

**Ludlow Council on Aging**  
Board Meeting  
Senior Center  
228 State Street  
Wednesday, July 20, 2022  
Minutes

**I. Roll Call** – The meeting was called to order at 4:35 p.m. by Vice-Chairman, Janice Grimaldi.

Present: J. Zepke, J. Grimaldi, K. Martin, R. Forti, H. Grabowski, F. Krzanik, R. Forti, D. Johnson,

Excused: J. DaCruz, K. Ribeiro, D. Peacey

Absent: F. Lafayette

**II. Secretary's Report**

a. Minutes from the June 15, 2022 meeting were reviewed and approved: R. Forti/H. Grabowski. All in favor.

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**III. Treasurers Report**

a. FY 22: J. Zepke reported that the Senior Center came within \$6,000 of the budgeted amount for FY2022; the nutrition budget had a \$5.00 balance. She will bring the FY22 year-end budget to the next meeting for review.

**IV. Director's Report**

- a. Code of Conduct: On occasion, there continues to be "behavior issues" among Center participants at times. J. Zepke will be updating and revising the Code of Conduct and submitting to the Board for review prior to posting. While she regularly invites participants to discuss their issues and/or concerns in an attempt to resolve them, most choose not to. Moving forward, she will also extend an invitation to individuals to bring their concerns to Board members at an upcoming Board meeting if they would like to. The Code of Conduct for van riders will be revised as well. J. Zepke has reached out to other COA directors regarding best practices in dealing with similar issues to aid in policy development.
- b. Building Issues: The HVAC system is scheduled to be fixed by the end of the week; and the painters are coming on Thursday to fix the walls. Using money from the Friends, D. Johnson's office will be soundproofed to eliminate noise from nearby activities.

- c. J. Zepke reported that there was some discussion at the last Select Board meeting of possibly changing the Town Hall hours. Closing early on Fridays to accommodate longer hours on other days was proposed however, further discussion with the union would be necessary. She noted that the union may also have to be consulted before the Center can expand its hours to include some evening hours as has been proposed. Funding has been approved for a 10-hour van driver and a 19-hour activities assistant to accommodate expanded hours. J. Zepke said she will be meeting with her staff to discuss proposed activities and/or services during evening hours. It is proposed that following a six-month trial period, attendance will be reviewed to determine whether to continue evening programming.
- d. It was discussed that while the Senior Center is not considered a shelter during emergencies, like schools, it is a "comfort center," and the town made the decision to order a generator.
- e. Background music for the Café is being explored.

A motion was made to accept the Directors report by H. Grabowski and seconded by D. Johnson. All members in favor.

**V. Chairman's Report:**

- a. No report.

**VI. Old/New Business:**

- a. Diversity Training: Some Board members have completed the video training and others have been reminded to complete.

**VII. Adjournment:** 5:26 p.m. - M/S: H. Grabowski/F. Krzanik All in favor

Respectfully submitted,

K. Martin, Secretary COA

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