



# TOWN OF LUDLOW ANNUAL REPORT

## 2023

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## OUR TOWN

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The Town of Ludlow was incorporated as a Town in 1774 and is a suburban community located in the northwest corner of metropolitan Springfield. Boston is 84 miles east of Ludlow and Worcester is 47 miles eastward. The 21,002 Town residents believe that Ludlow has established itself as a target for industrial and retail growth while maintaining its pleasant community atmosphere.

Housing is available for the elderly, the handicapped and low-income families, and has the largest Senior Center in Western Massachusetts.

Ludlow Public Schools are comprised of four schools serving approximately 2,252 students in grades PreK-12. In addition, the Ludlow Schools operate an Early Childhood Program at East Street School. Headstart is located at 33 Norwood Street. St. John the Baptist School is the private parochial school in town.

The Randall Boys and Girls Club/Community Center provides a before and afterschool program for children as well as a summer youth camp and other recreational activities. Club memberships are available for families to partake in their exercise programs, pool, and game room facilities. The Recreation Department also provides a before/afterschool program from September to June and a summer program from June to August.

The Town also hosts six parks, swimming areas at Haviland Beach at Chapin Pond and the John Thompson Memorial State Pool at Whitney Park, has two excellent golf courses and is only minutes away from cultural and entertainment facilities in the greater Springfield area with access to both the Massachusetts Turnpike and Route 91.

### Geography:

Total Area:	28.33 sq. miles
Land Area:	27.15 sq. miles
Population:	21,002
Density:	693 per sq. mile
County:	Hampden

**Town Hall:** Built in 1974

**First Meeting House:** Built in 1783-1784

### Form of Government:

Board of Selectmen

Town Administrator

**Representative Town Meeting**

Annual Town Meeting held the second Monday in May

Special Town Meeting held the first Monday in October

**FY2024 Taxable Values (as of January 1, 2023):**

Residential:	\$2,290,904,714
Commercial:	\$ 207,295,922
Industrial:	\$ 99,536,224
Personal Property:	\$ 272,405,950

**Tax Rate:**

For the period from July 1, 2023 – June 30, 2024

Per \$1,000 of value

\$18.09 – Residential and Commercial

**Tax Bills:**

Tax bills are mailed twice a year and are payable quarterly. Payments are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup>. If unpaid by due date, interest will be added according to law from the date due to the date payment is made. Motor Vehicle Excise is due 30 days from the date of issuance.

**Voting:**

Town Elections are held on the fourth Monday in March. Individuals must be eighteen years of age and a United States Citizen in order to register to vote. Registration is at the Town Clerk's Office, Monday 8:00 am – 4:30 pm, Tuesday 8:00 am – 5:30 pm, Wednesday 8:00 am – 4:30 pm, Thursday 8:00 am – 4:30 pm, and Friday 8:00 am – 12:00 pm. Special evening registration of Registrars is held preceding elections. Absentee voting is also available.

**Registered Voters (as of December 31, 2023):**

Democrats	3,734	Un-enrolled Voters	9,718
Republicans	1,890	Political Designation	162
Grn./Lib./3 <sup>rd</sup> /Reform	56	Total Registered	15,560



**Dog Licenses:**

All dogs must be licensed annually by April 1<sup>st</sup>. A dog should be licensed when six months old and must be vaccinated for rabies. Proof of rabies vaccination is required for licensing.

**Fees:**

Spayed/Neutered Dogs	\$15.00
Un-altered Dogs	\$20.00

**Fishing Licenses:**

Massachusetts fishing licenses are available online at [www.mass.gov](http://www.mass.gov).

**Transportation and Access:**

Ludlow is located in the Pioneer Valley, known as the crossroads of New England because of its strategic position along the Connecticut River and its excellent transportation facilities. The Massachusetts Turnpike connects the region to Boston and to Albany, New York. Interstate 91 provides direct access to Hartford, Connecticut, and to Brattleboro and points north in Vermont. The principal highway is Interstate 90, the Massachusetts Turnpike. Passenger service is available on Amtrak in neighboring Springfield. Ludlow is a member of the Pioneer Valley Transit Authority (PVTa), which provides fixed route service to Springfield. The PVTa also offers para transit services to the elderly and disabled. Westover Metropolitan Airport, a General Aviation facility located in neighboring Chicopee, has two asphalt and concrete runways 7,050' and 11,600' long.

**Ludlow Community TV:**

Ludlow Community TV was created to promote, encourage, and facilitate Ludlow Community involvement in the production of locally originated television, and to meet and manage the contractual and regulatory commitments to public educational and governmental access of the cable provider for the Town of Ludlow. For several years, LCTV has been providing Ludlow residents with an ever-growing list of programs and volunteer producers. They provide weekly live coverage of the Board of Selectmen's meetings in addition to broadcasting meetings of the School Committee, Planning Board, Conservation Commission, and other public meetings. The commitment of LCTV is to involve and train people of all ages who live or work in the town to become involved and/or program producers, bringing issues and events of the area to all Ludlow viewers. Hours of operation are Monday thru Friday, 8:30 am to 4:30 pm. The studio is presently located at Ludlow High School. LCTV broadcasts on channels 191, 192, and 193 on Charter Cable in Ludlow.

**Public Schools**

Harris Brook Elementary School

East Street School

Ludlow Early Childhood Center

Ludlow Senior High School

Paul R. Baird Middle School

**Private School**

St. John the Baptist School

**Houses of Worship:**

Our Lady of Fatima Catholic Church, 450 Winsor Street

Christ the King Catholic Church, 31-41 Warsaw Avenue

St. Elizabeth Catholic Church, 181-217 Hubbard Street

St. Peter & Paul Ukrainian Church, 45 Newbury Street

First Church of Christ, 859 Center Street

Union Church of Christ, 53 Center Street

Greater Love in Devine Purity & Holiness Ministries, 220 East Street

Assembly Hall, Congregation of Jehovah's Witnesses, 157 Fuller Street

Church of Jesus Christ of Latter-day Saints, 584 West Street

Church of the Nazarene, 499 East Street

Faith Community Chapel, 485 East Street

Family United Methodist Church, 115 Hubbard Street

**Veterans' Services:**

The mission of the Ludlow Veterans' Services office is to advocate on behalf of all Ludlow Veterans and provide them with quality support services, and to direct an emergency financial assistance program for those Veterans and their dependents in need. The primary function of the Veterans' Services office is to provide aid and assistance to Veterans and their dependents that qualify in order to ensure their life sustaining needs. Chapter 115 of the MGL governs these benefits. The new office location is 487 Holyoke Street. Director Eric Segundo is available to answer any questions that pertain to Veterans services.

## ELECTED TOWN OFFICIALS

	Term Expires		Term Expires
<b>Board of Assessors</b>		<b>Recreation Commission</b>	
Michael O'Rourke	2026	John Archambeau	2026
John Urban	2025	Sean McBride	2025
Antonio Rosa	2024	Joseph Lupa	2024
<b>Board of Health</b>		<b>School Committee</b>	
Adrienne DeSantis	2026	Joao Dias	2026
Antonio Tavares	2025	Jeffrey Laing	2026
Kelly Lamas	2024	Ronald Saloio	2026
		Jeffrey Stratton	2025
<b>Board of Selectmen</b>		Sarah Bowler	2024
Antonio Goncalves	2026		
Derek DeBarge	2025	<b>Town Clerk</b>	
William Rosenblum	2025	Kim Batista	2026
James Gennette	2024		
Manuel Silva	2024		
<b>Housing Authority</b>			
Susan Stanek, State Apt	2028		
Raymond Anderson, Apt	2027		
Audrey Polmanteer, Elected	2026		
Jon Baldwin	2025		
Robin Carvide, Exec. Director			
<b>Library Trustees</b>			
Linda Collette	2026		
Kathleen Ouimette	2025		
Nancy Guinipero	2024		
<b>Moderator</b>			
Michael Szlosek	2026		
<b>Planning Board</b>			
Joel Silva	2028		
Joseph Queiroga	2027		
Raymond Phoenix, II	2026		
Joshua Carpenter	2025		
Christopher Coelho	2024		
Kathleen Houle	Appointed		

## APPOINTED TOWN OFFICIALS

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### **250<sup>TH</sup> Celebration Committee**

Paul Chrzan  
Linda Collette  
Anthony Curto  
Derek DeBarge  
Bruce Durand  
Elaine Hodgman  
Kathleen Ouimette  
David Sady  
Regina Stanek  
Christina Yakono  
Denize Zrakas

### **Americans with Disabilities Act Coordinator**

Leslie Ward

### **Affirmative Action Officer**

Carrie Ribeiro

### **Agent of Record**

Anjo Pereira

### **Agricultural Commission**

Ann Chenier  
John Chenier  
William Ellison  
Michael Hogan  
Betty Kibbe  
Beverly Landers  
Karen Pilon  
Donald Roberts

### **Airport Master Plan Consulting Committee**

Joseph Queiroga

### **Board of Appeals**

Alan Aubin  
Elaine Hodgman  
Manual Lopes  
Michael Parker  
Valdemar Rodrigues

Joseph Wlodyka

### **Board of Registrars**

Paul Babin, Jr.  
Kim Batista  
Dana Cormier  
Maria McSwain

### **Building Commissioner/Zoning Enforcement Officer**

Leslie Ward

### **Local Building Inspector**

Paul Adzima, On-Call

### **Cable Commission**

Michael Assaf  
James Gennette  
Thomas Ghazil  
Michael Hill, non-voting member  
Marc Strange

### **Capital Improvement Planning Committee**

Joshua Carpenter  
James Gennette  
Antonio Sanches  
Ronald Saloio  
Marc Strange, Ex-Officio  
Luis Vitorino

### **Celebrate Ludlow Committee**

Maureen Beauregard  
Linda Collette  
Derek DeBarge  
Elaine Hodgman  
Kara Jorge  
Lisa Martin  
Eric Segundo  
Chris Smith  
Laurie Smith  
Melanie Trexler  
Diane Walton



**Chief Procurement Officer**

Lori Belanger

**Commission on Disabilities**

Beverly Barry  
Tara Bronner  
Julie DiCesare  
Christopher Harkins  
Harry Mills  
Joanne Odato-Staeb  
Diane Shea Walton  
Leslie Ward  
Jennifer Wright

**Communications/Information Officer**

Marc Strange

**Conservation Commission**

Helder Cerqueira  
Cameron Covill  
Penny Lebel  
Angela Tierney

**Constables**

Lieutenant Detective David Kornacki  
Sergeant Stephen Ricardi

**Constable for Tax Collector**

Christine Jeffrey  
Reid Jeffrey, Jr

**Council on Aging**

Fernando Barroso  
John DaCruz  
Rosalind Forti  
Helen Grabowski  
Debora Johnson  
Frank Krzanik  
Karen Martin  
Robert Mishol  
Diane Peacey  
Robert Radowski  
Kara Ribeiro

**Custodian of Insurance Records**

Elsa Barros

**Custodian of Tax Possession**

Elsa Barros

**Director of Emergency Management**

Chief Ryan Pease

**Director of Public Works**

Jamie Tomas

**Dog Park Committee**

Melissa Dion  
James Goodreau  
Darlene Kennedy  
Jesse Mendez  
Sara Mendez  
Steve Nicoll  
Kara Ribeiro  
Douglas Stefancik  
Marc Strange

**Economic Development Officer**

William Rosenblum

**Equal Opportunity Employment Officer**

Carrie Ribeiro

**Fair Housing Committee**

Joshua Carpenter  
Marc Strange

**Finance Committee**

Susan Boyea  
Darlene Cincone  
Matias Goncalves  
Aneta Lombardi  
Antonio Sanches

**First Meeting House Committee**

Thomas Haluch  
Jeremy Kavka  
Agnes Kibbee

Marilyn Paul-Lewis  
Bert Ramage

**Graves Registration Officer**

Eric Segundo  
Steven Sawyer, Assistant

**Hazardous Material Coordinator**

Captain Seth Falconer

**Historian**

Marilyn Paul-Lewis

**Historical Commission**

Allison DeLong  
James "Chip" Harrington  
Agnes Kibbe  
John Moll  
Karen Pilon  
Angela Tierney

**Historic District Study Committee**

Sandra Stanek

**Industrial Finance Authority**

John DeBarge

**Insurance Advisory Committee**

Michelle Anecchiarico  
Michael Bertini  
Lieutenant Michael Brennan  
Kathy Demetrius  
Zachary Ellison  
Kathleen Houle  
Richard Kolodziej  
Angela Kramer  
Denise Kukla  
Deputy Chief Jeffrey Lavoie  
Amanda Lemieux  
Sharon Martins  
Marc Pasteris  
Debra Potter  
Sergeant Stephen Ricardi  
Melissa Rickson

Marc Strange, Ex-Officio

**Internal Safety Committee**

Dave Ritchie  
Melissa Rickson  
Sergeant Brian Shameklis  
Michael Bertini  
Deputy Chief Jeffrey Lavoie  
Heather Jolicoeur  
Jamie Tomas  
Leslie Ward  
Kathy Demetrius

**Local Emergency Planning Committee**

Kenneth Batista  
Lieutenant Michael Brennan  
Kathy Demetrius  
Derek DeBarge  
A J Donais  
Louis Gilli  
Helen Grabowski  
Michael Hill  
Kristen Jerome  
Scott Kozak  
Penny Lebel  
Paulina Matusik  
Bob McCormick  
Joe Mitchell  
Chief Ryan Pease  
Dave Ritchie  
Marc Strange  
Mark Thomas  
Chief Daniel Valadas

**Long Range Planning Committee**

Jose Alves  
Elsa Barros  
James Gennette  
James Goodreau  
Kathleen Houle  
Sean McBride  
Marc Strange

**Ludlow Cultural Council**

Grace Barone  
Margaret Bernard  
Nira Flatley  
Michelle Goncalves  
Lawrence Goodreau  
Pamela Hayes  
Sharon Litourneau-Clark  
Robert Radowski  
Robert Roccanti  
Janet Settembro

**Ludlow Housing Authority Tenant Board**

Raymond Anderson

**MMWEC Board of Directors**

James Gennette

**Mobile Home Rent Control Board**

Mary Evangelista  
Antonio Goncalves  
Judith Krynicki  
Michael Szlosek  
Joseph Young

**Municipal Hearing Officer**

VACANCY

**Open Space Planning Committee**

John Archambeau  
Joao Dias  
William “Bud” Ellison  
James Goodreau  
Elaine Hodgman  
Ryan Linton  
William Rosenblum  
Joel Silva  
Douglas Stefancik  
Angela Tierney  
Jamie Tomas

**Parking Hearing Officer**

Derek DeBarge

**Permitting Authority Trench Regulations**

Kenneth Batista  
James Goodreau  
Jamie Tomas

**Pioneer Valley Planning Commission**

Raymond Phoenix, II  
Joel Silva

**Pioneer Valley Transit Authority**

Derek DeBarge

**Pond Management Committee**

Judy Breault  
Elaine Hodgman  
Patricia Kwasiborski  
Julie Markiewicz  
Janis Santos  
William Simons  
Anna Vital  
Tony Vital

**Safety Committee**

Ryan Churchill  
Christopher Coelho  
Captain Seth Falconer  
Peter Gallagher  
Deputy Chief Jeffrey Lavoie  
Sergeant Brian Shameklis  
Jamie Tomas  
Leslie Ward

**Sealer of Weights & Measures**

VACANCY

**Special Police Officers**

Seth Beal  
David Belanger  
Quashawn Branch  
Justin Cruz  
Joseph Fontaine  
James Harrington  
Edward Hiney  
Alan Kipetz

Joseph Metcalfe  
Nelson Ramos  
Steve Ramos  
Fernando Ribeiro  
Juan Rivera  
Cory Rodrigues  
Nelson Rodrigues  
Troy Rubner  
Armando Saraiva  
Kyle Sorensen  
Michael Ulmer  
Albert Witkowski

**Westover Municipal Golf Commission**

John Archambeau  
Shawn Lebeau  
Sean McBride  
Joseph Michalczyk-Lupa  
Mario Morton  
Randy Panek  
Kire Trajkovski

**Sworn Weigher**

Joanne Martins

**Town Accountant**

Clifton, Larsen & Allen (CLA)

**Town Administrator**

Marc Strange

**Town Counsel**

Brian Winner  
Mead, Talerman & Costa, LLC

**Town Labor Counsel**

Stanley Weinberg

**Town Planner**

Douglas Stefancik

**Veterans Service Officer**

Eric Segundo

**Westover Municipal Development Corp.**

Maureen Kim Downing

## PRECINCT MEMBERS - 2023

\*until next election

### PRECINCT 1

2026-Roland Gregoire, 143 Cady Street  
 2026-William Jolivet, 37 Gamache Drive  
 2026-Kelly Kapinos, 115 Main Boulevard  
 2026-William Koss, 203 West Street  
 2026-Richard Oliveira, 67 Guertin Avenue  
 2025-Fernando Aleixo Barros, 25 Joy Street  
 2025-Walter Craven, 292 West Street  
 2025-Christine Peacey, 7 Wenonah Drive  
 2025-Walter Peacey, 7 Wenonah Drive  
 2025-Zachary Silva, 60 Grimard Street  
 2024-Alan Gregoire, 93 Cady Street  
 2024-Eric Gregoire, 93 Cady Street  
 2024-Matthew Tibbits, 17 Arthur Street  
 \*2024-Diane Dryjowicz, 131 Erin Lane  
 \*2024-John Dryjowicz, 131 Erin Lane

### PRECINCT 2

2026-Barbara Gondek, 61 Williams Street  
 2026-OPENING  
 2026-OPENING  
 2026-OPENING  
 2026-OPENING  
 2025-Manuel Eugenio, 120 Prospect Street  
 2025-Frederick Nowak, Jr, 45 Kirkland Avenue  
 2025-OPENING  
 2025-OPENING  
 2025-OPENING  
 2024-Jose Eugenio, 120 Prospect Street  
 2024-Kathleen Nowak, 45 Kirkland Avenue  
 2024-Gerald Leger, 325 Sewall Street  
 2024-OPENING  
 2024-OPENING

### PRECINCT 3

2026-Paul Cocchi, 312 Miller Street  
 2026-Kimberly Collins, 51 Aldo Drive  
 2026-John Diotalevi, 181 Cislak Drive  
 2026-Carlton Leonard, III, 84 Westerly Circle  
 2026-Daniel Valadas, 118 Fox Run Drive  
 2025-Walter Kiel, 68 James Street  
 2025-Lynn Leonard, 84 Westerly Circle  
 2025-Cynthia Miller, 31 Longfellow Drive  
 2025-Richard Rusiecki, 761 Moore Street  
 2025-Lisa Szlosek, 165 Genovevo Drive  
 2024-Stephen Fiedler, 92 Longview Circle  
 2024-John Moll, 1251 East Street  
 2024-Nicole Parker, 394 Miller Street  
 2024-Margaret Szlosek, 165 Genovevo Drive  
 \*2024-Arthur Lourenco, 9 Margaret Lane

### PRECINCT 4

2026-Fernando Barroso, 32 Fairway Drive  
 2026-Helder Cerqueira, 105 Stevens Street  
 2026-Fritz Huber, Jr, 26 Laroche Street  
 2026-Richard Pasquini, 17 Ridgeview Circle  
 2026-Lee Winterton, 6 Circuit Avenue  
 2025-Timothy Donnelly, 149 Chapin Street  
 2025-Christopher Dupuis, 176 Chapin Street  
 2025-Carrie Goodreau, 201 Stevens Street  
 2025-James Goodreau, 90 Posner Circle  
 2025-Fernando Soares, 21 Bristol Street  
 2024-Mary Evangelista, 64 Franklin Street  
 2024-James Goodreau, 201 Stevens Street  
 2024-Julieta Hoeckh, 423 Winsor Street  
 2024-Joseph Santos-26 Cambridge Street  
 2024-Kathleen Shea, 208 Reynolds Street

### PRECINCT 5

2026-Brian Mannix, 353 Fuller Street #1  
 2026-Kyle Oliveira, 185 Kendall Street  
 2026-Jennifer Scala, 353 Fuller Street #6  
 2026-Denise Zrakas, 193 Holy Cross Circle  
 2026-OPENING  
 2025-Michael Lavelle, 139 Bridle Path Circle  
 2025-Alan Pepin, 1018 Lyon Street  
 2025-David Ribeiro, 85 Valley View Drive  
 2025-Mark Witowski, 53 Colonial Drive  
 2025-OPENING  
 2024-John Auclair, 16 Nash Hill Road  
 2024-Kenneth Batista, 12 Valley View Drive  
 2024-Joseph Drobot, 433 Lyon Street  
 2024-Thomas Haluch, PO Box 510  
 2024-Francis Krzanik, 183 Lyon Street

### PRECINCT 6

2026-Peter Karelakas, 35 Old Coach Circle  
 2026-Michele Manganaro-Thompson, 170 Pinewood Road  
 2026-Jerome Mayou, 42 Nora Lane  
 2026-Peter Zima, 233 Clover Road  
 2026-OPENING  
 2025-Michael Brennan, 93 Church Street  
 2025-James Cavallo, 179 Higher Brook Drive  
 2025-Kyle Grondalski, 132 Fuller Street  
 2025-Penny Lebel, 43 Wilson Street  
 2025-Peter Letendre, 19 Sunbriar Lane  
 2024-Christina Brown, 131 Edgewood Road  
 2024-Rosa Chelo, 35 Paulding Road  
 2024-Lance Koske, 116 John Street  
 2024-Patrick Nugent, 35 Pinewood Road  
 2024-David Pace, 1 Waters Edge Drive

## MEMBERS AT LARGE

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James Gennette      239 State Street  
Board of Selectmen, Chairperson

Antonio Goncalves      62 Munsing Street  
Board of Selectmen

Derek DeBarge      37 Barre Drive  
Board of Selectmen

William Rosenblum      43 Green Street  
Board of Selectmen

Manuel Silva      17 Dinis Avenue  
Board of Selectmen

Michael Szlosek      165 Genovevo Drive  
Town Moderator

Kim Batista      12 Valley View Drive  
Town Clerk

Antonio Rosa      135 Ray Street  
Board of Assessors, Chairperson

Linda Collette      297 Colonial Drive  
Hubbard Memorial Library, Chairperson

Manuel Lopes      PO Box 141  
Board of Appeals, Chairperson

Raymond Phoenix, II      45 White Street  
Planning Board, Chairperson

Susan Stanek      39 Chestnut Street #212  
Ludlow Housing Authority, Chairperson

Diane Peacey      608 Fuller Street  
Council on Aging, Chairperson



## **EMPLOYEE RECOGNITION**

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The Town would like to recognize employees who have reached milestones in their careers with the Town of Ludlow in 2023. We thank you for your commitment, dedication, and service to the residents of Ludlow.

### Celebrating 30 years of Service

Deborah Casagrande	Daniel Valadas
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### Celebrating 25 years of Service

Mark Augusto	Kelley McGregor
Elsa Barros	Frank Murray
Sharon Driscoll	Raymond Phoenix
Debora Johnson	Michael Whitney

### Celebrating 20 years of Service

Michelle Anecchiarico	Kimberly Laplante
Thomas Bly	Jennifer McDonald
Nicole Carbonneau	Jennifer Ollquist
Nancy Gaudette	Kristen Ortyl
Samantha Hutchins	Nancy Raymond

### Celebrating 10 years of Service

Ashley Antoine	Acacio Maria
Gregory Belanger	Gerald Martin
Jason Bienvenue	Ashley Mourao
Tiffany Coelho	Deborah Poirier
Amber Cooper	Philip Rainey
Elizabeth Dumaine	Susan Rodio
Simon Edwards	Lisa Roy
Andrew Goodreau	Eric Segundo
Diane Griffin	Jennifer Shores
James Harrington	Ann Marie Soumar
Ronald Hokanson	Jacob Stokowski
Jaime Jacquier	Kerri Sullivan
Rosemary Jorge	Kerry Valentine
Alan Kipetz	Brandon Vigneault
Kevin Kudla	Pamela Walczak
Krysten Langone	

Celebrating 5 years of Service

Ayse Bayrak	Rafael Irizarry
Alex Belanger	Heather Jablonski
Joao Bernardo	Nathaniel Keaton
Debra Borecki	Amy Kurtz
Kimberlee Borges	Dawn Lamas
Zita Boscher	Carolyn Larose-Dion
Shari Bray	George Leastman
Dana Cormier	Michelle Levesque
Krystal Cortinhas-Rego	Sonia Manuel
Adrienne Desantis	Diane Miller
Kaylie Dubois	Eric Nacsin
Jessica Durand	Kylin Randall
Audrey Dyjak	Alannah Santucci
Natanael Feliciano	Vincent Stanek
Kevin Ferrabelo	Dessire Vitorino
Jacqueline Flamand	Sheri Votolato
Michael Frydryk	John Wiecek
Peter Gallagher	Jhon Wielblad
Domingos Goncalves	Rebecca Wolanczyk
Nathan Goodrow	



## EMPLOYEE SPOTLIGHT

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After leaving the Army, Eric Segundo saw first-hand how hard it could be to obtain the veterans' benefits he was due. It drove him to help. More than a decade later, Segundo is still on that mission – now connecting Ludlow veterans and their families with assistance programs that can make life after the military a bit easier.

Segundo, who served in Iraq, learned from the VFW after his military career just how many veterans benefits he qualified for, and how to navigate government bureaucracy to receive them. "I saw how hard it was for a veteran who came home to not have someone there to help them with navigating the system," he said. "It made me want to get involved."

Looking to help, Segundo joined the VFW staff in 2009. He took his current job as Ludlow's Veteran's Services Director in 2013.

Massachusetts offers veterans "a slew of benefits," from college tuition discounts to property tax breaks, Segundo, a Springfield resident, said. Some veterans come into his office expecting to qualify for three or four benefits and leave learning of a dozen others.

"There's satisfaction in knowing I've helped a veteran or a family with their needs," he said. "For some, it's getting them off the street and into housing. For some it's putting food on the table. For some, it's navigating the VA system."

These benefits Segundo said, "can make or break an individual."

In his words: "Listen, we're not doing it for the salary. These are jobs that are not high paying, but they pay rewards in the satisfaction that you helped a veteran live their lives a little better."

<https://www.masslive.com/news/2023/09/eric-segundo-is-driven-to-help-veterans-receive-their-benefits-html>

## ADMINISTRATION

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### BOARD OF SELECTMEN

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The Board of Selectmen is composed of Chairperson James T. Gennette, Vice-Chairperson Derek DeBarge, Manuel Silva, William Rosenblum, and Antonio Goncalves. 2023 was the first full year for the new Town Administrator Marc Strange and the office saw the retirement of Sandy Leacock. Sharon LaDuke and Amy Kurtz continue to provide invaluable service to the Board.

This was another transformative year for the Town of Ludlow. At the annual town meeting in May, we saw the dissolution of the Board of Public Works. The Department of Public works is now under the direction of the Board of Selectmen and Town Administrator. With the administration focused on providing leadership and strategic direction, coupled with the exceptional performance of newly appointed DPW Director Jamie Tomas, the department's effectiveness and efficiency have markedly improved.

We also say thank you for the years of service to a Ludlow legend, Fred Pereira who retired from the tax collector's position. The precinct members approved the Selectmen's request to combine the Treasurer/Collector position, and promptly appointed Elsa Barros to that role.

In pursuit of a succession plan, the Town appointed Human Resources Director Carrie Ribeiro as the first ever Assistant Town Administrator. She and her office are instrumental in making sure the town will implement the positive progress we've made and continue to succeed in the future.

The long-awaited track and field project behind the high school began at the end of fall sport season. Plus, the vacant Veterans Park School was torn down by the end of the summer. Additional work is scheduled to be completed by Spring of 2024.

The town has restructured its IT infrastructure to be more secure, improve efficiency between town departments, and is set to meet the town's technology needs into the future. We can also welcome GoNetSpeed to Town, a fiber alternative to Charter Spectrum for residents' cable and internet needs. With the help of Civic Plus, we rolled out a new and improved town website. While it's a constant work in progress, residents and businesses should be able to easily access information they need from the town; including permits, boards and committees' information, GIS mapping system, the Town Hall and event calendar and the ability to look up and pay their bills online.

The 250<sup>th</sup> Celebration Committee began fundraising and creating awareness for their year-long schedule of activities and events to help the Town in commemorating 250 years of incorporation.

A Charter Committee was formed in the summer and they quickly began meeting to discuss the possibility of changing the form of government from Town Administrator/Town Meeting to Town Manager or Mayor/City Council.

We have seen major economic development progress thanks to the due diligence of our new Town Administrator, which is most visible by the ongoing progress at the mills. The mills project will be a benefit to Ludlow through its continued development over the next few years and well into the future once completed.

The Town of Ludlow is developing a consumer-friendly electricity program called Ludlow Power Choice. The program is an electricity aggregation, which is a group electricity purchasing program for Ludlow residents and businesses. Through Ludlow Power Choice, the Town will use its collective buying power of the community to provide new electricity choices that give Ludlow electricity customers greater control over the price and environmental impact of the electricity they use. While Ludlow Power Choice will not be able to guarantee lower prices compared with Eversource's Basic Service prices, the Town is committed to working toward providing prices that are competitive and stable. When the program launches, electricity customers in Ludlow will see a change in the price that is used to calculate the supply portion of their Eversource electric bill, which is the part of the bill where we pay for the electricity we use. Eversource will continue to deliver electricity to Ludlow and handle billing without interruption.

In conclusion, please accept the Board of Selectmen's deepest appreciation to everyone that donates their valuable time to make our home a very special place to live. We are a strong and diverse community. Together, in my opinion, we continually maintain Ludlow as the best town in Massachusetts. With sincere humility, my colleagues and I remain steadfast in our dedication to supporting every stage of life for all residents of Ludlow.

Respectfully submitted,

James T. Gennette, Chairperson

## **TOWN MODERATOR**

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Town Meeting met at the High School for the Annual Town Meeting in May and a Special Town Meeting in October. The meetings proceeded with active debate and discussion from town meeting members. This marked a welcome return to normal operation as the restrictions imposed by the pandemic were largely removed.

I would like to thank the entire staff at the Selectmen's office and the Town Administrator for their preparation of the venue, the warrant, and the motions. This ensured a safe and efficient meeting.

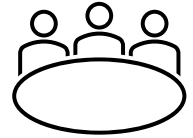
I would also like to thank the Finance Committee. They did an excellent job reviewing the budget.

I would also like to thank the Town Clerk. Their work is crucial to the conduct and success of Town Meeting.

Finally, I would like to thank the members of Town Meeting for their service to the Town. It has been an honor to serve my community, and I hope to continue to do so in the years to come.

Respectfully submitted,

Michael Szlosek, Moderator



## CHARTER COMMITTEE

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The Town of Ludlow Charter Committee was created in August 2023. It is a group of 2 Board of Selectmen Members – Derek DeBarge & William Rosenblum; 9 members of the community – Marissa Ribeiro Dahan – Chairperson, Judy Breault – Clerk, Jennifer Aldworth, Martin Fanning, Brian Bylicki, Linda Collette, George Costa, Michele Manganaro-Thompson, and Christopher Pelletier; and 1 alternate – Kathy Green; assisted by the Edward J. Collins Jr. Center for Public Management – Pat Lloyd and Mel Kleckner. The committee’s purpose is to create the town’s first charter, which will establish Ludlow’s structure of government for the foreseeable future.

The Committee meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month in the Board of Selectmen’s Conference Room at 6:00 p.m.

The Charter Committee looks forward to public engagement in the hopes of putting the new charter before town meeting members at the October 2024 town meeting, then before legislature, and finally as a question on the March 2025 town ballot.

We can be reached at [chartercommittee@ludlow.ma.us](mailto:chartercommittee@ludlow.ma.us).

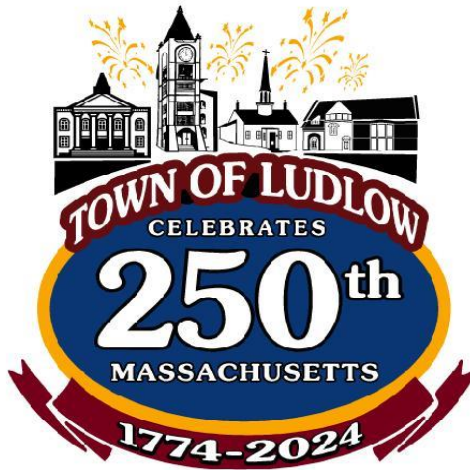
Respectfully Submitted,

Marissa Ribeiro Dahan, Chairperson

### MEMBERS:

Judy Breault	Clerk	Christopher Pelletier	Member
Jennifer Aldworth	Member	William Rosenblum	Member
Brian Bylicki	Member	Kathy Green	Alternate Member
Linda Collette	Member		
George Costa	Member		
Derek DeBarge	Member		
Martin Fanning	Member		
Michele Manganaro-Thompson	Member		





The Ludlow, MA 250<sup>th</sup> Semi-Quincentennial Celebration Committee was officially formed in early 2021. The committee has worked tirelessly planning many memorable events, while actively fundraising to defray the cost of all of the fabulous events.

The mission of the Ludlow 250<sup>th</sup> Celebration Committee is to design a year-long celebration of Ludlow's strong sense of town pride, which is rooted in our diverse cultural and historical treasures. We will showcase our accomplishments of our thriving community to those near and far and young and old, leaving a legacy for future generations. All are welcome and encouraged to join in our celebration of the February 28, 1774 signing of our charter.

The 250<sup>th</sup> committee has been busy creating many wonderful events in 2024 to celebrate our 250<sup>th</sup> birthday and they are all very excited to share them with the community. The kick-off event, First Night, was held in late February and featured a wonderful historical presentation from town historians Brian Bylicki and John Moll. There were fun activities, games, delicious food, vendors and more for all to enjoy throughout the day and ended with birthday cake for all and a beautiful fireworks display.

Other 250<sup>th</sup> events include a Golf Tournament at Westover Golf Course, and our biggest events of the 2024 celebratory year are a Parade and Block Party Picnic on June 15, 2024. The Parade will feature many fabulous musical bands such as The Mummers from Philadelphia, and our own Ludlow High School and Baird Middle School bands, many wonderful floats, organizations, and classic cars. The Block Party Picnic will take place immediately afterwards and will be an entire day and evening of fun, celebrating our community in a very special way with music, great food, games, amusements, history, and fireworks.

Additional events will include Car Shows, and a wonderful autumn event, "Falling into Fun" in early October with a two-day weekend event celebrating Ludlow and all of the many great things autumn brings with music, craft vendors, pumpkin fun, amusements, a historical cemetery tour, and more.

The Ludlow 250<sup>th</sup> Celebration Committee is pleased and honored to present a year-long list of wonderful events for all to enjoy, create lasting memories, and have a great time together. We can be found on social media and our website for more details, pictures, and more. Happy Birthday, Ludlow!

[www.ludlowma250.org](http://www.ludlowma250.org)

[www.ludlowma250@gmail.com](mailto:www.ludlowma250@gmail.com)

Facebook: ludlowma250

Our 250<sup>th</sup> logo was designed and created by Joe Banas. Thank you, Joe!

## TOWN CLERK

### Election and Registration

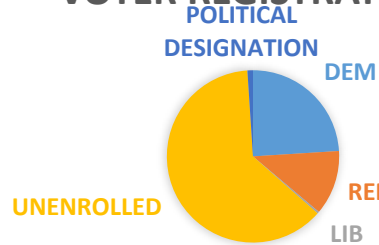
Nomination papers and petitions were certified by the Registrars in the year 2023. The breakdown of registered voters per precinct as of December 31, 2023, are as follows:

#### VOTER REGISTRATION BY PRECINCT

(As of December 31, 2023)

PRECINCT	DEM	REP	LIB	UNENROLLED	POLITICAL DESIGNATION	TOTAL
01	644	342	8	1723	30	2747
02	601	231	10	1460	25	2327
03	624	430	11	1889	24	2978
04	722	269	10	1613	25	2639
05	459	246	7	1229	19	1960
06	684	372	10	1804	39	2909
<b>TOTALS</b>	<b>3734</b>	<b>1890</b>	<b>56</b>	<b>9718</b>	<b>162</b>	<b>15560</b>

#### VOTER REGISTRATION



Register to Vote online: [www.RegisterToVoteMA.com](http://www.RegisterToVoteMA.com)

### **ANNUAL TOWN ELECTION, MARCH 27, 2023**

Prepared for, administered, and certified the Annual Election held on March 27, 2023

A total of 1,629 (11% of 14,995 registered voters) ballots were cast. Precinct 1 – 228; Precinct 2 – 169; Precinct 3 – 334; Precinct 4 – 309; Precinct 5 – 221; Precinct 6 – 368. The polls were open from 10:00 a.m. until 8:00 p.m.

