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TOWN OF LUDLOW

Town of Ludlow, Massachusetts
Office of the Select Board

**AGENDA
SELECT BOARD
Select Board's Conference Room
June 2, 2026
5:30 P.M.**

5:00 P.M. – EXECUTIVE SESSION – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares - LATOSS Union.

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel - Police Chief.

Board to approve and sign minutes from Executive Session meeting of May 19, 2026.

5:30 P.M. – CALL TO ORDER/PLEDGE OF ALLEGIANCE

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.

5:30 – 5:45 P.M. – PUBLIC COMMENT

VISITATION

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

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

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



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7:15 P.M. – Cares Coalition

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.

26-82 Cheryl Lukas – Request to be appointed to the Celebrate Ludlow Committee.

26-83 Zoning Board of Appeals – Request to change filing fee from \$75 to \$150.

26-84 Douglas May – Request to be appointed an Unenrolled Election Worker.

26-85 National Grid – Project Information Update.

UNFINISHED BUSINESS

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

NEW BUSINESS

Board to approve and sign minutes from meeting of May 19, 2026.

Board to appoint Judy Breault to the Conservation Commission.

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

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

Board to possibly sign LATOSS Memorandum of Agreement.

TOWN ADMINISTRATOR'S REPORT



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Office of the Select Board

TOWN OF LUDLOW

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.

Event Calendar:

Children's Bike Parade & Rodeo – June 13th 11:00 a.m. – Starts at the Riverwalk and ends at Sole Syndicate with a luncheon special available after.

Town Hall Closed Friday, June 19th in observance of the Juneteenth holiday.

Town Wide Tag Sale – June 20th at Ludlow High School 9:00 a.m. – 3:00 p.m. Rain date June 21st.

Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
State 911 Department**



**Public Safety Answering Point and Regional Emergency Communication Center
Support and Incentive Grants
Guidelines**

Fiscal Year 2026

**Maura T. Healey
Governor**

**Terrence M. Reidy
Secretary, Executive Office of Public Safety and Security**

**Frank Pozniak
Executive Director, State 911 Department**

**151 Campanelli Drive, Suite A
Middleborough, MA 02346
Phone (508) 828-2911
Fax (508) 947-1452
www.mass.gov/e911**

**All applications shall be mailed, hand delivered or submitted via Commbuys.
No applications will be accepted via fax or email.
All applications must be received by 5:00 P.M. on Tuesday, December 30, 2025.**

State 911 Department Support and Incentive Grant FY 2026

WHAT'S NEW for the Fiscal Year 2026
State 911 Department
PSAP and RECC Support and Incentive Grants

- \$38,908,531 allocated to the Support grant for Fiscal Year 2026 (p.7).
- For Support grant, up to 22.9 percent of the total surcharge revenues of the previous fiscal year (p.7).
- Call Volume Year 2024 is used. Grantees that would be impacted by a decrease in call volume will receive the allocation equivalent to their Fiscal Year 2025 award (p.7).
- Incorporation of Massachusetts Environmental Justice goals (p.9).

State 911 Department Support and Incentive Grant FY 2026

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State 911 Department Support and Incentive Grant FY 2026

I. Introduction

Governor Maura T. Healey, Secretary, Executive Office of Public Safety and Security Terrence M. Reidy, and Executive Director of the State 911 Department Frank Pozniak are pleased to announce the availability of funding for the Fiscal Year 2026 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs.

The State 911 Department is a department within the Executive Office of Public Safety and Security and is responsible for administering the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs. The Department invites eligible entities to submit applications for grant funds under the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs. All information needed to apply, including program guidelines, is contained in these guidelines and the application package.

The following guidelines have been developed for the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants and are applicable for Fiscal Year 2026.

The guidelines and funding levels will be reviewed annually by the State 911 Department and are subject to change, with State 911 Commission approval, with each funding cycle.

The Fiscal Year 2026 Grant will begin on July 1, 2025 and run through June 30, 2026. The "Effective Date" of the individual awards shall be determined in accordance with the Commonwealth Terms and Conditions. **Except as expressly authorized herein, there shall be no reimbursement for costs incurred prior to the Effective Date of the Contract and all goods and services SHALL be received on or before June 30, 2026.**

II. Definitions

Throughout this document and related application, the following words shall, unless the context clearly requires otherwise, have the following meanings:

Commission: the State 911 Commission.

Commonwealth: the Commonwealth of Massachusetts.

Computer Aided Dispatch or CAD: a computer-based system intended to increase the efficiency and accuracy of public safety call handling and dispatching.

Coordination: assignment or request for assignment of police, fire, emergency medical resources or any combination thereof, from multiple jurisdictions to a specific incident or incidents.

Customer Premises Equipment or CPE: enhanced 911 call processing equipment located at a PSAP.

Department: the State 911 Department.

State 911 Department Support and Incentive Grant FY 2026

Dispatch: upon receipt of a telephone, radio, alarm signal or other request for emergency services, provide a decision as to the proper action to be taken and directly select, identify and assign a specific police, fire, emergency medical resource or resources, mobile behavioral health crisis response service, or any combination thereof to respond to such request for service.

Enhanced 911 Fund: the fund established under M.G.L. c. 10, section 35JJ.

Enhanced 911 Service: a service consisting of communication network, database and equipment features provided for subscribers or end users of communication services enabling such subscribers or end users to reach a PSAP by dialing the digits 911, or by other means approved by the department, that directs calls to the appropriate PSAPs based on selective routing and provides the capability for automatic number identification and automatic location identification.

Enhanced 911 Telecommunicator: individual who acts in the capacity of an enhanced 911 call taker.

Electrostatic Discharge or ESD: sudden and momentary electric current that flows between two objects that are at different electrical potentials.

Executive Director: the executive director of the State 911 Department.

Governmental Body: a state board, committee, special committee, subcommittee or commission, however created or constituted within the executive or legislative branch of the commonwealth or the governing board or body of any authority established by the general court to serve a public purpose in the commonwealth or any part thereof; a board, commission, committee or subcommittee of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, redevelopment or similar authority, provided that such entity currently operates a PSAP or RECC or seeks approval from the Department to operate a PSAP or RECC.

Grantee: an eligible applicant that has contracted with the State 911 Department to receive funds under the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs. Only governmental bodies and municipalities are eligible to be grantees.

Jurisdiction: A municipality, the Massachusetts Development Finance Agency, or any other agency or entity established by legislation to carry out similar municipal purposes and powers as the Massachusetts Development Finance Agency.

Limited Secondary PSAP: a PSAP equipped, at a minimum, with automatic number identification and automatic location identification display or printout capability. It receives 911 calls only if transferred from the primary PSAP. Data sent to a limited secondary PSAP cannot be re-routed to another location and may not necessarily be transmitted simultaneously with the voice call.

Municipality: Any city or town within the Commonwealth.

Primary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays, and is the first point of reception of a 911 call. It serves the municipality in which it is located.

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Private Safety Department: an entity, except for a municipality or public safety department that provides emergency police, fire, ambulance or medical services.

Program: the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants Program.

Public Safety Answering Point or PSAP: a facility assigned the responsibility of receiving 911 calls, and as appropriate, directly dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety agencies or other PSAPs.

Public Safety Department: a functional division of a municipality or a state that provides firefighting, law enforcement, ambulance, medical or other emergency services.

Radio Console: the control panel or interface comprised of hardware, including common control hardware, and software components used to monitor, control, and integrate multiple public safety radios or radio systems by a dispatcher in a PSAP using a common microphone, speaker and user interface. This does not include any radio system components.

Radio Systems: base station, portable and mobile radios and related components, including but not limited to, antennas, antenna towers, amplifiers, receivers, and repeaters.

Regional Dispatch: providing dispatch services for two or more public safety departments that serve two or more jurisdictions.

Regional Emergency Communication Center or RECC: a facility operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, as approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of emergency services for all such municipalities or governmental bodies including, but not limited to, a regional PSAP that provides enhanced 911 service and police, fire protection, and emergency medical services dispatch, including services provided by a private safety department. The regional PSAP portion of the center shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional PSAP: a PSAP operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, approved by the Department, for the operation of enhanced 911 call taking and call transfer activities. A regional PSAP may also be engaged in, by agreement, the dispatching or control of public safety resources serving some or all of the municipalities or governmental bodies that comprise the regional PSAP, including where services are provided by a private safety department. If the regional PSAP serves all such municipalities or governmental bodies for the operation of enhanced 911 call taking and call transfer activities and dispatch services including where some dispatch services are provided by a private safety department, it shall be considered a regional emergency communication center. The regional PSAP shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional Secondary PSAP: a facility operated by or on behalf of 3 or more municipalities or governmental bodies, or a combination thereof, approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of either police, fire protection or emergency medical services, or any combination thereof. A regional secondary PSAP is equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when transferred from a primary or regional PSAP or on an alternative routing basis when calls cannot be completed to the primary or regional PSAP.

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Ringling PSAP: a PSAP equipped for receipt of voice communications only, and may not operate 24 hours each day. It receives 911 calls that are transferred from the primary PSAP.

Salary: compensation paid to full-time and part-time employees to include straight time, overtime, contract differentials, sick, vacation, and personal leave; associated fringe benefits and/or indirect costs as applied by a municipality or the Commonwealth. Salary does not include contractual reimbursements prior to the contract effective date, lump sum payments (e.g., lump sum educational incentive payments, longevity payments, etc.), stipends, buy-outs and/or extended sick, extended vacation, extended personal leave, jury duty, active duty, or attendance at conferences/meetings.

Secondary PSAP: a PSAP equipped with ANI and ALI displays. It receives 911 calls only when they are transferred from the primary PSAP or on an alternative routing basis when calls cannot be completed to the primary PSAP.

Wireless State Police PSAP: a state police facility assigned the responsibility of primarily or entirely receiving wireless 911 calls and, as appropriate, directly dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety departments or other PSAPs.

Wireline Enhanced 911 Service: service provided by a wireline carrier that connects a subscriber dialing or entering the digits 911 to a PSAP.

III. Eligibility

A. Support Grant

Primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to participate in the Program and are eligible to receive support grant funding.

For Fiscal Year 2026, \$38,908,531¹ of the total surcharge revenues of the previous fiscal year shall be allocated to the support grant awards.

Support grant awards shall be disbursed according to a formula that weighs both 911 call volume and population served.²

A complete listing of eligible award amounts by PSAP can be found in Appendix A - Award Amounts by PSAP.

In addition to the allocations noted in Appendix A, Primary PSAPs, Regional Secondary PSAPs, Regional PSAPs, and Regional Emergency Communications Centers that dispatch mobile behavioral health crisis response services shall receive additional support grant funding to be used for allowable expenses as follows:

¹ Increased to 22.93%; 2% of which is dedicated to allocation to Regional PSAPs and RECCs; 2.18% to be held for dispatch of mobile behavioral health crisis response service

² 2024 Call Volume and 2020 U.S. Census will be utilized for Fiscal Year 2026. For Fiscal Year 2026, awards will be adjusted so that awardees impacted by a decrease in population and/or call volume will receive the allocation equivalent to their Fiscal Year 2025 award.

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2024 911 Call Volume	Funding Amount
0 - 2,999	\$15,000
3,000 – 3,999	\$20,000
4,000 – 4,999	\$25,000
5,000 – 9,999	\$35,000
10,000 – 19,999	\$45,000
20,000 – 39,999	\$60,000
40,000 – 59,999	\$80,000
60,000 – 99,999	\$100,000
100,000 or more	\$125,000

Primary PSAPs, Regional Secondary PSAPs, Regional PSAPs, and Regional Emergency Communication Centers shall provide a copy of its policy/procedure detailing the dispatching of mobile behavioral health crisis response services.

(The calendar year 2024 call volume is available on our website at www.mass.gov/e911.)

B. Incentive Grant

In addition to amounts allocated as part of the above support grant, existing regional PSAPs and RECCs are eligible to receive additional incentive grant funding through the Program based on the following allocation formula:

- i) for regional PSAPs serving 2 municipalities, 1 percent of the total surcharge revenues of the previous fiscal year;
- ii) for regional PSAPs serving 3 to 9 municipalities, 3 percent of the total surcharge revenues of the previous fiscal year;
- iii) for regional PSAPs serving 10 or more municipalities, 3 percent of the total surcharge revenues of the previous fiscal year; and
- iv) for regional emergency communication centers, 18 percent of the total surcharge revenues of the previous fiscal year.

Further, in recognition of the significant investment the Department has made in Regional PSAPs and RECCs through the Development Grant, Regional PSAPs and RECCs may apply for a one-time increase in its allocation to support up to sixty percent (60%) of one (1) maintenance contract which meets all other eligibility criteria of these guidelines. However, no such request shall exceed three hundred and fourteen thousand dollars (\$314,000). This additional funding shall be used solely for the purpose for which it was applied and shall not be subject to the provisions noted in Section VIII budget modifications.

Funds shall be disbursed according to a formula that weighs both 911 call volume and population served. A listing of the allocations available under the incentive grant by category i to iv above can be found in Appendix A- Award Amounts by PSAP.

The percentages in clauses i to iv, inclusive, and the percentages of the total amounts allocated to each grantee eligible within such clauses i through iv may be adjusted by the State 911 Commission to ensure a proper allocation of incentive funds as more regional PSAPs and RECCs are added.

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The amount allocated to a grantee or grantees under the Support and/or Incentive Grants may be adjusted or capped. In addition, should the status and/or dynamic of a primary PSAP, regional PSAP, RECC or regional secondary PSAP change during this funding cycle, the State 911 Department may take the following actions:

- Should a primary PSAP, regional PSAP, RECC, or regional secondary PSAP cease to exist, said PSAP will no longer be eligible for funding under the Support and/or Incentive Grants. The contract shall be terminated immediately.
- Should a primary PSAP, regional PSAP, RECC, or regional secondary PSAP increase its capacity through consolidation with another PSAP(s) or accepting wireless 911 calls directly, the State 911 Department will re-calculate the eligible award amount taking into account the increased population, call volume and documented additional need, if any, to ensure the success of the regionalization effort. This new allocation as determined by the Department would then be offset by the funding already received and the difference would be pro-rated to allow for funding for the balance of the grant cycle.
- The State 911 Department may limit allowable expenses and/or approved categories of expenses for a PSAP that is regionalizing.

IV. Purpose

Funding for the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants comes from a portion of revenues received pursuant to M.G.L. Chapter 6A, Section 18H. The purpose of the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants is to assist PSAPs and RECCs in providing enhanced 911 service and to encourage the development of regional PSAPs, regional secondary PSAPs, and RECCs.

Further, in support of the Commonwealth's Environmental Justice goal, all applicants shall incorporate the Commonwealth's Environmental Justice principles, where applicable. For more information, please visit [here](#).

V. Use of Funding

Grantees may only use grant funds for the purposes listed below. Use of all grant funding shall be: (a) related to the provision of enhanced 911 service; and (b) approved by the State 911 Department. Funds shall not be used for any equipment, personnel or services that are not directly related to the provision of enhanced 911 service. The State 911 Department reserves the right to reject the funding of items that are equivalent to items that have been purchased with State 911 Department grant funds and are still within their industry standard accepted shelf lives. Additionally, the State 911 Department reserves the right, consistent with these guidelines, to provide or deny funding for types or classes of items that have been permitted or denied in prior grant cycles.

The State 911 Department will allow funding for the purchase or lease of equipment and for debt service on equipment, including without limitation, principal and interest payments on loans, notes, and bonds. The State 911 Department will allow grantees to assign lease, debt service, and/or incremental purchase costs to this grant. However, any and all funding requested under this grant program shall be for goods

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and/or services received. Funding will not be disbursed for obligations made without receipt of goods/services. The State 911 Department makes no guarantee of funding from year to year and does not assume any obligation, as guarantor or otherwise, under any purchase, lease, or debt instrument.

Allowable Expenses

Unless otherwise noted, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs shall be eligible to receive reimbursement of allowable expenses related to the categories below. Primary PSAPs, regional PSAPs, and RECCs who transfer 911 calls to a secondary PSAP or when 911 calls are routed to a secondary PSAP on an alternative routing basis may be reimbursed for the allowable expenses of such secondary PSAP. Funding shall not be available for expenses of a ringing PSAP or a limited secondary PSAP, except where such limited secondary PSAP is the certified emergency medical dispatch resource for the PSAP, unless otherwise approved by the State 911 Department in situations where such limited secondary PSAP or ringing secondary PSAP is transitioning to combined dispatch or to a regional PSAP or RECC.

The State 911 Department reserves the right to request modifications to specifications and/or quantities contained in the quotes/statement of works submitted under this grant program. Further, the State 911 Department reserves the right to limit funding for the purchase of commodities and services noted in the quotes/statement of works submitted under the grant program.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors or certified telecommunicators who are conducting quality control/quality assurance for the applicant. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function; and (3) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are conducting quality control/quality assurance of 911 calls. Reimbursement may be allowed for straight time costs for on the job training for new telecommunicators who are in the process of obtaining certification as an enhanced 911 telecommunicator, in accordance with the requirements of the State 911 Department. Reimbursement for personnel costs related to on the job training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2026 State 911 Department Training Grant, or with the prior written approval of the State 911 Department. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer's salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is

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not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

Certified enhanced 911 telecommunicators for whom reimbursement requests are submitted shall be identified on the Personnel Costs form contained in the Application Package. A PSAP may add a certified enhanced 911 telecommunicator following the award of the grant by submitting a request to 911DeptGrants@mass.gov. Said request shall contain the information noted on the Personnel Costs form contained in the Application Package and shall provide documentation of the required certifications received from attendance at courses hosted by an entity other than the State 911 Department. Such request shall be submitted by an authorized signatory. The State 911 Department will review the request and advise, in writing, whether or not the request has been approved.

- B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment** – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.
- C. Computer-aided Dispatch Systems** – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.
- D. Radio Consoles** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of radio consoles to be used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such radio consoles used in the physical space used for the provision of enhanced 911 service. All radio consoles shall comply with EOPSS Statewide Interoperability Emergency Committee (“SIEC”) special conditions, as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC and/or the Statewide Interoperability Coordinator (“SWIC”) for review and confirmation that the requested item(s) comply with the SIEC special conditions.

Applicants requesting funds for interoperable communications components, such as the purchase of radios, or other communication system components are subject to an additional approval process per Massachusetts Executive Order 493, by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof. Applicants must complete the Interoperable Communications Investment Proposal (ICIP) template and submit it as part of its application. The template is available at <https://www.mass.gov/doc/interoperable-communications-investment-proposal-icip-form/download>.

Questions relating to the SIEC special conditions should be directed to the SWIC. You may e-mail the SWIC at MA.SWIC@mass.gov.

- E. Console Furniture and Dispatcher Chairs** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of console furniture and dispatcher chairs necessary for enhanced 911 telecommunicators working at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to perform their jobs effectively and in an ergonomically appropriate

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manner. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such console furniture and dispatcher chairs, including shelving, storage cabinets, and rotary resource files, used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation.

- F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or update of fire alarm receiving and alerting equipment used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Funding may be used to purchase, install, replace, maintain, and/or update systems used by such PSAPs to alert remote station personnel of emergency responses, including hardware and components installed within remote station locations. Funding for street or structure-based cable or radio fire alarm boxes and related hardware is not permitted.
- G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911 Service**– to defray costs associated with the purchase, installation, replacement, and/or maintenance of other equipment used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation. Funding may be used for, but is not limited to: support technology (such as printers, headsets, and call recorders); supplies (such as disc and printer cartridges); hardware and support costs (excluding monthly recurring telephone service costs) for telephones; acoustic wall and/or ceiling coverings; ESD-resistant flooring; lighting; and security equipment used for securing access to the PSAP to prevent entry by the public or unauthorized personnel.

H. Regional PSAPs and RECCs ONLY:

Public Safety Radio Systems – to defray costs associated with the acquisition and maintenance of radio systems (including circuit costs for connectivity) used for police, fire, emergency medical services, and/or emergency management communications. All radio systems shall comply with EOPSS Statewide Interoperability Emergency Committee (“SIEC”) special conditions, as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC and/or the Statewide Interoperability Coordinator (“SWIC”) for review and confirmation that the requested item(s) comply with the SIEC special conditions.

Applicants requesting funds for interoperable communications components, such as the purchase of radios, or other communication system components are subject to an additional approval process per Massachusetts Executive Order 493, by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof. Applicants must complete the Interoperable Communications Investment Proposal (ICIP) template and submit it as part of its application. The template is available at <https://www.mass.gov/doc/interoperable-communications-investment-proposal-icip-form/download>

Questions relating to the SIEC guidelines should be directed to the SWIC. Send email to MA.SWIC@mass.gov.

Only Regional PSAPs and RECCs are eligible for funding in this category.

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I. Regional Secondary PSAPs ONLY:

Regional Secondary PSAP 911 Customer Premises Equipment Maintenance – to defray costs associated with maintaining PSAP 911 customer premises equipment. ONLY regional secondary PSAPs are eligible for funding in this category.

(The Department assumes the responsibility of all costs for maintenance of CPE at all primary PSAPs and regional PSAPs and RECCs). Note: Regional Secondary PSAPs are eligible for the purchase, installation and/or upgrade of CPE equipment under the State 911 Department Regional PSAP and Regional Secondary PSAP and RECC Development Grant.

