

Minutes for the Open Space Planning Committee Meeting

June 12, 2023

Town Hall, Selectman's Conference Room

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The meeting began at 5pm.

Present at the meeting were Doug Stefancik, Town Planner; William Rosenblum, Board of Selectmen; William "Bud" Ellison, Agricultural Commission; Angela Tierney, Conservation Commission; Elaine Hodgman, Private Citizen; Ryan Linton, Private Citizen; Joao Dias, School Committee; James Goodreau and Jamie Tomas, DPW; Mimi Kaplan, Consultant Pioneer for Valley Planning Commission (PVPC).

Absent: John Archambeau, Recreation Commission; Joel Silva, Planning Board

The meeting began with the pledge of allegiance. First order of business was to appoint a Chairman, Vice-Chairman, and a Secretary. Bill Rosenblum motioned to appoint William "Bud" Ellison as Chair, Jim Goodreau seconded motion. All in favor, motion approved 7- 0. William Ellison motioned to appoint James Goodreau as Vice Chair, William Rosenblum seconded motion. All in favor, motion approved 7-0. William Ellison motioned to appoint John Archambeau as Secretary, Jim Goodreau seconded motion, all in favor 7-0.

The meeting continued with an introduction of each person. It was made clear that Doug and Mimi were not members of the committee and could not vote. Mimi is the consultant hired to produce the plan and Doug is the technical assistance for the consultant and the Committee.

Mimi went over the Scope of Services for Pioneer Valley Planning Commission and the timeline for the Open Space and Recreation Plan. See attachments. Mimi went on to say the plan would need to be completed by December 2023.

A discussion ensued about what the Towns priorities and goal are for the Open Space Plan. Mimi said that the town will need to update its economic information and development patterns. Locate the land that needs to be protected. She went on to say it was important to identify the environmental equity in the community and those who are most affected, such as low-income individuals and minority populations.

Mimi brought a copy of a draft survey, and the committee reviewed the survey. The survey will also be translated into the Portuguese language as Ludlow has a large Portuguese language population. The survey will consist of basic information and what types of recreational activities

people take part in, where they do these activities and what do they think should be the open space priorities for the Town in the future.

Lastly Mimi went over the next steps for the next meeting which will be to review the previous action plan in the previous Open Space Plan and determine which actions have been completed and which have not been completed and which actions should be carried over to the new plan.

It was decided that July 24 or July 31 would work as potential next meeting date and times and that Doug would send out an email as to which date and time worked best.

Meeting Adjourned: 6:42 PM

Submitted by,

John Archambeau,



Secretary for the Open Space Planning Committee

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## Ludlow Open Space and Recreation Plan – 2023

### Scope of Services, Budget and Timeline

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The Town of Ludlow is seeking to update their 2014 Open Space and Recreation Plan. The goal of this project is to update and submit for DCS approval an OSRP that will be valid for seven years (2023-2030) by December 31, 2023. To make this possible, there are important roles and tasks for both PVPC and the Town as follows:

#### PIONEER VALLEY PLANNING COMMISSION

##### **Task 1: Update Required GIS Maps and Data**

1a. PVPC will update the maps of the following community information utilizing readily available state, federal and local data sources:

1. Regional Context
2. Environmental Justice populations
3. Zoning
4. Soils and Geologic features
5. Unique Environments
6. Water Resources
7. Conservation and Recreation Lands, including parcel ownership and level of protection
8. Action Plan Map

PVPC will obtain necessary GIS data from Ludlow staff; other data to be obtained from MassGIS. PVPC will email PDFs of maps for OSRP Committee review and **perform 1-2 round of revisions** (Note: extensive revisions may require the scaling back of other maps or scope items). PVPC will also provide an update of maps showing priority areas development and conservation (with town input).

- 1b. PVPC will meet with the OSRP committee during a kick-off meeting to discuss the scope and gain a better understanding of community issues and concerns that may impact the focus of the OSRP. This will include input for additional content on the impacts of climate change and potential adaptation measures.
- 1c. PVPC will obtain updated community data (Census, etc.) with Town assistance, develop tables and insert into Section 3 Community Setting, and update the corresponding text.
- 1d. PVPC will update Section 4 Environmental Inventory and Analysis data based on revised maps and data, with Town assistance. PVPC will update the narrative section on Environmental Concerns with Town input, including the additional content on climate change.
- 1e. PVPC will develop tables for the required parcel information and insert into Section 5 Inventory of Lands. PVPC will also update the corresponding text and analysis to be included in the chapter, with input from Town and committee. (The town will populate the Inventory with parcel information required by the state through coordination with the Ludlow assessor's office and the OSRP committee.)

