)  
Motion passes 5-0

**Approval of bills after review:**

-Approval of bills warrant dates December 19, 2025, and January 2, 2026  
Motion (Lebeau) Second (Tyburski), motion passes 5-0

**REPORTS:**

**Golf Professional – Bill Kubinski**

- Bill Kubinski- I have No major updates at this time
- Operations remain stable and well managed
- The website will be taken offline temporarily in approximately two weeks for a redesign
- Ideas and suggestions from the Commission will be collected, likely by the first February meeting

- Social media activity will increase:
  - Control of the Facebook account has been transferred
  - Goal is to post more frequently and highlight daily conditions and weather benefits

**Superintendent Report – Jared Phelps**

Sean McBride- after speaking with Jared, Acting Superintendent:

- Course operations remain status quo
- Fertilizer and pesticide bids have been sent out and are pending review
- Inventory will be compared once bids are received
- Winter maintenance work continues, including:
  - Equipment service and maintenance
  - Painting and repair of outdoor furnishings

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**Correspondence:** None

**Liaison Reports.**

**Budget & Finance** – Nothing to report

**Clubhouse Operations** – Nothing to report

**Grounds & Course Maintenance-** Nothing to report

**Information & Technology** – Nothing to report

**Tournaments / Leagues / Special Events-** Nothing to report

**Long Range Planning** – Nothing to report

**OLD UNFINISHED BUSINESS:**

**NEW BUSINESS: New Business – Superintendent Position**

- The Superintendent position has been posted
- Nine applicants have applied to date

- Position closes on January 30
- The Chair and Mr. LeBeau will serve as a subcommittee with Human Resources to:
  - Review and screen applications
  - Narrow the candidate pool
  - Avoid unnecessary interviews
- Interviews are anticipated in early March
- HR will assist in developing a standardized list of interview questions
- Commissioners may submit suggested questions by January 30
- All candidates will be asked the same questions to ensure fairness and equity
- Once finalists are selected, application packets will be distributed to the Commission

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### **Budget Planning (FY27)**

- Budget review will begin with:
  - Budget & Finance subcommittee
  - Town Administrator
- Timing considerations include:
  - March interviews
  - April budget preparation
  - May Town Meeting
- The Commission agreed this is an appropriate time to:
  - Closely review the budget
  - Identify efficiencies and potential savings
  - Avoid budget disruptions for a new Superintendent
- Three clean copies of the current and FY27 draft budgets will be prepared for review

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### **Meeting Schedule**

- February is expected to require a detailed meeting
  - Next meeting scheduled for February 10
  - Winter schedule may include one meeting per month
  - March is expected to return to the regular two-meeting schedule
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**Rates Discussion (Preliminary)**

- Rate sheets for the upcoming season were distributed
- Discussion focused on resident vs. non-resident nine-hole rates
- Concern noted regarding the minimal price spread between resident and non-resident rates
- Data shared:
  - Approximately 55% residents / 45% non-resident rounds overall
  - Weekdays dominated by 18-hole rounds due to leagues
  - Weekends trend toward increased non-resident play after late morning
- Consensus:
  - Additional data analysis is needed before making rate adjustments
  - Staff will prepare:
    - Round distribution by category
    - Revenue versus rounds analysis
    - Capacity and growth opportunity review
    - Comparison with neighboring course rates
- Information to be provided prior to the February 10 meeting

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**Additional New Business**

- The Commission thanked Randy Panic for his service following his resignation
- Ian Thompson was formally welcomed as a new Commissioner
- Orientation and future committee assignments will follow

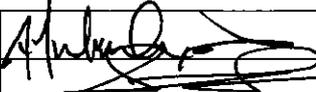
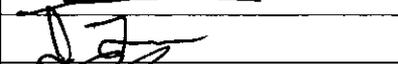
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**There being no further business, motion to adjourn is entertained:**

**Motion to adjourn- All in favor.**

Respectfully submitted: *Paul Fialho*

**Signatures**

Chairman	
Vice Chairman	
Member	
Member	
Member	

Member	<i>Ly White</i>
Member	