All goods and services SHALL be received on or before June 30, 2026 to be eligible for reimbursement under the Fiscal Year 2026 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.

The State 911 Department may grant an extension, not to exceed ninety (90) days from the end of the contract period, for the receipt of goods and services after June 30, 2026 if the grantee demonstrates to the satisfaction of the State 911 Department that the goods and services will not be received on or before June 30, 2026 solely as the result of the vendor's inability to deliver such goods and services, through no fault of the grantee, on or before June 30, 2026. Any request for an extension shall be made on or before March 31, 2026 and shall be supported by appropriate documentation. Failure to request an extension on or before March 31, 2026 may result in denial of said request and denial of reimbursement for any and all costs associated with goods/services not received on or before June 30, 2026.

All technology or telecommunications related goods or services must be compliant with applicable laws, rules, regulations, and standards. Grantees shall specify that they have referenced <https://www.mass.gov/it-accessibility>, <https://www.access-board.gov/>, the Massachusetts Architectural Access Board regulations at <https://www.mass.gov/orgs/architectural-access-board>, and the Massachusetts Office on Disability standards and best practices at <https://www.mass.gov/disability-rights-resources> to determine what laws, rules, and standards apply and what efforts they have made to ensure specific compliance therewith. Failure to make adequate ascertain of compliance will result in denial of funding for the requested goods or services.

VI. Application Process

All applicants shall submit to the State 911 Department one (1) original, including budget worksheet and detail narrative, supporting documentation, a fully executed Commonwealth of Massachusetts Contractor Authorized Signatory Listing Form, and completion of the highlighted areas of the Commonwealth's Standard Contract Form signed by an authorized signatory for the grant.

In addition, regional PSAPs and RECCs shall submit, with their grant application, a copy of the current fiscal year and previous fiscal year's detailed Departmental budget supporting the applicant, a five (5) year capital budget and an organizational chart that clearly defines all positions. Other applicants shall provide this information upon request. Submissions must be detailed by line item showing all operational costs, including salaries and related overtime in support of running the operations. All funding sources, including 911 funds, must be included in this submission. Regional PSAPs and RECCs shall provide, upon request, a current inter-municipal agreement, district agreement, joint service agreement, service exchange agreement, or other equivalent formal, binding contract ("IMA").

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Budget Worksheet and Detail Narrative:

- Use the worksheet provided to summarize the amounts planned to be spent in each category.
- Use the narrative section to explain, in detail, the basis of the funding in each category. Be as specific as possible and include quotes, brand names and model numbers where applicable and available. For example, if the grantee has \$1,000.00 in the "furniture, chairs" column, the grantee shall justify the computation of that budget item in the narrative such as "4 Acme model EZ dispatch chairs at \$250.00 per chair."

DO NOT SUBMIT BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED.

THE APPLICATION AND SUPPORTING DOCUMENTATION SHALL NOT BE DOUBLE SIDED.

All applications must be signed and submitted by an authorized signatory of the applicant.

All applications shall be mailed, hand-delivered to the address below, or submitted via Commbuys (www.commbuys.com). No applications will be accepted via fax or email. Original signatures are required.

REMINDER: IF SUBMITTING YOUR GRANT APPLICATION VIA COMMBUYS, YOU MUST MAIL THE SIGNED APPLICATION, STANDARD CONTRACT FORM, AUTHORIZED SIGNATORY LISTING FORM TO THE DEPARTMENT.

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346

ALL GRANT APPLICATIONS MUST BE RECEIVED BY THE STATE 911 DEPARTMENT NO LATER THAN 5:00 P.M. ON TUESDAY, DECEMBER 30, 2025.

The State 911 Department reserves the right, in its sole discretion, to extend the application deadline.

VII. Grant Review and Selection Process

The State 911 Department staff will review all applications and make selection recommendations to the Executive Director or his designee. The State 911 Department staff will use its best efforts to review grant applications and to take the following action within fifteen (15) business days of receipt of the grant application: 1) request additional information from the applicant in the event that the grant application is not complete; 2) recommend approval of the grant; or 3) recommend denial of the grant, in part or in its entirety. If the State 911 Department staff determines, based upon its review of the grant application, that the grant application is not complete, the State 911 Department will notify the applicant by telephone and/or e-mail of the need to provide additional information and will notify the applicant that such additional information shall be provided to the State 911 Department staff in order to complete the application. If the applicant fails to provide the requested information necessary to complete the application, the State 911 Department may consider the application closed and return the application to the applicant. If the application is closed and returned to the applicant, the applicant may resubmit the application, in which case the application will be considered a new application, and the review period will begin again.

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Any denial of a grant application, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director are final.

The State 911 Department reserves the right, in its sole discretion, to modify or extend any of the above timelines.

Adherence to the conditions detailed within the grant application package and other factors will be considered. These factors include:

- a reasonable, properly completed budget and application;
- applicant's adherence to filing requirements of the PSAP/RECC Annual Certification of Compliance;
- applicant's adherence to MassGIS reporting and filing requirement;
- applicant's documentation of its due diligence to comply with MassGIS directive and any other issued directive;
- applicant's adherence to filing requirements of its Primary PSAP, Regional PSAP, or RECC Continuity of Operations Plan (COOP);
- applicant's acknowledgement of its alternate; and
- applicant's adherence to grant guidelines and reporting requirements.

VIII. Grant Funding Process

Upon completion of the grant review process, the State 911 Department will enter into contracts with approved applicants. As of the effective date of the contract, the grantee can incur costs and seek reimbursement from the State 911 Department, provided that all award conditions have been satisfied.

In addition:

- Grantees are expected to provide MassGIS with the following information: 1) updated standardized parcel mapping that includes a current MassGIS extract from the assessor's database or, if the maps were not updated in the prior calendar year, a standardized extract from the assessor's database current as of January 1 of the calendar year of the grant application; and 2) timely notification of all new or changed addresses or notice that there have been no new or changed addresses. At a minimum, MassGIS shall be notified twice a year by the addressing authority of all new or changed addresses, or if there are no changes in the community. Regional PSAPs and RECCs are also expected to make reasonable efforts by communicating to their member municipalities that they must provide MassGIS with such information. Please note that funding under the State 911 Department Support and Incentive Grant shall not be awarded until the Grantee's compliance with the aforementioned requirement has been demonstrated, or as otherwise authorized by the State 911 Department's Executive Director. A list of PSAPs'/RECCs' compliance status can be found on the MassGIS website (<https://www.mass.gov/orgs/massgis-bureau-of-geographic-information>) under the section titled "What would you like to do" click on "Check your State 911 Grant Eligibility Status". Open the link "**PDF Document**". This list or other documentation demonstrating compliance shall be submitted as part of the PSAP's/RECC's application. Primary PSAPs, Regional PSAPs, Regional Secondary PSAPs, and RECCs should contact MassGIS via e-mail at massgismail@mass.gov for assistance. Please note "911 Grant" in the subject line.

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- Please note that funding under the State 911 Department Support and Incentive Grant shall not be awarded until the Grantee has received the State 911 Department's written approval of the Grantee's PSAP/RECC Annual Certification of Compliance Form, or as otherwise authorized by the Department.
- The State 911 Department will not reimburse for costs incurred prior to the effective date of the contract, except as requested by the applicant and approved by the State 911 Department, or as otherwise noted herein.
- All funding is subject to the availability of funds.
- Grantees shall maintain and retain accounting and other records of Program-related information as required by applicable state and local laws and regulations and are subject to examination, audit, and inspection by the State 911 Department and/or any other local, state, or federal agency that has appropriate jurisdictional authority.
- The State 911 Department reserves the right to withhold future grant funding and/or disqualify grantee from participating in future grant awards if any grant funds received by grantee are not properly accounted for, and/or if grantee fails to meet reporting requirements, including without limitation, annual submission of PSAP's COOP as well as other reporting and/or certification requirements set forth in regulations and/or standards established by the State 911 Department.
- Grantees are advised that the State 911 Department may escalate any and all non-compliance issues should the non-compliance not be immediately resolved upon notification and may suspend funding under this grant program and/or any other grant program administered by the State 911 Department.
- Should a Grantee withdraw from a regional project (through dissolution, termination, or amendment of the IMA, or otherwise), the State 911 Department reserves its rights to seek reimbursement (including from non-Grantees) of any and all grant funding disbursed to the Grantee.
- All goods and services shall be received on or before June 30, 2026, except as otherwise expressly noted herein.
- Any funding received for which goods and or services are not received on or before June 30, 2025 shall be promptly returned to the State 911 Department, unless otherwise approved by the State 911 Department.
- Funding of reimbursement requests received after September 1, 2026, the close of the fiscal year under which costs were incurred, cannot be guaranteed.
- Disposal of Equipment Purchased with Grant Funding: Grantees may replace and/or dispose of equipment purchased with funds under the State 911 Department grant programs only if such equipment has reached the end of its useful life, in accordance with the manufacturer's warranty or industry expected useful life, whichever is longer. Disposal shall comply with municipal guidelines, and equipment may be transferred to public entities for public municipal purposes only.

Budget Modifications

After contract execution, the grantee is permitted to reallocate not more than 25% of the total award amount between **approved** categories of use set forth in Section V. "Use of Funding" above for **approved items** without requesting prior approval from the State 911 Department. For example, if a PSAP is awarded a \$10,000 contract to fund \$5,000 in personnel costs (category A) and \$5,000 for dispatcher chairs (category E) and determines that reimbursement of additional personnel costs is warranted, it may reallocate \$2,500 (25% of the award) from category E to category A without receiving approval from the State 911 Department. The PSAP's new budget becomes \$7,500 for category A and \$2,500 for category E.

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A grantee shall be permitted to reallocate funding through a budget modification when:

- 1) reallocation is between previously approved budget categories and approved items but exceeds 25% of the total contract award;
- 2) reallocation is for an item or quantity not previously approved that falls within a previously approved budget category; or
- 3) reallocation falls within a budget category not previously requested in the initial grant application.

Such budget modifications shall be subject to the prior written approval of the State 911 Department, and such approval shall be sought and obtained PRIOR to implementation of such reallocation or new budget items/expenses.

Budget modification forms can be found at www.mass.gov/e911. This form should be completed and forwarded along with a brief narrative explaining the requested changes. Budget modifications along with requested narrative and quotes (if applicable) MUST be submitted to:

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
Attn: State 911 Department Development Grant Program
or
911DeptGrants@mass.gov

Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2026.

The State 911 Department reserves the right, in its sole discretion, to modify or extend any of the above timelines.

Reimbursement Process

A. Reimbursement for Expenses Incurred

After contract execution, the grantee can incur costs and seek reimbursement from the Department. Approval of reimbursement at the time of contract execution is conditional on the reasonableness of the request and adequacy of documentation at the time funds are to be disbursed.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Failure to submit requests within the noted timeframe may result in a delay of the funding process as detailed above. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof

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of payment and/or payroll records. **All reimbursement requests shall be submitted within one (1) month of the contract end date.** PSAPs are advised that the Department is unable to guarantee funding for reimbursement requests received after September 1, 2026, the close of the fiscal year under which costs were incurred.

For personnel costs, proof of payment shall include the individual name, pay period, pay date, rate of pay, number of hours paid and the total amount paid. As an example, the supporting documentation may be a copy of the payroll register/report from the city or town or copies of pay advices for the employee. Please note the payroll register/report does not need to segregate the “grant” costs, it simply needs to show payment to the individual for at least the amount of the requested reimbursement.

For vendor payments, proof of payment shall include the payor’s name, check/electronic funds transfer (“eft”) number, the date of payment, the vendor’s name, and the amount of payment. As an example, the supporting documentation may be a copy of the check, cancelled check, or check warrant report. If the amount of the check is greater than the amount being requested, a breakdown of the payment should be provided to properly support the costs being requested.

All State 911 Department Program reimbursement forms will be made available at www.mass.gov/e911. Reimbursement forms, along with all required supporting documentation, shall be submitted to the Department by mail or hand delivered. Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of a grant award.

Awardees will receive an e-mail notification from the Department confirming receipt of the reimbursement request. It is incumbent upon the awardee to contact the Department if said receipt is not received within ten (10) business days from the date the reimbursement was mailed or three (3) business days from the date the reimbursement was hand delivered.

Please be sure to notify your Municipal Treasurer’s/Finance Office as all payments will be issued to that office.

B. Release of Funding to Grantees for Anticipated Expenditures

The Department recognizes that grantees may have budget limitations that do not permit them to make significant purchases or commit to personnel-related funding without adequate funds already in place. Therefore, the Department may disburse grant funds for anticipated expenditures as detailed below.

- **Equipment/Services:** Upon request of the grantee, anticipated expenditures may qualify for a disbursement of grant funds when: (1) the good/service is an approved budget item; (2) the good/service complies with all applicable purchasing policies, procedures, and regulations; (3) the good/service has been received/rendered; and (4) a valid invoice from the vendor documenting receipt of the goods/services is produced. Documentation, including but not limited to, bid documents (where applicable), product information, shipping documents and additional pertinent and available information will be required prior to release of funds. Additional documentation, including but not limited to, proof of payment and other pertinent and available documentation shall be submitted to the State 911 Department within fifteen (15) days of issuance of payment by the grantee to the vendor. The State 911 Department reserves the right to withhold and/or reduce future disbursements to a grantee who fails to comply with reporting requirements.
- **Personnel:** Funds may be disbursed, upon request of the grantee, to support anticipated new enhanced 911 telecommunicator personnel salary costs. Please see above Section V “Use of

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Funding” subsection A “Enhanced 911 telecommunicator personnel costs” for a detailed explanation of how grant funds may be used to support personnel costs. An initial disbursement equivalent to two months of salary costs may be made to the grantee. Personnel costs must be reconciled with the State 911 Department on a monthly basis. All subsequent disbursements will be made monthly in the amount of costs reconciled by the grantee. Pertinent and available documentation, including but not limited to, job postings, offer of employment, and scheduled start date, will be required prior to disbursement of any funds. Additional documentation, including but not limited to, detailed specific payroll records and other pertinent and available documentation shall be submitted monthly to the Department that provides proof that the disbursed funds were used to support the personnel costs as requested.

- **State Agencies:** In compliance with Massachusetts finance law and regulations, funds may be disbursed upon execution of an intergovernmental service agreement (“ISA”) for state agencies hosting a PSAP, or other terms as agreed upon with the Office of the State Comptroller. State agencies shall be required to submit the same level of documentation as detailed in Section VIII “Grant Funding Process” subsection A “Reimbursement for Expenses Incurred.” Failure to submit documentation in compliance with these grant guidelines may result in suspension or cancellation of the ISA and/or delays in future funding. Expenses identified by the State 911 Department as ineligible under this grant shall be removed from the child account within ten (10) business days of receipt of notification of ineligible expenses.

The State 911 Department staff will review all reimbursement requests and make selection recommendations to the Executive Director or his designee. The State 911 Department staff will make its best efforts to review reimbursement requests and take action within thirty (30) business days of receipt of the reimbursement request.

The State 911 Department will provide a letter of explanation with all reimbursement requests that are returned to a grantee. The State 911 Department will also notify, via e-mail, the authorized signatory(ies) for a grantee of all payments processed. In the event that a payment is processed for an amount less than that requested, the reason(s) for such reduction will be noted on the reimbursement forms that will be provided with the payment notification.

Any denial of a reimbursement request, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director, or his designee, will use his/her best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for reimbursement requests under the State 911 Department Support and Incentive Grant are final.

The State 911 Department reserves the right, in its sole discretion, to modify or extend any of the above timelines.

IX. Assistance

The Fiscal Year 2026 PSAP and RECC Support and Incentive Grants Application Package is available on the State 911 Department website at www.mass.gov/e911.

A sample application form is posted on the State 911 Department website at www.mass.gov/e911.

For assistance, please contact Cindy Reynolds, the State 911 Department Grants Management Specialist at 508-821-7299 or 911DeptGrants@mass.gov.

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For additional assistance, please refer to the following State 911 Department contact list:

Name	Resource	Contact Number	E-Mail
Cindy Reynolds	Questions regarding application process, budget modifications	508-821-7299	911DeptGrants@mass.gov
Angela Pilling	Questions regarding eligibility and process for reimbursements; to schedule application and/or reimbursement training sessions	508-821-7305	Angela.Pilling@mass.gov
Karen Robitaille	Grant eligibility; funding; implementation of guidelines	508-821-7221	Karen.Robitaille@mass.gov
<p><u>Virtual Application Workshop</u> – 11:00 am on the Third Monday of every month (March – December) If the third Monday is a holiday, the workshop will be held on the fourth Monday of that month.</p> <p><u>Virtual Reimbursement Workshop</u> – 11:00 am on the Third Wednesday of every month</p>		<p>Register via e-mail to 911DeptGrants@mass.gov Or visit our events calendar on our website www.mass.gov/e911</p>	

All applications shall be submitted to:

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
 or
www.Commbuys.com

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APPENDIX A: AWARD AMOUNTS BY PSAP

FY 2026 Support & Incentive Allocations						
PSAP	Allocation Amount	Support	2	3-9	10+	RECC
ACTON	\$79,950	\$79,950				
ACUSHNET	\$40,479	\$40,479				
AGAWAM	\$116,290	\$116,290				
AMHERST	\$133,008	\$133,008				
ANDOVER	\$121,093	\$121,093				
ARLINGTON	\$138,704	\$138,704				
ASHBURNHAM	\$30,890	\$30,890				
ASHLAND	\$55,758	\$55,758				
ATTLEBORO	\$165,733	\$165,733				
AUBURN	\$67,508	\$67,508				
AVON	\$31,457	\$31,457				
AYER	\$419,920	\$87,304				\$332,616
BARNSTABLE (Town of)	\$270,026	\$270,026				
BARNSTABLE COUNTY	\$3,369,269	\$791,523		\$2,577,746		
BEDFORD	\$49,278	\$49,278				
BELLINGHAM	\$55,942	\$55,942				
BELMONT	\$78,377	\$78,377				
BERKLEY	\$31,388	\$31,388				
BEVERLY	\$163,964	\$163,964				
BILLERICA	\$134,825	\$134,825				
BLACKSTONE	\$36,175	\$36,175				
BOSTON	\$4,000,000	\$4,000,000				
BOURNE	\$105,918	\$105,918				
BOXFORD	\$36,245	\$36,245				
BOYLSTON	\$27,610	\$27,610				
BRAINTREE	\$156,517	\$156,517				
BRIDGEWATER	\$105,245	\$105,245				
BROCKTON	\$568,038	\$568,038				
BROOKLINE	\$248,276	\$248,276				
BURLINGTON	\$101,179	\$101,179				
CAMBRIDGE	\$494,531	\$494,531				
CANTON	\$86,759	\$86,759				
CARLISLE	\$31,256	\$31,256				
CARVER	\$44,496	\$44,496				
CHARLTON	\$49,102	\$49,102				
CHELMSFORD	\$117,760	\$117,760				
CHELSEA	\$176,285	\$176,285				
CLINTON	\$47,252	\$47,252				
CONCORD	\$64,853	\$64,853				
DALTON	\$169,900	\$50,686				\$ 119,214
DANVERS	\$109,272	\$109,272				
DARTMOUTH	\$133,391	\$133,391				
DEDHAM	\$110,595	\$110,595				
DENNIS	\$67,462	\$67,462				

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PSAP	Allocation Amount	Support	2	3-9	10+	RECC
DIGHTON	\$33,177	\$33,177				
DOUGLAS	\$34,684	\$34,684				
DOVER	\$30,244	\$30,244				
DUKES COUNTY	\$1,474,244	\$279,334				\$1,194,910
DUXBURY RECC	\$2,089,572	\$326,792				\$1,762,780
EASTHAMPTON	\$428,498	\$126,491				\$ 302,007
EVERETT	\$206,970	\$206,970				
FALL RIVER	\$510,517	\$510,517				
FITCHBURG	\$174,594	\$174,594				
FRAMINGHAM	\$286,472	\$286,472				
FREETOWN	\$40,426	\$40,426				
GARDNER	\$83,714	\$83,714				
GEORGETOWN	\$34,234	\$34,234				
GLOUCESTER	\$102,983	\$102,983				
GRAFTON	\$56,732	\$56,732				
GRANBY	\$32,093	\$32,093				
GREAT BARRINGTON	\$44,133	\$44,133				
GREENFIELD	\$97,550	\$97,550				
GROVELAND	\$31,080	\$31,080				
HADLEY	\$36,656	\$36,656				
HAMILTON	\$27,501	\$27,501				
HAVERHILL	\$293,328	\$293,328				
HOLYOKE	\$246,443	\$246,443				
HOPKINTON	\$51,409	\$51,409				
HUDSON	\$67,385	\$67,385				
IPSWICH	\$46,812	\$46,812				
KINGSTON	\$47,855	\$47,855				
LAKEVILLE	\$40,804	\$40,804				
LAWRENCE	\$405,377	\$405,377				
LEOMINSTER	\$163,812	\$163,812				
LEXINGTON	\$109,744	\$109,744				
LINCOLN	\$33,578	\$33,578				
LITTLETON	\$37,995	\$37,995				
LOWELL	\$460,496	\$460,496				
LUDLOW	\$78,894	\$78,894				
LYNN	\$1,255,719	\$702,309	\$553,410			
LYNN REGIONAL SECONDARY	\$299,178	\$299,178				
LYNNFIELD	\$43,486	\$43,486				
MALDEN	\$256,332	\$256,332				
MARBLEHEAD	\$94,600	\$94,600				
MARION	\$30,059	\$30,059				
MARLBOROUGH	\$154,964	\$154,964				
MARSHFIELD	\$87,719	\$87,719				
MATTAPOISETT	\$31,692	\$31,692				
MAYNARD	\$32,439	\$32,439				
MEDFIELD	\$41,845	\$41,845				
MEDFORD	\$205,397	\$205,397				

