TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF OCTOBER 8, 2026

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PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
William Ellison – Vice Chairman (Present)
Kathleen Houle (Present)
Christopher Coelho (Present)
Haley Rivers (Present)

The meeting began at 7:00 p.m. in the Select Board's Conference Room.

PUBLIC HEARING – Special Permit/Home Occupation – Jennifer Wright – 459 Poole Street, (Assessors' Map 42, Parcel 3) (telehealth therapy business)

SEE SEPARATE MINUTES

ANR – Shawn & Leigh Peabody – 297 West Street (Assessors' Map 2C, Parcel 51) (create new parcels G & H)

Shawn & Leigh Peabody were present for the appointment.

The Planning Board reviewed an ANR application for Shawn and Leigh Peabody at 297 West Street. The application included the required ownership and authority certification and the completed ANR checklist, which was reviewed by the Town Planner.

The applicants explained that the proposal involved a land swap with an abutting property owner, exchanging parcels of slightly more than one acre each to better accommodate the respective properties. The Board reviewed the proposed lot lines and discussed a possible missing survey pin that did not appear to affect the proposed boundary changes. No other concerns were raised.

Mr. Coelho **MOVED** to endorse the ANR for Shawn and Leigh Peabody at 297 West Street.
SECOND Mr. Ellison.
5-0 in Favor.

Documents: Master application; Plan of Land, 297 & 311 West Street Ludlow, MA (8-20-2026)

File Mail Item 53 - Conservation Commission legal notice – 0 (Lot 14) West Street (Assessors' Map 8, Parcel 1K)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 52. - Legal Notices from surrounding communities

- APPROVE Change of Occupancy:
  - Jose Alves (FRM LLC DBA JAC Storage) 279 Cady Street (from storage to storage)
- SIGN Special Permits:
  - Kayla Ferreira – 28 Harlan Street (home office for concrete business)

Armand Deslauriers – transfer of subdivision covenant lots

Armand Deslauriers was present for the appointment.

Mr. Deslauriers provided an update regarding a request to subordinate and swap two lots in the Hundred Acre Wood and Tanglewood developments. He explained that the two lots on Turning Leaf had been held under covenant and that a utility easement serving the subdivision runs between the properties. The subdivision is nearing completion, with streetlights, a portion of the homeowners' association work, and an additional cistern remaining. As-built plans have been submitted, and paving is anticipated within the next few weeks.

The Board discussed the proposed exchange of two lots for two lots, noting that the request was atypical because the lots would be transferred between the two developments, which are connected by utility easements. The official request was forwarded to Town Counsel that morning for review, and the Board had not yet received an opinion.

The Board agreed to wait for Town Counsel's guidance before taking action. If counsel approves the request and a response is received in time, the necessary documents may be prepared for consideration at the next meeting.

Michael Durant – 425 Center Street – Special Permit update

Michael Durant was present for the appointment.

Michael Durant, permitting and construction manager for Nouria, appeared before the Planning Board to discuss proposed rebranding work at 425 Center Street. The proposal included replacing the existing freestanding sign panels and LED price display, updating the fuel canopy fascia and signage, rebranding the fuel dispensers, and repainting the building with Nouria colors and signage. No changes to the existing site layout, building or canopy footprint, utilities, lighting, curbs, driveways, or landscaping were proposed.

The Board discussed whether a waiver from the full site plan review submission requirements would be appropriate, particularly for the lighting plan and traffic study. Members noted that the existing site plan was approximately 30 years old and had been modified through subsequent sketches. The Board also discussed the existing special permit, which authorizes the car wash and service station uses. Although a copy of Special Permit #564 dated January 27, 2017, was located in the file, the signed permit and the original motion could not be found.

Following discussion, the Board determined that a full site plan submission did not appear necessary for the proposed rebranding work. However, the Board requested a Change of Occupancy for both the car wash and service station, along with an updated Special Permit submission.
Mr. Phoenix: So, I would entertain a MOTION to find that, given the description that we've heard tonight of the changes that are being contemplated and what we do have on file that 425 Center, we'd look for a Change of Occupancy along with an updated special permit submission in order to get this moving forward, and that a full site plan does not appear to be needed at this time.
Mr. Coelho: **SO MOVED.**
SECOND Ms. Houle.
5-0 in Favor.

Documents: Plans: Existing Fueling Canopy & Freestanding Sign (12//5/23); Proposed Fueling Canopy & Freestanding Sign (12//5/23); Proposed C-Store Rebrand (12//5/23)

Nicole Afonso – 44 Sewall Street – parking discussion

Nicole Afonso was present for the appointment.

