TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
November 18, 2021

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Absent)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

Mr. Queiroga acted as Chairman in Mr. Coelho's absence.

The meeting began at 7:01 p.m. in the Selectmen's Conference Room.

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PUBLIC HEARING – SPECIAL PERMIT / SITE SKETCH – 185 Miller Street (Assessors' Map 30, Parcel 42) Katherine S. Dias (update site plan to allow hair studio in existing office in an Agricultural Moderate Density Overlay District)
(Request to withdraw application submitted)

SEE ATTACHED MINUTES

ANR – Lot 2 First Avenue (Assessor's Map 14B, Parcel 142) Westmass Area Development Corp., Jeff Daly, President/CEO (create new 74,049 SF lot with 220.89' of frontage)

Sarah la Cour was present via telephone.

Ms. la Cour explained that this parcel of land includes one of the one-story block warehouse buildings and shares a boundary with the senior center. She said Westmass has a potential a buyer that is interested in the building. Ms. la Cour noted that there is a curb cut with access at the northern portion of the site off of First Avenue.

Mr. Phoenix and Mr. Stefancik confirmed that the plan met all of the ANR criteria.

Mr. Phoenix: I'll make a **MOTION** to endorse the ANR in the standard form.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Documents included: Master Application; Plan of Land in Ludlow, Massachusetts – Surveyed and Mapped for Westmass Area Development Corp. - Owner (11/12/2021)

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 51 Libby Street (Assessors' Map 2C, Parcel 21) Samantha Walsh (home office for wedding & portrait photography business)

SEE ATTACHED MINUTES

Mr. Phoenix requested that the Change of Occupancies Sewall Street Top Car, LLC, Hampden County Sheriff's Office, and Nfamara Taal (FT Custom Printing) be taken out of the consent agenda since they are not one for one swaps.

- **Sewall Street Top Car, LLC by Alaeddine Chalabi – 330 Sewall Street (from used car lot to used car lot & upholstery business)**

Mr. Stefancik explained that the new business would include auto upholstery business along with the used car sales and that the previous business included auto repair.

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve.
SECOND Ms. Houle.
4-0 in Favor.

- **Hampden County Sheriff's Office (Christopher Gelonese) – 100 State Street, Bldg. 113/213 (from R&B Tools to storage of department assets and additional community service offices)**

Mr. Stefancik commented that the Sheriff's Department is already on the site and that they're just relocating to a different building because they need more space.

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve that one as well.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga – yes.

- **Nfamara Taal (FT Custom Printing) – 44 Sewall Street #2 (from wellness/smoothie shop to t-shirt printing shop)**

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Mr. Phoenix questioned whether the t-shirt shop involves any hazardous chemicals that would be used on site. Mr. Stefancik said that Ludlow Printing used to occupy that location.

Mr. Phoenix: I'll make a **MOTION** to ask FT Custom Printing to please come in and speak with us so that we can make sure that they're going forward in the right process --- successfully --- business.
SECOND Mr. Carpenter.
4-0 in Favor
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

PUBLIC HEARING – SPECIAL PERMIT / SITE PLAN – 0 Center Street (Assessors' Map 13C, Parcel 11) Town of Ludlow (erection of communications tower for the Town of Ludlow)

SEE ATTACHED MINUTES

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 14 Lillian Street (Assessors' Map 12A, Parcel 42) Tanya Szafranski (home office for telehealth business)

SEE ATTACHED MINUTES

SITE SKETCH – 291-283 Moody Street (Map 3, Parcel 106A) Don Cameron (storage units, office, and warehousing)

Don Cameron was present for the appointment.

Mr. Stefancik said that at the last meeting (October 28, 2021) the Planning Board indicated to Mr. Cameron to move ahead with site plan approval. He also explained that the public hearing for the site plan was advertised, but Turley Publications omitted the advertisement for one of the two weeks, therefore postponing the public hearing. Mr. Stefancik commented that to be under the 25% rule, Mr. Cameron is asking for approval of a site sketch with just twelve storage trailers on it but would come back at the December 9, 2021 meeting for the full site plan approval in which he has already submitted the application and paid the fee.

