

Ludlow Council on Aging Meeting
Senior Center
228 State Street
Wednesday, September 21, 2022
Minutes

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

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

Excused: J. Grimaldi

II. Secretary's Report

a. Minutes from the August 17, 2022 meeting were reviewed and approved. M/S: D. Johnson/H. Grabowski. All members in favor.

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III. Treasurers Report FY23

- a. The Formula Grant 2346 balance (from FY22) was carried over to FY 23, bringing the total balance to \$91,620.24. Budget on track for current fiscal year.
- b. J. Zepke reported that some initial work already underway for the FY24 budget submission for next year.

IV. Director's Report

- a. Code of Conduct: J. Zepke referenced the Ludlow Senior Center's current *Guidelines for Participation* that was distributed at the August Board meeting and the need for a revised and condensed version. K. Martin volunteered to work on draft revision and send it to J. Zepke prior to October Board meeting so that it might be discussed further at the next meeting.
- b. Letter to Board of Selectman (hours of Senior Center): The Senior Center closes at 4pm (except for new evening hours on Tuesday evenings). It is expected that activities conclude timely to allow for center closure as scheduled. It was noted that some of the members who played pitch chose to go to the Polish Club for this activity as of mid- August however, others continue to play at the Senior Center from 1:15pm-3:45pm in the game room.
- c. Follow Up Employee Classification Update: J. Zepke, Diane Peacey and John DaCruz met and had some preliminary discussion regarding this topic and steps to further explore reclassification of certain positions. Again, it was noted that numbers of many services have expanded with the opening of the new Ludlow Senior Center and have resulted in need for reviewing current job classifications and salary levels for certain

positions. J. Zepke has met with the Town Administrator to discuss this issue. The Council discussed the positions to be included in the reclassification review proposal and the process to be undertaken.

- d. Evening Hours: J. Zepke announced Senior Center is now open until 7pm on Tuesday evenings. For safety reasons, at least two staff members must be present in the building for evening hours. Currently, the exercise room, art studio, game room and billiards room are open. It is planned that movies will likely be added in October during evening hours. A part time activities position (up to 19 hours per week) will be filled at which time extended hours will be added on Thursday evenings. The job description is currently being reformatted prior to posting. Members of the COA discussed other suggestions for evening activities.
- e. Status of New Senior Center Staff: as above; job description currently being revised for part time activities assistant for evening hours and an additional part time van driver.
- f. Capital Requests: Rep. Oliveira was instrumental in obtaining \$50K to towards replacing one of the current center vans. J. Zepke will be requesting an additional \$25-30K from the town needed for the full cost of replacement.

M/S to approve Directors report: K. Ribeiro/R. Forti. All in favor.

V. Chairman's Report:

- a. D. Peacey reported all Board members have been sworn in, and there is still an opening for an alternate COA member.

VI. Old/New Business:

- a. J. Zepke will be attending the Mass. Council on Aging conference that begins on October 19; she will conduct a workshop on building a new Senior Center. Therefore, the next Board meeting will be held the following week, on October 26.
- b. Payroll Authorization Form: Members discussed and recommended by all members that Jodi Zepke be designated as the person to make oath of payroll and/or bills for the Senior Center. Authorization form signed by all members.

VII. Adjournment: 5:30 p.m. M/S: K.Martin/F. Krzanik. All in favor.

Respectfully submitted,

K. Martin, Secretary COA

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