

**Ludlow Council on Aging**  
Board Meeting  
Senior Center  
228 State Street  
Wednesday, August 17, 2022  
Minutes

**I. Roll Call** – The meeting was called to order at 4:35 p.m. by Chairman D. Peacey.

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

Excused: J. DaCruz, K. Ribeiro,

**II. Secretary's Report**

a. Minutes from the July 20, 2022 meeting was reviewed and approved. H. Grabowski/R. Forti. All in favor.

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**III. Treasurers Report**

a. J. Zepke reviewed the status of the year end FY 22 budget. The Formula Grant 2346 had a balance of \$34,620.24 which will be carried over to FY 23. She noted the Senior Center will now be receiving \$12.00 per senior (over age 60), based on the 2010 town census. This will be based on 5981 individuals who meet these criteria (in 2010). F. Lafayette noted that J. Zepke continues to do an excellent job in managing the Senior Center budget and asked it to be noted in the minutes.

**IV. Director's Report**

- a. New Board Member: J. Zepke welcomed Fernando Barroso who was appointed by the Board of Selectmen to fill current COA vacancy.
- b. Code of Conduct: J. Zepke distributed the Ludlow Senior Center's current *Guidelines for Participation* and a copy of the Edgartown Council on Aging *Standards of Independence and Behavior*. She asked the Board to review both documents and bring suggested revisions to the next meeting for discussion.
- c. Our Lady of Fatima Festa 2022: The Friends of the Senior Center will be managing parking in the Senior Center parking lot during the event for festival attendees. As in the past, there will be a police presence in the parking lot again this year. The DPW will be putting up a snow fence to eliminate parking on the grass.

- d. **Salary Increase:** J. Zepke discussed issues pertaining to the job classification and salary levels of certain Senior Center Employees. There was general discussion of exploring how to increase salary levels to be on par with other similar town employee positions and COAs of comparable size and demographics in Western Massachusetts. Members discussed the increase in the number of services being provided since the opening of the new Senior Center post Covid (such as numbers of attendees, meals served, travel, etc.) and whether current job classifications need to be adjusted. Clarification is needed as to the process for reviewing and possibly recommending changes for current job classifications and salary levels for select positions at the Senior Center and who was responsible for these activities. Jodi will set up a meeting with D. Peacey, J. DaCruz and J. Grimaldi to further explore this process and identify appropriate steps to move forward. Will report back to COA at the next meeting.

**V. Chairman's Report:**

- a. D. Peacey reminded members to be sworn in if they have not done so. Barroso reported that he had been sworn in. There is still an opening for an alternate COA meeting.

**VI. Old/New Business:**

- a. **Diversity Training:** J. Zepke reminded members to complete the online training if they have not done so.

**VII. Adjournment:** 5:35 p.m. M/S: J. Grimaldi/ R. Forti. All in favor.

Respectfully submitted,

K. Martin, Secretary COA

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