



RECEIVED
TOWN CLERK'S OFFICE
2026 JUL 29 P 12:12
TOWN OF LUDLOW

Town of Ludlow, Massachusetts
Office of the Select Board

AGENDA
SELECT BOARD
Select Board's Conference Room
August 4, 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 — Fire Union.

Board to approve and sign minutes from Executive Session meeting of July 21, 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. – Ryan Devine, Red Bridge Run Club – Proposal to host the Ludlow Clocktower Classic 5K Saturday October 24, 2026.

6:00 P.M. – Firefighter/Paramedic Interview – Leo Couture.

CORRESPONDENCE

26-109 Ludlow Firefighters Association Local 1840 – Requesting permission to hold annual Boot Day to benefit Muscular Dystrophy Association on Friday, September 4th, 2026, from 1:00 p.m. – 6:00 p.m. in front of the Fire Station at Chapin & Center Streets.



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

26-110 MMWEC – Notification of routine inspections and mowing operations on its natural gas pipeline right of way beginning in August, Monday through Friday 7:00 a.m. – 6:00 p.m. daily.

26-111 Kathleen (Kate) Agin – Request to be appointed as a Poll Worker.

26-112 Town Clerk – In Person Early Voting Schedule for the State Primary.

26-113 Tom Barbeau – Cub Scout Pack 180 – Annual request for use of Veteran's Park Field on Saturday, August 15, 2026, at 10:00 a.m. to launch model rockets.

UNFINISHED BUSINESS

Board to approve the FY26-FY27 LATOSS collective bargaining agreement (tabled from July 21, 2026).

Board to discuss Outdoor Entertainment License Policy.

NEW BUSINESS

Board to approve and sign minutes from meeting of July 21, 2026.

Board to approve and sign Sunday Entertainment Licenses for Our Lady of Fatima and Fanelli Amusements for Festa on September 6, 2026.

Board to approve and sign ten (10) copies of the warrant for the call of the election for the September 1, 2026, State Primaries.

Chief Brennan – Request to charge off medical expenses and lost wages to Chapter 41, §111F for an Officer injured on duty on June 12, 2026.

Chief Pease – Request to charge off medical expenses and lost wages to Chapter 41, §111F for a Firefighter/Paramedic injured on duty on June 8, 2026.

Board to sign contract extension for Assistant Town Administrator/HR Director.



RECEIVED
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**Town of Ludlow, Massachusetts
Office of the Select Board**

Board to accept MIIA Wellness Grant in the amount of \$19,940.

Board to discuss and Chair to sign a letter of support for the Town's Open Space and Recreation Plan.

Board to approve and sign agreement between Charlie Park Main, LLC and the Town of Ludlow for two (2) parcels – 0 Center Street.

Board to approve and sign one (1) day permit for Cottage Melts to hold Sip & Shop event on Saturday, August 15th from 10:00 a.m. – 6:00 p.m.

Board to notify the Town Clerk of the one-year vacancy for the Planning Board for the 2027 Annual Town Election that shall be placed on the next annual town election ballot March 22, 2027.

Board to discuss performance evaluations of Town Administrator.

Board to review and discuss proposed FY28 budget calendar.

TOWN ADMINISTRATOR'S REPORT

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:

Events on the Library Lawn:

Singing Time Tuesdays 10:30-11:30 am. During the summer and fall, weather permitting.

Teddy Bear Picnic, August 14, 11:30am-1:30 pm.

Ed Pop Magic Show, August 18, 11:30am-1:30 pm.

Volunteer Pizza Party, August 19, 12-2 pm.



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

Community Health Fair – Friday, August 21st, 2:00 pm – 6:00 pm at Memorial Park.

Festa – Labor Day Weekend – September 3 – 7.

Ludlow Firefighters Association Local 1840 – Annual Boot Day – Friday, September 4th, 2026,
1:00 p.m. – 6:00 p.m. in front of the Fire Station at Chapin & Center Streets.

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.

Proposal: The Ludlow Clocktower Classic 5K

To: The Ludlow Select Board

From: Ryan Devine / Red Bridge Run Club

Date: 06/15/2026

Subject: Proposal to Host the Ludlow Clocktower Classic 5K on Saturday, October 24, 2026

Introduction

We are writing to respectfully request permission to host the second annual **Ludlow Clocktower Classic 5K on Saturday, October 24, 2026, at 11:00 AM**. This community-focused event aims to promote health and wellness, foster civic engagement, and raise funds for the to help support the mission of Ludlow Boys and Girls Club. Last year's 5K was a huge success that brought hundreds runners, walkers, and supporters to the Ludlow Mills for a fun and healthy activity.

Event Details

Date & Time: Saturday, October 24, 2026, at 11:00 AM. The event is scheduled for a late morning start to avoid disrupting morning traffic and to allow for post-race activities.

Location: The race will begin and end on the Riverwalk located near Sole Syndicate Brewing, formerly known as Iron Duke Brewing. The proposed route will follow a scenic path through the heart of Ludlow, showcasing our beautiful town center, Riverwalk and the iconic Ludlow Clocktower. A detailed route map is attached for your review.

Purpose: To continue a new tradition for the town of Ludlow, encouraging physical activity and community spirit. Proceeds from the race will be donated to the Ludlow Boys and Girls Club.

Estimated Attendance: We anticipate between 200-300 participants, including runners, walkers, and volunteers.

Logistics and Safety Plan

We have carefully considered the logistical and safety requirements for this event.

- **Traffic and Road Closures:** We will coordinate with the Ludlow Police Department to manage traffic flow and ensure the safety of all participants. The proposed route (same as last year) could require temporary road/intersection closures for a limited duration.
- **Course Marshals:** A team of trained volunteers and race officials will be positioned along the course to direct participants and ensure a smooth flow.
- **Waste Management:** We are committed to keeping Ludlow clean. We will provide multiple trash and recycling bins at the start/finish area and along the course.

Community Benefits

The Ludlow Clocktower Classic 5K offers significant benefits to our community:

- **Health and Wellness:** The event promotes an active lifestyle for residents of all ages, from competitive runners to families with strollers.
- **Economic Impact:** The race will bring people to the center of town, potentially increasing foot traffic for local businesses.
- **Community Building:** This event will create a positive and inclusive environment, bringing neighbors together in a shared activity.

- **Fundraising:** The race will serve as a vital fundraiser for Ludlow Boys and Girls Club, directly benefiting our community.

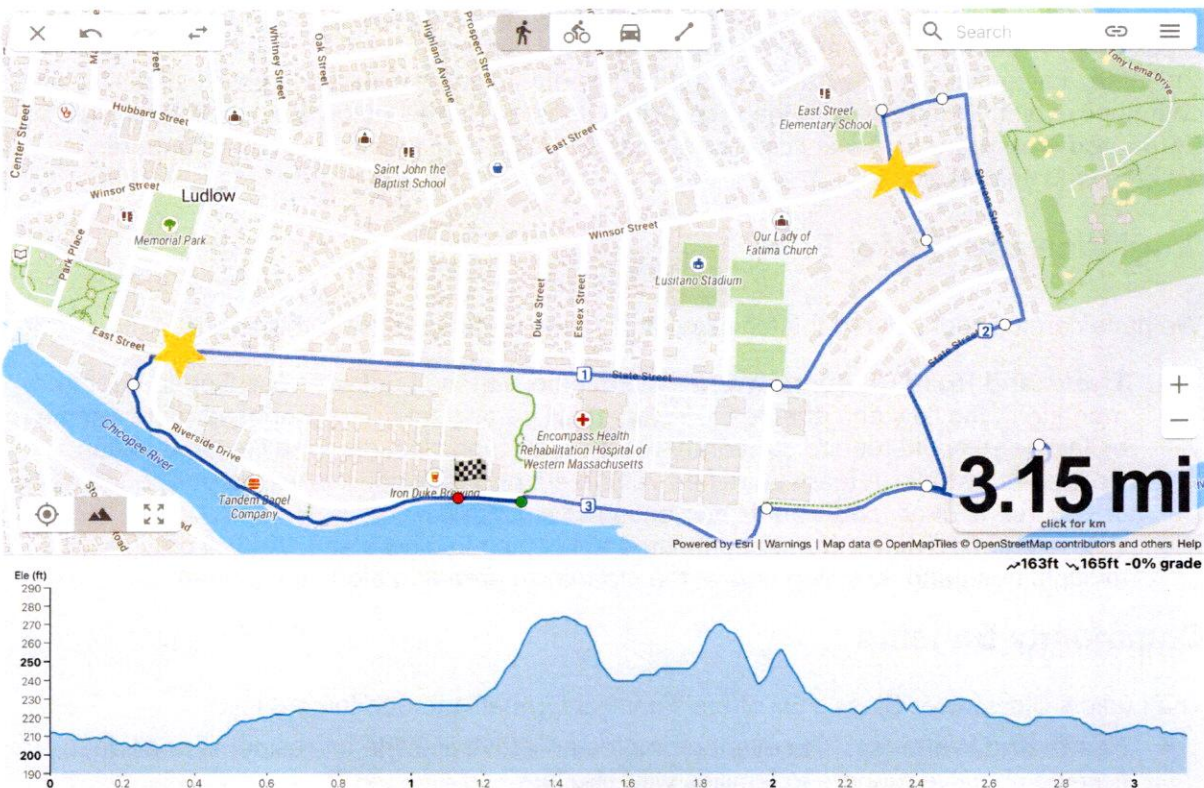
Conclusion

We remain confident that the Ludlow Clocktower Classic 5K will again be a safe, well-organized, and successful event that brings our community together. Below is the race map for your review. We kindly request the Select Board's approval and continued support to allow the Red Bridge Run Club host the Ludlow Clocktower Classic 5K on October 24th.

Thank you for your time and consideration. We look forward to discussing this proposal with you at the August Select Board Committee Meeting.

Sincerely,

Ryan Devine
413-537-8747
ryandevine26@gmail.com



Ludlow Fire Fighters Association



Local 1840



International Association of Fire Fighters
P. O. Box 357, Ludlow, Massachusetts 01056
Affiliated with Professional Fire Fighters of Mass.

July 21, 2026

Mr. William Rosenblum
Ludlow Board of Selectmen
488 Chapin Street
Ludlow, MA 01056

Dear Mr. Rosenblum:

Ludlow Fire Department Local 1840 is once again requesting permission from the Board of Selectmen to hold its annual *Boot Day* to benefit the Muscular Dystrophy Association. The date planned for this event is Friday, September 4, 2026, from 1:00 PM to 6:00 PM in front of the Fire Station at Chapin and Center Streets. Only Fire Department personnel will be participating in this fundraiser. All money raised will go directly to the Muscular Dystrophy Association.

Thank you in advance for your cooperation in holding this fundraiser.

Sincerely,

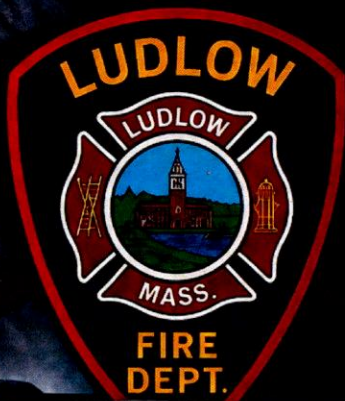
A handwritten signature in black ink, appearing to read 'Jason Coddington'.

Jason Coddington
MDA Committee

LUDLOW

MASSACHUSETTS

FIRE DEPARTMENT



MDA[®]

FILL THE BOOT

★ **DRIVE** ★



SEPTEMBER 4TH
1PM TO 6PM

YOUR DONATION SUPPORTS THE
MUSCULAR DYSTROPHY ASSOCIATION
AND HELPS FIRE FIGHTERS
MAKE A DIFFERENCE!



★ **THANK YOU FOR YOUR SUPPORT!** ★



July 17, 2026

Town of Ludlow c/o Board of Selectman
488 Chapin Street
Ludlow, MA 01056

Dear Current Resident:

This is a courtesy letter to advise you that the Massachusetts Municipal Wholesale Electric Company (MMWEC) will be performing routine inspections and mowing operations on its natural gas pipeline right of way during the third quarter of 2026. This work may occur across or adjacent to your property in Ludlow, MA.

During this period, you may notice MMWEC personnel or their contractors along the pipeline right of way. The work will involve the placement of markers.

Brush clearing and mowing will begin in August. Work hours are expected to be Monday through Friday, 7am to 6pm daily. Since the right of way is relatively narrow, work on most properties should be completed within one day. Properties that are currently maintained as lawns, hay fields, and construction yards will not be cleared or mowed.

This work is necessary to enable MMWEC to adequately inspect and maintain the pipeline and is required by federal and state regulations. We apologize for any inconvenience this may cause.

If you have any questions, please do not hesitate to contact me at 413-308-1259.

Sincerely,

Louis Gilli
EH&S Engineer

Amy Kurtz

From: Clerk
Sent: Wednesday, July 22, 2026 11:09 AM
To: Amy Kurtz
Subject: FW: EXTERNAL:Poll Worker Application

See below.