### **PROCEEDINGS SPECIAL TOWN MEETING OF JANUARY 9, 2023**

**ARTICLE 1:** Voted that the Town place a question on the March 2023 Annual Town Election ballot for the purposes of having the Board of Selectmen to act as the Board of Public Works. The question to read as follows:

“Shall the town vote to have its selectmen act as the board of public works?”

**ARTICLE 2:** Voted that the Town place a question on the March 2023 Annual Town Election ballot for the purposes of combining the elected Treasurer and elected Collector into one appointed Treasurer/Collector position. The question to read as follows:

“Shall the town vote to have its elected Treasurer and elected Collector become an appointed Treasurer/Collector of the town?”

**ARTICLE 3:** Pursuant to G.L. c.164, §134, voted that the Town grant the Board of Selectmen the authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

**ARTICLE 4:** Voted that the Town accept the provisions of MGL chapter 143, section 3Z, to permit a part-time Building Inspector to practice for hire or engage in the business for which (s)he is certified, licensed, or registered under the State Building Code, while serving as such inspector.

**Moved and seconded to dissolve the Special Town Meeting of January 9, 2023, at 8:15 p.m.**

### **PROCEEDINGS ANNUAL TOWN MEETING OF MAY 8, 2023**

**ARTICLE 1:** Voted that the Town accept the reports of the Town officers as printed in the Annual Town Report for the Calendar Year 2022.

**ARTICLE 2:** Voted that the Town accept the progress of the following committees and to have said committees continue: Capital Improvement Planning Committee, Celebrate Ludlow Committee, Commission on Disability, Fair Housing Committee, Industrial Finance Authority, Insurance Advisory Committee, Ludlow Local Emergency Planning Committee, Long Range Planning Committee, Ludlow Cultural Council, Mobile Home Rent Control Board, Master Plan

Committee, Open Space Planning Committee, Pond Management Committee, Veterans Memorial Committee, Westover Metropolitan Development Corporation, Westover Advisory Commission and History District Study Committee.

**ARTICLE 3 (AMENDMENT):** Voted that the Town amend, pursuant to Massachusetts General Laws Chapter 44, §53E ½, the Town By-laws, Chapter II, Section 42, Subsection 5, namely the Revolving Funds Table, by deleting and replacing the “Fees, Charges or other Receipts Credited” to the CPR Training revolving fund, as printed in the Annual Town Meeting warrant.

**ARTICLE 4:** Voted that the Town establish the annual expenditure limits for each of the following already established revolving funds for use by the departments, boards, agencies, and officers pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ as outlined in the Town of Ludlow General Bylaws, Chapter 2, Section 42: Departmental Revolving Funds, as follows:

CPR Training	\$25,000
On-site Sewage System	\$0
Vaccine	\$20,000
Consultants	\$50,000
Wetlands	\$80,000
Purple Bags	\$26,000
Dog Park	\$5,000

**ARTICLE 5:** Voted that the Town raise and appropriate the sum of \$5,000 to be deposited into a previously established special revenue fund, to be expended by the Celebrate Ludlow Committee, with the approval of the Board of Selectmen, for general expenses related to the event; and, further, that all gifts and donations for this celebration be deposited in this special revenue fund to cover related expenses.

**ARTICLE 6:** Voted that the Town raise and appropriate the sum of \$4,900 to be deposited into a previously established special revenue fund, to be expended by the Commission on Disability, with the approval of the Board of Selectmen, for expenses related to trainings, marketing materials, supplies and other miscellaneous expenses; and, further move that all gifts and donations for the Commission on Disability be deposited in this Special Revenue Fund to cover expenses related to the Commission’s authorized expenditures.

**ARTICLE 7:** Voted that the Town raise and appropriate \$25,000 to be expended by the Board of Selectmen to hire a Municipal Government expert to support the town’s goal of creating a charter.

**ARTICLE 8:** Voted that the Town accept and appropriate State Chapter 90 Highway aid funds for engineering, construction, reconstruction and/or repairs to town roads and bridges and authorize the Board of Selectmen, if necessary, to borrow in anticipation of the receipt of such state aid.

**ARTICLE 9:** Voted that the Town authorize the Board of Selectmen to enter into a contract with the Massachusetts Department of Transportation in the amount of \$684,586 for the construction and maintenance of public roads for the ensuing years.

**ARTICLE 10:** Voted that the Town transfer the total sum of \$1,476,842 from Free Cash and/or the Ambulance subscription account to fund Fiscal Year 2024 Capital Improvements program as follows:

<i><b>Department</b></i>	<i><b>Description</b></i>	<i><b>Amount</b></i>	<i><b>Funding Source</b></i>
Board of Selectmen	New Town Hall Desktop Computers (44)	\$44,000	Free Cash
Board of Selectmen	Pool Vehicle	\$50,000	Free Cash
Fire	Replacement Vehicle for 2013 Chevy	\$62,000	Free Cash
Fire	Fire Engine (5 <sup>th</sup> year of 5-year lease)	\$134,000	Free Cash
Fire	Fire Tower (2 <sup>nd</sup> year of 5-year lease)	\$335,000	Free Cash
Fire	New Ambulance	\$300,425	Ambulance Subscription
Police	Patrol Replacement Vehicles (2)	\$90,000	Free Cash
Schools	LHS – Replace Office HVAC	\$78,732	Free Cash
Schools	LHS – Replace Library HVAC	\$78,732	Free Cash
Schools	LHS – Replace Band Room HVAC	\$62,370	Free Cash
Schools	LHS – Card Access/Door Buzzer & ADA-Compliant Doors	\$33,887	Free Cash
Schools	LHS – Classroom Upgrades (Displays, Sound Systems)	\$24,000	Free Cash
Schools	Baird Middle School – Card Access/Door Buzzer & ADA-Compliant Doors	\$36,977	Free Cash
Schools	Baird Middle School – Classroom Upgrades (Displays, Sound Systems)	\$24,000	Free Cash
Schools	East Street School – Card Access/Door Buzzer & ADA-Compliant Doors	\$57,371	Free Cash
Schools	East Street School – Classroom Upgrades (Displays, Sound Systems)	\$24,000	Free Cash

DPW	Groundmaster with Cab (3rd year of 3-year lease)	\$41,348	Free Cash
<b>Total Town Expenditures</b>		<b>\$1,476,842</b>	

And, further that each item listed be voted as a separate appropriation and under the jurisdiction of the department, Board or Committee indicated.

**ARTICLE 11:** Voted that the Town transfer the total sum of \$224,252 from the Westover Golf Operating Budget and/or retained earnings account to fund the Westover Golf Course Fiscal Year 2024 Capital Improvements program as follows:

Westover Golf	Parking Lot Security Cameras	\$26,731	Retained Earnings
Westover Golf	Golf Cart Fleet (1 <sup>st</sup> year of 3-year lease)	\$88,690	Golf Operating Budget
Westover Golf	Toro Reelmaster 5410-D	\$83,265	Retained Earnings
Westover Golf	Ventrac (1 <sup>st</sup> year of 3-year lease)	\$16,127	Retained Earnings
Westover Golf	SandPro 3040 (1 <sup>st</sup> year of 3-year lease)	\$9,439	Retained Earnings

<i><b>Funding Source</b></i>	<i><b>Amount</b></i>
Westover Golf Operating Budget	\$88,690
Westover Golf Retained Earnings	\$135,562
<b>Total Expenditures</b>	<b>\$224,252</b>

**ARTICLE 12:** Voted that the Town transfer from Free Cash the sum of \$100,000.00 to be used for the Fiscal Year 2023 Reserve Fund.

**Moved and seconded to adjourn the annual Town Meeting at 8:19 p.m.**

## **PROCEEDINGS - THE SPECIAL TOWN MEETING WITHIN THE ANNUAL TOWN MEETING MAY 8, 2023**

**ARTICLE 1:** Voted that the Town transfer from Free Cash the sum of \$10,085.20 for unpaid bills and/or overexpanded accounts of previous years as follows:

\$1,015 DPW – Inspection of storm line by football field  
Fletcher Sewer & Drain



\$1,025	DPW – Inspection of newly installed main on Grimard St. Fletcher Sewer & Drain
\$ 545	DPW – Located sewer & gray water line on Edgewood Rd. Fletcher Sewer & Drain
\$ 215	DPW – Inspected and marked main line (Gung Ho/Center St.) Fletcher Sewer & Drain
\$2,015	DPW – Inspection of lateral line (Gung Ho/Center St.) Fletcher Sewer & Drain
\$ 205	DPW – Inspected 4" inlet (Sunsplash/Cady St.) Fletcher Sewer & Drain
\$1,030	DPW – Inspection of main line (Greenwich & Prospect) Fletcher Sewer & Drain
\$ 215	DPW – Inspection of main line (Ray St.) Fletcher Sewer & Drain
\$ 60	DPW – Waste toner bottle (Xerox supplies) Connecticut Business Systems
\$ 611	Ludlow Community Center – Venmar unit repaired/blown fuses/pool Swan Associates, Inc.
\$2,719.20	Building Department/IT – Permitting software maintenance Edmunds GovTech
\$ 430	Recreation Department – Advertisement for Thompson Pool Passes/Open Turley Publications
<hr/>	
\$10,085.20	TOTAL

**ARTICLE 2:** Voted that the Town transfer from Free Cash the sum of \$100,000 to cover the additional overtime expenses incurred by the Police Department.

**Special Town Meeting of May 8, 2023, ended at 8:28 p.m.**

#### **CONTINUATION OF THE MAY 8, 2023, ANNUAL TOWN MEETING**

**ARTICLE 13:** Voted that the town transfer \$100,000 from free cash to the Building Infrastructure Reserve Fund established by Article 17 at the October 1, 2012 Special Town Meeting, and authorize the Board of Selectmen to expend such funds for the purpose of assessing and addressing the repairs, maintenance and construction of municipal buildings.

**ARTICLE 14:** Voted that the town transfer \$1,000,000 from Free Cash to be deposited into the stabilization fund.

**ARTICLE 15:** Voted that the Town transfer \$250,000 from Free Cash to be deposited into the other post-employment benefits (OPEB) FUND.

**ARTICLE 16:** Voted that the Town transfer from Free Cash \$76,630 for the purchase of replacement firearms for the police department.

**ARTICLE 17:** Voted that the Town authorize the Westover Golf Commission to enter into a 4-year contract with a qualified vendor for the lease of golf carts.

**SEE ARTICLE 18 TOWN BUDGET PRESENTED AT END**

**ARTICLE 19:** Voted that the Town repurpose \$644,748.58 of unexpended bond proceeds originally voted under Article 6 of the May 11, 2015 Special Town Meeting and under Article 3 of the May 9, 2016 Special Town Meeting, and further, to transfer the proceeds to make improvements and to purchase fixtures and equipment for the town hall or act in any other matter relating thereto.

**ARTICLE 20:** Voted that the Town borrow \$2,400,000 under the direction of the Board of Selectmen, to make HVAC improvements to the town's public safety facility located at 612 Chapin Street, including the payment of all costs incidental and related to the project.

**ARTICLE 21:** Voted that the Town authorize the Board of Selectmen to enter into a 10-year contract to lease space for the Veterans Center at 487 Holyoke Street, on such terms and conditions as the Board of Selectmen deems warranted and appropriate, with the new contract dates from March 1, 2023 through February 28, 2033.

**ARTICLE 22 (FAILED):** Voted that the Town amend the Town's General Bylaws by removing from Chapter III, entitled "Regulating Certain Occupations", the entirety of subsection 7, entitled "Prohibition on Marijuana Establishments."

**ARTICLE # 23 (NO ACTION):** Voted to take no action on this Article at this time.

**ARTICLE # 24 (NO ACTION):** Voted to take no action on this Article at this time.

**ARTICLE # 25 (NO ACTION):** Voted to take no action on this Article at this time.

**ARTICLE # 26 (NO ACTION):** Voted to take no action on this Article at this time.

**ARTICLE # 27 (AMENDMENT):** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, by adding the following row entitled "SELF-SERVICE STORAGE FACILITIES" to the BUSINESS USES row of TABLE I, LUDLOW TABLE OF PRINCIPAL USES in SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES, as printed in Article 27 of the May 8, 2023 Annual Town Meeting Warrant.

**ARTICLE # 28 (AMENDMENT):** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, by adding Self-Service Storage Facility to SECTION VI: Special Land Use Regulations. Section 6.4 Parking Requirements. Section 6.4.2 Parking Guidelines, as printed in Article 28 of the May 8, 2023 Annual Town Meeting Warrant.

**ARTICLE # 29 (AMENDMENT):** Voted that the Town amend the Zoning Bylaws of the Town of Ludlow, by adding SELF-SERVICE STORAGE FACILITIES to SECTION X: DEFINITIONS, as printed in Article 29 of the May 8, 2023 Annual Town Meeting Warrant.

**ARTICLE # 30 (FAILED):** Voted that the Town amend the Zoning Bylaws and Zoning Map of the Town of Ludlow, by changing from Residence B to Industrial A, a parcel of land owned by Manual D. Silva and Joao Silva, located at 0 Russell Street (Assessor's Map #1A, Parcel 20J), as described in Article 30 of the May 8, 2023 Annual Town Meeting Warrant.

**ARTICLE 31 (AMENDMENT):** Voted that the Town amend the Bylaws of the Town of Ludlow, Chapter II, Section 24, REGULATING THE CONDUCT OF TOWN BUSINESS, CAPITAL IMPROVEMENT PLANNING COMMITTEE, first paragraph, by deleting the words "ONE MEMBER OF THE BOARD OF PUBLIC WORKS," and by replacing the words "THE SCHOOL SUPERINTENDENT OR HIS DESIGNEE" with "ONE MEMBER OF THE SCHOOL COMMITTEE" and by replacing the words "TWO PRIVATE CITIZENS" with "ONE PRIVATE CITIZEN".

**ARTICLE 32:** Voted that the Town authorize the Board of Selectmen to acquire certain land and/or rights in such land known as Ludlow - Bridge Replacement, L-16-026, Piney Lane over Broad Brook, Mass DOT Project File 609120 for the purpose of obtaining a secure and public right of way upon an existing public way layout; and to authorize the Board of Selectmen to acquire such interests by purchase gift and/or eminent domain, upon such terms and conditions as the Board of Selectmen deem warranted and appropriate and for such consideration, including nominal consideration as the Board of Selectmen may determine appropriate, and to authorize the Board of Selectmen to enter into, accept and/or execute any offers, licenses, temporary or permanent easements, agreements or instruments as may be necessary for such acquisition, and to expend funds which may be necessary for professional engineering, architectural services, design, site investigation/testing, preparation and/or demolition, installation and all other incidental and related costs; and to raise and appropriate or borrow such funds as may be necessary in an amount not to exceed \$50,000.00 to defray any associated right-of-way expenses connected with the Piney Lane Bridge Project; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen is authorized to borrow and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues. This will allow for the construction and roadway safety improvements under a project known as Ludlow - Bridge Replacement, L-16-026, Piney Lane over Broad Brook, Mass DOT Project File 609120 (the "Project").

**ARTICLE 33:** Voted that the Town transfer from Free Cash \$550,000 to be expended under the direction of the Board of Selectmen to make repairs and improvements to the West Street bridge and Cottage Street bridge, including the payment of all costs incidental and related to the project.

**ARTICLE 18:** Voted that the Town appropriate the total sum of **\$80,868,618** for Town Purposes and charges during the Fiscal Year ending June 30, 2024, and that said sum include the following salaries for elected officials:

<u>Position</u>	<u>Number</u>	<u>Annual Salary</u>
Moderator	1	\$ 582
Chairperson, Board of Selectmen	1	5,341
Members, Board of Selectman	4	4,192
Chairperson, Board of Assessors	1	5,423
Members, Board of Assessors	2	4,256
Town Clerk	1	82,884
Chairperson, Board of Health	1	3,300
Members, Board of Health	2	3,300
Chairperson, School Committee	1	3,000
Members, School Committee	4	2,500
Chairperson, Planning Board	1	3,822
Members, Planning Board	4	3,186

and, further, that the Total appropriations be allocated to the various Town Departments in accordance with numbers 1 through 42 of the provided Budget Listing entitled “Town of Ludlow FY24 Town Budget – Article”, and using the column headed “FY 2024 Recommended Budget”, and, further, that the sum of **\$899,308** be applied from “Fiscal Year 2024 Golf Course Revenues” to fund the Westover Municipal Golf Course Budget item 39; the sum of **\$1,937,122** be applied from “Fiscal Year 2024 Sewer Fund Revenues” to fund the Sanitary Sewer Budget item 40; the sum of **\$10,000** be applied from “Retained Earnings” to fund the budget for the closing of the Landfill on line 41, the sum of **\$305,906** be applied from “Receipts Reserved for Appropriation” to fund the Cable Budget item 42; and the balance of \$ **77,724,073 is to be raised and appropriated.**

and, further, that the sum of **\$50,000** be transferred from “Fiscal Year 2024 Golf Course Revenues” to fund Fiscal Year 2024 Indirect Golf Course costs appropriated in the General Fund and the sum of **\$109,500** be transferred from “Fiscal 2024 Sewer Fund Revenues” to fund Fiscal Year 2024 Indirect Sewer Fund costs appropriated in the General Fund.

**\*\*BUDGET TOWN ACCOUNTANT**

**Moved and seconded to dissolve the Annual Town Meeting and the Special within the Annual of May 8, 2023 at 9:42 p.m.**

#### **PROCEEDINGS SPECIAL TOWN MEETING OCTOBER 2, 2023**

**ARTICLE 1:** Voted that the Town raise and appropriate \$13,864.79 for unpaid bills and/or over-expended accounts of previous fiscal years as follows:

\$3,500.00	Town Hall Remove asbestos ceiling tiles Compass Restoration Svc
\$1,500.00	Town Hall Remove asbestos pipe fitting insulation Compass Restoration Svc
\$798.61	Ludlow Police Dept. LPD Vehicle Repairs J.L. Massa Collision
\$206.49	Ludlow Police Dept. LPD Vehicle BioHazard Remediation New England Trauma Svc
\$2,581.97	Ludlow Police Dept. Reimbursement for Academy Equip. Austin Blair
\$4,250.00	Otis Elevator Quarterly Inspection Ludlow Boys & Girls Club
\$1,027.72	Eversource June Invoice LPD

**ARTICLE 2:** Voted that the Town raise and appropriate \$8,965.45 to meet the required 10% match of a Federal *Assistance to Firefighters Grant* that is needed to replace the 28 year old source capture diesel exhaust system at the Ludlow Fire Department.

**ARTICLE 3:** Voted that the Town authorize the Board of Selectmen to enter into a five (5) year contract, commencing November 1, 2023 with a qualified vendor for the lease of tasers for the police department, upon such terms and conditions as the Board of Selectmen deem necessary and appropriate.

**ARTICLE 4:** Voted that the Town amend the “State Street / Ludlow Mills Improvement District” to extend its geographic boundaries in several directions to include parcels situated along and south of East Street, extending as far east as the intersection of East Street and Stevens Street as shown and described in Attachment A.

**ARTICLE 5:** Voted that the Town amend a District Improvement Financing (DIF) program authorized under Massachusetts General Law Chapter 40Q known as the State Street / Ludlow Mills DIF Program to encompass the revised boundaries of the State Street / Ludlow Mills Improvement District, as approved in Article #4..

**ARTICLE 6:** Voted that the Town vote, pursuant to the provisions of G.L. c.40, §5B, to create a new special purpose stabilization fund, to be known as the Opioid Settlement Stabilization Fund, which may be expended for all of the purposes allowed by law, including those outlined in

applicable opioid-litigation settlement documents, a document prepared by the Substance Abuse Bureau of the Commonwealth's Office of Health and Human Services Department, found at <https://www.mass.gov/doc/massachusetts-abatement-terms/download> entitled "Massachusetts Abatement Terms", and consistent with any state guidelines or regulations further clarifying allowable uses of opioid litigation settlement funds; and further, to adopt the last paragraph of said §5B and to dedicate to such fund, without further appropriation, 100% of the opioid litigation settlement funds received by the Town; and further, to transfer \$157,893.12 previously received by the Town from opioid litigation settlements resulting from the Town's participation in the national Opioid Multi-District Litigation into said Opioid Settlement Stabilization Fund.

**ARTICLE 7:** Voted that the Town vote, pursuant to G.L. c. 59, sec. 38H, to authorize the Board of Selectmen to negotiate and enter into a Payment In Lieu of Taxes (PILOT) agreement with the owner, currently known as MMWEC (MASSACHUSETTS MUNICIPAL WHOLESALE ELECTRICAL COMPANY) of the solar photovoltaic energy generating facility located at 327 Moody Street (Map 4 Parcel 2) Ludlow, Massachusetts upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town and to authorize the Board of Selectmen to take all actions necessary or appropriate to administer and implement such agreement; including but not limited to passing any vote or taking any other action relative thereto. Submitted by the Board of Selectmen.

**ARTICLE 8:** Voted that the Town transfer \$ 210,933.82 the following unspent capital appropriations and to appropriate said funds for the purposes of making improvements, and to purchase fixtures and equipment, for the Town Hall, or act in any other manner relating thereto.

Town Meeting Date		Transfer From:	GL Account	Funding Source:	Appropriation	Remaining Balance	Transfer Out
May 12, 2008		ATM Article 9 – Master Plan	00280109-530000	Free Cash	\$125,000.00	\$8,620.00	\$8,620.00
May 8, 2017		ATM Article 14 – Senior Center Consultant	0021021-520000	Free Cash	\$20,000.00	\$19,613.82	\$19,613.82
May 8, 2017		ATM Article 16 – Ludlow	0021022-520000	Free Cash	\$40,000.00	\$7,750.00	\$7,750.00



		Radio Communications					
May 10, 2021		ATM Article 22 – COVID Excess Spending	0021060- 580000	Free Cash	\$150,000.00	\$150,000.00	\$150,000.00
June 22, 2020		STM Article 13 – Dark Fiber	0021043- 580000	Free Cash	\$40,000.00	\$9,950.00	\$9,950.00
June 22, 2020		STM Article 15 – Classificati on Study	0021044- 520000	Free Cash	\$15,000.00	\$21,000.00	\$15,000.00

**ARTICLE 9 (DISMISSED):** Voted that Article 9 be dismissed.

**ARTICLE 9 (DEFEATED):** Voted to reconsider Article 9 Piney Lane Right of Way as written for October 2, 2023 STM.

**ARTICLE 10:** Voted that the Town raise and appropriate \$7,791.00 for Town purposes and charges, as approved by Article 18 at the May 2023 Annual Town Meeting, during Fiscal Year 2024 beginning July 1, 2023.

**ARTICLE 11 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by removing 3.0.2 Existing Uses Not Affected and 3.0.3 Obstruction at Street Intersection and replacing it with 3.0.3 Visibility at Street Intersections and Driveways Street Entries and adding Figure 1 Diagram in SECTION III: GENERAL USE REGULATIONS: 3.0 GENERAL REGULATIONS, as printed in Article 11 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 12 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by removing and replacing Section 3.0.4 Fences from SECTION III: GENERAL USE REGULATIONS: 3.0 GENERAL REGULATIONS, as printed in Article 12 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 13 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by adding \* For further clarification see Definitions Section X and adding in corresponding diagrams 4.0.1, 4.0.1.1, 4.0.7, 4.0.7.1 and 4.0.8. to SECTION IV: DIMENSIONAL

AND DENSITY REGULATIONS: 4.0 GENERAL DIMENSIONAL REQUIREMENTS, as printed in Article 13 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 14 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by removing from 4.4.10 Site Plan Approval Process a.1. “and one member” and “of the Board of Public Works” from SECTION IV: DIMENSIONAL AND DENSITY REGULATIONS: 4.4 MILL REDEVELOPMENT DISTRICT (MRD) Bylaw, as printed in Article 14 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 15 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by replacing the existing diagram with a new diagram in 11. Estate Lot Example from SECTION VI: SPECIAL LAND USE REGULATIONS 6.12 SINGLE-FAMILY DWELLINGS ON ESTATE LOTS, as printed in Article 15 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 16 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by replacing “use” with “occupancy” and adding language to include a sign-off from the Building Commissioner for code compliance in SECTION VII: 7.1 SITE PLAN APPROVAL: 7.1.3 Exemptions From Site Plan Approval c., as printed in Article 16 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 17 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by changing “Building Inspector” to “Building Commissioner” and “Building Official” and adding new language pertaining to surveys in SECTION VIII: ADMINISTRATION: 8.1 Enforcement and 8.2 Conditions of Construction, as printed in Article 17 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 18 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by deleting Diagram 1, Diagram 2, Diagram 3, Diagram 4, and Diagram 5 and removing from Table of Contents: BACK OF BOOK: DIAGRAMS, as printed in Article 18 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 19 (NO ACTION):** Voted to take no action on this article at this time.

**ARTICLE 20 (AMENDMENT):** Voted to have the Town amend the Zoning Bylaws of the Town of Ludlow, by deleting the current Diagram numbers in the following definitions: Front Yard, Frontage, Lot Width, Rear Yard, and Side Yard and replacing with the new Diagram Section Numbers in SECTION X: DEFINITIONS, as printed in Article 20 of the October 2, 2023 Special Town Meeting Warrant.

**ARTICLE 21 (AMENDMENT):** Voted that the Town amend the Bylaws of the Town of Ludlow, Chapter IX, Section 5, Regulating the Licensing, Control and Keeping of Dogs, the second paragraph by replacing “\$50.00” with “\$100.00”; “\$100” with “\$200”; and “\$250.00” with “\$300,” as printed in Article 21.

**ARTICLE 22 (AMENDMENT):** Voted that the Town amend the Bylaws of the Town of Ludlow, Town vote to amend the Bylaws of the Town of Ludlow, Chapter IX, Section 6, Regulating the Licensing, Control and Keeping of Dogs by deleting “(1-6)” and replacing “\$50.00” with “\$100.00”; “\$100” with “\$200”; and adding “Third or subsequent fine \$300,” as printed in Article 22.

**Moved and seconded to dissolve the Special Town Meeting of October 2, 2023 at 9:03 p.m.**

**VITAL STATISTICS \*\*NOTES INCOMPLETE**

Deaths .....\*\* Births.....\*\* Marriages.....\*\*

	2018	2019	2020	2021	2022	2023
<b>Deaths</b>	218	256	235	239	248	235
<b>Births</b>	144	149	146	145	139	157
<b>Marriages</b>	111	106	71	108	106	87

**RECEIPTS**

<b>Coloring Books</b>	\$6.00	<b>Burial Permits</b>	\$730.00	<b>Business Certificates</b>	\$2,500.00
<b>Maps, Street List, By-Laws</b>	\$484.00	<b>Gas/Oil Storage Permits</b>	\$2,035.00	<b>Marriage Intentions</b>	\$1,410.00
<b>Other Revenues Misc</b>	\$454.86	<b>Parking Violations</b>	\$325.00	<b>Vital Statistics</b>	\$25,240.00
<b>Neut/Spayed Dogs</b>	\$19,170.00	<b>Raffle Permits</b>	\$60.00	<b>Sales of Bicentennial Items</b>	\$32.00
<b>Not Neut/Spayed</b>	\$4,440.00	<b>Late Fee Dogs</b>	\$690.00	<b>Dog Boarding</b>	\$150.00
<b>Stray Dog</b>	\$100.00	<b>Kennel</b>	\$910.00	<b>Bylaw Violations</b>	\$850.00
<b>Marijuana Citation</b>	\$0.00				
<b>TOTAL</b>	\$59,586.86				

The office of the Town Clerk embraces its role as the gateway where citizens seek information and assistance on all aspects of local and state government. The Town Clerk's office hours are 8:00 a.m. to 4:30 p.m. (Monday, Wednesday, and Thursday); 8:00 a.m. to 5:30 p.m. (Tuesday); 8:00 a.m. to 12 p.m. (Friday). Please call 413-583-5600 Ext. 1230 for any questions.

It is an honor to serve the Town of Ludlow as Town Clerk. I would like to thank my office staff for their continued dedication to the town and their assistance throughout the year. I wish to thank the Board of Registrars and to the town's wardens and election officers as well as the Ludlow Police Department and Department of Public Works, whose continued dedication to the town makes the election process a smooth and enjoyable one.

Respectfully Submitted,  
Kim M. Batista, CMMC, Town Clerk  
Chief Election Official, Board of Registrar  
Burial Agent, Parking Clerk  
Records Access Officer

## **EDUCATION**

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### **SUPERINTENDENT OF SCHOOLS**

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FY2024 budget approved at the annual Town Meeting: \$35,949,944.00

Student Enrollment:

PreK-12 ~ 2,252

Ludlow High School (9-12) 740 including 48 "school choice" students

Paul R. Baird Middle School (6-8) 530 including 39 "school choice" students

Harris Brook Elementary School (2-5) 623 including 1 "school choice" students

East Street Elementary (PreK-1) 359 including 0 "school choice" students

#### **School Committee Changes**

In March at Town elections, the Ludlow School Committee reorganized and elected, Jeffrey A. Laing, Chair; Sarah F. Bowler, Vice Chair; Jeffrey Stratton, Secretary; Ronald G. Saloio, Member and Joao Dias, Member.

#### **Personnel Changes**

On or before the end of the 2023 calendar year, the following employees retired after many years of service to the School Department. Their years of dedication to the students of Ludlow are greatly appreciated.

The District said farewell to the following retirees: Melissa Canale, Cory Carr, Deanna Chelte, Michelle Costa, Grace Dolan, Anna Etkin, Martin Fanning, Doreene Kimball, Hollington Lee, Benjamin Northrup and Diane Wright. Sadly, custodian Jose Alves unexpectedly passed away in October.

The following faculty were newly employed in the 2023 calendar year: **Central Office:** Jean Fontaine and Crystal Cavallo; **East Street Elementary School:** Kendall Lynch and Helena Pereira; **Harris Brook Elementary School:** Andrew Armstrong, Rachel Dougherty, Melanie Sroka, Brittany Charron, Judith Ferber, Kimberly Murray, Janis Sokop, Katie Vitorino, Alison Morra, Meghan Lynch, Tammie Picard; **Paul R. Baird Middle School:** John Archambeau, Margaret Drennan-Piper, Nicholas Gagnon, Jenna Glinka, Jean Marshall; **Ludlow High School:** Amanda Beswick, Cody Brown, Karli Doney and Jaime Forsythe

### **Staff Recognition 2023**

Anna Etkin, Kimberly Keeton, Eliza Lacroix-Newland, Kate Marciano, Carla Marques, Laura O'Keefe, Jeremy Soja, Kate Ziano, Kurt Anderson, Grace Dolan, Becca Gauvin, Michelle Masse, Kelley McGregor, Donna Roberts, Tina DeLullo, Heather Ferrier-Bacon and Mabel Madsen

### **Pioneer Valley Excellence in Teaching Award Recipients**

Emily Conroy, Ludlow High School; Suzana Seara, Paul R. Baird Middle School; Jodi Yarkey, Harris Brook Elementary School and Nicole Carbonneau, East Street Elementary School

### **Pioneer Valley Excellence in Teaching Award Nominees**

#### **LUDLOW HIGH SCHOOL**

Tammy Cook, Christina Dionne, Stephanie Fernandes, Lisa Roy, Diana Sands, Elizabeth Sowa, Diane Wright, Nate Zucco

#### **PAUL R. BAIRD MIDDLE SCHOOL**

Simon Edwards

#### **HARRIS BROOK ELEMENTARY SCHOOL**

#### **EAST STREET SCHOOL**

Jacqui Flammand, Kerri Kinne, Mabel Madsen

Respectfully Submitted,  
Frank Tiano, Superintendent of Schools

## SPECIAL EDUCATION DEPARTMENT

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During the 2023 school year, the Special Education Department continued to provide a variety of programs to address the needs of students with disabilities in the school district and who were receiving special education services per the student's Individualized Education Program (IEP). Special Education services were provided from PreK through 12th grade and post-secondary for our 18 – 21 year-old students. The Special Education Department provided inclusion, pull out and substantially separate programming in most of the schools. The goal of the Special Education staff was to ensure that each student was educated in the least restrictive environment (LRE), in order for each student to receive a free, appropriate, public education (FAPE).

The Transition Program at Ludlow High School continued to provide special education services to our students requiring services until 22 years old. The students continued to attend the Inclusive Concurrent Enrollment (MAICE) program at Westfield State University and they continued working at various internships in the community, including working at East Street Elementary School and Harris Brook Elementary School.

The Special Education Department has a variety of substantially separate programs for students that require a high level of support and specialized instruction in order to make effective progress in school. The following is a list of the substantially separate programs that were available: PreK Intensive Learning Programs, K- 8 Intensive Learning Programs, 2-12 Structured Individualized Program (SIP), 6-12 Language Based Learning Disabilities Program (LLD), 2-12 FOCUS Program and Life Skills Program at the high school level. If our in-district programs did not meet the needs of the students, the students were placed in out of district schools, per the determination of a Team meeting.

During the 2023 school year, we continued with our 2 full day preschool classrooms, for typical peers and for students with disabilities. We also had 3 other preschool classrooms that ran half day programs for students with disabilities and students who are peers. We had 2 intensive programs called the Intensive Learning Program to meet the needs of new preschoolers who were 3 - 5 years old and had significant global delays and/or autism. Depending on the level of student need, some students attended half day programming, while others attended full day programming.

The Special Education Department is also a member of the Lower Pioneer Valley Educational Collaborative (LPVEC). As a member, we had access to other specialized programs that they provided for students who were from member school districts.

The Special Education Department also provided several related services to students such as: speech and language therapy, occupational therapy, physical therapy, adaptive physical therapy and counseling. During the 2023 school year, we eliminated 1 social worker, for a total of 3 licensed social workers, to provide daily, therapeutic consultation and support that was needed

and required by students' IEPs in our SIP classrooms. East Street School no longer has a social worker or an SIP classroom.

We also had the services from our outside consultants for many of our programs. The following consultants provided support to staff, students, and parents: autism consultant, Tate Behavioral (formerly Communicare) consultants and Lindamood Bell consultant. Lindamood Bell provided us with a virtual consultant with monthly PLCs. In addition to this we also had consultation services for TVI teachers of the visually impaired) from Perkins School.

During the 2023 school year, our 3 Board Certified Behavior Analysts (BCBA) continued to work with our students with autism in our PreK-12 Intensive Learning Programs, our Grs. 2 -8 Focus Program and our Grs. 9 -12 Life Skills Program. They also provided support to the increasing number of children with behavioral needs in our general education classrooms in our schools. Our full time Teacher of the Deaf continued to provide services to our deaf/hearing impaired students. She also provided speech services at Ludlow High School because she is a certified Speech Language Pathologist Assistant.

We contracted with Clarke School for the Deaf to provide us with maintenance services for our deaf students that require specialized FM management.

Our Extended School Year Program - ESY (summer services for special education students) continued to run for 4 or 5 weeks, Monday - Thursday, from 9:00 - 12:00 during July and August. The 5-week program was for our students with more intensive needs.

During 2023, the Special Education Department continued to provide special education services to Ludlow students with IEPs who attend St. John the Baptist School or other private schools in the area. Six families took advantage of the services during this school year. We had no homeschooled students with IEPs this year.

Virtual meetings were initiated during the COVID shutdown and we have continued to offer virtual IEP Team meetings unless parents/guardians ask for in person meetings. This has been a more effective way for parents to meet so that they don't need to miss work for the day. We are offering in-person meetings when we determine Initial Eligibility for possible special education services.

