



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

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TOWN OF LUDLOW

The Meeting of the Select Board held on Tuesday, October 6, 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

VISITATION

5:45 P.M. – PUBLIC HEARING – Class II License – North Star Motors & Collision, LLC – 37 Letourneau Lane.

Motion made by Mr. Alves to open the public hearing for the Class II License for North Star Motors & Collision, LLC at 37 Letourneau Lane at 5:45 P.M. **Mr. Gennette second. All in favor. Motion passed 5-0.** Mr. Silva stated for the record that he holds an auto sales license in town and offered to recuse himself if the applicants or the Board felt it necessary; no objections were raised. Ms. Ribeiro confirmed that all required paperwork and abutter notifications had been completed, and the applicants confirmed that the advertising check had been submitted. One abutter was present and reported no concerns. The applicants explained that they are seeking a Class II license to operate a used-car sales business in an industrial area. They plan to display approximately 20 vehicles outdoors and several indoors. They already conduct towing operations at the site and intend to pursue authorization to perform police towing for the Town of Ludlow. They noted that the location is surrounded by industrial uses, including an existing neighboring dealership, and that the previous business on the property was an auto body/detail shop. They explained that while they may apply for a Class III license in the future to expand into collision work, that is not part of the current request. Board members agreed the proposed Class II use is appropriate for the industrial zone. **Motion made by Mr. Silva** to approve the Class II License for North Star Motors & Collision, LLC at 37 Letourneau Lane. **Mr. Gennette second. All in favor. Motion passed 5-0. Motion made by Mr. Sanches** to close the meeting at 5:54 P.M. **Mr. Silva second. All in favor. Motion passed 5-0.**

6:00 P.M. – PUBLIC HEARING – Class III License – STR8UP Towing & Auto Services, LLC – 23 Oregon Avenue. Application withdrawn. No public hearing was held.

6:15 P.M. – Spectrum – To Discuss the lower income assistance program.

Mr. Cahill, Director of Government & Community Strategy for Spectrum, and Mr. Costen, Director of Field Engineering, introduced themselves and provided information about Spectrum's services and infrastructure improvements. Mr. Cahill offered the Board informational materials and encouraged officials to contact him with any constituent issues, including outages, downed wires, or billing concerns, noting that his team coordinates with various internal departments to resolve such matters. Mr. Costen reported that Spectrum completed a major system upgrade in July 2025, enabling symmetrical gig-speed service. Additional speed increases were implemented in January 2026. He

explained that the Chicopee hub serving Ludlow was updated earlier than planned, with routers moved closer to customers to improve performance. He clarified that while residents cannot currently receive fiber-to-the-home, businesses may request dedicated fiber service. Approximately 90% of Ludlow's network is aerial plant, with 10% underground. Mr. Cahill highlighted Spectrum Internet Assist, an income-eligible program offering service starting at \$15 per month and encouraged local awareness due to limited public knowledge of the program. He also described new bundled offerings, including Amazon Prime for eligible low-income subscribers and streaming service bundles for general customers. He noted the recent launch of "invincible Wi-Fi," which automatically switches to cellular connectivity during outages, with a router providing up to four hours of battery backup. Board members emphasized the importance of communicating program information to seniors and low-income residents, suggesting outreach to the Senior Center, Library, and Community Center, including materials in Portuguese to reflect the town's demographics. Mr. Cahill agreed and said he would provide additional printed and digital resources and make contact with appropriate departments.