##### **DELIVERABLES:**

- One (1) Kick off meeting with OSRP Committee
- DCS Required maps
- Section 3: Community Setting updated data and text
- Section 4: Environmental Inventory and Analysis updated data and text
- Section 5: Table structure for open space inventory and text

**Task 2: Community Engagement and Public Input**

- 2a. In consultation with the Open Space Advisory Committee, PVPC will develop a survey to be distributed online and in paper format.
- 2b. PVPC and OSRP Committee will meet to discuss results of survey and to plan public visioning session.
- 2c. PVPC and the OSRP Committee will host one public visioning session to solicit further public input about open space goals and objectives.
- 2d. PVPC will assist with publicity, outreach and media notification for the survey and visioning session. Assistance will include developing outreach material and posting media releases on its website. (Note: This does not include physical postings of flyers, etc., throughout town.)

**DELIVERABLES:**

- Up to 2 meetings with OSRP Committee to develop/review survey and plan PVS
- Assistance with survey publicity and outreach
- 1 Public Visioning Session (session facilitation)
- Assistance with visioning session publicity
- 1 survey (online and PDF version) and tabulated and analyzed results of online responses

**Task 3: Articulating Vision and Needs**

- 3a. PVPC will provide analysis and write text for Section 6 Community Vision and Section 7 Analysis of Needs based on feedback received from survey, visioning session, earlier chapter analysis, and committee input.
- 3b. PVPC will develop an updated template for the OSRP document as needed/desired by the committee.
- 3c. PVPC will develop the required Action Plan map based on input from town after Section 9 is complete.

**DELIVERABLES:**

- Up to 2 meetings with OSRP Committee to develop/review sections 6-9, including updating of action plan.
- Sections 6 and 7: Community Vision and Analysis of Needs updated analysis and text
- Section 8: Goals and Objectives updated text
- Section 9: Action Plan Map and updated Table
- Updated template/layout for OSRP document, if desired by committee

**Task 4: Prepare Final OSRP**

- 4a. PVPC will prepare final OSRP, including section compilation, formatting, and editing, and provide input to the committee on plan readiness for submittal to DCS.
- 4b. PVPC will provide the town with a letter of support for the plan.

**DELIVERABLES:**

- 1 Letter of Support
- Final draft OSRP ready for submittal to DCS

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### **Task 1: Assist with Section 3 and 4 Update and Develop Conservation and Recreation Parcel Inventory**

1a. The Town will provide any data necessary to update Sections 3 and 4 that cannot be accessed through Census data or other sources.

1b. The Town will populate tables (template provided by PVPC) for *Section 5 Inventory of Lands of Conservation and Recreation Interest* according to current DCS requirements. The Town will also provide any necessary data for the OSRP maps.

#### DELIVERABLES:

- Assistance with updated data for Sections 3 and 4
- Update of Inventory of Lands of Conservation and Recreation Interest tables (to be populated by assessor and committee) for Section 5
- Input to PVPC on text for Section 5

### **Task 2: Community Engagement and Public Input**

2a. The OSRP Committee will publicize the on-line survey and print, disseminate and collect hard copies in order to solicit public input about open space and recreation goals and objectives.

2b. The OSRP Committee will review and revise existing goals and introduce new climate adaptation goals to the plan.

2c. The OSRP Committee, in coordination with PVPC, will host a public visioning session to solicit further public input about open space goals and objectives. The town will be responsible for arranging meeting logistics including securing venues and assisting with facilitation.

This task includes public outreach and media notification about the survey and Public Visioning Session to encourage a high level of community participation.

#### DELIVERABLES:

- Conduct online and hard copy survey
- Disseminate and collect hard copies of survey and deliver to PVPC
- 1 Public Visioning Session (arranging of meeting logistics and assistance with facilitation)
- Publicity, outreach, and public notification about the survey (online and hard copy) and public visioning session

### **Task 3: Update Plan Summary and Introduction; Articulating Vision, Goals, Needs, and Actions**

The Town will be responsible for developing the Goals and Objectives for Section 8 and the 7-year Action Plan for Section 9. PVPC will provide notes and feedback from the visioning sessions and survey to assist with this process.