Sincerely,

Kim

Kim M. Batista, CMMC
Town Clerk, Chief Election Official,
Board of Registrar, Burial Agent,
Parking Clerk
Town Hall, 2nd Floor
488 Chapin Street
Ludlow, MA 01056
(413) 583-5600 Ext. #1
Direct (413) 385-6131
clerk@ludlow.ma.us

New office hours:

Monday, Wednesday, Thursday 8:00 a.m. to 4:30 p.m.

Tuesday 8:00 a.m. to 5:30 p.m.

Friday 8:00 a.m. to 12:00 p.m. (agenda's should be received by 11:30 a.m. on Friday)

From: Kathleen Agin <aginkt@gmail.com>
Sent: Wednesday, July 22, 2026 10:58 AM
To: Clerk <Clerk@ludlow.ma.us>
Subject: EXTERNAL:Poll Worker Application

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.

You don't often get email from aginkt@gmail.com. [Learn why this is important](#)

Dear Ms. Batista,

I am writing to express my interest in becoming a Ludlow Poll Worker.

I am sixty-five years old and I have been a Ludlow resident for twenty-eight years. Over the years I have volunteered with several groups including: The Ludlow/Randall Boys & Girls Club fundraising for the new building and Auction Committee as well as coaching 6th, 7th and 8th grade boys basketball teams. I was a Junior

Achievement coordinator for East Street School and Baird Middle School for several years and taught multiple grade level classes each year. I was also a committee member/chairman for my son's Cub Scout and Boy Scout troop committees. I served on the Ludlow Commission on Disability for one year. I volunteered on two fundraising committees: to fix the Clock Tower and to purchase thermal imaging cameras for the Ludlow Fire Department.

I retired from Eversource (formerly Western Massachusetts Electric Company) in 2017, after over thirty years of service. My last position was the most meaningful for me, I was the only dedicated utility Outreach Worker in Massachusetts. I worked closely with our most vulnerable customers to help them enroll in programs and services to reduce their energy burden. I worked collaboratively with employees from other utilities throughout the state to help income eligible customers receive programs and services they were eligible for, regardless of where they lived in the state. I served on committees and working groups with community advocates and regulators to achieve best practices to help our mutual clients/customers. I served in all leadership positions, some multiple times, on the Massachusetts Good Neighbor Energy Fund (GNEF), which helped customers who were over income for the Low Income Home Energy Assistance Program (LIHEAP) and frequently did media outreach and interviews for the GNEF. Additionally, I was a Community Liaison, coordinating with Police and Fire Chiefs, Emergency Management Managers and restoration supervisors and crews during storm/disaster events. After my retirement, I worked as a per diem Mentor to female residents of the Hampden County Sheriff's Department, concluding in February of this year. Regardless of the capacity that I worked or volunteered in, I have always respected the confidentiality of the information that I had access to and I work well with others.

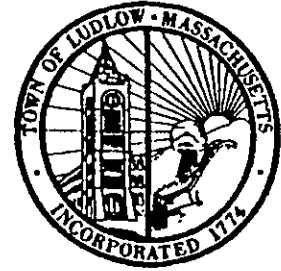
I believe that my experience would be helpful to me as a Poll Worker and I look forward serving the Ludlow Community.

Sincerely,
Kathleen (Kate) Agin

Town of Ludlow

Office of the Town Clerk

Kim M. Batista, CMMC, Town Clerk



STATE PRIMARY ELECTION DAY - SEPTEMBER 1, 2026

SCHEDULE FOR IN-PERSON EARLY VOTING

Period: August 22, 2026 - August 28, 2026

Location: Town Hall, Town Clerk's Office, 2nd Floor, 488 Chapin St., Ludlow

Saturday	8/22	9:00 am - 5:00 pm
Monday	8/24	8:00 am - 4:30 pm
Tuesday	8/25	8:00 am - 5:30 pm
Wednesday	8/26	8:00 am - 4:30 pm
Thursday	8/27	8:00 am - 4:30 pm
Friday	8/28	8:00 am - 12:00 pm

Last Day to Register to Vote and/or Change Party Enrollment

- August 22, 2026 (In-person 9:00 am to 5:00 pm)

Last Day to Request an Early and Absentee Ballot by Mail

- August 25, 2026, by 5 pm

**ALL VOTE BY MAIL BALLOTS MUST BE RETURNED TO
THE TOWN CLERK'S OFFICE BY THE CLOSE OF POLLS ON
ELECTION DAY.**

***488 Chapin Street
Ludlow, MA 01056
(413) 583-5600 Ext. 1
TTY (413) 583-5668***

RECEIVED

JUL 28 2026

SELECT BOARD
JULY 28, 2026

APPLICATION FOR USE OF TOWN OPEN SPACES AND WAIVER OF LIABILITY AGREEMENT

Event Summary

Event Title: Cub Pack 180 model Rocket Launch

Description: Cubs will launch Estes Model Rockets at Former Vets Park School Fields at 10am on 8/15 From 10AM to 12PM.

Event Location:

- ☐ Veteran's Memorial Park ("Gazebo Park")—11 East Street
- ☐ Post Office Park—Chestnut/Winsor/Sewall Streets
- ☐ Whitney Park—167 Howard Street
- ☐ The Riverwalk—Riverside Drive
- ☐ West Street Park—84 West Street
- ☐ Camp White—Munsing Street
- ☐ Electric Park—13 Watt Ave
- ☒ Other Veterans Park school site

	Day of the Week	Date	Time
Set up Starts	8/15 Sat	8/15	9:30am
Event Starts	Sat	8/15	10:00am
Event Ends	Sat	8/15	12:00pm
Dismantle Ends	Sat	8/15	12:30pm

Anticipated number of attendees? ~25

Is this an annual event? No

Note: Most park areas cannot be reserved for the exclusive use of the groups, and access to the area by the general public must be available at all times. This means that areas cannot be roped off or otherwise secured.

Site Plan & Route Map

To ensure appropriate review of your event, it is preferred that you submit one or more of the following: Blueprints or computer assisted drawings of your event site plan or a hand drawing of your site plan. Be sure to include the placement of receptacles (bins, dumpsters) for both trash and recycling in your plan/map.

Temporary structures, including stages built by private parties, shall conform to all applicable building codes and other Town regulations, and the Authorized User shall obtain any required building permits from the Building Department (413) 583-5600 ext. 1214 and Fire Department (413) 583-8332 ext. 2310. If a tent is erected, the Building/Fire Department shall complete a safety inspection prior to the event. The Health Department must be contacted for safe food handling and Food Permit at (413) 583-5600 ext. 1271.

Your event site plan/route map should be submitted and include but not limited to:

- An overview of the event venue, including the names of all streets or areas that are part of the surrounding area. If the event involved a moving route of any kind, indicate the direction of the travel and all street or lane closures.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities.
- The placement of dumpsters and/or trash & recycling bins
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail of the food booth(s) and cooking area(s), including identification of all vendors cooking with flammable gases or barbecue grills.
- Locations of generator(s) and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all handicapped accessible areas that meet 521 CMR Architectural

6
Site Map on rear

II Lunch Pad

200



staging area

First aid kit

Fine extinguisher

Baseball Field

Locking

Contacts/Organization Information

This section will allow the Town Departments and agencies that have an interest in your event, to contact the appropriate individuals for any further information regarding your event. It will enable the Town to ensure all your needs are met, and that the interest of the Town's venue(s) are considered. Please feel free to write-in or attach any further information that you feel would be important in this matter.

Thomas Barbeau 413-878-2139 tom@Scouts180.org
Applicants' Name Phone/Cell Email (Required)

Cub Scout Pack 180 - 73 Cardinal Cir Ludlow, MA 01856
Organization Name Street Address City, State Zip

www.scouts180.org N/A info@scouts180.org
Web Address Organization Phone Email

Emergency Contacts:

In case of an emergency during the event, a person must be available to be contacted during the hours of the event. Please identify:

Lori A. Barbeau 413-296-8553 413-589-9437
Name Cell Phone Other Phone

Name Cell Phone Other Phone

Organization Status

TAX EXEMPT, NON-PROFIT: This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt, non-profit organization, a copy of your current tax exemption letter is required.

1. Is the Authorized user a commercial entity: ☐ Yes ☒ No

2. Is the Authorized User a bona fide tax exempt, non-profit entity? ☒ Yes ☐ No

If yes, you must attach to this application a copy of your IRS tax exemption letter providing proof and certifying your current tax-exempt status.

3. Are fees for admission, entry or participation required? ☐ Yes ☒ No

If yes, please provide an amount. _____

4. Are fees for vendor or other required?

☐ Yes ☒ No

Attach a copy of the most recent financial statement for this event.

*Charter for St Elizabeth
parish.*

Security Plan

Have you made arrangements for security? ☐ Yes ☒ No If yes, check all that apply:

☐ Town of Ludlow Police Department

☐ Licensed Professional Security Company**

☐ Other* Please describe: _____

*Certain activities require heightened security. The type of security will be determined by local, state and or federal officials.

**If using licensed Security Company, please complete the following:

Company

Phone

Street

City

State

Zip

Private Operating License #

Licensed Professional Security Company shall provide the Town with an insurance certificate naming the Town of Ludlow as "Additional Insured." A copy of such must be submitted no later than 14 days prior to the event date.

Accessibility Plan

1. Will there be a clear path of travel throughout your event venue? ☒ Yes ☐ No

If no, please explain: _____

2. Have you developed a Disabled Parking and/or Transportation plan (including use of public transportation or shuttle services) for your event?

☒ Yes ☐ No

If no, please explain: _____

There are handicap Spots at
Vets Park.

3. Will there be accessible rest rooms at your event?

☐ Yes ☒ No

If no, please explain: _____

No Rest Rooms

4. Will all food, beverage and vending areas be accessible?

☐ Yes ☒ No

If no, please explain: _____

No Food

Entertainment and Related Activities

- Will you be erecting and using any tents or other temporary facility? ☐ Yes ☒ No
- Will sound checks be conducted prior to the event? ☐ Yes ☒ No

When? _____

- Will sound amplification be used? Start date/time: _____

End date/time: _____

- Will there be fireworks? ☐ Yes ☒ No Fireworks require a Fire Detail and Police Officer to be present from the time the fireworks arrive in the Town until the end of the show. They will also require the erection of crowd control fencing.
- Will inflatable items, Hot air balloons or similar devices be used? ☐ Yes ☒ No
- If yes, please explain:

-
- Do your event plans include any casino games, bingo games, drawings or lottery opportunities?

☐ Yes ☒ No

- If yes, please explain:

Amusement Rides

Will you have amusement rides? ☐ Yes ☒ No If yes, please answer the following:

Number of rides: _____

Dates of operation: _____

Amusement Vendor (name, address,
phone#): _____

License #: _____

Amusement/Carnival Vendor shall carry liability insurance naming the Town of Ludlow as "Additional Insured." A copy of such must be submitted not later than 14 days prior to the event date. Include safe ride operator certificate with application. Vendor must coordinate with Local and State Inspectors for ride compliance.

Restrooms

Have you determined any facilities in the immediate area of your event which will be available to the public during the entire event? ☐ Yes ☒ No

If yes, please explain where they are located and how you have determined their availability during the entire event.

- Are the restrooms owned by the Town of Ludlow? ☐ Yes ☒ No
- Are you providing portable restrooms? ☐ Yes ☒ No
- How many portable restrooms? _____

Name of Portable Restroom Company _____

Address: _____

Phone# _____

Name of Contact person: _____

Set up time: _____ Pick up time: _____

Alcohol

Will there be any alcoholic beverages at your event? ☐ Yes ☒ No If yes, please check all that apply:

- | | | |
|--|---|-------------------------------|
| ☐ Free/host alcohol | ☐ Alcohol sales | ☐ Beer |
| ☐ Beer & Wine | ☐ Beer, Wine & Distilled Spirits | |

Will there be a licensed bartender/caterer to serve the alcoholic beverages? ☐ Yes ☐ No

If yes, please provide company name, address,
phone: _____

Liquor Liability License#: _____

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

- Will you be using wristbands? ☐ Yes ☐ No
- Will you be supplying police detail? ☐ Yes ☐ No
- Who will be responsible for checking I.D.'s? _____
- Who will be responsible for making sure alcohol does not leave restricted areas?

○ Has anyone who will be serving or dispensing alcohol received TIPS
certification or any other type of alcohol intervention training? ☐ Yes ☐ No

If yes, please provide their names(s) along with evidence of their certification:

Servers must be certified as trained in alcohol service safety such as "TIPS",
"ServeSafe", or other alcohol service safety program. Proof of certification required.

Waste Management

It is the responsibility of the Authorized User to ensure that all waste is properly disposed of during and after the term of the event. For multiple day events, all trash barrels must be emptied and waste removed from the site as needed and at the end of the day.

If the area is not properly cleaned, or if there is any damage to town property as a result of your event, you will be billed for the full cost of recovery, which will include rates for cleanup and repair. Further, failure to properly clean may result in disapproval of any future requests for a Use of Open Space, or may require a cash deposit and/or surety bond.

- **You are required to supply your own trash barrels**
- If the Town of Ludlow is supplying your trash barrels, you must supply your own plastic linings for the trash barrels. Call the Department of Public Works to coordinate.
- Should the proper disposal of waste at your event require a dumpster, the Authorized User is responsible to supply such item(s) at its own cost.
- Number of dumpsters: _____
- If cooking on site you must arrange for proper disposal of cooking oil.