CORRESPONDENCE

26141 Christina Brown – Letter of Resignation as an Election Worker. **Motion made by Mr. Silva** to accept the resignation of Christina Brown as an Election Worker. **Mr. Alves second. All in favor. Motion passed 5-0.**

26-142 Kacey Bailey – Request to be appointed as an Election Worker. **Motion made by Mr. Silva** to appoint Kacey Bailey as an Election Worker. **Mr. Alves second. All in favor. Motion passed 5-0.**

26-143 Rebecca Curzon – Request to be appointed as an Election Worker. **Motion made by Mr. Alves** to refer to the Town Clerk to verify that it's been reviewed by her and we can appoint election workers that reside in another municipality. **Mr. Gennette second. All in favor. Motion passed 5-0.**

26-144 Julianne Kinsman – Request to be appointed as an Election Worker. **Motion made by Mr. Alves** to refer to the Town Clerk to verify that it's been reviewed by her and we can appoint election workers that reside in another municipality. **Mr. Gennette second. All in favor. Motion passed 5-0.**

26-145 Nicole Parker – Letter of Resignation as Precinct 3 Representative. **Motion made by Mr. Silva** to accept the resignation from Nicole Parker as Precinct 3 Representative. **Mr. Alves second. All in favor. Motion passed 5-0.**

26-146 Christopher Harkins, Ludlow Commission on Disability – Whitney Park Project. Mr. Rosenblum reported that the Building Inspector met with the Ludlow Commission on Disability regarding the matter under discussion and confirmed that the Commission found everything to be in compliance. Mr. Gennette asked for clarification, and Mr. Rosenblum confirmed that the issue has been fully resolved with the Commission. Mr. Alves noted that the letter in question incorrectly stated that the project was funded with ADA grant money when it is actually being funded through Free Cash. He emphasized that the funding correction does not change the substance of the concerns raised or the fact that they were resolved. Mr. Rosenblum added that the Building Inspector had clarified the funding source during the Commission meeting. Ms. Ribeiro confirmed that the Inspector attended the September 24 meeting and addressed both the technical concerns and the funding clarification. **Motion made by Mr. Silva** to file. **Mr. Alves second. All in favor. Motion passed 5-0.**

26-147 Emmanuel Pedro – Organization of a Community Rosary Service at Our Lady of Fatima on Winsor Street on October 18th at 3:00 P.M.

Mr. Rosenblum referenced a letter announcing an upcoming religious observance coordinated by several local parishes. He noted that services will take place on Sunday, October 18 at 3:00 p.m. Mr. Alves clarified that although multiple churches are participating, Christ the King, Immaculate Conception, St. Elizabeth, Sts. Peter & Paul, and Our Lady of Fatima—the event itself will be held at Our Lady of Fatima. Mr. Silva said the item was shared simply as a public notification. Mr. Rosenblum added that the flyer is posted on the town

website along with the meeting agenda for residents who wish to view it. **Motion made by Mr. Silva to file. Mr. Alves second. All in favor. Motion passed 5-0.**

26-148 Town Clerk – Schedule for In-Person Early Voting for State Election to be held November 3, 2026.

Mr. Alves, at the request of the Town Clerk, read the schedule for the upcoming State Election. Election Day is on November 3, 2026. In-person early voting will take place in Town Hall, Hearing Room 1, from October 17 through October 30. The early voting hours are as follows: Saturday, October 17 from 8:00 a.m. to 2:00 p.m.; Monday, October 19 from 8:00 a.m. to 4:30 p.m.; Tuesday, October 20 from 8:00 a.m. to 5:30 p.m.; Wednesday, October 21 from 8:00 a.m. to 4:30 p.m.; Thursday, October 22 from 8:00 a.m. to 4:30 p.m.; Friday, October 23 from 8:00 a.m. to 12:00 p.m.; Saturday, October 24 from 9:00 a.m. to 4:00 p.m.; Monday, October 26 from 8:00 a.m. to 4:30 p.m.; Tuesday, October 27 from 8:00 a.m. to 5:30 p.m.; Wednesday, October 28 from 8:00 a.m. to 4:30 p.m.; Thursday, October 29 from 8:00 a.m. to 4:30 p.m.; and Friday, October 30 from 8:00 a.m. to 12:00 p.m. The last day to register to vote or change party enrollment is October 24, 2026, with in-person registration available from 9:00 a.m. to 5:00 p.m. The deadline to request an early or absentee mail-in ballot is October 27, 2026, at 5:00 p.m. The Clerk also reminded voters that the ballot for this election consists of two separate pages, and both pages must be reviewed and inserted into the ballot machine. **Motion made by Mr. Alves to file. Mr. Silva second. All in favor. Motion passed 5-0.**

