

Board Meeting  
Senior Center  
228 State Street  
Wednesday, July 19, 2023

Present: J. Zepke, D. Peacey, K. Martin, R. Forti, F. Krzanik, F. Barroso, B. Mishol, B. Radowski, H. Grabowski, D. Johnson  
Excused: K. Ribeiro Absent: J. DaCruz

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**I. Roll Call** – The meeting was called to order at 4:30 p.m. by Chairperson D. Peacey

**II. Secretary's Report**

- a. Minutes from the June 21, 2023 meeting were reviewed and no changes were made. M/S: B. Mishol/F. Barroso. All in favor.

**III. Treasurers Report**

a. FY 23 Budget: The total COA budget was \$512,431.74 and the remaining balance is \$25,220.14. It does not get rolled over into FY24. The balance reflects late in the year hires. J. Zepke spoke with Rep. Aaron Saunders about the \$50k earmarked by the legislature for a new van and explained the reasons why one could not be purchased during FY 23. He said he will investigate the possibility of a waiver so the money could be carried over into FY 24.

b. FY 24 Budget: All job classification changes and increase in hours were approved by the town and are reflected in the FY24 budget. The date of cost-of-living increases and step changes will now go into effect for everyone on July 1 instead of on an employee's anniversary date of hire.

**IV. Director's Report**

- a. New Classes/Activities: All fitness classes and activities are doing very well. The new six-week painting class has 14 people signed up. Fitness classes are very popular and there continues to be a waitlist for Boomer Bootcamp. The waitlist process for the class is generally working smoothly. To help improve the sign-up process, different binders for each class/activity are now being used, as opposed to one binder for all activities. Zepke said some mental health and well-being classes such as meditation are being scheduled for the fall.
- b. Grant Updates: A Behavioral Health Grant was attempted through another grant source but was not accepted. The Senior Center will reapply during the next round of proposals. J. Zepke is considering a proposal for a peer-to-peer program through the churches to reach out to individuals who may be isolated apart from church activities. The Formula Grant is now using information from the 2020 census to allocate funding. For FY 24, the rate per senior will increase from \$12 to \$14. This has not been signed by the governor yet; the Ludlow numbers are not known at this time.
- c. Newsletter Article: J. Zepke will explain the differences between the Council on Aging and the Senior Center, and the process for having concerns and grievances addressed. J. Zepke invites participants to attend the Board meetings to air their concerns. The members discussed the recently developed the Code of Conduct developed by the COA and said it would be one way to communicate expectations to participants while the policy manual is being developed. K. Martin noted that the Code of Conduct posting may reach those who will not read a manual. Zepke reported that some participants bring

grandchildren to the Center which may be problematic at times. The Board discussed the pros and cons of allowing children at the Senior Center and noted that this is one of the topics that will be addressed in the policy manual.

## V. Chairman's Report

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- a. Policy Manual: Copies from other Senior Centers have been obtained and reviewed by the work group. They will set a date for the initial work group meeting and will continue to meet outside of the regularly scheduled COA to work on this project. Once a draft is completed it will go to the full COA Board for review and approval. Zepke noted that she will check if there is an additional approval process for the Senior Center policy manual (i.e. Board of Selectman). Bob Mishol noted that he didn't think that the library referred their policy document to the Board of Selectman.
  - b. COA Goals/Strategic Plan Discussion: Members discussed the need for developing an internal Strategic Plan and/or goals for the Council on Aging. This might be an effective way to identify priorities for projects and to measure councils' progress toward achieving them. D. Peacey suggested perhaps using a flip chart at the next meeting to begin to record ideas about what the COA might want to target over the next one to five years. H. Grabowski suggested that discussion of parking might be included and asked if there will be additional parking would likely be available. J. Zepke said some adjustments to the parking lot are being made but no blacktop can be added. Participants are being encouraged to park between the lines so all current spaces can be utilized which may help remedy this issue.

## VI. Visitation

- a. K. Green from the Friends of the Senior Center reported they are looking at developing a scholarship fund for Ludlow residents seeking to pursue a career enhancing the lives of older adults. If approved by the Friends, the Bylaws would have to be changed. In addition, she reported that the Friends will again be charging for parking at the Senior Center parking lot during the Festa over Labor Day weekend. These "donations" was a very successful fund raiser last year by the Friends with all proceeds going to the Senior Center. Volunteers are sought to work four hours shifts. A notice will be posted in the Center.

## VIII. Old Business/New Business

- a. J. Zepke reported problems with the HVAC system related to the installation and is missing filters. This is being worked on. She has also been looking into the fire and burglar monitoring system(s) and seeking clarification as to who is responsible for maintenance.
- b.

**VIII. Adjournment:** 5:30 p.m. M/S: R. Forti/Bob Mishol. All in favor.

*The next Board Meeting will be at 4:30 p.m. on Wednesday, August 16.*

Respectfully submitted,

K. Martin, Secretary COA