

Council on Aging Board Meeting Minutes

Ludlow Senior Center
228 State Street
Wednesday, August 20, 2025

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TOWN OF LUDLOW

Present: J. Zepke, K. Martin, D. Johnson, B. Radowski, R. Forti, D. Peacey, B. Mishol,
F. Barroso
Excused: J. DaCruz, K. Ribeiro
Absent: H. Grabowski
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 July 16, 2025 meeting were reviewed and approved. M/S: B. Mishol/F. Barroso. All in favor.

III. Treasurer's Report

- a. Zepke reported that the Town Administrator Marc Strange advised her that the discrepancy in the FY 25 year-end budget report, which incorrectly shows an \$8,381.52 deficit in the Salary Account, will be corrected in the next budget. J. Zepke said the Level 0 budget for FY 27 is due on Friday; this is for salaries only. She was told by the town accountant to add 3% increase for FY 26 and 5% for FY 27. She noted that the Union contract expired on June 30, 2025, and negotiations are underway for FY 26.
The July 2025 Formula Grant Report has an error under Total Grant Budget FY 26. It should be changed from "\$15 per person 2025 rate" to \$16 per person 2026 rate."

IV. Director's Report

- a. MCOA Certification Update: The process is nearly complete, and it is anticipated that the application will be submitted by the deadline. A ceremony will be held during the annual MCOA conference on October 22-24. J. Zepke said the three awardees cannot all be out of the office for three days of the conference unless the Center is closed; she is trying to devise a solution so that they may attend at least the award ceremony.
- b. Staffing: Five candidates are being interviewed on August 22 for the Dispatcher position. The Outreach Coordinator job description will be posted once it has been reviewed and revised. Jodie discussed strategies to cover staff vacancies over the next few months. Activity Assistant Tammy Laselle will be working additional hours with scheduled activities. During Medicare open enrollment, the Center will have two volunteer SHINE Counselors; a counselor will be on site four times a week. Janitor D. Frodema has been helping with meals and M. Ardolino has also been assisting in the dining room. There is considerable Volunteer assistance in the kitchen and dining room however it is not always consistent

Attendance: It was noted that the lunch numbers are increasing; 197 people have signed up for the Birthday Lunch on Thursday. Pictures of the meals on Facebook have been helpful in increasing attendance. J. Zepke noted that she is seeing some new people attending, possibly from Mill 8 and Mill 10. K. Martin suggested making the Center information available in those buildings to continue to attract new people.

- c. FY 26 Grants: The Center was awarded a \$5K grant from MCOA for the Caregivers Compass and Anchor program to support caregivers of people with Alzheimer's and other dementias.

V. Chairman's Report

a. Age/Dementia Friendly Ludlow Update: The last meeting of the group was held on July 30, and the next one will be held on September 17. The group is currently working on the action plan; the next step will be to set priorities of the action items based on the feasibility of completion. Participants have stressed that implementation of the action plan goes beyond the scope of the Senior Center and is meant to be a town-wide initiative. Support from the town is crucial; it was noted that some invited municipal departments have not attended meetings. A suggestion was made to consider holding meetings at the town hall and perhaps at different times to aid in attendance. Once the plan has been completed, it will be sent to the Selectboard for approval prior to submission to AARP and MCOA.

VI. Other Business: None.

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, September 17, 2025.

Respectfully submitted,

K. Martin, Secretary, COA