The Special Education Parent Advisory Council (PAC) meets virtually the second Wednesday of the month during the school year. All parents were welcome to attend the virtual meetings. We have 2 new co-presidents and a new secretary all who started in August 2022 and were re-elected in the fall of 2023.

Respectfully Submitted,  
Jean Fontaine, Director of Special Education

## INFORMATION TECHNOLOGY DEPARTMENT

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The Ludlow Public Schools IT Department understands that our key mission is to ensure the continued success of teaching and learning by bending over backwards to make certain our Faculty, Administrators, Staff and Students have the best IT support, experience, resources, and encouragement they need to be successful in their roles. As you will see in the next pages to follow, we again continued to do just that in 2023. Our small yet robust IT foundation of 5 is supporting hundreds of users and thousands of students with support, access, and use of technology. What is not readily described in these pages is the vitality, joy, and commitment that our staff bring to work each and every day. It is their dedication and passion for our teachers, students and the district's mission that makes the Department of Information Communication Technology (ICT) successful. We have had a very strong year in 2023 as the contents of our Annual Report make clear and we are proud of what we accomplished for our District in 2023.

From managing and securely configuring multiple networks, devices, wireless access, card access, phone and PA systems and classroom technology to high tech lighting and building control systems, this past year was another extremely busy year. The successful completion of our projects further enforced our understanding that we can accomplish anything with the right team and plan in place.

A few of our larger projects of completion this year focused on the implementation of a new card access project for Baird, LHS and East Street. East Street was completed this year and we are on goal to complete the other two buildings this school year. Also upgraded 9 classrooms with the help of Capital funding from the town.

This past summer we also focused on the implementation of a new parent/teacher/staff communication tool fully integrated with our Aspen Student Information System (SIS). This was the first year we were able to communicate via class groups automatically and also defining a single tool used throughout the district for communication. Being our first year using this we have several ideas and plans of refinement to continue making the system as easy as possible.

Another large project was finalizing our VOIP upgrade at LHS. Extensive work was done reconfiguring our virtual networks across all locations for security, network traffic consolidation, performance and ready to accept new phone and PA systems being installed at Baird and LHS.

On top of our large projects, we continue to make changes to more centralized processes, addition of over 400 new one-to-one chrome books and a boatload of new to the district security technology; we find ourselves facing large nationwide price increases and some limited availability on technology equipment and support resources for this new equipment.



Continuing to move forward in 2024, our plans are to continue to:

1. Utilize every available resource and continue operating within a responsible budget model and continue with in-house installations whenever possible.
2. Take advantage of and promote our existing systems and new building technologies to their full extent to support teaching and learning with professional development.
3. Build upon our foundation and branch out the newer technologies and training to further integrate our buildings.
4. Continue to upgrade our oldest school's classroom technology.
5. Review our systems and use of school-based applications for effectiveness.

It is anticipated the Technology Department team will continue to meet quarterly to discuss progress and tweak plans based on the needs and financial capabilities of our District each year. We recognize that IT organizations themselves are being transformed by advances in technology and financial constraints. It is important to understand that funding challenges don't necessarily mean we should do less because we have less, but rather they provide an opportunity to innovate and to do more with less because, honestly, it's the right thing to do.

We continue supporting over 700 desktop computers, 16 servers, 30+ network switches, 5 VOIP systems, new and outdated security access systems and 2600+ chrome devices. Along with the hardware we also support almost 2100 students and over 400 staff in their use of district computers, network access, cafeteria point of sale systems, library systems, nursing systems and online learning resources.

Every transition involves change which can be difficult as it's stepping out of a comfortable more known situation into an unknown. Change is about movement, a force of its own. As a team, we continually identify how we will change and adapt to technological changes, and we have seized every opportunity we have found.

Our ultimate goal is to be able to support and provide superb technology services with excellent access to safe technology at Ludlow Public Schools to achieve our mission and advance teaching and learning of unsurpassed quality for our students in today's new age of technology.

This past year we have again updated, increased, and improved several systems, applications, and classroom and infrastructure items listed below. However, a constant flow and commitment is needed to continue to keep on top of the ever-changing technical world we live in.

Some of the work and completed projects we accomplished over the past year are:

- Installation and support of several new technologies in our Buildings; from the latest network configurations and switching hardware, telephone systems, building systems to software applications and campus security and lock systems.
- Setup, Integrated and launched our new communication tool Parent Square.

- Supported, configured, and integrated Clever with DIEBELS application systems for automatic data updates for the Elementary Schools testing use (grades 1-8).
- Upgraded and repurposed over 20 desktop computers at LHS, Baird and East Street Elementary School.
- In-House installation of 25 new Wi-Fi 6 Access points across LHS, BMS and East Street School and upgraded 18 end of life devices to continue improving network access and reliability including over 1000' of new Cat 6 plenum Ethernet wiring installed across LHS, BMS and East.
- Upgraded Google Chromebox systems for kiosk usage and digital signage use.
- Provided an ongoing plethora of training and support to secretaries on system use and efficiencies, and to teachers on technology options and online security practices.
- Upgraded and completed in-house installation of 15 new IP Cameras at LHS, Baird and East Street.
- Upgraded our MCAS caching server in preparation for MCAS testing and upgraded revised network model to continue improving security and connectivity for general use and testing.
- Upgraded our ISP external link from 1G to 10G and relocated the main network spoke to Harris Brook Elementary School.
- Completed E-Rate submission of Category 1 Network reimbursement of 50% for Internet Services and 50% Category 2 reimbursement for one new MCAS caching server, 120 new wireless access points and renewal of all existing wireless licenses.
- Replaced or updated all outdated and end of life battery backup systems at all the schools to continue to provide backup system up-time, reliability, monitoring, and availability during power bumps/failures.
- In-House installation of fifteen new high-definition security cameras with new updated wiring at LHS, East and BMS allowing for continued on and off-site surveillance and recording.
- Final reinstallation of salvaged equipment from Chapin and Vets. Installed in-house 7 Epson high-definition short throw projectors and classroom audio systems at BMS, LHS and East Street Elementary School.

- Expansion on the integration of our SIS system with data feeds between the online “Clever” system to support single sign on for easy access to student applications such as MAP, Scholastic and many more learning applications.
- MCAS pre-setup of accommodation listing for student testing to ensure proper accommodations are in place and being met.
- Environmentally friendly recycling of over 1 ton of broken or damaged computer equipment including shredding of any and all hard drives containing sensitive information.
- In-House installation of additional outdoor rated Wi-Fi access points to allow for more outdoor teaching and learning and to support a parent pickup online application for dismissal at East Street Elementary School.

In addition to the projects above, IT support staff solved over 96% of our roughly 1000 support ticket requests last year within 48 hours.

Our Library services continuously ramp up technology support throughout the year by assisting both students and staff as the first level of support for any online technical problems they were able to solve. This past year they were reduced by two positions and a shared coverage model used. They are our front-line level 1 support for student support and Chromebook management. By partnering with and supporting them based at the schools we are expanding our IT support arm and complementing our mission through their work and engagement. We would not have been able to complete many of our projects on time without the help of our librarians again this past year.

We take a pride in maintaining and improving our infrastructure and systems which in turn provides excellent reliability, performance and allows us time to support our staff and students with the use of the technology tools available today so we can ensure our students will be prepared to thrive tomorrow.

The Ludlow Public Schools School Committee continues to support IT funding with an allocation of School Choice Funds to support district IT goals. This funding allows us to continue building upon the existing plan for our in-place one-to-one Chromebook program and to make our systems more secure, integrated, and easier to use.

District-wide, teachers overall continue to learn from IT staff, professional development trainings and one another as they work together with access to newer and better equipment.

In addition to the above the IT Department also validated and certified the below State and Federal reports:

DESE SIMS (October 1, March 1 and end-of-year)

DESE SCS (October 1 and with final grades at end-of year)

DESE EPIMS (October 1, end-of year)

DESE SSDR (July)

Federal ERATE application project planning and filings

P-EBT State Data feeds

Respectfully submitted,

Michael Assaf, Director of Technology

## OFFICE OF CURRICULUM AND INSTRUCTION

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The Ludlow Public Schools (LPS) Office of Curriculum and Instruction oversees curriculum renewal and instructional practice, professional growth and development, grants, English language learning, and assessment. In addition to these primary functions, this office is also the liaison for homeschool programming, home/hospital education, McKinney Vento (homeless), and Foster Care. This review of the 2023 calendar year highlights accomplishments, progress, and insight into each of these areas.

### Curriculum

The Massachusetts Department of Elementary and Secondary Education (DESE) continually strives to make improvements and grow to reflect current knowledge and practice in education. This attention to growth results in an ongoing evolution of curriculum and instruction.

In the 2022-2023 school year, LPS re-established our curriculum review cycle. This cycle is a 5-year process that provides a set time for identified disciplines to focus on the renewal of curriculum. Renewal includes but is not limited to the examination of and alignment to State frameworks, writing and publishing of curriculum maps, and the evaluation of current and/or new primary and secondary materials and resources sources. The cycle below reflects the target timelines for curriculum renewal. In 2023, Modern Language and English Language Development (ESL) standards completed Year 1 and started Year 2 of their renewal cycle. Due to budget constraints, LPS was not able to initiate Year 1 renewal for the Math and Business departments.

#### Renewal Cycle

Year 1 - Full review

Year 2 - Implement Year 1, edit/improve as needed & finalize curriculum documents

Year 3 - Full implementation

Year 4 - Full implementation

Year 5 - Full implementation

#### Order of Review

2022-23; 2023-24 Modern Language/English as a Second Language

2023-24; 2024-25 Math/Business

2024-25; 2025-26 Science/Technology/Health/Physical Education/Family and Consumer Science

2025-26; 2026-27 English/Library Media Science

## 2026-27; 2027-28 Social Studies/Art/Music

Beyond the curriculum renewal cycle, we continue to address other focal points within the curriculum as well. Elementary mathematics and elementary reading continues to be the primary focus of the Ludlow Public Schools' (LPS) curriculum work preschool through grade 5 (PK-5) in 2023. Preschool (PK) educators have implemented Ludlow's first formal, research-based PK program, *Get Set for School* in ELA, and math. The program addresses the four core content areas in a cross-curricular format that is appropriate for our youngest learners. Social studies and science will be implemented in future years.

Kindergarten through grade five (K-5) teachers have focused on ST Math, early literacy and in grades four and five, Collins Writing. The ST Math program is a supplemental program that compliments Ludlow's core mathematics program, Eureka math. ST Math is a conceptual online math program that supports students in problem solving and conceptual mathematical reasoning. Explicit phonics-based skill development has been the focus of K-3 instruction with Wilson's FUNdations program. FUNdations is used in conjunction with our core reading curriculum, MyView. MyView and FUNdations instruction aligns with the Science of Reading (SOR) early literacy skill development. In grades 4-5, the Collins Writing method has been implemented to improve writing outcomes at the upper elementary level. The Collins Writing method is used in grades 6-8, so the addition of this method into grades 4 and 5 establishes vertical articulation of writing instruction and what is expected of students as writers.

As of July 1, 2023, the Department of Elementary and Secondary Education's (DESE) [Early Literacy Screening](#) regulation required all Massachusetts school districts to be compliant with an approved early literacy screening tool that measures students' reading ability as well as students' risk factors for dyslexia as outlined in the [state's guidance](#). LPS educators, kindergarten through grade five completed Dynamic Indicators of Basic Early Literacy Skills (DIBELS) training in the Spring of 2023 and returned in August of 2023 for additional training enabling teachers to implement the required screener for the Fall of 2023. Teachers now have explicit benchmark and progress monitoring data that allows for targeted core academic as well as targeted tiered instruction and support.

At the secondary level, Collins Writing in grades 6-8 continues to be a focus of curriculum development. English, social studies, science, and mathematics teachers are applying Collins writing methods, as appropriate, in their instruction. Beyond Collins, grades 6-8 physical education has developed a wellness program to teach students about lifelong learning activities that support healthy lifestyles and physical fitness that decrease stress and increase self-image. Commercial wellness equipment has been purchased and is used as a primary function of the wellness program.

In addition, the grade 8 as well as the grade 9-12 Civic project, as required by the state of Massachusetts, have been created and implemented as of spring of 2023. The completion of these projects must be reported to the Department of Education annually by the end of grade 8 and the end of grade 12. Each project must include all six stages: self-examination and civic

identity, identification of a civic issue, research and investigation, action planning, reflection, and showcasing. Each stage has a depth of learning that our secondary social studies and history teachers are linking to specific standards and topics within their course of studies.

Social Emotional Learning (SEL), a hallmark of quality instruction, has become an area of curriculum with explicitly defined instructional competencies that are expected to be taught by all Massachusetts educators. In total, there are Five Core Competencies of SEL that Massachusetts has adopted. These competencies are derived from the Collaborative for Academic, Social and Emotional Learning (CASEL). The competencies include self-awareness, self-management, social awareness, relationship skills and responsible decision making. LPS staff identify SEL/CASEL competencies in need of growth through Panorama, our online survey tool with evidenced based SEL programs. Panorama's observations and surveys identify our focal points for instruction to support the future SEL growth of our students.

Since 2017, the Ludlow Public Schools has championed numerous SEL initiatives, trainings, and practices. In the spring of 2021, LPS selected Panorama as the program to best support our SEL survey needs, data collection, and want for high quality, evidenced-based resources. In August of 2021, LPS issued our first Panorama survey. LPS continues to administer a fall and spring SEL survey. In 2023, administrators have embedded monthly SEL mini-trainings for staff. As a result of the mini-trainings, staff then work with students to apply the targeted SEL skill. All mini-trainings are based on data derived from our Panorama survey so that efforts are focused on the specific needs of Ludlow students. One of the primary areas LPS continues to work on is developing students' self-efficacy a.k.a. grit as they report feeling as though they cannot tackle tasks that are perceived as challenging or difficult.

## Professional Development

Curriculum implementation and instructional practices are most successful when thoughtfully supported through professional development that mirrors the curriculum's intent, effectively addresses content and skill, and links learning to practice. With the development of a District-wide strategic plan and focused District Improvement Plan (DIP), professional development is laser focused with the intention of achieving a defined set of goals.

In preschool through grade 12, all educators of all content areas have reviewed their instruction for alignment with the Frameworks. This has been an important process given the reauthorization of numerous Frameworks in the past 5 years. In addition, all educators are working with their grade level or department to align common standards-based assessments. The alignment of assessments allows for validation points on whether students are successfully meeting the targeted learning standards.

At the elementary level, teachers continue to engage in formal ST Math training to understand how the program leverages the students' reasoning ability to solve mathematical problems and how to utilize the feedback from the program to inform instruction. Over 15 kindergarten through grade five teachers and administrators have completed a graduate level Science of

Reading (SOR) course provided by LPS in addition to other SOR training. Teachers in grades kindergarten through three have completed grade level Virtual Implementation and Support (VIS) training for Wilson’s FUNdations targeting structured reading, spelling, and handwriting. Engaging in the VIS course supports educators, unit by unit, in the implementation process, answering questions, and providing additional guidance and resources to support high quality reading instruction.

At Baird Middle School (BMS), core academic instructors in grades 6-8 continue to engage in the Collins Education Writing Program. English, social studies, science and mathematics teachers have completed their training and are perfecting their Type 1-5s and 10% summaries with the support of our Collins Education consultant. All trained educators have set goals around key methods of the program, are meeting those goals and consulting with the trainer to refine and perfect their practice. In addition to Collins training, BMS staff are engaged in standards alignment in all curricular areas. Teachers have established common assessments by term to measure students' achievement of learning standards throughout the year. BMS educators continue to utilize Northwest Educational Association’s (NWEA) Measures of Academic Progress’s (MAP) Growth assessment to measure student learning and growth, too.

Ludlow High School (LHS) spent the 2022-2023 school year focused on the New England Association of Schools and Colleges (NEASC) accreditation process. The visiting committee toured the school and shared their final report in May of 2023. LHS should be commended for their hard work. As a result, there were few areas of correction. Areas cited were items already defined in our strategic plan including the implementation of District and School Improvement plans with goals and ensuring open access to all curriculum maps. In the 2023-2024 school year, LHS educators will finalize the writing of all curriculum maps and common assessments over the course of our professional days.

## Grants

Annually, the Ludlow Public Schools (LPS) receives state and federal grant funding. The funding formula for entitlement grants is calculated based on enrollment and other factors including the Town census and the number of Ludlow families that indicate a socio-economic need. Other grants may be competitive or “needs based” in their funding allocation. Regardless of eligibility criteria, most LPS grant allocations are based on a fiscal year as opposed to a calendar year. Therefore, the grant allocations described below reflect funds from FY23 (July 1, 2022 - June 30, 2023) as we review the 2023 calendar year.

In FY23, LPS’s federal entitlement grants saw an increase in all grants, Title I, Title IIA, Title III and Title IVA. The stability in overall funding is essential in maintaining current staffing, programming, professional development, and materials. Title I is the largest entitlement grant that Ludlow receives and it supplements local funding for programs in kindergarten through grade five. Programming includes tiered support services in reading and math as well as curriculum advancement, family engagement, and professional development. Title I also funds opportunities



for students including extended year programs, curriculum supplies and curriculum materials in an effort to increase the academic outcomes of disadvantaged students. Title I also supplements 5 professional staff salaries to offset costs to the local budget.

Our *Educator Quality* grant, commonly known as Title IIA, is also a federal entitlement grant. In FY23, Title IIA was stable allowing LPS to maintain funding for items currently supplemented by this grant. This grant funds about .75 FTE of the district's PK-12 English as a Second Language (ESL) Coordinator's salary. The remaining funds, while minimal, support stipends for Ludlow's mentorship and induction program, a licensure requirement districts must provide for new teachers. Prior to reductions in FY22 that have not been fully restored in FY23, Title IIA previously provided additional funding professional development opportunities for educators preschool through grade 12. As a result of the decreased funding over time, the additional professional development, when possible, is now paid for through local funds.

Title III, first secured in 2019, is a new entitlement grant to the Ludlow Public Schools (LPS). The Office of Curriculum actively sought out these funds by establishing a partnership with the Collaborative for Educational Services (CES) of Northampton in order to gain access to the funding. This partnership was necessary to receive funds because LPS had not yet met the minimum enrollment of 100 English Language (EL) students in order to independently qualify for Title III funding. FY22 was the final year of LPS Title III allocation via CES. In FY23 LPS exceeded the 100 EL student minimum and qualified to receive their own Title III allocation. Title III funds support EL instructional materials, professional development for ESL teachers and some tutorials.

Since inception in FY19, the federal government's Title IVA *Student Support and Academic Enrichment* entitlement grant has waxed and waned in overall funding. FY23 saw a restoration of the FY22 decreased allocation with about \$1,000 in additional funds. The focus of this grant is to support social emotional learning (SEL) and wellness initiatives as well as technology. Title IVA funds are used to supplement the cost of Panorama, our SEL survey tool with accompanying evidenced-based instructional materials for teachers. In addition, Title IVA is also used to support wellness programming and to offset limited local hardware costs.

In September 2021, LPS applied for and was awarded a 2-year Comprehensive School Health Services (CSHS) grant that ran through June 30, 2023. For this set period of time, LPS was awarded \$100,000 to support an elementary general education counselor at Harris Brook Elementary School. Harris Brook's enrollment is over 600 students with 1 school adjustment counselor per 300 students. This position provided a third counselor, a much-needed resource, that was 100% supported by this grant. Beyond the salary commitment, this grant also will supplement benefits, technology costs and other small items associated with this much needed position. Unfortunately, the grant has sunset and so this position was reduced in June 2023.

Two additional grants were awarded to LPS in FY23 including FC586 Early Literacy Screener and FC652 Afghan Refugee Support. The Early Literacy grant provided LPS with the funds to secure 2 years with Amplify mClass which is the data platform that houses all of our early literacy DIBELS reading data. This data dashboard allows for real time analysis of the numerous metrics that



define students' reading performance. The Afghan Refugee grant provided funding for tutorial and social experiences for our Afghan students. Collectively these two grants provided LPS with access to an additional \$56,850 to support students and educators.

Ludlow is also the Lead Educational Agency for the competitive Ludlow Coordinated Family & Community Engagement (CFCE) Pathways for Parents and Parent Child Plus (PC+) grant. These paired and highly competitive grants total \$191,049 in funding for children ages birth to age 8 in Ludlow and 7 neighboring communities: Longmeadow, East Longmeadow, Hampden, Wilbraham, Southwick, Tolland, and Granville. The Ludlow CFCE prides itself on ensuring that we service our Ludlow community in providing playgroups, early literacy learning opportunities and family engagement.

## English Language Education

Continuing to reflect state and national trends, each school year the Ludlow Public Schools (LPS) welcomes a growing number of English language (EL) learners. From the 2018-2019 to 2022-2023 school year, Ludlow's EL enrollment increased by 83%. The sustained and sizable increase of our EL population over a 5-year period is a trend that is reshaping the operations of the Office of Curriculum and Instruction. Five years ago, LPS supported 93 ELs and today we are supporting 170 ELs preschool through grade 12+ and monitoring 31 Former English Learners (FELs). LPS is not only seeing an increase in the enrollment of ELs, but new ELs are typically immigrants or people fleeing from other countries across the globe. This change in the profile of our LPS ELs means we must increase the number of instructional periods to provide newcomer and SLIFE (Student with Limited or Interrupted Formal Education) programming. As of December of 2023, LPS is currently educating 169 EL students, PK-12. Among our 169 students, there are 22 spoken languages of which the three most common languages are Portuguese, Spanish, and Turkish. With the school year only half complete LPS expects our EL enrollment to reach 180 by June of 2024.

Given the growth within the English as a Second Language (ESL) department, the Ludlow Public Schools should be commended for several major accomplishments in advancing our ESL program. Language Acquisition Team (LAT) meetings have been a formalized process with procedures and paperwork as defined in the regulatory guidance. Our process is a model that's been shared across the State. A replica to special education, ESL LAT meetings require a team of educators to meet annually. The team reviews state ACCESS and MCAS testing results, as well as school-based assessments to determine students' need for English as a Second Language (ESL) instruction. In 2019, federal requirements also mandated that students meet an annual performance target that is based on the principle of meeting English proficiency within 6 years. When a student does not meet their performance target, LPS must include, within the LAT document, a formal Student Success Plan with defined goals that outline how and what the school and educators will do to support the student in meeting the annual target set by the state. Currently 20% of LPS ELs are meeting their annual target.

## Assessment

Assessment is a natural part of education. Teachers are regularly assessing student acquisition of content knowledge, both formally and informally, throughout the school year. Formal assessments include tests such as the Massachusetts Comprehensive Assessment System (MCAS), Assessing Comprehension and Communication in English State-to-State (ACCESS), Scholastic Aptitude Test (SAT), Preliminary SAT (PSAT), and Advanced Placement (AP). Informal assessments include Measures of Academic Progress (MAP) Growth, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Add+Vantage Math Recovery (AVMR) and FUNdations.

At Ludlow High School (LHS) the PSAT was given to all 10th graders, free of charge and eleventh graders were able to pay to take the assessment again. In 2023, the MCAS assessment was administered for English, mathematics, and science. Also included was the MCAS Civics project that must be completed by all high school students prior to graduation. In addition, students in grades 11 and 12 completed and sat for 315 AP exams.

At Baird Middle School (BMS) students in grades 6-8 engaged in MCAS English language arts and mathematics, and grade 8 students completed the Science Technology and Engineering (STE) MCAS and the Civics project. Informal assessments continue to take place regularly. Measures of Academic Progress (MAP) Growth continues to be administered at all grades at BMS three times over the course of the year so that educators can track student progress and gains to inform instruction and support.

At the elementary level, Harris Brook students in grades 3-5 engage in the English language arts and Math MCAS and grade 5 students complete the STE MCAS. Grades 2 and below do not take MCAS. Harris Brook and East Street Schools, like BMS, also administer Measures of Academic Progress (MAP) Growth in kindergarten through grade 5 as well as the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for reading. Both elementary schools also utilize additional programs including RazKids and STMath to provide educators with insight into the learning codified by students.

In the spring of 2023, LPS took advantage of DESE's free access to a data platform named Open Architects (OA). OA provided access to MCAS and ACCESS for ELs data allowing high levels of data analysis to take place. In the fall of 2023, LPS invested in OA to include other data dashboards for student data (attendance, discipline) DIBELS, NWEA MAP, and Panorama. Now administrators and educators are able to view the data outcomes in real time and with accuracy to inform future instruction. This has been a significant and positive change in our LPS practice in how we view and monitor achievement.

## Homeschooling and Home/Hospital Tutorial

The Office of Curriculum and Instruction also oversees homeschool requests and monitors homeschool programming. This is an area where the effects of the pandemic were evident with

homeschool participants rising to 75 students in the 2020-2021 school year. The 2022-2023 and 2023-2024 school years have returned to our average, pre-pandemic participation rate of 40 and 42 respectively. Plans for homeschool students require a minimum of 180 days and 900 (elementary) or 990 (secondary) hours over the course of a self-defined year. Students engage in learning experiences outlined by their parent/guardian who is responsible for program oversight and instruction. Evidence of academic progress is required to be submitted in accordance with the [Care and Protection of Children Act](#) at a minimum of 1 time per year.

Approximately 8 general education Ludlow students needed home or hospital bound educational services during the 2022-2023 year which was double the number of students from the year prior. In reviewing the fall 2023 numbers, we project that the 2023-2024 school year will be similar to 2022-2023. This temporary service is initiated in accordance with Massachusetts General Law after a student has had 14 or more absences as a result of an illness so documented by a treating physician.

## **McKinney Vento (Homeless) and Foster Care**

As a district, our McKinney Vento (homeless) and foster care students have increased and remain at this new rate. Starting prior to the pandemic, the number of students experiencing homelessness or displacement from their nuclear family into foster care was on the rise. The pandemic exacerbated the numbers. Over 5 years' time, from 2019-2023, LPS's homeless population increased 83% and the number of students in foster care increased 100%. In the past year, from 2022 to 2023, the number of Ludlow students experiencing homelessness did decrease by 36% and those students entering foster care increased 37%. It is important to note that homelessness and foster care are two separate circumstances. Given the longitudinal rise over time in both of these subgroup populations, social emotional support is essential. LPS staff, counselors, educators, and administrators continue to seek new ways to support students and their families during these difficult times. LPS also provides homeless students and when appropriate, students in foster care with transportation to and from school to ensure that students' schooling is not interrupted. It is in ways such as these that we provide support needed to carry students through very difficult situations.

The Office of Curriculum and Instruction highlights, contained in this overview of the 2023 calendar year, indicate the continued growth, development, and success of students, staff, our office, and the Ludlow Public Schools. We resolve to be ever faithful to supporting our staff in being the best that they can be. And as always, we will continue to evolve and improve our work to benefit our students of Ludlow and their families.

Respectfully submitted,  
Erica A. Faginski-Stark, Ed.D  
Director of Curriculum & Instruction



## LUDLOW HIGH SCHOOL

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The calendar year of 2023 at Ludlow High School started with welcoming all students back to school without full time COVID masking restrictions. Free breakfast and lunch remained available to all students, which immediately set the tone for a positive learning environment. There were 198 students in the graduating Class of 2023. Approximately 82% of the senior class entered higher education; 2% to the military, 11% entering the workforce and 5% undecided. The SAT data for the Class of 2023 was higher than national averages and state averages. Fifty two graduating seniors were awarded the John and Abigail Adams scholarship which is a reflection of high achievement on the state exam MCAS. Ludlow High School was recognized as meeting targets from the MA Department of Secondary Education. LHS awarded 3 students the Commonwealth Seal of Biliteracy. They demonstrated through an extensive exam proficiency in both English and a world language. Ludlow High School initiated a self study for their ten year accreditation process. The New England Accreditation for Schools and Colleges visited LHS in March and spent two days evaluating curriculum, assessments, school activities, facilities, budget, resources and community support. Ludlow High School continues to maintain high eligibility standards in order to play sports or participate in extracurricular activities. Students cannot fail any course; otherwise they become ineligible to participate. Our focus at LHS is academic success first.

Ludlow High School continues to provide support for students in English and Math by implementing a tiered instructional model. Students may choose advanced placement courses, honors courses, standard level courses and/or tiered support classes to enrich their learning. All students have equal opportunities to experience these four instructional levels. Our advanced placement courses, which are supported by a grant received from the Massachusetts Math and Science Initiative, are Biology, Calculus AB, Chemistry, English Literature and Composition, English Language and Composition, Statistics, Spanish, Portuguese, French, US Government & Politics, Environmental Science, US History and Computer Science. Teachers have received extensive professional development to enrich student learning in these classes and promote success. Students have been supported by the grant by receiving extra help on Saturday Study Sessions to support them in passing the AP exam. LHS students continue to score above average in all Advanced Placement Exams.

Ludlow High School continued many traditions for calendar year 2023, such as all senior events, a homecoming dance, a homecoming spirit week, support for Red Ribbon Week, Suicide Awareness Week, Autism Week, and many clubs met to celebrate their traditions.

Respectfully submitted,  
Lisa Nemeth, Principal



## PAUL R. BAIRD MIDDLE SCHOOL

As a result of the continued hard work and dedication of our staff, parents, and community partners, Paul R. Baird Middle School students participate in a variety of learning opportunities as members of a supportive and welcoming learning community. Currently, our enrollment stands at 528 students. The administrative team, Principal Melissa Knowles and Assistant Principal Daniel Sullivan are in year two at Baird Middle School.

A priority for the 2023 school year is to build a positive culture and climate while maintaining focus on our four pillars, attendance, academics, attitude, and activities. The recently established BAIRD acronym that was created last year remains to communicate the expectations of all students and staff: Be All In, Attentive, Intuitive, Respectful and Disciplined. Another large component in building our culture and climate is the adoption of the Renaissance program which focuses on the 6 R's: respect, relationships, reward, reinforcement, recognition, and results. Throughout the year students are recognized and rewarded for demonstrating our core values. Each term students have the opportunity to earn a Renaissance Card based on their achievements in the areas of academics, attendance, and attitude. Each card has perks for students to redeem throughout the term. The perks vary from card to card but the return of the PAW Events remain the highlight for staff and students.

Our core curriculum instruction (English Language Arts, Mathematics, Science, and Social Studies) is delivered by dedicated, qualified teachers in distinct grade-level teams. Additionally, our "Specials" support the development of a wide range of skills and knowledge for students. STEM, Art, Health, Physical Education and Music provide our students with the space to explore and experience a range of learning opportunities that form them into well-rounded individuals. In addition to these electives, we have continued with our enrichment block designed to provide students with enrichment experiences in Science and Social Studies. This block also allows us the opportunity to offer tiered instruction support classes for students who need additional support in closing learning gaps that may exist in Reading and Math. All of these classes are offered in addition to the core content classes.

Our after-school clubs are offered once again and are optimistic that this program will continue to be beneficial to our Baird students. Baird staff recognizes the importance of these enrichment activities and how they extend our students' learning by providing a wide variety of opportunities: Jazz Band, Mindful Minutes Club, Volleyball Club, Wrestling/Fitness Club, Digital Photography Club, Yearbook Club, and Art Club. We believe that experiences are an essential

ingredient in connecting classroom learning with real-world experiences that allow our students to develop and apply lifelong learning strategies and build relationships.

The 2023 calendar year includes the retirement of Deanna Chelte, Grade 8 Science, Benjamin Northrup, Grade 8 Science, Doreen Kimball, Grade 6 Reading. We thank them for their many years of dedication to Ludlow Public Schools and, in particular, to the Baird Community. In closing, on behalf of our entire school community--students, faculty, and staff--I offer my heartfelt gratitude to the citizens of Ludlow for their continued generosity and support of the Paul R. Baird Middle School.

Respectfully submitted,  
Melissa Knowles, Principal



## EAST STREET ELEMENTARY SCHOOL

East Street School began the New Year, 2023, with 370 students. Due to budget issues, we discontinued music for our students in January. The music teacher went to Harris Brook School to teach music for the remainder of the school year. In her place, students received instruction in media literacy from our librarian.

We continue to see an increase in the number of ELL students. In January we received 6 new English Language Learners in Kindergarten and 1st grade. Mainly we see an increase in children from Brazil and Turkey.

The remainder of the FY 23 school year went well as teachers in Preschool continued to work with their new curriculum, "Get Set for School." Our Kindergarten and 1st grade teachers were busy familiarizing themselves with Foundations, an ELA program that co-exists with our MyView curriculum. We began using MAP assessments which, when administered three times a year, assists teachers in learning about the areas where their students need the most instruction.

In the fall we opened with a normal school schedule but due to the budget had to reduce our 1st grade by one teacher. Currently we have five integrated Preschool classrooms, seven Kindergarten classrooms and six 1st Grade classrooms. In addition, we have four Individualized Learning Plan classrooms. We were able to bring music back to our building fulltime and we now flip our librarian between East St School and Harris Brook. In preschool our student/teacher ratio is 15:1, in kindergarten it is 19:1, and in 1st Grade 22:1.

This fall we continued to use the assessment tool called MAP-NWEA. Along with our other screening assessments we have identified many students in need of reading interventions. The state is focusing on Dyslexia detection and Early Literacy instruction in the classroom. As a result, we are implementing into our ELA block more phonics-based instruction based on the “Science of Reading.” We use Dibels, a norm based, country wide, assessment and strategy program to assist teachers in recognizing each student’s needs in the area of reading. Dibels is one of three programs the state has approved for this new concentration in early literacy.

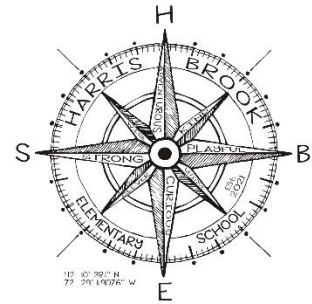
At East St School we continue to use our “Have You Filled A Bucket?” initiative building wide to assist students in learning how to become good citizens within a school community. Together with the Life Is Good SEL Classroom Kits we are helping our students acclimate to the school setting after covid interrupted their first couple years of their education. Each month we concentrate on a new “Superpower” with games, activities and resources staff can use with students to help with their social, emotional needs. The 10 Superpowers are Gratitude, Creativity, Authenticity, Love, Courage, Compassion, Simplicity, Humor, Openness and Fun. All are based on the central theme of Optimism. We have also introduced the CASEL competencies to our staff and students. These competencies are used to educate ourselves in the area of Social Emotional Learning. Being able to navigate the social and emotional aspects of a learning community is essential to educating the whole child. The competencies are self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Our teachers continue to meet at least once a week to discuss best practices, plan units, and review student data. In addition, teams meet once a month at their grade level meeting and on early release days. Administration monitors meeting agendas and attends these meetings periodically. Teachers continue to set goals and collect data within the Educator Evaluation Program process which correlates with the state’s educator evaluation system.

The learning community at East St School continues to remain positive and work with the diversity of our students. I continue to be encouraged by the amount of collaboration between staff and their ability to meet the demands of a diverse population of students. They continue to ensure that their students receive the best possible education, not only in academics but also in social emotional learning.

Respectfully submitted,  
Thomas Welch, Principal





## HARRIS BROOK ELEMENTARY SCHOOL

In January we had 120 HBE staff members and a total of 650 students. There were 170 students in second grade, 158 students in third grade, 153 students in fourth grade and 169 students in fifth grade. Noah Berard was hired as a long-term substitute teacher to replace third grade teacher, Carrie Joseph. Nicole Moriarty resigned from her Special Education position in grade 4. Andrew Armstrong was hired as the 4th and 5th grade Band and Music Teacher. BAS testing, MAP and ACCESS testing took place during January. We hit 38% with our STMath Goal and we are filling up our "Love Yourself" bookshelves in each neighborhood. Staff started to dig into the Panorama Data to guide instruction with SEL.

In February, we celebrated Kindness month at HBES and donated items to families in need from Turkey and Syria. We dressed in our favorite pj's to donate money to a Connecticut children's hospital to benefit children battling cancer. Data Teams were held and the District Report Card was issued.