26-149 Board of Assessors – Request to hold Tax Classification Hearing November 3, 2026. **Motion made by Mr. Silva to schedule the Tax Classification Hearing for November 3, 2026 at 6:45 P.M. Mr. Gennette second. All in favor. Motion passed 5-0.**

26-150 Board of Assessors – No Intention to Exercise Right of First Refusal for 0 Munsing Street, Map 18 Parcel 3. **Motion made by Mr. Silva to file. Mr. Gennette second. All in favor. Motion passed 5-0.**

26-151 Planning Board – No Interest in 0 Munsing Street, Map 18 Parcel 3. **Motion made by Mr. Silva to file. Mr. Gennette second. All in favor. Motion passed 5-0.**

26-152 Michael DiChiara – Western Mass Towns for a Responsible Grid – Letter Regarding Environmental Impact Report. **Motion made by Mr. Gennette to file. Mr. Silva second. All in favor. Motion passed 5-0.**

26-153 Chief Pease – Request to increase Ambulance Subscription Fund.

Mr. Rosenblum stated that the current Ambulance Subscription fee is \$50 and the Fire Chief is requesting an increase to \$60. Mr. Alves summarized the Chief's justification, noting that the out-of-pocket cost for an Advanced Life Support transport now exceeds \$2,100. He explained that one subscription covers all residents in a household, the program averages approximately 2,500 subscribers annually, and the last fee increase occurred in 2023. He said the increase appears reasonable and is needed to help sustain rising ambulance service costs. Mr. Rosenblum agreed, calling the subscription an excellent value, even at \$60 and noting that participation is lower than expected given the number of households in town. Mr. Silva said he too was surprised more residents do not enroll in the program, especially given its usefulness for both minor and major emergencies. Mr. Gennette added that he expected more seniors to participate, commenting that the subscription provides meaningful protection for older residents. **Motion made by Mr. Silva to increase the Ambulance Subscription Fund from \$50 to \$60 effective 2027. Mr. Gennette second. All in favor. Motion passed 5-0.**

26-154 Springfield Water & Sewer Commission – HAA5 Water Quality Violation and Public Notification. **Motion made by Mr. Silva to file. Mr. Sanches second. All in favor. Motion passed 5-0.**

26-155 Anonymous Complaint – Commercial Construction/Earth-Moving Operations, Severe Noise, Dust, Potential Wetland/Resource Area Alteration and Potential Zoning Violations at 679 and 697 Moore Street.

Mr. Rosenblum reported that the matter raised in the recent anonymous complaint had already been addressed by the DPW and appeared to stem from a misunderstanding. He
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noted that any zoning-related issues would not come before the Select Board and would instead be referred to the Planning Board. Mr. Silva added that, for future concerns, residents should provide their name and address when submitting complaints, explaining that anonymous submissions are difficult to evaluate and may lack credibility. **Motion made by Mr. Gennette to file. Mr. Silva second. All in favor. Motion passed 5-0.**

UNFINISHED BUSINESS

Board to discuss reactivating the Long-Range Planning Committee (tabled from September 1st).

Mr. Gennette said the Board had previously asked the former Town Administrator to pull together the policies, bylaws, and related documents needed for review before reactivating the committee in question, but that information was never provided. He suggested the Board may need to table the matter again, though he questioned why the committee could not simply be reactivated now, with any policy issues addressed later if necessary. Mr. Rosenblum asked whether any Board members objected to moving forward with reactivation, noting that the topic has been discussed several times already. **Motion made by Mr. Sanches to reactivate the Long-Range Planning Committee for the written charge to find deliverables and sunset date and staff liaison. Mr. Silva second. All in favor. Motion passed 5-0.**

Board to consider adopting a policy related to appropriating expenditures from the Building Infrastructure Fund. (tabled from September 1st).