Food Concession or Preparation

You may be required to apply for a health permit if food or beverages are sold or given away during your special event.

The Health Department will determine if your event requires a food permit. If a licensed caterer will be serving food at the event the caterer must submit a copy of its food license to the Town's Health Department, along with a copy of the menu and a notification form. Also, in the Commonwealth of Massachusetts a certified food protection manager certification and allergen certification is required. Guidelines for food facilities are provided by the Town of Ludlow's Board of Health. These guidelines should assist you in planning for food handling, preparation and serving in the most responsible and legal matter. Any questions, please contact the Health Department at 413-583-5600 ext. 1271.

1. Does your event include food concession and/or preparation areas? ☐ Yes ☒ No

Please describe how food will be served and or prepared:

2. Will there be food vendors on site?

☐ Yes ☒ No If yes, how many? _____

3. Do you intend to cook food in the event area? ☐ Yes ☒ No

If yes, specify the method (i.e. gas, electric, charcoal, etc.) Use of propane requires contact with the fire department.

4. Will you and/or the food concession vendor provide a sink to be used in the proper preparation of food? ☐ Yes ☒ No

If yes, will you be supplying your own licensed plumbers and electricians to set up and connect the sinks? ☐ Yes ☐ No

Food Vendor Name _____ Phone# _____

Address _____

If more than one vendor, include a list of vendors with their address & phone number.

Applicant's Affidavit & Waiver of Liability Agreement

By signing this application, the person whose signature appears below signifies that he/she is personally, financially responsible for their group, will see that the facilities and equipment are not misused, that groups have proper adult supervision, that properties are used in conformity with policies established by the Town, and that any damages and/or loss whatsoever as a result of the group's use of properties will be compensated in full by the responsible person, upon demand.

It is hereby understood by the responsible person signing this application that any Town activities have absolute priority for use of any portion of the Open Space, even if an outside group (e.g., the applicant) has requested the use of a portion of the Open Space. Any Town activity whatsoever that may be subsequently scheduled shall have absolute priority for use of the Open Space.

The Town disclaims liability for loss or damage to personal property or personal injury, and the applicant individually and on behalf of each member of his/her group agrees to release and hold harmless the Town, its officials and employees and not to sue any of the same for any such liability or loss.

The applicant agrees to: abide by all of the policies of the Town and laws of the Commonwealth. As a condition of access to the Open Space, the requesting organization and the undersigned applicant agree to the following: To pay for and assume full liability for any and all loss or damages to person or property or claim thereof resulting to or arising from the use of the Open Space by such organization or individual (and those granted access to the Open Space thereby) whether from an occurrence at the Open Space itself during such use, before or after such use, going to and from such use, and/or within available parking areas. To reimburse or hold harmless the Town and the members, agents, and employees thereof from any such loss, damage or claim, including, but not limited to, it or their attorney's fees; to pay any attorney's fees and costs paid or incurred by the Town to enforce any obligation imposed under this paragraph or otherwise in the application; and to pay for cleanup if the Open Space and/or utilized equipment is/are not left in a clean and orderly fashion. In the event there is a question as to whether or not the Open Space and/or utilized equipment was left in a clean and orderly fashion, the Town Administrator shall make such determination.

Furthermore, in consideration of being permitted to use the Open Space, I/WE for myself/ourselves, my/our personal representatives, assigns, heirs, and next of kin hereby release, discharge, and covenant not to sue the Town, its respective manager, directors, agents, officers, members, volunteers, employees, other participants, sponsors, advertisers, and any owners, lessors of the premises on which I/We are permitted to use from all liability, claims, demands, losses, or damages on my/our account caused in whole or in part by the negligence of the Town or otherwise that may have arisen in the past, or may arise in the future, directly or indirectly, and I/We further agree this if, despite this release and waiver of liability, assumption of risk, and indemnity agreement I/We, or anyone on my/our behalf, makes a claim I/We will indemnify, save and hold harmless each of the

parties claimed against from any litigation expenses, attorney fees, loss, liability, damage, or cost which anyone may incur as the result of such claim.

I/We have read this agreement, fully understand its terms, understand that I/We have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowable by law and agree that if any portion of the agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Name of Applicant: Thomas Barbera Date: 7/28/26
Organization Name: Cub Pack 180
Applicant's Address: 73 Cardinal Cir, Ludlow MA
Applicant's Phone Number: 413-478-2139
Applicant's E-Mail: tom@Scouts180.org
Applicant's Signature: [Signature]

This Affidavit MUST BE SUBMITTED, ***signed*** and postmarked or received (at least 90 days prior to the event) to the following:

Ludlow Town Hall
c/o Select Board's Office
488 Chapin Street
Ludlow, MA 01056

FAILURE TO RETURN THIS SIGNED AFFIDAVIT WITH THE COMPLETED PERMIT APPLICATION SHALL CAUSE THIS USE OF TOWN PROPERTY APPLICATION TO BE DEEMED INCOMPLETE

For Police Department Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Police Officer Required: ☐ Yes ☐ No ☐ Other

Comments/Conditions:

Date:

Signature:

For Fire Department Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Fire Dept. Presence Required: ☐ Yes ☐ No

Comments/Conditions:

Date:

Signature:

For Public Works Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Comments/Conditions:

Date:

Signature:

For Recreation Department Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Comments/Conditions:

Date:

Signature:

For Building Department Official Use Only	
☐ Approval Recommended ☐ Approval Not Recommended	
Comments/Conditions:	
Date:	Signature:
For Health Department Official Use Only	
☒ Approval Recommended ☐ Approval Not Recommended	
Comments/Conditions: ☐ ☐	
no food documented throughout applications, no permits required.	
Date: 7/28/26	Signature: <i>Pauli M. A.</i>
For Select Board Official Use Only	
☐ Approved ☐ Not Approved	
Comments/Conditions: ☐ ☐	
Date:	Signature:

For Police Department Official Use Only

☒ Approval Recommended

☐ Approval Not Recommended

Police Officer Required: ☐ Yes ☒ No ☐ Other

Comments/Conditions:

Call Central Dispatch (Ludlow PD) non-emergency
line 413-583-8305 prior to launch.

Date: 7/22/26

Signature: [Signature]

For Fire Department Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Fire Dept. Presence Required: ☐ Yes ☐ No

Comments/Conditions:

Date:

Signature:

For Public Works Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Comments/Conditions:

Date:

Signature:

For Recreation Department Official Use Only

☐ Approval Recommended

☐ Approval Not Recommended

Comments/Conditions:

Date:

Signature:

For Building Department Official Use Only

- ☐ Approval Recommended
☐ Approval Not Recommended

Comments/Conditions:

Date:

Signature:

For Health Department Official Use Only

- ☐ Approval Recommended
☐ Approval Not Recommended

Comments/Conditions: ☐ ☐

Date:

Signature:

For Select Board Official Use Only

- ☐ Approved
☐ Not Approved

Comments/Conditions: ☐ ☐

Date:

Signature:



Town of Ludlow, Massachusetts
Office of the Select Board

OUTDOOR ENTERTAINMENT POLICY

ADOPTED: DATE

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1. Introduction

This policy is adopted to protect, preserve, and promote the health, safety, peace and order of the citizens of Ludlow through the control of excessive noise detrimental to the enjoyment of life and property. This policy acknowledges and emphasizes that regulation is necessary to balance the ability of licensed establishments to host outdoor entertainment and music with the rights of those living in the area to be undisturbed by excess noise. intended to support local businesses, civic events, cultural activities, and community gatherings while protecting public health, safety, neighborhood quality of life, traffic safety, and public order.

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This policy applies to outdoor live music, recorded music, DJs, amplified sound, dancing, performances, public shows, concerts, festivals, and similar activities conducted outdoors or in a partially outdoor area.

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2. Authority

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This policy is adopted under authority of M.G.L. c. 136 and M.G.L. c. 140. Pursuant to said authority, the Select Board, as Licensing Authority, is authorized to issue, condition, modify, suspend, and revoke entertainment licenses as appropriate.

The Select Board may refuse to issue or renew an entertainment license, or take enforcement action as outlined in this policy, for any applicant whose licensed activity cannot be conducted in a manner so as to protect employees, patrons, and members of the public inside or outside the premises from disruptive conduct, from criminal activity, or from health, safety or fire hazards; prevent an unreasonable increase in the level of noise in the area caused by the licensed activity or caused by patrons entering or leaving the premises; or prevent an unreasonable increase in the level of pedestrian or vehicular traffic in the area of the premises or an unreasonable increase in the number of vehicles to be parked in the area of the premises.

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2.3. Applicability

This policy applies to:



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- ~~Restaurants, bars, clubs, e~~Common victuallers, alcohol licensees, and other licensed establishments seeking to provide outdoor entertainment;
- One-day events such as festivals, public shows, community gatherings, civic events, concerts, or similar events involving music, dancing, amplified sound, ~~alcohol performances, festivals, public shows;~~ or similar activities;
- Outdoor entertainment on private property, commercial property, municipal property, or other locations within Ludlow; and
- Entertainment occurring on patios, decks, ~~beer gardens,~~ parking lots, tents, lawns, athletic fields, public parks, or other outdoor areas.

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3.4. License or Permit Required

No person, business, organization, or property owner shall conduct permit outdoor entertainment unless all required licenses, permits, and approvals have been obtained in advance.

Depending on the event, required licenses, permits and/or approvals may include, but not be limited to:

- Annual entertainment license.
- One-day entertainment permit.
- Sunday entertainment license, if applicable.
- One-day alcohol license or alcohol service approval.
- Common victualler or alcohol license amendments or conditions.
- Police, Fire, Building, Health, DPW, Recreation, or other departmental issued licenses/permits or approvals.
- ~~Use-of-town-property authorization, if municipal property is involved.~~
- ~~Tent, electrical, food, or fire safety permits where required.~~

Commented [KV1]: Does this differ from a one-day alcohol license?

4.5. Standard Hours of Outdoor Entertainment

Unless otherwise approved by the Select Board, outdoor entertainment shall be limited to the following hours:



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Day	Permitted Outdoor Entertainment Hours
Sunday through Thursday	11:00 a.m. to 9:00 p.m.
Friday and Saturday	11:00 a.m. to 9:00 p.m.
Day before a legal holiday	11:00 a.m. to 9:00 p.m.

Commented [KV2]: There is no legal issue with limiting to these hours but confirming that the intent is to permit the same hours of operation for all days of the week.

5.6. Noise Standards

Outdoor entertainment shall be conducted so as not to create unreasonable noise impacts on nearby residences, businesses, public ways, or public spaces as prescribed by Section IV-36, "Unreasonable Noise," of the Town bylaws.

The following standards shall apply unless stricter conditions are imposed by the Select Board:

- Sound shall be directed away from residential properties whenever feasible.
- Speakers shall not be aimed toward nearby homes.
- ~~Subwoofers and bass amplification may be restricted or prohibited.~~
- Entertainment shall not create unreasonable vibration, bass, or low-frequency noise.
- The licensee shall reduce sound immediately upon request of the Police Department, Town Administrator, Select Board designee, or other authorized Town official.
- No outdoor entertainment shall be plainly audible inside a nearby residence with windows and doors closed after the approved ending time.

Commented [KV3]: This reads as more optional stricter condition by the SB rather than a condition applicable to all licensees so I've added below.

Commented [KV4]: If after the approved ending time, shouldn't there be no outdoor entertainment noise?

The Select Board may require a sound limiter, decibel monitoring, acoustic study, or professional sound management plan for recurring or high-impact events or where outdoor entertainment is located within or adjacent to a residential neighborhood. The Select Board retains discretion to limit or restrict the use of drums, subwoofers, or bass amplification if the use of such may create



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excessive or unreasonable in a particular area.

6.7. Recurring Entertainment

For annual or recurring outdoor entertainment, in order to maintain public health, safety, and order and to balance the rights of residents with the ability of businesses to host outdoor entertainment, the Select Board may include conditions to ~~limit~~ address the following non-exhaustive considerations:

Commented [KV5]: Is this intended to be for a series of one-day or seasonal events?

- Number of outdoor entertainment days per week.
- Number of outdoor entertainment events per month.
- Seasonal dates.
- Ending times Outdoor entertainment hours.
- Type of entertainment.
- Size and placement of speakers.
- Use of drums, amplified bass, DJs, karaoke, or amplified performances.
- Outdoor alcohol service during entertainment.
- Patron capacity.
- Parking arrangements.

Commented [KV6]: This could be read as overly broad and present First Amendment issues.

Commented [KV7]: I have included these above.

Commented [KV8]: While the Board may have discretion to include some form of condition related to these, they could be considered amendment of the underlying license (e.g., alcohol or common vic) which may have statutory modification requirements.

7.8. Public Safety and Crowd Control

The licensee is responsible for maintaining public safety, crowd control, and orderly conduct.

For any entertainment license issued by the Select Board, ~~t~~The Police Chief may require police details based on attendance, alcohol service, location, traffic impacts, history of complaints, or other public safety considerations. Ludlow's one-day permit application already states that the Police Chief, on behalf of the Select Board, has the right to determine the amount of police protection required for each event.

