



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

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TOWN OF LUDLOW

The Meeting of the Select Board held on Tuesday, June 2, 2026, began at 5:30 p.m. in the Select Board's Conference Room.

Members Present: Anthony Alves, James Gennette, William Rosenblum, Antonio Sanches, and Manuel Silva.

First order of business: Pledge of Allegiance

Mr. Rosenblum: 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. There is no one.

5:30-5:45 P.M. – PUBLIC COMMENT

Mr. Steven Ortiz, a new resident at 105 Higher Brook Drive, expressed concerns about loud live entertainment coming from a nearby venue. He and his wife moved into their home on November 24 and were unaware of the seasonal weekend music until it began in late March or April. Mr. Ortiz explained that the noise has been disruptive enough to affect their ability to enjoy their home, even with windows closed, and has made him reluctant to invite friends and family to visit. He questioned the justification for approving the entertainment permit, particularly given the impact on abutting neighbors and taxpayers in the area. He noted that he had called the police regarding the volume, and the responding officer also acknowledged that the music was loud.

Mr. Ortiz asked how such a permit could be approved in a residential area and stated that he would like the matter placed on a future agenda so he could receive information about the permit process and how decisions are made. The Chair, Mr. Rosenblum, stated that because the topic was raised during public comment, the board could not engage in substantive discussion at this meeting but confirmed that the issue could be added to an upcoming agenda. Mr. Silva acknowledged that this has been an ongoing concern and that the board has been working to address it. The board thanked Mr. Ortiz for his comments.

## **VISITATION**

5:45 P.M. – Chief Brennan & Chief Pease – To discuss Dispatch Collaboration with Surrounding Communities

Mr. Rosenblum explained that he had requested the chiefs to attend the meeting because he believes the town should begin actively addressing regional dispatch opportunities in order to avoid losing potential partner communities to other centers. He noted that regionalization could help subsidize local expenses and improve services. Chief Brennan provided an overview of previous discussions about using Ludlow's central dispatch center as a regional hub for nearby towns that are struggling to maintain their own dispatch operations. He stated that Granby and Palmer had expressed interest, as they are bordering communities and natural fits. Ludlow has already invested in radio infrastructure that could support regionalization without significant additional costs. He noted that both towns had participated in a state feasibility study with several Hampshire County communities, but the study ultimately concluded that regionalization in that group was not feasible and recommended that those towns consider Westcomm, Westfield, or Wilbraham. However, Ludlow had already expressed willingness to serve as a host community and remains interested in pursuing that option.

Chief Brennan said that moving forward would likely require engagement from town leadership to begin formal discussions with the state and with neighboring communities. He emphasized that Ludlow has already spoken with police chiefs in Granby and Palmer, both of whom appear more interested in joining Ludlow than joining Westcomm. Mr. Silva asked whether regionalization would bring revenue into Ludlow, and Chief Brennan explained that the town already receives incentive grants and that those amounts would increase if Ludlow became a regional emergency communications center. Additional staffing would likely be required, but costs would be shared among participating communities. Chief Pease agreed that the concept has potential but would require further discussion at the town level.

Board members discussed previous evaluations of joining Westcomm, with Mr. Rosenblum stating that he does not favor joining because Ludlow would give up control of infrastructure that the town is still paying for and because he has concerns about long-term reliability of grant funding. He expressed support for exploring a locally run regional dispatch model and offered to serve as liaison. Mr. Strange said he would reach out to the town administrators of Granby and Palmer to gauge their readiness and report back. Chief Brennan suggested that beginning with one partner community and expanding over time may be the most practical approach.

Mr. Gennette added that serving as a regional resource would provide recession-resistant revenue and reduce dependence on taxpayers. Mr. Sanches noted that Ludlow has infrastructure advantages, including its radio tower and emergency licenses. He referenced grant figures received by other regional centers and suggested Ludlow could benefit similarly. Chief Pease said that at some point the financial details would need to be fully evaluated once partner communities were identified. Mr. Alves asked about the distinction between being a multi-town PSAP and a Regional Emergency Communications Center, noting the difference in available incentives. Chief Brennan explained that taking on more than one additional jurisdiction would typically qualify a center as regional and that regional centers handle not only 911 calls but full police, fire, EMS, and administrative dispatch operations.