Mr. Rosenblum said the Board has discussed the Building Infrastructure Fund policy several times and questioned whether adopting a separate policy is necessary. He noted that in the past the fund had been used more broadly, but any new policy would need to narrowly define allowable expenditures and likely delegate certain approvals to the Town Administrator for routine needs. Mr. Gennette said he believes that approach was an overreach from a prior administration and that the Board should first review existing bylaws and policies before considering any changes. He stated that the Building Infrastructure Fund has historically operated without issue and that developing a new policy is unnecessary. Mr. Rosenblum agreed, noting the Board has many other policies already under review and should focus on those of higher priority. **Motion made by Mr. Gennette to not adopt a policy related to appropriating expenditures from the Building Infrastructure Fund outside what is already established. Mr. Silva second. All in favor. Motion passed 5-0.**

Board to discuss Entertainment License and possible amendments (tabled from September 1st).

Mr. Rosenblum noted that Mr. Sanches, with input from Board members, had prepared a draft revision of the entertainment license application. He asked whether members wished to review the document section by section, with the goal of finalizing a version for the public information hearing scheduled for October 20. Mr. Gennette said he reviewed the draft, felt it was a substantial improvement over the current application, and supported moving forward if Mr. Sanches was satisfied with the revisions and Chief Brennan had no objections. Mr. Silva expressed concern that the expanded application was overly complicated and that the Board was creating burdens for all establishments due to issues with only one. He commended Mr. Sanches for his work but questioned whether such a detailed document was necessary. Mr. Alves said he viewed the matter in two parts: addressing problems with specific establishments and improving the overall application. He supported revisions to the application that clarify days, hours, type of entertainment, and indoor versus outdoor use, and said a more complete application would help the Board make informed decisions during annual license reviews without unnecessarily burdening longstanding businesses with no history of complaints. After further discussion, the Board agreed on a streamlined approach using sections 1 through 4 and a modified section 5.3 for applicants to briefly describe their outdoor entertainment. The Board also agreed to eliminate unnecessary provisions from the draft, including Sunday restrictions, instead reviewing Sunday requests case by case as part of license approval. Members emphasized that the primary purpose of the revision is to clearly distinguish indoor and outdoor entertainment and provide the Board with sufficient information to evaluate impacts when complaints arise. The Board directed Mr. Sanches to prepare a pared-down draft reflecting these decisions and to work with staff to format the final version for presentation at the October 20 public information hearing, where the Board may also vote on the revised application.

NEW BUSINESS

Board to approve and sign minutes from meeting of September 15, 2026. **Motion made by Mr. Gennette** to approve and sign meeting minutes from September 15, 2026, with all members present except Mr. Sanches. **Mr. Silva second. All in favor. Motion passed 5-0.**

Board to approve and sign minutes from meeting of September 29, 2026. **Motion made by Mr. Gennette** to approve and sign meeting minutes from September 29, 2026, with all members present. **Mr. Silva second. All in favor. Motion passed 5-0**

Board to appoint Amy Kurtz, Executive Assistant, to the Local community Mitigation Advisory Committee (LCMAC). **Motion made by Mr. Alves** to appoint Amy Kurtz, Executive Assistant, to the Local Community Mitigation Advisory Committee (LCMAC). **Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to approve and sign contract for Carrie Ribeiro, Interim Town Administrator. **Motion made by Mr. Gennette** to approve and sign contract for Carrie Ribeiro, Interim Town Administrator. **Mr. Silva second. All in favor. Motion passed 5-0.**

Board to approve reclassification request for Human Resources Department Benefits Administrator.