Ms. Afonso appeared before the Planning Board to discuss installing a movable plastic chain at the Lower Whitney Street entrance to the parking lot to discourage vehicles from using the property as a cut-through between Sewall Street and Lower Whitney Street. She explained that speeding traffic had become a safety concern due to the nearby church, salon, and family-owned T-shirt shop, which attract children and other pedestrians. She noted that a similar chain had been installed previously but was removed at the Board's request. Following its removal, the parking lot was used by utility contractors to stage equipment and materials without permission.

The Board discussed maintaining access for emergency vehicles, particularly to the fire hydrant located near the corner of the property. The applicant confirmed that the proposed yellow plastic chain would be easily removable and would not obstruct emergency access. The Board also discussed maintaining sufficient width for vehicles to enter and exit the property in both directions.

The existing site plan, dated 1998, would be updated to show the proposed chain and clarify traffic flow at the entrance. The Board agreed that a sketch would be sufficient and that a full site plan submission was not necessary.

Mr. Coelho **MOVED** to waive the full site plan requirement in favor of a sketch showing the proposed changes, including the chain at the Lower Whitney Street entrance.
SECOND Ms. Houle.
5-0 in Favor.

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200 Sportsmen's Road – proposed use

Logan O'Neil was present for the appointment.

Mr. O'Neil appeared before the Planning Board to discuss a proposed Cerakote coating business in the existing rear building, referred to as the meeting house, at the Ludlow Fish and Game Club. The

proposed operation would involve applying a ceramic-based coating to firearm components, automotive parts, and other metal items. Mr. O'Neil explained that the business would operate by appointment only, with customers bringing in disassembled components. No changes to the building's exterior or site layout were proposed.

Mr. O'Neil described the proposed equipment and safety measures, including a spray booth with carbon filtration, a sandblasting cabinet, and an oven used to cure the coating. He stated that the ventilation system would filter overspray and particulates before exhausting air outside. Firearm components would be stored securely, and no live ammunition would be brought onto the premises. Mr. O'Neil also explained that he intended to apply for an ATF Type 07 Federal Firearms License for the proposed operation.

The Board reviewed the existing site plans and historical sketches for the property, noting that the plans were outdated and primarily associated with previous earth-removal activities and other site improvements. Members discussed whether a full site plan review was necessary, given that the building already existed, the proposed operation would use only a portion of the property, and no exterior changes were anticipated. The Board also discussed documenting the building's existing and proposed uses, including meetings and classes held by the club.

The Board agreed that a full site plan submission was not necessary at this time. Instead, the applicant and property owner would submit a Change of Occupancy application, an updated chart identifying relevant site and building information and uses, and a description of the proposed process and equipment, including the applicable Safety Data Sheets (SDS) for the materials used. The Board also agreed to seek feedback from the Fire Department, Police Department, and safety officials.

Mr. Ellison **MOVED** to go forward with this not needing a full site plan and instead doing a change of occupancy along with an updated chart, getting the process and safety sheets and getting response from Fire, Police and Safety.
SECOND Mr. Coelho.
5-0 in Favor.

Documents: Cerakote Operations, Safety & Community Compatibility documents prepared for the Town of Ludlow Planning Board

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Shardool Parmar – 321 Center Street – EV parking

Shardool Parmar was present for the appointment.

The Planning Board discussed the removal of the placards from the electric vehicle (EV) charging space signs at the hotel. The applicant explained that the spaces were no longer marked as EV-only and that the chargers remained accessible. Based on parking usage and the location of the spaces farther from the hotel entrance, the applicant reported no significant issues with access or parking and did not believe replacement signage was necessary. The Board also discussed the hotel's need to accommodate larger vehicles, including construction and service vehicles, and noted that the temporary construction trailer had previously made access more difficult.

The Board agreed that removing the EV-only sign placards did not require further Planning Board oversight at this time.

Ms. Houle **MOVED** to find that removing the faces of the EV only signs does not require any additional oversight from the Planning Board at this time.
SECOND Mr. Coelho.
5-0 in Favor.

Recap of Town Meeting

The Board discussed the recent Special Town Meeting, including the Data Center Bylaw amendments, Accessory Dwelling Unit (ADU) article, and a pilot agreement related to a solar project. Members noted that the Data Center Bylaw reorganization passed without significant discussion, while concerns were raised regarding potential impacts on electricity and water resources, as well as the possibility of limiting future economic opportunities. The Board also discussed a discrepancy between the solar project's approved capacity of 2.0 MW and the 2.7 MW figure listed in the Select Board's paperwork. The article ultimately passed.

