

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

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

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TOWN OF LUDLOW

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

**II. Secretary's Report**

a. Minutes from the July 17, 2024, meeting were reviewed and approved with one correction to be made; guest K. Green was not at the meeting.

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

**III. Treasurers Report**

a. June's budget errors were corrected by the Bookkeeper. \$16,506.04 will be returned to the town, as it was not used. B. Mishol inquired about transferring some of the funding to other line items. J. Zepke said she had already transferred \$5,600 to the food budget.

**IV. Director's Report**

- a. Custodian Position: After interviewing four qualified candidates, all with school custodial experience, Dennis Fordema from Hampden was selected and will start on Tuesday, September 10. He currently works the second shift at Longmeadow High School.
- b. Front Desk: J. Zepke met with M. Strange and Carrie Ribeiro in Human Resources, who approved the full-time Administrative Assistant position and categorized it as a LATOS 4. The Town has four vacant union positions. One of them, a LATOS 4, was transferred to the Senior Center. As a result, J. Zepke does not have to get approval from the Selectboard. Carryover grant funds will be used to pay the salary for the first year and the Town will pay for 100% of the benefits. Next year the Town will pay 50% of the salary. It is hoped the Town will pay 100% by the third year. Before the position is posted, J. Zepke will meet with Sheila and Naomi to inform them of the new position and how it will affect their roles. The goal is to greatly improve efficiency and accuracy, fully use MySenior for data collection and program registration, and eliminate the use of notebooks for program reservations.
- c. Upcoming Events: In honor of National Senior Center Month, a "Senior Strong Celebration" will be held on September 19 consisting of various health, wellness and informational booths and presentations. Also in September, Luso Credit Union will be conducting a Lunch and Learn, and there will be a Big E Trip. Several classes will be returning in the fall i.e. watercolor pencil, opera appreciation, and the hearing clinic. Li Ann Smola will be offering a grief support group on Tuesday evenings for people unable to attend the one during the day. Appointments for Medicare Open Enrollment and assistance with fuel assistance applications will add to the uptick in fall activities.

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

- a. Bylaws: The work is near completion and will be shared with the group to review and vote on.

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

- a. Safety: Zepke shared the Building Evacuation plan that staff will follow in the event of an emergency.
- b. The new generator has arrived, and it is not yet hooked up. To help mitigate the noise between the entryway and the Café, J. Zepke asked Eastfield Glass to develop a plan and cost estimate for installing a glass barrier. A proposal to build a carport for the vans came in at a prohibitive \$125K.
- c. Statistical Reports: K. Green stressed the importance of collecting outreach data. D. Johnson explained how she currently records her meetings with participants and how the information is compiled annually, not monthly, for the year-end Annual Report. K. Green offered suggestions about the types of information that might be collected without being overly burdensome timewise. D. Johnson will share those numbers with K. Green.
- d. Intergenerational Programming: F. Barroso suggested having an intergenerational program twice a year. It was agreed that this type of programming is valuable and mutually beneficial to both age groups. D. Johnson shared what has been done in the past. K. Green suggested working with Ludlow Cares and utilizing the services of a volunteer.

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

*The next Board Meeting will be at 4:30 p.m. on Wednesday, September 18, 2024.*

Respectfully submitted,

K. Martin, Secretary, COA

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