

**TOWN OF LUDLOW, VT**  
**SELECT BOARD**  
**REGULAR MEETING**  
**MONDAY, DECEMBER 1, 2025**  
**6:00 P.M.**  
**HEALD AUDITORIUM**

**[Select Board Meeting – December 3, 2025 ZOOM LINK](#)**

Meeting ID: 963 5236 4337  
Passcode: 411479

One tap mobile  
+13126266799,96352364337#,,,,\*411479# US (Chicago)  
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**Dial by your location**  
**<https://zoom.us/j/abJ1grh212>**

**SELECT BOARD MEMBERS PRESENT:**

Brett Sanderson, Chair	Justin Hyjek	George Tucker, Jr.
Scott Baitz	Noah Schmidt	

**STAFF:**

Penny Wu	Lisha Klaiber	Chief Ben Whalen
Brendan McNamara	Ulla Cook	

**OTHERS PRESENT:**

Eric Alden	Susan Chadwick	John Murphy
Terry Carter	Peter Jenkins	Bruce Schmidt
Robin Chadwick	Kevin Kuntz	Marissa

**AGENDA**

1. Call to Order

- A. Brett Sanderson called the meeting to order at 6:00 p.m. All members present. He led the Pledge of Allegiance.

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2. Consideration of any Changes, Additions or Removals to the Agenda

A. The following changes are needed:

- 1) Brett Sanderson said Item 11 – Consider Appointment of Erin Ladd as Alternate to Regional Planning Commission should be changed to include “Possibly Approve.”
- 2) George Tucker, Jr. said that the “Public Hearing for Proposed Amendments to the Town of Ludlow Zoning & Flood Hazard Regulations Bylaws” that had been scheduled for tonight, had been improperly warned. We will need to reschedule it.
- 3) Penny Wu said that for Item 6, we can add another approval of the Liquor License for Terra Italian Steakhouse.

3. Approve Minutes of Previous Meetings

A. November 19, 2025

- 1) There were no comments
- 2) **MOTION by Scott Baitz and seconded by Justin Hyjek to approve the minutes from November 19, 2025 as corrected. Motion passed unanimously.**

4. Comments from Citizens

- A. Kevin Kuntz said that he would like to comment on the Godfrey Road crossing for VAST.
- B. Brett Sanderson explained that can be discussed under Agenda Item 10.

5. Department Head Reports – November 2025

A. There were no comments

6. Possible Approval of Requests/Licenses/Permits

- A. Tortilla Restaurant Group, LLC (Little Mexico) First Class Restaurant/Bar License
- B. Tortilla Restaurant Group, LLC (Little Mexico) Third Class Liquor License
- C. Terra Italian Steak House
- D. Penny Wu advised these have been approved by the Police Chief
- E. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to approve the licenses for Tortilla Restaurant Group, LLC (Little Mexico) and Terra Italian Steak House. Motion passed unanimously.**

7. Review & Possibly Approve FY27 Appropriations – Windsor County Youth Services

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- A. **MOTION by Justin Hyjek and seconded by Scott Baitz to approve the FY27 Appropriation for Windsor County Youth Services. Motion passed unanimously.**

