

Council on Aging Board Meeting Minutes

Ludlow Senior Center

228 State Street

Wednesday, November 19, 2025

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TOWN OF LUDLOW

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

Excused: J. DaCruz

Guests: K. Green

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 October 15th, 2025 meeting were reviewed and approved. M/S: B. Mishol/B. Radowski. All in favor.

III. Treasurer's Report

- a. The Level 1 budget for 'FY 27 was submitted and is the same as the level 0 budget J. Zepke submitted earlier. The only increases were for staffing.

IV. Director's Report

- a. Staffing: Patrick Griffin has been hired as a full-time van driver. He is a former landscaper, and J. Zepke reports he is a quick learner and will be going for lift training. Activities Assistant Tammy has retired, and her position has been posted. Only a handful of applications for the Outreach Coordinator position have been received, and only one or two of them have geriatric experience.
- b. Holidays: The Center will close at 11:30 a.m. on December 24 and 31. It will be closed all day on December 25, 26, and January 1 and 2.
- c. Resources Update: Two SHINE Counselors have been on-site everyday day to help with Medicare Open Enrollment. J. Zepke said they have been truly "amazing." K. Green suggested giving them a thank you of some sort. H. Jolicoeur and J. Zepke have continued with fuel assistance applications and brown bag signups.
- d. January: The Center will be closed on Tuesday evenings during the month of January due to staff shortages and will reopen in February.
- e. Telephone Issues: Problems continue and Chris from Valley Communication has been working with Center staff to sort them out. He will be coming to the Center at 7:55 a.m. on December 1 to observe the expected high call volume in the hopes of fixing the problems.

V. Chairman's Report

- a. Workload Data: K. Green distributed the Annual Senior Center Engagement Stats for review and various programming trends were noted. D. Peacey noted that in speaking with people who attend programs at Senior Centers in other communities, it seems that attendance is much higher in Ludlow.

b. Strategic Plan: D. Peacey asked members to review the Strategic Plan prior to discussion at the next Board meeting.

VI. Other Business

a. MCOA Certification: The Board felt this accomplishment should be brought to the attention of Marc Strange and the Selectboard for due recognition. D. Peacey offered to draft a letter. J. Zepke said an article will be appearing in the Ludlow Register.

VII: Adjournment: 5:30 p.m. M/S: K. Ribero/K. Martin. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wednesday, December 17, 2025.

Respectfully submitted,

K. Martin, Secretary, COA

Celebrate Ludlow Meeting Minutes for October 16, 2025, 6:00, Selectman's Conference Room

Attendees: Linda Collette*, Bruce Durand*, Christine Bassett, Cheryl Lukas, Kevin Vestal, Maria Crespo, Ray Vigneault, Josue Irizarry, Joanna Stoeber

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Meeting called to order at 6:03 PM

Acceptance of prior meeting minutes. Motion by Bruce Durand, seconded by Linda Collette. All in favor, motion passed.

Updates on Tree Lighting given by Linda Collette:

Advertising-

- * We will not be ordering lawn signs for the tree lighting due to lack of time and funds. Banners will need to be ordered soon, and will split the cost with the Rotary. Cheryl Lukas will design the banners and Linda will place the order.
- * Christine Bassett will have us on the Veteran's podcast which airs on Wednesdays. Linda will speak to Eric Segundo to schedule a time to promote our event.
- * Flyers are complete (thank you to Cheryl Lukas for her amazing work). Linda printed up ½ page flyers to pass out to parents at the Rag Shag Parade held on 10-24-25 and spoke to parents about this event.
- * Mass Appeal, Channel 22 news – Linda and Kevin Vestal will appear on this show on November 17th. Linda will forward the flyer and list of events to the show prior to the actual airing.