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PSAP	Allocation Amount	Support	2	3-9	10+	RECC
MEDWAY	\$42,694	\$42,694				
MELROSE	\$90,505	\$90,505				
MERRIMAC	\$30,971	\$30,971				
METACOMET EMER. COMM. CTR.	\$1,454,050	\$437,358				\$1,016,692
METHUEN	\$180,964	\$180,964				
METRO NORTH	\$1,754,867	\$545,409				\$1,209,458
MIDDLEBORO	\$92,987	\$92,987				
MILFORD	\$111,259	\$111,259				
MILLBURY	\$49,841	\$49,841				
MILLIS	\$34,389	\$34,389				
MILTON	\$96,077	\$96,077				
MONTAGUE	\$34,292	\$34,292				
NAHANT	\$26,080	\$26,080				
NANTUCKET*	\$87,500	\$87,500				
NASHOBA VALLEY RDD	\$1,041,329	\$411,826				\$ 629,503
NATICK	\$119,806	\$119,806				
NEEDHAM	\$98,451	\$98,451				
NEW BEDFORD	\$555,845	\$555,845				
NEW BRAINTREE MSP	\$518,053	\$158,539				\$ 359,514
NEWBURY	\$31,908	\$31,908				
NEWBURYPORT	\$61,192	\$61,192				
NEWTON	\$302,922	\$302,922				
NORFOLK COUNTY CONTROL	\$4,449,846	\$2,246,850			\$2,202,996	
NORTH ADAMS	\$348,429	\$108,908				\$ 239,521
NORTH ANDOVER	\$100,780	\$100,780				
NORTH ATTLEBOROUGH	\$99,161	\$99,161				
NORTH READING	\$48,134	\$48,134				
NORTHERN MIDDLESEX RECC	\$1,182,037	\$345,927				\$ 836,110
NORTHAMPTON	\$128,493	\$128,493				
NORTHBOROUGH	\$51,709	\$51,709				
NORTHBRIDGE	\$54,688	\$54,688				
OXFORD	\$51,570	\$51,570				
PALMER	\$50,276	\$50,276				
PATRIOT	\$678,842	\$181,051				\$ 497,791
PEABODY	\$232,060	\$232,060				
PEMBROKE	\$62,956	\$62,956				
PITTSFIELD	\$233,940	\$233,940				
PLYMOUTH	\$214,538	\$214,538				
QUINCY	\$370,812	\$370,812				
RANDOLPH	\$133,754	\$133,754				
RAYNHAM	\$55,262	\$55,262				
READING	\$79,870	\$79,870				
REHOBOTH	\$41,199	\$41,199				
ROCKPORT	\$34,188	\$34,188				
RUTLAND	\$539,873	\$141,296				\$ 398,577

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PSAP	Allocation Amount	Support	2	3-9	10+	RECC
SALEM	\$173,862	\$173,862				
SALISBURY	\$34,131	\$34,131				
SANDWICH	\$77,176	\$77,176				
SAUGUS	\$111,516	\$111,516				
SCITUATE	\$59,884	\$59,884				
SEEKONK	\$51,565	\$51,565				
SHARON	\$56,886	\$56,886				
SHELBURNE FALLS MSP	\$1,492,932	\$292,932			\$1,200,000	
SHREWSBURY	\$128,283	\$128,283				
SOMERSET	\$65,690	\$65,690				
SOMERVILLE	\$295,463	\$295,463				
SOUTHEASTERN MA REG. 911 DIST.	\$1,785,275	\$537,212				\$1,248,063
SOUTH HADLEY	\$61,189	\$61,189				
SOUTH SHORE RECC	\$1,284,523	\$363,233				\$ 921,290
SOUTH WORCESTER CTY RECC	\$623,469	\$180,738				\$ 442,731
SOUTHBOROUGH	\$40,160	\$40,160				
SOUTHBRIDGE	\$69,699	\$69,699				
SPENCER	\$54,636	\$54,636				
SPRINGFIELD	\$992,816	\$992,816				
STERLING	\$34,404	\$34,404				
STONEHAM	\$76,833	\$76,833				
STOW	\$31,689	\$31,689				
STURBRIDGE	\$41,506	\$41,506				
SUTTON	\$36,396	\$36,396				
SWANSEA	\$59,385	\$59,385				
TAUNTON	\$234,847	\$234,847				
TEMPLETON	\$189,832	\$54,714				\$ 135,118
TRURO	\$25,516	\$25,516				
TYNGSBOROUGH	\$40,372	\$40,372				
UPTON	\$266,615	\$75,464	\$191,151			
UXBRIDGE	\$47,890	\$47,890				
WACHUSETTS RECC	\$704,357	\$202,246				\$ 502,111
WAKEFIELD	\$88,747	\$88,747				
WALPOLE	\$80,779	\$80,779				
WALTHAM	\$226,871	\$226,871				
WAREHAM	\$108,319	\$108,319				
WATERTOWN	\$117,300	\$117,300				
WAYLAND	\$45,413	\$45,413				
WELLESLEY	\$92,770	\$92,770				
WEST BRIDGEWATER	\$39,911	\$39,911				
WEST NEWBURY	\$27,998	\$27,998				
WEST SPRINGFIELD	\$143,686	\$143,686				
WESTBOROUGH	\$77,476	\$77,476				
WESTERN MA COMM CENTER	\$4,848,029	\$1,599,389				\$3,248,640

State 911 Department Support and Incentive Grant FY 2026

PSAP	Allocation Amount	Support	2	3-9	10+	RECC
WESTFIELD	\$1,040,343	\$302,793				\$ 737,550
WESTFORD	\$83,046	\$83,046				
WESTMINSTER	\$33,629	\$33,629				
WESTON	\$42,410	\$42,410				
WESTPORT	\$54,528	\$54,528				
WESTWOOD	\$54,544	\$54,544				
WEYMOUTH	\$222,496	\$222,496				
WILBRAHAM RECC	\$660,471	\$193,813				\$ 466,657
WILLIAMSTOWN	\$38,392	\$38,392				
WILMINGTON	\$78,159	\$78,159				
WINCHENDON	\$164,267	\$68,417				\$ 95,850
WINCHESTER	\$65,826	\$65,826				
WOBURN	\$153,170	\$153,170				
WORCESTER RECC	\$3,010,287	\$1,514,567				\$1,495,720
YARMOUTH	\$140,390	\$ 140,390				



Ludlow CARES Coalition, Inc.

P.O. Box 415 • Ludlow, Massachusetts • 01056
ludlowcares@gmail.com • www.ludlowcarescoalition.org

Compassion • Awareness • Respect • Education • Safety

April 1, 2026

Manny Silva, Chairman
Ludlow Board of Selectmen
488 Chapin Street
Ludlow MA 01056

Re: Ludlow CARES Coalition request for funding through Town of Ludlow Opioid Relief Funds

CARES is requesting reimbursement of expenses from the Town of Ludlow Opioid Settlement Funds. Enclosed is a summary and reimbursement request for the following:

- **Red Ribbon Week 2025**
 - School Red Ribbon Week Activities
 - Ludlow Boys and Girls Club Activities
 - Community Awareness Activities
- **Hoops and High Fives – Harlem Triksterz Basketball Event and Education**
- **CARES Mental Health First Aid Initiative**
 - Ludlow High School Mental Health Fair
 - Teen Mental Health First Aid Training
 - Youth Mental Health First Aid Training

Total Requested Reimbursement: \$12,846.71

Red Ribbon Week 2025

CARES has led the town-wide Red Ribbon Week campaign in Ludlow since 2012. Reimbursement is requested for 2025. Prior to 2024, all activities had been funded by the Ludlow CARES Coalition.

Red Ribbon Week, occurring each year at the end of October (23-31), is the nation's largest and longest-running drug-use prevention campaign. The focus of the campaign is to educate and encourage parents/caregivers and youth to participate in prevention activities organized during the entire week. CARES utilizes resources from the DEA, SAMSA, BSAS, and Ludlow Public Schools to provide education including *Talk They Hear You*, *One Pill Can Kill*, and other materials for parents, educators, and caregivers. We market these and other websites so the community is aware of resources related to prevention, treatment, support and recovery. Ludlow Public Schools, Ludlow Boys and Girls Club, Ludlow Public Library, and the Ludlow Public Safety Department all received promotional items from Ludlow CARES Coalition to help engage in this year's theme "Life is a Puzzle. Solve it Drug Free."



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We are seeking reimbursement for these expenses under the following guidelines of the Opioid Settlement Funds:

Prevent Misuse of Opioids and Implement Prevention Education

Support efforts to prevent misuse of opioids through strategies that:

- Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence-based models for strategic planning to consider, including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).

Hoops and High Fives – Harlem Triksterz Basketball Event and Education

On October 28th, CARES hosted the Harlem Triksterz for the day as our featured Red Ribbon Week Community Event. As part of Red Ribbon Week, CARES strives to host community events to not only bring the community together but also to take the time to provide information and resources regarding illegal substance use/abuse. While the Triksterz visited the grade schools during the day, the highlight of the day was a basketball game between the Triksterz and teachers and administrators from the Ludlow Public Schools. A sold-out crowd enjoyed the evening with participation from Ludlow High School Chorus, LHS CARES, Ludlow Boys and Girls Basketball Teams and Ludlow Cheerleaders. CARES distributed material highlighting the Red Ribbon Week theme and encouraged all in attendance to know how important we all are in the effort to prevent illegal substance use in our community. CARES also distributed materials for those in recovery and stressed how important it is to support those that have a substance use disorder to seek help and recovery.

We are seeking reimbursement for these expenses under the following guidelines of the Opioid Settlement Funds:

- Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth.
- Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.



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Our Facebook page, website and articles in both the Ludlow Register and The Reminder cover activities during Red Ribbon Week. Red Ribbon Week is just one way we continue to communicate the importance of prevention. We continue this message throughout the year in Ludlow through our activities and ongoing messaging.

Total Reimbursement Requested: \$9,337.55

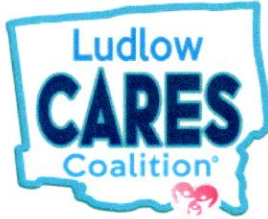
CARES Mental Health First Aid Initiative

As presented to the Board of Selectmen in 2023, Ludlow CARES embarked on a Mental Health First Aid Initiative with the goal of raising awareness on the importance of mental health and early intervention and to ultimately provide Mental Health First Aid (MHFA) training to 1000 individuals who live or work in Ludlow by the end of 2025. While we have not reached the target of 1000 at this time, over 500 members of the Ludlow community have taken part in this program. Thanks to our ongoing partnership with the Ludlow Public Schools, we are pleased that all teachers and newly hired teachers have received the Youth Mental Health First Aid Training. In addition, our Teen Mental Health First Aid Classes are now offered in Fall and Spring as part of LHS CARES.

New this year, CARES sponsored a Youth Mental Health Fair at Ludlow High School. All activities at the event were conducted by students with an adult advisor from Ludlow High School Counseling Department. Student participants were able to get information from their peers on various topics that might impact or improve their mental health. All LHS students attended and feedback was very positive in the effort to raise awareness and how to seek help if needed.

Plans for 2026

- CARES will continue to offer both YMHFA and AMHFA via Zoom to those that live and work in Ludlow. We will provide updated scheduling in the near future.
- We are also working with the LPS to identify dates and times for additional staff and coaches to attend the training.
- Teen Mental Health First Aid – CARES continues to support LHS CARES and provide this training at LHS Our hope is to possibly integrate this certification into future standard classroom training.



Ludlow CARES Coalition, Inc.

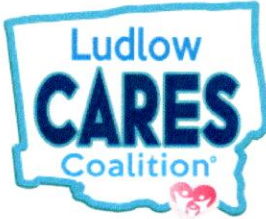
P.O. Box 415 • Ludlow, Massachusetts • 01056
ludlowcares@gmail.com • www.ludlowcarescoalition.org

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We are seeking reimbursement for these expenses under the following guidelines of the Opioid Settlement Funds:

- Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.
- Provide training and education regarding Naloxone and other drugs that treat overdoses (provided in AMHFA Training).
- Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.

Total Reimbursement Request for this initiative is: \$3,509.16



Ludlow CARES Coalition, Inc.

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Plans for 2026

- Strategic planning regarding CARES leadership has been completed, and the new executive board has been installed. We are excited to announce that Peter Leonczyk has accepted the role of President of Ludlow CARES Coalition and will be your main contact going forward. Sandy Auclair has accepted the role of Secretary. Laura Rooney (past President) and Diana Roy (past Secretary) will continue as advisors on the board for 2026.
- CARES is in the process of understanding the results of the Youth Health Survey and opportunities to engage the community in prevention. We will seek ideas that engage the community in conversations and activities that promote the prevention of illegal substance use and abuse.
- Red Ribbon Week 2026 – CARES will hold its annual RRW and events in October 2026. CARES will be seeking reimbursement for expenses incurred during RRW.
- LHS CARES/Baird CARES – We hope to continue to support the growth of LHS CARES and bring back Baird CARES in the Fall of 2027.
- CARES Monthly Meetings – CARES continues to hold monthly open meetings to gather residents and members of community and town organizations to provide information on our programs as well as events that support our community. These meetings provide an opportunity to share information and ideas for future events and are open to all Ludlow residents.

We are all excited about the next chapter of the Ludlow CARES Coalition. CARES is successful due to the support and participation of our entire community. We will continue to work together with all our resources to engage in a thoughtful way to become a prevention-prepared community.

We thank the Board of Selectmen and the Ludlow Community for their support of the Ludlow CARES Coalition. We look forward to continuing our partnership to build a Prevention Prepared Community.

Take care,

Laura Rooney
Past- President Ludlow CARES Coalition, Inc.
(413) 896-8570

Cc:
Marc Strange – Ludlow Town Administrator
Ludlow CARES Coalition Advisory Board

Product	Quantity	Price
Bracelet type:: Silicone (+\$0.00)		
Mental Health Bracelet - Not All Wounds Are Visible	100	\$148.00
Bracelet type:: Silicone (+\$0.00)		
Subtotal:		\$1,601.07
Shipping:		\$160.11 via Standard
Tax:		\$0.00
Payment method:		PayPal
Total:		\$1,761.18

*Paid 10/24/25
 CA# 2415
 LHS Mental Health Services*

Billing address

Shipping address

*Lisa Nemeth
 Ludlow High School
 500 Chapin Street
 Ludlow, MA 01056
 United States (US)
 4132045212
L_nemeth@ludlowps.org*

*Lisa Nemeth
 Ludlow High School
 500 Chapin Street
 Ludlow, MA 01056
 United States (US)*

Thanks for using nimcoinc.com!

Nimco

—
 Lisa Nemeth, C.A.G.S.
 (She/Her/Hers)
 Principal, Ludlow High School

Thank you for your order

Hi Lisa,

Just to let you know — we've received your order #108275, and it is now being processed:

[Order #108275] (September 16, 2025)

Product	Quantity	Price
Mental Health Awareness Plastic Goody Bags - Set of 50 - 8 1/2" x 12"	8	\$59.92
FREE Gift for orders over \$50 (\$20 Value)	1	\$0.00
Type: Free Product		
Mental Health Awareness Rubber Ducks - Set of 12	30	\$263.70
Your Mental Health Matters Foam Stress Balls - 12 Pc. - 2 1/4"	25	\$549.75
Mental Health Awareness Message Pens - Set of 12	30	\$389.70
Mental Health Bracelet - Check In on Your Friends	100	\$95.00
Bracelet type:: Silicone (+\$0.00)		
Mental Health Bracelet - You Matter More Than You Know	100	\$95.00

9/15/25, 7:51 AM

Order NT-1357279 - Ninja Transfers - Account



Custom Vinyl Stickers

Style #6-10

width: 3.00

height: 2.01

Remove Background: Yes

Super Resolution: No

Upload (Vector Files Preferred): https://ninjaproductions-production.imgix.net/checkinludlowcaressticker4___image_1757936492669_384.JPG?trim=colorUnlessAlpha

~~\$567.00~~

\$233.17

Shape: Custom

Finish: Matte

Border Thickness: No Border (Kiss Cut)

\$0.81/ea

👉 49% OFF FOR 500+ STICKERS (-\$277.83)

Subtotal	\$233.17
Shipping	Free
Taxes	\$14.81

Total USD **\$247.98**

*Paid 9/16/25
CA#2409
RHS Mental
Health Fee*

[Refund policy](#) [Shipping](#) [Privacy policy](#) [Terms of service](#) [Contact information](#) [Cookie preferences](#)

12/31/2025

Ludlow CARES Coalition Inc
Opioid Relief Reimbursement
Red Ribbon Week 2025

Vendor	Check Number		
Laura Rooney	2402	Reimb Nimco RR Week Supply Order	3,459.85
Showboat Entertainment	2405	Deposit-Harlem Tricksterz RR Week Game	2,750.00
Cynthia Miller	2407	Reimb-CARES Rally Towels RR Weel Game	1,039.06
Westfield Bank	2412	Nimco/RR Week Supplies	623.98
York Street Industries	2416	RR Week/Tricksterz Flyers	35.00
Westfield Bank	2420	Nimco/RR Week Supplies	106.78
York Street Industries	2422	RR Week Flyers	20.00
Showboat Entertainment	2423	Balance Harlem Tricksterz	1,950.00
Ludlow Police Dept	2425	Security/Tricksterz Game	511.44
Westfield Bank	2427	Red Ribbons	200.00
Joel Freitas	2428	Reimb Printing Drug Free Pledges	41.44
Lions Dan Athletic Assoc		Tricksterz Ticket Sales	-1,400.00

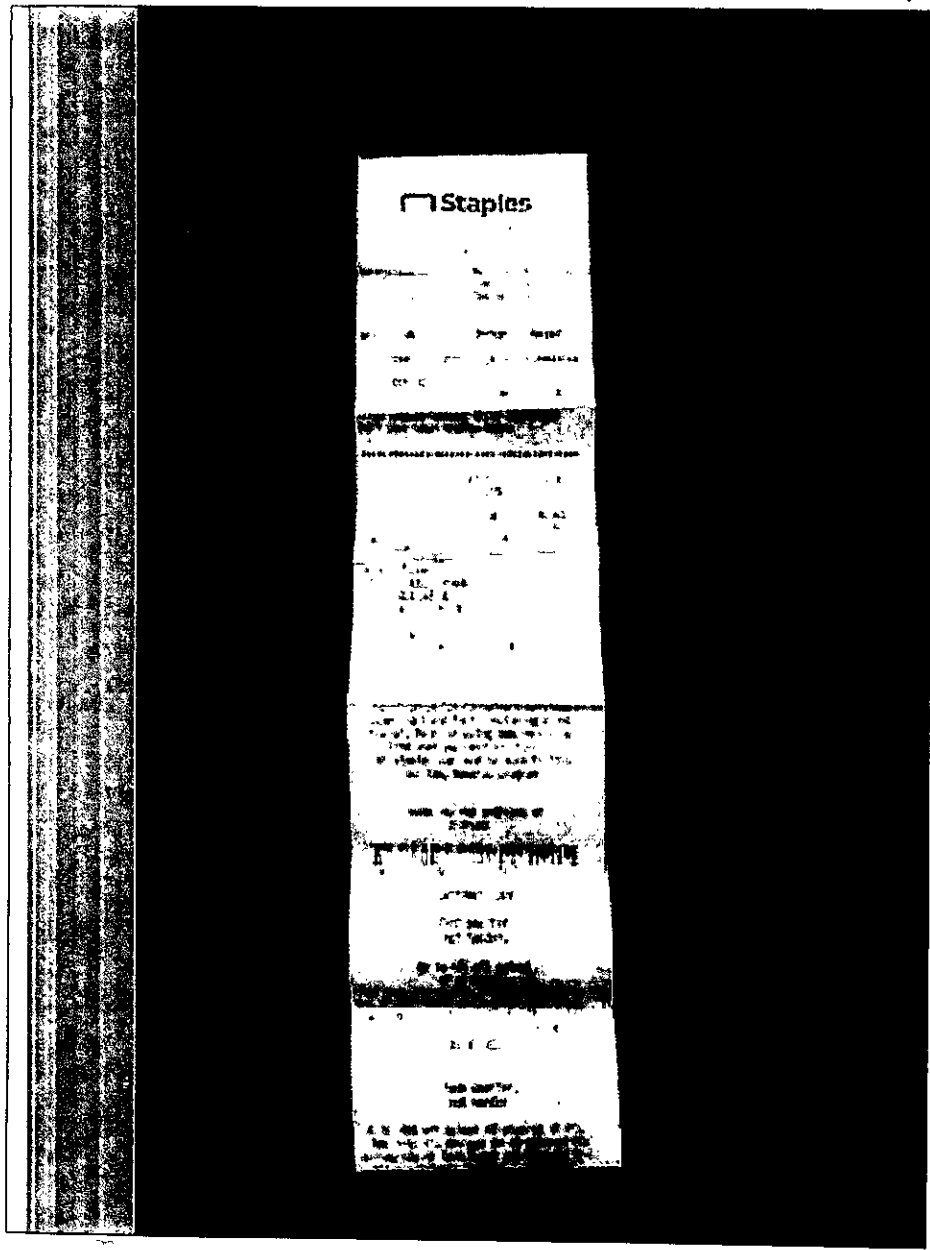
Total Red Ribbon Week Expenses

9,337.55

34888

Perb Joel Crestao
Paid 12/1/25
CL# 2428

341.44
Truck Stop Drug Free
Pledge
R.R. Weed





November 2025 Statement

Open Date: 10/17/2025 Closing Date: 11/17/2025

Account Ending In: ##### 8117

Visa® Community Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

13

10

LUDLOW CARES COALITIT (CPN 002015213)

New Balance	\$389.68
Minimum Payment Due	\$389.68
Payment Due Date	12/11/2025

Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.