Additionally, ~~t~~The Fire Chief may require fire watch, ambulance detail, emergency access measures, occupancy controls, ~~tent permits, flame permits,~~ or other fire and life safety measures. Ludlow's current one-day permit application similarly recognizes the Fire Chief's authority to



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~~determine whether a fire watch or ambulance detail is needed.~~

8.9. Alcohol Service

Where alcohol is served, the licensee shall comply with all local and state alcohol laws, [alcohol](#) license conditions, and Alcoholic Beverages Control Commission requirements.

The Select Board may impose [additional](#) conditions including [but not limited to](#):

- Defined alcohol service area [while there is outdoor entertainment](#).
- Fencing or barriers.
- Wristbands or identification checks.
- [Alcohol service ending before entertainment ends.](#)
- [Prohibition on outside alcohol.](#)
- ~~Police detail requirements.~~
- ~~Server training requirements.~~
- Limits on alcohol service during family-oriented events.
- [Additional](#) ~~insurance~~ and indemnification requirements.

Commented [KV9]: This could get tricky where it's technically an amendment to hours permitted under the alcohol license for those holding an annual license.

Commented [KV10]: Does Ludlow allow BYOB?

9.10. ~~Parking, Traffic, and Neighborhood Impacts~~

Licensees shall [be responsible for provide ensuring](#) adequate parking and traffic control. The Select Board may require [the following to address potential impacts on the surrounding neighborhood](#):

- Parking plan.
- Traffic detail.
- Shuttle plan.
- No-parking signage.
- Neighborhood notice.



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- Designated ride-share area.
- Pedestrian safety measures.
- Road closure or detour plan.
- ~~DPW review.~~

The ~~licensing authority~~ Select Board ~~may retain discretion to~~ consider whether the entertainment would cause an unreasonable increase in pedestrian traffic, vehicle traffic, or parking demand ~~in the area that may have a negative impact on the surrounding area and to impose additional reasonable and related conditions.~~

10.11. Site Conditions

The outdoor entertainment area shall be maintained in a safe and sanitary condition. The applicant ~~licensee~~ shall provide, as applicable:

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- Adequate lighting.
- Restrooms.
- Waste and recycling containers.
- Emergency access lanes.
- Accessible routes under in accordance with applicable disability-access requirements.
- Barriers or fencing.
- Safe electrical connections.
- Generator placement and fuel safety.
- Tent permits and inspections
- ~~Cleanup immediately after the event.~~
- Proof of any required inspections.

Commented [KV11]: Is this a specific permit the Town requires and does it require inspections?

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This is a non-exhaustive list and the Select Board retains discretion to impose reasonable and related conditions.

11.12. Neighborhood Notice



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For new, expanded, or recurring outdoor entertainment located near residential properties or densely populated areas, the Select Board may require the applicant to provide advance notice to abutters or nearby residents at the licensee's expense.

Notice may be required to include the following information:

- Event date and hours.
- Type of outdoor entertainment.
- Contact person and phone number.
- Complaint procedure.
- Rain date.
- Parking or traffic changes.

This is a non-exhaustive list and the Select Board retains discretion to require additional notice requirements.

12.13. Complaints & Response

The licensee shall provide the Town with a point of contact and shall designate an individual responsible for oversight on-site responsible person during all outdoor entertainment. The point of contact and that person individual with oversight must have authority to reduce sound, end entertainment, remove disruptive patrons, and communicate with public safety officials.

Upon complaint or direction from the Town, the licensee shall immediately take corrective action.

The Town may consider the number, nature, timing, and validity of complaints when reviewing future applications or renewals.

13.14. Enforcement and Renewal

The Select Board may take appropriate action up to and including modifying, suspending, or

Commented [KV12]: I think you want options here because for a restaurant/bar type licensee, the same person is unlikely to be on site during every event.

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revoking a license issued pursuant to M.G.L. c. 136 and M.G.L. c. 140, §§181 & 183A and this policy for any violation of the conditions imposed on such license, violation of law, or violation of this policy, if that the Select Board concludes that the license, taken alone or in combination with other licensed activities on the premises, has adversely affected the public health, safety or order. Prior to any modification, suspension, or revocation, the Select Board must provide the licensee with the opportunity for a hearing, preceded by written notice at least ten (10) days prior to the hearing date.

If the Select Board receives complaints regarding excessive detrimental noise created by a licensee, the Select Board reserves the right to hold a hearing pursuant to M.G.L. c. 140, §181 & 183A and to take such action as is appropriate, including issuance of a warning, suspension, modification and/or revocation of the license.

The Town may consider the number, nature, timing, and validity of complaints, violations of law or this policy, and enforcement actions when reviewing future applications by a particular licensee or renewal applications.

The authority of the Select Board under M.G.L. Chapter 140 and this policy in no way prevents other agencies or officers of the Town from taking appropriate action under state or local law.

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Violations of this policy may result in:

- Verbal warning
- Written warning
- Immediate reduction in sound
- Early termination of entertainment
- Police or Fire order to cease activity
- Modification of license conditions
- Suspension or revocation
- Denial of future applications
- Non-renewal of applicable license
- Referral to civil or criminal enforcement where applicable



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14. Special Conditions for Businesses Near Residential Areas

For premises located within or adjacent to residential neighborhoods, the Select Board may impose additional conditions, including:

- Earlier ending time
- Limit on amplified bass
- Limit on number of performers
- No outdoor DJs
- No outdoor karaoke
- No amplified drums
- Speaker placement approval
- Required sound limiter
- Maximum number of outdoor entertainment events
- Trial period before annual approval
- Review after substantiated complaints

Commented [KV13]: This is a bit duplicative of what's been stated above so I've consolidated accordingly.

15. Renewal Review

Before renewing an annual outdoor entertainment license, the Select Board may review:

- Police calls
- Fire or inspection issues
- Noise complaints
- Neighbor complaints
- Compliance with ending times
- Prior warnings or violations
- Traffic and parking impacts
- Whether conditions should be added, removed, or modified

Commented [KV14]: Do you currently include this as a condition? I would advise caution here because while the Board retains a lot of discretion on these licenses, license applicants must generally be treated the same, subject to the imposition of conditions specifically tied to the proposed use.

Commented [KV15]: I have moved this into the enforcement section.



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A history of compliance may support renewal. A history of violations may support stricter conditions, shorter hours, suspension, denial, or non-renewal.

16.15. Effective Date

This policy shall take effect immediately upon adoption by the Select Board and shall apply to all new applications, renewals, amendments, and one-day permits submitted after the adoption date. _____

Commented [KV16]: This does include a grace period for current licensees which should be sufficient but I do want to advise that current licensees may raise a valid claim if their business is dependent on this license and it deviates substantially from the original license issued.



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

The Meeting of the Select Board held on Tuesday, July 21, 2026, began at 5:30 p.m. in the Select Board's Conference Room.

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

Members Absent: Antonio Sanches

First order of business: Pledge of Allegiance

Mr. Rosenblum: Pursuant to MGL Chapter 30A, section 20(f), after notifying the Select Board chair, any person may record the open session of this Select Board meeting, subject to reasonable requirements of the chair. This meeting is being recorded by Ludlow Community Television. If anyone else is recording, please identify yourself now. There is no one.

5:30-5:45 P.M. – PUBLIC COMMENT

VISITATION

5:45 P.M. – **Public Hearing** – Blue Water Sushi – 221 East Street – Change of Stock Interest. **Motion made by Mr. Gennette** to open the hearing at 5:50 p.m. **Mr. Silva second. All in favor. Motion passed 4-0.** Frank Caruso appeared on behalf of the petitioner for Blue Water Sushi. He explained that the request involved an internal change within the LLC, with no alterations to the business operations. When the LLC was originally formed, Helen's husband, Leo, was not eligible to own shares; he is now eligible, and the CPA has recommended transferring stock from Helen to Leo. Both individuals work full time at the restaurant, and Helen will remain the manager of record. Mr. Caruso emphasized that there would be no operational changes. Mr. Silva asked whether abutters were required to be notified. Mr. Caruso stated that the law does not require abutter notification for this type of ownership transfer, but Ludlow customarily sends notices as part of its local policy. He noted that notices had been sent and provided a check for the associated fee. **Motion made by Mr. Gennette** to approve Blue Water Sushi, 221 East Street, change of stock interest as presented. **Mr. Silva second. All in favor. Motion passed 4-0. Motion made by Mr. Gennette** to close the public hearing at 5:51p.m. **Mr. Silva second. All in favor. Motion passed 4-0.**

CORRESPONDENCE

26-103 letter from Kathleen Shea – Request to Study a Temporary Moratorium on Data Center Development.

Mr. Gennette stated that he had a question regarding the matter, noting that it had been referred to multiple boards, including the Planning Board. He said that the Select Board should wait to hear back from the Planning Board before taking any further action. Mr. Gennette stated that the communication in question had been sent broadly to multiple boards and that it is primarily a Planning Board matter. He explained that the Select Board cannot take action until the Planning Board determines its position, which is why the motion was structured accordingly. Mr. Alves noted that because the item appeared as correspondence, no Select Board action was required regardless. He also recalled that at the previous meeting, Mr. Sanches had spoken with the Town Planner about the issue. Mr. Strange confirmed that the Planning Board is working on a bylaw addressing data centers, consistent with the request that the matter be studied. **Motion made by Mr. Gennette** to take no action. **Mr. Silva second. All in favor. Motion passed 4-0.**

26-104 Phillip Tierney – Request to be appointed to the Council on Aging. **Motion made by Mr. Alves** to appoint Phillip Tierney to the Council on Aging. **Mr. Silva second. All in favor. Motion passed 4-0.**

26-105 Kathleen Ziemba & John Ziemba – Request to be appointed to the Pond Committee. **Motion made by Mr. Alves** to appoint Kathleen & John Ziemba to the Pond Committee. **Mr. Gennette second. All in favor. Motion passed 4-0.**

26-106 Eversource Meter Outreach.

Mr. Gennette issued a public announcement regarding Eversource's ongoing replacement of older meters with new electronic meters, noting that the upgrades are required under state guidance. He explained that Eversource has mailed letters to customers who have not yet scheduled an appointment for the meter change. He advised residents that failure to schedule the replacement will result in a \$240 charge and an additional monthly fee of \$35 until the meter is updated. He stated that the town has already posted this information on its website and emphasized the importance of notifying residents to ensure they are aware of the costs and state requirements. Mr. Rosenblum clarified that the Eversource meter replacement program is entirely under Eversource's authority and not affiliated with the Town of Ludlow. He stated that the fees and requirements described are imposed by Eversource and not by the Select Board or any town department. **Motion made by Mr. Gennette to file. Mr. Alves second. All in favor. Motion passed 4-0.**

26-107 Springfield Water & Sewer Commission – Elevated Disinfection Byproducts at the SWSC.

Mr. Gennette asked whether the report under discussion was the same type of routine update the Board typically receives or whether it indicated elevated levels of concern. Mr. Rosenblum responded that the report states there is no emergency and that it is provided for informational purposes only, noting that while elevated levels were mentioned, the communication makes clear that the situation is not classified as an emergency. **Motion made by Mr. Gennette to file. Mr. Silva second. All in favor. Motion passed 4-0.**

26-108 Joel Silva, Planning Board – Letter of Resignation. Board to post the vacancy. **Motion made by Mr. Silva** to accept the letter of resignation from Joel Silva and post the vacancy as soon as possible. **Mr. Gennette second. All in favor. Motion passed 4-0.**

UNFINISHED BUSINESS

Board to approve the FY26-FY27 LATOSS collective bargaining agreement (Tabled from July 7, 2026). Tabled.

Board to discuss Treasurer/Collector staffing (tabled from July 7, 2026). **Motion made by Mr. Silva** to take no action. **Mr. Gennette second. All in favor. Motion passed 4-0.**

NEW BUSINESS

Board to approve and sign minutes from meeting of July 7, 2026. **Motion made by Mr. Gennette** to approve and sign meeting minutes of July 7, 2026, with all members present. **Mr. Alves second. All in favor. Motion passed 4-0.**

Board to approve and sign minutes from meeting of July 15, 2026. **Motion made by Mr. Gennette** to approve and sign meeting minutes from July 15, 2026, with all members present except James Gennette. **Mr. Silva second. All in favor. Motion passed 4-0.**

Board to sign amended liquor license for Casa Pizza (previously approved May 19, 2026). Mr. Alves noted that the liquor license request indicated it had been previously approved and that no changes were being proposed. Mr. Strange confirmed that the reference pertained to the indoor seating approval granted earlier and that nothing new had been submitted. Mr. Silva added that the license reflected exactly what had been approved on May 19.

Board to discuss and possible vote to adopt a Visitors Code of Conduct policy.
July 21, 2026

Board to discuss and possible vote to adopt a Visitors Code of Conduct policy.