8. Review & Award Riparian Planting Project Bid (The Former Timber Inn)

- A. Justin Hyjek said this is part of the FEMA buyout and we are required to do it.
- B. George Tucker, Jr. said that we have made plans to do it. He asked about considering a partnership with BRACC or inhouse staff. We have the Tree Committee. He asked if this is fully reimbursable.
- C. Brett Sanderson asked if there is a time frame
- D. Scott Baitz said that nothing can be done until the spring
- E. Noah Schmidt asked about funds
- F. Scott Baitz said that is unknown
- G. Penny Wu said that we have FEMA funds available to cover the costs.
- H. Justin Hyjek asked about a planting plan
- I. George Tucker, Jr. said we have an ACT250 approved, engineered planting plan
- J. Justin Hyjek suggested interacting with the local Tree warden
- K. George Tucker, Jr. said we have a tree committee and they may know of deals on plantings
- L. Justin Hyjek suggested not taking action tonight
- M. Brendan McNamara said that we would be reimbursed as part of the FEMA process. We pay and get reimbursed by FEMA. He said that the low bidder did not include removal of material in his bid.
- N. Brett Sanderson asked if the low bidder was the only one not to include removal
- O. Brendan McNamara said yes. He added that we may be able to do it cheaper if we sub it out and do the removal ourselves.
- P. Brett Sanderson said it may be a better route if we have a bid. He said if all of the other bids include removal, the low bid would be \$63,025.00.
- Q. Brendan McNamara suggested reviewing all of the bids and check with Cherry Nicoll. It might be wise to have everything accounted for.
- R. Justin Hyjek said they should table this until the next meeting and ask Penny Wu to check all of the other bids.

9. Review & Possibly Approve Conflict of Interest Policy

- A. Penny Wu said that there is a grant that in order to apply for it, we must have a conflict-of-interest policy. We do have one for the Village. This one is exactly the same as the Village's. The grant application is due.
- B. **MOTION by Justin Hyjek and seconded by Noah Schmidt to approve the Conflict-of-Interest Policy for the Town of Ludlow. Motion passed unanimously.**

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10. Review & Possibly Approve 2025-2026 Ludlow Side Hill Crunchers Proposed Road Closings:

- A. Brett Sanderson advised that this should read “Road Crossings” not closings.
- B. Robin Chadwick passed out maps of the snowmobile crossing at Godfrey Road and then they go up South Hill Road. He said the road is narrow, has no shoulders and there is a deep ditch on the side, along with mailboxes and they force the snowmobiles onto the road. He said that his house is 15 feet from the road. They make noise and pollution.
- C. Peter Jennings said that some of his neighbors denied snowmobiles access across their properties.
- D. Kevin Kuntz said this came to their attention by mistake. He said the path used to cross his front yard and he allowed for 2 years. Then they made a new path through the wood that exited through a property on South Hill. Two years ago, that property denied access. It was rerouted and now the new path has been denied. The club just came in and put up signs for this trail. He said that Peter Jenkins house is 12 feet from the edge of the ditch and the road may only be 30 feet wide and was never developed as a town road. There is a drainage ditch, then a farmers’ wall and mail boxes. With the mail boxes, it’s a tight squeeze and it is a downhill path. With the snowmobile, there is not room for a car to pass. WE are asking the town to deny use of Godfrey Road, but that leaves the Club with a dead end. We are opposed to it
- E. John Murphy said the Club is asking for permission for this year. It is a two-way road and there is a water tank. Snowmobiles are under 4 feet wide. He said that cars go up and down the road. This is an inconvenience to the owners, but also to the snowmobilers. There are times that he talked to the Summers and there were issues with the renters. There is no one in the farm house. He said he talked to Ron Tarbell and he told us where to put the signs. He said that every year we ask for Police Department input. Our season is really 8 weeks, but on paper it runs from 12/15 through 4/15. We are asking for use of that a piece that road to Butch Plimpton’s property this year. He is okay with it. We can’t do construction at this time of the year and have to get permission to build a bridge. We can’t disturb the ground. We received an email that the Summers changed their minds. We are fully intent to move the trail after this year. A couple of other owners may allow use of their properties next year. We snowmobile by permission of the property owners and have about 65 owner permissions. We have a party at the end of the season every year. We send letters to the owners. We just rerouted off Pent Hillk. We built a \$6,000 bridge. We will do our best to get off the road next year.
- F. Kevin Kuntz said this is a different situation, it is a public road and this encroaches on Jenkins’ property. They run mostly from 4 pm to midnight.
- G. John Murphy said there is no curfew for snowmobilers and we can put up signs for Sensitive Area and Slow. Snowmobiles have the same speed limits as cars. We would be happy to. If there is another way, he doesn’t know it.
- H. Kevin Kuntz said this all happened very quickly. He offered that if they can find a way to use his property it would be ok. He is opposed to use of Godfrey because it would be dangerous.
- I. John Murphy said they groom 2 times a week and the groomer is 9 feet wide. They go up the road like a car.
- J. Kevin Kuntz said they pack down and cover the drainage ditches and that causes a problem.

