

There Council on Aging Board Meeting Minutes

Ludlow Senior Center
228 State Street
Wednesday, October 15, 2025
TOWN CLERK'S OFFICE

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

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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 the September 15, 2025 meeting were reviewed and approved with the following corrections to be made: J. DaCruz was excused, not absent. Under the Director's Report MCOA Certification the word "applications" should be changed to "portfolios." The Festa Committee should be added as a co-host of the beer and wine tasting held on September 26. T. M/S: B. Mishol/F. Barroso. All in favor.

III. Treasurer's Report

- a. J. Zepke said the Total Grant Budget numbers will be changed to reflect the \$16.00 per person that went into effect on July 1, 2025. The Level 1 budget for 'FY 27 is due November 14.

IV. Director's Report

- a. Staffing: Three candidates for the Driver position were interviewed on October 14 and one more will be interviewed on October 16.

The Outreach Coordinator position has been posted internally, and according to the union regulations, it will be posted externally after seven days. In the absence of a Coordinator, J. Zepke and H. Jolicoeur have been assisting with fuel assistance recertifications, as the paperwork for new applicants won't be issued until November. These are completed for seniors age 60 and over and for Ludlow residents only. SHINE appointments are all booked; however, two additional days have been released to accommodate the 50,000 Mass enrollees who will be losing their Blue Cross/Blue Shield coverage.

- b. Activities: November's activity offerings will include a new entertainer for the popular Thanksgiving luncheon, memory screenings, sand for seniors, PVTA Basics, a program by Laura Lavoie from Our Dementia Life, a presentation about WWII by a storyteller/historian, card making, massages, foot care, and Elections 101 by Town Clerk Kim Batista.
- c. Phone System: There have been ongoing problems with the phone system at the Center. Staff members have been unable to transfer calls, place calls on hold or make outgoing calls to specific numbers. J. Zepke spoke with Town Administrator M. Strange about the situation and attempts to fix the problems are underway.
- d. Foot Care: The Health Department has resumed home visits. Some people sign up for foot care every month, and out of fairness to others, J. Zepke may limit appointments to once every other month.

- e. Certification: J. Zepke, H. Jolicoeur and M. Ardolino passed the MCOA Certification. D. Peacey suggested notifying the Selectboard and sending a media release to the Ludlow Register.
- d. Van Carport Construction: The project will be going out to bid. In addition, the Center now has millings for staff parking.

V. Chairman's Report

- b. Age/Dementia Friendly Ludlow Update: The final Community Assessment Action Plan is complete, and Becky Bosch will be sending it to all entities who have not been attending meetings for input. It will also be sent to M. Strange, the Selectboard, and eventually AARP and MCOA. Various mechanisms for follow-up are in the process.
- c. Strategic Plan: The Center's SWOT Analysis and both the One-Year and Three-Year Strategic Plans, which were prepared by the director and a Board subcommittee as part of the MCOA Certification process, were distributed to all members. D. Peacey and K. Green provided an overview of the development process, explained the methodologies used, and responded to questions from the Board. Members were asked to review the documents before the next meeting. The next step will be to develop a schedule for the Board to review the implementation process throughout the year. The Marketing Plan will be distributed at a later meeting.

VI. Other Business - NA

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

The next Board Meeting will be at 4:30 p.m. on Wednesday, November 19, 2025.

Respectfully submitted,

K. Martin, Secretary, COA