*Paid 12/1/25
CL# 2427*

Activity Summary

Previous Balance	+	\$373.99
Payments	-	\$373.99CR
Other Credits		\$0.00
Purchases	+	\$389.68
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$389.68
Past Due		\$0.00
Minimum Payment Due		\$389.68
Credit Line		\$3,000.00
Available Credit		\$2,610.32
Days in Billing Period		32

00005392 10783 0001-0002 DUSR200 D11825137501 001 00000018 UB268CM/E

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 002015213



November 2025 Statement 10/17/2025 - 11/17/2025
LUDLOW CARES COALITIT (CPN 002015213)

Elan Financial Services 1-866-552-8855

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

00005392 10794 0002-0002 DUS8200111825137501 001 00000018 UB2830MFE

Transactions		ROONEY, LAURA A		Credit Limit	\$1000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/10	11/08	0074	FACEBK *GVVFC59U22 650-5434800 DE <i>Adv</i>	\$24.69	_____
11/12	11/10	1758	RANDALL S FARM LUDLOW MA	\$100.00	_____
Total for Account #### #### #### 8125				\$124.69	

Transactions		MAZUR, MAXINE C		Credit Limit	\$500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/20	10/18	4563	RANDALL S FARM LUDLOW MA <i>Red Ribbons</i>	\$200.00	_____
10/30	10/29	5070	AMAZON PRIME *NK76Y8FW0 Amzn.com/bill WA	\$14.99	_____
Total for Account #### #### #### 8133				\$214.99	

Transactions		ROY, DIANA		Credit Limit	\$1000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/05	11/04	3792	RANDALL S FARM LUDLOW MA <i>Loaves RR</i>	\$50.00	_____
Total for Account #### #### #### 8141				\$50.00	

Transactions		BILLING ACCOUNT ACTIVITY		Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/03	10/30	0179	PAYMENT THANK YOU	\$373.99CR	_____
Total for Account #### #### #### 8117				\$373.99CR	

LUDLOW POLICE DEPARTMENT

(413) 583-8305
612 CHAPIN STREET
LUDLOW, MA 01056

Invoice For Details

LUDLOW CARES COALITION
P.O. Box: 415

LUDLOW, MA 01056

Today's Date	11/13/2025
Page	1 of 1
Billing Date	11/09/2025
Invoice #	25-360-DV
Total	511.44

Ludlow Rates: \$63.93 REG. & \$95.89 OT. Questions: LPD (413) 583-8305

ID/Name: 4598 - Patrol Austin J Blair					
Worked: 10/28/2025		Entered: 11/09/2025		Comments: HARLEM TRIKSTERZ LHS GYM	
Hours: 4.00	Cost Code: XD	Cost: 255.72	Admin Fee: 0.00	Other Fee: 0.00	Total: 255.72

ID/Name: 7084 - Detective Ryan A Collette					
Worked: 10/28/2025		Entered: 11/09/2025		Comments: HARLEM TRIKSTERZ LHS GYM	
Hours: 4.00	Cost Code: XD	Cost: 255.72	Admin Fee: 0.00	Other Fee: 0.00	Total: 255.72

All Charges For This Invoice					
Cost: 511.44	Admin Fee: 0.00	Other Fee: 0.00	Total: 511.44		

Signature:	<i>Patrol # 2425</i>	Date: <i>11/13/25</i>
------------	----------------------	-----------------------

M
Sent from my iPhone

On Sep 4, 2025, at 4:03 PM, Peter Leonczyk <pleonczyk@yahoo.com> wrote:

Hi everyone!

Maxine,

The RRW Committee is requesting a deposit check of \$2,750 to be sent to the Tricksters for the RRW game on October 28.

*Pd 9/8/25
CL# 2405*

Here are some details:

- **Total Cost:** \$5,500
- **Deposit Request:** \$2,750
- **Donation:** The Lion's Den Athletic Association has generously donated their previous deposit of \$800, bringing the final/post show payment to \$1,950.

Pd 10/28/25 CL# 2423

The Tricksters have agreed to a fixed price instead of their usual ticket revenue share program. This is to support our plan to charge a family-friendly ticket price of \$5.00 per person. Our goal is to sell 500 tickets, which would generate \$2,500 in sales.

This fixed price also includes two daytime shows at Baird Middle School and "drop-in" shows at other schools per our request.

Please mail check to:
Showboat's Entertainment Basketball
P.O. Box 331152
West Hartford, CT 06133

Please reach out with any questions!

Pete
413-330-1895

Commonwealth of Massachusetts
York Street Industries.
 627 Randall Rd
 Ludlow, MA 01056

INVOICE

Invoice Number: 23842
 Invoice Date: Oct 23, 2025
 Page: 1

Voice: 413-547-8349
 Fax: 413-547-8353

Bill To:
Ludlow Cares Coalition Inc. 101 Woodland Circle Ludlow, MA 01056

Ship to:
Ludlow Cares Coalition Inc. 101 Woodland Circle Ludlow, MA 01056

Customer ID	Customer PO	Payment Terms	
Ludlow Cares		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Truck		11/22/25

Quantity	Item	Description	Unit Price	Amount
200.00		Student Flyers	0.06	12.00
100.00		Adult Flyers	0.08	8.00
<i>Pld 10/28/25 call 2422 Trucking Gas Rec Ribbon Week</i>				

Subtotal	20.00
Sales Tax	
Total Invoice Amount	20.00
Payment/Credit Applied	
TOTAL	20.00

Check/Credit Memo No:

Please make checks payable to Commonwealth of Massachusetts



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions		ROONEY, LAURA A		Credit Limit \$1000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/22	09/21	2603	RANDALL S FARM LUDLOW MA	\$50.00	_____
09/22	09/21	2785	RANDALL S FARM LUDLOW MA	\$50.00	_____
10/06	10/03	4108	STAPLES 00104398 SPRINGFIELD MA	\$58.96	_____
10/09	10/08	1092	FACEBK *HPPLWZGT22 650-5434800 DE	\$7.94	_____
10/10	10/09	8210	PAYPAL *NIMCOINC 270-273-5000 KY	\$106.78	_____
10/14	10/12	2317	STAPLES 00104398 SPRINGFIELD MA	\$85.32	_____
Total for Account ##### 8125				\$359.00	

Transactions		MAZUR, MAXINE C		Credit Limit \$500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/30	09/29	0124	AMAZON PRIME*F423G1O13 Amzn.com/bill WA	\$14.99	_____
Total for Account ##### 8133				\$14.99	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/29	09/26	0249	PAYMENT THANK YOU	\$1,023.26CR	_____
Total for Account ##### 8117				\$1,023.26CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

*Paied 10/28/25
 a/c # 2420*

Commonwealth of Massachusetts
 York Street Industries.
 627 Randall Rd
 Ludlow, MA 01056

INVOICE

Invoice Number: 23778
 Invoice Date: Oct 6, 2025
 Page: 1

Voice: 413-547-8349
 Fax: 413-547-8353

Bill To:
Ludlow Cares Coalition Inc. 101 Woodland Circle Ludlow, MA 01056

Ship to:
Ludlow Cares Coalition Inc. 101 Woodland Circle Ludlow, MA 01056

Order ID	Customer PO	Payment Terms	
Ludlow Cares		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Truck		11/5/25

Item	Description	Unit Price	Amount
	Flyers	0.15	30.00
	Posters	0.25	5.00
<i>Truck 73 Game Printed Paid 10/15/25 CA# 2414</i>			
Subtotal			35.00
Sales Tax			
Total Invoice Amount			35.00
Payment/Credit Applied			
TOTAL			35.00

Check/Credit Memo No:

Please make checks payable to Commonwealth of Massachusetts



101 Commerce Street
 Oshkosh, WI 54901
 Toll Free 1-877-446-7746
 Fax 800-355-5043

Order Details
Order Number: 30063433
Order Date: 8/27/2025

Delivery Address
 Cynthia Miller
 31 LONGFELLOW DR
 LUDLOW, MA 01056-1190

Microfiber Rally Towel - White - 18" x 11" (143401-W)

Description	Qty	Color	Cost/Unit	Total
Microfiber Rally Towel - White - 18" x 11"	600	White / White	\$1.73	\$1,038.00
Coupon Code	1	n/a	(\$108.80)	(\$108.80)
Set-Up Charge	1	n/a	\$50.00	\$50.00

Artwork Instructions

Imprint Front - Horizontal
 Location:
 Color(s): Blue

*FOR TRICK STEPS GAME
 DURING Red Ribbon
 Week
 Paid 9/11/25
 CL#2407
 Re: Cynthia Miller*

Shipment Details

Carrier UPS GROUND (Parcel)
 Service
 Delivery Date 9/9/2025 12:00:00 AM

Order Total

Freight	\$59.86
Tax	\$0.00
Total	\$1,039.06

Important notice: In most cases the prices shown are actual and final. However due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by email prior to production and...



September 2025 Statement

Open Date: 08/16/2025 Closing Date: 09/16/2025

Account: ##### 8117

Visa® Community Card

Elan Financial Services

1-866-552-8855

LUDLOW CARES COALITIT (CPN 002015213)

BUS 30 ELN 1 10

New Balance	\$1,023.26
Minimum Payment Due	\$1,023.26
Payment Due Date	10/11/2025

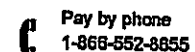
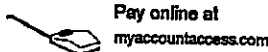
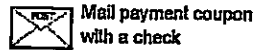
Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.

Activity Summary		
Previous Balance	+	\$394.92
Payments	-	\$394.92CR
Other Credits		\$0.00
Purchases	+	\$1,023.26
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,023.26
Past Due		\$0.00
Minimum Payment Due		\$1,023.26
Credit Line		\$3,000.00
Available Credit		\$1,976.74
Days in Billing Period		32

*Paid 9/23/25
CL # 2412*

00005052 10103 0001-0002 DUS820DD091726112800 00 L 00000017 U1285CMFE

Payment Options:



Please detach and send coupon with check payable to: Elan Financial Services CPN 002015213

Total for Account ##### 8158 *KAFFLES* \$212.21

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/02	08/28	0133	PAYMENT THANK YOU	\$394.92CR	
Total for Account ##### 8117				\$394.92CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Continued on Next Page

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

9.10104 0002-0002 D:\SEB2000\091725112800 001 00000017 U122880ME

Transactions		MAZUR,MAXINE C		Credit Limit \$500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/02	08/29	1043	AMAZON PRIME*097BT4W03 Amzn.com/bill WA	\$14.99	_____
09/16	09/15	5666	SPOONFUL OF COMFORT LL 385-483-3886 UT <i>Sympathy Basket</i>	\$119.98	_____
Total for Account #### #### #### 8133				\$134.97	

Transactions		ROY,DIANA		Credit Limit \$1000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/02	08/29	0109	DINN BROS SPRINGFIELD WEST SPRINGFI MA - <i>of year</i>	\$52.10	_____
09/15	09/12	6652	PAYPAL *NIMCOINC 270-273-5000 KY <i>Red Ribbon Week</i>	\$623.98	_____
Total for Account #### #### #### 8141				\$676.08	

Transactions		MILLER,CYNTHIA		Credit Limit \$1000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/26	08/25	1521	RANDALL S FARM LUDLOW MA	\$200.00	_____
08/27	08/25	8330	STAPLES 00104398 SPRINGFIELD MA <i>Open House RAFFLES</i>	\$12.21	_____
Total for Account #### #### #### 8158				\$212.21	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/02	08/28	0133	PAYMENT THANK YOU	\$394.92CR	_____
Total for Account #### #### #### 8117				\$394.92CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Just to let you know — we've received your order #108022, and it is now being processed:

[Order #108022] (September 10, 2025)

Product	Quantity	Price
Red Ribbon Week Friendship Bracelets - Set of 12	11	\$38.28
Red Ribbon Temperature Color Changing Cups	125	\$136.25
FREE Gift for orders over \$50 (\$20 Value) Type: Free Product	1	\$0.00
Red Ribbon Week Student Pencil Pouches	505	\$449.45
Subtotal:		\$623.98
Shipping:		Free shipping
Tax:		\$0.00
Payment method:		Credit or debit cards (via PayPal)
Total:		\$623.98

RRWeek

Billing address

Shipping address

Diana Roy
Ludlow CARES Coalition
76 Meadowlark Circle
Ludlow, MA 01056
United States (US)
[4134554995](tel:4134554995)
dianaroy76@gmail.com

Diana Roy
Ludlow CARES Coalition
76 Meadowlark Circle
Ludlow, MA 01056
United States (US)

M
Sent from my iPhone

On Sep 4, 2025, at 4:03 PM, Peter Leonczyk <pleonczyk@yahoo.com> wrote:

Hi everyone!

Maxine,

The RRW Committee is requesting a deposit check of \$2,750 to be sent to the Tricksters for the RRW game on October 28.

*P/19/18/25
CL# 2405
\$ 2750.00*

Here are some details:

- **Total Cost:** \$5,500
- **Deposit Request:** \$2,750
- **Donation:** The Lion's Den Athletic Association has generously donated their previous deposit of \$800, bringing the final/post show payment to \$1,950.

The Tricksters have agreed to a fixed price instead of their usual ticket revenue share program. This is to support our plan to charge a family-friendly ticket price of \$5.00 per person. Our goal is to sell 500 tickets, which would generate \$2,500 in sales.

This fixed price also includes two daytime shows at Baird Middle School and "drop-in" shows at other schools per our request.

Please mail check to:
Showboat's Entertainment Basketball
P.O. Box 331152
West Hartford, CT 06133

Please reach out with any questions!

Pete
413-330-1895

Product	Quantity	Price
Stars & Stripes Tobacco, Alcohol & Drug Prevention Basketball	5	\$49.75
DNT TXT N DRV Silicone Ring- 68mm/XL-Adult Size	50	\$5.00
2025 Red Ribbon Week Banner	12	\$359.40
Free Pencil for every Dollar Spent	1	\$0.00
Subtotal:		\$3,459.85
Shipping:		Free shipping
Tax:		\$0.00
Payment method:		Credit or debit cards (via PayPal)
Total:		\$3,459.85

*Paid 8/22/25 RR Week.
cl #12402*

Billing address

Shipping address

Laura Rooney
Ludlow CARES Coalition, Inc.
86 pinewood road
ludlow, MA 01056
United States (US)
[14138968570](tel:14138968570)
ludlowcares@gmail.com

Laura Rooney
Ludlow CARES Coalition, Inc.
86 pinewood road
ludlow, MA 01056
United States (US)

Thanks for using nimcoinc.com!

Just to let you know — we've received your order #107485, and it is now being processed:

[Order #107485] (August 19, 2025)

Product	Quantity	Price
Silicone Red Ribbon Week Bracelet Bracelet type:: Silicone (-\$0.30)	605	\$393.25
FREE Gift for orders over \$50 (\$20 Value) Type: Free Product Bracelet type:: Silicone (+\$0.00)	1	\$0.00
Red Ribbon Week Bookmarks	20	\$149.80
Plastic Red Ribbon Week Sunglasses	980	\$970.20
Red Ribbon Week Pencil Sharpeners	150	\$159.00
Red Ribbon Week Sticker Assorted Roll	5	\$49.75
Red Ribbon Week Sticker	4	\$39.80
Red Ribbon Week Puzzle	650	\$838.50
Red Ribbon Week Ribbons Non Stick	4	\$29.00
Red Ribbon Week Lollipops & Candy	3	\$90.00
Red Ribbon Temperature Color Changing Cups	260	\$231.40
100 Red Tulip Bulbs ***ships after October 1st***	2	\$95.00

Fwd: Your Prevention Awareness Promotional Products & Supplies - NIMCO, Inc. order has been received!

From: Maxine Mazur (delreyplasticscorp@msn.com)

To: kapinosmazurfh@aol.com

Date: Friday, August 22, 2025 at 08:29 AM EDT

Sent from my iPad

Begin forwarded message:

From: Ludlow CARES Coalition <ludlowcares@gmail.com>

Date: August 19, 2025 at 3:40:28 PM EDT

To: Maxine Mazur <delreyplasticscorp@msn.com>

Subject: Fwd: Your Prevention Awareness Promotional Products & Supplies - NIMCO, Inc. order has been received!

Hi Maxine,

Below is order submitted today with my personal credit card. I used this due to the amount of the order. Please let me know if you need any additional information.

Thanks,
Laura

----- Forwarded message -----

From: Nimco <info@nimcoinc.com>

Date: Tue, Aug 19, 2025 at 3:37 PM

Subject: Your Prevention Awareness Promotional Products & Supplies - NIMCO, Inc. order has been received!

To: <ludlowcares@gmail.com>

Thank you for your order

Hi Laura,

12/31/2025

Ludlow CARES Coalition Inc
Opioid Relief Reimbursement
June 1-December 31, 2025

Check

Number

Vendor

Karen Carreira
Karen Carreira

2410 LPS New Teacher Training
2436 Teen MHFA 12/2025

750.00
750.00

Total Expenses June 1-December 31, 2025

1,500.00

INVOICE

Mental Health Training
Connection, LLC
1032 Lyon St
Ludlow, MA 01056

karen@mentalhealthtrainingconnecti
on.com
+1 (413) 335-5350



**Mental Health
Training Connection, LLC**

Bill to
Ludlow CARES Coalition
P.O. Box 415
Ludlow, MA 01056

Ship to
Ludlow CARES Coalition
P.O. Box 415
Ludlow, MA 01056

Invoice details

Invoice no.: 1035
Terms: Net 30
Invoice date: 12/16/2025
Due date: 01/15/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	12/12/2025	Teen Mental Health First Aid	December cohort of Teen MHFA at LHS. Dec 8, 10, 12th.	1	\$750.00	\$750.00

Total

\$750.00

Payment made out to:
Mental Health Training Connection/Karen Carreira
1032 Lyon Street
Ludlow, MA 01056

*Received 12/15/25
CH# 2436*

INVOICE

**Mental Health Training
Connection, LLC**
1032 Lyon St
Ludlow, MA 01056

karen@mentalhealthtrainingconnecti
on.com
+1 (413) 335-5350



**Mental Health
Training Connection, LLC**

Bill to
Ludlow CARES Coalition
P.O. Box 415
Ludlow, MA 01056

Ship to
Ludlow CARES Coalition
P.O. Box 415
Ludlow, MA 01056

Invoice details

Invoice no.: 1027
Terms: Net 30
Invoice date: 09/12/2025
Due date: 10/12/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	09/08/2025	Youth Mental Health First Aid	LPS New Teacher Training Sept 2025	1	\$750.00	\$750.00
					Total	\$750.00

*Rec'd 9/14/25
Ch# 2410*

REQUEST FOR MUTUAL AID ASSISTANCE

A **Request for Mutual Aid Assistance** is being made by the **Requesting Party** to the **Sending Party** for the event described herein pursuant to the provisions of Chapter 40, section 4J of the Massachusetts General Laws, as amended.*

The event for which mutual aid assistance is being requested qualifies as a "**public safety incident**" as defined in Chapter 40, section 4J of the General Laws, as amended.†

Requesting Party: Foxborough Police Department
8 Chestnut Street
Foxborough, MA 02035

Requesting Party Point of Contact: Deputy Chief Richard Noonan

Sending Party: Hampden and Hampshire County Regional SRT
Executive Board of Directors

Date & Time of Event: All permitted events at Gillette

Location of Event: Gillette Stadium
1 Patriot Place
Foxborough, MA 02035

Description of Event: FIFA World Cup 2026, NFL Football Games, Concerts, and other large scale events.

Nature, Type, and Amount of Personnel, Officers to assist with security operations of Gillette Stadium

* The Statewide Mutual Aid Agreement is established under Chapter 40, section 4J of the General Laws. Communities that chose to be a part of this agreement can request emergency response assistance from any participating community in the state. A community that has opted in can send or request resources during any public safety event or incident.

† "Public safety incident" is an event, emergency or natural or man-made disaster, that threatens or causes harm to public health, safety or welfare and that exceeds, or reasonably may be expected to exceed, the response or recovery capabilities of a governmental unit including, but not limited to, a technological hazard, planned event, civil unrest, health-related event and an emergency, act of terrorism and training and exercise that tests and simulates the ability to manage, respond to or recover from any such event.

**Equipment, Materials,
Supplies, or Other**

Resources being Requested:	Personnel
-----------------------------------	-----------

Manner in which the Resources Shall be Used and Deployed:

Officers assigned per operational requirements

Length of Time for which the Resources Shall be Needed:	Event duration: 4 to 16 hours
--	-------------------------------

Command & Control:

The **Requesting Party** shall be responsible for the overall operation, assignment and deployment of resources and personnel provided by a **Sending Party** consistent with the incident command system.