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- K. John Murphy said they have never had a car-snowmobile accident, they follow the speed limits and keep to the right. They try to keep people safe.
- L. Robin Chadwick said there can be 20 snowmobiles going by all at once.
- M. Kevin Kuntz said they go double-file
- N. John Murphy said it should be single-file.
- O. Eric Alden said that he is a member of this Club. We don't want to be on the roads. This road is hardly used and has very little traffic. Snowmobiles must be registered and insured. Snowmobilers are mostly respectful. This would be temporary and seems minimal. It is a very quiet road and to claim safety concerns – there is zero proof.
- P. Kevin Kuntz asked how Eric Alden bases “busy.” Kevin Kuntz said there are usually a minimum of 3 trucks, plus the mail truck per day. He said he makes about 10 passes per day and so does Peter Jenkins. He said there is an Air B&B unit that has up to 15 cars in the parking lot. There is heavy traffic in the winter. I am opposed to the use of Godfrey, but still offer use of my property.
- Q. Peter Jenkins said that the local VAST members to behave properly, but a large number of snowmobilers are not VAST. We are just talking about Godfrey Road.
- R. Robin Chadwick said they tear up the road.
- S. Peter Jenkins asked how the groomers will affect the road
- T. Brett Sanderson said they only go up the road and do not drag anything.
- U. Noah Schmidt asked if this board has ever denied road access.
- V. George Tucker, Jr. asked, if we allow this for one year, are you certain that you will find an alternative route for next year
- W. John Murphy said he will talk to Mary and see if she'll allow use of Kevin Kuntz's property – it would mean going through Kevin Kuntz's property through Mary's property to Daniels' property. And they put a driveway in. We do whatever we can to try to be good stewards. He said that he is pretty sure that by next summer we will try to find an alternate.
- X. Justin Hyjek said that they mentioned other peoples' properties, will you contact them within the next few weeks.
- Y. John Murphy said he will talk to McGuinness soon. He said the problem is there are a lot of trees. We would have to cut the trees and use an excavator. It is dangerous. He said he promised he will try and will not give up. He will contact McGuinness within the next few days and maybe have permission for spring.
- Z. Justin Hyjek asked what if this is not approved tonight.
- AA. John Murphy said they have a contract with VAST and are paid per person. The contract would be null and void. We would need to figure out how to pay for the groomer
- BB. Justin Hyjek asked when the Club sends out notices to property owners
- CC. John Murphy said we have permission slips for every owner that are valid until cancelled. We send letters in September to start clean-up in the spring. We have a land owners' dinner and talk about VAST and our plans. We also contribute 10% to non-profit local charity. He will not wait until April to contact the people and will keep in touch with Peter Jenkins. We will try to move the trail back into the woods.
- DD. Peter Jenkins said that should eliminate South Hill and Godfrey and go around
- EE. Brett Sanderson said there is no other way around – there is no circular route
- FF. John Murphy said they have a contract for certain areas to “double pass.”