Ms. Ribeiro presented a reclassification request for Anita Goncalves, whose position had previously been an Administrative Assistant in the LATOSS union. As of July 1, 2026, under the new LATOSS contract, her position was removed from the union for confidentiality reasons, requiring the Town to place her on a non-union classification and wage scale. A new job description was provided to reflect the substantial changes in her duties over recent years. She now serves as the primary benefits administrator for both the Town and the School Department, handling all health, dental, vision, and supplemental benefits, leave administration, open enrollment, retirement processing for both Hampden County and the Massachusetts Teachers Retirement System, backup payroll responsibilities, and all workers' compensation and injury-on-duty cases. Ms. Ribeiro also noted that Ms. Goncalves played a major role in automating accruals and helping transition multiple systems to paperless operations. In response to Board questions, Ms. Ribeiro stated that the reclassification results in an approximate pay increase of ten to eleven thousand dollars and that part of the cost continues to be supported by an annual public health grant that helps fund the position. Mr. Alves raised broader concerns about reclassifications occurring outside the annual budget process and the potential impact on future budget planning. He explained that his concern is procedural and not related to merit. Ms. Ribeiro agreed that most reclassifications should occur during budget development when possible, but noted that some, including this one, must occur immediately due to structural or contractual changes. Mr. Sanches observed that the increase represents roughly a twenty-one percent pay adjustment and pointed out an inconsistency between the job title on the form and the footer. Ms. Ribeiro clarified that the new title will be Benefits Administrator. The Board continued discussion on how future reclassification requests should be coordinated to ensure fiscal planning remains balanced. **Motion made by Mr. Gennette** to approve reclassification request for Human Resources Department Benefits Administrator. **Mr. Alves second. All in favor. Motion passed 5-0.**

Board to approve reclassification request for Assistant Town Engineer.

Ms. Ribeiro explained that funds are available in the current budget for the proposed reclassification of Mr. Goodreau. She reviewed the history of his position and noted that when the Town completed a compensation and classification study in 2021–2022, his role was never properly placed on the classification and compensation scale. As a result, for approximately 15 years he received only cost-of-living increases rather than progressing through step increases as most employees do. She said the request corrects an equity issue and reflects expanded responsibilities, including a change in title from Assistant Town Engineer to Deputy Director of Public Works. His role now includes major involvement in contract work, sewer projects, budget preparation, procurement, Chapter 90 submissions, grant management, and personnel support within the department. Board members discussed the revised job description, the classification level Grade M-6 Step 3, and

confirming that adequate budget capacity exists due to current vacancies. Several members expressed strong support, praising Mr. Goodreau's longstanding service, technical expertise, and significant contributions to the Town. Mr. Sanches and Mr. Rosenblum emphasized the value he brings to operations and cost savings. Mr. Alves reiterated his broader concern about ensuring that reclassification requests are tied to the budget cycle whenever possible but agreed this request appears justified and expected. Mr. Gennette voiced support but noted the importance of maintaining clear role distinctions between the Deputy Director and the Superintendent to avoid overlap or imbalance in responsibilities. Mr. Rosenblum responded that the two positions complement each other well, with different strengths that serve the department effectively. The Board agreed the adjustment is appropriate and well-deserved. **Motion made by Mr. Sanches** to approve the reclassification of James Goodreau to Deputy Director of Public Works M6 Step 3. **Mr. Alves second. All in favor. Motion passed 5-0.**

Board to accept the warrant and to approve and sign ten copies of the call for the election for the November 3, 2026, State Election. **Motion made by Mr. Alves** to accept the warrant and to approve and sign ten copies of the call for the election for the November 3, 2026, State Election. **Mr. Sanches second. All in favor. Motion passed 5-0.**

Board to sign Massachusetts Public Records Request to Division of Fisheries and Wildlife for Minechoag Pond. **Motion made by Mr. Silva** to sign Massachusetts Public Records Request to Division of Fisheries and Wildlife for Minechoag Pond. **Mr. Alves second. All in favor. Motion passed 5-0.**

Board to approve and accept the Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority (Chief Brennan). **Motion made by Mr. Alves** to approve and accept the Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority (Chief Brennan). **Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to approve contract between the Town of Ludlow and Connectivity Point for phone upgrades at Hubbard Memorial Library in the amount of \$1,174.62 to be paid for from the library budget. **Motion made by Mr. Gennette** to file. **Mr. Silva second. All in favor. Motion passed 5-0.**

Energy Coordinator seeks Select Board authorization to fix 80% of the Town's remaining FY2027 regular gasoline requirement if the January 2027 RBOB index reaches \$2.70 per gallon or less before the October pricing deadline.