The theme for the month of March is compassion. March 20th - 31st we partnered with LHS for Project 351 to donate clothing and household items to families in need. We took part in the Springfield Thunderbirds "Stick to Reading" program during HBE Reading Week. Term two report cards were issued. Clubs started again at HBE after some time off due to COVID. The running club was run by Mrs. Fernandes and Mrs. Knox. Chorus Club was run by Mrs. Provost and Mindfulness Club was run by Mrs. Antoine and Mrs. Tresch.

In April, we held our first Student Lead School wide Meeting totaling 655 students. The Mindfulness Club showcased what they will bring to HBES and celebrated students' achievement in math as well as the SEL Superpower- Compassion. The last Data Team of the 2022-2023 school year was held. ELA MCAS took place. Students from HBES and Baird traveled together to compete in the Special Olympics games in Monson and HBES athletes were greeted by their peers who lined the halls to congratulate them. JA volunteers started back at HBES in grades 2nd, 3rd, and 4th grade.

In May, we had Math MCAS and Science MCAS for grade 5 only. Tanja Coelho, our BCBA, took a new position at another school. We welcomed the Keystone Residents to HBES 2nd grade to read to each classroom and we hope this is the start of a long relationship of visits and community connections. Third grade went on their field trip to Norcross Wildlife Sanctuary in Wales, MA. We wrapped up MCAS testing for grades 3-5.



Staff Appreciation Week included baked potatoes, walking tacos, and special treats from LUSO and LEA.

Spring Map testing started which was the final assessment in both Reading and Math.

Our first HBES Field Day was held in June. It included a dunk tank, blow-up obstacle course, field games, art projects, snow cones, and more.

Renee Gworek, in her first year at HBES, organized a community art project where students at multiple schools made paper cranes for a student experiencing a medical issue. Harris Brook raised over \$2,000.00 for the family. HBES hit 80% school wide on StMath Puzzle Progress and celebrated with a dance Party and snow cones. Melissa Canale and Donna Cheria retired. Kaitlin Cookish and Karla Dos Santos accepted positions in other districts.

We kicked off our school year with a Read-a-thon reading over 5,828 minutes and raising over \$3,465.00 which we used to purchase new recess equipment. Honesty, Be Respectful and Responsible, Everyone Belongs and Showing our Best Effort every day at HBES continue to drive our expectations. Our new SAC, Judy Ferber started at HBE. Judy covers grades 3 and 5 while Mrs. Antoine covers grades 2 and 4. We currently have 620 students at this time. We have 141 students in grade 2, 163 grade 3 students, 167 grade 4 students, and 149 grade 5 students. Students were assessed in both reading and math using the MAP assessment. This year we also assessed all grade levels using the Dibels reading assessment.

Jennifer Potter and Chrissy Fernandes were asked to present at the ST Math Conference and continue to keep HBE on target with our goal of hitting 80% by May. HBE took part in Red Ribbon Week from October 23 - 27th. Our 5th grade students planted red tulips around the building which we will enjoy this spring. Our school was chosen as a Model School by the MSBA. Congratulations to the Building Committee for all their hard work.

Andrew Armstrong and Melanie Sroka, our music teachers, greet parents arriving on Friday mornings with live music from our HBE musicians. We are currently 56 band members strong.

Jacqui Flamand and Kim Murray joined HBE as grade 5 inclusion teachers. Katie Vitorino joined the second-grade team as an inclusion teacher. Grade 5 traveled to OSV for a field trip. We ended the 2023 school year with two weeks full of fun festivities including a Jiji Parade on the day before winter vacation.

We completed the Panorama survey which helps staff identify areas of strength and weakness in the area of social-emotional learning. Looking forward to a great school year ahead with our new School Improvement Plan that was recently reviewed by the HBE School Council.

Respectfully submitted,  
Nikki Reed, Principal, Harris Brook Elementary School

## FINANCE

### BOARD OF ASSESSORS

FY2024 was an interim year, the work was successfully completed and approved by the Department of Revenue. Values increased as a result of the revaluation by approximately 9% to 14%. The total valuation of the Town increased by 13.5%.

Ludlow's GIS website (geographical informational system) which allows taxpayers to explore their property lines online via maps and property record cards has been updated. This is a great tool for the residents of the Town of Ludlow.

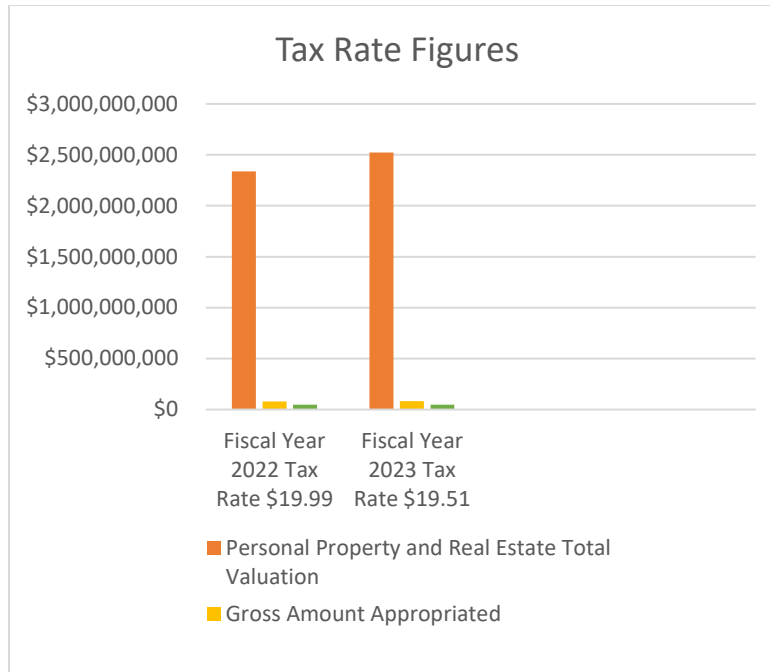
The Board would like to extend its sincere appreciation to Jose Alves, Assistant Assessor, Maria Fernandes, Associate Assessor and Clerks Paula Mahoney for the work they performed in order for the Department and the Board to continue to meet Department of Revenue deadlines.

For Fiscal Year 2024 Tony Rosa was nominated the Chairperson of the Board, along with board members Mike O'Rourke and John Urban.

Respectfully Submitted,  
Tony Rosa, Chairperson

#### TAX RATE FIGURES

Fiscal Year	Tax Rate	Personal Property Valuation	Real Estate Valuation	Total Valuation	Gross Amount Appropriated	Net Amount to be Raised by Taxation
2022	19.99	\$229,559,030	\$2,106,933,540	\$2,336,492,030	\$78,843,867	\$46,706,487
2023	19.51	\$241,933,410	\$2,281,341,610	\$2,523,275,020	\$83,608,671	\$49,229,096



### ABATEMENTS

Fiscal Year	Real Estate		Personal Property		Senior Work-off		Veteran Work-off	
2022	35	\$48,349.00	5	\$5,140.78	36	\$18,000.00	-	-
2023	53	\$72,541.00	2	\$1,183.59	62	\$46,500.00	5	\$7,500.00

### EXEMPTIONS

Fiscal Year	Cl.22 Vets Exemptions	Cl.37A Blind Exemptions	Cl.41C (over 70) Exemptions	Total Amount Exempted
2022	239	20	17	\$230,715.46
2023	246	18	17	\$245,162.19

**MOTOR VEHICLE EXCISE**

Levy Year	Number of Bills	Tax Amounts	Number of Abatements	Amounts
2022	24448	\$2,932,658.81	548	\$55,178.68
	(2021) 428	\$14,248.14		
	(2022) 3	\$275.81		
			(2021) 56	\$3,648.33
			(2020) 10	\$1,279.72
			(2019) 1	\$17.71
2023	24117	\$3,005,260.14	558	\$57,805.39
	(2022) 402	\$14,549.70	(2022) 34	\$2,751.91
			(2021) 5	\$460.77
			(2020) 1	\$52.44

**MISCELLANEOUS**

Deeds		Building Permits/Inspections	
2022	568	2022	822
2023	531	2023	877

**FINANCE COMMITTEE**

The primary duties of the Finance Committee are to advise and make recommendations to Town Meeting on the annual operating budget and other financial matters. We are responsible for submitting our recommendations on the Annual Budget to Town Meeting and provide recommendations on all articles coming before Town Meeting. We are engaged in the budget preparation process which involves the development of the budget while following Town-wide budgetary guidelines. During the year, our statutory responsibility is managing the Town's Reserve Fund and authorizing transfers from the fund to town departments for unforeseen or

emergency needs. We take our responsibility as custodian over these funds seriously and ensure that any emergency transfers meet an appropriate standard and do not circumvent Town Meeting action.

As a committee we provided budget oversight, reviewing and analyzing the town's budget proposals to ensure they are fiscally responsible and align with the town's priorities. Assisted in the development of long-term financial plans and strategies to address the town's needs and goals. Recommended financial policies and procedures to promote transparency, accountability, and efficient use of resources. Reviewed financial reports and statements to ensure accuracy and compliance with legal and regulatory requirements. Collaborated with town officials and stakeholders to facilitate effective financial management and communication. Overall, the Finance Committee served as a critical advisory body, providing oversight and guidance to ensure the town's financial health and stability.

The Finance Committee meets on the third Wednesday of each month in the Conference Room in the Ludlow Town Hall. Meetings are scheduled from September through June with a recess during July and August. Emergency meetings can be called during the recess to handle necessary town financial business. All meetings are posted with the Town Clerk with as much advance notice as possible.

Respectfully Submitted,  
Antonio Sanches, Chairperson

**Members:**

Aneta Lombardi, Vice Chair  
Darlene Cincone  
Susanne Boyea  
Matias Goncalves

## TOWN OF LUDLOW



## YTD BUDGET

FOR 2023 13							
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>002 SPECIAL ARTICLES FUND</b>							
0021075 523016		UTILITIES - ELECTRICITY					
	189.67	0.00	189.67	189.67	0.00	0.00	100.0%
0021075 524000		Contracted Services					
	400.00	0.00	400.00	400.00	0.00	0.00	100.0%
0021075 527031		EQUIPMENT RENTALS/LEASES					
	4,937.31	0.00	4,937.31	4,937.31	0.00	0.00	100.0%
0021075 529200		STREETS/ROAD REPAIRS/MAINTENANCE					
	679.24	0.00	679.24	679.24	0.00	0.00	100.0%
0021075 530049		ALL OTHER PROF/TECHNICAL SERV.					
	16,975.68	0.00	16,975.68	16,975.68	0.00	0.00	100.0%
0021075 532053		POLICE TUITION/TRAINING					
	150.00	0.00	150.00	150.00	0.00	0.00	100.0%
0021075 538000		ALL OTHER PURCHASED SERVICES					
	132.00	0.00	132.00	132.00	0.00	0.00	100.0%
0021075 541001		ENERGY SUPPLIES - GASOLINE					
	68.76	0.00	68.76	68.76	0.00	0.00	100.0%
0021075 543023		VEHICLE MAINTENANCE SUPPLIES					
	370.73	0.00	370.73	370.73	0.00	0.00	100.0%
0021075 549000		ALL OTHER SUPPLIES					
	126.28	0.00	126.28	61.33	0.00	64.95	48.6%
0021075 571000		CONFERENCES & TRAVEL					
	204.85	0.00	204.85	204.85	0.00	0.00	100.0%
0021060 580000		CAPITAL OUTLAY					
	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	.0%
0021034 515020		POLICE/FIRE CH.111F INJURY PAY					
	-1,071.06	0.00	-1,071.06	0.00	0.00	-1,071.06	.0%
0021034 520000		10.7.19 STM ART1 PY BILLS					
	275.00	0.00	275.00	0.00	0.00	275.00	.0%
0021034 524000		Contracted Services					
	595.87	0.00	595.87	0.00	0.00	595.87	.0%
0021034 530021		10.7.19 ART1 - PYBILLS DPW/ETA					
	194.68	0.00	194.68	0.00	0.00	194.68	.0%
0021034 534062		COMMUNICATION - RADIOS/ALARMS					
	5.51	0.00	5.51	300.00	0.00	-294.49	5444.6%
0021074 580000		ATM5.9.22 A9 TH ROOF\ASBESTOS					
	300,000.00	0.00	300,000.00	24,126.00	0.00	275,874.00	8.0%
0021015 580000		EMERGENCY PREPAREDNESS ART					
	30,218.74	0.00	30,218.74	0.00	0.00	30,218.74	.0%
0021016 580000		BUILDING INFRASTRUCTURE ART					
	49,889.81	100,000.00	149,889.81	65,663.11	0.00	84,226.70	43.8%

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## TOWN OF LUDLOW

## YTD BUDGET



FOR 2023 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>114 MODERATOR</b>							
1 PERSONAL SERVICES	571.00	0.00	571.00	571.00	0.00	0.00	100.0%
TOTAL MODERATOR	571.00	0.00	571.00	571.00	0.00	0.00	100.0%
<b>122 SELECTMEN</b>							
1 PERSONAL SERVICES	373,550.00	-25,104.34	348,445.66	337,849.86	0.00	10,595.80	97.0%
2 PURCHASED SERVICES	49,000.00	7,000.00	56,000.00	25,000.00	0.00	31,000.00	44.6%
3 GENERAL EXPENSES	33,902.00	18,394.20	52,296.20	51,345.73	0.00	950.47	98.2%
8 CAPITAL OUTLAY	0.00	1,704.34	1,704.34	1,704.34	0.00	0.00	100.0%
TOTAL SELECTMEN	456,452.00	1,994.20	458,446.20	415,899.93	0.00	42,546.27	90.7%
<b>131 FINANCE COMMITTEE</b>							
1 PERSONAL SERVICES	2,976.00	0.00	2,976.00	2,976.00	0.00	0.00	100.0%
3 GENERAL EXPENSES	475.00	0.00	475.00	286.00	0.00	189.00	60.2%
6 INTERGOVERNMENTAL	0.00	38,400.00	38,400.00	0.00	0.00	38,400.00	.0%
TOTAL FINANCE COMMITTEE	3,451.00	38,400.00	41,851.00	3,262.00	0.00	38,589.00	7.8%
<b>135 TOWN ACCOUNTANT'S DEPT.</b>							

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# TOWN OF LUDLOW ANNUAL REPORT 2023

TOWN OF LUDLOW							
Special Revenue Fund Balance Detail							
as of June 30, 2023							
(Unaudited)							
Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2023	Receipts thru 9/30/2023	BAN's	Remaining Deficit 6/30/2023
2040	250TH LUDLOW CENTENNIAL			71,899.47			0.00
2101	DPW PURPLE BAGS REVOLV-53E1/2			204,974.80			0.00
2102	BOH SEWAGE DISP FEES - 53E1/2			4,000.00			0.00
2103	BOH VACCINE REVOLV - 53E1/2			19,474.26			0.00
2104	CC WETLAND FEE REVOLV - 53E1/2			82,717.50			0.00
2105	CC CONSULT FEE REVOLV - 53E1/2			6,324.48			0.00
2106	INSURANCE UNDER 150K			44,143.26			0.00
2108	SALE OF CEMETRY LOTS			82,457.51			0.00
2109	SALE OF REAL ESTATE			84,921.39			0.00
2111	ARTS LOTTERY COUNCIL - LCC			5,117.03			0.00
2112	CABLE TELEVISION			1,041,769.41			0.00
2113	CLERK - DOG LICENSES - 53E1/2			11,808.11			0.00
2114	AMBULANCE SUBSCRIPTION FUND			329,040.56			0.00
2115	CPR/FIRST AID TRAINING			901.81			0.00
2116	POLICE OUTSIDE DUTY DETAIL	97,518.05	97,518.05	(60,846.21)	130,526.00		0.00
2118	DVS VETS SUPPLEMENTAL COLA			6,636.00			0.00
23	SPEC.REV.FD.-GEN.GRANTS/GIFTS			-			0.00
2301	STEVE MCDANIEL DONATIONS			-			0.00
2302	AMBULANCE DONATIONS			69,070.53			0.00
2303	STATE GRANT UNDERGROUND TANKS			5,385.00			0.00
2304	STATE FUNDS FOR ELECTIONS			4,548.63			0.00
2305	STATE LIBRARY AID			28,387.17			0.00
2306	LIBRARY MEMORIAL FUND			1,284.37			0.00
2307	SELMAMAY MEMORIAL LIBRARY FUND			7,779.04			0.00
2308	FD - DONATIONS			15,177.76			0.00
2309	WMECO RELIABILITY UPGRADE GRNT			33,400.00			0.00
231	CABLE ACCESS COMMISSION			-			0.00
2310	FD - ST MEMA LOCAL EMERG GRANT			1,093.71			0.00
2311	FD - FEDERAL FEMA GRANT			270.73			0.00
2312	VETS MEMORIAL DONATIONS			12,132.10			0.00
2314	VETERAN & FAMILIES ASSIST FUND			26,858.73			0.00
2315	FD - SAFE GRANT			6,669.90			0.00
2316	PLAN - DOG PARK DONATIONS			(2,498.00)			(2,498.00)
2317	TRANSP NETWORK COMP REVOLV			966.40			0.00
2319	NATHAN M CARREIRA MEM SCHOL			1.08			0.00
232	ECONOMIC DEVELOPMENT-EAST ST			-			0.00
2320	MASSWORKS INFR PROG RIVERSIDE			32,243.75			0.00
2321	MMP EARMARK GRANTS			(6,252.87)			(6,252.87)
2322	ECONOMIC DEV ADM RIVERSIDE DR			7,551.08			0.00
2324	PD FY19 TRAF ENFOR EQUIP GRANT			(1,583.80)	1,164.00		(419.80)
2327	BOS - DPH COVID19 THRU PVPC			26,495.12			0.00
2328	PD-FED DART PROG NHAMPTON			4,931.90			0.00
2329	BOH - US FOOD & DRUG FDA GRANT			2,500.00			0.00
2330	State Community Compact Grant			424.66			0.00
2331	State 911 Incentive Grant			59,916.88			0.00
2332	STATE HAZMAT TRAINING GRANT			(1,762.36)	6,380.00		0.00
2333	STANTON FOUNDATION GRANT			1,500.00			0.00
2334	MASSWORKS RIVERWALK GRANT			-			0.00
2335	STATE EMERGENCY MGT GRANT EMPG			(4,715.33)	4,715.33		0.00
2336	BOH - NURSES DONATIONS			6,212.00			0.00
2337	PD - COMMUNITY POL DONATIONS			109.43			0.00
2338	PD - FED LAW ENF TRUST SIEZURE			1,560.54			0.00
2339	PD - K-9 UNIT DONATIONS			17,862.75			0.00
2340	PD - CORMACK PROF DEV GIFT			52,737.84			0.00
2341	PD - BULLETPROOF VEST GRANTS			(50,417.81)			(50,417.81)
2342	REC - SKATE PARK DONATIONS			3,978.00			0.00
2343	JAIL IMPACT FUNDS-STATE GRANT			52,849.58			0.00
2344	COA - DONATIONS			119.00			0.00
2345	COA - TITLE IIIB FEDERAL GRANT			846.00			0.00



# TOWN OF LUDLOW ANNUAL REPORT 2023

2346	COA - OUTREACH ST FORMULA GRNT			106,686.11			0.00
2347	CELEBRATE LUDLOW			2,334.66			0.00
2348	SMART GROWTH ZONING GRANT 40R			219,539.42			0.00
2349	FITBIT CHALLENGE DONATION			1,000.00			0.00
2350	Recycling Dividend Prog Grant			9,124.00			0.00
2351	CARES Act COVID Relief			125,651.09			0.00
2353	FED FEMA FIREFIGHTER ASSIST GR			(9,278.72)			(9,278.72)
2354	VETS HERITAGE GRANT PROGRAM			4,056.11			0.00
2355	FIREFIGHTER EQUIP GRANT			(13,500.00)	13,500.00		0.00
2356	ARPA COVID GRANT			6,236,648.99			0.00
2357	ENV22 MVP GRANT			15.95			0.00
2358	FY22 COA - CC STATE IT GRANT			-			0.00
2359	FEMA - COVID			(24,169.78)			(24,169.78)
2360	PD - ACO DONATIONS			1,432.00			0.00
2363	MASS GAMING COMM GRANT			(73,700.07)			(73,700.07)
2364	EOAF DLS SUCCESSION PLAN GRANT			536.60			0.00
2365	CC ECONOMIC PLANNING GRANT			45,000.00			0.00
2366	COA - EOE EARMARK VEHICLE GRT			50,000.00			0.00
2367	FD AFC TRAINING WILB FD subrec			0.01			0.00
2370	DISABILITY COMMISSION			1,188.70			0.00
2371	DHCD COMM PLANNING GRANT			(17,629.50)	25,247.00		0.00
2372	MCOA BEHAV HEALTH INNOV			(18,150.00)			(18,150.00)
2373	MIIA WELLNESS GRANT			(12,300.00)			(12,300.00)
2374	VET CENTER DONATIONS			8,245.00			0.00
2375	Sector Recovery for Orgs			46,010.00			0.00
239	PCHP Grant			(181,290.68)			(181,290.68)
240	FY22 STATE MASK GRANT			-			0.00
25	SPEC.REV.FD.-SCHOOL REVOLV.FDS			-			0.00
251	SCHOOL LUNCH REVOLVING FUND			477,843.18			0.00
252	ATHLETICS REVOLVING FUND			171,444.01			0.00
253	SCHOOL LOST BOOK REVOLVING FND			56,535.64			0.00
255	OTHER REVOLVING			75,847.71			0.00
256	EARLY CHILDHOOD REVOLVING FUND			133,732.79			0.00
257	TRANSPORTATION REVOLVING			58,878.29			0.00
258	SCHOOL CHOICE REVOLVING			1,564,623.23			0.00
259	INSURANCE/DAMAGE REVOLVING			3,793.00			0.00
260	LUDLOW SCHOOL GIFT ACCOUNT			39,460.32			0.00
261	CIRCUIT BREAKER-SPECIAL EDUC			771,547.36			0.00
27	SPEC.REV.FD.-SCHOOL GRANTS/GFT			(0.00)			(0.00)
2700	F652 AFGHAN REFUGEE			2,576.80			0.00
271	TITLE V			-			0.00
272	SCHOOL HEALTH GRANT			114,794.05			0.00
273	ACADEMIC SUPPORT			-			0.00
274	HIGH SCHOOL IMPROVEMENT			-			0.00
275	SCHOOL STUDENT ACTIVITY			-			0.00
276	EISENHOWER MATH SCIENCE GRANT			-			0.00
277	Title IVA			(1,001.80)	2,126.00		0.00
278	EARLY INVENTION			-			0.00
279	TITLE ONE			(69,593.73)	145,134.00		0.00
280	EARLY CHILDHOOD GRANT			(11,884.52)	11,925.00		0.00
2800	S586 EARLY LITERACY SCREENING			3,258.00			0.00
281	PL94-142 SPECIAL EDUCATION			(277,833.51)	279,834.00		0.00
282	COMMUNITY PARTNERSHIP			159,886.02			0.00
283	SPED CURRICULUM ACCESS			-			0.00
284	TEACHER QUALITY GRANT			(10,585.92)	13,829.00		0.00
286	ESSER COVID EMERG RELIEF			(334,932.81)	274,221.00		(60,711.81)
287	102 CVRF COVID SCHOOL REOPENIN			1,991.45			0.00
289	ARPA IDEA			(1,355.00)			(1,355.00)
290	SCHOOL DEPT FEDERAL GRANTS			-			0.00
294	SOA Fed Evidence Based Program			32,468.41			0.00
296	IDEA - AMERICAN RESCUE PLAN			822.00			0.00
297	ARP - HOMELESS CHILD YOUTH II			(822.00)			(822.00)
298	POPPELSTONE FOUNDATION GRANT			12,791.55			0.00
299	TITLE III - FEDERAL AID			(1,329.99)	2,023.00		0.00
Total Special Revenue Fund Balance		97,518.05	97,518.05	11,833,377.31	910,624.33	0.00	(441,366.54)

# TOWN OF LUDLOW ANNUAL REPORT 2023

Town of Ludlow							
Trust Fund Balance Detail							
as of June 30, 2023							
(Unaudited)							
Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2023	Receipts thru 9/30/2023	BAN's	Remaining Deficit 6/30/2023
71	R.KIMBALL WORTHY POOR FD.			48,936.00			0.00
71	R.KIMBALL CEMETERY FD.			745.00			0.00
71	A.HUBBARD CEMETERY FD.			162.00			0.00
71	W.P.WRIGHT CEMETERY FD.			107.00			0.00
71	ISLAND POND CEMETERY FD.			1,417,305.48			0.00
72	R.KIMBALL CEMETERY FD.- INT.			855.16			0.00
72	A.HUBBARD CEMETERY FD.- INT.			185.70			0.00
72	M.P.WRIGHT CEMETERY FD.- INT.			123.40			0.00
72	ISLAND POND CEMETERY FD.- INT.			153,490.24			0.00
72	FED. CDBG HOUSING REHAB.- P/I			0.21			0.00
72	FEDERAL CONSERVATION FUND P/I			7,261.15			0.00
73	STABILIZATION FUNDS			5,401,129.29			0.00
75	OPEB RETIREMENT FUND GASB45			567,967.75			0.00
Total Expendable Trust Fund Balance		0.00	0.00	7,598,268.38	0.00	0.00	0.00
Agency Funds reported in the fund balance section of the combined balance sheet				0.00			
Total of combined balance sheet trust and agency fund balance column:				7,598,268.38			

# TOWN OF LUDLOW ANNUAL REPORT 2023

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
DOR CERTIFICATION	\$898,228	\$1,295,250	\$984,493	\$679,656	\$2,283,970	\$1,996,749	\$1,133,119	\$1,569,736	\$1,171,659	\$1,038,159	\$1,001,537	\$1,529,578	\$1,993,943	\$4,010,568	\$4,410,290
PY UNPAID BILLS					\$2,903	\$1,501	\$2,633			\$177	\$18,764	\$2,212	\$437	\$3,135	\$10,085
PY DEFICITS				\$9,551	\$23,786	\$51,254	\$21,042								
CAPITAL BUDGET					\$351,044	\$473,186	\$30,000	\$179,867	\$170,065	\$158,000	\$271,000	\$359,880	\$402,419	\$1,548,591	\$1,176,417
RESERVE FUND			\$150,000	\$125,000	\$125,000	\$125,000		\$100,000	\$100,000	\$125,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
STABILIZATION FUND		\$343,000			\$500,000	\$15,000		\$100,000	\$762,710	\$415,000	\$400,000	\$550,000	\$700,000	\$1,000,000	\$1,000,000
OPEB TRUST FUND					\$50,000										250,000
BUILDING INFRASTRUCTURE					\$100,000						\$25,000	\$25,000	\$25,000	\$100,000	\$100,000
REDUCE TAX LEVY	\$875,000	\$825,000	\$800,000	\$500,000	\$500,000	\$800,000	\$900,000	\$1,100,000						\$288,912	
BUDGET SUPPLEMENTS															\$76,630
ADDITIONAL CAPITAL REQUESTS															\$550,000
SEWER INDIRECT ADJ		\$20,000													
FIRST MEETING HOUSE					\$83,000	\$250,000									
EAST ST - PHASE IV															
FIREFIGHTERS GRANT - 10% MATCH						\$25,000									
AFL-CIO RAISES				\$10,866											
IBPO DISPATCHERS				\$2,806											
LATOS RAISES				\$16,119											
FIRE, AMB, LUB RAISES		\$67,516			\$90,890										
POUCE OVERTIME					\$90,000			\$25,000			\$75,000	\$100,000	\$120,000	\$200,000	\$100,000
FIRE SALARIES					\$5,000										
POUCE DETAIL DEFICIT									\$118,884						
SENIOR CTR BUILDING COMMITTEE									\$20,000						
DEPARTMENTAL DEFICITS										\$325,700	\$22,500				
RECLASSIFICATION PLAN												\$15,000	\$15,000		
SENIOR CTR FIBEROPTICS												\$40,000			
250th Bicentennial													\$25,000		
COVID Article													\$150,000		
TOTAL TRANSFERS OUT	\$875,000	\$1,255,516	\$950,000	\$664,342	\$1,921,623	\$1,740,941	\$953,675	\$1,504,867	\$1,171,659	\$1,023,877	\$912,264	\$1,192,093	\$1,537,856	\$3,240,638	\$3,363,132
BALANCE	\$23,228	\$39,734	\$34,493	\$15,314	\$362,347	\$255,808	\$179,444	\$64,869	\$-	\$14,282	\$89,273	\$337,485	\$456,087	\$769,930	\$1,047,158
EXCESS LEVY CAPACITY	\$71,850	\$823,546	\$79,861	\$702,343	\$1,717,222	\$2,139,662	\$1,193,662	\$1,135,352	\$1,326,803	\$775,657	\$11,338	\$22,814	\$1,153,472	\$204,751	\$8,057

TOWN OF LUDLOW ANNUAL REPORT 2023

DATE		DESCRIPTION	ACTIVITY	ENDING BALANCE AT JUNE 30TH
	ATM MAY 2009	TRANSFER OUT - TAX LEVY	\$ (500,000)	
6/30/2009		FY09 INVESTMENT INCOME	\$ 22,874	\$ 1,768,963
	ATM MAY 2010	TRANSFER IN	\$ 343,000	
6/30/2010		FY10 INVESTMENT INCOME	\$ 31,030	\$ 2,142,993
6/30/2011		FY11 INVESTMENT INCOME	\$ 22,298	\$ 2,165,291
	STM OCT 2011	TRANSFER OUT - SCHOOL CEILING	\$ (75,000)	
		FY12 INVESTMENT INCOME	\$ 12,936	
6/30/2012	ATM JUN 2012	TRANSFER IN	\$ 606,000	\$ 2,709,227
	STM OCT 2012	TRANSFER OUT - BUILDING INFRASTRUCTURE	\$ (161,000)	
	STM OCT 2012	TRANSFER OUT - EMERG PREPAREDNESS	\$ (90,000)	
	ATM JUN 2013	TRANSFER IN	\$ 500,000	
6/30/2013		FY13 INVESTMENT INCOME(LOSS)	\$ (3,258)	\$ 2,954,969
	ATM MAY 2014	TRANSFER IN	\$ 250,000	
6/30/2014		FY14 INVESTMENT INCOME	\$ 31,994	\$ 3,236,963
6/30/2015		FY15 INVESTMENT INCOME	\$ 22,193	\$ 3,259,156
	STM JUN 2015	TRANSFER OUT - TAX LEVY	\$ (450,000)	
6/30/2016		FY16 INVESTMENT INCOME	\$ 54,913	\$ 2,864,069
	ATM MAY 2016	TRANSFER IN	\$ 100,000	
6/30/2017		FY17 INVESTMENT INCOME	\$ 6,779	\$ 2,970,848
	ATM MAY 2017	TRANSFER IN	\$ 762,710	
	STM NOV 2017	TRANSFER OUT - TAX LEVY	\$ (1,600,000)	
6/30/2018		FY18 INVESTMENT INCOME	\$ (15,543)	\$ 2,118,015
	ATM MAY 2018	TRANSFER IN	\$ 415,000	
6/30/2019		FY19 INVESTMENT INCOME	\$ 103,968	\$ 2,636,983
	ATM MAY 2019	TRANSFER IN	\$ 400,000	
	STM JUNE 2020	TRANSFER IN	\$ 550,000	
6/30/2020		FY20 INVESTMENT INCOME	\$ 88,904	\$ 3,675,887
6/30/2021		FY21 INVESTMENT INCOME	\$ 71,344	\$ 3,747,231
	ATM MAY 2021	TRANSFER IN	\$ 700,000	
6/30/2022		FY22 INVESTMENT INCOME	\$ (124,645)	\$ 4,322,586
	ATM MAY 2022	TRANSFER IN	\$ 1,000,000	
6/30/2023		FY23 INVESTMENT INCOME	\$ 78,543	\$ 5,401,129

# TOWN OF LUDLOW ANNUAL REPORT 2023

Town of Ludlow									
Capital Project Fund Balance Detail									
as of June 30, 2023									
(Unaudited)									
Fund Number	Fund Name	Enterprise Fund Name (if applicable)	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2023	Receipts thru 9/30/2023	BAN's 6/30/2023	BAN's / Debt Issued 7/1/2023 - 9/30/2023	Remaining Deficit 6/30/2023
31	CAPITAL PROJECTS - GENERAL				348,984.04				0.00
33	CAPITAL PROJECTS - SCHOOL				295,764.54				0.00
4999	CHAPTER 90 HIGHWAY IMP FUND				(53,725.86)	63,650.00			0.00
5001	CENTER STREET IMPROVEMENTS				97,871.64				0.00
5002	CHAPIN STREET SCHOOL PROJECT				(2,932,322.13)		4,995,000.00		0.00
5003	SENIOR CENTER PROJECT				697,486.38				0.00
5005	TRACK AND FIELDS REPLACEMENT				616.29				0.00
5006	STM6.11.18 ARTS RADIO COMMUNIC				(3,474,940.09)		4,620,000.00		0.00
615	SEWER CAPITAL PROJECTS	SEWER			1,551,877.82				0.00
665	GOLF CAPITAL PROJECTS	GOLF			2,240.16				0.00
Total Capital Projects Fund Balance			0.00	0.00	(3,466,147.21)	63,650.00	9,615,000.00	0.00	0.00

# TOWN OF LUDLOW ANNUAL REPORT 2023

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Indirect Cost</b>	<b>Action in FY20</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Health Insurance - Enterprise Budget	666601-574000 - Actuals	42,495	-	-	-	-	-	-	-	-	-	-
Life Insurance - per Boston Mutual bill (White, Linton, Phelps)	666601-574000 - Actuals	80	80	80	91	92	184	184	-	-	-	-
FICA Taxes (sal x 1.45%)	666601-517000 - Actuals	4,400	4,400	4,400	4,340	4,400	4,284	5,111	-	-	-	-
Pension (sal x 20%)	666601-517038 - Actuals	38,000	35,000	35,000	35,000	35,000	36,638	35,673	-	-	-	-
Shared Employees (Acctg 5% & Treasurer 7.5%)	Acctg 3%/Treas 5%	17,500	17,500	17,500	17,500	19,000	21,927	24,240	19,312	19,708	20,637	22,373
Workers Comp (5%)	1%	3,760	3,700	3,700	3,000	3,916	2,984	3,250	700	800	864	964
Liability Insurance (Auto & Property 10%)	5%	11,700	11,700	12,100	12,100	9,700	19,636	22,800	13,050	13,800	16,300	16,300
Contract Review/Legal - Estimate	500	5,000	5,000	5,000	5,000	5,000	5,000	2,000	500	500	500	500
<b>Total</b>		<b>122,935</b>	<b>77,380</b>	<b>77,780</b>	<b>77,031</b>	<b>77,108</b>	<b>90,653</b>	<b>93,258</b>	<b>33,562</b>	<b>34,808</b>	<b>38,301</b>	<b>40,137</b>
Rounded to nearest \$500		<b>123,000</b>	<b>77,000</b>	<b>78,000</b>	<b>77,000</b>	<b>77,000</b>	<b>90,500</b>	<b>93,000</b>	<b>33,500</b>	<b>35,000</b>	<b>39,000</b>	<b>40,000</b>