Mr. Queiroga confirmed with Mr. Cameron that the delay is causing problems with the closing of the business deal with the bank.

Mr. Phoenix asked if the proposed twelve trailers will be put on existing pavement. Mr. Stefancik and Mr. Cameron said that the paving will be minimal and will only be done for repairs to the existing pavement.

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Mr. Phoenix: I'll make a **MOTION** to waive the full plan down to a sketch based off of the circumstances of the application of the full site plan and that we will be reviewing the full site plan within just a couple weeks on December 9th and also to waive the public hearing for the same reason.
SECOND Ms. Houle.
4-0 in Favor
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Mr. Coelho: I make a **MOTION** to accept the site sketch for 291-293 Moody Street in the standard form.
SECOND Ms. Houle.
4-0 in Favor
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Mr. Cameron questioned whether the proposed changes were over 25% and warranted a site plan submittal with a public hearing.

Mr. Stefancik and Ms. Houle informed Mr. Cameron that the Board had already made the decision that he had to do the public hearing and that the proposed addition of 57 storage trailers would trigger the 25%. Mr. Phoenix said that he never said that he felt that the change was nonconforming, just over the 25%. Mr. Cameron also asked whether storage trailers are considered in the building footprint.

Documents included: Master Application; Request for Waivers; Comments from Town Boards/Departments; Site Plan 291-293 Moody Street Ludlow, MA – owned by Ludlow Storage, LLC (November 16, 2021)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 49. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of October 14, 2021 & October 28, 2021
- APPROVE Change of Occupancies:
  - Gerald Renaud (B & R Machine) – 40 Westover Road
    (from warehouse/office/manufacturing to warehouse/office/manufacturing)
- APPROVE/SIGN Bills – Turley Publications (Legal Notice – Associate Member)

File Mail Item #50 – Finance Committee Board Reorganization

Associate Planning Member Discussion

Mr. Stefancik commented that he advertised for the position with no responses and asked the Board if they want him to re-advertise for an additional two weeks in the Register. The Board agreed to extend the advertising on the Town Website and LCTV cable access channel, but not to re-advertise in the Register.

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Mr. Carpenter made a **MOTION** to extend the time.

Mr. Phoenix: What day do you want it to extend to, just to the next meeting or?

Mr. Stefancik: The meeting, our next meeting would be on the 10th, I mean the 9th, so if you want to do it up until the 9th.

Mr. Carpenter: We could do it until December 3rd, that way if we have any applicants that we need to interview, we have time to get them in and put them on the agenda for December 9th.

Mr. Stefancik: Yeah that works, 'cause that gives two weeks at least.

Mr. Phoenix: I think I heard kind of a so moved in there somewhere from ---.

Mr. Queiroga: Yes, motion?

Mr. Carpenter: **SO MOVED.**
SECOND Mr. Phoenix.
4-0 in Favor
Roll call vote: Ms. Houle – yes; Mr. Phoenix – yes; Mr. Carpenter – yes; Mr. Queiroga – yes.

Mr. Phoenix: I will **MOVE** to adjourn.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Meeting adjourned at 8:15 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

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

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TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / SITE SKETCH
185 Miller Street – Katherine S. Dias
(update site plan to allow hair studio in existing office in an Agricultural Moderate Density Overlay District)
November 18, 2021

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Absent)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

Mr. Queiroga acted as Chairman in Mr. Coelho's absence.

The hearing began at 7:02 p.m. in the Selectmen's Conference Room.

The applicant was not in attendance for the public hearing.

Mr. Queiroga read the legal notice. The legal notice included the description of: update site plan to allow hair studio in existing office in an Agricultural Moderate Density Overlay District.

Mr. Queiroga: Now, we do have a request by Katherine S. Dias wishes to withdraw the application that was submitted to the Planning Board for the occupancy of a hair salon at 185 Miller Street. I have enclosed a check for the cost of advertising on behalf of Turley Publications in the amount of $149.07. Is that, you have that?

Mr. Stefancik: We do, she paid the fee.

Mr. Queiroga: Ok, so do we have to do anything else?