#### DELIVERABLES:

- Provide PVPC with updated Goals and Objectives for Section 8
- Provide PVPC with updated 7-year Action Plan for Section 9

### **Task 4: Prepare Final OSRP**

The Town will be responsible for submittals to town boards, commissions, and committees as needed (note: DCS only requires letters of review by the chief elected official, planning board, and PVPC. Those letters also

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ideally express support for the plan, but that is not required). The Town will submit the final OSRP to DCS and address any comments that are received. PVPC will assist with comments from DCS as needed if budget allows.

- 4a. The Committee will review final draft prior to submittal.
- 4b. Submittal of OSRP to MA DCS for review and comment by December 31, 2022. Address any comments from DCS and resubmit for final approval by DCS. PVPC will assist as able.
- 4c. Solicit review and endorsement of the OSRP from the following boards: Board of Selectmen, Planning Board, and Conservation Commission (if desired).

**DELIVERABLES:**

- Final draft OSRP submittal to DCS
- DCS approved OSRP

**Task 5: ADA Survey**

The Town will conduct the required American with Disabilities Act (ADA) survey of community facilities to include the necessary field work and preparation of the required self-evaluation report. PVPC will provide Ludlow with an example template that can be used. The ADA Survey only needs to be completed for town-owned parcels designated for conservation or recreation (i.e. not school property).

**DELIVERABLES:**

- ADA Survey utilizing DCS format

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Attachment A: Budget

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Ludlow OSRP Update 2023			
Plan Section/Activity	Staff	Hours	Subtotal
<b>Sections 1-2 Introduction/Summary</b>			
	M. Kaplan	8	
<i>task subtotal</i>			<b>640.00</b>
<b>Sections 3 Community Setting</b>			
	M. Kaplan	30	
<i>task subtotal</i>			<b>2,400.00</b>
<b>Section 4 Envi Inventory</b>			
	M. Kaplan	30	
<i>task subtotal</i>			<b>\$2,400.00</b>
<b>Section 5 Open Space Inventory</b>			
	M. Kaplan	15	
<i>task subtotal</i>			<b>\$1,200.00</b>
<b>Section 6 Community Vision</b>			
	M. Kaplan	15	
<i>task subtotal</i>			<b>\$1,200.00</b>
<b>Section 7 Analysis of Needs</b>			
	M. Kaplan	25	
<i>task subtotal</i>			<b>\$2,000.00</b>
<b>Section 8 Goals and Objectives</b>			
	M. Kaplan	5	
<i>task subtotal</i>			<b>\$400.00</b>
<b>Section 9 Seven Year Action</b>			
	M. Kaplan	8	
<i>task subtotal</i>			<b>\$640.00</b>
<b>Maps (7 required)</b>			
	J. Dolinger	60	
<i>task subtotal</i>			<b>\$4,800.00</b>
<b>Survey Development and Analysis</b>			
	M. Kaplan	16	
<i>task subtotal</i>			<b>\$1,280.00</b>
<b>Public Visioning Session</b>			
	M. Kaplan	15	
<i>task subtotal</i>			<b>\$1,200.00</b>
<b>Meetings</b>			
	M. Kaplan	15	
<i>Mileage</i>	<i>PVPC miles (\$.655/mi)</i>		86.46
<i>task subtotal</i>			<b>\$1,286.46</b>
<b>Document Set up and Editing</b>			
	M. Kaplan	10	

	C. Ratte	10	
<b>task subtotal</b>			<b>\$1,800.00</b>
<b>Admin</b>			
	M. Kaplan	10	
	printing & computer fee		\$160
<b>task subtotal</b>			<b>\$960.00</b>
<b>TOTAL</b>			<b>\$22,452.92</b>