# TOWN OF LUDLOW ANNUAL REPORT 2023

TOWN OF LUDLOW SEWER ENTERPRISE FUND (61) INDIRECT COST CALCULATION 6/30/2023													
LINE ITEM	Action in FY20	CALCULATION	FY2013 AMOUNT	FY2014 AMOUNT	FY2015 AMOUNT	FY2016 AMOUNT	FY2017 AMOUNT	FY2018 AMOUNT	FY2019 AMOUNT	FY2020 AMOUNT	FY2021 AMOUNT	FY2022 AMOUNT	FY2023 AMOUNT
Health Insurance	61410344-574000 - Actuals		\$ 27,770	\$ 31,519	\$ 30,180	\$ 33,470	\$ 37,152	\$ 37,895	\$ 22,859	\$ -	\$ -	\$ -	\$ -
Pension	61410144-517038 - Actuals		\$ 9,035	\$ 9,411	\$ 8,434	\$ 8,893	\$ 8,909	\$ 9,067	\$ 8,894	\$ -	\$ -	\$ -	\$ -
Shared Employees		Accounting - 5%    Treasurer - 2%											
		Collector - 10%    Selectmen - 2%	\$ 26,081	\$ 26,602	\$ 33,310	\$ 34,000	\$ 34,250	\$ 34,935	\$ 35,620	\$ 36,863	\$ 37,292	\$ 38,592	\$ 42,534
		Computer Support - IT - 2%	\$ 1,429	\$ 1,575	\$ 1,823	\$ 1,914	\$ 1,925	\$ 1,925	\$ 5,360	\$ 3,264	\$ 3,306	\$ 3,419	\$ 3,724
		Postage - 10% of Collector postage costs	\$ 2,500	\$ 2,500	\$ 2,100	\$ 2,100	\$ 2,250	\$ 2,250	\$ 2,393	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
		DPW Admin/Engineering - 10%	\$ 23,906	\$ 24,384	\$ 23,932	\$ 30,622	\$ 31,000	\$ 31,620	\$ 34,829	\$ 42,730	\$ 28,955	\$ 40,456	\$ 40,659
Shared Facilities		DPW Building Costs - 10%	\$ 5,072	\$ 5,072	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,434	\$ 7,313	\$ 3,160	\$ 3,800	\$ 2,760	\$ 3,450
Payroll Taxes	61410144-517000 - Actuals		\$ 378	\$ 386	\$ 483	\$ 493	\$ 497	\$ 507	\$ 516	\$ -	\$ -	\$ -	\$ -
Other Insurance		Town Insurance - 2%	\$ 4,843	\$ 4,835	\$ 4,999	\$ 4,989	\$ 4,985	\$ 5,523	\$ 7,046	\$ 6,885	\$ 10,000	\$ 14,000	\$ 17,000
Collection & Bank Fees		Estimate	\$ 2,500	\$ 2,500	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,500	\$ 2,000	\$ 2,000	\$ -	\$ -
Debt Service	Actuals	8/1/95 Water Pollution Project											
		Principal - \$197,233 x 100%	\$ 118,506	\$ 167,015	\$ 197,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Interest - \$6.636 x 100%	\$ 26,122	\$ 21,460	\$ 6,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>			\$ 248,142	\$ 297,259	\$ 317,130	\$ 124,481	\$ 128,968	\$ 131,926	\$ 127,329	\$ 97,302	\$ 87,752	\$ 101,626	\$ 109,767
			\$ 245,000	\$ 297,000	\$ 317,000	\$ 124,000	\$ 129,000	\$ 132,000	\$ 128,000	\$ 97,500	\$ 88,000	\$ 101,500	\$ 109,500

## TOWN OF LUDLOW



## YTD BUDGET

FOR 2023 13						
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
58 transfers	0.00	-149,500.00	-149,500.00	-149,500.00	0.00	0.00 100.0%
AM AMBULANCE CHARGES	0.00	-1,880,000.00	-1,880,000.00	-1,884,430.38	0.00	4,430.38 100.2%
BT BOAT - EXCISE TAX	0.00	0.00	0.00	-73.00	0.00	73.00 100.0%
EI 4820 EARN ON INVESTM	0.00	-12,408.00	-12,408.00	-267,488.56	0.00	255,080.56 2155.8%
ET MEALS TAX	0.00	-320,560.00	-320,560.00	-352,085.89	0.00	31,525.89 109.8%
FF 4770 FINES FOREFEIT	0.00	-39,357.00	-39,357.00	-42,833.83	0.00	3,476.83 108.8%
FT 4322 FEES RETAIN TAX	0.00	-100,000.00	-100,000.00	-131,430.93	0.00	31,430.93 131.4%
HM 4191 TAX HOTEL MOTEL	0.00	-134,385.00	-134,385.00	-140,141.61	0.00	5,756.61 104.3%
IL 4180 IN LIEU OF TAX	0.00	-1,327,560.00	-1,327,560.00	-1,342,696.64	0.00	15,136.64 101.1%
LP 4400 LIC & PERMITS	0.00	-550,000.00	-550,000.00	-1,061,949.89	0.00	511,949.89 193.1%
MR 4800 MISC REVENUES	0.00	-100,000.00	-100,000.00	-245,436.06	0.00	145,436.06 245.4%
MV MV - EXCISE TAX	0.00	-2,903,519.00	-2,903,519.00	-2,726,675.59	0.00	-176,843.41 93.9%
OC 4229 OTHER CHARGES	0.00	0.00	0.00	-171,651.55	0.00	171,651.55 100.0%
OD 4370 OTHER DEPT REV	0.00	-125,833.00	-125,833.00	-138,012.97	0.00	12,179.97 109.7%
OT 4199 OTHER TAXES	0.00	0.00	0.00	-129,654.26	0.00	129,654.26 100.0%
PI 4179 PENALTIES & INT	0.00	-228,850.00	-228,850.00	-166,644.75	0.00	-62,205.25 72.8%
PP 4110 PERS PROP TAX	0.00	0.00	0.00	-4,715,850.16	0.00	4,715,850.16 100.0%
RC RECREATION CHARGES	0.00	-131,217.00	-131,217.00	-175,752.35	0.00	44,535.35 133.9%
RE 4120 REAL ESTATE TAX	0.00	-48,992,809.95	-48,992,809.95	-43,692,176.72	0.00	-5,300,633.23 89.2%
SR 4600 STATE REVENUE	0.00	-17,929,621.00	-17,929,621.00	-18,093,509.00	0.00	163,888.00 100.9%
TC 4247 TRASH COLLECT	0.00	-674,015.00	-674,015.00	-694,705.01	0.00	20,690.01 103.1%
US 4580 UNRES THR STATE	0.00	-188,251.00	-188,251.00	-283,814.09	0.00	95,563.09 150.8%
GRAND TOTAL	0.00	-75,787,885.95	-75,787,885.95	-76,606,513.24	0.00	818,627.29 101.1%

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## TOWN OF LUDLOW



## YTD BUDGET

FOR 2023 13						
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58 transfers	0.00	-149,500.00	-149,500.00	-149,500.00	0.00	0.00 100.0%
AM AMBULANCE CHARGES	0.00	-1,880,000.00	-1,880,000.00	-1,884,430.38	0.00	4,430.38 100.2%
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ET MEALS TAX	0.00	-320,560.00	-320,560.00	-352,085.89	0.00	31,525.89 109.8%
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MR 4800 MISC REVENUES	0.00	-100,000.00	-100,000.00	-245,436.06	0.00	145,436.06 245.4%
MV MV - EXCISE TAX	0.00	-2,903,519.00	-2,903,519.00	-2,726,675.59	0.00	-176,843.41 93.9%
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PP 4110 PERS PROP TAX	0.00	0.00	0.00	-4,715,850.16	0.00	4,715,850.16 100.0%
RC RECREATION CHARGES	0.00	-131,217.00	-131,217.00	-175,752.35	0.00	44,535.35 133.9%
RE 4120 REAL ESTATE TAX	0.00	-48,992,809.95	-48,992,809.95	-43,692,176.72	0.00	-5,300,633.23 89.2%
SR 4600 STATE REVENUE	0.00	-17,929,621.00	-17,929,621.00	-18,093,509.00	0.00	163,888.00 100.9%
TC 4247 TRASH COLLECT	0.00	-674,015.00	-674,015.00	-694,705.01	0.00	20,690.01 103.1%
US 4580 UNRES THR STATE	0.00	-188,251.00	-188,251.00	-283,814.09	0.00	95,563.09 150.8%
GRAND TOTAL	0.00	-75,787,885.95	-75,787,885.95	-76,606,513.24	0.00	818,627.29 101.1%

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# TOWN OF LUDLOW ANNUAL REPORT 2023

ACCOUNT NUMBER	ACCOUNT NAME	Per Cherry Sheet	Qtr End 9/30/2022	Qtr End 12/31/2022	Qtr End 3/31/2023	Qtr End 6/30/2023	YTD	OVER/(UNDER)
<b>General Fund State Aid:</b>								
0101145-461009	Exemptions - Vets, Blind & SS	115,650.00	-	-	168,213.00	-	168,213.00	52,563.00
0101145-461010	Exemptions - Elderly	-	4,504.00	1,672.00	1,254.00	1,258.00	8,688.00	8,688.00
0101145-461011	State Owned Land	48,069.00	7,623.00	12,258.00	12,258.00	12,262.00	44,401.00	(3,668.00)
0101145-466001	State Aid Lottery	3,538,732.00	878,502.00	886,743.00	886,743.00	886,744.00	3,538,732.00	-
0101146-466700	Veterans Benefits	201,513.00	37,306.00	60,184.00	44,330.00	42,026.00	183,846.00	(17,667.00)
0101300-462000	Charter School Reimbursement	19,584.00	4,896.00	26,948.00	63,347.00	37,170.00	132,361.00	112,777.00
0101300-462001	School Chapter 70	14,006,073.00	3,501,516.00	3,501,516.00	3,501,516.00	3,501,525.00	14,006,073.00	-
0101300-462004	Homeless Transport	-	-	-	-	-	-	-
<b>General Fund State Aid</b>		<b>17,929,621.00</b>	<b>4,434,347.00</b>	<b>4,489,321.00</b>	<b>4,677,661.00</b>	<b>4,480,985.00</b>	<b>18,082,314.00</b>	<b>152,693.00</b>
0101145-466100	Room Occupancy Tax	134,385.00	37,973.21	44,034.93	27,940.19	30,193.28	140,141.61	5,756.61
0101145-466002	Meals Tax	320,560.00	90,586.77	92,892.19	80,942.89	87,664.04	352,085.89	31,525.89
<b>Other Excise Taxes</b>		<b>454,945.00</b>	<b>128,559.98</b>	<b>136,927.12</b>	<b>108,883.08</b>	<b>117,857.32</b>	<b>492,227.50</b>	<b>37,282.50</b>
2305-460000	Public Library	-	-	25,726.17	-	25,853.77	51,579.94	51,579.94
2585110-462000	School Choice	-	115,394.00	129,341.00	158,145.00	188,961.00	591,841.00	591,841.00
<b>Restricted State Aid</b>		<b>-</b>	<b>115,394.00</b>	<b>155,067.17</b>	<b>158,145.00</b>	<b>214,814.77</b>	<b>643,420.94</b>	<b>643,420.94</b>
<b>Total Cherry Sheet Aid</b>		<b>18,384,566.00</b>	<b>4,678,300.98</b>	<b>4,781,315.29</b>	<b>4,944,689.08</b>	<b>4,813,657.09</b>	<b>19,217,962.44</b>	<b>833,396.44</b>

## TOWN COLLECTOR

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### Real Estate & Personal Property

Real estate and personal property bills for the Town of Ludlow continue to be due on a quarterly basis: August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup>. The Board of Selectmen voted to adopt a single tax rate of \$18.09 per thousand for both residential and commercial properties for FY 2024. The amount of \$49,229,906 was committed to us for collection. Over 9400 real estate bills and approximately 80 personal property bills were printed, processed, and mailed.

To accommodate our residents, real estate and personal property taxes for the Town of Ludlow may be paid online. We realize the importance of keeping up with the times and offering this online payment option. This payment method serves to accommodate those Ludlow residents who want the convenience of paying their taxes online, anytime day or night. We are fortunate to have found a banking partner, who has years of financial experience and who adheres to strict security methods to protect our residents' personal information. UniBank uses state-of-the industry encryption methods which safely handle these transactions so that town employees never gain access to bank account information. The process for residents to pay online is simple: with your bill and checkbook in hand,

- 1) Go to: [www.ludlow.ma.us](http://www.ludlow.ma.us)
- 2) Click on: **Taxes & Sewer**
- 3) Complete each screen to process payment

If paying from a checking account a nominal fee of 50 cents will be charged. If using a credit card (Mastercard, Visa or Discover), a fee will be assessed by the credit card service provider.

### Motor Vehicle Excise

Over 24,000 vehicle excise bills totaling \$3,005,260.14 million dollars were printed, processed, and mailed from the Collector's Office throughout the year. Payments of auto excise are due 30 days from the date the tax notice is mailed. 90% of the committed bills are paid by their due date. Automobile owners are advised not to ignore their bills, for a \$5.00 tax bill can jump to \$70.00, loss of license and registration within two months if late notices go unanswered. According to Chapter 60A of the Massachusetts General Laws, "failure to receive a notice shall not affect the validity of the excise". Thus, a person who does not receive a bill is still liable for the tax plus interest and charges accrued. Therefore, it is important to keep the Registry and Post Office informed of your current name and address so that your tax bills can be delivered promptly. The Registry will be notified of any excise bill that remains outstanding. The Registrar then marks the individual's registration preventing the renewal of their motor vehicle registration and the owner's driver's license until such time as the Registrar is notified that full and final payment has been made to the Town of Ludlow. During fiscal year 2022, over 500 licenses and registrations were marked for non-payment of their excise tax. This continues to be a successful

collection tool as monies were collected for delinquent accounts dating back to calendar year 2007.

As with real estate and personal property bills, to accommodate our residents, timely motor vehicle excise payments are now being accepted online. Additionally, there is a night/weekend drop off box in the back of the Town Hall.

### **Sewer Usage Fees**

The Board of Public Works, in March 2023, set the rate of \$4.10 per 100 cubic feet of water used. Approximately 4,500 sewer usage bills totaling \$1,960,300 were printed, processed, and mailed from the Collector's Office on November 22, 2022. By the end of January 2023, we had collected or abated \$1,862,173 or 95% of the amount committed to us for collection leaving a balance of \$98,127. All sewer usage accounts for 20F and prior years have now been collected in full as reflected by the -0- balance for those accounts. Sewer bills are due 60 days from the mailing date. Sewer payments received after their due date are assessed a \$10.00 demand plus a 10% penalty in accordance with Town By-Laws. Sewer usage bills may be paid online similar to real estate, personal property and motor vehicle excise bills.

### **Departmental Accounts**

Each year the Collector is responsible for the collection of over 2 million dollars in "In Lieu of Taxes" and the following departmental accounts:

CEMETERY	BOARD OF HEALTH – NURSING
TRAILER PARKS	BOARD OF SELECTMEN
ROLL BACK TAXES	TRASH BILLING

During the past fiscal year \$2,259,502.29 in additional billings were committed to us for collection by the above departments. By June 30, 2022, we collected or abated \$2,074,427.29 or 92% of the amount committed.

### **Municipal Lien Certificates**

Upon written request from attorneys, banks, mortgage companies and real estate agencies, the Collector shall furnish a certificate of all outstanding taxes and other assessments and charges which constitute a lien on a parcel of land. The Collector consults with the Board of Assessors, DPW and other departments to secure required information. In accordance with Mass General laws, a \$25.00 fee is charged for each certificate prepared. Once again, many hours were spent researching and preparing these certificates. During fiscal year 2023, we received over 400 written requests bringing in over \$12,625 of additional revenue. We ask attorneys and other agencies requesting such information to cooperate and mail their application to us as early as possible so that we can complete and return them in a timely manner. Many towns now charge a \$50.00 fee for Municipal Lien Certificates and the Town of Ludlow will look to update this fee at a future town meeting.

Respectfully Submitted

Elsa Barros, Town Collector

## TOWN TREASURER

The Town Treasurer is pleased to report that over Twenty million dollars of General Fund monies remain invested in term investments with good interest yields. This is over and above the investments, which occur during tax payment receipts. This excellent cash flow remains possible due to the cooperation of both the Assessors and Tax Collector's offices. The Treasurer has collected as of December 31, 2023 the total of \$112,852.95 on Tax Titles.

### General Fund as of December 31, 2023

Bank	Account	Balance
TD BankNorth	Master	\$ 597,411.59
	Sewer	\$ 1,303,000.61
	Golf Course	\$ 196,022.66
	Golf Course Merchant	\$ 10,840.68
	Money Market	\$ 221,108.91
	Cafeteria	\$ 93,773.58
	Student Activity (HS)	\$ 72,913.76
	Student Activity (MS)	\$ 36,380.95
Citizens	Master	\$ 1,660,559.28
	Guaranty Deposits	\$ 114,150.63
Easthampton Savings	County Jail	\$ 76,008.15
	Water/Cops	\$ 245,121.31
	Money Market	\$ 1,842,603.79
People's Bank	Money Market/Checking	\$19,424,767.92
M.M.D.T.	Money Market	\$ 63,605.44
Unibank	Money Market	\$ 320,849.51
<b>TOTAL</b>		\$26,279,118.77

### Payroll Distribution

Gross Payroll	\$43,386,392.70
Fica	\$592,412.49
Federal Withholding	\$3,568,928.87
State Withholding	\$1,877,181.11
Retirement	\$4,039,080.86
United Fund	\$323.00
Annuities	\$448,201.60
Health Insurance	\$1,878,515.41

Life Insurance	\$25,085.79
Credit Union & Banks	\$29,276,175.12
Union Dues	\$328,028.85
Deferred Compensation	\$574,367.70
Dental	\$153,136.52
Aflac	\$34,799.13
American Fidelity	\$535,122.93
Vision	\$3,643.18
Other Withholdings	\$51,390.14

### Trust Funds as of December 31, 2023

All trust funds are invested and receiving maximum interest:

Citizens Stabilization Fund	\$ 905,782.28
Bartholomew (Comm. Financial)	\$ 6,599,934.44
Bartholomew (Comm. Fin. OPEB)	\$ 975,595.42
Bartholomew (Cemetery)	<u>\$ 1,590,945.29</u>

\$10,072,257.43

### Health and Life Insurance

The Town of Ludlow, through the Board of Selectmen, entered into a contract with Boston Mutual Life Insurance Company for one more year and Network Blue, Blue Care Elect-PPO, Network Blue Select and Managed Blue for Senior, Medex II and Dental Blue contracts were signed with effective dates running from July 1, 2023 to June 30, 2024. The following rates prevail:

Monthly Premiums			
	Town's Share	Employee's Share	Total
<b>Network Blue</b>			
Individual	\$ 598.41	\$168.78	\$ 767.19
2 Person	\$1,196.84	\$337.56	\$1,534.40
Family	\$1,639.66	\$462.47	\$2,102.13
<b>Blue Care Elect-PPO</b>			
Individual	\$ 732.11	\$206.49	\$ 938.60
2 Person	\$1,464.21	\$412.98	\$1,877.19
Family	\$2,005.97	\$565.78	\$2,571.75

<b>Network Blue Select</b>			
Individual	\$ 520.61	\$146.85	\$ 667.46
2 Person	\$1,041.24	\$293.69	\$1,334.93
Family	\$1,426.50	\$402.35	\$1,828.85
<b>Senior Plans (Effective 1/1/2024 – 12/31/2024)</b>			
Medex III	\$205.20	\$205.20	\$410.40
Managed Blue for Seniors	\$278.45	\$ 78.53	\$356.98

\*Medicare HMO Blue was eliminated on 08/01/2015

<b>Boston Mutual Life Insurance</b>			
\$10,000.00 coverage for active employees	\$2.56	\$2.56	\$5.12
\$2,000.00 coverage for retirees	\$.51	\$.51	\$1.02

<b>Dental Blue Freedom</b>			
Individual	\$11.68	\$11.68	\$23.36
Family	\$33.95	\$33.95	\$67.90
<b>Dental Blue Freedom High</b>			
Individual		\$ 54.66	\$ 54.66
2 Person		\$109.33	\$109.33
Family		\$191.31	\$191.31

Respectfully Submitted,  
Elsa Barros, Treasurer

## HUMAN SERVICES

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**Public Health**  
Prevent. Promote. Protect.

LUDLOW  
HEALTH DEPARTMENT

### BOARD OF HEALTH

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The Board of Health reorganized in 2023 with Kelly Lamas, Chairperson; Adrienne DeSantis, Secretary; and Antonio Tavares, Member. In March, Adrienne DeSantis was elected to serve a three (3) year term on the Board of Health. The board of health meets monthly and can be reached through the Health Department at (413) 583-5600 ext. 1271.

In May 2023, the Board of Health voted to distinguish the roles between the Health Department and Board of Health. The Board of Health and Health Department, two distinct but connected entities, are charged with protecting and safeguarding the public and environmental health of the Town. The Board of Health is a statutory board comprised of three community members. Members are elected directly by the voters of Ludlow. Terms are for three years, and they overlap. Members annually elect a chair, whose main responsibility is to preside over board meetings. The Board functions as a group, making all decisions at legally convened Board meetings by majority vote.

The Health Department is a professionally staffed office within the Town Hall consisting of a director, administrative staff, nurse, and health inspector.

The Board of Health holds monthly public meetings and conducts public hearings as necessary; often times the Board functions in a quasi-judicial manner to adjudicate hearings for health code violations. Generally speaking, the Board adopts Regulations that provide protections beyond the minimum standards outlined in the Massachusetts General Laws (M.G.L.) and State Sanitary Code (codified in the Code of Massachusetts Regulations, C.M.R.) and sets town-wide policy related to important health issues.

While the Health Department handles day-to-day procedural operations, administrative duties, and executes the various health laws and regulations. The Health Department may also be delegated as the enforcing authority for Town bylaws passed by Town Meeting, the municipal equivalent of the legislature. The Health Department, in broad terms, also works to prevent and control communicable diseases and promote a healthy community, among other things.

### HEALTH DEPARTMENT

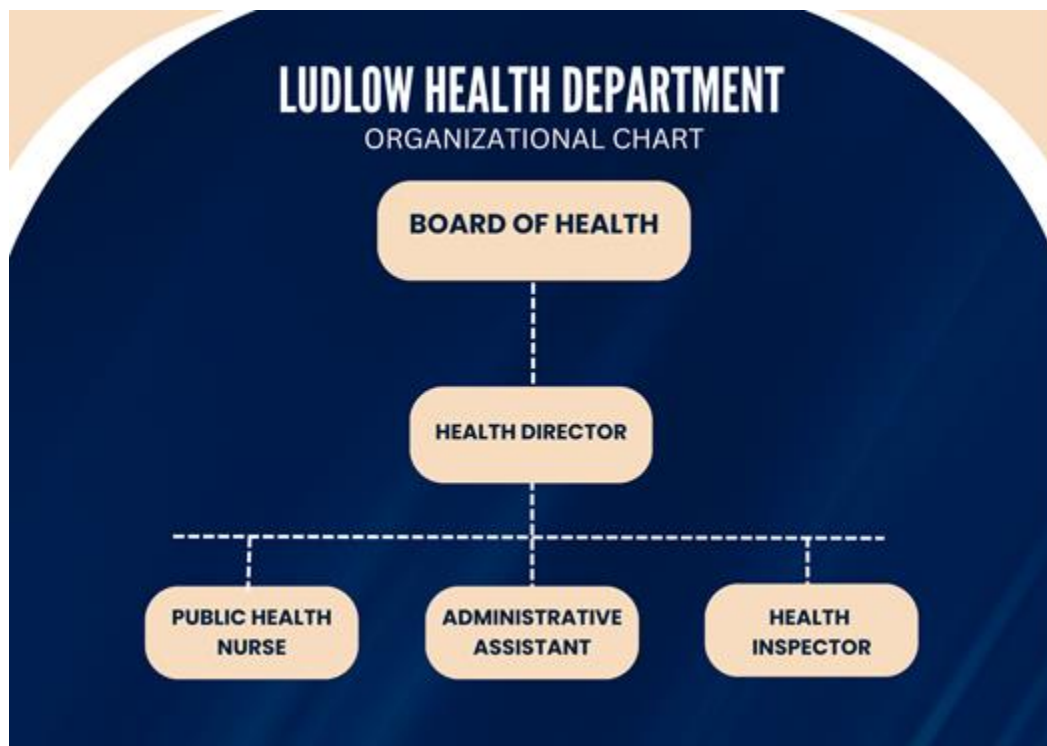
**HEALTH DIRECTOR:** Paulina Matusik, MPH

**HEALTH INSPECTOR:** Tim Fontaine

**PUBLIC HEALTH NURSE:** Angela Kramer, MS, RN

**ADMINISTRATIVE ASSISTANT:** Tereza Crosby





In March 2023 the Health Inspector became certified as a Licensed Soil Evaluator and in November 2023 became certified as a Title 5 System Inspector.

On July 1<sup>st</sup>, the Board of Health hired the town's first Health Director, Paulina Matusik, MPH.

In April 2023 the Board of Health voted and approved a syringe service program (SSP). In August 2023 the Bureau of Infectious Disease and Laboratory Sciences (BIDLS) Office of HIV/AIDS approved funding for a syringe service program (SSP) in Ludlow. SSPs are community-based prevention programs that can provide a range of services, including linkage to substance use disorder treatment; access to and disposal of sterile syringes and injection equipment; and vaccination, testing, and linkage to care and treatment for infectious diseases. Residents can now contact Tapestry health on a as needed basis for these services.

The Health Department continues to offer free Narcan kits and free Naloxboxes. A NaloxBox is a small clear box labeled "Opioid Rescue Kit" that is mounted on the wall and contains four doses of Naloxone (commonly known as Narcan), a medication designated to reverse an opioid overdose. Each box is equipped with a rescue-breathing mask, medical gloves, and step-by-step instructions.

In June 2023 the Ludlow Health Department was chosen by the Massachusetts Department of Public Health's (MDPH) Division of Epidemiology to host a graduate student intern during the summer. The student focused on the community needs assessment survey, updating resource cards on mental health and substance misuse, and creating educational materials on sharp safety, medication disposal and rodent education. This information can be found on the

department's Facebook page. Residents can find a lot of extremely important information on this site by searching "Ludlow Health Department" on Facebook.

In October 2023 the Ludlow Community Needs Assessment survey was sent out to Ludlow residents. The survey came to a close on Sunday November 12<sup>th</sup>, and received a total response of three hundred twenty-two (322). The focus of the survey was to understand the priorities and needs of those living in and/or working within the community, as well as how the Health Departments' efforts and actions could support and work towards those priorities and needs.

Throughout 2023, the department participated in several community events:

- The Slide into Summer Safety event at the Boy and Girls club in June
- The Pet Preparedness event with the animal control officer in June
- The Emergency Preparedness event in September
- A Red Ribbon Week talk at the Senior Center in October
- The Open House with Police and Fire Departments in October
- The Rag Shag at the Boys and Girls Club in October
- The Walk to Remember with the Ludlow CARES Coalition in October
- The Valentines gift bag project with the Ludlow CARES coalition in February

## EMERGENCY PREPAREDNESS

Public health plays a vital role in emergency preparedness. After major disasters, public health workers are often called upon to participate in a coordinated response and to protect residents from disease outbreaks and other hazards due to contaminated food and water, chemical releases, insect-borne diseases, and unmet medical needs. Ludlow has a great group of about forty-five (45) emergency preparedness volunteers. The goal is to increase participation and interest with the volunteers by doing training, workshops, and engaging activities.

## INSPECTIONS AND PERMITS

HEALTH INSPECTOR INSPECTIONS 2023	
Bathing Beach Water Testing	11
Beaver Permits	5
Body Art Inspections	4
Complaints	118
Food Establishment Inspections	202
Housing Inspections	16
Lead Determination	2
Mobile Server Inspections	41
Percolation Tests	44
Pool Inspections	3
Recreational Camp Inspection	1
Septic Plan Reviews	37
Septic Final Inspections	37

## LENDING CLOSET

Ludlow residents can donate and borrow gently used and clean durable medical equipment from our “Lending Closet”. The most requested items we receive are shower benches/chairs, wheelchairs, transport wheelchairs, commodes, walkers, walkers with seats, and canes. Due to the limited storage space, we ask that you please contact the Health Department prior to bringing in any equipment (to return or donate). We also offer transport wheelchairs to rent for short periods of time. Thank you to all who have donated equipment. Your donations are truly valued!

## PUBLIC HEALTH SHARED SERVICES

The Mill Town’s Public Health Shared Services (MTPHSS) was created through a grant from the state’s Public Health Excellence program. This grant gives an opportunity for improvement in local public health capacity and is an investment in providing core public health services to the community for the future of local public health in Massachusetts. MTPHSS is comprised of four municipalities: Ludlow, Palmer, Warren and West Brookfield. The main goal of MTPHSS is to collaboratively pool resources, increase staff capacity and expertise, attract additional funding, and deliver better health protections, programs, and outcomes.

In May 2023, the Ludlow Health department took over as the lead community for the MTPHSS. During this period, an intermunicipal agreement (IMA) was created between Ludlow, Palmer, Warren, and West Brookfield to collaborate services. The goal of this shared grant is to expand services by hiring new staff to help support the local health departments of Ludlow, Palmer, Warren, and West Brookfield.

## SHARPS/MEDICATION DISPOSAL

The Health Department offers sharps containers and sharps disposal. The cost for a quart size container is four dollars (\$4.00) to purchase and four dollars (\$4.00) to dispose. We also offer larger size containers for an additional fee – a one (1) gallon container is eight dollars (\$8.00) to purchase and eight dollars (\$8.00) to dispose. The two (2) gallon container is twelve dollars (\$12.00) to purchase and twelve dollars (\$12.00) to dispose. Dispose Rx medication disposal packets are also available to residents at the Health Department free of charge.

## PUBLIC HEALTH NURSING

Public Health nursing is a specialty practice within nursing and public health and is defined as the practice of promoting and protecting the health of populations using knowledge from nursing, social, and public health sciences. Public health nursing focuses on promoting the wellbeing of populations, with the goal of promoting community health, as well as, preventing disease, maternal and family health, chronic disease, injury prevention, environmental public health, communicable disease control and linkage to equitable clinical care.

The Public Health Nurse completed Leadership Training in January 2023, and is a member of the project team of Public Health Nurses (Massachusetts Association of Public Health Nurses) and

helped define the proposed minimum standards for public health nursing services at the municipal level. These standards align with the recommendation of the MA Office of Local and Regional Public Health Special Commission Blueprint for Public Health Excellence, as part of the Public Health Shared Services the town is a part of.

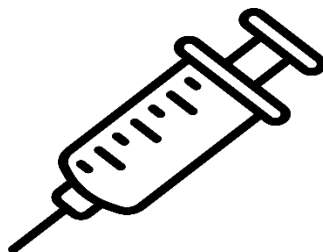
The Ludlow Public Health Nurse continues to do home visits to assist residents for their overall health and well-being in addition to providing foot care and administering B12 injections and vaccines as needed. A physician's order is required before the nurse can visit the client.

The Public Health Nurse continued to perform Foot Care and Nail Care Clinics at the Senior Center on Thursdays from 8:30am to 11:30am. Appointments can be made by contacting the Senior Center. In August 2023, an additional clinic was added at Keystone Commons. A total of five hundred fifty-seven (557) patients were seen at these clinics in 2023, with one hundred and seven (107) being new patients.

We continue to have weekly Blood Pressure Clinics on Fridays from 10:00AM to 11:30AM at the Senior Center. In June 2023 an additional Blood Pressure Clinic was added at the Veteran's Center on the second Tuesday of the month along with their Veteran's Lunch. A total of fifty-two (52) Veterans were seen.

Our services extend to all our Ludlow residents regardless of age or mobility status. There is a fee of twenty dollars (\$20.00) for all our services including: Home Visits, Foot Care, and TB skin tests.

The Department of Public Health Vaccine Division continues to supply municipalities with State Supplied Vaccines. This year, our allocation from the State was ten (10) High Dose Flu Vaccine and Ten (10) Quadrivalent Flu Vaccines to be given to children and adults without health insurance. We were able to purchase one hundred ninety (190) High Dose Flu vaccines and seventy (70) Quadrivalent Flu Vaccines. Between our homebound residents, in-house appointments, and Flu Clinics, we have administered two hundred twenty-four (224) flu vaccines this year and held six (6) flu clinics. A COVID Vaccine/Booster Clinic was held on Tuesday April 11<sup>th</sup> at the Polish American Citizens Club, in partnership with Big Y Pharmacy. A total of eight (8) residents were vaccinated. We still have Flu Vaccine available.



TB skin testing and administration of State regulated vaccines are also available at the health department. This year we administered eight (8) TB (Mantoux/PPD) skin tests.

The Massachusetts Virtual Epidemiologic Network, MAVEN is the web-based surveillance system for infectious disease. Confirmed cases are investigated by the Public Health Nurse in the Town of Ludlow. Surveillance was done on the following diseases:

<b>MAVEN 2023</b>	
Babesiosis	1 Case
Calicivirus/Norovirus	7 Cases
Campylobacteriosis	5 Cases
Cyclosporiasis	1 Case
Group A Streptococcus	1 Case
Group B Streptococcus	2 Cases
Hepatitis B	2 Cases
Hepatitis C	23 Cases
Human Granulocytic Anaplasmosis	3 Case
Influenza	83 Cases
LTBI	23 Cases
Lyme Disease	34 Cases
Novel Coronavirus SARS	680 Cases
Pertussis	1 Case
Shiga Toxin Producing Organism	1 Case
Streptococcus Pneumoniae	1 Case
Tuberculosis	1 Cases
Varicella	2 Cases
Vibrio sp.	1 Case
Yersiniosis	1 Case
Viral Hemorrhagic Fevers	1 Case
Yersiniosis	1 Case

Ludlow has had twenty-three (23) latent TB cases and one (1) active TB case.

In looking forward to 2024, this Department has some exciting goals. The Board of Health/Health Department would like to strengthen the workforce through the Public Health Shared Services, by hiring a shared Social Worker, shared Public Health Nurse, shared Health Inspector, and shared Services Coordinator. The staff's focus would be on the day-to-day responsibilities for the coordination of all Public Health enforcement, public education, and prevention. There is also a focus on continuing to provide new education to residents and businesses.

<b>MONEY COLLECTED BY THE BOARD OF HEALTH IN 2022</b>	
Nursing Services	\$ 15,645.00
Immunizations	\$ 459.37
Sharps Containers/Disposal	\$ 770.00
2022 Flu Clinic Reimbursement	\$ 4,484.26
Body Art Establishment Permit	\$ 1,500.00
Body Art Practitioner Permits	\$ 700.00

Food Service Licenses	\$ 12,277.50
Retail Food Permits	\$ 5,800.00
Trailer Park Licenses	\$ 360.00
Mobile Food Server Permits	\$ 3,865.00
Piggery Licenses	\$ 40.00
Frozen Dessert Licenses	\$ 725.00
Hotel/Motel License	\$ 100.00
Funeral Director Licenses	\$ 600.00
Non-Alcoholic Beverage License	\$ 200.00
Tobacco Permits	\$ 13,600.00
Removal of Garbage Permits	\$ 2,000.00
Dumpster Permits	\$ 5,680.00
Well Construction Permits	\$ 2,635.00
Disposal Works Construction Permits	\$ 10,000.00
Septic Repair Permits	\$ 1,870.00
Septic Installer's Permits	\$ 2,750.00
Septic Tank Pumping Licenses	\$ 875.00
Percolation Test Fees	\$ 12,900.00
Title 5 Inspection Report Filing Fees	\$ 2,375.00
<b>TOTAL</b>	<b>\$ 85,336.76</b>

Respectfully Submitted,  
Kelly Lamas, Chairperson

## COMMISSION ON DISABILITY

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Federal law defines a disability as “any physical or mental impairment that substantially limits one or more of the major life activities of an individual”. The 2000 Ludlow census revealed that many Ludlow residents are disabled. The figures showed that among those ages 5 – 20, 9.3% are disabled, among those ages 21 – 64, the rate increases to 19.2% and then further rises to 39.8% in those ages 65 and over. These numbers are staggering and are gradually increasing every year. The latest 2010 Census figures, however, no longer track disability. We can only assume the numbers have increased in Ludlow.

The Ludlow Commission on Disability was established by the Board of Selectmen, in accordance with the Americans with Disabilities Act, to help ensure that those individuals with disabilities are considered and included in all aspects of community life, including access to all municipal services, programs, meetings and employment opportunities.

In addition to receiving complaints and suggestions regarding accessibility throughout the Town, the Commission remains busy throughout the year reviewing plans submitted to the Planning Board for new construction or additions to determine accessibility for all new public buildings by

all patrons. Working closely with the Building Commissioner, compliance issues are reviewed with suggestions for possible improvements. We also investigate grievances regarding the access to public buildings and services and can help facilitate problem resolution to achieve reasonable accommodations.