Mr. Gennette reported that the price-lock deadline for gasoline is October 31 and that the Town is now within the purchasing window. He noted that the current fixed price is approximately 2.74 per gallon and may continue to decline, predicting that market conditions related to the national election could push prices toward 2.70, which he identified as a reasonable target. Mr. Alves reviewed the supporting data and confirmed that the Town's five-year average price is 2.64, while the current rate is 2.71. He and Mr. Gennette agreed that 2.70 or lower is an appropriate threshold for executing a fixed-price contract. Mr. Gennette explained that once the price begins trending downward, he will notify DPW procurement so they can act immediately, since procurement must be engaged in advance. If the price falls below 2.70, the Town can lock in at that amount; if it rises above 2.70 again, procurement will hold until it meets the approved benchmark. The Board discussed diesel purchasing as well. Mr. Alves asked about the percentage previously used for diesel, which had been roughly 65 to 70 percent of anticipated annual usage. Mr. Gennette clarified that gasoline volumes fluctuate more widely than diesel and therefore he recommended fixing 80 percent of the Town's remaining fiscal year 2027 gasoline requirement. He explained that using a percentage rather than a fixed gallon amount prevents the Town from overcommitting and being required to accept or store unused fixed-price fuel. Mr. Sanches supported the reasoning, noting that removing one unusually low recent year results in an adjusted average of approximately 2.82 per gallon, which makes the proposed 2.70 target fiscally sound. Mr. Alves stated he would prefer a percentage slightly lower than 80 percent but would not object to 80 percent. Mr. Gennette added that 80 percent is a common industry standard for balancing cost certainty with market flexibility. **Motion made by Mr. Sanches** to authorize the Energy Coordinator to fix 80% of the remaining FY2027 regular

gasoline if the January 2027 RBOB index reaches \$2.72 or less before the October pricing deadline. **Mr. Alves second. Motion passed 4-0-1.**

Chief Pease – Request to charge off medical expenses and lost wages to Chapter 41, §111F for a Firefighter injured on duty on September 7 & September 8, 2026. **Motion made by Mr. Sanches** to approve charging off medical expenses and lost wages to Chapter 41, §111F for a Firefighter injured on duty on September 7 & September 8, 2026, subject to the Chief's incident report. **Mr. Gennette second. All in favor. Motion passed 5-0.**

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.

CLOSING COMMENTS

Mr. Gennette reported that he has been researching the deed for the Westover Golf Course and discovered that the National Park Service maintains the official deed and associated utilization plan. He stated that the deed contains extensive restrictions that may affect what improvements the Town can make on the property, including irrigation infrastructure. He has submitted a formal request to the National Park Service for all documentation related to the deed and usage plan. Once received, he intends to review the material with the Golf Commission before any further action is taken on the proposed irrigation project. He added that he is willing to share all information with anyone interested.

Mr. Alves commented that he stopped at the library before the meeting and noted how positive it was to see many children happily using the space. He praised the library's leadership and its strong children's programming.

Mr. Silva shared that he attended the Michael J. Dias Foundation golf tournament, where the event was well attended and included remarks from Mayor Sarno. He reported that the Foundation has opened its third house and that one of the speakers was a Ludlow resident. He also noted that Senator Oliveira and Representative Saunders were present and expressed their appreciation to the Ludlow Select Board for its support.

Motion made by Mr. Alves to close the meeting at 7:55 P.M. **Mr. Gennette second. All in favor. Motion passed 5-0.**

Chairman
Ludlow Select Board

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