Mr. Stefancik: Accept the motion to withdraw.

Ms. Houle: Mr. Chairman.

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Mr. Carpenter: I make a **MOTION** to accept the withdrawal from application for Katherine Dias.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Ms. Houle – yes; Mr. Phoenix – yes; Mr. Carpenter – yes; Mr. Queiroga - yes.

Mr. Queiroga: Ok, that's 4-0. The motion was successful.

Mr. Stefancik: Just do a close the public hearing.

Ms. Houle: **MOTION** to close the public hearing.
SECOND Mr. Carpenter.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Hearing ended 7:05 p.m.

APPROVED:

Kathleen S. Houle
Kathleen Houle, Secretary

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Documents: Master application; Request to withdraw letter, Site Plan – 185 Miller Street Ludlow, MA – Owned by Capital Design & Development, LLC (9-24-2021)

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / SITE SKETCH
51 Libby Street – Samantha Walsh
(wedding & portrait photography business)
November 18, 2021

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Absent)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

Mr. Queiroga acted as Chairman in Mr. Coelho's absence.

The hearing began at 7:12 p.m. in the Selectmen's Conference Room.

In attendance: Samantha Walsh.

Mr. Queiroga read the legal notice, reviewed the application, and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: home office for wedding & portrait photography business.

Mr. Queiroga: Ok, would you let us know what your plans are and which we already know and what --- gonna have.

Ms. Walsh: Yup, I'm just hoping to have a home office, a computer.

Mr. Queiroga: Sit down.

Ms. Walsh: Ok, sit right here. Just a home office, with a desk, computer, printer for my photography business that I can just edit my pictures, communicate with clients via email, and that's about it. I won't have anyone coming to the house. I won't do any photography actually at the house. It's just a home office with a computer.

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Mr. Queiroga: Ok --- this.

Ms. Walsh: Yup.

Mr. Queiroga: Ok, and you own the house?

Ms. Walsh: I do rent it.

Mr. Queiroga: You do rent?

Ms. Houle: And the owner of the property signed it?

Mr. Stefancik: Yes.

Ms. Houle: The owner of the property signed it, yeah.

Mr. Queiroga: Any questions from members of the Board?

Mr. Phoenix: I think all of my questions have been pretty much answered on the supplemental sheet. And I saw that the application had the additional 26 items were signed off on. It looks like everything's in order as far as I can tell.

Mr. Queiroga: Josh, any questions?

Mr. Carpenter: No.

Mr. Queiroga: Ok, if there are no more questions, I would be looking for a proposal.

Mr. Phoenix: Did you officially ask the public?

Ms. Houle: Did you ask the public?

Mr. Queiroga: No, I didn't. So, let's do that right now. This being a public hearing please, is there anybody interested in this, that would like to speak on this matter? They're flying off the --
-.

Mr. Phoenix: --- I'll make a **MOTION** in the standard form to approve the special permit for home occupation as submitted and further to immediately close the public hearing.

Ms. Houle: Did we make a finding?

Mr. Carpenter: **SECOND.**

Ms. Houle: Wait a minute Chris, I mean, we didn't make a finding.

Mr. Stefancik: Finding and waiver.

Ms. Houle: Need a finding and waiver.

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Mr. Phoenix: Let me pull my motion back. I'll make a **MOTION** to find that a home occupation is a suitable one under the Bylaw and further to waive the full registered site plan in favor of a sketch and photos as prepared by the applicant.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Ms. Houle – yes; Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Queiroga – yes.

Mr. Phoenix: And I'll go back to my other **MOTION**, and that's to approve in our standard form and to close the public hearing.
SECOND Mr. Carpenter.
4-0 in Favor.

Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Hearing ended 7:17 p.m.

APPROVED:

Kathleen J. Houle

Kathleen Houle, Secretary

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Documents: Master application

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / SITE PLAN
0 Center Street (Assessors' Map 13C, Parcel 11)
Town of Ludlow
(erection of communications tower for the Town of Ludlow)
November 18, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Absent)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

Mr. Queiroga acted as Chairman in Mr. Coelho's absence.

The hearing began at 7:26 p.m. in the Selectmen's Conference Room.