Two major goals of the Commission on Disability are education and increasing public awareness. Commission members continue to review new construction plans for public buildings to be constructed in Town. Not only must they meet ADA requirements but suggestions are sometimes made by commission members to help make the building more user friendly to those with disabilities. This may include parking that is in close proximity to the entrance.

With new members revitalizing this Board, it has been very busy and rewarding 2023. The commission participated in Celebrate Ludlow on October 14<sup>th</sup> with a booth which was manned by the Commission members. Many citizens stopped by the booth to learn what services were available and was considered a great success.

The Commission also met with the Parks and Rec Department and the Library to not only bring education and awareness but to assist in adaptable programs and equipment.

Currently the Commission is working hard to make all Town services accessible, such as emergency notifications for the hard of hearing.

Members also continue to work in "getting the word out" regarding the Commission on Disability and how we can help the citizens of Ludlow in accessing programs, services, and buildings. Access to recreational activities sponsored in the Town or by the Town is a key priority for the commission.

As we serve our community, we welcome, and encourage you, the citizens, to enlighten us on possible physical or service-related barriers in Town. We are here to assist wherever we can in making Ludlow's services available to all. If you would like to join us as a member, please contact the Selectmen's office at 583-5600.

In closing, I would personally like to thank those on the Commission who have stepped up to the plate and taken responsibilities normally earmarked for the Chairperson. Beverly had to take a leave of absence due to health concerns and members, Tara Bronner, Julie DeCesare, Harry Mills, Diane Walton and Joanne Odat-Staeb, new members Christopher Harkins and Jennifer Wright have proven their dedication to the Commission and I thank them from the bottom of my heart.

Respectfully Submitted,

Tara Bronner, Chairperson

**Members:**

Beverly Barry, Vice Chairperson

Joanne Odat-Staeb, Secretary

Julie DeCesare, Treasurer

Leslie Ward, ADA Coordinator



Christopher Harkin  
Harry Mills  
Diane Walton

## SENIOR CENTER

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*...“The best bang for your buck!”...*

If there is one thing that was clear in 2023, it was that the cost of everything had skyrocketed, except at the Ludlow Senior Center. Did you know that you could (and can) come to the Center for a whole day and spend zero money? There was no cost to walk through our front door, take a Tai Chi class, use Wi-Fi, get in a round of billiards and on Fridays, you could have coffee and goodies for FREE. Definitely, the best bang for your buck!

We expected our numbers to reduce a bit in 2023. The newness of the new building had passed and life was pretty much back to pre-COVID but WERE WE WRONG! In 2022, Chris’ Kitchen served 29,921 meals to 1038 different older adults. In 2023, 32,008 meals were served to 1087 different older adults! We worked hard to keep our lunches at \$2.00. We had our Town budget as well as grant funds from the Executive Office of Elder Affairs which allowed us to continue to be the best bang for your buck at lunchtime!

Exercise classes continued to be in high demand. We added more classes and offered over 7 different exercise classes. We scheduled over 50 exercise classes a month. In 2022, there were over 15,027 sign-ins for exercise with 596 different older adults participating. In 2023, there were 17,831 sign-ins with 712 different older adults enjoying our classes. Most of the classes were a small fee (\$2.00) or FREE. Definitely, the best bang for your buck!

Wellness and mental health were a priority in 2023. The Senior Center was awarded a large grant from the State for elder mental health services. Our Program Coordinator created a holistic approach to mental health with one-on-one counseling, group counseling and Reiki. These services were all free to our participants and the program was a huge benefit for many of our older adults who commented, “I didn’t know I didn’t have to live this way.” Once the grant cycle ended, Better Together was added and many of our older adults were able to continue with some support. We continued to provide Foot Care with the Health Department, facials, blood pressures, Reiki, hearing clinic, caregiver support and grief support. We offered over 23 wellness services each month which serviced hundreds of older adults in our community. Did I mention that many of these programs were low cost or FREE? Once again, the Senior Center is the best bang for your buck!

Volunteers were what kept the Senior Center running. In 2022, we had over 140 volunteers provide 14,350 hours of service saving the Town \$155,286. In 2023, our 140+ volunteers clocked over 16,160 hours with savings of \$172,201! And these were only the hours that were reported. We had many volunteers that didn’t report their hours or even admit that they were volunteers. I would say that we were the best bang for the buck for the Town!



Transportation numbers increased as well. In 2022, we provided 8395 rides to 149 different riders. In 2023, we provided 9819 rides to 188 different riders. The vans continued to run all over town all day. Did you know that it is only \$.50 each way to and from the Center and \$.75 each way to an appointment? I would say that is definitely the best bang for your buck when you need to get around town!

Outreach services, social events, outings, classes, arts and simply hanging out all continued to increase in 2023. Overall, 2,542 different individuals visited the Senior Center over 101,558 times and again, those are only the ones we know about! That is pretty impressive, and I could not be prouder of the staff at the Ludlow Senior Center. Many folks think that the Senior Center is a “place for old people”, nothing could be further from the truth! Every single day is different. Every day brings new challenges. Every day we shed tears for those that we have lost or for those that remind us of the great job that we do. We continue to grow and yet the staff does not, meaning they work harder than ever. I thank each and every staff member for showing up each day, putting a smile on their face and making this world a better place for older adults in the community. Thank you to Naomi, Debbie, Gary, Tammy, John, Jack, Jorge Deb B, Heather, Maria, Chris, and Mike. I could have NEVER gotten through 2023 without you!

If you have not visited the Ludlow Senior Center, you are missing out! Make 2024 the year that you come visit and see why we are the best bang for your buck!

Respectfully submitted,

Jodi Zepke, Director and the Staff of the Ludlow Senior Center

Naomi White, Debbie Johnson, Gary Spear, Tammy Lasalle, John Garcia, Jack Alves, Jorge Fialho, Deb Borecki, Heather Jolicoeur, Maria Ardolino, Chris Toelken and Mike Lebel

Council on Aging: Diane Peacy, Fernando Barroso, Karen Martin, John DaCruz, Rosalind Forti, Kara Ribeiro, Helen Grabowski, Debbie Johnson, Bob Mishol, Bob Radowski, and Debbie Potter.



## FIRST MEETING HOUSE COMMITTEE

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The First Meeting House Committee was appointed by the Board of Selectmen for the purpose of overseeing the maintenance of the Meeting House building and premises. The Meeting House, built in 1783-84, will eventually be available for groups wishing to schedule their meetings and other functions. The building is a centrally situated historic town property located in Ludlow Center and is one of the few surviving examples remaining in the Connecticut River Valley of New England barn-type meeting houses. Historic objects and collections, important to the town's history, will be displayed and be available for public viewing when restorations are completed.

In 2023, the Department of Public Works continued to maintain the physical integrity of the building and grounds.

Members of the committee are Thomas Haluch, Jeremy Kavka, Agnes Kibbe, Marilyn Paul-Lewis, and Bert Ramage. The committee will continue to work to promote, maintain, and improve our town's historic Meeting House.

Respectfully Submitted,  
Jerry Kavka, Chairperson

## HUBBARD MEMORIAL LIBRARY

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In 2023, Hubbard Memorial Library Board of Trustees appointed 28-year library employee Melissa Rickson as Interim Library Director during a period of high staff turnover. The library has welcomed four new employees this year. We currently have six full-time staff members, 3 part-time staff members and one vacancy to be filled. Our senior abatement volunteers completed 454 hours of service. Nine out of ten completed the program, and one withdrew. Some stayed on board when their hours were complete and became regular library volunteers. Our non-subsidized volunteers, including youth department volunteers, completed 1,846 hours of volunteer work.

The library staff, trustees, and community members persistently worked to create our new Strategic Plan for 2024-2029 along with consultant Deb Hoadley. The plan was accepted by the Massachusetts Board of Library Commissioners. The library has adopted a new mission statement, vision statement, and value statement. Our mission statement is "Hubbard Memorial Library's mission is to bring people together for the purpose of lifelong learning and free access to resources." Our vision statement is "Hubbard Memorial Library strives to provide a welcoming, vibrant, and accessible environment to all and be responsive to the evolving needs of the community." Our value statement is "Hubbard Memorial Library values excellent customer service, intellectual freedom, and upholding democracy. Diversity, equity, and inclusion are at the heart of the services the library provides."

The library continued to maintain and develop new partnerships in the community. The adult services department provided presentations to the Ludlow Senior Center, support to the Ludlow Veterans Center, and worked with the Health Department to provide resources to the community. Additionally, staff has been working with the Ludlow Historical Commission's chairperson John Moll to archive and preserve historical artifacts. The historical commission helped to finance archival materials for the endeavor. We also provide support for the 250<sup>th</sup> Semi-Quintennial Committee's Anniversary celebration efforts on an ongoing basis. Reference & Technology Librarian, Olivia Eberli has been working diligently to uncover historic photographs to showcase at events and to be published in a new Ludlow History book. The youth department partnered with the Ludlow Cultural Council for the Ludlow Community Market, facilitated crafts and shared library information at the Ludlow CARES annual dance, presented story times at the Ludlow Boys & Girls Club, and hosted numerous programs in collaboration with Pathways for Parents. The Friends of the Library generously supported the library's museum pass program. The Friends received a \$5,000 year-end gift from Joseph and Anna C. Dias Foundation to pay for technology or computers for the library.

We were awarded a Massachusetts Cultural Council Cultural Sector Recovery Grant in the amount of \$46,010 and are making much needed upgrades to the 1990 furnishings of the library with the funds. The Ludlow Cultural Council generously supported library programs through giving grants to the library or to presenters or performers to present or perform at the library.

Hubbard Memorial Library has seen a large increase in attendance of our programs. In fiscal year 2023 we offered 678 live programs at the library with an attendance of 10,488 people. In addition, we entertained and educated 1,561 people at 13 offsite library programs. We offered 11 virtual programs that 56 people enjoyed. Finally, 5,324 patrons took the initiative to take part in our 144 self-directed programs. These numbers represent a total of 17,429 attendees at 846 library programs. This is a 103% increase of the 8,578 attendees from one year ago.

The library experienced some water damage to the basement ceiling tiles; the situation was contained due to the staff's quick response. The Ludlow Fire Department provided tarps to cover books and the Department of Public Works provided sandbags and helped to assess the situation. The situation was remedied by extending downspouts and getting full gutter cleaning and leaf guards.

This has been a year that the community has fostered the library with much support for which the staff and Board of Trustees are grateful.



Respectfully Submitted,

Melissa Rickson, Director

Linda Collette, Chairperson

Board of Library Trustees

### **Staff of Hubbard Memorial Library**

Melissa Rickson

July Siebecker

Olivia Eberli

Amanda Lemieux

Morgan Stapleton

Patrick Nazim

Kristin Santos

Angela Tobiasz

Bridget Schneider

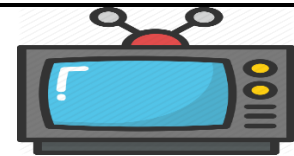
### **Board of Trustees**

Linda Collette

Nancy Guinipero

Kathleen Ouimette

## **LUDLOW COMMUNITY TELEVISION**



### **Overview**

Ludlow Community Television is a public access television station located inside Ludlow High School. We provide resources for the town to communicate with its citizens through cable television. LCTV broadcasts on channels 191, 192, and 193 on Spectrum cable in Ludlow and provides live streaming and video-on-demand at [www.ludlowtv.org](http://www.ludlowtv.org).

### **Year In Review**

In 2023 we filmed 160 government meetings and 166 programs and other videos, for a total of approximately 290 hours of original local programming.

In the past year we added several new local programs and meetings to our production schedule. We invested in equipment and software improvements to further enhance our technological capabilities and better serve the community. A lot of time and effort was also spent working on the Town of Ludlow website and providing training to various Town departments to ensure staff have a basic understanding of how to update the Town website.

### **The Future**

As always, we will continue to look at ways in which we can grow, improve, and increase the number of local programs we produce. We hope that the future will also bring an expanded video production program to the high school, as well as the other schools.

Respectfully Submitted,

Michael Hill, LCTV Manager

## LUDLOW HOUSING AUTHORITY

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The Ludlow Housing Authority, formed in 1959, provides affordable housing to eligible low-income seniors, handicapped and families. The Ludlow Housing Authority has one hundred fifty (150) units of state-aided elderly/handicapped housing and includes two congregate living units, Colonial Sunshine Manor located on Wilson Street, State Street Development, and Chestnut Street Development. The Ludlow Housing Authority also owns eight (8) single family homes located on scattered sites within Town, one (1) duplex on Howard Street and six (6) units called the John Thompson Manor located on Benton/Butler Streets.

The Commonwealth of Massachusetts, Executive Office of Housing and Livable Communities (EOHLC), fund public housing programs and establish eligibility rules and guidelines. Applicants who meet the qualification and eligibility guidelines are placed on appropriate waiting lists for their households.

- Elderly/handicap low-income applicants must be sixty (60) years of age or disabled to apply for housing. Residents who work or live in the Town of Ludlow may receive a preference when reviewed and verified by the Authority. Rents for elderly/handicap units are based on 30% of the tenant's net adjusted gross income, per housing guidelines and include heat, hot water, and electricity.
- Family units are based on 27% of the tenant's net adjusted gross income, per housing guidelines and tenants are responsible for their own utilities.
- 760CMR (5) Local Resident regulation: a person who has a principal residence or a place of employment in a city or town at the time of application to the housing authority in that city or town and at the time of final determination of eligibility and qualification. Temporary residence with relatives or friends in the city or town is not sufficient unless the person's last residence and domicile was in the city or town. In the case of an applicant determined by the housing authority to be homeless, the applicant may select one community for local preference, either the community from which he or she was displaced through no fault of his or her own, or the community in which he or she is temporarily placed.
- Veteran: Any veteran applying for elderly/handicap low-income housing also receives a preference if they provide a DD214 Form.
- EOHLC has hired a company that will approve or deny emergency applications. This company will make the decision based on information received by the applicant and to adhere that the applicant is qualified for the Priority that they claimed on their application. The Housing Authority cannot override their outcome.

The Massachusetts State Centralized Waiting List for applicants (CHAMP), is fully active. Applicants can go to <https://www.mass.gov/champ> and apply online, retrieve their application and/or make any changes necessary to their current application.

The Executive Office of Housing and Livable Communities revises income limit guidelines. Effective May 15, 2023, the income limits for Ludlow Housing Authority are:

One-person family: \$55,800	Four-person family: \$79,700
Two-person family: \$63,800	Five-person family: \$86,100
Three-person family: \$71,750	Six-person family: \$92,500

Ludlow Housing Authority would like to thank the Ludlow Fire Department, Ambulance crew and the Ludlow Police Department for their support and dedicated responses to the needs of our residents at all hours of the day or night and under all circumstances and weather conditions.

Ludlow Housing Authority is always seeking further funding from EOHLC and other programs to become energy efficient, improve outdated units and maintain its commitment to affordable housing.

The LEAN program supplied and installed electric air source heating systems and electric water heaters in (7) of our scattered houses. Replacing (6) older oil and propane systems. They are also in the process of replacing our last old boiler at Wilson Street Development.

We have also received some ARPA Funds to accomplish some much-needed improvements to make needed upgrades to our building envelope.

Ludlow Housing Authority received a (5) year funding for a RSC (resident service coordinator) for our tenants. Although Ludlow holds the funding, the position is regional and is shared with the Granby Housing Authority. The position is currently 26 hours, but we have applied for a NOFA to increase the funding, if granted, we can increase the hours to 40 hours weekly divided by the two Housing Authorities.

We are now in the process of wrapping up the installation of an efficient new boiler system and hot water system in the basement of 37 Chestnut Street, which will keep our RCAT offices and Exit 7 Theatre storage, office and use areas comfortable. We have completed the roof replacement on the nine Wilson Street buildings. We are currently upgrading our (4) bedroom congregate unit, to be fully ADA compliant. We have replaced (2) roofs at John Thompson Manor.

It has been a pleasure working with Exit 7 with updating and expanding their use area, which will allow them to offer more activities.

In 2024 we look forward to many more upgrades. We are working with the State to provide funding to complete our vacancies with needed improvements, so we can house from the CHAMP application list and get applicants into our empties. We have funding for (2) building's roof



replacements/gutters at our State Street Development and new roofs for several scattered sites as well as needed repairs to our maintenance garage with small paving area and a Chestnut Street parking lot project. A 39 Chestnut Street project will be starting soon to install new flooring in common hall areas. Ludlow Housing Authority has many other projects in the works, and we are excited to make these improvements.

Ludlow Housing Authority Board of Commissioners would like to thank all our Town Agencies for their help whenever we need or request it and working together to make our Town of Ludlow a safe and healthy place to live.

Respectfully Submitted,

Robin Carvide: Executive Director LHA

For Ludlow Housing Board of Commissioners

Susan Stanek: Chairperson    Audrey Polmanteer    Raymond Anderson    Jon Baldwin

## RECREATION COMMISSION

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The Recreation Department offers most programs for Ludlow resident children only. This allows parents of Ludlow an affordable place for their children to go that is safe and well supervised. In 2023 we ran a Summer Program from June to August, a Before/Afterschool Program, Campership Fund, hired Lifeguards for the Thompson Memorial State Pool, hired an assistant Pool Manager, scheduled the use of all parks/athletic fields and the sign at the Town Gazebo.

### **Gazebo**

The Gazebo is utilized for prom photos, wedding ceremonies/photos, family portrait sittings, preschool graduations, Christmas Caroling, Tree Lighting, church services, and Concerts in the Park. This facility must be booked through the Recreation Department to eliminate any obstacles on that special day.

The Recreation Department wishes to express their appreciation to the Parks Department and their employees and the rest of the park employees for their excellent up-keep of all the town fields and parks.

We would also like to thank the DPW/Park Department for always being there to help when needed. Thanks also go out to the participants in the Concerts in the Park series which runs from June – September. These concerts are performed by various artists who either put on a free concert or obtain sponsors to promote themselves and/or band. These concerts are very entertaining and enjoyed by all who attend. A thank you also goes out to the Ludlow Cultural Council for making sponsorships available to entertainers to be able to perform at the Mack Donnelly Gazebo.

## Summer Recreation Program

The 2023 Whitney Park Summer Program continued with both the All Day and Preschool Programs being combined. This year the Summer Program hours for both programs were from 9:00am – 5:00pm.

The same time frame applied to drop off no earlier than 8:30am and pick up must be by 5:00pm. Another change that was made to these programs was their availability to non-residents that “work” in Ludlow. Parents are required to provide the same information as a resident in addition to providing their 2 most recent pay stubs as proof of employment in town.

The guidelines and restrictions that needed to be in place were adjusted. There was no need for masks to be worn inside or outside. Group games could be played. All equipment, arts & crafts, and playground equipment were still washed and sanitized after each use. The children and staff also washed & sanitized their hands after every activity and before & after lunch.

The 4–6-year-olds still had the option of signing up for the ½ day program with the full day program being available also for those ages. Those parents who still wished to only send their 4–6-year-old ½ day had the choice of signing them up for the 9:00am – 1:00pm session or 1:00pm – 5:00pm session. In any event both programs had participated in a variety of fun, safe and recreational activities. The all-day program operated from 9:00 a.m. to 5:00 p.m., Monday through Friday, June 26<sup>th</sup> to August 11<sup>th</sup>, 2023. Both programs were under the direct supervision of Morgan Faria & Victoria Melanson. The counselor staff for these programs included: Ava Rose Augusto, Brian Beem, Aeryanna Bramlett, Imani Doyle, Dominic Fialho, Isabella Fernandes, Ryan Goncalves, Sam Grywalski, Daudy Guerrero, Husamettin Ibas, Ibrahim Ibas, Isabella Martinez, Kathryn McGraw, Anthony Melanson, Matthew Mendez.

The enrollment for the 2023 program was 160 children with an average daily attendance of 110. The daily activities included arts and crafts, outdoor sports, co-operative games, & swimming. There were field trips to Lupa Zoo & FunZ Trampoline Park. The closing ceremony began with the lowering of the flag and ended with a summary of the events of the day.

## Preschool Summer Program

The summer of 2023 was the 25<sup>th</sup> year for the Preschool Program at Whitney Park, it served children ages 4 to 6. Preschool program was also under the direct supervision of Morgan Faria & Victoria Melanson.

The ratio of 1 counselor for every 5 children is imperative to the success of the program (the ratios are mandated by the State) which also makes it easier to provide the extra attention needed for the younger children.

The intent of the Preschool Program is to provide recreation for children ages 4-6 that normally



would not have a program to attend until the age of 6. The program combined recreational activities with academic games, arts and crafts, swimming & physical education.

We also have a Health Care Provider on staff from 10:00am-4:00pm. This position was held by Mackenzie Charest. Mackenzie is a certified EMT and is an invaluable asset to our program who did an excellent job in training our staff & campers that attended our programs as to what was to be expected of them to make sure the park remained safe for everyone. Mackenzie had a challenging year for her first time which put her skills to the test which she performed very professionally. We continued with the Remind app for parents to check if the programs were cancelled due to inclement weather. This seems to work really well as otherwise, there would be no way to communicate a closing to the parents until they showed up at the park. This will continue to be used.

### **Thompson Memorial State Pool**

In a joint effort between Senator Gale Candaras, Representative Thomas Petrolati, the State (DCR), Recreation Commission, Board of Selectmen and the BPW the Thompson Memorial State Pool was reopened in June of 2010. The pool is a partnership between the State (DCR) and the Town which means that the State remains the owner of the facility, but the town (Recreation Department) is in charge of operations.

The hours of operation were: Public swim hours Mon-Fri 12:00-7:00 Sat & Sun 10:00-7:00. Mon, Thurs, Fri 9:30-11:30 (senior swim). Pool passes were available this year at Whitney Park beginning April 1st. Swim lessons were available on Wednesdays & Thursdays beginning July 13<sup>th</sup> & 14<sup>th</sup> with an ability test done on July 6<sup>th</sup>, 2023.

The pool offers a concession stand with drinks, ice cream & snacks. This year the pool was visited 2,717 times. Not included in that amount is the Whitney Park Summer Program which visits the pool daily for the 7 weeks that it is in operation, birthday parties, other camps and the seniors that attended for senior swim. The daily entry fee for the pool is included in the enrollment fee for the Summer Program.

The Headguards were Alexandra & Arianna Silva. The lifeguards were Jack Favata, Matthew Favata, Abigail Korny, Abigail Pastore, Grace Pastore, Katherine Pearson, & Amanda Riley. The main responsibility of the lifeguards is for the safety of all swimmers, secondary duties are to keep the facility and its grounds clean and free of all debris and trash. Headguards are to perform weekly skill training and rescue trainings with the lifeguards to keep them aware of incidents that could happen during the course of the day. In addition to these duties a daily report is to be filled out with such information as weather conditions, number of bathers, accidents and incidents and any other pertinent information or comments that they feel is necessary to be brought to the attention of the Pool Manager and Recreation Commission.

The Assistant Pool Manager this year was Maxwell Sands. The Assistant Pool Manager has the responsibility for the safety and control of all persons in and around the pool as well as

managerial, administrative, and facility duties. This position works under the direct supervision of the Recreation Commission and the Certified Pool Operator Manager. All pool equipment and bathrooms were still cleaned and sanitized before and after summer program and whenever a safety check was called.

### Haviland Beach

Haviland Pond reopened this year with limited staff and hours. The headguards were Derek Hoeckh & Felicia Pacheco. Lifeguards were Taylor Foster & Caden Smith. These guards also were subs at the pool when necessary. The summer of 2023 estimated serving 320 patrons. 189 were Ludlow residents and 131 were nonresidents. The pond had a delayed opening due to lack of guards. The pond was open July 20<sup>th</sup> – August 17<sup>th</sup> from 9:00am-5:00pm, Thursday-Sunday (providing staffing was available).

The lifeguard's responsibilities are for the safety of the swimmers, but also, for the upkeep of the beach area, bathhouse, and lifeguard shack. In addition to these duties, they are required to give a daily report, which includes such information as weather conditions, approximated number of bathers, accidents and incident reports, and any other comments that they feel should be brought to the attention of the Recreation Commission. Unfortunately, a lot of factors went into the lack of revenue this year like the weather, lack of parking and limited hours.



### Campership Fund

The Campership Fund is a program in need of donations. These donations allow children of low-income families to attend the program even though they are unable to pay the one-time registration fee.

### Whitney Park Before and After School Program

The Ludlow Recreation Department offered a **Before & After School Programs** for the 2023/2024 year. Our programs are able to have an enrollment of 40 children, we had a total enrollment of 34. The **Before school** program had an attendance of 22 children. The hours of operation are 6:15am-8:30am which is when the bus picks them up to take them to their assigned school. We offer limited breakfast items and a drink for children should it be necessary. Vacation weeks (we are open 9:00-5:00) and holidays. **Afterschool** program at Whitney Park is growing, but due to the pandemic the enrollment was very low. This year the program had an enrollment of 28 children. (we are licensed for 40 children) through the Department of Early Education and

Care. This program is offered to Ludlow Residents with children in grades K-5 with busing available through the Ludlow Public Schools Business Office. The hours of operation were Monday-Friday, from 3:00pm.-6:00pm. with the exception of school vacations when the times of operation are 9:00am-5:00pm. and early release days.

Cleaning and sanitizing procedures were in place and the staff was trained on what, how and when to perform each task and how often they were to be done. All equipment, arts & crafts, tables etc. were sanitized after each use including staff and children's hands and before and after having snacks & drinks.

The program Director is Victoria Melanson, the group leaders are Avan Rose Augusto, Dominic Fialho, Isabella Martinez & Anthony Melanson. The Before School Program director is Kathryn McGraw & Grace McBride is the Group Leader. Being our sixteenth year, we feel that this program is a great success and are confident that in the future our 40 slots will continue to be filled. We offer homework help, use of computers, do arts & crafts, play games, watch movies, and encourage outdoor play as much and whenever possible. The children are also provided with a daily drink & snack. We decorated pumpkins for Halloween, the children made decorations for Thanksgiving, and also made a chart of what they were thankful for. At Christmas we had a Santa's workshop where the children could make gifts for their parents. Mr. & Mrs. Clause stopped by for one last list from the kids.

### **Whitney Park Easter Egg Hunt**

For the past 24 years the Recreation Department has been putting on an Easter Egg Hunt at Whitney Park for Ludlow children ages 2-8. This event is free and scheduled the Saturday before Easter at 11:30 am. The event is held rain or shine. We had approximately 68 children this year who came with their bags, baskets and pails waiting to fill them with eggs. After the hunt all are welcomed back into the clubhouse for a snack and Easter Basket raffle.



The 2023 total revenue from this department is \$117,297.00 consisting of \$10,868.00 from pool entry, \$6,444.00 from pool concession, \$330.00 miscellaneous (gazebo rentals, field lining & pool parties), \$1,665.00 from swim lessons and \$1,650.00 from pool passes.

Collected \$21,960.00 from September-December 2022 and \$24,880.00 from January – June 2023 for Before/Afterschool Program tuition, and \$49,500.00 collected from camp fees.

Respectfully Submitted,  
Sean McBride, Chairperson



## VETERANS SERVICES

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The Town of Ludlow Veterans' Services mission is to honor and recognize the service and sacrifice of our military Veterans and their families. By serving as their principal advocate, we are ensuring that they receive the care, support and recognition earned in service to their country. It is also our mission to provide them with quality supportive services, and to direct an emergency financial assistance program for those Veterans and their dependents in need. Massachusetts General Law, Chapter 115, Veterans Benefits, provides benefits in obtaining housing, food, medical reimbursements, and employment services. Veterans are encouraged to visit our office to learn about all local, state, and federal benefits they may be entitled to.

This past year, we opened our new Veterans Center located at 487 Holyoke Street. The new center is approximately 2400 square feet. With the new center, we have been able to expand our Veterans Food Pantry which now serves over 250 families per week, distributing over 20k pounds of food per month. We also have been able to expand other services not only for our veterans but also their families, and their widows, which include monthly veteran's lunches, coffee hours, Veteran's dental services, and VA Vet Center hours.

In addition to the above, the Veterans Service Department provided approximately \$276,076 in benefit payments to veterans and widows in need in fiscal year 2023. 75% of this amount is reimbursed back to the town by the Commonwealth of Massachusetts under Massachusetts General Law Chapter 115.

Federal benefit payments made by the Veterans Administration to Ludlow residents totaled approximately \$740,582.37 this past year ending October 31, 2023. These payments include, VA compensation for a disability due to military service, pensions payments for Non-Service-Connected Disability, which is a benefit paid to wartime veterans with limited income who are no longer able to work, and Dependency and Indemnity Compensation (DIC) payments, which is a tax free monetary benefit paid to eligible survivors of military service members who died in the line of duty or eligible survivors of Veterans whose death resulted from a service-related injury or disease, and Survivors Pension benefit, which may also be referred to as Death Pension, is a tax-free monetary benefit payable to a low-income, un-remarried surviving spouse and/or unmarried child(ren) of a deceased Veteran with wartime service.

The Veteran's Services Department is also responsible for conducting patriotic events which showcase the town's deep commitment to our military and veterans. These events include the Annual Memorial Day Parade, Veterans Day Ceremony, and Wreaths Across America. Our

department is also responsible for replacing flags at all our Veteran's graves just before Memorial and Veteran's Day and as needed throughout the year.

Finally, if you haven't visited us at the new center, stop by and say hello. If you're a veteran, sign up for one of our events and learn more about available benefits and services.

If we can be of any assistance or have questions concerning any of the above programs and services, please call or us at 413-707-5050, email: [esegundo@ludlow.ma.us](mailto:esegundo@ludlow.ma.us) or visit our website at [www.ludlowveterans.us](http://www.ludlowveterans.us).

Respectfully Submitted,

Eric Segundo

Director of Veterans' Services



## WESTOVER MUNICIPAL GOLF COURSE

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The Westover Golf Commission would like to take this opportunity to thank the entire staff at the course for their efforts in making the 2023 golf season a great success. Golf Professional Bill Kubinski and Course Superintendent Ryan Linton and their staff did a great job throughout the year providing our customers with an exceptional experience at Westover Municipal Golf Course.

We continued our clubhouse improvements by completing the carpet installation and with IT improvements to improve the consistency and reliability of our network for staff and guests. The golf course remained extremely busy even given the record amounts of rainfall that we experienced throughout Pioneer Valley in 2023. We're extremely fortunate to have our loyal season pass holders, leagues, outings, and daily fee golfers who continue to support Westover Municipal Golf Course. Along with the golf course the property also continues to be a popular destination for individuals and families looking to go for a walk, bike ride, picnic, or fishing in Wade Lake.

The Westover Golf Commission remains confident that Westover Municipal Golf Course is moving in the right direction and is excited to see continued improvements moving forward. Thank you to the Town of Ludlow for allowing us to serve the local community and we look forward to seeing everyone this upcoming golf season!

Respectfully Submitted,

Sean McBride, Chairperson

Westover Golf Commission

## **OUR HERITAGE**

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### **AGRICULTURAL COMMISSION**

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#### **Engine of Harmony**

The Ludlow Agricultural Commission continues to be an Engine of Harmony for the town. It is a board of 7 Ludlow residents, including farmers, interested in creating and maintaining an amiable environment concerning Ludlow's agriculture and small farms. The board has been in existence since 2007 and has worked to promote local agriculture and small farms. We have been successful in helping to pass a Right to Farm bylaw which helps allow townspeople and farmers to co-exist comfortably.

#### **Summary of 2023**

2023 was another quiet year for us, as it was for many. The Agricultural Commission attended several meetings of the Planning Board in opposition of a proposed storage facility behind Sroka Lane. As of present, the facility will not go forward. The Agricultural Commission is always available to help guide and educate local landowners with issues involving their land or animals; we also are here for landowners that are trying to keep parcels of land within their family. We can show them ways to hang onto their land for enjoyment of future generations. We are always available to give landowners in town direction and information to help them with their intent to farm.

We look forward to a hopefully more active 2024 for our commission.

Respectfully Submitted,  
Karen Pilon, Chairperson  
Mike Hogan, Secretary

#### **MEMBERS:**

Ann Chenier  
Jay Chenier  
William Ellison  
Betty Kibbe  
Beverly Landers  
Don Roberts

## HISTORICAL COMMISSION

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The Historical Commission's mission is to preserve, protect and develop the historical and archaeological assets of the Town. The Commission shall conduct research for places of historic and archaeological value, in cooperation with the State Archaeologist. The Commission continues to work closely with the Massachusetts Historical Commission.

Throughout the year, we continue to write letters in support of obtaining tax credits for both WestMass Area Development Corporation and Winn Development. Tax credits are part of the process in the redevelopment of the Ludlow Mills. Work has begun on the conversion of Mill 8 and is scheduled to be completed in 2024. The first floor of Mill 8 will be utilized for retail space and professional offices. The second and third floors will provide 95 housing units. Grant money has been obtained for the restoration of the clock tower to its former glory.

The Commission continues to work with the Hubbard Memorial Library to preserve and protect accumulated photographs and documents that have been obtained over the years.

Special note of thanks to the Department of Public Works for relocating the Charles D. Rood monument. The monument had been located on the point of Center and Church Streets. It had been damaged due to being struck by an unidentified vehicle. The decision was made to remove the monument from harm's way and relocate it to in front of the First Meeting House.

Respectfully Submitted,  
John Moll, Chairperson

### **MEMBERS:**

Allison DeLong  
James "Chip" Harrington  
Agnes Kibbe  
Karen Pilon  
Angela Tierney

## PUBLIC SAFETY

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### DEPARTMENT OF INSPECTIONAL SERVICES

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Calendar year 2023 saw a decrease in permits overall from the year 2022. The construction of new single-family homes increased by twelve (12) from last year and the construction of new condominium units decreased by two (2). Residents are consistently finding ways to keep their homes energy efficient with the installation of solar panels, insulation, new doors, and windows. Commercial additions/renovations have almost doubled from last year.



Our department is projecting 2024 to be a busy year for new residential construction due to the availability of vacant lots and approval of new subdivisions in town. We will continue to strive towards excellence by ensuring that the permit process is as smooth and easy as possible for all contractors, residents and business owners and we look forward to being of service for all of your building and inspectional needs.

