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Celebrate Ludlow Meeting Minutes from November 17, 2025, Selectman's Conference Room, 6:00 pm, Town Hall

Committee Members: Linda Collette, Bruce Durand, Diane Walton, Lisa Martin, Eric Segundo, Melanie Trexlar, Kara Jorge, Derek DeBarge, Christopher Smith, Laurie Smith, Elaine Hodgman

Attendees: Linda Collette\*, Bruce Durand\*, Cheryl Lukas, Diane Walton\*, Christine Bassett, Bob Haryasz, Sue Corjay, Joanna Stoeber (Rotary), Kevin Vestal (Rotary) Josue Irizarry (LBGC)

Meeting called to order at 6:05, Pledge of Allegiance

Acceptance of meeting minutes from November 3, 2025, motion to accept from Bruce Durand, 2<sup>nd</sup> by Diane Walton, all in favor, motion passed.

### **Light Up Ludlow updates – Linda Collette –**

Kevin Vestal (Rotary) and Linda Collette were on WWLP's Mass Appeal show on the morning of 11-17, promoting Light Up Ludlow, the pancake breakfast and Toys for Tots.

We have some new Christmas lights donated by Rocky's and we can use them for the 12' tree that we'll place by the library.

The electricity to light the tree is currently being installed at the town hall yard between LHS and town hall. Thank you to the DPW for taking care of this.

Joanna Stoeber and friend Shirley Fleobott have generously donated the materials to create a fabulous Letters to Santa mailbox out of wood. Joanna has created beautiful postcards for children to write to Santa. Joanna shared some pictures of the mailbox and it's absolutely beautiful. Thank you to Joanna and Shirley for taking the time to create a wonderful mailbox for the Light Up Ludlow event. Kids will enjoy this for years to come.

The Light Up Ludlow banner has been delivered to the DPW to get hung at the Ludlow bridge, and as of Tuesday morning (12 days to go!) it was being hung up. Thank you to our DPW crew for always helping us.

We assigned tasks for the tree lighting set up on 11-22 and also on the big event day of 11-30. Much more help is needed. Task assignments are:

Saturday set up at Town Hall on 11-22-25:

Large 22' Tree Setup- Peter Harder (from Ware), Kevin Collette, Chrissy Bassett (VFW), Joshua Carpenter (town planner), Tim Nault (DPW) Still need 2-4 more helpers.

Ornament placement- Need 2-3 people to wire the personalized ornaments to the tree panels. These will stay on the panels and we'll store them that way so they don't need to come off annually.

Small 12' tree Setup at the Library – Bob Haryasz and Diane Walton. Still need 1-2 more people to setup. Will need to string up lights on it and secure it to the ground. We have lights to put on the tree. Will need some stakes to keep it steady.

Yard Décor- starting on 11/22 when the crew is out setting everything else up. Will need to set up yard signs, gingerbread people, decorate the sheds a bit, set up garlands and candy canes on front steps of town hall and area. We have some decorations, but if anyone has some to gift, we'd appreciate that!

November 30<sup>th</sup>

Celebrate Ludlow Booth- selling the personalized ornaments (\$5 each), the 250<sup>th</sup> history book, talking about this event and collecting names for future committee members and LUL subcommittee, donations collection. We need 2-3 more people to cover the 3 hour event.

Popcorn Booth- 3-4 people to make the popcorn (popcorn popper and popcorn provided by Linda and Kevin Collette). Popcorn needs to be made prior to the event, starting at 3:30-ish to get ahead of ourselves. We have bags to fill, and will keep them in a basket to hand out. Additional popcorn will be popped as we go. Ahhh, the smell of popcorn in the air is irresistible!

Craft Corner- 2-3 adults to monitor the kids crafts located in town hall hearing room 1. There will be a few LHS students helping out too, but some adults are needed to assist. Crafts are: coloring contest, make and take paper bag project, make and take a snow measuring stick, and the Girl Scouts will provide items to make reindeer food.

Runners- 2-3 people needed to run around the event, making sure everything is running well, and to take care of what needs to be done.

Trash detail- 1-2 people needed to make sure the trash is collected (DPW will provide us some barrels) and put in the nearby dumpster, located right there in the parking lot.

Burn barrels- to stand by to keep warm – these 4 barrels will be monitored by the Scouts. DPW will bring some wood over to town will be run by the Rotary folks. They have everything all for them. Thank you to our amazing DPW guys!

Food Trucks- we have two, and a kettle corn popcorn vendor. They will be parked in town hall parking lot.

Toys for Tots- is being taken care of by the Ludlow Rotary, with help from Ryan Howe and the American Legion post 52. They have put out all of the boxes out around town and will collect the toys and bring them to the Light Up Ludlow event on 11/30. Of course, the U.S. Marines will be there too!

Lots still needs to get done and your help is needed and appreciated. If you know of anyone willing to assist, please ask them and let us know and or bring them with you!

Reminders: On 11/22, the set up day, the Friends of Animal Control will be hosting their bring your pet for a picture with Santa at town hall, so helpers will need to park in the large area of the parking lot or on the back row by the woods. On 11/30, event day, the town hall parking lot will be closed. Please, park at the high school, both front or back lots, and or where the old Veteran's park school was. Tell your friends.

Please see the events flyer. Like and share on your social media pages again. If you have not yet done that, please do so and invite your friends to attend. Please get the word out about this wonderful family event.

Lastly, pray for great weather! Thank you to those who are stepping up to create this event.

Motion to adjourn at 7:12 by Bruce Durand, seconded by Linda Collette, all in favor, motion passed.

Respectfully submitted by Linda Collette

\*CL Committee member

Please see below for the sign up sheet. If a spot is empty, please tell Linda where you can help. Again, feel free to get friends and family to help us if you can. Thank you.

**November 22, 2025, Saturday**

Large Tree Setup at town hall:

1. Peter Harder
2. Joshua Carpenter
3. Tim Nault DPW
4. Bob Haryasz
5. .
6. .

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TOWN OF LUDLOW

Small 12' tree setup at Library:

1. Bob H
2. Diane Walton
3. .

Yard Décor at town hall:

1. Ryan Howe (American Legion)
2. Joanna Stoeber
3. Shirley Fleobott
4. .
5. .
6. .

**November 30<sup>th</sup> 4-7:00 Note: set up around 3:00 to be ready to go!**

Celebrate Ludlow Booth:

1. Sue Corjay
2. .
3. .

Popcorn Booth:

1. Bob Haryasz
2. .
3. .
4. .

Craft Corner: (inside Hearing room 1)

1. LHS students
2. .
3. .

Runners:

1. Linda
2. Kevin Vestal
3. .

Trash: