

## **Council on Aging Board Meeting Minutes**

Ludlow Senior Center  
228 State Street  
Wednesday, December 17, 2025

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

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**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 November 19, 2025 meeting were reviewed and approved. M/S: D. Johnson/B. Mishol. All in favor.

### **III. Treasurer's Report**

- a. The Level 1 budget for 'FY 27 was submitted and J. Zepke attended the budget meeting via zoom. She level funded general expenses. The cost of health insurance for the town has increased by 18%, and an Override Proposition 2.5% may be considered. If the Town makes cuts across all departments, the Center has the flexibility to subsidize programs with grant funds.

### **IV. Director's Report**

- a. Staffing: Sheila Rubin has been hired as the Outreach Coordinator and will start on January 5. While all the four interviews were excellent, Sheila possesses knowledge of geriatric resources and benefit programs and has experience in preparing and submitting applications.
- 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: The application process for financial assistance has become increasingly onerous. J. Zepke said applications for fuel assistance are being returned because they are deemed incomplete, when in fact, all the required documents were sent. Food stamp applicants are being asked to submit medical bills for 2023, 2024 and 2025.
- d. Telephone Issues: Chris from Valley Communications spent time at the Center on the first of the month when the incoming call volume is very high and was shocked by the number of calls. A quick transfer system is now in place and is working well. Many calls continue to be routed to overflow, but at least incoming calls are no longer being disconnected.

### **V. Chairman's Report**

- a. Strategic Plan: D. Peacey distributed the Strategic Plan to review what has been completed in year one. All job descriptions, except for the Clerk position, have been completed. Review of the plan was tabled until the next meeting.

## **VI. Other Business**

- a. Parking Lot Lights: The parking lights are out because testing of the new generator blew out the time clock. A new one will be installed shortly.
- b. Foot Care: As coverage from the Health Department is not available currently, the service is being provided by an outside R.N. in the interim. This coverage was recommended by Health Department director. Procedures are slightly different however there have been no complaints and participants seem satisfied. It is unclear whether coverage provided by Health Department will resume; a decision will be made at that time as to how/if the service will still be provided in the future,

**VII: Adjournment:** 5:30 p.m. M/S: B. Mishol/D. Peacey. All in favor.

*The next Board Meeting will be at 4:30 p.m. on Wednesday, January 21, 2026.*

Respectfully submitted,

K. Martin, Secretary, COA