The **Sending Party** shall retain direct supervision, command and control of personnel, equipment and resources provided by the **Sending Party**.

While rendering mutual aid assistance under the agreement, the **Sending Party** shall be responsible for the operation of its equipment and for any damage thereto.

Expenses & Costs:	While providing the requested mutual aid assistance, employees of a Sending Party shall receive the same detail rate of pay offered to employees of the Receiving Party . The Town of Foxborough will be responsible for paying employees of the Sending Party who render assistance hereunder directly.
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Authority & Powers of Sending Party Personnel:

While providing mutual aid assistance hereunder, employees of the **Sending Party** shall be afforded the same powers, duties, rights and privileges as they are afforded in the **Sending Party's** geographical jurisdiction or location.

--

Other Obligations:

Except as otherwise provided for by the **Requesting Party** herein, a **Sending Party** shall provide to, and maintain for, each of its employees who provide mutual aid assistance under the agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the **Sending Party's** jurisdiction. See Attachment from Cabot Risk Strategies LLC outlining insurance coverage for **Sending Party** personnel working details at Gillette Stadium.

Any citizen or other complaints or investigatory or disciplinary action arising out of the conduct of any employee of the **Sending Party** acting pursuant to this request shall be treated as if the employee had been operating within the territorial limits of the **Sending Party** at the time of the incident(s) or conduct at issue, unless otherwise agreed upon by the **Sending Party** and the **Receiving Party**. The Foxborough Police Department agrees to investigate all citizen's complaints and forward all information to **Sending Party** agency.

Waiver of Claims:

Each party waives all claims and causes of action against each other that may arise out of their activities while rendering or receiving mutual aid assistance, including travel outside of its jurisdiction.

Indemnification & Hold Harmless:

The **Requesting Party** shall defend, indemnify, and hold harmless the **Sending Party** from all claims by third parties for property damage or personal injury which may arise out of the activities of the **Sending Party** or its employees while providing the mutual aid assistance requested here.

This **Request for Mutual Aid Assistance** is hereby requested by:

The Foxborough Police Department,
by and through its Authorized Representative

The **Sending Party** hereby agrees to provide the requested assistance pursuant to the terms and conditions set forth in this **Request for Mutual Aid Assistance**.

The Sending Party,
by and through its Authorized Representative

Hampden County Sheriff's Office
Sheriff Nicholas Cocchi

City of Chicopee Police Department
Chief Eric Watson

Town of Ludlow Police Department
Chief Michael Brennan

City of Northampton Police Department
Chief John Cartledge

City of West Springfield Police Department
Chief Jay Gearing

EXTERNAL:Request to join the Celebrate Ludlow Committee

From Cheryl Lukas <prfchergfx@gmail.com>

Date Tue 5/26/2026 1:30 PM

To Select Board <Selectboard@ludlow.ma.us>

[You don't often get email from prfchergfx@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

EXTERNAL EMAIL WARNING

This email originated from outside your organization. Please verify the sender's identity before clicking links, downloading attachments, or providing sensitive information. If you were not expecting this email, please call the sender to verify authenticity.

Hello Select Board,

I am requesting to be appointed to the "Celebrate Ludlow Committee."

I have been a Ludlow resident for 30 years. Currently, since the fall of 2025, I have been attending their committee meetings, and created all of their event graphics: the revised logo from the original Ludlow 250th to Ludlow Celebrations to the current and final logo version of Celebrate Ludlow. I also revised the Memorial Day Parade Committee logo that was loosely done (the coloring was a cream, not a white). The events that I worked on are 2025 Falling into Fun (the flyers, lawn signs, two town banners), Light Up Ludlow (flyers, banners), the recent 2026 Memorial Day Parade graphics for T-shirts. Currently I just finished the Bike Parade & Safety Rodeo (flyers, Facebook online registrations) and Tag Sale (flyers, Facebook online registrations). I work closely with Linda Collette to post the events on Facebook, get all print and online media ready for the events, and am in the process of getting QR codes for online commerce for these events. I have strong technical online knowledge, and have been helping the committee through their challenges to standardize an easy setup to present the events so that all members have the knowledge and access to event registrations.

Also serving as a town volunteer since the fall of 2022's inception, and into the spring of 2023's organizations this group, I have been the main volunteer member for "Friends of Ludlow Animal Control," the non-profit established by ACO Octavia Anderson. I work closely with Octavia, having developed the identity (logo, branding), produce all the media (print and online), administer the Facebook page, create & work the events, and am the main Board member, serving two titles. I have designed and created the new Animal Control patches, twice, fixing the text in the circle of the town's logo.

My background involves 50+ years of being a professional graphic designer, 39+ years as tenured graphic arts & technology faculty at STCC (curriculum developments), an A+ Service Technician (MacOS specialist), and many years of technical experience setting up Mac computer graphics labs for students and training other faculty & staff.

My goal is not only to continue to be a working member of both committee teams, but to eventually rework the town's logos that have over the years, disintegrated in print (logos that are used on stationery, online, and in print media). They are generational copies from original production art, and must be reworked to a clean, digital copy for reproduction. (The logo on the wall in the conference room is one perfect example, plus the ones on the bulletin boards, where the type in the bottom curve is almost illegible).

Thank you for considering me for this committee. I look forward to donating my time and expertise to the improvements for the town of Ludlow.

Sincerely,

Cheryl Lukas
61 Water's Edge, Ludlow, MA
413-209-0622
prfchergfx@gmail.com

Amy Kurtz

From: Kelly Strempek
Sent: Thursday, May 14, 2026 8:35 AM
To: Amy Kurtz
Subject: ZBA Fee

Morning,

The Board approved a fee increase from \$75.00 to \$150.00 to be consistent with the surrounding towns. Current ZBA Application Fees are:

Palmer- \$150.00
Belchertown-\$150.00
Granby- \$125.00
Springfield- \$500.00
Wilbraham- \$150.00

I'm not sure if this has to go to your board or not for approval. Let me know.

Thanks,

Kelly Strempek
Building Department
488 Chapin Street
Ludlow, MA 01056
413-583-5600 X 3

TOWN OF LUDLOW, MASSACHUSETTS OFFICE OF THE BOARD OF APPEALS

Instruction and information Checklist

- The Variance/ Section 6 or Special Permit Application must be filed, and date/time stamped with the TOWN CLERK'S OFFICE.
The application package will then be delivered to the Board of Appeals-3rd Fl Building Department.
- A check for \$75.00 (fee) made out to the TOWN of LUDLOW, (30A) must accompany the application. A blank check made payable to Turley Publications, to cover the cost of the legal notice, will be required at the time of hearing. You will be advised of the charge of the legal notice at that time.
- A Letter of Denial- 8 Copies must accompany the application. This letter of denial will normally originate from the Building Commissioner and will usually be based on non-compliance with one or more of the Town of Ludlow Zoning By-Laws.
- Set of Registered Site Plans-8 Copies must accompany the application. These site plans must show pertinent information such as property pin locations, existing and proposed structures, measurements, distance, ect.
- 8 Copies of the subject property deed (current) and 8 copies of the property deed prior to 1954 must be included with the application, with the recorded book and page number clearly indicated. This deed must show that the applicant is the present owner of the property.
- 8 Copies of the applicable Assessors Map on which the subject property is indicated. A copy of the assessor's map is available at the DPW.
- 8 Copies of the Assessors Property Record Card/Field Card. Can be found on GIS (Town Website)
- 8 Copies of the Abutters List you must obtain from the Assessor's Office
- The Applicant is required to notify the abutters at least Fourteen (14) days prior to the hearing by certified mail receipt (PS form 3800) and to include returned signature cards (PS form 3811) these can both be obtained at the Post Office. PS form 3800 must have the name and address of the abutter filled out completely (please see example on the back of this checklist). These receipts and signature cards must be presented to the Board of Appeals at the hearing. The Legal Notice which appears in the Wednesday edition of the Ludlow Register will be provided for you. For your convenience, the legal notice may be duplicated for notification of the abutters*
- Plot Plan showing setbacks on any new construction as well as the Rendering of the House Plan (Square Footage/Floor Plan)

***PLEASE BE SURE ALL OF THE INFORMATION ABOVE HAS BEEN SUBMITTED AND ALL OF THE CHECKLIST ITEMS ARE COMPLETED PRIOR TO YOUR SCHEDULED HEARING ***

- ❖ Failure to comply with the requested information will be cause to reject the application as incomplete. The Board of Appeals may waive certain requirements, any waiver must be in writing. Please be patient, it is not unusual for the process to take three (3) to four (4) months.

The Board of Appeals, your request variance/ section 6 finding or Special Permit and the process are governed by Chapter 40A of the Massachusetts General Laws, Sections 6 through Section 17.

Revised 6/11/2024



ZONING BOARD OF APPEALS
TOWN OF WILBRAHAM,
Fee Schedule 1/12/2026

Application Type	Proposed Fee
SPECIAL PERMITS	
<ul style="list-style-type: none"> ▪ Non-Conforming Uses & Structures (§3.3) ▪ Two-Family Conversion (§3.4.2.2 & §4.3) ▪ Accessory Uses (§3.9) ▪ Parking of Trucks & Buses in Residential Districts (§4.5.2) 	\$200
<ul style="list-style-type: none"> ▪ Low-density recreational & athletic uses (§3.4.1.7) ▪ Institutional (§3.4.4), Business (§3.4.5) & Industrial (§3.4.6): Reuse of existing structure(s) 	\$250
<ul style="list-style-type: none"> ▪ Institutional (§3.4.4), Business (§3.4.5) & Industrial (§3.4.6): New construction ▪ Earth Removal (§3.4.1.8 & §10.4) (\$200 when accessory to a project requiring a special permit, site plan approval, or definitive subdivision plan approval) 	\$500
<ul style="list-style-type: none"> ▪ Professional Office Park (§3.4.6.7 & §7.5) 	\$800
<ul style="list-style-type: none"> ▪ Bulk Materials Transfer Facility (3.4.6.9) 	\$1,000
OTHER	
<ul style="list-style-type: none"> ▪ Administrative Amendments, including deadline extensions (No charge for change of ownership) 	\$100
<ul style="list-style-type: none"> ▪ Variances ▪ Appeals ▪ Amendments requiring a public hearing (For major project modifications, fees for new applications shall apply) 	\$200
<ul style="list-style-type: none"> ▪ Comprehensive Permits (MGL c.40B §§21-23) 	\$500
<ul style="list-style-type: none"> ▪ Newspaper Advertisement (Billed directly by Wilbraham Times) 	Cost of legal ad
<ul style="list-style-type: none"> ▪ Mailing Fee 	\$2.00 per abutter above the first 25

Note: If more than one type of application is submitted simultaneously when a separate decision is required (for example, a variance and special permit, both fees apply.



TOWN OF PALMER

Palmer Town Administration Building
4417 Main Street
Palmer, Massachusetts 01069

Dennis Fountain, Chairman
Norman Czech, Vice-Chairman
Ingrid Thompson, Clerk

Telephone (413) 283-2605
Fax (413) 283-2637

OFFICE OF THE ZONING BOARD OF APPEALS

PETITION FOR A VARIANCE

A check or money order in the amount of \$150.00 made payable to the Town of Palmer must accompany this application to defray the costs of the Public Hearing, notification and recording. The newspaper will bill advertising costs directly to the applicant. All applicable fees and bills must be paid prior to the issuance of any permits.

The application must include a list of abutters within 300 feet of the applicant's property including property owners across a public or private way within 300 feet of the property.

The application must also include any pertinent information and materials, such as maps, pictures and diagrams with complete measurements; blueprints, deeds and previous years tax bills, etc. Any material submitted by the applicant will not be returned and will remain as part of the public record in the Palmer Town Hall.

After submission of all necessary information a hearing will be scheduled for you. You will be notified of the date and time of the hearing.

Please respond to the following and return with your completed application.

_____ I have received authorization from the Tax Collector that I am current with all local associated property taxes. Tax Collector: _____ Date: _____

_____ I have requested a certified abutters list on the following date, _____ from the Town Assessor. I have read the above and fully understand that I am responsible for the cost of the advertising of the public hearing notices. I hereby certify that I will pay this invoice immediately upon receipt.

_____ I have granted consent to the Planning Board of the Town of Palmer and/or its agents or employees to enter on my property for purposes of this request

Signature of Applicant

Date

.....
For office use only:

I have received an application fee in the amount of \$_____

I have received a peer review engineering fee in the amount of \$_____

Accepted by: _____

Date of Receipt: _____

PETITION FOR A VARIANCE

The undersigned petitioner hereby petitions for a Variance under M.G.L., Ch. 40 Section 10, and the applicable sections of the Palmer Zoning Ordinance Chapter 171 as follows:

- 1. Petitioner (includes equitable owner or purchaser on a purchase and sales agreement):

Name: _____

Address: _____

Email: _____

Telephone #: _____ Cell #: _____

- 2. Owner, if other than petitioner:

Name: _____

Address: _____

Email: _____

Telephone #: _____ Cell#: _____

- 3. Property:

Street Address: _____

Assessor's Map: _____ Lot _____

Zoning district in which property is located _____

Registry of Deeds where deed, plan or both are recorded:

Deed Recording: Book _____ Page _____

Plan Recording: Plan # _____

- 4. Please detail the nature of relief requested:

This request is for a variance from the requirements of Article/Section _____ of the Town of Palmer's Zoning Ordinance. The granting of this request would permit the following:

5. Please provide a detailed explanation of the request:

6. Please provide evidence to support the granting of a variance (see attached explanation of criteria) in regards to the following:

(a) Because of the soil, shape or topography conditions described below, which especially affect the land or structure(s) in question, but which do not affect generally the Zoning District in which the land or structure is located, literal enforcement of zoning would cause substantial hardship, financial or otherwise:

b) Because of the reasons described below, the variance can be granted without substantial detriment to the public good:

c) Because of the reasons described below, the variance can be granted without substantial derogation from the intent and purpose of the Palmer Zoning Ordinance: the neighborhood, with particular consideration of abutting properties.

If someone other than the owner or equitable owner (purchaser on a purchase and sales agreement) is the Petitioner or will represent the Petitioner, owner or equitable owner must designate such representative below.

Name of Representative: _____

Address of Representative: _____

Email: _____

Telephone #: _____ Cell# _____

Relationship of representative to owner or equitable owner: _____

I hereby authorize _____ to represent my interests before the Permit Granting Authority with respect to this Variance Petition.

(Signed by owner/equitable owner)

I hereby certify under the pains and penalties of perjury that the information contained in this Petition is true and complete.

Signature of Petitioner

Date

Signature of Owner, if other than
Petitioner

Date

Signature of Equitable Owner who
is filing Petition to satisfy condition
of purchase and sales agreement.

Date

**CONSENT TO WAIVER OF RIGHTS UNDER THE FOURTH AMENDMENT
OF THE CONSTITUTION OF THE UNITED STATES AND PART I, ARTICLE
XIV, OF THE CONSTITUTION OF THE COMMONWEALTH OF
MASSACHUSETTS**

I, _____, being fully apprised of my rights under the Fourth Amendment of the Constitution of the United States and the correlative provisions of the Constitution of the Commonwealth of Massachusetts, and with full knowledge that the Zoning Board of Appeals of the Town of Palmer and/or its agents or employees cannot enter into or on my property without my knowing, free, and voluntary consent to such entry or in accordance with a warrant lawfully issued by a court or for other reasons consistent with these constitutional provisions, and with knowledge that I do not have to waive my rights under these provisions of these constitutions, I hereby **CONSENT** and give my permission to the Zoning Board of Appeals of the Town of Palmer and/or its agents or employees to enter into and on my property located at _____, Palmer, Massachusetts, and any enclosures or buildings thereon for the purpose of inspecting the property and my operations thereon for any violations of the approval/permit which it has and/or may issue to the me and for violations of any regulations, ordinances and laws regulating or pertaining to project at this location. I understand that the information gathered during such inspections or observations made by such inspectors may be used to determine whether any violations exist and to impose sanctions upon me including termination or non-renewal of the permit which the Zoning Board of Appeals has issued for this project.

Dated this _____ day of _____, 20__

COMMONWEALTH OF MASSACHUSETTS

Hampden, ss.

Then personally appeared before me _____, (the President/Treasurer of _____) who, being by me duly sworn, did acknowledge the foregoing instrument to be his/her [the] free act and deed [of _____], before me,

Notary Public _____

My commission expires: _____



OFFICE OF
BOARD OF APPEALS
OF THE TOWN OF
BELCHERTOWN, MA 01007

ZONING BOARD OF APPEALS
INSTRUCTION/CHECKLIST/PETITION

RESPONSIBILITY RESTS WITH THE APPLICANT TO SUBMIT A COMPLETE APPLICATION. ANY INCOMPLETE APPLICATIONS WILL BE DENIED.

A COPY OF THE ZONING BY-LAWS ARE FILED WITH THE TOWN CLERK AND OFFICE OF INSPECTION SERVICES. THEY CAN ALSO BE FOUND ON-LINE AT Belchertown.org IT IS THE APPLICANTS RESPONSIBILITY TO FAMILIARIZE HIM/HERSELF WITH THESE RULES AND ZONING BY-LAWS PRIOR TO THE PUBLIC HEARING.

SUBMIT A COMPLETED APPLICATION

The Applicant (Petitioner) submits a complete Petition/Application by completing the Submittal Requirement Checklist. Submit the original application with *twelve copies of all documents* with the Town Clerk and a check made out to the Town of Belchertown.

<i>Special Permit</i>	<i>\$ 150.00</i>
<i>Variance</i>	<i>\$ 150.00</i>
<i>Appeal</i>	<i>\$ 150.00</i>

NOTICE OF PUBLIC HEARING

The ZBA places the petitioner on the Agenda for their next meeting following the placement of a legal notice in the newspaper to run for two consecutive weeks prior to meeting, notifying abutters, and copying other Town Boards with application for their review and comments.

PUBLIC HEARING

ZBA Public Hearings are held on the third Wednesday of the month in Lawrence Memorial Hall 2 Jabish Street Belchertown, MA. The ZBA will hold a public hearing within 65 days of receipt of a **properly filed petition**. Attendance by the petitioner or representative is required.

DECISION

A written decision will be filed with the Town Clerk within a reasonable time period. (Approx. 14 days after hearing) The twenty day appeal period will then commence. If no appeal to the decision is made, the applicant **MUST** then record the original copy of the decision at the Registry of Deeds in Northampton, Massachusetts. **A building permit will not be issued without this proof of recording.**

SPECIAL PERMIT CRITERIA

The Board may grant Special Permits in accordance with Section 11 of Chapter 40A of the general laws, as amended, of the Zoning by-laws. The Special Permit granting Authority shall grant special permits which:

- Are found not to be detrimental to the established or future character of the town and neighborhood
- Will not nullify or substantially derogate from the intent or purpose of the zoning district in which it is located: and
- Is in harmony with the general intent and purpose of this chapter and conditions, safeguards and limitations on time or use may be imposed when deemed appropriate.

All applications for a special permit shall be made in writing on forms furnished by the Special Permit Granting Authority located in the Town Clerk's office and **MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION** as required in Chapter 145-69 of the zoning by-laws.

- a. Location of premises, showing dimensions; abutting properties, with name and addresses of owners; abutting and nearby streets and ways; and zoning of all properties shown. All abutting properties owned by the applicant/petitioner shall be clearly identified.
- b. Location and dimensions of all proposed structures, including signs and other proposed advertising devices.
- c. Location and number of parking spaces and loading accommodations.
- d. Location of all wetlands, streams and bodies of water.
- e. Pedestrian and vehicular circulation, with particular attention given to their safety, convenience, ingress and egress.
- f. Potentially hazardous situations involving the effects of noise, odor, glare or vibrations on properties in the area.
- g. Type and location of all outdoor lighting.
- h. Where appropriate, the location and type of material proposed for buffers and screening.
- i. Topography

VARIANCE CRITERIA

The Board may grant Variances in accordance with the provisions in Section 11 of Chapter 40A of the Massachusetts General Laws, as amended, from the terms and conditions as stated in the Zoning Bylaw, under specific circumstances when literal interpretation of the Bylaw would impose a substantial financial or other hardship upon the applicant/petitioner.

Such Variance shall be grant only if ALL of the following conditions have been met:

- a. Circumstances exist which relate to the soil conditions, shape or topography of the land or structures and especially effect such land or structures but do not generally affect the zoning district in which they are located;
- b. Literal enforcement of this chapter will result in a substantial hardship, financial or otherwise; and
- c. Desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent and purpose of this chapter.

The applicant shall submit information demonstrating that ALL of the three conditions listed above is present and relevant to the application. In order to grant a variance, the Board must find that all three conditions have been met. It is the responsibility of the applicant to provide evidence and clearly explain how all three conditions are present.

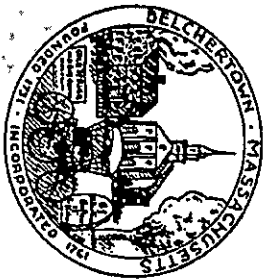
Conditions may be added to address safety and time limitations. If the rights authorized by the Variance are not exercised within one (1) year from date of such variance was granted, those rights shall lapse and shall only be re-established in accordance with M.G.L c.40A.

