

Council on Aging Board Meeting Minutes

Ludlow Senior Center
228 State Street
Wednesday, June 18, 2025

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

RECEIVED
TOWN CLERK'S OFFICE
2025 AUG 14 P 12: 24
TOWN OF LUDLOW

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 May 25, 2025 meeting was reviewed and approved. M/S: B. Mishol/R. Forti. All in favor.

III. Treasurers Report

- a. The April financial report was distributed; B. Mishol asked why the YTD for the Executive Director's salary was 104% with one month remaining in the fiscal year. J. Zepke will clarify at the next Board meeting.

IV. Director's Report

- a. Administrative Assistant Update: Assistant Director Heather Jolicoeur said an offer has been made and HR is in the process of conducting a CORI and checking references.
- b. Other Staffing Updates: Outreach Coordinator Debbie Johnson is retiring on August 8, 2025, and Dispatcher Dave Snyder's last day is August 15. It is hoped his replacement will start before that date so Dave can train him or her. Outreach Coordinator job description being updated prior to posting/filling this position.
- c. Center Events: Regular programming will continue but there will be slightly less new programs this summer until new staff are on board.
- d. Misc. Updates: H. Jolicoeur discussed an issue pertaining to her transitioning to a new position last year as Assistant Director of the Ludlow Senior Center. This was related to miscommunication between the town and the union related to her continued union membership in this new role. This has resulted in actions taken by both parties to resolve this issue. To date, no final decisions have been reached. The Board expressed support for the Center's stance on the matter.
- e. FY 26 Grants: H. Jolicoeur has applied for an MCOA Service and Incentive Grant. In cooperation with the Board of Health and Fire Department, a \$5,000 reimbursement grant was submitted to purchase supplies and professional services for caregivers such as air tag trackers, Depends, and Knox Boxes that allow for emergency home-access. It would also be used to hire Laura Lavoie to offer training for participants in the Forget-Me-Not Circle along with a day and evening program for caregivers. There has been no news about the Walk-Ability grant to purchase signs and benches.

V. Chairman's Report:

a. Age/Dementia Friendly Ludlow Update: Committee Facilitator Becky Bausch shared an action plan specific to Ludlow. Dementia education, housing, street walkability and communication were the agreed upon priorities. Megan LaMay from the Alzheimer's Association attended the meeting. K. Ribero suggested something like a "Sunflower Lanyard" to signal to business personnel that the wearer may need extra assistance. H. Jolicoeur would like to add more people to the committee. D. Peacey said she hopes the town will stay actively involved, as it is a community-wide initiative.

b. COA/Ludlow Senior Center: Mission, Vision and Values Statement: D. Peacey distributed the document that she and K. Martin drafted for the MCOA certification process. It was reviewed and approved by the Board. M/S. K. Martin/K. Ribeiro. D. Peacey will send it to Jodi for her final approval. The Mission Statement, which was slightly altered, will have to be updated in the Center's manual.

c. MCOA Certification Update: A committee consisting of Kathy Green, D. Peacey, F. Barroso, B. Mishol, K. Martin, and Carol Bardon, a frequent Center participant, have been meeting with J. Zepke to assist with aspects of this process. They have completed a SWOT analysis which is being utilized to develop a strategic plan with rolling three-year goals. K. Green was thanked for sharing her expertise and facilitating this process. A marketing plan will also be developed next.

VI. Other Business

- a. New Trash Bins: A volunteer at the front desk mentioned to K. Green that she received her bins and found them too heavy to move even while empty. The Board expressed concern that this could be a hardship for older adults and those with disabilities. D. Peacey said she will communicate concerns to Selectboard member Anthony Alves about the matter.
- b. Town's New Electricity Program: Town Administrator Marc Strange said there will be an info session held at the Center to explain the program and the process for opting out.

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

The next Board Meeting will be at 4:30 p.m. on Wednesday, July 16, 2025.

Respectfully submitted,

K. Martin, Secretary, COA