The Board discussed a proposed Visitors Code of Conduct policy intended to address escalating behavior toward staff in town buildings. Mr. Gennette said that while he initially questioned whether such a policy was necessary, after reviewing it he felt it provided important clarity for both employees and visitors. Mr. Rosenblum noted that similar visitor-conduct policies are used in hospitals and other institutions, including his workplace in Hartford, and that these policies outline expectations for the public as well as internal standards for staff. Mr. Silva stated that in his experience such a policy may not prevent all issues but agreed that having one posted is appropriate. Mr. Strange explained that recent incidents in town offices had left staff unsure how to respond when confronted with escalating or abusive behavior. He said a formal policy would give department heads clear authority to direct visitors to leave when necessary.

Mr. Rosenblum added that a posted policy provides the town with some protection if service must be refused due to misconduct, as it documents the expectations and procedures. Mr. Alves said he agreed the policy stemmed from real situations and employee feedback, and that posting it would help communicate that staff are supported. He asked whether the policy would apply to all town buildings, including the library and senior center. Mr. Strange responded that the policy would be shared with all departments and outlying facilities and that each could post it where appropriate. The Board discussed presentation and formatting, with Mr. Alves suggesting that a posted version be condensed to a single page and Mr. Rosenblum asking whether DPW could assist with permanent signage. Mr. Strange clarified that the document before the Board was the full policy and that a simplified public-facing version could be created. Mr. Gennette asked whether legal counsel had reviewed the policy, and Mr. Strange said it had not yet been referred for legal review. I didn't know if you guys were going to be amendable to it so if you want to table it and I can shoot it over to Brian and he can take a look at it. Mr. Gennette said I would just make sure that we don't have any legal concerns or anything. I'm all for it but I just want to make sure that we cover our bases. **Motion made by Mr. Gennette** to table until Town Counsel can review. **Mr. Alves second. All in favor. Motion passed 4-0.**

Board to discuss creating a policy to allow other towns to borrow electronic voting devices. Mr. Rosenblum asked whether the discussion involved charging a fee for lending the town's new voting devices. Mr. Strange clarified that the agenda item should have been listed as a discussion about creating a policy not to lend the devices to other municipalities. Mr. Gennette noted that the town has not yet used the devices and suggested understanding their operation before considering any policy. Mr. Silva asked why lending them would be prohibited. Mr. Strange explained that the Town Clerk raised concerns that, if Ludlow became known for lending voting devices, frequent requests from other communities could create a burden and increase the risk of loss or damage. He emphasized that managing and tracking the devices would fall on the Town Clerk's office. Board members discussed whether a formal policy was necessary. Mr. Alves questioned the need to adopt a policy to prohibit something the town does not typically do, comparing it to not having policies about lending town vehicles. He stated that he would be uncomfortable lending equipment used for official voting, citing concerns about calibration, custody, and tampering. Mr. Gennette agreed that the costs associated with replacing lost devices could be an issue, and Mr. Rosenblum floated the possibility of charging a fee if lending ever occurred. Mr. Silva said he values maintaining cooperative relationships with neighboring communities, but agreed that safeguards would be needed. Mr. Strange reiterated the Town Clerk's concern that other towns might ask to borrow the devices once they learn Ludlow has them. After discussion, Mr. Gennette recommended waiting to address the issue until another town actually makes a request, rather than establishing a policy preemptively. Board members agreed that, if a request arises in the future, the Board can revisit the matter and decide at that time. **Motion made by Mr. Gennette** to take no action. **Mr. Silva second. All in favor. Motion passed 4-0.**

Board to discuss turning off comments on Town social media pages.

Mr. Strange informed the Board that the Town of South Hadley recently voted to turn off comments on its municipal social media pages. He noted that Ludlow had previously asked Town Counsel about this issue but had never pursued it further. After speaking with other Town Administrators and Town Managers, many of whom limit or disable comments on

July 21, 2026 page 3 of 5

certain municipal pages—he asked Town Counsel again and was told there were no First Amendment concerns with doing so. His suggestion was to disable comments on the town’s main Facebook page while allowing individual departments to decide whether to keep comments open on their own pages. Mr. Gennette agreed with disabling comments on the main town page, stating that misinformation posted in comments forces the town to bear responsibility for inaccurate statements. He said departmental pages should retain discretion because many rely on comment interaction for communication. Mr. Alves said he was undecided, explaining that allowing comments can be useful for questions but also leads to misinformation and harassment. He noted that residents have multiple other ways to ask questions or voice concerns, and disabling comments would not prevent conversation in other online spaces. He said he would support whatever Town Counsel advised and was comfortable leaving comment decisions to individual departments.

Board members discussed the practical effects of leaving comments enabled. Mr. Gennette noted that allowing comments obligates departments to respond. Mr. Rosenblum said he avoids replying on Facebook because doing so often escalates negativity, and emphasized that residents can easily contact the Board or staff directly. Mr. Silva questioned whether a formal policy was necessary or whether the town could simply choose to disable comments. Mr. Strange asked whether the Board wanted him to draft a policy. Mr. Rosenblum said any policy should be simple and could take the form of a short statement or memo. Mr. Gennette suggested first determining whether legal requirements exist and then bringing the matter back to the Board. Mr. Alves asked whether a policy was even needed to disable comments, noting that removing or limiting comment functionality is an administrative action. Mr. Rosenblum said a memo to department heads might suffice if Town Counsel confirms no policy is required. Mr. Strange agreed to consult Town Counsel for guidance and determine whether a formal policy or a simple memo would be appropriate.

TOWN ADMINISTRATOR’S REPORT

Mr. Strange provided an update on the motor vehicle excise tax abatement process. He explained that after the first fiscal year 2026 commitment was issued, a large number of residents requested abatements, which revealed a procedural issue. In past practice, a resident seeking an abatement would visit the Assessor’s Office, receive the abatement immediately, and then proceed to the Collector’s Office to pay the reduced amount. Because the Collector’s Office cannot accept partial payments unless the abated amount has already been entered into Munis, this created situations where the system still showed the original amount owed and the Collector was required to accept payment for that full amount. Following discussion at the previous Select Board meeting and correspondence from the Board of Assessors, Mr. Strange met with Treasurer/Collector Michelle Hill, Assistant Assessor Joe Alves, and Maria from the Assessor’s Office. They established a revised approach for the remainder of fiscal year 2026. Under this interim process, when a taxpayer requests an abatement at the Assessor’s Office, the staff will immediately enter the abatement into Munis while the taxpayer is present. This allows the Collector’s Office to accept payment for the correctly reduced amount when the taxpayer arrives downstairs.

Mr. Strange stated that a more significant change will take effect with the first commitment of calendar year 2027. At that time, taxpayers seeking abatements will still apply through the Assessor’s Office, but they will be required to pay the full amount listed on the bill. Once the Assessors process the abatement, the town will issue a refund check to the taxpayer for the abated portion. Mr. Alves asked Mr. Silva for his thoughts based on his experience, and Mr. Silva said the process had always worked smoothly when abatements were posted promptly. He acknowledged that Munis can be challenging and that high-volume days add workload, but agreed that the updated process appears workable. Mr. Alves agreed. Mr. Strange stated that this solution balances the needs of both departments and provides clarity for residents. He added that the Board continues work on an outdoor entertainment policy, has circulated an internal draft for comment, and expects to place the draft on an August agenda. He also announced that the Board’s fiscal year 2027 goal-setting meeting will be held Tuesday evening, August 11, at the Senior Center.

BOARD UPDATES/MISC

Mr. Alves noted that the new fiscal year has begun and that work on the library parking lot is underway. He said it was good to see progress, since although the project funding was approved in May, the town could not begin work until July. He also expressed enthusiasm for the upcoming renovations at Whitney Park, stating that construction is expected to begin once the summer camp concludes. Mr. Strange added that the town anticipates delivery of the park equipment in late August or early September. Mr. Alves also mentioned the recent Health Fair and noted that the Cultural Council continues to host concerts on Sundays at 6:00 p.m.

Chairman to approve and sign all bills, warrants and abatements. A record of all warrants is in the Select Board’s office for perusal until provided to the Town Accountant’s office.

CLOSING COMMENTS

Motion made by Mr. Gennette to close this July 21, 2026, Select Board meeting at 6:20 PM.
Mr. Alves second All in favor. Motion passed 4-0.

_____Chairman

Ludlow Select Board

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

RECEIVED

MAR 30 2026

SELECT BOARD
LUDLOW, MA 01056



Town of Ludlow, Massachusetts
Office of the Select Board

APPLICATION FOR A SUNDAY ENTERTAINMENT

Application is hereby made to the Select Board of the Town of Ludlow, MA by:

NAME OF APPLICANT: Fanelli Amusement Co Inc

ADDRESS: 47 Barrett Rd Greenville, NH 03048

NAME OF ACTIVITY: Our Lady of Fatima Festa Carnival

LOCATION: 438 Winsor Street

DATE(S): Sept 3-7, 2026

RAIN DATE IF NECESSARY: N/A

HOURS OF OPERATION: Thurs 6-10, Fri 6-11, Sat 12-11, Sun 12-11, Mon 1-6

TYPE OF CARNIVAL RIDES:

1. Mechanical
2. Non-mechanical
3. _____
4. _____
5. _____

SIGNED: John Fanelli DATE: 3/27/26



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
Lafayette City Center
2 Avenue de Lafayette, Boston, MA 02111-1750
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Fanelli Amusements

Address: 47 Barrett Rd

City/State/Zip: Greenville, NH 03048

Phone #: 603-396-0009

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 30 employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☒ Other Carnival

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Travelers

Insurer's Address: PO Box 5600

City/State/Zip: Hartford, CT 06102-5600

Policy # or Self-ins. Lic. # 6HUB-5R90835-6-25 Expiration Date: 6/12/26

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: John Fanelli

Date: 3/27/26

Phone #: 603-878-353

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (check one):

1. ☐ Board of Health
2. ☐ Building Department
3. ☐ City/Town Clerk
4. ☐ Licensing Board
5. ☐ Selectmen's Office
6. ☐ Other _____

Contact Person: _____ Phone #: _____

Ludlow Ride List 2026

Ferris Wheel
Scrambler
Round Up
Pharaoh's Fury
Mini Jets
Merry Go Round
Hampton Combo
Freak Show Haunted Mansion
Kid Power
Adventure Slide
Fun House
Hurricane
Tornado (Twister)
Flying Bobs
Hampton Jump Cycles
Rock-N-Cars (Bumper Cars)
Chop-A-Rama Helicopters
Berry Go Round
Dragon Wagon
Yo-Yo
Rip Cord

21 Total x \$50 each = \$1050



WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

TYPE AR INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: (6HUB-5R90835-6-26)

RENEWAL OF (6HUB-5R90835-6-25)

INSURER: THE TRAVELERS INDEMNITY COMPANY OF AMERICA
A STOCK COMPANY

NCCI CO CODE: 13439

1.

INSURED:

FANELLI AMUSEMENTS CO INC
47 BARRET RD
GREENVILLE NH 03048

PRODUCER:

ANDERSON BAGLEY & MAYO
20 PEARSON BLVD
GARDNER MA 01440

Insured is A CORPORATION

Other work places and identification numbers are shown in the schedule(s) attached.

2. The policy period is from 06-12-26 to 06-12-27 12:01 A.M. at the insured's mailing address.

3. A. **WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:

MA

B. **EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident:	\$	1000000	Each Accident
Bodily Injury by Disease:	\$	1000000	Policy Limit
Bodily Injury by Disease:	\$	1000000	Each Employee

C. **OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:

COVERAGE REPLACED BY ENDORSEMENT WC 20 03 06B

D. This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made **ANNUALLY**.

DATE OF ISSUE: 05-22-26 MA

ST ASSIGN: MA

OFFICE: RMD POOL 161

PRODUCER: ANDERSON BAGLEY & MAYO

73KXG



Town of Ludlow, Massachusetts
Office of the Select Board

Commonwealth of Massachusetts
Department of Public Safety/Regulated Activities
50 Maple Street, Suite 1
Milford, MA 01757

Gentlemen:

Enclosed please find the application for Entertainment on Sunday License(s). If you have any questions, please contact this office at 583-5600, ext. 1203. Thank You.

Name of Organization: Town of Ludlow

Address: 488 Chapin Street, Ludlow, MA 01056

Date: August 5, 2026

Music and Dance License: XX

Carnival Rides: XX

Sunday Mechanical Amusements:

Other:

Amount Enclosed: \$5 x 1 \$2 x 1 = \$7

THE COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

SEPTEMBER 1, 2026

HAMPDEN, S.S.