APPEAL

- _____ Assessors tax map and parcel. Locus map of land
- _____ If waiver is requested from any Boards Rules & Regulations, submit request with reasons
- _____ If an Appeal of the building Inspectors decision, submit a copy of decision/order and date
- _____ Additional relevant permits obtained and/or information

Certified Abutter List Must Be Requested From the Assessor's office at a Cost to the Applicant

For more information regarding Regulations and Requirements see the Zoning Act under Mass general laws, Chapter 40A. Questions regarding land use, zoning districts, structures, setbacks contact the Building Inspector, Paul Adzima, in the Building Inspections Department at (413) 323 - 0402.



Office of the
Board of Assessors

LAWRENCE MEMORIAL HALL
P.O. Box 515
Belchertown, Massachusetts 01007-0515
(413) 323-0413

REQUEST FOR ABUTTERS LIST - \$25 Fee

Location of Property: _____

Map _____ Lot _____

PLEASE CHECK (✓) OFF ONE:

_____ Planning Board OR _____ Zoning Board of Appeals (ZBA)
300ft. Certified List per MGL Ch. 40A, Sec. 11

_____ Conservation Commission
100ft. Certified List per MGL Ch. 131, Sec. 40

_____ Stormwater Management Bylaw
100ft. Certified List per Wetlands Protection Act 310, CMR 10.05 (4)

Board of Selectman:

_____ Class I / _____ Class II / _____ Class III License
Certified List of Immediate Abutters per MGL Ch. 140, Sec. 59.

_____ Liquor License - Certified List of Immediate Abutters
PLUS church, hospital or school within 500ft per MGL Ch. 138, Sec. 15A

_____ Other _____

Name: _____ Date: ____/____/____

Signature: _____ Phone #: _____

Pick-up Fax Mail Email

To: _____

Cash _____ OR Check# _____
Office use only:

Initial _____ Date Completed _____ Sent To Customer _____/Office _____



BOARD OF APPEALS
TOWN OF BELCHERTOWN, MA

PETITION

Document Submittal Requirements _____ Checklist

Please submit the **original** application and ***twelve copies of all documents*** listed below to the Town Clerk.

Zoning Board of Appeals application fee: \$150.00
Applicant is responsible for full payment of the legal notice in any local newspaper.

- _____ Filing fee: check made out to the "Town of Belchertown"
- _____ A Deed showing the Owner of the property or a purchase and sale agreement or letter granting power of attorney
- _____ Certified plot plan (stamped & signed by a Registered Land Surveyor or registered Professional Engineer).
- _____ If another will represent applicant/owner; a letter stating such needs to be attached with both applicant/owner and representative signatures.

THE CERTIFIED PLOT PLAN MUST INCLUDE:

EXISTING FEATURES	PROPOSED FEATURES
Property lines (bearings & distances)	Same
Lot area and frontage	Same
Location & size of all buildings & structures	Indicate location of all proposed additions/alterations & new buildings or structures
Measurement of all setbacks (front, side & rear)	Measurement setbacks impacted by proposal
Driveways and parking areas	New driveways and parking areas
Sewage facilities	New sewage facilities
Any other information deemed necessary by the Zoning Enforcement Officer	Topographical plan (if required)

_____ Building plans-Schematic Architectural Plans 1/4" Scale

EXISTING FEATURES	PROPOSED FEATURES
Floor plans of entire structure/buildings	Floor plans of add'l. & new structure/buildings
Elevations of all sides of structure/building	Elevations of additions & new structure/building
Height of existing structure/building	Height of proposed alteration to existing structure

_____ Assessors tax map/parcel # and Locus map of lot/d

**ZONING BOARD OF APPEALS
PETITION**

(Please use ink: type or print)

Name of Petitioner _____

Petitioner's Address _____

Petitioner's Telephone # _____

Petitioner's E-Mail: _____

Name of Owner _____

Owner's Address _____

Owner's Telephone # _____

Petitioner's relationship to the land? _____ (i.e. what is their standing?)

Location of Work/Address _____ Map _____ Parcel/Lot _____ Zoning District _____

Hampshire County registry of Deeds: Book _____ Page _____ Date of land acquisition on title _____

Year House was Built _____

Is subject property part of a larger parcel which was/is being subdivided by the applicant/property owner? _____

The application is made for (Please circle one)

Special Permit Variance Appeal decision of Building Inspector Comprehensive Permit

***What SECTION and PAGE of the Zoning By-law(s) are you petitioning the Board *** Board will reject application if section and page of the Zoning By-Law(s) are not specified

§ _____ § _____

Has there been a previous appeal involving these premises? YES _____ NO _____

Cite Zoning reference and relevant sections of Zoning Bylaw involved _____

Type of building or structure _____ Existing structure dimensions: _____

Proposed dimensions _____

Describe proposed work/ variance/ special use: (Attach additional pages if necessary)

	REQUIRED	EXISTING	PROPOSED
Area			
Frontage			
Depth			
Front Yard Setback			
Side Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Building Coverage			
Building Height			

Set forth all reasons petitioner believes the requested relief should be granted.

For Special Permits and Variances, refer to information submitted with the application (e.g., plans, photos, maps, reports); explain how the conditions required for Special Permit or Variance are present.
 (Attach additional pages if necessary)

The undersigned certifies that the information provided on this application and any attached plans are a true and accurate representation of facts pertinent to the subject parcel of land, and acknowledges that all representations are made under the pains and penalties of perjury. The Zoning Board of Appeals is entitled to rely on this representation as being the full and complete statement of the applicant (s) / owner.

Applicants Signature _____ Date _____

Owner's Signature _____ Date _____

§145-69A(1)a, b and c - Special Permits:

The special permit granting authority shall issue a special permit for an exception under the following conditions:

Please answer 'how' and 'why' in as much detail as possible.

My project

(a) will not be detrimental to the established or future character of the Town and the neighborhood because:

My project

(b) will not nullify or substantially derogate from the intent or purpose of the zoning district in which it is located because:

My project

(c) will be in harmony with the general intent and purpose of chapter §145-69 because:

Please give reasons below, in as much detail as possible.

Article XIII Administration §145-68 Board of Appeals.

B. Variances. To authorize upon appeal, upon petition with respect to particular land or structures, a variance from the terms of this chapter.

(1) Such a variance shall be granted only if all of the following conditions have been met:

(a) Circumstances exist which relate to the soil conditions, shape or topography of the land or structures and especially affect such land or structures but do not generally affect the zoning district in which they are located;

(b) Literal enforcement of this chapter will result in a substantial hardship, financial or otherwise;

(c) Desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this chapter.



TOWN OF GRANBY

BOARD OF APPEALS

Senior Center Building, 2nd Floor
10-B West State Street
Granby, MA 01033
413-467-7177

GUIDELINE TO FILE FOR APPLICATION FOR HEARING FOR ZONING BOARD OF APPEALS

Submission must have:

1. Written denial from Building Inspector/Zoning Officer
2. One (1) "Application for Hearing" completely filled out.
3. Complete Surveyed Site Plan showing pin location, building location and proposed additions. A topography map (if available)
4. Complete permit plans including elevations
5. A certified list of abutters prepared by assessor's office.
(Prepared within three (3) months of the "effective date of submission").
- 6.***One electronic copy on a Universal Serial Bus (USB)" with all documents that are handed in with regards to the application.
7. Filing Fee - *\$125.00 (*or greater depending on the cost of mailings and newspaper add)

The Applicant must then bring the "Application for Hearing", along with the fees, plans and documents 10-B West State Street and give them to the Cathy Leonard who will then have a ZBA member make sure the submission is complete. Which then constitutes the "effective date of submission" and at which time the review process will begin.

THIS GUIDELINE TO BE GIVEN TO APPLICANT



TOWN OF GRANBY

BOARD OF APPEALS
Senior Center Building, 2nd Floor
10-B West State Street
Granby, MA 01033
413-467-7177

Application for Hearing

Date: _____

Name of applicant or appellant: _____

Address: _____

Location of property: _____

Applicant is _____, (owner, tenant, licensee, prospective purchaser—give name and address of owner if applicant/appellant is not owner)

Nature of application or appeal: _____

Applicable section of Building, Zoning By-Law: _____

Date of denial by Building Inspector/Zoning Officer _____

I hereby request a hearing before the Board of Appeals with reference to the above noted application or appeal. I have received a copy of the Rules and Regulations of the Board of Appeals and I understand that I must bring the information described in Article II, Section 5 of those rules and regulations to the public hearing. I also understand that my failure to supply this information will result in the postponement of the hearing until I make the information available to the Board.

(Signature of Applicant/Appellant)

(Signature of owner if different)

Received from about applicant, the sum of deposit of \$125.00.

YES _____ NO _____

Rules of the Springfield Zoning Board of Appeals

Pg. 4

1 MEMBERS

The Springfield Zoning Board of Appeals is a (5) five-member board. There are (2) two alternate members who may participate if a member is absent, unable to act, or has a conflict of interest.

2 QUORUM

A quorum of the Board is necessary to conduct a public hearing, (4) four members.

3 OPEN MEETING LAW

The open meeting law requires that hearings and meetings must be held in public. Neither petitioners nor their representatives should contact individual Board Members about any pending or future matter to be heard by the ZBA. All questions should be directed to the ZBA's secretary who will consult with board members as needed. The open meeting law does not apply to visits to a site, which are routinely made by the individual members prior to a hearing.

4 SCHEDULING

The ZBA meets once per month and considers up to three matters or up to the secretary's discretion (excluding continuances) per hearing. Hearings are scheduled on a first come basis. Special requests for a hearing date may be granted, in the Boards discretion, only for extraordinary circumstances. Unless otherwise specified at the hearing, a hearing or vote that is continued will take place at the next regularly scheduled hearing.

5 SUBMISSIONS

❖ FORMS

All petitions to the ZBA shall be made on forms supplied by the ZBA office filed in (11) eleven copies.

❖ PLANS

All plans shall be drawn to scale, show all dimensions, and be clearly labeled. A site plan is required for any request affecting the dimensions of a structure or a parcel of land. A building plan is also required of any zoning or building code variance request relative to the structure itself, such as an addition. When applicable, plans shall include existing and proposed conditions.

❖ MISC.

Any additional information and submissions offered at the hearing shall, wherever feasible, be provided in (11) eleven copies, one for each of the eleven petition copies. No information will be accepted after the close of the public hearing, except with leave of, or by specific request of the Board. All forms and submissions become the property of the ZBA.

Whenever case law, statutes or regulations, (except the Zoning Ordinance), are cited to the Board, a copy of the decision or law, along with an explanation of its relevance shall be provided to the Board. In all cases of appeal, each side is expected to provide the other side with copies of all submissions to the Board.

6 PAYMENT OF FEES

Payment of all costs for filing, advertising and notice are a prerequisite to a hearing and vote. The fees are **NON REFUNDABLE**, whatever the disposition of the matter, including withdrawals of petitions with or without prejudice.

Payment of local taxes, fees and assessments, betterments and other municipal charges are a prerequisite to a hearing and vote for requests of Zoning & Building Code Variances.

7 NOTICE AND ADVERTISING

The ZBA secretary shall provide the notices to abutters, the legal notice in the newspaper and to various others as may be required. Interested parties may request specific information to determine for themselves compliance with applicable legal requirements. Neighborhood Councils and Associations may also receive any notices of matters that are within their respective jurisdictions.

8 PUBLIC HEARING

Attendance is required by the petitioner even if represented by an attorney or other agent. If the petitioner is a corporation or an organization, an authorized and knowledgeable representative should be present to answer any questions. Failure by a petitioner to attend a scheduled hearing may result in a denial of the relief sought.

Anyone addressing the Board shall be obligated to provide true and complete information. At its discretion, the Board may administer an oath to any person testifying at a hearing.

Persons addressing the Board shall provide their names, addresses and, if relevant, their title of affiliation.

Conduct of the Hearing: The chairman or acting chair commences the hearing. The petitioner or agent to the petitioner, or other representative presents the case. **The presenter is expected to have a complete knowledge of the facts of their case, familiarity with the zoning provisions relevant to their case, and a concise argument for the relief being sought.** For zoning variance requests, the presentation must include the three findings that the ZBA is required to make. Substantiation of all assertions is required. **FOR EXAMPLE, the mere assertion in a variance request that a hardship will be experienced is insufficient.**

After the presentation, any member of the public who wishes to speak in opposition may step up to the podium and do so. The petitioner or agent will be given an opportunity for rebuttal or to supply additional information. The board members may ask questions at any time. The Board may require any person who is unruly or disruptive to leave the hearing room. The formal rules of evidence do not apply, but may serve as guides in the evaluation of evidence and testimony. Hearings are recorded and then transcribed.

The Board may receive, but is not bound by, advice and recommendations from other city departments, boards, and officials, including but not limited to, the Planning Department.

Vote:

The Board may vote at the hearing or may close the hearing and defer its decision until a subsequent meeting date. A variance may be granted by concurring vote of at least 4 of the 5 members (unanimous if only four members are participating).

Continuances:

The Board, in its discretion, may also decide by majority vote to continue a hearing on its own initiative or by request of a petitioner.

The Board may allow, by majority vote, minor changes or amendments to a petitioner's request, provided the Board finds that the change or amendment is a typographical error or a change otherwise insignificant or insubstantial that does not prejudice the public, abutters, or the city in any way.

9 DECISION

A decision by the ZBA must be rendered at a public hearing. The decision is not written in public, but the substance of the decision, and any conditions, are made known at the public hearing. A petitioner may offer to write the decision in draft form, but the board will always undertake an independent analysis. Once a decision is written in accordance with the vote at the meeting, the Board members sign it.

10 REQUIRED FINDINGS FOR A ZONING VARIANCE

(YOU MAY FIND THE INTERPRETATIONS TO THESE CONDITIONS AT ANY LEGAL LIBRARY OR YOU MAY CONSULT WITH A LEGAL ADVISORY)

YOU MUST SATISFY ALL THREE CONDITIONS BELOW.

In order to grant a variance from the Zoning Ordinance, the Board must specifically find that:

- A. that owing to circumstances relating to the soil conditions, shape, or topography of land or structure, and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning ordinance or bylaw would involve either substantial hardship, financial or otherwise to the petitioner.*
- B. that desirable relief may be granted without substantial detriment to the public good.*
- C. that granting such relief would not nullify nor substantially derogate from the intent or purpose of such ordinance or by-law.*

Variations may be granted subject to conditions, safeguards, and limitations both of time, and of use, including the continued existence of any particular structures, but may not be based on the continued ownership of the land or structures by any owner.

Neither the ZBA Clerk nor Board Members shall give legal or strategic advice to petitioners or others. They must seek their own legal advice. For a particular hearing or hearings, the Board may wave any of its rules, at its own discretion, by specific request based on extraordinary circumstances, or on its own initiative. The Board may amend these rules, from time to time, in whole or in part, at a public hearing for which advertisement of legal notice has been made at least (2) two weeks prior to the hearing date.

These rules shall be filed with the City Clerk's Office. Copies will be available in the Building Division of the Code Enforcement, 70 Tapley Street, Springfield, MA 01104.

The effective date of these rules is July 1, 2012.

Required Information for Filing a Zoning Variance;

There are three (03) ways to go before the Board of Appeals. You must have ten (10) copies of each piece of information you are submitting in your package. Each package must be separate and stapled before given to the ZBA Secretary.

- PETITION (letter addressed to the Chairman) with a full detailed explanation on why you wish to go before the Board of Appeals. Include in this petition what you propose to do, what the violation is and the hardship which is created.
- LETTER OF REFUSAL—Petitioner has thirty (30) days from date of the order or decision to appeal to the Board.
- LETTER OF CORRECTION OR VIOLATION—Petitioner has thirty 30 days from date of the order or decision to appeal to the Board.

Information that must be included in your package is as follows:

- ✓ 11 complete set of plans
- ✓ 11 site plans
- ✓ 11 letters to the Chairman. (1 must be original signature)
- ✓ 11 letters to the City Clerk (1 must be original signature) you may use the same letter to the Chairman, just change the name to whom you are sending it to.
- ✓ 11 copies of the attached Zoning Variance Application. (photo copies are acceptable, however, **each application must have an original signature**). Applications can be signed by the applicant, or by their attorney or by power of attorney.
- ✓ **Filing Fee is \$500.00 for Residential Property and Commercial Property, Payable City of Springfield by Check or Money Order only.**

THIS FEE IS NON-REFUNDABLE

There is also an additional cost for legal advertisement. You will be notified as soon as the ad has been placed to submit a check made payable to "The Republican", but you will send, or bring the check to the Board secretary. The check must be sent in to the secretary at least one (1) week prior to the hearing.

11 GENERAL INFORMATION

A variance takes up to four (04) months to complete. If a variance is granted, and no appeals are filed, you must then also pay a fee to record the Notice of Decision and Decision of the Board of Appeals at the Registry of Deeds Office, located at 50 State Street, 4th floor, Springfield, MA 01103.

If a permit is required from the Building Department, an application must be filed and a permit fee paid upon completion of the variance process.

If you have any questions, please contact Zoning Board of Appeals, 413-750-2434 or 413-787-6031, between the hours of 8:15am to 3:15pm.

When filling out your application, and you reach question #8, on those lines it will say SEE ATTACHED.

On a separate piece of paper it should look like this:

You will use the same letter format for your letter to;

Tasheena Davis, City Clerk

Attorney Daniel P. Morrissey, Chairperson

Board of Appeals

Dear Chairman (use name):

Dear City Clerk (use name):

#8 the principal reasons upon which I base my application are as follows:

A. Owing to circumstances relating to the soil conditions, shape, or topography of land or structure and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning ordinance or bylaw would involve either substantial hardship, financial or otherwise to the petitioner.

Be as specific and detailed as possible

B. that desirable relief may be granted without substantial detriment to the public good.

Be as specific and detailed as possible

C. that granting such relief would not nullify nor substantially derogate from the intent or purpose of such ordinance or by-law.

Be as specific and detailed as possible



MEMBERS

- Daniel P Morrissey, Chairperson
- Walter Gould
- Ryan Hess
- Norman Roldan
- George Bruce
- Ed Corbin

City of Springfield, Massachusetts
 Zoning Board of Appeals
 70 Tapley Street, Springfield, MA 01104
 (413) 750-2434

APPLICATION TO THE ZONING BOARD OF APPEALS
 (11 Copies with 11 Original Signatures)

Date: _____

Applicant _____

Address: City/Town _____

Telephone Number _____

Legal Owner of Property _____

Address: City/Town _____

Telephone _____

Application is hereby made for a variation from the requirements from the Springfield Zoning Ordinance,

Article _____ Section _____ Paragraph _____

The premises affected located at _____ shown on city plot

Plan # _____, and recorded in Book _____ Page _____ at the Hampden County Registry of Deeds.

Description of PROPOSED or EXISTING Building or Structure

- 1.) Size of building: Length feet _____ Width _____ feet deep, Height feet _____ Stories _____.
- 2.) Occupancy or use (of each floor) _____
- 3.) Building Zoning District _____
- 4.) Date of Erection _____
- 5.) Type of Construction (check one, if applicable to this variance) I ___ II ___ III ___ V ___ VI ___
- 6.) Has there been a previous variance on these premises? _____
- 7.) Description of proposed work or use _____
- 8.) The principle reasons upon which I base this application are as follows _____
Please see attached

- 9.) Are all taxes and municipal charges currently due on the property, paid in full? ___ Yes ___ No
 (If not, they must be paid by the hearing)
 The undersigned certifies that this information is accurate and complete.

 Signature of Applicant or Authorized Agent

March 25, 2026

**Board of Selectmen
488 Chapin Street
Ludlow, MA 01056**

RECEIVED

MAY 21 2026

**SELECT BOARD
LUDLOW, MA 01056**

Dear Chairman,

I am interested in being an Election Poll Worker for the Town of Ludlow. My Political Party is Unenrolled. I would appreciate you nominating me as a Ludlow Election Poll Worker. I thank you for your consideration.

Sincerely,

Douglas M. May

**Douglas M. May
4 Lavoie Avenue
Ludlow, MA 01056
Tel. 413-589-9231**

nationalgrid

Project Information Update

Line 301 Asset Condition Refurbishment (ACR) Project

May 2026

Ludlow, Palmer, Brimfield, Warren, Brookfield, Sturbridge, and Charlton, Massachusetts.

Dear Neighbor,

We are reaching out to share an update on New England Power's (d.b.a National Grid) Line 301 Asset Condition Refurbishment (ACR) Project which will upgrade transmission infrastructure along the existing right-of-way (ROW). As a reminder, this project includes replacing aging wooden transmission structures with steel structures and installing fiber optic cable to improve reliability.

Upcoming Field Activities

Beginning Tuesday, May 26th you may notice increased activity within or near the ROW as project contractors perform site visits and field assessments. These activities are anticipated to occur over the next 2-3 weeks and will take place at various times and locations along the ROW.

No construction work will occur during this time. All personnel will be authorized project representatives, carry identification and follow applicable safety protocols.

During this period, you may see crews walking or driving along the ROW, vehicles using existing access roads and temporary, short-duration activity in specific areas. This work is temporary and part of routine project planning.

Project Schedule Reminder (subject to change)

Construction is currently anticipated to begin in October 2026 and continue through Fall of 2028. Additional updates will be provided in advance of work in your area.