Food-

- * Two food trucks are secured, Dave and Wanda's and Madd Eatz. They'll be located in the town hall parking lot from 4-7:00
- * Popcorn will be popped and served to all, free of charge (donated by the Collette's) and located in the Hearing room on the first floor.
- * Big Y will donate sugar cookies for a fun make and take a decorated cookie.
- * Hot Cocoa – Ludlow Cares will donate and serve

Activities-

- * Reindeer food make and take will be provided by the Girl Scouts (Jessica Labrie)
- * Snow measure stick – a paint stick with measured inches on it with a snowman on top. Kids can decorate with a hat and paint a face and take it home. Linda obtained 60 large paint sticks from Lowe's and will paint prep them so it will be a less messy activity. ☃

Personalized Ornaments-

- * We will continue to take orders to have tree ornaments personalized with names to be hung on the tree. They will sell for \$5.00 each. We will try to pre-sell them. All are asked to help sell these ornaments so they can be personalized before the event and pre-hung and on the tree for tree lighting. We'll ask Karen Randall if we can set up a table at Randall's Farm to sell the ornaments to be hung, and we will need this committee's help in manning the table for a couple of hours. Date to be determined, and hopefully for a weekend or two, depending on what Karen Randall will allow.
- * At our next meeting on November 3rd, we'll have personalized tree ornament forms available for everyone. Please sell these ornaments to friends, family and neighbors! Collect \$5 for each sold, and turn in the forms and money at a future meeting.
- * We will also take orders for them on November 30th.

Toys for Tots!

- * The Ludlow Rotary will take the lead for the Toys For Tots campaign. Maria Crespo is heading up the Rotary's efforts on this along with her fellow Rotarians. She will distribute all of the Toys For Tots boxes at various locations in town. Please donate and spread the word! The Rotary will be in charge of collecting, getting the Marines to be at the tree lighting event and for getting flyers distributed around town too. To encourage people to donate an unwrapped toy, anyone who brings a toy to the tree lighting will receive a ticket to win a basket of goodies. Maria and her team will obtain the gift baskets and distribute the tickets to those who bring a toy. Let's fill those boxes!!
- * The American Legion will also be assisting with the Toys For Tots campaign. They will also take part in some of the yard decorations at town hall by making the Toys For Tots red train and logo out of plywood and place it on the lawn

when we decorate the tree on November 22nd. This will bring more awareness to remind people to donate! Thank you to Ryan Howe and his organization for getting this done.

Music-

* Maria Crespo will contact Kevin McAvoy at LHS to have the choir sing carols at the tree lighting event. We also agreed that we should ask the children's groups in town, such as the cub scouts, girl scouts, youth soccer and hockey, etc. join in on the Christmas caroling. The more the merrier!

Special Characters-

*The Ludlow 250th committee had purchased 3 costumes, Elsa, Ana and Spiderman. It would be fun to have these characters at our event! Linda will ask Adelei Bernard at LHS to have some of the Drama Club students to dress up for us.

Burn Barrels-

*We have been approved to have 4 burn barrels on the lawn to gather around to keep warm during the tree lighting event. The older boy scouts will man the barrels, wood will be provided by the DPW.

Shed and lawn décor-

*The Boys and Girls Club, our committee, and friends at Keystone Commons have agreed to help make decorations for the sheds and lawn. Christine Bassett has donated about 30 4x4 masonite boards. One side is white, the other is brown. The white side is shiny and would make some nice snowmen. We can use these to make some gingerbread décor, signs, etc. Linda will try to get some paint donated to make these cut outs. Lots of help is needed to make and create décor. Please assist in creating the décor. We'll get the decorations out on the lawn on the same day we set up the tree, on November 22nd.

Tree Set-Up-

*Set up for the large tree is scheduled for November 22nd at town hall, at 10:00 a.m. We'll need some help to get it done. Christine Bassett has some of our amazing Veteran's to assist. The tree parts are currently stored at the DPW and will be brought over by the department on November 22nd. We also need 2-3 people to set up and put lights on a 12' tree to be set up at the Hubbard Memorial Library. Please assist.

Wreath at Town Hall-

*The large 6' wreath will be hung between the pillars of the town hall building by the DPW the week before the actual tree lighting.

Breakfast with Santa-

*Bruce Durand and the Memorial Day Parade committee will be putting on a pancake breakfast with Santa on the morning of November 30th, and will always be on the same day as the tree lighting going forward.

*Tickets will be on sale soon, sold by his committee, anyone on our committee willing to sell, and also at PLAYNOW! at the Big Y plaza. Thank you to Ray Vigneault, owner of PLAYNOW! for helping to sell tickets!

*Ticket prices are \$5 for children, \$7 for adults. There will be two seatings.

* Anyone willing to donate something to the raffle table, please do so and give to Bruce Durand. Thank you.

Motion to adjourn at 7:32 by Bruce Durand, seconded by Linda Collette, motion passed.

Meeting minutes respectfully submitted by Linda Collette

*Celebrate Committee members