To the Constables of the Town of Ludlow, MA

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at:

- PRECINCT 1 HARRIS BROOK ELEMENTARY SCHOOL, FULLER ST
- PRECINCT 2 PAUL R BAIRD MIDDLE SCHOOL, ROONEY RD
- PRECINCT 3 LUDLOW HIGH SCHOOL, CHAPIN ST
- PRECINCT 4 EAST STREET SCHOOL, EAST ST
- PRECINCT 5 FIRST CHURCH OF LUDLOW, CENTER/CHURCH ST
- PRECINCT 6 PAUL R BAIRD MIDDLE SCHOOL, ROONEY RD

On TUESDAY, THE FIRST DAY OF SEPTEMBER, 2026, from 7:00 A.M. TO 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS.....FOR THIS COMMONWEALTH
- GOVERNOR.....FOR THIS COMMONWEALTH
- LIEUTENANT GOVERNOR.....FOR THIS COMMONWEALTH
- ATTORNEY GENERAL.....FOR THIS COMMONWEALTH
- SECRETARY OF STATE.....FOR THIS COMMONWEALTH
- TREASURER.....FOR THIS COMMONWEALTH
- AUDITOR.....FOR THIS COMMONWEALTH
- REPRESENTATIVE IN CONGRESS.....1ST CONGRESSIONAL DISTRICT
- COUNCILLOR.....EIGHTH DISTRICT
- SENATOR IN GENERAL COURT.....HAMPDEN, HAMPSHIRE & WORCESTER DISTRICT
- REPRESENTATIVE IN GENERAL COURT.....7TH HAMPDEN DISTRICT
- DISTRICT ATTORNEY.....HAMPDEN DISTRICT
- REGISTER OF PROBATE.....HAMPDEN COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 4 day of August, 2026.
(month)

William Rosenblum
Chairman, Select Board

Anthony Alves

James Thomas Gennette

Antonio Sanches

Manuel Silva

Select Board of: Ludlow MA

I hereby certify that I have posted the above warrant in six (6) public places in the Town of Ludlow, MA on

Kim M. Batista, CMMC, Town Clerk

Constable Date



MIIA Wellness Grant

APPLICATION QUESTIONS

You must address each question. Be specific and thorough with your answers to these questions. If you need more space for extended feedback, please attach a separate document.

1. Describe the project, products, and services you are seeking to have funded. How will this project enhance the health and wellbeing of your employees?

The Town of Ludlow is seeking \$20,000 in grant money for the acquisition of 16 Vernal Executive electric height-adjustable standing desks by employees who have opted to have them as part of our workplace wellness program.

Many employees in Town Hall spend the greater part of their working hours sitting down doing office tasks like administration, accounting, customer services, and operations. The long periods of being in a sitting position lead to physical inactivity, muscle stiffness, poor posture, back and neck pain, poor circulation and fatigue. With the provision of the standing desks, employees will be able to alternate between sitting and standing during their work day without interfering with their productivity.

Some of the participating employees have shown willingness to acquire walking pads that can be used on their height-adjustable workstations for physical activity during their working period. Even though the walking pads are not included in the grant application, the adjustable workstations will help the employees achieve this goal. Reducing prolonged sedentary behavior during the workday.

Promoting improved posture, ergonomic comfort, and musculoskeletal health.

Encouraging movement and increased physical activity throughout the day.

Supporting employees in creating healthier daily routines that can reduce fatigue and improve focus.

Demonstrating the Town's commitment to investing in employee wellness and fostering a positive workplace culture.

This project will benefit employees because it will improve:

By increasing the number of adjustable workstations, we will enable more employees to take on healthier practices at work. This investment allows

2. Grant requests that improve overall employee health and wellbeing over the long-term will be given priority. How will your project and its impact show long-lasting results?

The Town of Ludlow sees this project as a meaningful, long-term investment in the health and comfort of our employees. Unlike short-term wellness programs, height-adjustable standing desks offer everyday benefits that will last for years. These desks will become permanent fixtures in Town Hall, helping not only the 16 employees who will receive them now, but also future staff who may use these workstations over time.

By creating a more ergonomic and flexible workspace, we're encouraging healthier habits during the workday. Being able to switch between sitting and standing—and for some staff, use personal walking pads—helps reduce long periods of sitting, improves comfort, and supports better physical well-being. Over time, these changes can lead to less fatigue, better focus, increased productivity, and fewer aches and pains.

This investment also strengthens our workplace culture. When employees feel supported and valued, they're more engaged, more satisfied, and more likely to stay. As many municipalities face challenges with hiring and retaining talented staff, offering a modern, health-focused work environment shows that Ludlow is committed to taking care of its team and being an employer of choice.

Overall, this project will provide lasting benefits by promoting healthier routines, improving morale, and enhancing the overall work environment for current and future employees. It's a thoughtful use of grant funding that supports a happier, healthier, and more productive workforce for years to come

3. How many people will you reach and how will you ensure that number (or more) is sustainable?

16

This project will directly benefit 16 current Town of Ludlow employees, representing more than half of our Town Hall administrative workforce. These employees were identified through a voluntary 30-employee wellness survey conducted to determine the most impactful use of Wellness Grant funding. The survey revealed overwhelming interest in height-adjustable standing desks as a meaningful investment in employee health, comfort, and workplace wellness.

The impact of this project extends well beyond the initial 16 participants. Because the standing desks are durable, permanent fixtures, they will continue to benefit employees for many years. As staff retire, transfer, or new employees are hired, the desks will remain in service and be reassigned to future employees, allowing the Town to sustain and expand the health benefits of this investment without additional grant funding.

The Town is committed to fostering a culture that encourages movement, ergonomic work practices, and employee well-being. Employees will be encouraged to alternate between sitting and standing throughout the day, and those who choose to purchase personal walking pads will be able to further integrate light physical activity into their work routine. By embedding wellness into the daily work environment, this project creates lasting value that supports both current and future employees while contributing to improved morale, increased job satisfaction, and a healthier, more engaged workforce



4. Who is/are the vendor(s) you have chosen to do the services or provide the equipment?

Vernal Adjustable Height Standing

5. Who will be your point person(s) to manage the project with The Health Trust?

Brittany Beaumier bbeaumier@ludlow.ma.us

6. Dollar amount for MIIA Grant portion of project (please list all items/services with their costs; every item/service must include a Vendor Estimate).
Total allotted: \$25,000.00. Used: \$19,940.00. Remaining: \$5,060.00.

\$19,940.00 16 Executive Adjustable Height Standing Desk

Is this application for snacks?

No

General Notes (optional)

During our planning process, we evaluated several adjustable desk options and selected the Vernal Executive Standing Desk because it best meets the functional needs of our employees and provides the greatest long-term value. Many of our current workstations are not conducive to standing because employees utilize the entire desk surface for dual monitors, documents, keyboards, telephones, and other daily work materials. Smaller desktop risers or compact standing desks would not provide adequate workspace and could negatively impact productivity. The Vernal Executive Standing Desk offers a spacious work surface, integrated privacy screen, durable construction, and exceptional versatility, allowing employees to comfortably transition between sitting and standing without sacrificing their existing workspace. The desk's modern design also enhances the professional appearance of our offices. In addition, Vernal consistently received outstanding customer reviews for product quality, reliability, customer service, and post-purchase support, giving the

MIIA Member Ludlow

Date 7/16/2026

Contact Brittany Beaumier

Department Selectboard

Phone 4133856138

Email bbeaumier@ludlow.ma.us

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

Chief Municipal Officer Signature

Marc Strange - 7/16/2026

Chief Procurement Officer Signature

Marc Strange - 7/16/2026



Town of Ludlow, Massachusetts
Office of the Select Board

July 24, 2026

Ms. Melissa Cryan
Executive Office of Energy and Environmental Affairs
100 Cambridge Street – Suite 900
Boston, MA 02114

RE: Endorsement of 2026-2035 Ludlow Open Space and Recreation Plan

Dear Ms. Cryan:

The Select Board is pleased to endorse the Town of Ludlow's 2026-2035 Open Space and Recreation Plan. The Board has reviewed the plan and supports many of the goals set out in the plan, such as mapping Ludlow's existing trail systems to assess their current use, condition, accessibility and maintenance. The Select Board is also in favor of seeing grant funding to develop a Trail and Facility Guide for the Town's various trail systems and park and recreational amenities. The Board supports the future development of bikeways and walking paths and would pursue grant funding for feasibility studies.

The Open Space and Recreation Plan will help the Town move forward over the next seven years so improvements can be made to its recreation amenities and the plan will help with efforts to protect plant and animal habitat, as well as scenic and historic character and watersheds. The protection of these various resources will allow all members of the public to have an opportunity to enjoy all of Ludlow's resources.

If you have any further questions or concerns, please feel free to contact me or the Town Planner, Josh Carpenter.

Sincerely,

William Rosenblum
Select Board Chairman

◇ 488 Chapin Street Ludlow, MA 01056 ◇ (413) 583-5600 ◇ FAX: (413) 583-5603 ◇
◇ TTY (413) 583-5668 ◇ Email: selectboard@ludlow.ma.us ◇

AGREEMENT

This agreement (the "Agreement") is made as of the date(s) set forth below between: (a) Charlie Park Main LLC, a Massachusetts limited liability company with address of 1775 Main Street, Agawam, MA 01001 ("Charlie Park"); and (b) the Town of Ludlow, a municipal corporation with address of 488 Chapin Street, Ludlow, MA 01056 (the "Town"). Charlie Park and the Town may each be referred to as a "Party" and may collectively be referred to as the "Parties."

WHEREAS, Charlie Park purchased two parcels of land from the Town at auction, which parcels are identified by Ludlow Assessors Parcel IDs 39-3550-28-0 and 40-3550-87-0 (collectively the "Property") on or about September 18, 2025 in exchange for total consideration of \$20,000 (the "Land Purchase");

WHEREAS, Charlie Park asserts that the Land Purchase is voidable at Charlie Park's option and has advised the Town, through legal counsel, that Charlie Park will sue the Town to seek voiding and reversal of the Land Purchase;

WHEREAS, the Town admits no fault or wrongdoing, but in the interest of expedience and conservation of resources, agrees to resolve the matter on the terms set forth below; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Charlie Park and the Town covenant and agree as set forth below.

1. Charlie Park to Tender Fully-Executed Deeds. Charlie Park has executed deeds to the Property in favor of the Town in the form attached hereto as **Exhibit A**, which shall be held in escrow by the Town's legal counsel, and upon the tender of payment set forth in paragraph 3 below, the Town may record said deed in the Hampden County Registry of Deeds.

2. Agreement for Judgment/Satisfaction of Judgment. Charlie Park and the Town shall forthwith sign and file the Agreement for Judgment attached hereto as **Exhibit B**, the result of which will be a judgment in favor of Charlie Park in the amount of \$21,000, which shall not accrue pre-judgment or post-judgment interest. Charlie Park has executed a Satisfaction of Judgment in the form attached hereto as **Exhibit C**, which shall be held in escrow by the Town's legal counsel until the tender of payment set forth in paragraph 3 below, at which time the Town may file said Satisfaction of Judgment with the Palmer District Court.

3. Town to Tender Payment to Charlie Park. Within 14 days of the Town receiving notice of judgment entering pursuant to the aforesaid Agreement for Judgment, the Town shall tender payment to Charlie Park in the amount of Twenty-One Thousand (\$21,000) Dollars, representing the sum of (a) the total consideration paid by Charlie Park to the Town for the Land Purchase and (b) total buyer's premiums of \$1,000 paid to a third party auctioneer in connection with the Land Purchase, which funds were paid to the Town by the auctioneer as part of this agreed-upon compromise resolution.

4. General Release. Charlie Park, on its behalf and on behalf of all members, managers, and other agents (each individually a "Releasor," and collectively, the "Releasors")

hereby forever remise, release, and discharge the Town from and against any and all liabilities of every nature whatsoever which any Releasor may have against the Town, whether arising under the laws of torts, contracts, or otherwise, whether in law or in equity, and from the beginning of the world to the date of this Agreement for Judgment, including but not limited to any and all claims regarding the Land Purchase (each a "Released Matter," and collectively, the "Released Matters"). Each of the Releasors shall hold the Town harmless with respect to all the Released Matters, and shall indemnify, hold harmless, and defend the Town with respect to any claim brought by any third party concerning one or more Released Matters.

5. No Admission of Liability. Charlie Park and the Town agree and acknowledge that entry into this agreement and payment of the amounts or performance of any obligation hereunder shall not be deemed an admission of wrongdoing by any Charlie Park or the Town.

6. Predecessors/Successors/Assigns. The terms of this Agreement for Judgment shall be binding upon Charlie Park and the Town and each's predecessors and successors in interest, heirs at law, employees, officers, managers, members, officers, and other authorized agents acting within the scope of their agency.

7. Authority. Each person signing this Agreement for Judgment represents and warrants that he/she has full authority to sign and to bind the party on whose behalf he/she signs.

8. Governing Law/Entire/Agreement/Dispute Resolution. This Agreement for Judgment shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts regarding contracts and disputes hereunder shall be resolved in a court of the Commonwealth of Massachusetts with competent jurisdiction, that is, the Palmer District Court. This Agreement for Judgment constitutes the entire agreement between the parties and there are no extrinsic agreements or contemporaneous oral or written agreements between the parties other than those terms which are expressly stated herein. The headings set forth herein are for the convenience of the reader only and shall not affect the meaning hereof.

9. Counterparts/Electronic Signatures. This Agreement for Judgment may be executed in counterparts or using electronic signing technology and the resulting document shall constitute an enforceable, authentic, executed original which is binding upon the parties.

[The remainder of this page is left blank intentionally. Signatures to follow.]

IN WITNESS WHEREOF, the parties hereto sign the above document for its stated purpose and affix their seals hereto as of the date(s) set forth below.