Stay informed

New England Power is committed to keeping residents, businesses, local officials, and community groups informed and engaged in the project. If you have any questions or would like additional information, please call our toll-free project hotline at **(888) 367-5301**, or email our Project Engagement team, Joe Carroll and Project Engagement consultant, Todd Petrishki, at todd.petrishki@wsp.com

Sincerely, Line 301 ACR Project Engagement Team



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

The Meeting of the Select Board held on Tuesday, May 19, 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

Residents Joe Lemieux of 38 Shawinigan Drive and several neighbors raised concerns about a trailer that was dropped off in the roadway by an individual from Chicopee. Residents reported that the trailer, which they described as containing junk and debris, was initially left in the street without wheels and later moved partially onto a neighboring driveway, causing damage to both the driveway and the roadway. Residents stated that the individual intends to bring additional similar materials onto Lot 12 on Shawinigan Drive, raising concerns about potential unkempt conditions, wildlife attraction, and negative impacts on property values. Photos of the trailer, roadway damage, and the individual's Chicopee property were referenced.

Residents reported that the Ludlow Police Department had already been involved due to the obstruction of the roadway, which they noted is only 18 feet wide and used by school buses. Complaint paperwork was filed earlier in the day. The Board explained that because the matter was raised during public comment and not listed as an agenda item, they could not take immediate action but would forward the concerns to the appropriate departments, including the Building Inspector and Police Department.

VISITATION

5:45 P.M. – **PUBLIC HEARING** – Eversource Pole Hearing – 35 Pinewood Drive.

Motion made by Mr. Alves to open the public hearing at 5:45 p.m. **Mr. Gennette second. All in favor. Motion passed 5-0.** An Eversource representative explained that the property at 35 Pinewood Road is seeking to install solar, and in order to accommodate the additional load, a new transformer is required. To install the transformer, Eversource is requesting approval to place a new mid-span pole approximately 95 feet south of existing pole 287/1 and about 35 feet across the road. Mr. Silva stated he had no concerns if the pole is necessary for the solar installation and no resident's object. Mr. Gennette asked how Eversource determines when a customer must pay for upgrades such as transformers or new lines, noting a resident who was quoted \$16,000 for similar work. The Eversource representative confirmed that customers are responsible for the cost of required upgrades, including the pole and transformer, and that the project will not proceed until the property owner pays those costs. **Motion made by Mr. Silva** to approve Eversource to put up a pole and transformer at 35 Pinewood Drive. **Mr. Alves second. All in favor. Motion passed 5-0.** **Motion made by Mr. Alves** to close the public hearing at 5:50 p.m. **Mr. Silva second. All in favor. Motion passed 5-0.**

6:00 P.M. – **PUBLIC HEARING** – Alteration of Premises – Casa Pizzeria, LLC – 325 East Street. **Motion made by Mr. Alves** to open the public hearing at 6:00 p.m. **Mr. Gennette second. All in favor. Motion passed 5-0.** Mr. Carvalho explained that he expanded the first floor of Casa Pizzeria by reclaiming space previously used as an apartment, noting that the business needed additional room. He stated that all interior work has been completed and approved by the Planning Board. Mr. Strange confirmed that the application before the Board pertains only to the interior alterations, which have been fully signed off. Mr. Carvalho also discussed plans to reside the building and raised questions about the small outdoor patio area. He described confusion between departments regarding occupancy, plumbing code, and outdoor seating requirements, stating that his architect believes the patio should not trigger additional code obligations. He requested clarification on whether alcohol could be served on the patio.

A neighboring property owner, Mr. Rubbo, expressed concerns about noise, equipment placement, and impacts on his tenants and property value. He referenced exhaust fans and a walk-in cooler he believes are too close to the property line. The Board advised that these issues fall under the Building Inspector and Planning Board. Board members emphasized that the current action relates only to the interior alteration for ABCC purposes and does not authorize outdoor seating or alcohol service. Mr. Strange noted that adding patio seating affects occupancy calculations and could require sprinklers. The Board advised Mr. Carvalho to work directly with the Building Inspector and Planning Board regarding any outdoor seating or patio use. Mr. Carvalho acknowledged the guidance and stated he may delay patio plans while continuing to work with the appropriate departments. **Motion made by Mr. Silva** to approve the alteration of Casa Pizzeria for the interior premises and anything else to have Mr. Carvalho come back with a site plan and the blessing from the Building Inspector and Planning Board. **Mr. Alves second. All in favor. Motion passed 5-0. Motion made by Mr. Alves** to close the public hearing at 6:18 p.m. **Mr. Silva second. All in favor. Motion passed 5-0.**

6:15 P.M. – **PUBLIC HEARING** – Nuisance Dog – 26 Wilson Street.

Motion made by Mr. Silva to open the public hearing. **Mr. Alves second. All in favor. Motion passed 5-0.** Ms. Anderson, Animal Control Officer, reported an ongoing issue involving two dogs—a Rottweiler and a Cane Corso—running loose on Wilson Street. She clarified that this matter was being presented as a nuisance dog hearing, not a dangerous dog hearing. Ms. Anderson stated the dogs had been loose multiple times over the past several months, and despite leaving messages and notices, she had received no response from the owners. She also confirmed that the dogs were not currently licensed. Ms. Marques, of 26 Wilson Street, identified herself as the caretaker of the dogs and stated they were her son's pets. She disagreed with portions of Ms. Anderson's account and said she had been attempting to maintain her fencing, though she was not financially able to install a new one. She stated the dogs were young and sometimes attempted to escape but denied that they roamed the neighborhood extensively.

Ms. Lopez, of 36 Wilson Street, addressed the Board and read the following prepared statement: "As I said, my name is Jennifer Lopez. I live at 36 Wilson Street. I would like, if possible, to have my written statements to the board of selectmen reflected on the record as part of my statement here tonight if it isn't already. For the last four and a half months my neighbors' two dogs, a Cane Corso and a Rottweiler, have repeatedly come onto my property without restraint or supervision. These incidents have been documented with both Animal Control and the Ludlow Police Dispatch. Most recently on Friday, May 15th, the same day I had a six-foot fence installed around my backyard my dogs and I were outside when the newly fenced area when the neighboring Cane Corso once again got loose and entered my property. The dog approached and sniffed my fence where my dogs were standing on the other side. I recorded video and photographs of the dog wandering near my side of my house as well as in my front yard where it came within approximately seven feet of my front door. I have provided dated and timestamped videos to the Ludlow Animal Control Officer as evidence of my complaint. The installation of my fence was intended to create a safe and secure enclosed area for my dogs on my property. Despite these efforts the neighboring dogs, specifically the Cane Corso, continues to roam freely onto the unfenced portions of my yard and is able to approach the fenced area where my dogs are located. My issue here isn't about whether the dogs are friendly, it's about an ongoing failure to properly contain and control two very large animals that have repeatedly entered private property without

control or supervision. Although my property is my main concern, the broader concern is that these dogs should not be at large in the neighborhood at all. Given their size appropriate containment is not optional, it's necessary for public safety. I'm requesting the board require the dogs to be properly contained or restrained so they cannot enter my property at all, and I would like repercussions for failing to comply with the board's decision to be clearly outlined. Thank you to the board for your time, consideration, and attention to these safety issues."

The Board reviewed photos and videos submitted by Ms. Lopez and discussed prior documented incidents. Board members expressed concern about continued leash-law violations, lack of proper containment, and the absence of current dog licenses or vaccination records. Ms. Anderson discussed safety concerns related to the dogs' age, size, breed characteristics, and the proximity of neighborhood children and elderly residents. She recommended the installation of a secure kennel or dog run, repairs to the fencing, proper licensing, vaccinations, and obedience training. She stated that a kennel could reasonably be installed within two weeks and that dog licensing should be completed immediately. She confirmed she would conduct follow-up inspections as needed.

Board members emphasized that the dogs must be contained at all times and discussed potential consequences if compliance is not met, including impoundment or fines under Massachusetts General Laws. Ms. Anderson stated that if the dogs were to be loose again before corrective measures are implemented, she would impound them until the containment issue is resolved. Additional comments were heard from neighbors, including Ms. Lebel of 43 Wilson Street, who reported incidents of the dogs approaching her property and extended periods of barking. Further discussion occurred regarding the responsibilities of the owner and caretaker, the frequency of loose-dog incidents, and the need for cooperation with Animal Control.

The Board concluded that the dogs constitute a nuisance as defined by law and agreed that containment measures must be implemented. The Board expressed that the dogs must be securely confined, with the owner and caretaker required to work with Animal Control to meet all outlined requirements within the recommended timeline. **Motion made by Mr. Silva** to declare the dogs at 26 Wilson Street nuisance dogs, that they be licensed tomorrow and further that containment be done within 2 weeks to satisfy the dog officer's discretion. **Mr. Alves second. All in favor. Motion passed 5-0. Motion made by Mr. Alves** to close the public hearing at 6:48 P.M. **Mr. Silva second. All in favor. Motion passed 5-0.**

6:30 P.M. – CARES Coalition – Unable to attend.

6:45 P.M. – Vincent Mason – Town Accountant Interview

Mr. Rosenblum outlined the interview format for the Town Accountant position. Mr. Vincent Mason introduced himself as a Senior Financial Analyst with Holyoke Public Schools, describing his background in actuarial science, finance, and accounting as well as recent experience with account reconciliation and budgeting. Board members asked a series of questions regarding his approach to minimizing errors, reducing costs, resolving account variances, and identifying financial discrepancies. Mr. Mason provided examples from his current role involving budget review, vendor cost analysis, software training, reconciliation between school and city accounts, and communication of financial information to non-financial staff. He explained his involvement in budget preparation, regular meetings with principals and cabinet members, and familiarity with Munis software. In response to questions about working with others and handling budget requests outside approved allocations, he emphasized collaboration, escalation when appropriate, and maintaining a calm, direct working style. Mr. Mason asked for clarification regarding meeting schedules and work hours, and Mr. Rosenblum provided the expected timelines for town meetings and Select Board meetings. Mr. Mason closed by expressing appreciation for the interview and his interest in serving the Ludlow community.

7:15 P.M. – Michelle White – Town Accountant Interview

Mr. Rosenblum began the interview by outlining the format and invited Ms. White to speak about her background. Ms. White explained that she has spent 16 of her 18 years in school finance at the Wachusett Regional School District, with two years in between at Westford Public Schools. She described her experience with reconciliations, audits, grant

compliance, year-end processing, and extensive use of the Munis financial system. She highlighted her work in Westford where she resolved significant system deficiencies, including implementing payroll encumbrances and correcting revolving account configurations. She noted she returned to Wachusett due to family needs and is now seeking to move into municipal finance. In response to questions, Ms. White explained that she frequently presents financial information in plain terms to principals and administrative staff and provides training to secretaries on purchasing procedures and student activity funds. She confirmed she currently lives in Warren and would commute.

Mr. Alves asked about her role in the budget process, and Ms. White described her responsibility for preparing salary budgets, including step increases under bargaining agreements. She also detailed her involvement in the district's end-of-year report, noting she completes the majority of the schedules, and her collaboration with the Treasurer in processing warrants. She also works with the Department of Revenue on year-end certifications. Mr. Silva asked about addressing variances between accounting offices. Ms. White stated she has maintained balanced accounts in her previous roles and described reconciling two full years of unreconciled books after returning to Wachusett. When asked about Schedule A and free cash, she compared them to the school district's end-of-year reporting and expressed interest in joining the Massachusetts Municipal Auditors and Accountants Association to strengthen her municipal knowledge.

Mr. Gennette sought clarification on her relocation status, and Ms. White explained she is moving from Holden to Warren. She emphasized her attention to detail, organization, and proactive approach in preventing budget errors. She cited prior cost-savings achieved by eliminating the need for outside accounting support. Mr. Rosenblum asked about her experience with Munis and her approach to working with others. Ms. White described herself as collaborative but firm when necessary, particularly in enforcing financial controls. She stated she would not process expenditures that exceed available funds without proper approvals.

During her closing questions, Ms. White asked about the status of the Town Accountant role and the priorities for the position. Mr. Rosenblum explained that the previous accountant had resigned and identified key priorities as rebuilding the working relationship with the Treasurer/Collector, transitioning away from reliance on CLA, and ensuring timely free cash reconciliation by October. Ms. White inquired further about the town's use of Munis, and staff explained that while the system is used for payroll and accounting, not all modules are fully utilized. They also discussed efforts to clean up data and recent improvements such as employee self-service.

Ms. White asked about current financial challenges. Board members noted pressure to remain under Proposition 2½, rising insurance costs, the town's history of unsuccessful overrides, and the need to collect outstanding receivables. They discussed stabilizing free cash and rebuilding stabilization funds. Mr. Rosenblum emphasized the importance of timely reconciliations to support budget development.

Ms. White concluded by stating she enjoyed the conversation, values financial stewardship, and believes she would bring stability and strong oversight to the position.

7:15 P.M. – Ashley Terranova – Town Accountant Interview

During the interview, Mr. Rosenblum welcomed the applicant, Ashley Terranova, and invited her to introduce herself. Ms. Terranova explained that she currently resides in Virginia but hopes to begin her career in Massachusetts. She shared that she completed her undergraduate degree in business management in Boston and is now pursuing a master's degree with a concentration in accounting. She previously served as Town Accountant in Westerly, Rhode Island before exploring private accounting, ultimately realizing that she prefers municipal finance.

Board members asked Ms. Terranova a series of questions regarding her experience and skills. In response to questions from Mr. Gennette, she described her strong attention to detail and her interest in problem-solving as ways she minimizes errors. She also discussed helping reduce costs in her current role by ensuring timely invoice payments and assisting in implementing AI tools that reduce processing time.

Mr. Silva asked about reconciling accounts receivable and minimizing variances between departments. Ms. Terranova noted that monthly cash reconciliation is key and suggested that increasing the frequency of accounts receivable reconciliations could help reduce discrepancies. She stated she does not have experience with Schedule A or free cash certification but is willing to learn. In response to Mr. Sanches, she said she does not yet have experience with Massachusetts municipal finance requirements but would relocate as soon as the following week if hired.

Mr. Alves asked about her budgeting experience, and Ms. Terranova explained that she created budget books and later became more involved in understanding the levels of approval and the overall budget process. She said she has not presented budgets publicly but has supported the preparation of memos and visual aids. Mr. Rosenblum asked about her familiarity with Munis, and Ms. Terranova said she had taught herself the system in her previous role and prefers it over the system she currently uses. She described herself as a team-oriented person who prefers to collaborate when making decisions, especially when new to a position.

Ms. Terranova asked clarifying questions about Chapter 90 funding, accounts receivable processes, and cherry sheet revenue. Board members and staff explained that Chapter 90 funds support road work, that all municipal cash first comes through the Collector's office before being allocated in Munis, that the town uses a Unipay online payment system, and that cherry sheets outline state aid approved by the Legislature and the Governor. Ms. Terranova thanked the board for the opportunity to interview.

Board members discussed the three interviewed candidates, with several members expressing that Michelle White stood out as the strongest applicant. Mr. Silva stated that Michelle White had significantly more experience than the other candidates, particularly with Munis, which he viewed as a major benefit. Mr. Gennette agreed, noting that all three candidates were skilled, but Michelle was the most prepared and demonstrated strong knowledge of free cash, proactive practices, and Munis. He expressed some concern about hiring a candidate who had never served as a Town Accountant but said that if the board chose to make a decision that evening, his vote would be for Michelle White.

Mr. Sanches also supported Michelle White, citing her proficiency in Munis, supervisory experience, and ability to manage complex workloads. He noted that although the posting remained open until May 28, Michelle was clearly the strongest among the current applicants. Ms. Ribeiro clarified that while the website requires a posting deadline, the town can continue accepting applications until the position is filled.

Mr. Alves echoed the comments about Michelle's strong experience, stating that the other two candidates appeared capable but were still early in their careers, making the role a significant leap. He suggested that extending the posting could be considered but acknowledged the uncertainty of attracting more qualified applicants. He emphasized the need to balance experience, candidate availability, and the town's current situation.

Mr. Rosenblum observed that Michelle's experience on the school side involved working with a budget comparable in size and complexity to the town's. He noted that her familiarity with CLA and her expertise in Munis would benefit the town, and he did not expect significantly stronger candidates to apply at this stage. Mr. Strange agreed, stating that the candidate pool had been extremely limited since the previous Town Accountant's departure and that Michelle's municipal experience, though school-based, was still highly valuable. He believed she could learn the town side quickly, with CLA providing limited transitional support if needed.

Ms. Ribeiro advised against waiting for additional applicants, noting that the town had already received an unusually high number of candidates with public accounting backgrounds. She emphasized that Michelle's school finance experience was transferable, given the size of the school budget and the volume of financial activity. She also highlighted Michelle's familiarity with student activity accounts and her interest in joining the Massachusetts Municipal Auditors and Accounting Association. Mr. Rosenblum added that school budgets often involve more frequent adjustments than town budgets, making that experience beneficial. Mr. Gennette agreed that her school background was helpful but

stressed that the role is centered on town-side responsibilities and that Michelle would need to acclimate to municipal requirements. He stated, however, that he believed she could do so. **Motion made by Mr. Gennette** to offer Michelle White the Town Accountant's position and move her to contract negotiations. **Mr. Silva second. All in favor. Motion passed 5-0.**

CORRESPONDENCE

26-77 Tapestry Health – Request for Opioid Reimbursement in the amount of \$7,144.63. Mr. Gennette expressed concern about allocating Opioid Settlement funds to Tapestry Health, stating that he preferred the funds be used for Ludlow-based organizations serving Ludlow residents. He noted that Tapestry is a large regional organization and questioned whether the request demonstrated that funds would remain local. Mr. Silva explained that the Board had previously denied Tapestry's initial request until additional information was provided. After receiving further documentation showing services delivered to Ludlow residents, the Board had agreed to support funding contingent on Tapestry submitting bills and supporting data. He stated that unless the current request failed to meet those requirements, he did not see grounds to deny it.

Mr. Gennette said he agreed that if Tapestry could prove the funds directly benefit Ludlow, he would view the request differently, but he was unsure whether the current submission demonstrated that. Mr. Rosenblum asked for clarification on whether the data provided reflected Ludlow-specific services. Mr. Strange confirmed that the data sheet included only Ludlow information. Mr. Alves reported that he had spoken with the Health Department earlier in the day and received additional Ludlow-specific data from Tapestry, including numbers of individuals served, encounters, and supply usage. He noted that the Board had previously approved \$20,000 for Tapestry in the fall after a presentation and a letter of support from the Board of Health. In his view, quarterly in-person presentations were unnecessary as long as Tapestry continued to provide adequate documentation.

Mr. Gennette asked whether the Health Department had validated the information. Mr. Alves clarified that the data was provided by Tapestry to the Health Department, who then forwarded it to him. Mr. Sanches asked about the balance of the Opioid Settlement account and the rules governing disbursement. Mr. Rosenblum stated that the balance was substantial—over \$100,000—and that funds are typically distributed to Ludlow CARES, the Michael J. Dias Foundation, and Tapestry. Mr. Strange explained that the state sets specific criteria for eligible uses, including prevention, education, treatment, and recovery, and that the town must file an annual report documenting expenditures. He confirmed that Tapestry's services fall within the allowable categories.

Mr. Alves reiterated that Tapestry had previously demonstrated that funds would be used for Ludlow residents and that the Board of Health had supported their request. He stated he was comfortable with the current submission. Mr. Rosenblum noted that while itemized receipts may not be feasible due to HIPAA and inventory-based supplies, the Board had previously required that any funding be used specifically for Ludlow services, and the data provided reflected that. **Motion made by Mr. Silva** to approve the Tapestry request to reimburse the amount of \$7,144.63. **Mr. Alves second. Motion passed 4-1.**

26-78 MMWEC – 2026 2nd Quarter Inspection of Natural Gas Pipeline. **Motion made by Mr. Alves** to file. **Mr. Silva second. Motion passed 4-0-1.**

26-79 Green Day Recycling – Requesting permission to place temporary signage at the intersection of Center Street & the Mass Pike or other high visibility intersections to promote Electronics Recycling Event with the First Church to be held on Saturday, August 22nd.

Mr. Silva asked whether the upcoming First Church recycling event is free or fee-based. Board members believed it is a paid event, noting that fees are typically listed in online or newspaper advertisements even if not shown on signs. Mr. Gennette questioned whether the fact that the event charges fees affects the Board's approval of signage, since the town generally does not endorse paid events. Mr. Alves noted the event was approved last year on the basis that it is not-for-profit and provides a community service. Mr. Silva added that the event primarily helps residents dispose of items properly.

Mr. Sanches asked whether the DPW installs the signs; Mr. Rosenblum clarified that the organizers place the signs themselves. Mr. Sanches also raised concern about the request for placement at “other high-visibility intersections,” asking whether that would allow signs to be placed broadly throughout town. Mr. Alves suggested approving the same locations as last year rather than expanding the scope. Mr. Rosenblum said the Board could request specific locations to avoid excessive signage. Mr. Gennette suggested limiting signs to town property. Mr. Silva proposed approving only the Center Street/Mass Pike location for now and having the organizers return with any additional requested sites. **Motion made by Mr. Silva to approve the Green Day Recycling permission to place temporary signage at the intersection of Center Street and the Mass Pike. If they request other sites we’ll have to have the exact locations identified. Mr. Gennette second. All in favor. Motion passed 5-0.**

26-80 Ludlow Parade Committee – Board to accept the new Parade Route due to bridge closure. **Motion made by Mr. Gennette to approve the Ludlow Parade Committee’s request for the new parade route due to the bridge closure. Mr. Alves second. All in favor. Motion passed 5-0.** Mr. Alves announced the Memorial Day parade route, stating that the parade will begin at the Gremio and proceed up Winsor Street to Stevens Street, then from Stevens to East Street, continuing down East Street to Memorial Park. Mr. Rosenblum noted that closing Putts Bridge and West Street, as done in the traditional route, would create significant traffic issues on Memorial Day. Mr. Alves added that the viewing stand, typically located near Walgreens, will instead be positioned at East Street School this year.