#### 6:00 P.M. – Police Interview – Isabella Provost

Mr. Rosenblum invited the applicant, Isabella Provost, to introduce herself and explained that the board would follow with questions and closing remarks. Ms. Provost stated that she is a lifelong Ludlow resident and recently graduated from Assumption University with Bachelor of Arts degrees in criminology and sociology. She noted her involvement in collegiate athletics and student government, where she served as Vice President for student affairs, and described her internship at the Massachusetts State Police Academy, where she observed recruit training and assisted with administrative tasks and training scenarios.

Board members asked Ms. Provost several questions. In response to what she likes most about Ludlow, she said the community, describing it as tight-knit, welcoming, and a place where she enjoys being active and involved. When asked how she would handle interacting with people she knows personally while on duty, she said she would remain unbiased and follow policy, acknowledging that it can be difficult but emphasizing the importance of doing the job correctly. Asked about entering police work during a time of high public scrutiny, she said policing is challenging, that professionalism and unbiased decision-making are essential, and that officers must always be mindful of their conduct. She expressed support for the use of body cameras.

Mr. Rosenblum noted his familiarity with Ms. Provost and her family and expressed confidence in her character. Chief Brennan provided additional background on the hiring process, explaining that two candidates were being considered and that civil service required review of five applicants. Ms. Provost ranked first following her background investigation, physical fitness test, and interview board. He outlined the next steps should she be appointed, including medical and psychological evaluations, a physical abilities test, enrollment in the Holyoke Police Academy beginning in September, and participation in a 10- to 12-week field training program after graduation. He noted the responsibilities of the position, including rotating shifts, holidays, overtime, and maintenance of required certifications.

Ms. Provost thanked the board for the opportunity, expressed her appreciation for being considered, and said she was excited about returning to Ludlow and the possibility of serving with the police department.

#### 6:15 P.M. – Police Interview – Jalette Mena

Mr. Rosenblum welcomed applicant Jalette Mena and invited him to introduce himself. Mr. Mena stated that he was born in New York to Dominican parents and raised primarily in Springfield before moving to Ludlow as a high-school sophomore. He earned an associate degree in criminal justice from STCC and completed most of his bachelor's program at Westfield State, which he plans to return to finish. He described his work experience, including positions at Big Y, Popeyes, and assisting with a neighbor's photobooth business at events.

Board members asked several questions. In response to how his Spanish fluency could benefit the department, Mr. Mena noted that he frequently helps Portuguese-speaking customers at his current job because Portuguese and Spanish are similar enough for him to assist with communication. When asked what he likes most about Ludlow, he said he values how close-knit the community is and how long-standing many relationships are. Addressing public perceptions of law enforcement, he said officers need to build trust through community engagement and demonstrate they are there to help. He expressed support for body-worn cameras. When asked to identify a personal weakness, he cited communication in formal settings such as interviews.

Chief Brennan explained that under civil service rules, five candidates were reviewed and Mr. Mena ranked second, prompting the request for his appointment. He noted that Mr. Mena's background investigation was positive, that he demonstrated strong work ethic and good character, and that he achieved a physical fitness score already meeting academy graduation standards. He performed well in the department's oral review board. Chief Brennan outlined the steps required before academy attendance, including a medical evaluation, psychological evaluation, and physical abilities test. If appointed, Mr. Mena would attend the Holyoke Police Academy in September, complete a 10- to 12-week field training program afterward, and then begin work on a rotating 4-and-2 schedule, likely on night shifts, with required overtime, holidays, and maintenance of all necessary certifications. He also noted the residency requirement of living within 10 miles of Ludlow's border within nine months of hire. Mr. Mena thanked the board and Chief Brennan for the opportunity and said he hoped to make the department proud and serve the community.

