

Council on Aging Board Meeting  
Ludlow Senior Center  
228 State Street  
Wednesday, July 17, 2024

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

2024 SEP 13 A 10:52

**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 12, 2024 meeting were reviewed and approved without corrections.

M/S: B. Mishol/F. Barroso. All in favor.

**III. Treasurers Report**

a. J. Zepke discussed corrections/adjustments to be made to the expense report. She said the 418.81% overage reported in the FY 2024 year-end total general expense report is incorrect and will be fixed. J. Zepke said \$5k from the Salary line item was transferred to the Food budget to stock the pantry with shelf stable items for use before the end of the fiscal year. The Director's salary and benefits should have been listed as separate line items therefore this should not appear as over budget for end of year. An additional \$214 was transferred to the WestMass Elder Care line item. The salary increases will be reflected in the FY 2025 budget. \$16,000 was returned to the Town at the end of fiscal year 2024,

**IV. Director's Report**

- a. Custodian and Dispatch Positions: Dave Snyder was rehired to fill the Dispatch position vacated by Gary Spear. Pending Selectboard approval of the rewritten job description and higher salary grade (NU3 to NU7), the vacant Custodian position will be posted. In the meantime, Town Facilities Manager Dave Ritchie has been coming in at 5 a.m. and spending 60 to 90 minutes cleaning the bathrooms. It has been a huge help, as J. Zepke and H. Jolicoeur perform custodial tasks during the day as needed.
- b. Front Desk: With the increase in programs and participants, and the need for greater efficiency and accuracy, J. Zepke will be seeking Town approval for a full-time Administrative Assistant position. She has submitted a request to IT for two computers for the front desk. This position will improve efficiency and accuracy in scheduling events, lunches, and participation in all programs. Funding for this position was not approved by the Board of Selectman previously. She is collecting data to support this and plans to meet with M. Strange and Human Resources. Formula Grant funds have been utilized for the part time front desk position for the last 15 years. J. Zepke is proposing that these funds be used for a full-time position for one year with an understanding that the Town will fund it in subsequent years.
- c. Grants: The Formula Grant has increased to \$15 per senior and the Center will be receiving \$93K for FY 2025. A proposal was sent to Mass. Councils on Aging for a Service & Incentive Grant to support the Center's efforts to becoming Age & Dementia Friendly certified. The proposal was denied; additional funding sources are being pursued. D. Peacey suggested perhaps carry over funds from the Formula Grant could

be for this purpose. The MassDOT Grant for a van has been approved. The Capital Improvement Grant has also been approved, but the funds will be used for a Ford instead of a Chevrolet. This may help to expedite delivery. No firm delivery date has been established. The MassDOT van will be delivered by the end of 2025.

d. Building Updates: Still awaiting the new generator; there are several other electrical issues to be dealt with. The building may have to be shut down during the installation. J. Zepke discovered that the reason the dining room floor still looked dirty after cleaning was because the installers did not remove the coating. J. Zepke and H. Jolicoeur have been removing it by hand with a cleaning solution from Dave Richter. There is now a noticeable difference between the floor area that has been stripped.

## **V. Chairperson's Report**

a. Bylaws: The work group met once to discuss content, format changes, and whether to include it only on the COA website and not the Town website. Their next meeting is on August 7.

## **VI. New/Old Business**

a. Fire Safety/Emergency Preparedness: F. Barroso contacted area Senior Centers regarding their fire safety and emergency preparedness plans. He noted that most centers have fire safety plans; some of the centers conduct scheduled fire drills indicating it was a condition of their insurance. He learned from the Selectboard that there is a town Safety Committee that meets regularly consisting of police and fire staff, department heads and citizens at large. He expressed interest in attending. Discussion ensued about an evacuation plan and participant education. J. Zepke indicated that the Ludlow Senior Center has a plan in place for Fire/Emergency Preparedness; staff has designated areas which they would go to in the event the building must be evacuated. B. Radowski suggested that the volunteers be trained in this process as well. B. Mishol asked if the plan could be presented at the next Board meeting for educational purposes.

b. K. Green said Festa parking for a fee will be offered at the Senior Center again this year. There will be a sign-up sheet for people wishing to volunteer to man the parking lot.

## **VII. Adjournment: 5:30 p.m. M/S: B. Mishol/H. Grabowski. All in favor.**

*The next Board Meeting will be at 4:30 p.m. on Wednesday, August 21, 2024.*

Respectfully submitted,

K. Martin, Secretary, COA

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