The majority of the discussion focused on the new electronic voting system used at Town Meeting. Members described technical problems with the voting devices, a confusing display of voting members, the lack of an abstention option, and difficulties entering amended motions during the meeting. Some votes had to be taken by a show of hands, including the motion to adjourn. Members expressed concern that the system complicated the process rather than improving it and discussed the possibility of reconsidering its use, potentially through a Town Meeting article. The estimated cost was approximately $10,000, with additional support and maintenance expenses possible. Members also discussed the reduced role of student pages in counting votes and engaging in the Town Meeting process.

The Board further discussed concerns that communities adopting overly restrictive data center bylaws could face legal challenges. Members expressed hope that Ludlow's distinction between larger and smaller facilities, including the special permit requirements, would demonstrate an effort to regulate facilities appropriately rather than prohibit them outright.

Outstanding Matters

The Board discussed efforts to secure additional compensation for the administrative assistant, recognizing that she has been performing duties beyond her job description for an extended period, including responsibilities associated with the Town Planner position and coordinating work for other departments. It was noted that an email had been sent to Carrie Ribeiro to arrange a meeting the following week to discuss the matter, as previously anticipated for early October. Carrie has reportedly been receptive to discussions, and the next steps will involve determining the appropriate process and establishing a salary ange for the newly created position level. Board members expressed strong support for increasing Ms. Urban's compensation in recognition of her dedication, expanded responsibilities, and continued service to the Town.

Town Hall Site Plan: The Board received an update regarding the outstanding Town Hall site plan. The original surveyor experienced a medical emergency requiring triple bypass surgery, and the owner of Smith Surveyors is expected to take over the work. It was explained that the project had also been delayed following Doug's passing and that discussions with Mike Smith were underway to address the outstanding items. The Board requested a follow-up regarding the anticipated turnaround time and emphasized the need to resolve the matter as promptly as possible.

School Site Plans and Traffic Safety: An update was provided regarding outstanding site plans for Harris Brook School, Whitney Park, and the library parking lot. Discussions with Carrie Ribeiro and the superintendent were ongoing, with the work expected to be completed before the end of the fiscal year or included in the appropriate budget. The Board also requested that the Town review the Baird Middle School site plan to determine whether current conditions reflect the approved plan, particularly following recent traffic-flow changes. Concerns were raised regarding student pedestrian safety and bus circulation. The Board emphasized that proposed changes should be reviewed in advance and that appropriate safety measures should be implemented before changes are made.

Community Preservation Act (CPA) Committee: An update was provided regarding the CPA Committee. The Historical Commission had selected its representative, Allison DeLong, who must receive final appointment by the Select Board at its next meeting. Once the appointment is finalized, an email will be sent to committee members to coordinate an initial meeting, anticipated for November.

Clean Energy Siting: The Board discussed the recently initiated clean energy siting process and the possibility of having Evan Mastrioanni of PVPC present information at a future meeting. A technical issue prevented access to the previously circulated presentation. The Board also discussed concerns regarding the Town's recent information technology arrangements and the importance of ensuring that communication systems function properly.

Town Hall Access and Security: The Board discussed concerns regarding Town Hall access, building security, and the potential for Open Meeting Law violations. Members noted that the current access arrangements could prevent meetings from being conducted when office staff are unavailable and could create security risks when the building remains unlocked after meetings conclude. The possibility of reinstating a prior key-access arrangement or maintaining an additional office key for authorized Board members was discussed. The Board emphasized the need to review access procedures to ensure meetings can be conducted appropriately and the building and its contents remain secure.

Associate Member Application: The Board discussed an application received for the associate member position. Although the advertised application period had passed, members agreed to invite the applicant to attend an interview at the beginning of November, provided the applicant was available.

October 22 Meeting: The Board discussed the upcoming October 22 meeting, noting that two members would be absent and no applications were currently scheduled. Members agreed to keep the meeting date on the calendar in case an ANR plan or other matter required consideration. The agenda would otherwise remain empty, with outstanding matters moved to the beginning of November.

Community Host Agreements for Solar and Battery Storage Projects: The Board discussed developing community host agreement provisions for solar and battery storage projects. Members were asked to research existing agreements and consider potential provisions, including fees based on the acreage of land cleared, with funds potentially directed toward park stabilization or community preservation

initiatives if the CPA is adopted. The Board discussed encouraging solar installations on previously developed properties, parking canopies, and rooftops rather than clearing undeveloped land and mature forests. The possibility of seeking District Local Technical Assistance (DLTA) funding to explore these issues was also raised.