The following is a breakdown of the permit activity for the calendar year 2023:

No. of Permits	Type of Permit	Estimated Value
32	Single Family Dwellings	\$13,760,959.00
0	Condominium Dwellings	\$0.00
0	Two-Family Dwellings	\$0.00
61	Dwelling – Additions & Alterations	\$2,095,344.78
1	Footing & Foundation	\$4,100.00
0	Commercial – New Construction	\$0.00
32	Commercial – Renovations/Additions	\$35,882,702.96
3	Commercial – Demolition	\$18,000.00
1	Commercial – Cell Tower Antennas/Equipment	\$25,000.00
4	Commercial – Fire Suppression Systems	\$19,237.49
0	Commercial – Footing & Foundation	\$0.00
11	Commercial – Roofing	\$430,850.00
1	Commercial – Solar Panels/Arrays	\$941,832.00
19	Commercial – Signs	\$31,255.00
1	Commercial – Temporary Stage & Tents	\$1,350.00
0	Repair of Fire Damaged Structures	\$0.00
17	Decks	\$190,800.00
15	Swimming Pools/Hot Tubs	\$457,910.42
11	Fences	\$59,632.50
85	Re-shingle	\$1,291,544.08
18	Siding	\$347,948.00
120	Window & Door Replacement	\$1,157,907.30
15	Sheds, Barns, Garages	\$465,626.75
0	Temporary Structures	\$0.00
24	Chimneys, Wood-Burning, Pellet Stoves, etc.	\$97,948.20
187	Solar Panels/Arrays	\$6,088,492.80
146	Insulation	\$859,539.42
2	Retaining Walls	\$14,000.00
2	Permits to Demolish	\$15,000.00
808	<b>TOTAL</b>	<b>\$64,256,980.84</b>

1719 Permits Issued at an estimated value of \$65,245,808.97.

Total Fees Collected \$868,796.62



Number of ELECTRICAL Permits Issued: 518

Fees Collected \$122,220.15

Number of PLUMBING & GAS-FITTING Permits Issued: 362

Fees Collected \$52,529.00

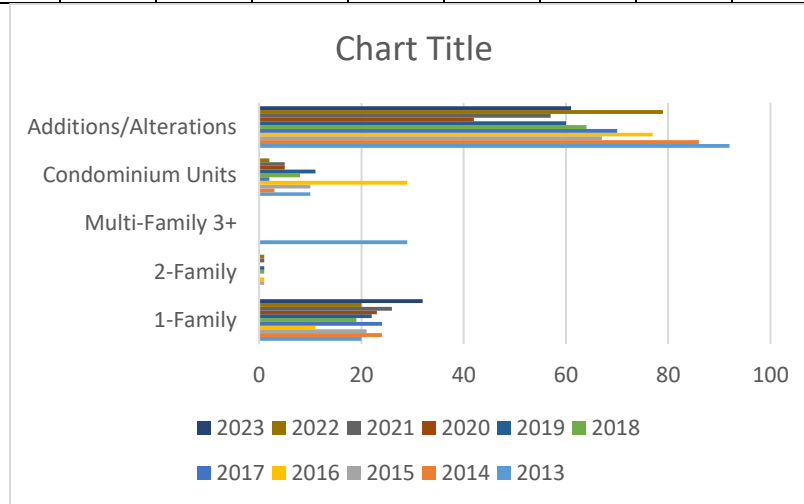
Number of SHEET METAL permits issued: 35

Fees Collected \$11,175.85

Annual Inspection Fees Collected \$3,320.00

### **TOTAL FEES COLLECTED FOR 2023 \$868,375.29**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		
1-Family	20	24	21	11	24	19	22	23	26	20	32		
2-Family	0	0	1	1	0	1	1	0	1	1	0		
Multi-Family 3+	29	0	0	0	0	0	0	0	0	0	0		
Condominium Units	10	3	10	29	2	8	11	5	5	2	0		
Additions/Alterations	92	86	67	77	70	64	60	42	57	79	61		



I would like to thank all of my inspectors, Mr. John Roda, Inspector of Wires; Mr. Steven Lopes, Plumbing & Gas Inspector; Mr. Paul Adzima, On-Call Local Building Inspector, Mr. Paul Vona, Assistant Plumbing/Gas Inspector, and Mr. David Sedelow, Assistant Inspector of Wires for their extra hard work and extreme dedication.

Respectfully Submitted,  
Leslie Ward, Building Commissioner



## FIRE DEPARTMENT

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The Fire Department continued to provide the Town with fire and emergency services twenty-four hours a day, seven days a week, with a dedicated staff of Firefighter/EMT's and Paramedics. Services included fire suppression, hazardous materials response, rescue, paramedic level ambulance service, carbon monoxide response, fire prevention and inspection, and fire education.

2023 was the busiest year on record for the Fire Department. The Fire Department responded to 5,148 fire, rescue, and emergency medical service calls, reflecting an increase of 98 fire/rescue responses and an increase of 177 medical responses. This represented a 6.6% increase in our overall call volume, and a 4.6% increase in ambulance responses. Over the past twenty-three years, we have seen a 135% increase in our overall call volume, while our calls for Emergency Medical Services have increased by 190% during that same period. Since the year 2000, Fire Department staffing has increased by only 19%. Keeping up with the increasing demand for services with limited staffing is, and will continue to be, the greatest challenge facing the Department now and in the future.

This year the Board of Selectmen appointed four Lieutenants to the ranks of the Fire Department. Firefighters Daniel McKenney, William (Bud) Ellison, Robert Dooley, and Jason Bienvenue were promoted to the rank of Fire Lieutenant effective June 4, 2023. Congratulations to these new Lieutenants on this great achievement.

The Board of Selectmen also appointed one new firefighter/paramedic to the department. Mark Mainini started with the department on July 3. Mark came to the department as a lateral transfer from the Hull Fire Department. Mark is a certified paramedic that is Pro-Board certified to Firefighter level 1 and level 2.

Rene Dubois retired from the department after serving almost 42 years in the Town of Ludlow. He started on January 25, 1982, and retired on November 18, 2023. Rene retires with more years of experience than the eleven most junior members of the Fire Department and with thirteen years more seniority than our most senior member, Deputy Fire Chief Jeff Lavoie. I would like to thank Rene for his 42 years of dedicated service to the Ludlow Fire Department and the town of Ludlow. He will leave an everlasting legacy behind him, and his positive influence will live on at the LFD. The Department will miss him, and we wish him many years of happiness and good health during his retirement.

To commemorate the twenty-second anniversary of the September 11, 2001, terrorist attacks in New York, Washington, D.C., and Shanksville, PA, and to honor all those affected by the events of that day, a Remembrance Ceremony was held on September 11 at the Town's 9/11 Memorial

at the Public Safety Complex. Approximately 200 people, including firefighters, police officers, town employees, dignitaries, and members of the public, were present at this annual service.

The Department's Annual Open House was held on October 22<sup>nd</sup> and was an enormous success. Visitors to the Fire Department were able to view emergency vehicles and equipment and meet numerous members of the Fire Department Staff. Highlights for many were "Sparky" the robotic fire dog, and the demonstration of the "Jaws of Life."

The Fire Department responded to 1138 fire/rescue calls during 2023. The breakdown of these calls is as follows:

Structure Fires	33
Other Fires ( <i>vehicle, brush, rubbish, etc.</i> )	21
Rescue, Vehicle Accidents, Assist Ambulance	462
Alarm Activations	300
Hazardous Materials Responses	70
Other Hazardous Responses	2

All Other Responses:

(*Carbon Monoxide Incidents, lockouts, flooded*

*basements, investigations, burning complaints, etc.*) 250

The Fire Department remitted a total of \$21,950.00 to the Town Treasurer for fees collected for services, fire reports, donations and permits issued.

The Department received an Assistance to Firefighters Grant from FEMA for \$98,620 to replace the Source Capture Exhaust System and a Firefighter Safety Equipment Grant from the Department of Fire Services for \$19,000 that will be used to purchase turnout gear for the firefighters.



### **Ambulance Service**

The Department continued to provide paramedic level ambulance service to the Town. We are currently licensed for, and are operating, three paramedic level transport ambulances, and one paramedic level non-transport ambulance. Staffing is provided by firefighters' cross-trained as EMT's - 36 EMT/Paramedics, and 1 EMT/Basic.

The Department continued its affiliation with Mercy Medical Center; Dr. Matthew Cauchon serves as our Affiliate Hospital Medical Director.

The Department responded to 4010 emergency medical calls in 2023, an increase of 177 calls over the previous year. The past year represents a milestone of the first year that the department responded to over 4,000 medical calls during a one-year period. Comstar continued to provide the Town's ambulance billing service, collecting a total of \$1,835,488.20 for FY2023. All revenues from ambulance billing are deposited into the Town's General Fund.

The Ambulance Subscription Program continues to be successful. The \$50 subscription fee covers balances after insurance company payments are made for emergency ambulance services provided by the Ludlow Fire Department for residents enrolled in the program. All residents living in the same household are covered under one subscription payment. There are 2,520 households subscribed to the program, resulting in \$126,000.00 being deposited to the Ambulance Subscription Fund. The balances remaining in this fund are used to offset ambulance service capital expenses, including the purchase of new ambulances. Total revenue generated by the Ludlow Fire Department Ambulance Service was \$2,064,251.20 in 2023. Ambulance revenues increased \$185,079 over 2022.

## **Emergency Management**

Fire Chief Ryan Pease currently serves as the Town Emergency Management Director. His duties include coordinating all emergency management and response activities during Town-wide emergencies and events; serving on the Town's Emergency Planning Committee; updating the Town's Comprehensive Emergency Plan; coordinating mandated National Incident Management Training for employees and officials; and serving as the point of contact between the Massachusetts and Federal Emergency Management Agencies.

The Town renewed its contract with Blackboard Connect, the provider of the Town-wide Mass Notification System. The system allows Town officials to create, and immediately disseminate, important safety and time-sensitive information, including extreme weather warnings, road closures, safety warnings, Amber Alerts, and other important data.

The system was utilized in advance of Super Storm Sandy and is employed by numerous Town departments. On a regular basis Fire, Police, Department of Public Works, and the Board of Health can quickly and efficiently deliver messages to employees, contractors, and volunteers within each agency. Funding for this program is provided by a combination of Grants and Town funds.

The Town's Local Emergency Planning Committee, or LEPC, held regular meetings throughout the year. The committee is certified through the Massachusetts Emergency Management Agency and the State Emergency Response Commission. The committee consists of representatives from all pertinent Town Departments, including Fire, Police, Department of Public Works, Board of Health, Schools, Town Administrator, Cable Access, industry, citizen, and MEMA representatives.

## **Fire Prevention Report**

Captain Seth M. Falconer continued the duties of Fire Prevention Officer for the Ludlow Fire Department. Captain Falconer attended training sessions concentrating on Inspections, Code Enforcement, Blasting, Report Writing, Fireworks, Oil Burners, Plans Review, Smoke Detector Inspections, Sprinkler Systems, Building Code Classes, and Arson Investigation. He conducted fire drills at schools, businesses, and institutions, performed fire and life safety inspections, reviewed building, and site plans, performed 21-E site assessments, investigated complaints of fire hazards, conducted fire origin and cause investigations, and assisted residents and businesses with fire code compliance issues. The Fire Prevention Office investigated seven structure fires in 2023.

The Student Awareness of Fire Education Programs (S.A.F.E.) program was delivered in all the Town schools to children in pre-kindergarten through grade five. Firefighters Jan Thornton and Zac Ellison coordinated and delivered the program with assistance from many members of the fire department. Due to cooperative efforts by the Fire Department, School Department, Parent Teacher Organizations, and the Ludlow Rotary Club, the S.A.F.E. program was again successfully provided to the students. In December, the Fire Department partnered with the Senior Center to deliver over 60 buckets of a salt and sand mixture for the winter season to our senior citizens to assist with fall prevention. Funding for this program was also provided through a Senior S.A.F.E. grant of from the Department of Fire Services

One of the most important measures to take to keep your family safe at home is to install and maintain working smoke detectors and carbon monoxide alarms - this cannot be stressed enough. Residents with questions regarding placement or maintenance of smoke detectors may find more information on our website, found under ludlow.ma.us or by calling the Ludlow Fire Department at 413-583-8332. In addition to the S.A.F.E. program, additional public fire education efforts continued throughout the year. Fire extinguisher training and fire and life safety education programs were provided to various schools, businesses, and civic organizations.

The following is a list of permits issued by the Fire Prevention Office:

Smoke Detector.....	270	Sprinkler System Permits.....	4
PV Solar Array Plan Review.....	48	Storage Tank Permits.....	35
Oil Burners & Tanks.....	37	Fire Alarm Permits.....	5
LP Gas Permits.....	51	Cannon Permits.....	0
Flammables Permits.....	6	Fire Suppression Permits.....	1
Tank Truck Permits.....	17	Fireworks Permits.....	1
Black Power Permits.....	0	Vent Free Gas Heater Permits.....	0
Blasting Permits.....	3	Hazardous Process Permits.....	1
Tank Removal Permits.....	14	Miscellaneous.....	1

A total of 494 permits were issued. Permit fees collected totaled \$14,750.00.

In closing, I would like to take this opportunity to thank the Fire Officers, Firefighters and Staff of the Department for their hard work and dedication. I would like to thank all the members of the Department for their assistance and continued support in delivering exceptional emergency services to the Town. On behalf of the Fire Department, I would also like to thank the Board of Selectmen, all Town Departments, and members of the community for your cooperation and assistance during the past year.

I would like to remind all residents that properly installed and maintained smoke detectors and carbon monoxide alarms play a critical role in reducing related illnesses, injuries, and deaths. To keep you and your family safe, please install and maintain working smoke detectors and carbon monoxide alarms in your home.

Respectfully Submitted,

Ryan M. Pease, Fire Chief





## POLICE DEPARTMENT

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In the calendar year 2023, the Ludlow Police Department continued to see a steady increase in call volume and activity which continues a trend that has been occurring since the beginning of the Covid pandemic in Spring 2020. The police department processed 18,856 calls for service, 1,678 incident reports, 634 criminal arrests/summonses, and 578 accident reports. Administratively, the department's staff processed 1,521 records, requests, and 450 Firearms licenses. The police department received and turned over to the town's general fund - \$125,612 in collected revenue from a combination of fines and fees: traffic detail fees, traffic citation fines, firearms licensing fees, solicitor fees, parking fines, and copy fees. The police department was also awarded over \$205,000 from different grants: from State 911, Edward J. Byrne Grant, MA Gaming Commission, MIIA Wellness, NHTSA, EOPSS Bridge Academy Grant, and the COSSAP Grant.

Concerning police department personnel changes in 2023: Sergeant Mike Gilrein retired after 27 years of dedicated service, and we wish him well in retirement. The department also saw the departure of Detective Melissa Stokowski after 10 years of dedicated service to become a registered nurse. We wish her all the best, congratulations on her new career. The police department did see the hiring of one new police officer, Officer Brandon Teixeira, and the promotion of Sergeant Brandon Vigneault. The police department currently has 39 full-time Police Officers, 9 full-time Dispatchers, 4 per-diem Dispatchers, one Executive Assistant, two Administrative Assistants, one Animal Control Officer, one Custodian, and 21 appointed Special Police Officers. The police department has three police officer vacancies and one Sergeant's vacancy.

Chief Daniel Valadas



## **MPAC RE-CERTIFICATION**

In November of 2023, the department completed an assessment by the Massachusetts Police Accreditation Commission (MPAC) for re-certification. This assessment was a review of the Police Department's activities for the last three years (2021, 2022 and 2023). The Ludlow Police Department certification program is managed by Lt. Michael Brennan. Lt. Brennan has managed the Ludlow Police Department's certification since its initial award in 2018. As a result of the latest MPAC assessment, the Ludlow Police Department will be re-awarded with certification in 2024, as the Police Department has been found to be maintaining all professional certification standards established by the MPAC. The purpose of the MPAC's certification/accreditation program is to ensure that the delivery of public safety/law enforcement services by participating agencies is in keeping within the best-practices and professional standards.

## **EACC Data Analysis Pilot Program – Partnership with EOPSS**

During 2023, the Ludlow Police Department is one of only a few Law Enforcement Agencies within the Commonwealth that has agreed to participate in a pilot program being conducted by the Massachusetts Executive Office of Public Safety and Security (EOPSS). This pilot program involves the collection, transmission, development, and testing of Law Enforcement Data transmitted into a Cross Tracking Platform which is currently being developed. Law Enforcement data consisting of arrests, summons, warrants, citations, and hearings, are collected via the Department's RMS (e.g., IMC) and transmitted via the CJIS broker to the Massachusetts Trial Courts Electronic Applications for Criminal Complaint System (EACC). This EACC data is to be absorbed in the Cross Tracking Platform being developed for the purpose of standardizing Criminal Justice Information statewide. This effort is part of the initiative for obtaining compliance with the Massachusetts Criminal Justice Reform Law and 501 CMR 18.00, Data Collection and Reporting Standards for Criminal Justice Agencies.

This EACC data analysis pilot program will remain ongoing through 2024, and potentially beyond.

## **Enforcement Activity Report**

In 2023, Officers of the Ludlow Police Department filed a total of 634 criminal complaints (arrests/summons) to the Courts, many of which involved criminal violations of motor vehicle laws (e.g., drunk driving, unlicensed operation, etc.) and assaults (e.g., domestic violence, etc.). Total number of traffic enforcement actions included 1,529 written traffic citations issued in 2023, with the predominant violation involving the offense of Speeding.

Lieutenant Michael Brennan

## **Detective Bureau**

The Ludlow Police Department Detective Bureau has continued to see an increase in the use of technology to commit as well as to investigate and solve crime in 2023. Crime of this nature has continued to grow exponentially as cyber-crime, such as online theft, harassment, and fraud, have dominated the investigative landscape; detectives writing and receiving technology-related



search warrants has become commonplace. The Detective Bureau responsibilities are comprised of managing the traditional roles such as **Criminal Investigations**, which include 24/7 365 availability for crime scene processing, collection of evidence, interview and interrogation, case preparation for Court, writing and executing search warrants and working as liaison with surrounding agencies; and **Narcotics Investigations** which consist of developing actionable information, conducting surveillance, intelligence gathering, and the writing and execution of search warrants. We have worked with and alongside State and Federal Agencies including the Hampden County Narcotics Task Force, CINRET (Commonwealth Interstate Narcotics Reduction Enforcement Team) and the United States Secret Service (USSS) - New England Electronic Crimes Task Force (NEECTF).

This year, our services have expanded dramatically to meet the current and future needs of the community. These added services include managing the School Resource Officer program, which consists of aiding with urgent school matters, legal advice, and expertise, ensuring school safety, providing ALICE (Alert Lockdown Inform Counter Evacuate) Training, and conducting criminal investigations in the schools. This year, The Detective Bureau has expanded the ALICE program to include CRASE (Civilian Response to Active Shooter Events) and has delivered the training to all Ludlow Schools and Town Employees, the Ludlow Library, and the Senior Center staff as well as to community stakeholders such as Encompass Health.

This year, we have also created a crisis assessment team consisting of police, school and mental health practitioners working to identify, assess, and provide appropriate interventions and resources for students who may display behaviors that elicits concern for the safety of themselves or others.

The Detective Bureau has also partnered with CHD to connect members of the community with services as needed by creating a community outreach team. The team is chaired by the Detective Lieutenant and consists of Police, Fire, and Health Department representatives as well as a CHD Clinician and Recovery Coach. The process, with a focus on mental health, harm reduction and opiate misuse, involves ongoing case screenings and bi-weekly referral meetings with a CHD Crisis Clinician dedicated to the Town of Ludlow. The creation and activity of this group earned the Town of Ludlow the "Accent Award" from CHD recognizing our partnership and commitment to the community.

In addition to these responsibilities, the Detective Bureau consistently engages in community outreach. Beyond the ALICE and CRASE Training, the Detective Bureau has participated in Opioid and Drug Awareness Presentations as well as a comprehensive Fraud Awareness Program presented at the Senior Center and recorded for LCTV.

In 2023, the Detective Bureau consisted of Detectives Alex Goncalves, Jordan Liszka, and Ryan Collette, and saw the retirement of Detective Melissa Stokowski. The Detective Bureau is supervised by Acting Detective Lieutenant David Kornacki. Members of the Detective Bureau continue to receive training in computer forensics, crime scene processing and narcotics investigations constantly working to improve and to stay current with the latest legal and investigative techniques.

Acting Detective Lieutenant David Kornacki

## Training

During 2023, sworn personnel at all levels completed as much professional development and specialized training as possible, in addition to a set schedule of training required by the Municipal Police Training Committee (MPTC) and the Peace Officer Standards and Training Commission.

In-service training included academic classes on constitutional law, defensive tactics including the duty to intervene, officer wellness, and digital evidence. Practical/hands-on training involved semi-annual firearms and rifle qualification, semi-annual firearms and rifle training, active shooter training, CPR/AED certification, Hazardous Materials and Communicable Diseases training, training to maintain Massachusetts Office of Alcohol Breath-Testing certification, and Massachusetts Office of Emergency Medical Services (OEMS) EMT/First Responder continuing education.

Personnel who attended notable specialized trainings include:

Lieutenant Michael Brennan completed a program on Use of Force Analysis and Investigation for Law Enforcement Leaders.

Detective Lieutenant David Kornacki became certified as both an ALICE Instructor and a Certified Crime Intelligence Analyst.

Sergeants Brian Shameklis, Bradford Tierney, and Jhon Wielblad furthered their professional development by attending a leadership class for first-line supervisors.

Sergeant Brandon Vigneault completed an intensive 5-day New Supervisor course offered by the Municipal Police Institute.

Detectives Ryan Collette and SRO Nathan Goodrow became certified as Sexual Assault Investigators after completing an MPTC-approved forty (40) hour course. Detective Collette separately achieved certification as an MPTC Firearms Instructor.

Officers Isaac Santana, Mateusz Cieslak, Timothy Goodchild, and Paulo Carvalho successfully completed the IPMBA Police Mountain Bike Course and are now authorized to serve as Bicycle Patrol officers.

Along with in-service training, all police officers and supervisors completed semi-annual firearms and rifle qualification, semi-annual firearms and rifle training, CPR/AED certification, Hazardous Materials and Communicable Diseases training, training to maintain Massachusetts Office of Alcohol Breath-Testing certification, and Massachusetts Officer of Emergency Medical Services (OEMS) EMT/First Responder continuing education.

## **Ludlow Central Dispatch**

The Ludlow Central Dispatch Center continues to serve the Town of Ludlow as the primary 911 PSAP for both Police and Fire. All dispatchers continue to train throughout the year to maintain the many certifications required through the State 911 Department. Currently, Central Dispatch is responsible for all communication, computer data entry, and the dispatching of Police and Fire personnel and assets to emergency situations.

Dispatchers are required to be certified in Emergency Medical Dispatch (EMD) and CPR and must complete a minimum of sixteen (16) hours of continuing education courses each year. In 2023 all dispatchers completed critical incident training involving active shooter events, as well as those involving persons in crisis. Our staffing consists of 9 full-time dispatchers, and 4 per-diem dispatchers to assist with shift coverage as needed.

The Radio Communications project was fully implemented this year after training was conducted for all dispatchers in late 2022. The multi-million-dollar upgrade, approved in a 2018 Town Meeting warrant article, resulted in a town-wide simulcast system that enhances public safety. The new system connects Police, Fire, DPW, Public Schools, Senior Center, and the Board of Health to deliver resources more effectively to, and better serve, residents and visitors to Ludlow alike.

Ludlow Central Dispatch remains committed to serving our community with honor, integrity, and professionalism.

## **Special Police**

Operations Lieutenant David Irwin directs the Special Police Unit, with Sergeant Jhon Wielblad and Officer Jerome Mayou primarily assisting with the day-to-day operations throughout the year. They also assist with training, schedule coordination, and act as liaisons to the full-time police department staff on any matters involving the use of Special Police Officers.

The Special Police Supervisor Cadre continues to be headed by Special Police Sergeant Armand Saraiva. Special Police Sergeant Saraiva coordinates and implements directives at town events throughout the year that have an augmented Special Police presence, including the Memorial Day Parade, OLOF Festa, and Rag Shag Parade.

The Unit ended 2023 with nineteen (19) members, including retired Ludlow Police Sergeant David Belanger and SPOs Kyle Sorensen and Quashawn Branch. All satisfactorily completed any pre-employment conditions as outlined when they were appointed in late 2022.

Pursuant to the police reforms enacted in *An Act Relative to Justice, Equity and Accountability in Law Enforcement in the Commonwealth*, signed into law by Governor Baker on December 31, 2020, SPOs Ramos, N. Ramos, S. Ribeiro, Rodrigues, C. Rodrigues, N. Rubner, and SPO Sergeant Saraiva enrolled in the MPTC Bridge Academy after affirming their commitment to the Unit. As

of the end of the calendar year, all have completed their academic and practical training. The training consisted of 80 hours of online instruction on various subjects, as well as 40-hour classes in each area of Defensive Tactics, Firearms, and Emergency Vehicle Operations. They will finish their testing phase in early 2024.

## **K-9**

The Ludlow Police Department's K-9 Unit entered its 22<sup>nd</sup> year in 2023. Officer Whitney and K9 Max continue to partner together as an effective team. This was Max's sixth full year of completed service. Officer Whitney and Max remain assigned to the 3pm-11pm patrol shift but are available for callouts outside of normal working hours and to assist area communities with mutual aid requests. They re-certified in the disciplines of Patrol and Narcotics Detection through the North American Police Work Dog Association in May. Officer Whitney continues to maintain his Master Trainer status in Utility/Patrol and has worked on a national level to train handlers and advance the use of K-9.

With the continued support of the citizens of Ludlow, the program continues to thrive and is well-supported by our community. While there are many individuals and organizations who actively support and promote the K-9 Unit, Officer Whitney would like to specifically thank the Polish American Citizen's Club for another successful fundraiser, the staff at the Eastfield Hospital for Animals for their continued care, and all who donated to further the mission of the K-9 team.

Lieutenant David Irwin

## **Bike Patrol Unit**

The Ludlow Police Department's Bicycle Patrol continues to promote positive community relations and provides a community-based approach to patrolling. The Ludlow Police Department's Bicycle Patrol units maintain certification through the International Police Mountain Bike Association (IPMBA), which includes a 32-hour course that combines bike operations for Officers with emphasis on patrol procedures, tactics, night operations, scenario based training, and basic bike maintenance on and off the road repairs.

Officers assigned to the Bike Patrol operate in pairs, ensuring a dynamic presence and fostering multiple interactions with the public throughout their shifts. In 2023, the Bicycle Patrol played a crucial role in community outreach initiatives. Officers strategically directed their efforts towards various key areas, including schools, sporting events, summer camps, pools, walking and bike paths, public parks, senior center, zoo, the Veterans Center, and Boys and Girls club.

Beyond community relations, the Bike unit proved instrumental in supporting special events around town, including the annual Festa weekend and the Sgt. Desforges race. Throughout the Bike Patrol operations from April to September 2023, officers covered an impressive 423 miles, showcasing a significant improvement from the previous year.

The Bike Patrol Officers have undeniably left a positive mark on the community through numerous interactions, garnering high regard from citizens. Their approachability has made officers more accessible for community members. In a noteworthy collaboration, the Ludlow Police Department has forged a partnership with Elsie's Creamery. This innovative initiative involves Elsie providing the bike unit with ice cream vouchers, which officers distribute to children practicing safe biking habits with protective equipment. The Ludlow Police Department remains committed to upholding this tradition, aiming to further strengthen constructive relationships within the community.

### **Community Relations/Events**

The Ludlow Police Department actively participated in various community events throughout 2023, with the primary goal of strengthening the bonds between the department and the community. Building upon past engagements, we strive to enhance these events each year. The growing success of these initiatives has led to an expanded collaboration with diverse groups, such as the Ludlow High School basketball teams and Central Dispatch.

The range of community events spans the entire year and includes impactful activities such as food drives, "Stuff a Cruiser" toy drives, collaborative efforts with Ludlow CARES for events like the Walk to Remember and the Ludlow CARES dance party. Additionally, the department engages in community favorites like Trunk or Treat at the Boys and Girls Club, Transportation Day, Slide into Summer, safety talks at the Senior Center, and active participation in Hero's Night at the Springfield Thunderbirds game.

By actively participating in these events, the Ludlow Police Department remains committed to fostering positive connections with the community and contributing to the well-being of Ludlow residents.

### **D.A.R.E. Program**

Our Drug Abuse Resistance Education (D.A.R.E.) Instructor continues to promote this program at St. Johns. The "Keepin it Reel" curriculum is being taught at the third-grade level. This year millions of school children around the world will benefit from D.A.R.E.; the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. This program was founded in 1983 and has proven so successful that it has been implemented in thousands of schools throughout the United States and many other countries.

D.A.R.E. is a police officer-led series of classroom lessons that teaches children from kindergarten through 12<sup>th</sup> grade how to resist peer pressure and live productive drug and violence-free lives. To become a certified D.A.R.E. officer, one must complete an 80-hour training course that teaches the curriculum. The curriculum is called "Keepin it Real" which was developed in 2008. This approach to teaching D.A.R.E. is evidence based and teaches children how to make responsible decisions, self-awareness, and management, understating others, relationship and communication skills, and handling responsibilities and challenges.

In 2023, the D.A.R.E program was introduced to third-grade students at St. Johns. The curriculum consisted of ten lectures, skillfully delivered by a dedicated instructor. The program spanned from March to May, with engaging sessions held every Wednesday at the end of the school day. This initiative fostered positive relationships between the school and its students.

Looking ahead to 2024, there's exciting continuity as Sergeant Wielblad, who played a pivotal role in the previous year, will continue to lead the D.A.R.E program at St. Johns. Sgt. Wielblad currently serves on the Board for D.A.R.E Massachusetts, contributing to the development of the program and actively participating in recruitment efforts.

Sergeant Jhon Wielblad

### **Hampden County Special Response Team**

The current composition of the team includes Officers and Deputies from diverse law enforcement agencies, encompassing the Hampden County Sheriff's Office, Ludlow, Palmer, Ware, Easthampton, West Springfield, and the Chicopee Police Departments. This collective initiative has resulted in the formation of the Hampden County Regional Special Response Team (HCSRT). Functioning as a regional asset, the HCSRT is prepared to respond to various critical incidents, involving barricaded subjects, high-risk warrant services, and crisis interventions. The team is currently under the command of Sergeant Sean Knox from the Ludlow Police Department.

In 2023, the Hampden County Special Response Team, consisting of six Ludlow Police Officers, has undergone and continues to experience significant changes in its policies and procedures, directly influencing its organizational structure and operations. Presently, the team is actively collaborating with the National Tactical Officers Association (NTOA) and its legal chairpersons to comprehensively establish new policies and procedures. These initiatives aim to align the HCSRT with the evolving standard practices and policies associated with the NTOA.

The ongoing efforts are directed towards formulating a unified policy that not only adheres to NTOA guidelines but also aligns with Massachusetts legal statutes, MPTC (Massachusetts Police Training Council) regulations, and POST (Police Officer Standards and Training) standards. This approach ensures that all regional assets operate under a singular policy framework, guided by both NTOA standards and compliance with the relevant legal and training standards in Massachusetts. Throughout this period, officers have consistently exceeded the standards set by the National Tactical Officers Association (NTOA). Alongside maintaining interdepartmental qualifications and POST certifications, team members are obligated to participate in a minimum of 192 hours of annual training, commit to 16 hours of ongoing education in SWAT-related subjects, and undergo biannual assessments of both physical fitness and weapons proficiencies. This training is on top of their interdepartmental requirements and job-specific duties.

We remain committed to cultivating professionalism within every team member. In 2023, we actively pursued the recruitment of new members in response to the resignations of Ludlow Police Officers Jason Chelo and Detective Jordan Liszka along with several others from various departments. Both Sergeant Jason Chelo and Detective Jordan Liszka dedicated a tremendous amount of time to the team, serving with pride and professionalism. With these resignations, the

team did select three admission Chicopee Police officers who are awaiting a slot and acceptance into the N.T.O.A's basic SWAT class.

The internal structure of the team undergoes frequent changes. In 2023, we established a training division within the team, tasked with implementing, organizing, and ensuring that the team not only meets but exceeds the standards set by the N.T.O.A, Massachusetts legal statutes, MPTC (Massachusetts Police Training Council) regulations, and POST (Police Officer Standards and Training) standards. This unit primarily consists of leadership roles already assigned to the team. Ludlow Officer Ryan Churchill, serving as the Blue Team Assault Team Leader, is currently assigned to the training unit.

The Ludlow Police Department actively pursued several grants to secure funding for the acquisition of updated ballistic vests, armor, and helmets. Eventually, we were awarded the Edward J. Byrne Memorial Justice Assistance Grant (JAG) totaling approximately \$48,000. This initiative led by Sergeant Sean Knox will play a crucial role in equipping Ludlow Officers with the latest tactical armor and relevant accessories which is paramount to our safety in dealing with any high-risk incident.

As we enter another year, we anticipate continued training and are committed to providing the Town of Ludlow and Hampden County with a highly skilled team capable of effectively managing critical incidents and saving lives.

Sergeant Sean Knox, HCSRT Commander

### **Crossing Guards**

The Ludlow Police Department currently oversees five (5) Crossing Guards, and they are posted in specific locations daily. These Crossing Guard posts have specific times that work in conjunction with student arrival to and departure from school. When a Crossing Guard is unable to be at their post, a patrol officer from the Ludlow Police Department fills the void, whenever possible (call volume).

### **AED**

The Ludlow Police Department continues to update crucial lifesaving equipment, specifically A.E.D.'s. A.E.D.'s can be found in every patrol vehicle. Annually, the police department purchases one new A.E.D. to replace an older one and keep these items as new as possible. Whenever possible, the purchase of these items is done using a state grant.

Sergeant Jason Chelo

### **ANIMAL CONTROL**

2023 was another exciting year for Animal Control. We started the year off with two abandoned Portuguese Podengos that were never claimed by their owner. By collaborating with a rescue in



Fall River, these two beautiful girls found their forever homes. Behind the scenes, five ferrets were saved, along with a beautiful red tail hawk. All this in the first month!

Overall, Ludlow Animal Control and police received and responded to 1832 calls in 2023. This is an increase of 681 from 2022. These calls included Town by-law violations and/or complaints, stray animals, injured and deceased animals, feral cats, animal welfare checks and animal bites.

Officer Anderson took the first steps at her vision for a shelter in Ludlow. We currently have a agreement with Wilbraham to use their old kennel building at the Wilbraham DPW. It's a rough cinderblock building that shows that it was built in the 1970's. With the large increase in animal-related calls, Officer Anderson took the first steps to her dream of building a shelter in Ludlow, and realized a non-profit would be able to find a way to pay for the extra care these animals needed. With the start-up of a private 501c Ludlow Animal PALS/Friends of Ludlow Animal Control have raised over \$7000.00 with donations and events. Ludlow had 1440 dogs licensed. This is an increase of 397 dogs from 2021. According to State and Town bylaws, all dogs six (6) months or older, must be licensed. The licensing period begins March 1<sup>st</sup> and expires March 31 the following year. Cost is \$15 per year for spayed/neutered dogs and \$20 per year for intact dogs. Mail in forms for licensing can be found on the Town website and can be handled by mail or dropped off at Town Hall. Owners must provide proof of a current rabies vaccination showing the expiration date and proof of spay/neuter (if necessary). After July 1<sup>st</sup>, a \$10 late fee will be applied per dog. Please put the license tag on your dog's collar, this will help ensure you can be identified as the dog's owner, and the dog can be returned to you much faster should he/she become lost. Also, please consider microchipping your pets, this is a very inexpensive way to identify animals and return them home quickly.

Animal Control had five dog hearings in 2022, four Dangerous Dog hearings and one Nuisance dog hearing. Three dogs were deemed dangerous, 1 dog was deemed not dangerous and 1 dog was deemed not a Nuisance Dog. As stated in the town's by-laws "The Dog Officer or any resident may file a written complaint and request an adjudicatory hearing with the Board of Selectmen if aggrieved by any unresolved complaint of nuisance behavior, which cannot be otherwise resolved by the action of the Dog Officer acting alone." Please contact Animal Control if you have any questions or concerns.

If your dog or cat is lost, please begin by posting a picture and all relevant information on local social media platforms. This has proven to be the fastest way to reunite pets and owners. Also report your pet lost by calling LPD non-emergency and the ACO will contact you and help any way that she can.

If you are feeding, or have feral cats in your neighborhood, Dakin Humane Society has a new program that can help by "TNR", Trap, Neuter, Return. This is the best option for controlling the population of feral cats. Eighty (80) percent of kittens born outside, as feral, do not survive to be one year old. Please contact Dakin Humane Society directly or call LPD non-emergency and the ACO will contact you to discuss your options. Your ACO works directly with the Ludlow based Halfway Home Cat Rescue to rescue and rehome as many feral kittens as they can catch with



humane traps. If you have feral cats in your neighborhood, please call to discuss what options are available.

Remember, do not approach, attempt to capture, or touch wildlife and feral cats. Call the non-emergency police number to be connected with Animal Control. If you or your pet experience an animal bite or scratch, please report it immediately to the LPD.

Please be a responsible pet owner and a respectful neighbor. Pets are extensions of our families, and it is our responsibility as pet owners to always keep them safe.

If you find yourself unable to care for your pet, PLEASE do not abandon him/her. There are many options available, your ACO can help find a suitable option with no judgment. Domestic animals are not able to survive on their own, this includes domestic cats.

All calls for Animal Control are now being taken by the Ludlow Police Department non-emergency number at 413-583-8305 extension 0.

Octavia J. Anderson  
Animal Control Officer  
Animal Health Inspector

In closing, I would like to thank my Command and Supervisory officers for presenting these end-of-year reports and most importantly, I wish to commend my entire Police Department staff for all their dedicated service throughout 2023. It is an honor to serve with all of you.

Perseverance - Integrity - Pride - Honor!