Chief Brennan reported that the department is looking to fill two police officer positions, in addition to a third vacancy that was recently filled by Mr. Medina, who had previously been appointed as an alternate. He stated that the plan is to send Mr. Medina, along with Ms. Provost and Mr. Mena, to the police academy in September. These appointments are intended to cover the department's recent retirements, and he anticipates that additional retirements may occur. He noted that the town's newly adopted local registry may help accelerate future hiring, but that the current appointments follow civil service requirements for the upcoming academy class. Chief Brennan explained that if the board approves the appointments effective immediately, the department will issue conditional offer letters, allowing the candidates to begin the required medical, psychological, and physical abilities testing and proceed with their academy applications. **Motion made by Mr. Gennette to appoint Isabella Provost as the number 1 seat and Jalette Mena as the 2<sup>nd</sup> seat for Patrolman to the Ludlow Police Department effective immediately. Mr. Silva second. All in favor. Motion passed 5-0.**

#### 7:15 P.M. – CARES Coalition

Pete Leonczyk and Maxine Mazur from Ludlow CARES appeared before the board. Mr. Leonczyk explained that he recently became president of the organization and introduced Ms. Mazur, the treasurer, noting that secretary Sandy Auclair would be joining shortly. He said they were there to follow up on their recent letter, answer any questions, and share updates on plans for 2026, including preparation for Red Ribbon Week. He reported that last year's Triksterz event was a sold-out success and planning for the 2026 event is already underway. Mr. Silva confirmed that the reimbursement request totaled \$12,846.71 and expressed full support for Ludlow CARES, praising the organization's long-standing service

to the community. Mr. Leonczyk added that former president Laura remains active on the advisory committee. Mr. Gennette agreed with supporting the request, describing Ludlow CARES as one of the town's strongest volunteer organizations. Mr. Sanches also voiced support and noted the thorough documentation provided. He was pleased to hear that the Baird CARES program is expected to return in 2027.

Mr. Leonczyk shared that interest in reviving Baird CARES began with outreach from students themselves and highlighted strong youth involvement, including students volunteering at a recent event attended by more than 500 families. Mr. Alves thanked the group for its work and noted the high level of community participation at its events. Mr. Rosenblum commended the organization for its consistent, high-quality presentations and careful use of opioid settlement funds. Ms. Mazur said the group takes stewardship of funds seriously. Ms. Auclair introduced herself as the new secretary.

Mr. Leonczyk discussed new initiatives, including the addition of new board members and an upcoming presentation on internet safety to be held at Baird Middle School. He emphasized that Ludlow CARES is entirely volunteer-run and supported by small donations from local businesses and residents. He also highlighted the group's partnership with the school district and credited outgoing Superintendent Dr. Tiano for his strong support and involvement, particularly in mental-health initiatives. He noted that more than 500 staff members, coaches, and parents completed mental health first aid training and that the group has recently completed several public service announcements in collaboration with students and public health staff. He reported strong participation in LHS CARES, with 150 students signing up at the start of the year.

He further shared that the organization had paused its application for the Federal Community Drug Free Grant due to changes in the application process and leadership transitions, wanting to ensure the proper foundation before moving forward. He asked how outreach-related expenses, such as improvements to the organization's website or communication tools, might be eligible for opioid settlement reimbursement. Mr. Rosenblum said such expenses likely fall within the scope of the funding's intended purposes.

Mr. Gennette asked whether Ludlow CARES collaborates with similar groups in other communities. Ms. Mazur responded that while other towns have coalitions with similar missions, they may not use the CARES name. Mr. Leonczyk said the groups are friendly, though each tends to focus on its own local needs, and noted that other communities with federal grants often have paid staff, whereas Ludlow CARES remains fully volunteer-driven. He emphasized the strong collaboration among the schools, police, fire, and health departments and said the organization is committed to continuing its community-focused work. **Motion made by Mr. Gennette to reimburse CARES Coalition \$12,846.71 from the Opioid Settlement Funds. Mr. Silva second. All in favor. Motion passed 5-0.**

## **CORRESPONDENCE**

26-81 Board to approve and have the Police chief Sign the Request for Mutual Aid Assistance between the Town of Ludlow and Foxborough Police Department.

Chief Brennan reported that Foxborough Police have requested mutual aid support from regional tactical teams for security during the World Cup events. He explained that two Ludlow officers serve on the Regional Tactical Team and may be assigned as part of this deployment. The security operation will address concerns ranging from counterterrorism to general public safety. He noted that the mutual aid agreement includes full reimbursement for the officers' overtime, and that the funding source is expected to be FIFA.

Mr. Rosenblum asked about ongoing issues Foxborough is experiencing with event-related costs. Chief Brennan said he had heard that Foxborough continues to face challenges because FIFA is difficult to negotiate with, particularly regarding who will cover the substantial expenses associated with hosting the event, which go far beyond police services. Mr. Alves asked what equipment and resources Ludlow would be responsible for under the agreement. Chief Brennan explained that the officers would use their standard tactical gear, including body armor and firearms, and that the regional team has access to

specialized assets such as a BearCat vehicle, which Ludlow does not own but is part of the regional equipment inventory. **Motion made by Mr. Alves** to authorize the Police Chief to sign the request for mutual aid assistance between the Town of Ludlow and Foxborough Police Department. **Mr. Gennette second. All in favor. Motion passed 5-0.**

26-82 Cheryl Lukas – Request to be appointed to the Celebrate Ludlow Committee. **Motion made by Mr. Silva** to appoint Cheryl Lukas to the Celebrate Ludlow Committee. **Mr. Gennette second. All in favor. Motion passed 5-0.**

26-83 Zoning Board of Appeals – Request to change filing fee from \$75 to \$150. The board discussed proposed fee adjustments, with Mr. Silva expressing agreement and noting that his earlier concern had been addressed. Mr. Rosenblum said he shared that initial question, and Mr. Alves explained that he had reviewed the number of cases in the past year and found there were only three, so the increase would not generate significant revenue. He noted that Granby charges 125 dollars and said he would prefer raising the fee to 125 rather than moving to the full proposed amount immediately, suggesting that incremental increases are generally more appropriate.

Mr. Silva asked whether rising costs might be driving the proposed change. Mr. Strange said he was not certain but that boards periodically review their fees, which can be influenced by related departmental costs. Mr. Silva noted that increases in recording fees or similar expenses could justify an adjustment. Mr. Gennette added that although the revenue involved is small, many towns are making similar updates, and he believed the increase was reasonable. He suggested that the board should consider adjusting fees more regularly to avoid falling behind, and that a phased approach was not necessary in this case.

Mr. Sanches agreed, describing the 150-dollar fee as conservative and consistent with surrounding communities, especially given how few applications are received. Mr. Rosenblum also supported the increase to 150 dollars, stating that the fee aligns with neighboring towns and that the small volume of cases made the adjustment reasonable. **Motion made by Mr. Gennette** to approve the ZBA request to change the filing fee from \$75 to \$150. **Mr. Sanches second. All in favor. Motion passed 5-0.**

26-84 Douglas May – Request to be appointed an Unenrolled Election Worker. **Motion made by Mr. Silva** to appoint Douglas May as an Unenrolled Election Worker. **Mr. Alves second. All in favor. Motion passed 5-0.**

26-85 National Grid – Project Information Update. **Motion made by Mr. Silva** to file. **Mr. Gennette second. All in favor. Motion passed 5-0.**

## **UNFINISHED BUSINESS**

Board to discuss and possibly approve creating a Public Safety Building Planning Committee (tabled from May 5).

Mr. Gennette reminded the board that he had committed on May 5 to help organize efforts regarding public safety facilities and noted that Chief Pease had explained at Town Meeting why the expensive HVAC project was withdrawn. He emphasized that the current building is no longer meeting the needs of the police and fire departments and is becoming increasingly costly to keep up to code, underscoring the broader need to address the town's public safety facilities. He presented a proposed charter for a Public Safety Facilities Planning and Oversight Committee and asked the board to review it, with the hope of approving it that evening or addressing any questions.

Chief Pease stated that the intention is to establish a planning committee and that a separate building committee may be needed once the project advances, potentially with many of the same members. He and the police chief agreed to serve on the committee along with a member of their departments, assuring the board that they would adjust their schedules so that participation would not generate overtime costs. Mr. Rosenblum acknowledged earlier concerns on this topic, and Chief Pease confirmed that everyone is aligned on flexing time rather than adding expenses.