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**Attachment B: Timeline**

SCHEDULE	PVPC TASKS	TOWN TASKS	MEETINGS
April-May 2023	<ul style="list-style-type: none"> <li>Begin data collection and updates to Section 3 and 4</li> <li>Draft OSRP survey, send to committee to review</li> </ul>	<ul style="list-style-type: none"> <li>OSRP Committee appointed</li> <li>Committee reviews draft survey, provides comments to PVPC for one round of revisions</li> <li>Committee provides data for Sections 3 and 4</li> </ul>	<p><b>OSRP Committee Meeting #1:</b></p> <ol style="list-style-type: none"> <li>Review Scope of Services for PVPC and Town, and project timeline</li> <li>Review committee priorities</li> <li>Discuss revisions to survey</li> </ol>
May - June 2023	<ul style="list-style-type: none"> <li>Finalize survey</li> <li>Post OSRP survey online and provide town with paper survey to copy for distribution</li> <li>Complete Update of Section 3 Community Setting, with support of Town</li> </ul> <p>Deliverables: Final survey</p>	<ul style="list-style-type: none"> <li>Make copies of paper survey and disseminate</li> <li>Committee begins work on open space inventories and chapter 5</li> <li>Committee begins ADA self-evaluation</li> <li>Review Section 3</li> </ul>	<p><b>OSRP Committee Meeting #2:</b></p> <ol style="list-style-type: none"> <li>Finalize survey and distribution plan</li> <li>Select date for Public Visioning Session</li> <li>Provide comments on Section 3 draft</li> </ol>
July 2023	<ul style="list-style-type: none"> <li>Draft required map updates, send to committee to review</li> <li>Complete update of Section 4 Environmental Inventory and Analysis, with support from Town staff/Committee</li> </ul> <p>Deliverables: Finalize maps</p>	<ul style="list-style-type: none"> <li>Committee members review draft maps, compile comments to send to PVPC for one round of revisions</li> <li>Review Section 4</li> <li>Continue advancing Section 5 and ADA Self-Evaluation</li> </ul>	<p><b>OSRP Committee Meeting #3</b></p> <ol style="list-style-type: none"> <li>Review draft maps</li> <li>Plan Public Visioning Session</li> <li>Provide comments on Section 4 draft</li> </ol>
August 2023	<ul style="list-style-type: none"> <li>Prepare for visioning session</li> <li>Begin updates of Section 6 and 7</li> </ul>	<ul style="list-style-type: none"> <li>Continue update of Open Space Inventories and Section 5</li> <li>Continue ADA self evaluation</li> <li>Publicize Public Visioning Session</li> </ul>	<p><b>OSRP Committee Meeting #4</b></p> <ol style="list-style-type: none"> <li>Review survey data</li> <li>Review Town's update of Section 5 tables and Section 5 narrative;</li> <li>Finish planning for Public Visioning Session</li> </ol>

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SCHEDULE	PVPC TASKS	TOWN TASKS	MEETINGS
September, 2023	<ul style="list-style-type: none"> <li>Summarize results of public survey</li> <li>Prepare for and document results of visioning session</li> </ul>	<ul style="list-style-type: none"> <li>Publicize Visioning Session</li> <li>Complete Open Space Inventories</li> <li>Review goals and objectives and Action Plan</li> <li>Complete ADA Self-Evaluation</li> </ul>	<b>OSRP Committee Meeting #4</b> 1. Hold Public Visioning Session
October 2023	<ul style="list-style-type: none"> <li>Complete updates of Section 6 Community Vision and Section 7 Analysis of Needs</li> <li>Add updated Sections 8 and 9 to plan and format as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Review and contribute to updated Sections 6 and 7</li> <li>Update Section 8 Goals and Objectives</li> <li>Update Section 9 - 7 Year Action Plan</li> <li>Review final plan</li> </ul>	<b>OSRP Committee Meeting #5</b> 1. Review outcomes of Public Visioning Session 2. Review and update Goals and Objectives and Action Plan 3. Add any contributions to Sections 6 and 7
November 2023	Deliverables: Action Plan map <ul style="list-style-type: none"> <li>Compile final plan, including Appendix</li> <li>Draft Letter of Support</li> </ul>	<ul style="list-style-type: none"> <li>Collect letters of support from Planning Board and Select Board</li> </ul>	<b>OSRP Committee Meeting #6 (Optional, no PVPC attendance)</b> 1. Review Action Plan Map, provide comments for revisions 2. Review Draft Plan
December 2023	<ul style="list-style-type: none"> <li>Prepare final OSRP Draft for submission to MA DCS</li> </ul>	<ul style="list-style-type: none"> <li>Bring OSRP to Select Board for adoption</li> <li>Submit final OSRP update to MA DCS</li> </ul>	

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**Town of LUDLOW**  
**Open Space and Recreation Survey**