Charlie Park, LLC

Town of Ludlow Select Board

By: James Acerra, its Manager

William Rosenblum, Chairperson

Anthony Alves, Vice Chairperson

James Gennette, Member

Manuel Silva, Member

Tony Sanches, Member

Dated: _____

Dated: _____

Property Address: 0 Center Street, Parcel Id: 40-3550-87-0, Ludlow, MA

QUITCLAIM DEED

Charlie Park Main LLC, a Massachusetts Limited Liability Company, with an address of 1775 Main Street, Agawam, Hampden County, Massachusetts (“Grantor”),

for consideration paid in the amount of **One and 00/100 Dollar (\$1.00)**, the receipt and sufficiency of which is hereby acknowledged,

grants to the **Town of Ludlow**, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts and having a usual place of business at 488 Chapin Street, Ludlow, Hampden County, Massachusetts (“Grantee”),

with Quitclaim Covenants,

A parcel of land with any buildings thereon, containing about 0.444 AC being described as parcel 40-3550-87-0 in the Office of the Assessors, Ludlow.

Meaning, intending and hereby conveying the same premises conveyed to the grantor by deed dated September 18, 2025 and recorded with the Hampden County Registry of Deeds in Book 26045, Page 384 and being the same premises acquired by said Town under an Instrument of Taking dated September 13, 1982, and recorded at the Hampden County Registry of Deeds in Book 5307, Page 270 and the Judgment in Tax Lien Case (Docket No. 86 TL 078039) dated October 7, 1986, and recorded at said Registry of Deeds in Book 6265, Page 405.

This Deed shall also be subject to all easements and restrictions of record, if any, lawfully existing in, upon or over said Property or appurtenant thereto. This Deed does not create any new boundaries.

No deed stamps are due on this conveyance pursuant to G.L. c 64D, §1.

[Signature Page to Follow]

Executed as a sealed instrument this _____ day of _____, 2026.

Charlie Park Main LLC

By: _____
Clark L. Dore, its Manager and
Duly authorized Signatory

COMMONWEALTH OF MASSACHUSETTS

Hampden County, ss.

On this ____ day of _____, 2026, before me, the undersigned notary public, personally appeared Clark L. Dore as Manager of Charlie Park Main LLC, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed and sealed it voluntarily and for its stated purpose as Manager of Charlie Park Main LLC, and not in his individual capacity.

Name:
Notary Public
My Commission Expires:

QUITCLAIM DEED

Charlie Park Main LLC, a Massachusetts Limited Liability Company, with an address of 1775 Main Street, Agawam, Hampden County, Massachusetts (the “Grantor”),

for consideration paid in the amount of **One and 00/100 Dollar (\$1.00)**, the receipt and sufficiency of which is hereby acknowledged,

grants to the **Town of Ludlow**, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts and having a usual place of business at 488 Chapin Street, Ludlow, Hampden County, Massachusetts (“Grantee”),

with Quitclaim Covenants,

A parcel of land with any buildings thereon, containing about 0..531 AC being described as parcel 39-3550-28-0 in the Office of the Assessors, Ludlow.

Meaning, intending and hereby conveying the same premises conveyed to the grantor by deed dated September 18, 2025 and recorded with the Hampden County Registry of Deeds in Book 26045, Page 386 and being the same premises acquired by said Town under an Instrument of Taking dated September 13, 1982, and recorded at the Hampden County Registry of Deeds in Book 5307, Page 269 and the Judgment in Tax Lien Case (Docket No. 86 TL 078038) dated October 7, 1986, and recorded at said Registry of Deeds in Book 6272, Page 202.

This Deed shall also be subject to all easements and restrictions of record, if any, lawfully existing in, upon or over said Property or appurtenant thereto. This Deed does not create any new boundaries.

No deed stamps are due on this conveyance pursuant to G.L. c 64D, §1.

[Signature Page to Follow]

Executed as a sealed instrument this _____ day of _____, 2026.

Charlie Park Main LLC

By: _____
Clark L. Dore, its Manager and
Duly authorized Signatory

COMMONWEALTH OF MASSACHUSETTS

Hampden County, ss.

On this ____ day of _____, 2026, before me, the undersigned notary public, personally appeared Clark L. Dore as Manager of Charlie Park Main LLC, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed and sealed it voluntarily and for its stated purpose as Manager of Charlie Park Main LLC, and not in his individual capacity.

Name:
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS.

PALMER DISTRICT COURT
DOCKET NO. 2643CV244

_____	)
CHARLIE PARK MAIN LLC,	)
	)
Plaintiff,	)
	)
v.	)
	)
TOWN OF LUDLOW,	)
	)
Defendant,	)
_____	)

AGREEMENT FOR JUDGMENT

Plaintiff, Charlie Park Main LLC (the “Plaintiff”) and defendant, Town of Ludlow (the “Town”) hereby agree, pursuant to Mass. R. Civ. Pro. 58(a), as set forth below.

WHEREAS, Plaintiff purchased certain real estate from the Town at auction identified by Ludlow Assessors Parcel IDs 39-3550-28-0 and 40-3550-87-0 (collectively the “Property”) on or about September 18, 2025 in exchange for total consideration of \$20,000 (the “Land Purchase”);

WHEREAS, Plaintiff asserts in this lawsuit that the Land Purchase is voidable at Plaintiff’s option;

WHEREAS, the Town admits no fault or wrongdoing, but in the interest of expedience and conservation of resources, agrees to resolve this matter on the terms set forth herein; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Plaintiff and the Town covenant and agree as set forth below.

1. **Judgment to Enter.** Judgment shall enter in favor of Plaintiff in the sum certain amount of Twenty-One Thousand (\$21,000) Dollars, representing the sum of (a) the total consideration paid by Plaintiff to the Town for the Land Purchase and (b) total buyer’s premiums of \$1,000 paid to a third party auctioneer in connection with the Land Purchase, which funds were paid to the Town by the auctioneer as part of this agreed-upon compromise resolution.

2. **No Interest or Costs.** The judgment entered pursuant to paragraph 1 shall not accrue pre-judgment interest, post-judgment interest, or any other interest. The Town shall not be responsible for Plaintiff’s costs. Plaintiff and the Town shall each be responsible for its own attorneys’ fees.

3. Satisfaction of Judgment. Upon payment of the above judgment amount to Plaintiff, a Satisfaction of Judgment shall be filed with the Court.

AGREED AS OF THE DATE SET FORTH BELOW.

Plaintiff,
Charlie Park Main LLC,
By its Attorney,

Defendant,
Town of Ludlow,
By its Attorney,

/s/ Richard A. Sypek
Richard A. Sypek, Esq. (BBO# 491090)
60 Court Street, Suite 201
Westfield, MA 01085
(413) 462-5276
rich@sypeklaw.com

/s/ Stephen J. Chaplin
Stephen J. Chaplin, Esq. (BBO# 685571)
Mead, Talerman & Costa, LLC
730 Main Street, Suite 1 F
Millis, MA 02054
(978) 572-2193
steve@mtclawyers.com

Dated: July __, 2026

ACKNOWLEDGMENT OF SATISFACTION OF JUDGMENT		DOCKET NUMBER 2643CV244	Trial Court of Massachusetts District Court Department 
PLAINTIFF(S) FILING THIS FORM Charlie Park Main LLC		COURT DIVISION Palmer	
DEFENDANT(S) Town of Ludlow		DATE THIS JUDGMENT WAS ENTERED	

I (we) hereby certify under the pains of perjury that:

- ☐ I am (we are) the **plaintiff(s)** in the above-listed small claim or civil action,
- ☒ I am (we are) the **attorney(s) for the plaintiff(s)** in the above-listed small claim or civil action,

and that the judgment entered by this Court in this matter against the above-listed defendant(s) on the above-listed date has been **FULLY SATISFIED**.

X	_____	DATE _____	PRINT NAME _____
PLAINTIFF			
X	_____	DATE _____	PRINT NAME _____
ADDITIONAL PLAINTIFF			
X	_____	DATE _____	PRINT NAME _____
ADDITIONAL PLAINTIFF			
X	_____	DATE _____	PRINT NAME _____
ADDITIONAL PLAINTIFF			
OR			
X	_____	DATE _____	BBO No. _____
ATTORNEY FOR PLAINTIFF(S)			
X	_____	DATE _____	BBO No. _____
ATTORNEY FOR PLAINTIFF(S)			

ONE DAY PERMIT APPLICATION

TYPE OF ACTIVITY: Sip and Shop

PERMITS REQUESTED (check all that apply):

LIQUOR: Beer & Wine ☒ All Alcoholic ☐ MUSIC & DANCE ☐ OTHER ☐

NAME OF ORGANIZATION: Cottage Melts

CONTACT PERSON: Dillon Halvorsen TELEPHONE NO.: 413 668-7682

ADDRESS: 1327 East St Ludlow Ma

EVENT BEING HELD AT: Cottage Melts

ADDRESS: 1327 East St. Ludlow Ma

DAY/DATES REQUESTED: August 15th 2026

RAIN DATE IF NECESSARY:

EXPECTED TIME: BEGINNING 10:00 am ENDING 6:00 pm

NUMBER OF ATTENDANCE EXPECTED: ~80

Ludlow Police Chief, on behalf of the Select Board, has the right to determine the amount of police protection for each event to ensure proper crowd control.

Ludlow Fire Chief, on behalf of the Select Board, has the right to determine if a fire watch or ambulance detail is needed at the event.

Where liquor is being served and crowds exceed 1,000 people:

- Crowds that are over 1,000 requires four (4) officers assigned at detail rate
- Crowds that exceed 2,000 requires six (6) officers assigned at detail rate
- Crowds that exceed 4,000 additional officers will be assigned at the discretion of the Chief of Police.
- There will be clearly posted signs stating "no weapons allowed" and "all bags are subject to search".

Where liquor is served, every applicant must submit an Insurance Certificate in the amount of one million dollars for each event.

All forms must be complete and submitted to the Select Board at least four (4) weeks prior to the event date requested.

Application must be signed by a duly authorized officer of the corporation.

Payment of Police Officers and/or Firefighters is the responsibility of the organization requesting the permits and must be paid in full three (3) days prior to the event.

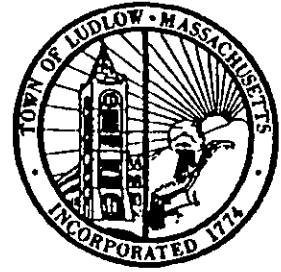
Applicant agrees to release and hold the Town of Ludlow harmless from any liability arising out of the use herein described.

SIGNED: Dillon Halvorsen DATE: 07/17/2026

Town of Ludlow

Office of the Town Clerk

Kim M. Batista, CMMC, Town Clerk



Interoffice Memo

Date: July 24, 2026

To: Mr. William Rosenblum

From: Kim M. Batista, CMMC, Town Clerk

RE: Resignation of Joel Silva – Planning Board Member 2028 term

On July 21, 2026, motion was made by Mr. Silva to accept the letter of resignation from Joel Silva and to post the vacancy as soon as possible. **Mr. Gennette seconded motion. All in favor. Motion passed 4-0.**

In accordance with M.G.L. c.41, §109; c.41, §10:

Move to notify the Town Clerk of the one-year unexpired term for Planning Board Member that shall be placed on the next Annual Town Election ballot on March 22, 2027.

Roll Call Vote:

William Rosenblum _____

Anthony Alves _____

James Gennette _____

Manuel Silva _____

Antonio Sanches _____

Date: _____

***488 Chapin Street
Ludlow, MA 01056
(413) 583-5600 Ext. 1
TTY (413) 583-5668***



Town of Ludlow Select Board

TOWN ADMINISTRATOR ANNUAL EVALUATION POLICY

EFFECTIVE: July 8, 2025

The Select Board shall annually appraise the Town Administrator's performance, per [Sec II-39 of the Town's General Bylaws](#).

The Select Board conducts this annual evaluation to assess the Town Administrator's performance, identify areas for improvement, and set future goals in line with the Select Board's goals for the Town Administrator. At the conclusion of this process, the Select Board and Town Administrator shall meet to develop new Town Administrator Performance Goals for the coming year, which they deem necessary for the proper operation of the Town, and in the attainment of the Select Board's policy objectives. The Performance Goals shall include measurable goals and performance objectives, and relative priority amongst those various objectives. The Town Administrator shall prepare in writing and shall submit for the Select Board's approval such goals and objectives, which shall be signed by both parties and shall establish the criteria for next year's evaluation of the Town Administrator. The Select Board shall endeavor to complete this process sometime after the Annual Town Meeting in May and the first week of July. Meetings of the Select Board, to discuss the Town Administrator's annual evaluation and future goals, are subject to the Open Meeting Law, G.L. c. 30A, § 18-25, and shall be conducted in open session.

Evaluation Process

A. The Select Board and Town Administrator should have jointly created goals and objectives that are incorporated into an evaluation worksheet. Then, each Select Board member

should complete the worksheet and schedule a meeting with the Town Administrator to discuss their individual evaluation. At least 48 hours prior to these individual meetings, a draft individual evaluation is to be provided to the Town Administrator. Select Board members may adjust individual evaluations following their meeting with the Town Administrator and provide the Town Administrator with a copy of the final individual evaluation. Thereafter, the individual evaluations should be submitted to a non-Select-Board-member 3rd party to compile. The compilation & summary evaluation is to be provided to the Town Administrator and the Select Board at least 48 hours in advance of the Select Board's meeting. At the public meeting, which shall occur in open session, the Board and Town Administrator can discuss the summary. The Select Board shall provide the Town Administrator with the written summary of the evaluation and before the written summary of the evaluation is made a part of the Town Administrator's personnel file, the Town Administrator shall be given the opportunity to attach written comments thereto.