In attendance: Ryan Pease – Fire Chief, Daniel Valadas – Chief of Police, Ellie Villano – Town Administrator, Andrew Gaines – Marcus Communications.

Mr. Queiroga read the legal notice and reviewed the application. The legal notice included the description of: erection of communications tower for the Town of Ludlow.

Mr. Queiroga: And I think we have our Fire Chief here. Hi.

Mr. Pease: Town Administrator, and this is Andrew from Marcus Communications, he's our project manager. --- questions he can answer them for you.

Mr. Queiroga: Ok thank you. *In conjunction with this legal notice, the Town of Ludlow is requesting waivers to the following sections for the purpose of building a wireless communications facility. This facility will be town owned and expansion of the town public safety radio communications. The Town of Ludlow is requesting a waiver to the fee in force at the time of filing. The Town of Ludlow is requesting a waiver to the Zoning Bylaws 7.1.5 e.1 and e.2. The project will not be adding any additional parking spaces as there is an adequate quantity of paved parking spaces in the existing town owned parking lot. The Town of Ludlow is requesting a waiver to the Zoning Bylaws 7.1.5 o. (1.) No lighting is planned of the site for security reasons. The Town of Ludlow is requesting a waiver to the Zoning Bylaws 7.1.5 o. (3.) The only signage for the site will be the allowable 2'x2' "No Trespassing" signage as described in Zoning Bylaws 6.7.3 f. The Town of Ludlow is requesting a waiver to the Zoning Bylaws 7.1.5 o. (4.) No snow plowing is required for the site. The Town of Ludlow is requesting a waiver to the Zoning Bylaws 7.1.5 o. (5.) A traffic study would not be required as the site is on existing town property and will not have daily access after construction is complete.* The Fire Department filed a notice (and had no comments). Board of Health: No comments. Conservation Commission is requesting a Request for Determination filed with commission. I assume you know.

Mr. Pease: We met with them last night.

Mr. Queiroga: Ok. You want to give us a synopsis of what is involved and how long the project probably will be?

Mr. Pease: If I could just speak…

Mr. Queiroga: Please.

Mr. Pease: …for the public just knowing this is a radio communications project for our town wide communications system involving Police, Fire, DPW, schools, Senior Center and Board of Health will also operate on this. This is not a tower that we are going to sell space on or do anything else with. It is solely dedicated to town wide emergency radio communications. So, that is the sole purpose of this project. You know, Verizon's not coming in or any other entity that we are gonna sell space to.

Mr. Queiroga: Can't squeeze any money out of them, huh?

Mr. Pease: Yeah, it's solely for the Town of Ludlow. We're not putting it in the middle of the football field. It will not disrupt anything that's already existing there. It's gonna sit to the side of the parking lot there. We're not taking parking spaces, maybe just one or two, but we're gonna be careful of that and, you know, it's a monopole. It's not a huge structure that's gonna be God awful to look at. But again, it's strictly for the emergency radio communications. Andrew can, being the project manager, can add anything else that you need to know about the details of the construction, the length of time that we'll be there and so forth.

Mr. Gaines: Having no construction delays, we're hoping for groundbreaking late December, early January, and hope to have it wrapped up by late spring. We're targeting around May right now providing steel and concrete are still available. --- timelines.

Mr. Queiroga: I haven't looked at the plans yet, but what's the height of it?

Mr. Gaines: 180 feet.

Mr. Queiroga: The, do you want to say anything?

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Mr. Valadas: It's a longstanding project, ladies and gentlemen. So, this goes back over, I would say, over seven years ago when it was first conceived. So, it's to remedy the lack of proficient communication ability with all of the departments that the Fire Chief mentioned, but most importantly, your police and fire that are out there every day. We have to communicate with each other and we've had some hairy situations where communications were very poor, and people needed assistance immediately. So, this was the remedy to it and the town meeting voted for it. So, this is hopefully the culmination of a long project, and we are anticipating that this will serve the town well for many years.

Mr. Queiroga: Ok, I know it's been needed for quite a while and I'm glad it's being put together. Any questions from other members of the Board?

