

Council on Aging Board Meeting Minutes

Ludlow Senior Center
228 State Street
Wednesday, January 21, 2026

Present: J. Zepke, K. Martin, R. Forti, D. Peacey, B. Mishol, K. Ribeiro, F. Barroso, D. Potter, B. Radowski, H. Grabowski, J. DaCruz
Excused: D. Johnson
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 of the December 17, 2025 meeting were reviewed and approved with no changes. M/S: R. Forti/F. Barroso. All in favor.

III. Treasurer's Report

The Treasurer's report was reviewed; there were no comments or questions.

IV. Director's Report

- a. Staffing: Sheila Rubin, the new Outreach Coordinator, started on January 5. She is doing very well and has made home visits, a protective services referral, and is taking appointments for application assistance. B. Mishol asked for a copy of the job description. Interviews for the Activities Assistant will begin shortly. There have been six applicants for the van driver position.
- b. Foot Care: J. Zepke met with Paulina from the Board of Health last week, who said that grant money will be used to pay a percentage of the Center's foot care services through June. Residents will be charged \$30; nonresidents \$60.
- c. Numbers: The numbers of participants continue to climb; there are a lot of new people coming to the Center, both from in-town and out of town. The age group has shifted somewhat, with younger seniors often driving to various centers based on the activities being offered. Turnout for Tuesday evening activities has declined somewhat. The evening support group will end in May. She will continue the daytime support group at the Center. Plans are underway to try new ideas to increase activity in the Café. During the month of February only, H. Jolicoeur and J. Zepke will be cooking a made-to-order breakfast from 8:30 to 9:30 a.m. for Good Morning Wednesdays. The cost is \$3 per meal. Scrambled eggs, French toast, pancakes, and poached eggs are some items that may be on the menu.

V. Chairman's Report

a. Strategic Plan: K. Green explained the structure of the plan and how it was designed to be used. It consists of three sections: One-Year 2025, Three-Year Target 2028, and Future Plan Considerations. There are three general categories with action steps for each: Staffing, Communication and Programming. The categories were developed following completion of a SWOT Analysis by an action group. Although the Board will monitor progress, it was noted that senior center staff are generally responsible for most of the implementation. K. Green led discussion of the actions and status of each.

Under staffing, it was noted that considerable progress has been made in the update of job descriptions with only the clerk one remaining.

J. Zepke noted that after October, Microsoft will no longer be supporting Publisher so it can no longer be using it to produce the newsletter. She will be taking an MCOA training course in the fall to learn to use CANVA instead.

Better utilization of the outdoor space and patio was discussed as part of the Programming section. K. Green talked with the Friends group about funding improvements such as landscape changes, and new furniture that would be conducive to hosting outdoor programming, such as concerts. Once the Center's staff vacancies are filled, more attention will be given to the other Programming action steps.

Progress toward goal completion will be noted on the strategic plan document; the Board agreed to review the plan in six months.

VI. Other Business

An open house is being planned to celebrate the five-year anniversary of the new building.

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

The next Board Meeting will be at 4:30 p.m. on Wednesday, February 18, 2026.

Respectfully submitted,

K. Martin, Secretary, COA