

**Ludlow Council on Aging**  
Board Meeting  
Senior Center  
228 Center Street  
Wednesday, November 17, 2021  
Minutes

**I. Roll Call – call to order at 4:30 p.m.**

Present: J. Zepke, J. Grimaldi, D. Peacey, K. Martin, R. Forti, H. Grabowski, D. Johnson, K. Ribeiro, J. DaCruz, H. Jolicoeur

Excused: S. Santolini, F. Lafayette, F. Krzanik

Absent: none

**II. Secretary's Report:**

a. October's minutes – Document title will be corrected to read "Ludlow Council on Aging Board Meeting." - m/s: D. Johnson, H. Grabowski. All in favor.

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**III. Treasurers Report**

a. FY 22 Budget: On target for the month; underbudget for the year so far.

b. FY 23 Budget: The Board of Selectmen approved the addition of two positions: 19-hour/week Activities Assistant and a 10-hour/week Van Driver in order to expand services.

c. The town's HR Director denied J. Zepke's request to reclassify nonmanagement COA positions to reflect staff duties and current market value. As a result, the request will not be sent to the Board of Selectmen. In Oct. 2020, the town approved to conduct a study to reclassify non-management positions. Non-administrative staff belong to the secretary's union; withdrawing from the union will be explored.

**IV. Director's Report**

a. Staff Update: Recently hired COA Program Coordinator Heather Jolicoeur was introduced at the meeting. Christine Toelken started as the new Cook on Oct. 4 and continues to settle in.

b. COVID Update: The Senior Center's mask mandate has been lifted.

c. Events Update: 175 people have signed up for the Thanksgiving dinner Grab and Go; 190 individuals have registered for the indoor Thanksgiving dinner. Plans are underway to host the same for Christmas. Wednesday Grab and Go will continue through the winter.

J. Zepke met with the Andrea, the Public Health Agent at Board of Health, to discuss resuming weekly visits to the Center for foot care. She noted this program is greatly needed for non-diabetic seniors and is a health issue. The program had been suspended due to the pandemic. Andrea stated that they are down to only one nurse at the Board of Health and are unable to provide the service at the Senior Center, at their offices, or in residents' homes at this. They have been trying to fill the opening for a second nurse for the last year. D. Johnson will be exploring other options for foot care, taking costs into consideration. J. Zepke plans to attend the Board of Health meeting on November 30, 2021.

d. Ribbon Cutting Ceremony: Attendance of the Ribbon Cutting Ceremony and open house on November 5<sup>th</sup> exceeded expectations. Both the Ludlow Register and Republican/Reminder newspaper covered the event

e. Building Usage/Issues: There was a misunderstanding between staff and a couple who were unable to participate in a fitness class because they had not registered in advance. After it was explained to them by the COA Director that limits on class size are imposed for safety reasons, and how classes are open to non-Ludlow residents as well, the situation was defused, and the issue resolved to everyone's satisfaction.

m/s: D. Johnson, K. Ribeiro. All in favor.

**V. Chairman's Report:**

a. Board Vacancies: All 11 positions are filled; there is one opening for an Alternate. Terms expire for half of the members in April 2022; the others expire in April 2023.

b. COA Bylaws: Copies were distributed, which date back to 2012. Additional research is needed to determine if it is the most recent version and if it was ever ratified.

**VI. Old/New Business:**

a. Dining room sound proofing panels are expected to arrive in January 2022.

**VII. Adjournment:** 5:39 p.m. m/s: R. Forti, D. Johnson. All in favor.

Respectfully Submitted,

Karen Martin

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