Mr. Alves commented that Section 6, regarding the committee secretary, might be difficult to fill with a volunteer. Mr. Gennette responded that he intended to volunteer as secretary if the committee wished, noting that he would not be the Select Board's appointed representative if serving in that role. He added that the Town Planner is included in the charter, has already received approval from the Planning Board to participate, and that letters of intent have been received from interested residents. Once the committee is formed, it will select qualified resident members and report back to the board. He said that a posting for residents will be made and suggested appointing Mr. Sanches as the Select Board representative. Mr. Sanches accepted. **Motion made by Mr. Gennette** to formally accept the Public Safety Building Facilities Planning Committee Charter. **Mr. Alves second. All in favor. Motion passed 5-0.** **Motion made by Mr. Gennette** to appoint Tony Sanches to the Public Safety Building Facilities Planning Committee. **Mr. Alves second. All in favor. Motion passed 5-0.**

## **NEW BUSINESS**

Board to approve and sign minutes from meeting of May 19, 2026. **Motion made by Mr. Gennette** to approve and sign minutes from Meeting of May 19, 2026, with all members present. **Mr. Silva second. All in favor. Motion passed 4-0.**

Board to appoint Judy Breault to the Conservation Commission.

Mr. Silva asked why the position remained unfilled and whether someone had not been appointed. Mr. Gennette explained that the individual previously selected had to withdraw after the State informed him that his employment created a conflict with working for the municipality. **Motion made by Mr. Silva** to appoint Judy Breault to the Conservation Commission. **Mr. Gennette second. All in favor. Motion passed 4-0.**

Board to discuss and possible vote to appropriate \$3,850 in Building Infrastructure funds for the updated Public Safety HVAC opinion of probable cost.

Mr. Strange reported that Tighe & Bond completed a portion of the project work but subcontracted the preparation of the revised opinion of probable cost to another vendor, and the fee presented reflects the cost of obtaining that updated estimate. **Motion made by Mr. Silva** to appropriate \$3,850 in Building Infrastructure funds for the updated Public Safety HVAC. **Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to discuss and possibly vote on FY27 trash billing and imposing penalties or interest on late payments.

Mr. Strange reported that the town plans to follow the same schedule as last year for issuing trash bills, with bills expected to be ready by August 1 and due by August 31, providing the typical thirty days' notice. He noted that with Michelle Hill now in place, questions have been raised about why the town does not charge penalties or interest for late payments, as the absence of such charges provides no incentive to pay on time. He said that any decision to impose penalties or interest must come from the board. Mr. Silva said he would support a small penalty, noting that interest on a one-hundred-dollar bill would be minimal. Mr. Strange said the team had discussed a possible twenty-five-dollar penalty if a bill remained unpaid after thirty days. In response to questions from Mr. Alves, he noted that barrels are eventually repossessed if nonpayment continues, and that service is not restored until the outstanding balance is paid.

Mr. Alves emphasized that the trash bill should not disappear simply because barrels are repossessed, as the fee system requires either payment or proof of an alternative service. Mr. Rosenblum agreed with implementing a penalty, noting that collections have become too lax in recent years and that outstanding amounts were evident in the free cash reconciliation. Mr. Sanches asked about the time frame for repossessing barrels and whether the town had any existing process or contractual considerations. Mr. Strange said this policy is a local matter and that the board should establish time frames, typically waiting thirty to sixty days after the due date to impose a late fee and another period before repossessing barrels. He said he would consult DPW to determine what informal practices may already be in place.

Discussion continued regarding whether penalties should recur. Mr. Gennette said that penalties should stop once barrels are repossessed and the bill frozen, with no ongoing

charges until payment is made, to avoid excessive penalties. Mr. Alves noted that while recurring penalties might not be appropriate, the resident would still receive a bill the following year unless they paid or provided proof of another service, because otherwise the town would lose revenue needed to sustain operations. The board discussed concerns about residents evading the fee by opting out without proof of alternative service, and Mr. Rosenblum noted that alternative private services are significantly more expensive, making the town program the more affordable option even with the annual fee.

Mr. Sanches recommended developing a full plan to be reviewed at a future meeting, including the penalty amount, the number of times penalties would apply, the timing for barrel repossession, and whether a hardship waiver should be offered. Mr. Strange agreed to reach out to DPW for additional information. Mr. Gennette added that he would ultimately like to see the fee reduced over time when financially feasible, with the long-term goal of eliminating it. **Motion made by Mr. Alves** to table to gather more information. **Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to possibly sign LATOSS Memorandum of Agreement. **Motion made by Mr. Silva** to table. **Mr. Alves second. All in favor. Motion passed 5-0.**

### **TOWN ADMINISTRATOR'S REPORT**

Mr. Strange reported that although he does not yet have a written update, staff have begun actively tracking down the uncollected or unreconciled grant funds previously identified during the fiscal year 2026 free cash certification process. He stated that approximately 220,000 dollars was located earlier that day and that the issue stemmed from two grants being miscoded in the system; the funds were received, but the coding prevented them from appearing correctly in the accounting records. He noted that this is likely the case with additional outstanding items. He added that staff visited multiple departments, including the schools, and that Mickey has been in contact with the interim Town Accountant, Katherine. Mr. Strange expressed optimism that they will be able to resolve the discrepancies and close the gap on the uncollected grant revenue.

### **BOARD UPDATES/MISC**

Mr. Sanches reported that he met with the liaison for the Treasurer/Collector's Office and provided an update following his discussion with Treasurer/Collector Michelle Hill. He stated that the department is moving in a positive direction and highlighted several improvements. Live collections have been restored, and key deadlines are being met, including the large motor vehicle commitment for fiscal 2026, with demand notices due the day of the meeting, and real estate and personal property demands scheduled for June 9. He noted that older motor vehicle commitments that had never been demanded are now being addressed as part of the fiscal 2025 collection work planned for the summer. He also reported that a tax-related issue affecting the schools—stemming from the department's past turnover and causing penalties and payroll withholding complications—has been resolved, with Michelle working directly with school staff to correct the process and settle all outstanding obligations. Additionally, the fiscal 2024 audit is back on track, and physical improvements to the Treasurer/Collector's Office, including new carpeting, are scheduled, with the department expected to be fully settled in its space by mid- to late June. Mr. Sanches publicly recognized Michelle Hill and her staff for their progress. He also met with the Assessor's Office and shared updates from Assessor Joe Alves. The department has finalized the MMWEC PILOT agreement, and a new solar project in Ludlow is expected to come online in fiscal year 2028. The town continues to see strong growth, meeting or exceeding the five-year average. Mill 8 is operational, and staff are close to resolving the CAMA data migration from PK to Vision; although some data issues have affected MLCs, attorneys can obtain manual updates in the meantime. He also noted that a newly approved subdivision of approximately 44 lots adjacent to 100 Acre Wood will contribute to the town's ongoing growth.

Mr. Silva requested an update from WestMass, noting that information has not been shared recently and that residents continue to ask about activity in that area. He was surprised that certain lots were divided into only four parcels and would like more details. Mr. Rosenblum also requested an update on mixed-use plans for the first floor of Mill 8, noting previous

interest from the Sheriff's Department and inquiries from residents regarding potential business opportunities.

Mr. Gennette said that, with the board's approval, he will submit a notice to be posted for residents interested in serving on the Public Safety Building Planning Committee. Once applications are received, the committee will select residents who best meet its needs. He also plans to reach out to the Finance Committee to request a representative.


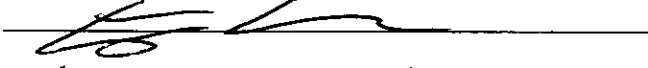
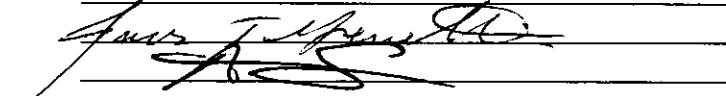
Mr. Alves reported that the Historical Commission shared notice from Chairman Richard Bylicki that the Mill 8 Clocktower Project has been awarded the Mayor Thomas Menino Legacy Award from Preservation Massachusetts. The award recognizes projects that are transformative, community-focused, and revitalize historic assets. Mill 8 was one of only three projects outside the Route 495 belt to receive the honor.

Mr. Rosenblum updated the board on the monthly Chair meeting, which includes representatives from the Finance Committee, School Committee, and Select Board. He said the group recently completed fiscal year closeout discussions and is preparing for upcoming work with the new superintendent. Topics included insurance splits, deductibles, and general coordination efforts. He emphasized the importance of open communication between committees and encouraged members to bring questions directly to one another rather than relying on social media or second-hand information.

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.

#### **CLOSING COMMENTS**

**Motion made by Mr. Gennette to close the meeting at 7:30 P.M. Mr. Silva second. All in favor. Motion passed 5-0.**

  
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Chairman  
  
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Ludlow Select Board

*All related documents can be viewed at the Select Board's Office during regular business hours.*