Mr. Phoenix: Mr. Chairman.

Mr. Queiroga: Yes.

Mr. Phoenix: So, with the waiver, I think I'm on board with just about all of them, but there is one issue that I have. When you look at the way that our zoning bylaw's written, specifically in the site plan approval section, the way that's written is: all site plans need to have the following information unless waived by the Planning Board. And that lists those five items. That language is not there --- it's there because we wanted --- waive those. The reason we needed to put that in is because we don't waive the other things in Section 7.1.5 which causes an issue when we're being asked to waive 7.1.5.e 1 & 2. Just like any cell tower that comes in, we ask them to have, usually, I think, like one parking space, or something like that, just so that they have a place for if a maintenance vehicle needs to get in there, and also so that we meet the needs of the Bylaw. So, I think, I don't know that we can grant that waiver. I certainly wouldn't be in favor of granting it without going by Town Counsel, but I can't think of a single time in the 23 years where we've granted a waiver like that. The other ones, again, I'd certainly in favor of. I think, you know, it's a town project, waiving the fee makes sense. We routinely waive those things under 7.1.5.o, and they've given good reasons for all of those waivers, so. In the interest of moving things forward as fast as I can, I think I'd like to make a **MOTION** at this time to grant the waiver of the fee and further to grant the waiver of 7.1.5.o 1, 3, 4, and 5 for the reasons laid out in the letter from the Fire Department. I'll do that for now.
SECOND Mr. Carpenter.

Mr. Pease: Just a question. Are we talking about just a parking spot there?

Mr. Phoenix: Ray, did you hear that?

Mr. Phoenix: No, I didn't.

Mr. Queiroga: Are we talking about one parking spot?

Mr. Phoenix: I think that's what the Bylaw would be looking for.

Ms. Houle: It says that there is one there.

Mr. Stefancik: The parking spot's off site, it's in the existing parking lot.

Mr. Pease: There's a public parking lot there.

Mr. Stefancik: Yeah.

Mr. Queiroga: You know where this is being put Ray?

Mr. Phoenix: I'm confused then, because 7.1.5.e 1 & 2 parking spaces and circulation. If you've got the parking spaces, why are you asking for a waiver?

Mr. Gaines: Our interpretation of that was that you were asking us to add a parking space, so we were asking for a waiver on adding a parking space…

Mr. Queiroga: Because you have one.

Mr. Gaines: …because there's sufficient parking at the site currently.

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Mr. Phoenix: If there's already sufficient parking, it doesn't need to get waived.

Mr. Gaines: Ok.

Mr. Pease: So, this won't hold us up in any way, correct?

Mr. Queiroga: Ray, anything else?

Mr. Phoenix: It's not needed, so.

Mr. Pease: Ok.

Mr. Phoenix: But, let's move forward on the motion that we have so then we can circle back to this one and either approve or deny. But, I would say if it's, if the parking is there, then it's not needed.

M0r. Queiroga: So, you…

Ms. Houle: Make a motion to waive those others.

Mr. Queiroga: Make a motion to waive, is that, is there a second?

Ms. Houle: Josh seconded.

SECOND Mr. Carpenter.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Mr. Phoenix: And I'm looking, I just saw on one of the sheets, I can't seem to scroll around the way I'd like to on here, but the, I see a parking space that is called out specifically as existing parking space allocated for periodic communications site maintenance personnel. So, I don't think that waiver is even needed.

Mr. Pease: Ok.

Mr. Queiroga: Ok. Unless you really need it.

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Mr. Phoenix: So, I will **MOVE** to deny that waiver request as it's not something that we would waive, and it's not needed in order to go forward with the project anyhow.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga - yes.

Mr. Phoenix: For anyone that's playing the home game, that looks like that's on Sheet Z3 ---.

Mr. Stefancik: Did you read the DPW comment too?

Ms. Houle: DPW had a comment.

Mr. Queiroga: I thought, Ludlow Planning Board, you didn't have anything.