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- GG. Justin Hyjek said it is tough for this to be at the beginning of the season. It is recreation and tourism vs. property owners.
- HH. Kevin Kuntz said it inflicts on our rights for a peaceful life. It is noisy, dangerous. There is no place to get off the road there.
- II. Noah Schmidt said that VAST is concerned about safety and quality of life. They cross Route 103 and it is not as big of a real issue as considered. This is a tough thing at this point in the season.
- JJ. MOTION by Noah Schmidt and seconded by George Tucker, Jr. to approve the crossing as presented.**
- KK. Scott Baitz suggested that if we do pass this, there should be strict rules and stop signs
- LL. Justin Hyjek said they can put up signs for SENSITIVE AREA and STOP. We can have the Police Department, Sheriff and Game Warden monitor more often. Snowmobiles have to have a VAST sticker and be registered and insured.
- MM. Noah Schmidt said we can come back in the spring
- NN. John Murphy said he will come to this board more often
- OO. Peter Jenkins asked what can he do when they are running at midnight
- PP. John Murphy said to call him
- QQ. Brett Sanderson said to call the police
- RR. John Murphy said police first, him second. There is no curfew, but we will put up signs for 10 PM. He said he will do his best to mitigate the impact on your life.
- SS. Peter Jenkins said other property owners had problems, then they went to me.
- TT. Scott Baitz said if we don't allow this, the snowmobilers are shutdown.
- UU. Kevin Kuntz said we were only given one week's notice. This is a "kangaroo court." You say we always did this. They make noise and even at 200 feet from my house, I hear them.
- VV. John Murphy said there is no other way around.
- WW. Kevin Kuntz said you are asking us to bear the burden of your misfortune. We don't expect to live life with snowmobilers running back and forth.
- XX. Justin Hyjek said it doesn't serve anyone well with last minute changes. We ask the club to give more notice. He said he only found out about this today.
- YY. Kevin Kuntz said that he has always cooperated with the Club. He is disappointed that they didn't let us know sooner. We only found out about this when the signs went up. He asked the board to table this. He will do a traffic study. They can't open the trails until 12/15.
- ZZ. Peter Jenkins said it would give us all time to look at the trail maps. He doesn't think there is only one way. We should all look at it.
- AAA. Kevin Kuntz said there are signs there, put up a STOP sign.
- BBB. Brett Sanderson said this road has always allowed it
- CCC. Justin Hyjek said we can warn this for our next meeting in two weeks
- DDD. Noah Schmidt said if John Murphy could find a solution, he will. We need to move on this
- EEE. **Motion passed. One abstain, Justin Hyjek.**

11. Consider and Possibly Appointment of Erin Ladd as Alternate to Regional Planning Commission

Q. Terry Carter said that she checked with the other Planning Commission members and no one wanted to do this. Erin Ladd said she would do it.

R. **MOTION by Justin Hyjek and seconded by Scott Baitz to appoint Erin Ladd as Alternate to Regional Planning Commission. Motion passed unanimously.**

12. Municipal Manager Updates

- A. Penny Wu said that this week she plans to
- i. Get together with all department head and go over budgets line by line to get a better understanding of needs
  - ii. Meet with employees
  - iii. Call on residents and business owners
  - iv. Reprogram voice mail.

13. Other Business

- A. Re-Warn Notice for Public Hearing for “Public Hearing for Proposed Amendments to the Town of Ludlow Zoning & Flood Hazard Regulations Bylaws”
- i. Terry Carter said that it has to be posted locally as well as in THE VERMONT JOURNAL.
  - ii. Hearing will be held on January 5, 2026 at 5:30 p.m.
- B. Budget Meeting on December 15, 2025 at 6:00 p.m.
- C. Noah Schmidt welcomed Penny Wu as our new Municipal Manager. He said we are very excited to have you

14. Possible Items for Next Meeting: January 5, 2026

- A. No comments

15. Sign Warrant Orders

- A. Brett Sanderson said they have been signed

16. Possible Executive Session/Personnel/Contracts/Legal Issues

- A. Penny Wu said an Executive Session is needed and Chief Whalen should be included.
- B. **MOTION by Justin Hyjek and Scott Baitz to enter into Executive Session for Personnel. Motion passed unanimously.**

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- C. Board entered into Executive Session at 7:14 p.m.
  - D. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to exit Executive Session. Motion passed unanimously.**
  - E. Board exited Executive Session at 7:22 p.m.

17. Adjourn

- A. **MOTION by Justin Hyjek and seconded by George Tucker, Jr. to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:23 p.m.

Respectfully Submitted

Lisha Klaiber

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Brett Sanderson, Chairman

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Noah Schmidt

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Scott Baitz

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George Tucker, Jr.

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Justin Hyjek