Master Plan Visioning: The Board discussed potential visioning processes for the Town's Master Plan and the need to determine which approach to pursue during the next DLTA funding cycle.

Holiday Meeting Schedule: The Board agreed to address the Thanksgiving and Christmas meeting schedules during the November meeting as a regular discussion item.

Municipal Agency Fees: The Board requested that an item be placed on the agenda for the first November meeting to discuss fees for municipal agencies. Members expressed interest in establishing a mechanism to encourage municipal departments to comply with site plan requirements and submit applications in the proper sequence. One proposal was to charge a standard fee when requirements are met in advance and a double fee when departments fail to comply, with the additional cost coming from the responsible department's budget. The Board emphasized the importance of holding municipal agencies to the same, or higher, standards expected of private applicants.

Member Availability: Mr. Phoenix advised that work-related responsibilities could significantly affect their availability over the coming month and agreed to provide updates as more information becomes available.

Ms. Houle **MOVED** to adjourn.
Mr. Phoenix: Always in order, not debatable.
SECOND Mr. Coelho.
5-0 in Favor.

The meeting adjourned at 8:50 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

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(all related documents can be viewed at the Planning Board Office during regular business hours.)

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
459 Poole Street (Assessors' Map 42, Parcel 3)
Jennifer Wright
(telehealth therapy business)
October 8, 2026

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
William Ellison – Vice Chairman (Present)
Kathleen Houle (Present)
Christopher Coelho (Present)
Haley Rivers, Associate Member (Present)

The public hearing began at 7:00 p.m. in the Select Board's Conference Room.

In attendance: Jennifer Wright, attendees

Mr. Phoenix advised the public that the hearing is being recorded, gave the applicant a copy of the invoice for advertising, and read the legal notice which included the description of: telehealth therapy business.

Mr. Phoenix: With that said, the application in front of us, as I mentioned in the legal notice, this is for a telehealth business. But just to kind of go through what we have on file, this is a change in location. Telehealth therapy business. Total area is 1,000, looking to use 13 x 10; no non-resident employees; no planned signage; no customers at the house; no deliveries unlike those of a normal residence; no changes to the site that would make it look less residential; and no vehicle in connection with the business. And we do have a signed request for the waiver of a full plan in favor of a sketch and photos prepared by the applicant. And I also do have the two checklists, a-m and 1-13 signed by the applicant as well. And that's what I have on my side. If you could, I know I kind of touched on it a little bit, but can you just let us know what, what's going on?

Ms. Wright: Yeah, I've been a mental health counselor for a number of years now. I'm just changing locations, so just doing the process again for an address change.

Mr. Phoenix: Okey-dokey. Any questions from the Board? This being a public hearing, I will open up for public comments, questions or concerns. If anybody does have anything, I would just ask that you state your name and address for the record and address anything that you have through myself as Chair and I'll do my best to get you any information that you need. Does anyone have anything at this time? Hearing nothing, I'll ask the Board if there is any further discussion or if anyone cares to make any of the various motions that would seem appropriate for the matter at hand.

Mr. Ellison: Mr. Chairman?

Mr. Phoenix: Mr. Ellison.

Mr. Ellison: I find, I **MOVE** to find that a home teletherapy business as described by Jennifer Wright is a suitable home occupation under bylaw, further, I **MOVE** to waive the full plan, the site plan in favor of the sketch and photos to be prepared by the applicant, and I **MOVE** to approve the Special Permit under 7.0.4 a-m and Home Occupation under section 6.2.1-6.2.13 for the applicant at that location at 459 Poole with the restriction that the permit will run with the applicant and not the property.
SECOND Mr. Coelho.

Mr. Phoenix: Motion's been made and seconded. Just for clarity, that's essentially the finding, the waiver and the motion in the standard form to approve. Is that a correct summation of what we're looking to do?

Mr. Ellison: Yes.

Mr. Phoenix: Okay. With that understanding, this is a Special Permit, so I am gonna do a roll call vote.
Roll call vote: Ms. Houle – yes; Mr. Ellison – yes; Mr. Coelho – yes; Ms. Rivers – yes; Mr. Phoenix – yes.
5-0 in Favor.

Mr. Phoenix: Is there a motion on the status of the hearing itself?

Mr. Coelho: **MOTION** to close.
SECOND Mr. Ellison.
5-0 in Favor.

The public hearing closed at 7:03 p.m.

APPROVED:

Kathleen Houle, Secretary

su

Documents: Master application

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).