UNFINISHED BUSINESS

Board to approve and sign agreement between the Town of Ludlow and Springfield Water & Sewer Commission for Wastewater Services (tabled from May 5, 2026).

Mr. Strange reported that the matter has been forwarded to Town Counsel for review and the Town is currently awaiting their response. **Motion made by Mr. Silva to table. Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to approve and sign the contract between the Town of Ludlow (DPW) and Dennis K. Burke, Inc. for FY27 Gas Agreement (tabled from May 5, 2026). **Motion made by Mr. Gennette to file. Mr. Silva second. All in favor. Motion passed 5-0.**

NEW BUSINESS

Board to approve and sign minutes from meeting of May 5, 2026. **Motion made by Mr. Silva to sign minutes from meeting of May 5, 2026, with all members present. Mr. Alves second. All in favor. Motion passed 4-0.**

Board to approve and sign the contract between System 4 and the Town of Ludlow for cleaning services at Hubbard Memorial Library in the amount of \$26,388.

Mr. Silva asked whether this contract is an annual item. Mr. Strange confirmed that it is and noted that while System 4 is a new provider and slightly more expensive than last year’s company, Melissa is pleased with their services. **Motion made by Mr. Silva to approve and sign the contract between System 4 and the Town of Ludlow for cleaning services at Hubbard Memorial Library in the amount of \$26,388. Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to discuss and possibly vote to authorize \$2,473 in Building Infrastructure funds to repair sprinkler system at 63 Chestnut Street. **Motion made by Mr. Silva to authorize \$2,473 in Building Infrastructure funds to repair sprinkler system at 63 Chestnut Street. Mr. Gennette second. All in favor. Motion passed 5-0.**

Board to appoint Mike Kelliher to the Capital Improvement Planning Committee as the Finance Committee representative. **Motion made by Mr. Sanches to appoint Mike Kelliher to the Capital Improvement Planning Committee as the Finance Committee representative. Mr. Silva second. All in favor. Motion passed 5-0.**

Board to discuss and possibly vote to enter into an inter-municipal agreement with the Town of Palmer for shared veteran’s services.

Mr. Segundo reported that the Town of Palmer reached out about a month ago as their Veterans Service Officer was leaving and they wished to explore consolidating or merging services with Ludlow. After several meetings with Palmer's Town Manager, a contract was drafted that reflects terms acceptable to both communities. Palmer is seeking full veterans services comparable to what Ludlow provides, with the requirement that staff be physically present in Palmer one full day and two half days each week. In return, Palmer's payments would allow Ludlow to convert its current part-time employee to full-time status and contribute \$12,000 annually toward Veterans Center expenses. All financial responsibilities for Palmer's veterans, including Chapter 115 benefits and office expenses, will remain within Palmer's budget, and Palmer will issue quarterly payments to Ludlow based on the contract.

Mr. Silva asked whether the arrangement was manageable, and Mr. Segundo confirmed it was, noting that the expanded staffing—one employee moving to full-time and an existing full-time grant-funded claims specialist—would allow the work to be covered. Several board members expressed strong support for the collaboration, with Mr. Gennette emphasizing the value of bringing in outside revenue and regionalizing services. He asked whether the workload would be manageable, and Mr. Segundo said they planned to operate on a trial basis until January 1, after which both towns could decide whether to continue with an annual contract as required by the state.

Mr. Sanches asked whether the contract had been reviewed by legal counsel. Mr. Strange stated it had not yet, but the format was based on state and Northampton district templates. Questions were raised regarding the part-time employee's transition to full-time, and Mr. Segundo clarified that if the agreement ended, the employee would revert to part-time hours. The employee would be made aware of the trial nature of the position once all approvals were in place. Board members discussed the impact of benefits, accrual of time off, and potential costs. The Town Administrator noted that such terms would be clearly outlined in an offer letter. Mr. Alves asked whether Palmer's payments fully covered staffing and benefit costs. Mr. Segundo said the numbers were close, and that after factoring in Palmer's \$12,000 contribution, Ludlow would remain slightly in the positive.

Board members also discussed the potential for similar partnerships with other towns in the future and the added benefit of broader regional support when seeking state grants. Mr. Alves noted that Ludlow already assists veterans from other communities on a courtesy basis when neighboring towns lack coverage, and that this agreement at least provides compensation for services that Ludlow would otherwise provide without reimbursement. **Motion made by Mr. Genette** to approve and enter into an inter-municipal agreement with the Town of Palmer for shared veteran's services as long as it is approved through legal counsel. **Mr. Silva second. All in favor. Motion passed 5-0.**

Board to discuss updating the town's Financial Policy Manual.

Mr. Strange informed the board that he recently attended a Division of Local Services workshop focused on municipal financial policies and noted that DLS now provides comprehensive policy templates for towns to use. He suggested that it may be an appropriate time to review and update the town's financial policy manual, originally adopted in June 2019, and to consider adding new policies, including a budget process policy. He asked the board for its thoughts on forming a working group or subcommittee, possibly involving finance staff, the Finance Committee, and others, to begin this review.

Mr. Silva agreed that the idea was worthwhile and asked for clarification on whether the proposal was simply to update the current manual. Mr. Strange explained that while the manual needs updates, the process would also include creating additions where necessary. Mr. Sanches reviewed the history and structure of the existing manual and confirmed that all policies within it were adopted together in 2019. He asked about recommended review cycles and whether an annual review might be appropriate, especially as vendors and practices change. He noted examples such as vendor references appearing in policies and the absence of adoption dates on individual policy pages.

Mr. Alves supported including a formal review frequency in the updated manual. He suggested that much of the work should begin internally among town hall staff before recommendations are brought to the Finance Committee and the Select Board. He

envisioned a process involving reviewing DLS templates to identify gaps, determining where the town's current policies differ from recommended practices, and strengthening areas that may now be outdated. He also inquired about the extent of DLS support under the current model, and Mr. Strange explained that while DLS no longer conducts full policy development for towns, it provides templates and guidance for local adoption.

Board members discussed the usefulness of shifting away from naming specific vendors in policy language, preferring more general wording to avoid repeated amendments. Mr. Sanches reiterated the value of annual review and emphasized that clear adoption dates are important for enforceability. He supported the creation of a budget process policy as well. Mr. Alves recommended including this work in the board's goal-setting process for the upcoming year.

Mr. Rosenblum noted that the town already has a budget calendar, though Mr. Strange explained that it was developed without broad departmental input and is adjusted annually as needed. Mr. Rosenblum agreed that it would be helpful for staff to review the new DLS templates and identify any missing policies or necessary changes before bringing recommendations to the board. Mr. Strange said he would meet with the assessor, treasurer/collector, and accounting staff to develop a plan and prepare a red-line version of proposed revisions for future board review. Mr. Strange to work on.

Board to discuss effective/adoption dates to the Financial Policy Manual and Town Administrator Evaluation policy.

Mr. Strange reported that, following a request from Mr. Sanches, the town had added adoption or effective dates directly onto its policies. He noted that the Town Administrator Evaluation Policy was adopted on July 8, 2025, and the Financial Policy Manual was adopted on July 2, 2019.

Town Administrator to provide an update on the FY26 Free Cash certification amount.

Mr. Strange updated the board on the recent free cash certification inquiry. He explained that after questions were raised at the previous meeting, CLA conducted a deeper review to determine why the original free cash estimate of approximately 6.5 million dollars had certified at only 3.2 million dollars. He stated that the primary issue was uncollected revenue, noting that the town had 2.8 million dollars in unpaid real estate taxes for fiscal year 2025 due to the town not issuing demand notices or initiating the tax title process. He said that these steps had not been completed because the necessary staffing was not in place, but that Michelle Hill had since issued the fiscal year 2026 demands. He added that the town also had about one million dollars in outstanding grant reimbursements on both the school and town side, representing funds the town had been awarded and expended but not yet received. He said these two issues together accounted for roughly three million dollars of the shortfall.

Mr. Rosenblum asked for clarification on the grant funding, and Mr. Strange confirmed that the town was waiting on reimbursement for grants already approved and spent. Mr. Sanches asked whether the specific grants had been identified, and Mr. Strange said they had, noting that most were familiar but some would require additional follow-up with the granting authorities. He cited a Mass Gaming Commission grant as one example. He stated that staff would work to collect the outstanding grant funds. Mr. Alves emphasized the importance of keeping current-year receivables and grants up to date in addition to addressing past-due items, noting that maintaining levels consistent with prior years would have resulted in substantially more free cash. Mr. Rosenblum agreed that the difference could have been even greater.

Mr. Gennette shifted the discussion to the upcoming fiscal year and expressed concern about financial pressures, including state aid reductions, rising fuel and insurance costs, and broader economic uncertainty. He suggested that the board may need to consider a freeze on new positions, limit new capital spending to existing lease obligations, and take a more conservative approach overall until financial conditions become clearer. He said that entering the next budget season in a stronger position could be beneficial if the board adopted early cost-containment measures.

Mr. Alves asked whether the suggested freeze would apply to the remainder of the current fiscal year or to decisions about the next fiscal year. Mr. Gennette responded that both might

need to be considered, given the uncertainty in free cash and the town's financial outlook. He described his comments as preliminary discussion and emphasized the need to be proactive. Mr. Alves noted that many of the decisions mentioned would occur naturally through the budget process but agreed that reducing costs where possible would be necessary. Mr. Gennette reiterated the importance of limiting overtime, controlling fuel expenditures, and avoiding new positions. Mr. Rosenblum added that improved diligence in collecting outstanding revenues would also be important. He agreed that limiting capital spending to existing obligations for one year might be prudent. He noted that with a new Town Accountant, earlier and more accurate reconciliations should strengthen the budget development process and improve planning related to stabilization funds and other financial considerations.

TOWN ADMINISTRATOR'S REPORT

Mr. Strange provided a recap of the recent Town Meeting for the public. He reported that all articles passed with the exception of one. Notable approvals included funding for electronic voting devices for Town Meeting, the fiscal year 2027 budget with approximately \$100,000 in excess capacity, and updates indicating that the Senate's local aid numbers appear to be about \$200,000 more favorable than the Governor's proposal used during budget development. Town Meeting also approved new playground equipment for Whitney Park, three additional all-alcohol on-premises licenses, a ban on cryptocurrency ATMs, restructuring of the Recreation Department and Recreation Commission, and adoption of the Stretch Energy Code. Mr. Silva noted that the alcohol licenses still require state approval.

Mr. Strange stated that no action was taken on several articles, including the public safety HVAC bond, which the chiefs withdrew due to prohibitive costs. Additional articles without appropriation included the DIF special revenue fund for Stevens Street paving, general stabilization, the LHS turf field replacement fund, Munis improvement funding, capital stabilization, the park and recreation stabilization fund, and OPEB. No action was also taken on proposed new dates for Town Meeting and the town election. The only article that was voted down was the amendment to the unreasonable noise bylaw, which would have established maximum decibel levels; the current bylaw continues to have no specific dBA standards.

Mr. Strange explained that all approved bylaw changes must be reviewed and approved by the Attorney General before becoming effective, typically a two- to three-month process, meaning final approval should be received in the fall. Home Rule Petitions, including the additional all-alcohol licenses and the recreation restructuring, must be sponsored by the town's legislators, voted on by the House and Senate, and then signed by the Governor before taking effect.

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. Silva reminded the public that the upcoming parade route has changed and encouraged residents to attend the Memorial Day events. Mr. Gennette briefly noted that his review of diesel costs revealed promising opportunities and that he looks forward to presenting findings to the board. Mr. Sanches thanked Mr. Strange and his team for promptly updating policy documents and adding adoption dates. Mr. Alves reviewed the upcoming community event calendar, including the wreath-laying ceremony on May 22, the candlelight vigil on May 24, the Memorial Day Parade on May 25 followed by a ceremony at the Veterans Memorial, the Town Hall closure on May 25, the Children's Bike Parade and Rodeo on June 13, and the Town-Wide Tag Sale on June 20. He also wished everyone a happy belated Mother's Day.

Mr. Rosenblum reflected on Town Meeting, referencing a past "hot mic" incident to emphasize his longstanding concern that residents do not thoroughly question or discuss

the budget during Town Meeting, despite it being the most significant item for consideration. He noted that while discussions often arise on individual articles, such as the Recreation Director position, there is little detailed debate during the budget presentation itself. He expressed his belief that the Town Meeting process, while the form of government the town must follow, has become somewhat outdated and financially limiting, as towns can only seek appropriations twice a year. He thanked those who participated in the meeting and remarked on the importance of distinguishing personal opinions from constituent representation. Mr. Gennette added that the newly approved electronic voting devices may increase transparency by showing how precinct members vote. Mr. Rosenblum concluded by noting that citizen concerns drove the proposed noise bylaw changes and predicting that noise issues and potential license reviews may continue to arise in the future.

Motion made by Mr. Silva to close the meeting at 9:02 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.

Amy Kurtz

From: Marc Strange
Sent: Tuesday, May 19, 2026 11:00 AM
To: Amy Kurtz
Subject: Fw: EXTERNAL:Tighe & Bond - Invoice - LUDLOW-Public Safety Complex HVAC System Replacement Project
Attachments: Bill_210766012A_\$\$_DS-1000715.PDF

Can we please add this to the 6/2 agenda?

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

From: Accounting Dept. - Tighe & Bond <bstdba@tighebond.com>
Sent: Thursday, May 14, 2026 6:03 PM
To: Marc Strange <mstrange@Ludlow.ma.us>; Select Board <Selectboard@ludlow.ma.us>
Cc: Sharon LaDuke <sladuke@Ludlow.ma.us>
Subject: EXTERNAL:Tighe & Bond - Invoice - LUDLOW-Public Safety Complex HVAC System Replacement Project

EXTERNAL EMAIL WARNING

This email originated from outside your organization. Please verify the sender's identity before clicking links, downloading attachments, or providing sensitive information. If you were not expecting this email, please call the sender to verify authenticity.

Hello! Attached is an invoice for the referenced project. Below is a summary for your convenience:

Project Name: LUDLOW-Public Safety Complex HVAC System Replacement Project
Invoice #: DS-1000715
Invoice Date: May 14, 2026
Amount Due: \$3,850.00

ACH is our preferred payment method. If you don't currently process payments via ACH and would like to start, please email AR@TigheBond.com for our banking information.

If you have any questions, please reply to this email for assistance.

Thank you!

Danielle Nadeem





PLEASE REMIT PAYMENT TO:
 Tighe & Bond Designer Services, Inc.
 53 Southampton Road | Westfield, MA 01085-5308A

Attention: Sharon LaDuke
 Town of Ludlow, MA
 488 Chapin Street
 Ludlow, MA 01056
 United States

Invoice : DS-1000715
 Invoice Date : 5/14/2026
 Project : 210766012A
 Project Name : LUDLOW-Public Safety Complex
 HVAC System Replacement Project

For Professional Services Rendered Through 4/30/2026

Your Project : PO 12224032

Email To:

sladuke@ludlow.ma.us
 mstrange@ludlow.ma.us
 SELECTBOARD@LUDLOW.MA.US

Services rendered this period were performed in accordance with On-Call dated July 13, 2023, Agreement dated October 24, 2023, Amendment dated February 25, 2025 and Amendment dated March 16, 2026.

	Fee	% Complete	Billings		
			To Date	Previous	Current
210766012A - LUDLOW-Public Safety Complex HVAC	344,650.00	80.22	276,490.00	272,640.00	3,850.00
				Current Billings	3,850.00
			Amount Due This Bill		<u>3,850.00</u>

INFORMATION

LUDLOW PLANNING BOARD
488 CHAPIN STREET
LUDLOW, MA 01056
583-5600 Ext. 7

LEGAL NOTICE – SPECIAL PERMIT / HOME OCCUPATION

The Ludlow Planning Board will hold a public hearing in Ludlow Town Hall, Select Board's Conference Room on **Thursday, June 11, 2026, at 7:00 p.m.** on the application of Camron Moreau of 34 Grant Avenue, Ludlow, MA (Assessors' Map 12B, Parcel 35) for: **home office for HVAC business.**

If for any reason this hearing is cancelled, it will be rescheduled to Thursday, June 25, 2026.

Raymond Phoenix
Chairman

Register – Please publish as a legal notice in the **05/20/26 & 05/27/26** editions.

cc: Town Clerk – Please post.
Applicant
Abutters
Surrounding Communities

Assessors
Building Department
Conservation Commission
Board of Health
Department of Public Works
Fire Department
Safety Committee
Select Board

LUDLOW PLANNING BOARD
488 CHAPIN STREET
LUDLOW, MA 01056
583-5600 Ext. 7

LEGAL NOTICE – SPECIAL PERMIT / HOME OCCUPATION

The Ludlow Planning Board will hold a public hearing in Ludlow Town Hall, Select Board's Conference Room on **Thursday, June 11, 2026, at 7:10 p.m.** on the application of Richard Yelinek of 50 Stivens Terrace, Ludlow, MA (Assessors' Map 15B, Parcel 141) for: **home office for limousine business**

If for any reason this hearing is cancelled, it will be rescheduled to Thursday, June 25, 2026.

Raymond Phoenix
Chairman

Register – Please publish as a legal notice in the **05/27/26 & 06/03/26** editions.

cc: Town Clerk – Please post.
Applicant
Abutters
Surrounding Communities

Assessors
Building Department
Conservation Commission
Board of Health
Department of Public Works
Fire Department
Safety Committee
Select Board

**Ludlow Planning Board
488 Chapin Street
Ludlow, MA 01056
583-5600 ext. 7**

Memorandum

To: ASSESSORS, BOARD OF HEALTH, BUILDING COMMISSIONER, DPW,
FIRE DEPARTMENT, SAFETY COMMITTEE, **SELECT BOARD**, TOWN CLERK

From: PLANNING BOARD

Date: May 27, 2026

Subject: APPROVAL OF CHANGE OF OCCUPANCY / DBA APPLICATION

NAME OF OWNER OF NEW BUSINESS: Southern Glazer's Beverage Company

NAME/TYPE OF NEW BUSINESS: Southern Glazer's Beverage Company
(beverage company)

NAME OF OWNER OF BUILDING: Procon Group LLC

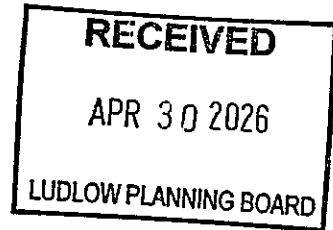
ADDRESS OF BUSINESS: 485 Holyoke Street

APPROVAL DATE: May 14, 2026

Susan Urban
Administrative Assistant



Town of Ludlow
Office of the Planning Board
ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056
Phone: (413) 583-5600 ext. 7



Master Application

Date submitted to Planning Board: 4/24/26

Location of Property: (address) 485 Holyoke St., Assessors' Map 3, Parcel 95B

Zoning of Property: BUSINESS A

Is this property in the East Street Revitalization Overlay District? YES (NO)

Is this property in the Aircraft Overlay (YES) NO

Name of Business (if any): Southern Glazer's Beverage Company

Type Of Application (Check All That Apply):

*denotes supplemental application sheet required

Site Plan Control:

Change of Occupancy

Site Sketch

Site Plan Approval

Other:

Zone Change *5

Subdivision Control:

ANR *3

Preliminary Subdivision Plan *3

Definitive Subdivision Plan *3

Waiver of Frontage *4

Special Permitting:

Special Permit

Home Occupation *1

Home Professional Office

Accessory Apartment *2

Comprehensive Plan (MRD)

Please note that incomplete submittals are subject to denial without any further review and any fees paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.

Contact Information:

Applicant:

Name: Michael Epstein, General Counsel - MA + RI

Address: 45 Commerce Way, Norton, MA 02766

Phone: 508-280-7955

Fax:

E-Mail: mepstein@sgbc.com

Signature: [Signature]

I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.

Contact Person (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Property Owner (if different):

Name: Procon Group LLC
Address: 283 Somers Rd., Hampden, MA 01036-9088
Phone: 413-207-2799
Fax: _____
E-Mail: Brittney Procon
Signature: Brittney @ Keller-Capital.com
[Signature]

Building Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Detailed Description of Proposal: On 12/27/24, the tenant, Horizon Beverage Co., Inc. was sold. The new owner changed the name of that entity to Southern Glazers Wine Spirits of MA, LLC d/b/a Southern Glazers Beverage Company. No change in operations or use.

All applications require a completed certificate of ownership / authority.

Publication cost for any public hearings required is the responsibility of the applicant.

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act).

For Office Use Only:

Building Commissioner Approval:

[Signature]

Fee Amount Received: 100 Fee Doubled: _____
Supporting Documents: YES/NO
Verified By: JC
Date Received: 4/30/2026