

Council on Aging Board Meeting  
Ludlow Senior Center  
228 State Street  
Wednesday, February 21, 2024

Present: J. Zepke, D. Peacey (attended via telephone), K. Martin, R. Forti, B. Mishol, H. Grabowski, K. Ribeiro; J. DaCruz; D. Potter  
Excused: Fernando Barroso, D. Johnson  
Visitor: K. Green

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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 January 17, 2024 meeting were reviewed and approved. M/S: R. Mishol/R. Forti. All in favor.

**III. Treasurers Report**

a. FY 24 Budget Status: Zepke reported that FY 24 is on target. FY 25 deferred to Director's Report.

**IV. Director's Report**

- a. Level 2 Budget and Process Discussion: The Town did not approve any new positions for all departments; the funding request for a full-time Administrative Assistant position will be resubmitted next year. Funds were approved for reclassifying the Program Coordinator position and increasing the Bookkeeper hours.
- b. Grant Updates: There has been no word about the proposal to MassDOT for a 9-passenger van. The request from Capital Expenditures was approved and will help fund a second van. J. Zepke will find out when she can order it. She will be applying for a \$100,000 two-year (\$50k each year) Elder Mental Health Outreach Team (EMHOT) grant through the Mass. Executive Office of Elder Affairs. EMHOTS are designed to provide mental health services, counseling, outreach, referrals, support, and a bridge to more formal services for older adults. The proposal is due March 20.
- c. Center Numbers: J. Zepke presented the productivity numbers for the calendar years 2022 and 2023, which show an increase in activities and participants. She said the actual numbers are probably higher because many people still do not sign in despite reminders from front desk staff. J. Zepke is in the process of compiling the Annual Report for the town.
- d. Standards for Participation Revisions: J. Zepke's presented recommended revisions which were reviewed and discussed; additional changes were added. K. Martin will make the revisions and submit the document to J. Zepke and D. Peacey. The Standards will be posted at the Center, added to the Policy Manual, placed in new participant packets, and distributed upon request. When participants sign in at the kiosk, they will automatically be accepting it. A motion was made to approve the document with the revisions. M/S: K. Ribeiro/B. Mishol. All in favor.
- e. Future Planning: J. Zepke Tuesday evening events have been attracting participants. attend. She cited a recent evening Trivia that had 16 participants. The Souper Supper was very popular, and it will be offered again when J. Zepke works on Tuesday evenings, as she

is the cook! A four-part retirement evening series is being considered and will include topics such as Social Security, financial planning, and downsizing/selling one's home. Program Director M. Ardolino has obtained cultural grants and will be offering educational programs on topics that will include Studebakers, chocolate, and gardening.

**V. Chairman's Report**

a. Policy Manual: J. Zepke requested a week to devise a new transportation section. She will forward to Karen Martin and Diane Peacey for inclusion in the Policy Manual so that the content can be reviewed and discussed at the March COA meeting.

b. Standards of Participation: Discussed in Director's Report.

e. D. Peacey reminded the Board that new Officers must be in place by April per the Town's Bylaws. Discussion will take place at the March meeting.

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

*The next Board Meeting will be at 4:30 p.m. on Wednesday, March 20, 2024.*

Respectfully submitted,

K. Martin, Secretary, COA

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