Please take a few minutes to fill out the enclosed survey and return it to the person who gave it to you or mail it to Catherine Miller at the Pioneer Valley Planning Commission, 26 Central Street, West Springfield, 01089. Thank you. Survey results will be used to update Ludlow's Open Space and Recreation Plan. For more information call Catherine Miller at 413/781-6045 or Lenore Paul at 413/583-2153. Feel free to attach an extra sheet if you have additional comments to share, or write in any open space on this survey. You can also take the survey on-line. Check out the Town of Ludlow's website at <http://www.ludlow.ma.us/index.htm>

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1. How many years have you lived in Ludlow? \_\_\_\_\_
2. Do you:      own \_\_\_\_\_ or      rent \_\_\_\_\_
3. How many people live in your household? \_\_\_\_\_
4. Please indicate your age group:  
       \_\_\_\_\_ 13-20    \_\_\_\_\_ 21-35    \_\_\_\_\_ 36-50    \_\_\_\_\_ 51-65    \_\_\_\_\_ 66 or over

5. Male/Female circle one

6. How important is it to you to (Please indicate appropriate response)	Very Important	Important	Important	Not Important	Not Important
• Preserve open space to meet our recreational needs	5	4	3	2	1
• Protect natural resources	5	4	3	2	1
• Protect drinking water	5	4	3	2	1
• Protect historic buildings	5	4	3	2	1
• Protect places of historical and local significance	5	4	3	2	1
• Protect farmland	5	4	3	2	1
• Protect wetland	5	4	3	2	1
• Enhance access to open spaces	5	4	3	2	1
• Acquiring additional open space and conservation land	5	4	3	2	1
• Expand and/or enhance Town owned recreational facilities	5	4	3	2	1

7. To preserve open spaces Ludlow should (Check all that apply.):
- |  |  |
|--|--|
| <input type="checkbox"/> Purchase land with tax revenue          | <input type="checkbox"/> Strengthen zoning                             |
| <input type="checkbox"/> Accept donated land                     | <input type="checkbox"/> Strengthen wetland and flood plain regulation |
| <input type="checkbox"/> Apply for grants to fund land purchases | <input type="checkbox"/> Other _____                                   |

8. Have you used the following public recreational facilities and if so how satisfied are you?

(Please indicate appropriate response)	Very Satisfied	Satisfied	Satisfied	Not Used	Not
• Parks (Whitney, Haviland, Memorial, etc.)	5	4	3	2	1 N/U
• Springfield Reservoir	5	4	3	2	1 N/U
• School Playgrounds	5	4	3	2	1 N/U
• Athletic Fields	5	4	3	2	1 N/U
• State Forest	5	4	3	2	1 N/U
• Pools	5	4	3	2	1 N/U
• Golf Courses (Westover)	5	4	3	2	1 N/U
• Fishing Areas	5	4	3	2	1 N/U
• Other: _____	5	4	3	2	1 N/U

Comments: \_\_\_\_\_

9. Which of the following should be priorities for the Town of Ludlow future open space investments? (Please check all that apply)

- Town owned recreation center
- Privately owned recreation center ( Boys & Girls Club)
- Additional athletic fields
- Swimming areas
- Additional playgrounds
- Protect Farmland
- Wetland/Nature Conservation Areas
- Access to Springfield Reservoir
- Walking trails
- Mountain Biking trails
- Paved Bike/Rollerblading trails

Other (Please be specific) \_\_\_\_\_

10. How satisfied are you with the places in the community for:

(Please indicate appropriate response)	Very Satisfied				Not Used	Not
	Satisfied	Satisfied	Satisfied	Satisfied	Used	Used
• Team Sports (Soccer, Softball, Football)	5	4	3	2	1	N/U
• Walking/Running Trails	5	4	3	2	1	N/U
• Bicycling	5	4	3	2	1	N/U
• Fishing	5	4	3	2	1	N/U
• Hunting	5	4	3	2	1	N/U
• Ice Hockey / Ice Skating	5	4	3	2	1	N/U
• Boating / Canoeing	5	4	3	2	1	N/U
• Observing or studying nature/ wildlife	5	4	3	2	1	N/U
• Relaxing outdoors	5	4	3	2	1	N/U
• Adult / Senior Recreation	5	4	3	2	1	N/U

Comments: \_\_\_\_\_

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