Mr. Stefancik: ---

Mr. Queiroga: Ok. Public Works: *We have reviewed the site plan for the emergency communication facility at 0 Center Street prepared by Centek Engineering with latest revisions dated November 10, 2021 and have the following comments: 1. After discussion with Marcus Communications there is an understanding that there could be a small field modification during construction to avoid Town of Ludlow storm water and sewer infrastructure. If you have any questions regarding these comments, do not hesitate to call. We reserve the right to review and comment on revised submittals.* You understand that?

Mr. Gaines: Yes.

Ms. Houle: ---

Mr. Stefancik: Mr. Chairman, they did receive a variance from the Board of Appeals…

Mr. Queiroga: They did receive?

Mr. Stefancik: …for the tower height.

Ms. Houle: For the height, yeah.

Mr. Queiroga: Ok, so never mind. Ok, anything else?

Mr. Stefancik: Public comment.

Mr. Queiroga: What?

Mr. Stefancik: Public comment.

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Mr. Queiroga: Yes. Anybody here or out there in the phone land would like to comment on this application this is your time. I can't get anybody to talk.

Mr. Phoenix: Mr. Chairman, hearing nothing, I'll make a **MOTION** in the standard form to approve and then to close the public hearing.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga - yes.

Hearing ended 7:40 p.m.

APPROVED:

Kathleen J Houle

Kathleen Houle, Secretary

su

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Documents: Master application; Request for waivers; Comments from Town Departments/Boards; Site Plan: Town of Ludlow Massachusetts Emergency Communications Facility Center Street – ECF, 0 Center Street Ludlow, MA 01056 (07/21/21)

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / SITE SKETCH
14 Lillian Street – Tanya Szafranski
(telehealth business)
November 18, 2021

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Absent)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

Mr. Queiroga acted as Chairman in Mr. Coelho's absence.

The hearing began at 7:41 p.m. in the Selectmen's Conference Room.

In attendance: Tanya Szafranski.

Mr. Queiroga read the legal notice, reviewed the application, and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: home office for telehealth business.

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Mr. Queiroga: Tanya, would you like to give us a little resume of what you'll be doing with this and is the residence your house?

Ms. Szafranski: It's in my husband's name.

Mr. Queiroga: Ok, it's in the family. All right, go ahead.

Ms. Szafranski: So, I am a licensed mental health counselor. I've had my license in the state of Massachusetts for about five years. I would be opening up a private practice solely through telehealth so there'll be no clients at all that would even hopefully know my address, and I would be working with adults with trauma, PTSD, anxiety, depression. And it'll be about four days a week. I'm not really sure what else to ---.

Mr. Queiroga: Will you have any employees?

Ms. Szafranski: No employees.

Mr. Queiroga: Just you. And you go to your patients, not the other way around?

Ms. Houle: On the computer.

Ms. Szafranski: Telehealth. We have sign in.

Ms. Houle: Telehealth.

Mr. Queiroga: Ok. Comments from, questions from anybody on the Board?

Mr. Phoenix: Everything looks to make sense to me on the application, the supplemental sheet.

Ms. Houle: There's her bill.

Mr. Queiroga: What?

Ms. Houle: That's hers.

Mr. Queiroga: This is yours. That's for the advertisement.

Ms. Szafranski: Oh, ok.

Ms. Houle: And you can mail that in directly to Turley with a check that's made out to them.

Mr. Queiroga: Ok, Ray, what were you saying please?

Mr. Phoenix: I wasn't saying anything. I mean if you want to check with the public if they have anything, I can make a motion.

Mr. Queiroga: Ok, very good. I'll open it up to the public hearing and comments from anybody either here or out there by phone. Anybody interested in this project? Go ahead Ray.

Mr. Phoenix: I don't see at all Joe from my phone, it looks like it's just the two of us --so---. That said, I'll make a **MOTION** in the standard form, actually, let me first make it, I'll make a **MOTION** to find that the home occupation as described is a suitable one under the Bylaw and to waive the full registered site plan in favor of a sketch and photos as prepared by the applicant. **SECOND** Mr. Carpenter.

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Mr. Phoenix: Further to grant the special permit in the standard form and then to close the public hearing.
SECOND Mr. Carpenter.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Hearing ended 7:45 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

Documents: Master application

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