Respectfully submitted,  
Daniel J. Valadas, Chief of Police



## SAFETY COMMITTEE

The Committee meets on the second Thursday of the month, at Town Hall, to review requests for Class I, II, and III licenses, site plans, and special permits. This Committee also reviews requests submitted by residents for signs, traffic lights and other traffic issues which they feel are of concern. The Safety Committee in turn makes a recommendation to the Board of Selectmen for further action. Members will sometimes make a request that those applicants applying for licenses, special permits, and/or site plan approvals, appear before the Safety Committee in order to address any issues that may be pertinent for review. This is done in the hope of clarifying any issues that cannot be ascertained by a review of any submitted plans.

2023 was another busy but constructive year for the Committee. Decisions and recommendations were made that would help to ensure safety to the residents and motorists

alike. Some of the recommendations to the Board of Selectmen included, but was not limited to, placing numerous “Stop” signs throughout the town to slow down the flow of traffic, recommendations that traffic studies be done in key areas throughout the town and before new construction sites were allowed to progress.

The Committee saw many changes within our group this year. With the dissolution of the Board of Public Works we welcomed Jamie Tomas as our Department of Public Works representative. The Police Department Alternate opening was filled by Peter Gallagher and the retirement of Penny Lebel left an opening for a community member.

The Safety Committee wishes to thank the Board of Selectmen and the Department of Public Works for their cooperation in implementing our recommendations and all Town Departments for their assistance in these matters. To the citizens of the Town of Ludlow, we continue to request your input and suggestions. We can be reached by email at [safety@ludlow.ma.us](mailto:safety@ludlow.ma.us).

Respectfully Submitted,  
Sergeant Brian Shameklis, Chairperson

**MEMBERS:**

Sgt. Brian Shameklis	Chairperson	Police Department
Peter Gallagher	Vice-Chair	Police Department
Capt. Seth Falconer	Member	Fire Department
Jamie Tomas	Member	DPW
Leslie Ward	Member	Building Commissioner
Ryan Churchill	Member	Community
Christopher Coelho	Member	Planning Board
Vacancy	Member	Community
Dep. Chief Jeff Lavoie	Alternate Member	Fire Department

**PUBLIC WORKS**

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**DEPARTMENT OF PUBLIC WORKS**

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The Department of Public Works is pleased to present this Annual Report to the Town of Ludlow which summarizes and describes the activities performed by the Department of Public Works during the 2023 calendar year.

**Highway Division**

The DPW provides services to maintain the Town’s public ways and streets in a safe, passable condition for the convenience of the community. The administration office utilizes a

computerized work order program to electronically record and log all inquiries from the public to systematically respond and address street and infrastructure deficiencies and problems in the public way and/or on public properties. The staff entered 892 inquiries into the system. The DPW appreciates and encourages the community to report public improvement or facility problems to the Department of Public Works' Administration Office.

Road maintenance, rehabilitation and reconstruction projects continued throughout the year with funds appropriated by the Town through the annual budget process and with funds received through the Commonwealth Chapter 90 Highway Program. Chapter 90 funds are generated from gasoline taxes and are distributed to towns annually for the maintenance of accepted public ways. The Town received \$683,648.00 in Chapter 90 funds plus \$376,558.00 from the Fair Share Supplement totaling \$1,060,206.00 in 2023. The Town has approximately 135 public road miles to maintain.

During the 2023 calendar year, the road reconstruction projects included the following streets:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>
Elizabeth Drive	Longview Circle	First Cul-De-Sac
Jestina Circle	Elizabeth Drive	Cul-De-Sac

In addition to the street paving projects, the DPW provides routine maintenance and improvements to the infrastructure. For example, the DPW maintains roadway markings, crosswalks, and line striping, replaces, and installs street signs, performs roadside mowing, and does street sweeping. The Department has continued with a preventative maintenance program including pavement crack sealing to extend the life of the asphalt pavement.

During the 2023 construction season, approximately 167 Construction within the Public Way Permits for projects within the public way were issued, resulting in \$26,610.00 in permit fees and \$4,600.00 in bonds collected typically for the construction of new driveways and installation of utility services.

## **Sanitary Sewer Division**

The DPW, through the Sewer Enterprise Fund, is responsible for the operation, inspection and maintenance of the sanitary sewer collection system including four (4) sanitary sewer lift stations located at Chapin Street, Lawton Street, First Avenue and Riverside Drive. The four pump stations are equipped with mission control and communication systems to allow staff to monitor pump operation remotely and receive alarm notifications. The DPW has developed a sanitary sewer line maintenance program to flush and clean the sewer collection lines. The division responds on a 24-hour basis to sewer line obstructions and/or other problems with the system.

The DPW issued or renewed eighteen (18) Drain Layer Licenses which generated \$900.00 in fees and issued twenty-four (24) Sewer Service Connection Permits. The division collected a total of \$71,866.50 in sewer connection fees during 2023.

### **Forestry Division**

The DPW provides tree maintenance for the town shade trees located within the public ways and on select public properties. The Division is responsible for the planting, trimming, pruning and/or removal of damaged, diseased, or dangerous town trees. The trees and branches are chipped and stockpiled for use on town projects. Wood chips are available at the compost area for the residents as the supply allows.

### **Park Division**

The DPW is responsible for the maintenance of the town playgrounds, parks, and athletic fields as well as providing routine maintenance to the School Department's athletic fields. The activities consist of lawn maintenance, athletic field striping for various sporting events and the restoration of the fields as funds allow.

DPW personnel assisted at special events during the year which are sponsored by the Town and/or organizations that included the Sunday Concerts in the Park, Veteran's Day activities, Christmas Tree Lighting Ceremonies, Ludlow Cultural Council Community Market, and other functions conducted throughout the town.

### **Cemetery Division**

The DPW maintains and operates the six cemeteries within the town: the largest cemetery is the Island Pond Cemetery located on Center Street. The other town cemeteries include the Ludlow Center Cemetery, Sikes Cemetery, Fuller Street Cemetery, The East "Ould" Cemetery, and the newly finished Reservoir Cemetery.

The following is a summary of activities and fees collected during Calendar Year 2023:

Number of lots sold	26	Income from lots sold	\$26,000.00
Number of burials	100	Income from burials	\$88,250.00
Number of monument foundations	44	Income from foundations	\$6,150.00
Total Income			\$120,400.00

## **Engineering Division**

The Engineering Division maintains the records for plans, plots, and maps for the community. In addition, this Division maintains plan files for the Planning Board and Assessors Office, including the annual updates of the Town Street Maps, Assessors maps, Zoning maps and Voter Precinct maps. This Division provides engineering and survey assistance and information to other departments, boards, and committees upon request. The Engineering staff provides analyses and recommendations to the Planning Board for the various projects during the year including subdivisions and commercial developments. The Division provides site inspections of all public and private improvement projects. They file all necessary state and federal mandated reports as well as file for grants and reimbursement paperwork for declared emergencies. They meet with consultants to discuss and review major projects proposed and ongoing in Town.

The department completed the annual Massachusetts Small MS4 General Permit under the National Pollutant Discharge Elimination System with consultant Mott MacDonald to meet the requirements of reporting to the Environmental Protection Agency and Massachusetts Department of Environmental Protection.

The Town is currently working with the City of Springfield on repairs to the West Street Bridge connecting Ludlow to Springfield.

The Town is currently working with the Town of Wilbraham on repairs to the Cottage Avenue/Miller Street Bridge connecting Ludlow to Wilbraham.

The Town is currently working with MassDOT on a project for Bridge Replacement on Piney Lane over Broad Brook.

## **Solid Waste Collection and Disposal, Recycle Center/Transfer Station**

The DPW operates the Solid Waste Transfer Station and Recycling Center for the residential community at the DPW facility on Sportsmen's Road which provides for the collection and disposal of trash and recycle material needs of the community. The DPW yard is accessed from Claudia Way for composting and brush disposal.

Residential curbside collection of trash and recyclables was provided by a private vendor. The recyclables are collected and transferred to the Materials Recycling Facility (MRF) in Springfield.

The combination of the curbside trash collection and drop-off at the Transfer Station accounted for 5,421 tons of trash. This recycling program generated 765 tons of paper, 603 tons of mixed containers (glass and cans), 66 tons of scrap metal, and approximately 1,586 tons of vegetative material was processed for compost. The compost/loam is used on town projects.

The Solid Waste Collection and Disposal operational costs were augmented by fees generated from the sale of residential permits for the use of the Transfer Station. The DPW issued 3,189 permits to the residents which generated \$25,240.00 in fees. Also, the DPW provided recycling bins at no charge to residents to encourage the recycling effort by the town. The DPW issued permits for the disposal of products identified as bulk materials that generated \$45,872.00 in disposal fees. The DPW issued waste reduction bags that generated \$185,850.00 in fees.

## Grants

The following is a listing of grant applications and awards made during the past year:

- MassDEP Recycling Dividends Funds under the Sustainable Materials Recovery Program in the amount of \$12,100.00 to be used on recycling equipment.
- MIIA Risk Management Grant in the amount of \$9,999.25 to be used on safety equipment.
- MassDOT Supplemental Funding \$100,000.00 to be used for the repair of the Cottage Avenue/Miller Street Bridge.

## Acknowledgement

The Department of Public Works wishes to take this opportunity to acknowledge and thank the staff for their commendable efforts and performance during the year.

Respectfully Submitted,  
Jamie Tomas, Director

## **PLANNING AND DEVELOPMENT**

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### **BOARD OF APPEALS**

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The Board of Appeals is charged with hearing appeals or petitions for Variances, Section 6 Findings, and Special Permits according to Massachusetts General Law, Chapter 40A, and the Town of Ludlow Zoning Bylaws. The Board of Appeals meets on an as needed basis at Ludlow Town Hall in the Selectmen's Conference Room, third floor at 6:00 PM, upon receipt of a request for a Hearing, Appeal, Variance, Section 6 Finding or Special Permit.

The Board of Appeals consists of five regular members and three associate members who are all volunteers appointed by the Board of Selectmen.

During the year of 2023, there were seven (7) requests for Special Permits; seven (7) special permits were granted. There was one (1) request for Appeal of decision of Building Inspector; one (1) to withdrawal an appeal of decision of Building Inspector.

A special thanks to the Building Department, Board of Selectmen's Office, Planning Board, Assessors

Office, and the Town Clerk's Office; without their help the task of obtaining the needed documentation and information would be extremely difficult.

Respectfully Submitted,

Manuel Lopes, Chairperson

**Members:**

Alan Aubin, Vice Chair

Joseph Wlodyka

Elaine Hodgman

Mike Parker

Valdemar Rodrigues- alternate



## CONSERVATION COMMISSION

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The Ludlow Conservation Commission is a State mandated board comprised of volunteers appointed by the Board of Selectmen for three-year terms. The Conservation Commission works on the Town's behalf in administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, § 40), Rivers Protection Act, and Town of Ludlow Conservation Commission Bylaws (Chapter XV). The Commission is dedicated to the preservation of Ludlow's wetland resources for the benefit of our present and future residents.

Regular meetings of the Conservation Commission were held on the third Wednesday evening of each month at 6:30 p.m. Site inspections were scheduled on Saturday mornings prior to each meeting in the winter, and on Wednesday evenings prior to each meeting in the summer and attended by any/all members.

The Commission began 2023 with three (3) members and one (1) vacancy on the Commission. The year ended with four (4) members, one (1) associate member, and one (1) vacancy. Although

still a Commission member, Penny Lebel, Administrative Assistant to Conservation retired this year. We would like to thank her for her many years of service in the office and wish her a long and happy retirement! The administrative duties of Conservation were transferred to the Planning Department upon Penny's retirement.

During 2023, the Conservation Commission worked on seven (7) Notices of Intent, one of which was withdrawn by the applicant. Five (5) Requests for Determination of Applicability were filed with the Commission, all of which resulted in a negative determination. There is one Enforcement Order that remains in effect until Spring 2024. Emergency Certifications are requested when a project must take place immediately to prevent danger to individuals and/or damage to property. The Commission issued one (1) Emergency Certification in 2023. Wetland Regulations do not require a Public Hearing prior to the issuance of emergency permits. Otherwise, all permits issued by the Commission require a Public Hearing process. Only specific permit requests, however, mandate under the Massachusetts Wetlands Protection Act that abutters are individually notified.

Projects under the Conservation Commission's purview in 2023 continued to range from those as simple as brush clearing to the Ludlow High School Track & Field Replacement Project. We also continued to work with Westmass on the Ludlow Mills parking lot construction and Building #44 projects. In addition, the Commission worked with the Town Pond Management Committee for the ecological restoration and treatment project of Harris and Haviland Ponds. We continue to support the dog park at Camp White and are grateful for the efforts of the Westover Young Marines and their leader David Williams for their work in maintaining that area. The total monies collected by the Conservation Commission in 2023 were \$4,755.00, which were received from application filing fees.

Commissioners continue to enjoy attending MACC Conferences twice each year as well as other training classes that may be offered. These educational conferences assist Commissioners with staying informed about changes in regulations and/or policies and provide us with the necessary training so that we can remain current in our knowledge of conservation/wetland regulations, allowing us to make informed decisions on projects that require our involvement. Additionally, we continue to work with our local office of the Department of Environmental Protection when we need assistance with answering a complicated question or resolving difficult issues. The D.E.P. Circuit Rider Program allows us to have a personal contact at the Department and has provided us with guidance on many such occasions.

Members of the Conservation Commission continue to participate on committees such as the Administrative Review Committee for the Ludlow Mills, Open Space and Recreation Committee, and the Hazard Mitigation Committee. Additionally, we work in conjunction with other town departments to maintain consistency with permitting procedures. We also review all permit applications submitted to the Planning Board, Building Department, and Board of Health, some of which require a sign-off from the Commission Office. G.I.S. continues to be a valuable asset to us in this review process.



Respectfully Submitted,

Angela Tierney, Chairperson

**Members:**

Helder Cerqueira

Cameron Covill

Penny Lebel

Jason Martowski, Associate Member

## PLANNING BOARD

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### ZONING

#### CHANGES TO THE ZONING BYLAW

- Remove SECTION 7: Prohibition on Marijuana Establishments from Chapter III  
– Failed May Town Meeting
- SECTION III: GENERAL USE REGULATIONS, 3.2.2 TABLE OF PRINCIPAL USES by deleting Medical Marijuana Treatment Center/Dispensary  
– Take no action May Town Meeting
- SECTION III: GENERAL USE REGULATIONS, 3.0 GENERAL REGULATIONS 3.2 PROHIBITED USES by deleting 3.2.3 Prohibition of Marijuana Establishments  
– Take no action May Town Meeting
- SECTION VI: SPECIAL LAND USE REGULATIONS, by deleting 6.11 Medical Marijuana Treatment Center/Dispensary  
– Take no action May Town Meeting
- SECTION X: DEFINITIONS, by deleting Medical Marijuana Treatment Center/Dispensary  
– Take no Action May Town Meeting
- SECTION III: GENERAL USE REGULATIONS, Section 3.2.2 TABLE 1 LUDLOW TABLE OF PRINCIPAL USES, LAND USE CLASSIFICATION/BUSINESS USES by adding SELF-SERVICE STORAGE FACILITIES  
– Passed May Town Meeting
- SECTION VI: Special Land Use Regulations, Section 6.4 Parking Requirements, Section 6.4.2 Parking Guidelines (self-storage facilities)  
– Passed May Town Meeting

- SECTION X: DEFINITIONS by adding SELF-SERVICE STORAGE FACILITIES  
– Passed May Town Meeting
- SECTION III: GENERAL USE REGULATIONS: 3.0 GENERAL REGULATIONS by removing 3.0.2 Existing Uses Not Affected and 3.0.3 Obstruction at Street Intersection  
– Passed October Town Meeting
- SECTION III: GENERAL USE REGULATIONS: 3.0 GENERAL REGULATIONS by removing Section 3.0.4 Fences  
– Passed October Town Meeting
- SECTION IV: DIMENSIONAL AND DENSITY REGULATIONS: 4.0 GENERAL DIMENSIONAL REQUIREMENTS (adding Definitions Section X and corresponding diagrams)  
– Passed October Town Meeting
- SECTION IV: DIMENSIONAL AND DENSITY REGULATIONS: 4.4 MILL REDEVELOPMENT DISTRICT (MRD) Bylaw 4.4.10 Site Plan approval process, by removing from a.1. “and one member” and “of the Board of Public Works”  
– Passed October Town Meeting
- SECTION VI: SPECIAL LAND USE REGULATIONS: 6.12 SINGLE-FAMILY DWELLINGS ON ESTATE LOTS 11. Estate lot example: replace existing diagram with new diagram  
– Passed October Town Meeting
- SECTION VII: 7.1 SITE PLAN APPROVAL: 7.1.3 Exemptions from Site Plan Approval c. by replacing “use” with “occupancy” and language to include sign-off from Building Commissioner for code compliance  
– Passed October Town Meeting
- SECTION VIII: ADMINISTRATION: 8.1 Enforcement and 8.2 Conditions of Construction by changing “Building Inspector” to “Building Commissioner” and “Building Official” and adding new language pertaining to surveys  
– Passed October Town Meeting
- Deleting Diagrams 1, 2, 3, 4, 5 and removing from Table of Contents: Back of Book: Diagrams  
– Passed October Town Meeting
- Inserting Temporary Moratorium on Large-Scale Solar Battery Storage and Large-Scale Battery Storage to Section XI  
– Take no action October Town Meeting
- SECTION X: DEFINITIONS (replace current diagram reference numbers with definitions)  
– Passed October Town Meeting

## ZONE CHANGES

- Manuel D. Silva/Joao Silva – 0 Russell Street (Map 1A, Parcel 20J) – Residence B to Industrial A  
Action Taken: Failed – May Town Meeting

## SUBDIVISION CONTROL

There were **Two (2)** applications for **DEFINITIVE SUBDIVISIONS** submitted:

- “A’s Homes” (Chapin Heights) (0 & 694 Chapin Street) (Map 11D, Parcel 97 & Map 16B, Parcel 1-1) VDS Properties, LLC c/o Mr. Joe Alves – APPROVED
- Millside Business Park (Corner of State Street & First Avenue) (Map 14C, Parcel 106) Jeffrey Daley, Westmass Area Development Corporation – APPROVED

**Fifteen (15)** applications for **APPROVAL NOT REQUIRED SUBDIVISIONS** were endorsed:

- |  |  |
|--|--|
| • 0 Center Street (Map 34, Parcel 7)                               | Halama Family Irrevocable Trust<br>c/o John A. Halama          |
| • 590-596 (0) Center Street<br>(Map 16B, Parcels 116 & 116A)       | JLL Real Estate, LLC   |
| • 105 First Ave/0 State Street<br>(Map 14C, Parcels 105 & 106)     | Jeffrey Daley, Westmass Area Development<br>Corporation        |
| • 0 Fuller Street (Map 10, Parcel 93)                              | Alexandra Szarlan  |
| • 415 Holyoke Street (Map 11B, Parcel 29)                          | Robert D. Bourdeau II  |
| • 184 Kirkland Ave/201 Pine Street<br>(Map 15B, Parcels 97 & 110)  | Guilherme F. Rodrigues / Mare-lene<br>Properties Nominee Trust |
| • 21-23 & 29 Lockland Street<br>(Map 15A, Parcels 272, 272A, 271)  | Candida Goncalves / Ana Serrazina                              |
| • 0 Loopley Street (Map 11D, Parcels 78D-F,<br>79, 79A-E)          | Joan Foster  |
| • 523 & 545 Miller Street<br>(Map 25A, Parcels 17 & 28B)           | Travis A. & Lee-Ann S. Wheeler                                 |
| • 42 Newbury Street<br>(Map 15A, Parcels 238 & 239)                | Stefanie Millner   |
| • 96 Prospect Gardens (Map 1A, Parcel 6)                           | Randy Pascale  |
| • 100 State Street (Map 14B, Parcel 130)                           | Jeffrey Daley, Westmass Area Development<br>Corporation        |
| • 40 Stebbins Street/38 Davis Street<br>(Map 12D, Parcels 33 & 34) | Michael Giza   |

- 0 Swan Avenue (Map 16A, Parcels 8 & 7) Joan Foster
- 83, 95 & 97 Winsor Street  
(Map 13C, Parcel 23) HP Rum, LLC c/o Marc Murphy

## SPECIAL PERMITS

**Twenty (20)** applications for **SPECIAL PERMITS** were approved except as noted:

- 121 Arnold Street Home Occupation
- 279 Cady Street Business in AGMD
- 590-596 (0) Center Street Business in AGMD (*denied*)
- 26 Coolidge Avenue Home Occupation
- 38 Cypress Street Home Occupation
- 165 Dowd Court Home Occupation
- 628 Fuller Street Home Occupation
- 732 Fuller Street Home Occupation
- 89 Grimard Street Home Occupation
- 415 Holyoke Street Estate Lot
- 45 Hunter Road Home Occupation
- 103 Jerad Drive Home Occupation
- 59 Lehigh Street Home Occupation
- 113 Moore Street Home Occupation
- 55 Stevens Street Home Occupation
- 198 Stivens Terrace Home Occupation
- 155 Tower Road Home Occupation
- 10 Turning Leaf Road Accessory Apartment
- 137 Vienna Avenue Home Occupation
- 173 Winsor Street Home Occupation

## SITE PLANS

**Nine (9)** applications for **SITE PLANS** were approved except as noted:

- 279 Cady Street Mr. Joe Alves
- 541 Center Street Daniel Roberts
- 590-596 (0) Center Street JLL Real Estate, LLC (*denied*)
- 14 Chestnut Place, 3rd Floor The Retreat of Boston LLC
- 355 East Street CRC Communications LLC dba GoNetSpeed
- 21 Harding Avenue PREM, LLC (*continued until 2024*)
- 28 Tyburski Road InFEWsion, LLC
- 346-348 West Avenue Jeremy Valentin
- 4-8 White Street Ali Bulut

**Seven (7)** applications for **SITE PLAN ADDENDUMS** were approved:

- |                     |   |
|---------------------|---|
| • 91 Claudia's Way  | Ludlow Boy's & Girls Club                 |
| • 0 East Street     | Ludlow Renewables, LLC                    |
| • 135 East Street   | Rogério Giane                             |
| • 209 Fuller Street | Michael Bertini (Harris Brook School)     |
| • 326 Sewall Street | Paulo M. Dos Santos (CPN & J Realty, LLC) |
| • 329 West Street   | Charlene Coelho (Cha's Ice Cream & Grill) |
| • 4-8 White Street  | Cleide dos Santos (Prime Meat Market)     |
| •                   |   |

**Forty-one (41)** applications for **CHANGES OF OCCUPANCY** were approved except as noted:

- |   |   |
|---|---|
| • 16 Cady Street                        | Cady Street Market Inc.                             |
| • 12 Cedar Street                       | Kevin A. Vestal (financial advisory practice)       |
| • 32 Chestnut Street                    | Gordon L. Goldsmith Jr. dba GLG Lux                 |
| • 56 East Street                        | Grit 24 Fitness                                     |
| • 65 East Street                        | Be Chic Boutique & Esthetics                        |
| • 70 East Street                        | Pizza Corner  |
| • 71 East Street                        | e-cyclist LLC                                       |
| • 85 East Street                        | Fluff 'n Mutt                                       |
| • 118 East Street                       | Sosa's Barbershop                                   |
| • 120 East Street                       | Nails by Tia Lynn                                   |
| • 154 East Street                       | Bella Couture (booth rental) (Sheryl Higgins)       |
| • 154 East Street                       | Bella Couture (booth rental) (Danielle Reilly)      |
| • 192 East Street                       | UPS Store/Xpress Services Inc.                      |
| • 194 East Street                       | Tu Jeweler's Shop                                   |
| • 242 East Street                       | Smooth Innovators (barber shop/salon)               |
| • 263 East Street                       | Tony Nails  |
| • 862 East Street (Mass Pike Eastbound) | McBee Enterprises LLC d/b/a Boston Pizza            |
| • 257-265 Fuller Street                 | Meadowbrook Plaza                                   |
| • 265 Fuller Street                     | The Laundry Room                                    |
| • 21 Harding Street                     | Ludlow Liquors ( <i>denied</i> )                    |
| • 442 Holyoke Street                    | E-V Automotive                                      |
| • 442 Holyoke Street                    | BS Towing & Recovery                                |
| • 483-487 Holyoke Street                | Procon Group, LLC (plaza change of ownership)       |
| • 485 Holyoke Street                    | Aura Day Spa  |
| • 487 Holyoke Street                    | Town of Ludlow Veterans Services Offices            |
| • 137 Letourneau Street #3              | Import Wholesale LLC                                |
| • 1 Moody Street                        | Applied Behavioral Interventions LLC                |
| • 44 Sewall Street, Suite 4             | Balance Staffing                                    |
| • 108 Sewall Street                     | The Lighthouse/Tin Cup Facilities                   |
| • 114 Sewall Street                     | Haus of Wax LLC (esthetician services)              |
| • 118 Sewall Street                     | The Lash Hub  |
| • 314 Sewall Street                     | It Makes Scents/Outside the Box                     |
| • 360 Sewall Street                     | Detmers Management Services Inc. dba                |
|   | Griswold Home Care for Hampden & Berkshire Counties |

- 100 State Street, Stockhouse #108/208 Breakaway Retail Enterprises, Inc.
- 100 State Street (Building 110) Unitech Services Group
- 185 West Avenue U-200 Willow Primary Care
- 346 West Avenue Truong Nguyen (nail salon) (*denied*)
- 348 West Avenue Trippys (novelty store) (*denied*)
- 311-R West Street DoubleMW Group (moving company)
- 409B West Street B.C. Gate Co. LLC
- 411 West Street Martin Geo Environmental LLC

## OTHER NEWS

During the March election, Kathleen Houle did not seek re-election to the Planning Board. Associate Planning Board member Joel Silva was elected to a five-year term on the Planning Board. The Board appointed Kathleen Houle as the Associate Planning Board Member. The Board would like to thank Ms. Houle for her 15 years of dedicated service to the Planning Board. We appreciate all she has done to make the Town of Ludlow a success economically and all her contributions have made Ludlow a better community, to both live and work, through sound planning and economic development decisions. The Board would like to also acknowledge and thank their staff, Town Planner Douglas Stefancik and Administrative Assistant Susan Urban for all their efforts and hard work.

Construction has commenced on the Mill #8 site (the clock tower building) at the Ludlow Mills and has received a total of \$1,600,000 in historic tax credits from the state. The funding will help the developer, Winn Development, complete a \$50,000,000 restoration project that is expected to add ninety-five residential units and create up to one hundred construction jobs. The tax credits would be used to offset various state business taxes such as corporate excise, employee withholding, sales and use taxes. The potential tax revenue is forecast to be between \$600,000 to \$900,000 once the housing and commercial units are filled. Mill #8 will feature approximately 48,000 square feet of commercial space on the first floor and the creation of ninety-five residential units for tenants aged fifty-five and over on the upper floors. Fifty-five units will be affordable to households earning less than 60% of Area Median Income (AMI), with twelve units further restricted for households earning less than 30% of AMI, including some households making the transition from homelessness.

Westmass received subdivision approval for Millside Drive in July 2023. The proposed subdivision will create a public roadway, Millside Drive, extending eastward from First Avenue, and six Mill Redevelopment District (MRD) zoned lots. Four lots to the north of the new road are intended to support future commercial and/or light industrial uses. The proposed subdivided lots 1-4 will make up approximately 37.6 acres, lot 5 (drainage) will comprise approximately 2.12 acres, while the proposed roadways will make up approximately 2.64 acres, leaving a remainder lot (lot 6) of 48.35 acres. Approximately 23.4 acres of lot 6 will eventually be held in a Conservation Restriction. Building Lots 1-4 will have a 100-foot vegetated buffer to State Street and be served from the new subdivision road, with no vehicular access to State Street. All access will be provided from the proposed Millside Drive, which will connect to First Avenue near its

intersection with Riverside Drive. The road will enter off First Avenue and extend east 1,766 linear feet as a two-way, 30-foot-wide paved way, terminating in a cul-de-sac with a 130-foot paved diameter. Between proposed lots 2 and 3, a gated 16-foot-wide paved emergency access route will extend from Millside Drive, approximately 580 linear feet north to State Street, between Fairway Drive and Laurel Street. The emergency access route is proposed due to the length of Millside Drive, which exceeds the maximum dead-end length of 1,000 feet. Under normal operations it will serve as a multi-use path connection from State Street to the new Millside Drive sidewalks, and back to First Avenue, creating a new pedestrian loop for nearby residents. Other site improvements will include utilities, storm drainage, stormwater detention basins and trees. Cost of construction is \$2.3 million.

Westmass was awarded \$500,000 from the Underutilized Properties criteria of the One Stop for Growth Grant for the Ludlow Mills Clock Tower. The scope of the restoration work on the Clock Tower will consist of abatement, sandblasting, select demolition, interior and exterior façade repair, roofing repair, structural stabilization, fire protection, LED lighting and clock repair. Additionally, \$300,500 was awarded for capital improvements to Stockhouse #119. The improvements will result in a prototype for the adaptive reuse of the historic warehouses at the Ludlow Mills into a modern high-tech office space. Grant funds will be used for demolition and renovations to redevelop the space for a denser, more economically viable use.

The redevelopment of this historic mill complex over the next fifteen to twenty years is projected to create 2,000 jobs, leverage \$200,000,000 to \$300,000,000 in private investment, and increase annual municipal property tax revenues to the Town of Ludlow by \$2,000,000 at buildout.

In February a Definitive Subdivision Plan was approved for VDS Properties, Chapin Heights (Ava Homes), an eight-lot subdivision to be located at 0 & 694 Chapin Street. The subdivision will be located across the street from the Chapin Street entrance/exit to Island Pond Cemetery. The property was rezoned to all Residential A at May 2022 Town Meeting and the developer is going to build single-family homes. Site improvements will include 409 feet of roadway, sidewalk, stormwater, utilities, and trees. The cost of construction is \$502,590.

In April 2023, the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) Region I Mitigation Division has approved the Town of Ludlow, MA, Municipal Vulnerability Preparedness (MVP) Hazard Mitigation Plan (HMP) 2022 Update, effective April 17, 2023 through April 16, 2028, in accordance with the planning requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, the National Flood Insurance Act of 1968, as amended, and Title 44 Code of Federal Regulations (CFR) Part 201. With this plan approval, the jurisdiction is eligible to apply to the Massachusetts Emergency Management Agency for mitigation grants administered by FEMA. Requests for funding will be evaluated according to the eligibility requirements identified for each of these programs. A specific mitigation activity or project identified in this community's plan may not meet the eligibility requirements for FEMA funding; even eligible mitigation activities or projects are not automatically approved. The plan must be updated and resubmitted to the FEMA Region I Mitigation Division for approval every five years to remain eligible for FEMA mitigation grant funding.

The Town received \$22,452.92 in District Local Technical Assistance from the Pioneer Valley Planning Commission to update the 2014 Open Space and Recreation Plan. The goal of this project is to update and submit the updated Open Space and Recreation Plan to the Division of Conservation Services for approval to be valid for seven years (2023-2030) by December 31, 2023. The plan update will provide realistic goals for the next seven years. The Open Space committee identified progress since the previous plan and considered emerging issues impacting Ludlow, as well as changes in priorities related to open space and recreation. The Town has continued to make progress in providing passive recreation opportunities for residents, including constructing the Riverwalk along the Chicopee River adjacent to the Ludlow Mills Complex and building a dog park at the Camp White Conservation Area. This 2023 OSRP Update provides a road map for continued improvements to the Town's open space and recreation assets and opportunities to address challenges.

The eight member OSRP committee included representatives from the Planning Board, Conservation Commission, School Committee, Recreation Commission, Agricultural Commission, Pond Committee, Department of Public Works, the Board of Selectmen, and private citizens. The OSRP Committee members were as follows:

- William Rosenblum, Select Board Member
- William "Bud" Ellison, Agricultural Commission and Local Farmer
- Angela Tierney, Conservation Commission Chairperson
- Joao Dias, School Committee Member
- John Archambeau, Recreation Commission Member
- Joel Silva, Planning Board Member
- Jamie Tomas, Director - Department of Public Works
- James Goodreau, Assistant Town Engineer - Department of Public Works
- Ryan Linton, Westover Golf Course Superintendent, Private Citizen
- Elaine Hodgman, Ponds Committee Member, Private Citizen

Some of the site plan activities that occurred this year included Dan Roberts from Overhead Door which re-located to 541 Center Street. Joe Alves was approved for a proposed self-storage facility with site improvements at 279 Cady Street. The Retreat of Boston was approved to use the 3<sup>rd</sup> floor of 14 Chestnut Street, the former Ludlow Hospital building. At 355 East Street, CRC Communications was approved for a communications facility to be located on the site of the Polish American Citizens Club. InFusion was approved for a rooftop and ground mounted solar photovoltaic installation at 28 Tyburski Road.

There were seven site plan addendums. The Ludlow Boys & Girls Club at 91 Claudias's Way was approved to make improvements to the baseball field and sports court along with a new



concession stand with ADA compliant restrooms. Ludlow Renewables at 0 East Street received approval to use the abutting turnpike property to access the proposed solar facility. Harris Brook Elementary School at 209 Fuller Street was approved to have a basketball court. Charlene Coelho for Cha's Ice Cream & Grill at 329 West Street received approval for a food trailer, picnic tables, signage, and changes to the parking lot.

During the year, the Board issued sixteen special permits for home-based businesses. The Board continues to see a demand for home businesses, which range from contractors, landscapers, consultants, bakers, and artisans. The Board also issued a special permit for an Accessory Apartment, which allows family members to live with their family in a separate housekeeping unit, within the primary residence. The Board also approved a special permit for an estate lot, allowing for two larger sized lots with reduced frontage for single family homes to be built on the properties. Also, the Board approved fifteen ANR plans (Approval Not Required), allowing the property owners to further subdivide the existing parcels.

It is also very important to mention Ludlow's small business community. There were forty-one Change of Occupancy applications approved by the Planning Board. These are some of the new businesses that have chosen to make Ludlow their home: Grit 24 Fitness at 56 East Street, UPS Store/Xpress Services Inc. at 192 East Street, Fluff 'n Mutt at 85 East Street, Tony Nails at 263 East Street, Tu Jeweler's Shop at 194 East Street, It Makes Scents/Outside the Box at 314 Sewall Street and Double MW Group at 311-R West Street. See the complete list of new businesses under Changes of Occupancy. Please consider shopping locally and supporting these and all our local businesses. They all need our support to succeed.

Total fees generated by the Planning Board were **\$36,782.05**.

Respectfully Submitted,

Raymond Phoenix, Chairperson

**Members:**

Christopher Coelho

Joshua Carpenter

Joseph Queiroga

Joel Silva

Kathleen Houle, Associate Member

## IN MEMORIAM

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<b>Jose A. Alves</b> <i>Ludlow Public Schools Custodian</i>	<b>1962 - 2023</b>
<b>Paul W. Ganieany</b> <i>Ludlow Department of Public Works Laborer</i>	<b>1953 - 2023</b>
<b>Ann Irvine</b> <i>Ludlow Public Schools Substitute Nurse</i>	<b>1931 - 2023</b>
<b>Henrietta N. James</b> <i>Ludlow Public Schools Nurse</i>	<b>1932 – 2023</b>
<b>Helen P. Lemek</b> <i>Ludlow Town Hall Clerk</i>	<b>1927 – 2023</b>
<b>Cheryl P. Moutinho</b> <i>Ludlow Public Schools Secretary</i>	<b>1951 - 2023</b>
<b>James Richards</b> <i>Ludlow Public Schools Guidance Director</i>	<b>1944 – 2023</b>
<b>Thomas L. Santucci, Jr.</b> <i>Ludlow Fire Department Volunteer Fire Fighter</i>	<b>1954 - 2023</b>
<b>Gina Silva</b> <i>Ludlow Public Schools Paraprofessional</i>	<b>1947 - 2023</b>
<b>Kimberly L. Steigmeyer</b> <i>Ludlow Public Schools Paraprofessional</i>	<b>1967 - 2023</b>
<b>John T. Forgie</b> <i>Ludlow Town Hall Custodian</i>	<b>1938 - 2023</b>



A VERY SPECIAL THANK YOU TO DAVE SADY FOR HIS DRONE PHOTOS.



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