The summary evaluation document is a Public Record, as defined in G.L. c. 4, § 7(26).

Simplified Step by Step Process Outline

- Create and approve goals and objectives for evaluation worksheet for ensuing fiscal year (July)
- Each Select Board member completes the evaluation worksheet and submits it to the Town Administrator (early April)
- Each Select Board member meets with the Town Administrator to discuss the worksheet (late April)
- Each Select Board member modifies individual evaluation, if necessary (late April)
- Each Select Board member submits final individual evaluations to the Town Administrator if changes have been made (early May)
- Each Select Board member submits final individual evaluation to third party (e.g., Town Counsel or HR Director) (late May)
- Non-Select-Board Member Third Party compiles and creates a final summary report, which is submitted to the Board and Town Administrator (early June)
- Public meeting held (late June)

INFORMATION

LUDLOW PLANNING BOARD

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

**RECEIVED
TOWN CLERK'S OFFICE**

2026 JUL 20 A 8:44

LEGAL NOTICE – SPECIAL PERMIT / HOME OCCUPATION

TOWN OF LUDLOW

The Ludlow Planning Board will hold a public hearing in Ludlow Town Hall, Select Board's Conference Room on **Thursday, August 13, 2026, at 7:00 p.m.** on the application of Michael Modzelewski of **147 Kendall Street**, Ludlow, MA (Assessors' Map 11B, Parcel 108) for: **landscaping business.**

If for any reason this hearing is cancelled, it will be rescheduled to Thursday, August 27, 2026.

Raymond Phoenix
Chairman

Register – Please publish as a legal notice in the **07/29/26 & 08/05/26** 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

RECEIVED
TOWN CLERK'S OFFICE

2026 JUL 22 P 3: 07

LEGAL NOTICE – SPECIAL PERMIT / HOME OCCUPATION

TOWN OF LUDLOW

The Ludlow Planning Board will hold a public hearing in Ludlow Town Hall, Select Board's Conference Room on **Thursday, August 13, 2026, at 7:05 p.m.** on the application of Ursula Knolton of **115 Prospect Street**, Ludlow, MA (Assessors' Map 15A, Parcel 355) for: **interior design office**.

If for any reason this hearing is cancelled, it will be rescheduled to Thursday, August 27, 2026.

Raymond Phoenix
Chairman

Register – Please publish as a legal notice in the **07/29/26 & 08/05/26** 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

Town of Ludlow
c/o Select Board
488 Chapin Street
Ludlow, MA 01056

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

RECEIVED
TOWN CLERK'S OFFICE
2026 JUL 22 P 3:07
TOWN OF LUDLOW

LEGAL NOTICE – SITE PLAN

The Ludlow Planning Board will hold a public hearing in Ludlow Town Hall, Select Board's Conference Room on **Thursday, August 13, 2026, at 7:10 p.m.** on the application of Sewall & Hubbard LLC for the property located at **120 Hubbard Street, Ludlow, MA (Assessors' Map 14B, Parcel 20)** for the purpose of: **update existing site plan.**

If for any reason this hearing is cancelled, it will be rescheduled to Thursday, August 27, 2026.

Raymond Phoenix
Chairman

Register – Please publish as a legal notice in the **07/29/26 & 08/05/26** 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: July 24, 2026

Subject: APPROVAL OF CHANGE OF OCCUPANCY / DBA APPLICATION

NAME OF OWNER OF NEW BUSINESS: Karen Mowry

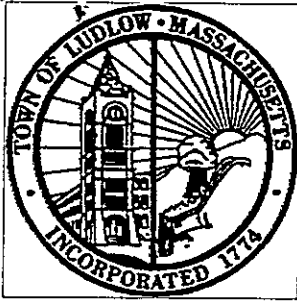
NAME/TYPE OF NEW BUSINESS: Western Mass Educational Advocacy Services
(office of educational advocacy)

NAME OF OWNER OF BUILDING: Sewall & Hubbard LLC

ADDRESS OF BUSINESS: 118 Sewall Street

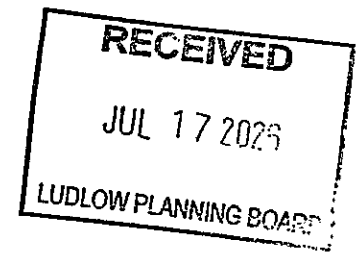
APPROVAL DATE: July 23, 2026

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

Legal address
120 Hubbard St.

Date submitted to Planning Board: 7/17/26

Location of Property: (address) 118 Sewall St, Assessors' Map 14B, Parcel 20

Zoning of Property: Bus. 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): Western Mass educational advc. services

Type Of Application (Check All That Apply):

* denotes supplemental application sheet required

Site Plan Control:

- ☒ Change of Occupancy
☐ Site Sketch
☐ Site Plan Approval

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)

Other:

- ☐ Zone Change *5

Please note that incomplete submittals are subject to denial without any further review and any fee 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.

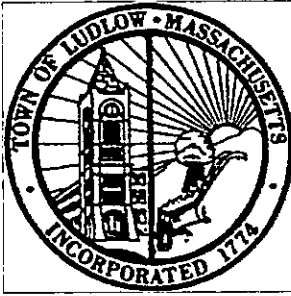
Contact Information:

Applicant:

Name: Karen Mowry
Address: 179 Winsor St
Phone: 413-583-8100
Fax: _____
E-Mail: Krjvs@qol.com
Signature: [Signature]

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

From eyelash salon to office



Town of Ludlow
Office of the Planning Board
ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5600 ext. 7

Information Sheet

Change of Occupancy

What is the purpose of a Change of Occupancy?

The Town's Zoning Bylaws require a full registered Site Plan for several uses in Town. In the case of a business taking over an existing business location with no change to the footprint or use of the building, a Change of Occupancy is accepted instead. (7.1.3.c) This is also currently the process used for booth rentals and locating third-party (or similar) vending at an existing business location. The process allows the Town to ensure that the intensity of a use is not changing and allows the applicant to save the time and expense involved in a full Site Plan.

Will I need to appear in front of the Board?

In most cases, an appearance is not necessary for a Change of Occupancy. If the Board has any issues, you may need to come in, but this is not likely.

How long can I expect this to take?

The Planning Board agendas are set in advance of the actual meetings. Once an application for Change of Occupancy has been received, it will be placed on the next open agenda. Depending on when your application is submitted, this could in as little as a week, but will more likely take approximately two or three weeks.

When can I get a Business Certificate?

If all you need is a Change of Occupancy, you will be able to get a Business Certificate from the Town Clerk during regular business hours after the Planning Board has approved your application.

What do I have to submit and where?

Applications are accepted at the Planning Board office during normal office hours. Your submission must include the completed application itself and the fee in force at the time of filing.

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.

Contact Person (if different):

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

RECEIVED

JUL 17 2026

LUDLOW PLANNING BOARD

Property Owner (if different):

Name: Sewall; Hubbard LLC
Address: 122 Sewall St.
Phone: 413 589 1490
Fax: _____
E-Mail: Support@csma.net
Signature: _____

Building Owner (if different):

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

Detailed Description of Proposal: Office of educational
no room meeting + GDC client in office

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: _____

Fee Amount Received: 100 Fee Doubled: no
Supporting Documents? YES NO
Verified By: SV
Date Received: 7/17/26



Town of Ludlow
Office of the Planning Board
ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5600 ext. 7

Certification of Ownership / Authority

If the applicant is not the owner (such as a tenant)

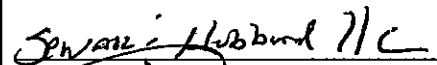
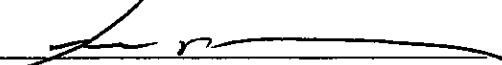
The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: 7/17/26

For individual applicant:	For corporation/LLC:
 Signature	 Name of Entity By: _____ Signature Title: _____

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: 7/17/26

For individual owner:	For corporation/LLC:
 Signature	 Name of Entity By:  Signature Title: <u>OWNER</u>

SR
TOWN OF LUDLOW
PLANNING BOARD
488 CHAPIN STREET
LUDLOW, MA 01056

NOTICE OF DECISION
SPECIAL PERMIT

RECEIVED
TOWN CLERK'S OFFICE

2026 JUL 24 A 9:33

TOWN OF LUDLOW

DATE: July 24, 2026
APPLICATION: SPECIAL PERMIT / HOME OCCUPATION
APPLICANT: Cynthia Lage
128 Williams Street, Ludlow, MA

Following a duly advertised public hearing held on **July 23, 2026**, the Planning Board, acting as the Special Permit Granting Authority, at its meeting on **July 23, 2026**, with the following members present: *Raymond Phoenix, William Ellison, Christopher Coelho, Kathleen Houle*, **voted 4-0 to GRANT** a Special Permit in accordance with Section 7.0 of the Ludlow Zoning Bylaws for: **soap making business**.

REQUIRED FINDINGS:

Upon motion duly made and seconded, the Board finds that the Special Permit application as presented meets and/or exceeds all of the requirements imposed under Section 7.0.4 of the Zoning Bylaws:

- a. The Planning Board finds that the proposal is suitably located in the neighborhood in which it is proposed and/or the total town, as deemed appropriate by the Special Permit Granting Authority.
- b. The Planning Board finds that the proposal is compatible with existing uses and other uses permitted by right in the same district.
- c. The Planning Board finds that the proposal would not constitute a nuisance due to air and water pollution, flood, noise, dust, vibrations, lights, or visually offensive structures and accessories.
- d. The Planning Board finds that the proposal would not be a substantial inconvenience or hazard to abutters, vehicles, or pedestrians.
- e. The Planning Board finds that adequate and appropriate facilities would be provided for the proper operation of the proposed use.
- f. The Planning Board finds that the proposal reasonably protects the adjoining premises against any possible detrimental or offensive uses on the site, including unsightly or obnoxious appearance.
- g. The Planning Board finds that the proposal ensures that it is in conformance with the sign regulations of the bylaw. (See Section 6.5)

- h. The Planning Board finds that the proposal provides convenient and safe vehicular and pedestrian movement within the site, and in relation to adjacent streets, property or improvements.
- i. The Planning Board finds that the proposal ensures adequate space for the off-street loading and unloading of vehicles, goods, products, materials, and equipment incidental to the normal operation of the establishment or use.
- j. The Planning Board finds that the proposal provides adequate methods of disposal and/or storage for sewage, refuse, and other waste resulting from the uses permitted or permissible on the site, and methods of drainage for surface water.
- k. The Planning Board finds that the proposal ensures protection from flood hazards, considering such factors as the following: elevation of buildings; drainage, adequacy of sewage disposal; erosion and sedimentation control; equipment location; refuse disposal; storage of buoyant materials; extent of paving; effect of fill, roadways or other encroachments on flood runoff and flow.
- l. The Planning Board finds that the proposal is in general harmony with the general purpose and intent of this bylaw.
- m. The Planning Board finds that the proposed use complies with any and all additional Special Permit Criteria or special use regulations imposed on individual uses in Section VI of this bylaw.

CONDITIONS SEE ATTACHED

VOTED FOR:

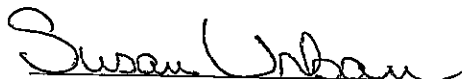
AGAINST:

ABSENT:

Raymond Phoenix
William Ellison
Christopher Coelho
Kathleen Houle

ANY APPEAL FROM THE DECISION OF THE PLANNING BOARD CAN BE MADE ONLY TO THE COURT AND MUST BE MADE PURSUANT TO SECTION 17, CHAPTER 40A OF THE GENERAL LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, AS AMENDED, AND MUST BE FILED WITHIN TWENTY (20) DAYS AFTER THE DATE OF FILING OF THE DECISIONS WITH THE TOWN CLERK.

Filed with Town Clerk On: July 24, 2026


Susan Urban, Administrative Assistant

Town of Ludlow

Office of the Planning Board



July 24, 2026

Jacob Hannoush
PAH Properties, LLC
1769 Riverdale Street
West Springfield, MA 01089

RE: Special Permit & ANR withdrawal
0 & 329 Holyoke Street, 0 Athol Street

Dear Mr. Hannoush:

Please be advised that at its meeting on July 23, 2026, the Planning Board voted unanimously (4-0) to accept your request to withdraw the Approval Not Required (ANR) Plan and the Estate Lot Special Permit application.

The Board also voted unanimously (4-0) to determine that, based on the existing circumstances and the time allotted for review of the applications, it would not be appropriate for the Town to waive the application fees.

Should you choose to resubmit the applications at a later date, you may request a waiver of the application fees at that time. Any such request will be considered by the Planning Board based on the circumstances of the resubmittal.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

Joshua Carpenter
Town Planner

cc: Town Clerk, Assessor, Building, Fire, DPW, BOS, Conservation, BOH, Safety,
Nina Fazio

*488 Chapin Street
Ludlow, MA 01056
(413) 583-5600 Ext. 7*