

Council on Aging Board Meeting
Ludlow Senior Center
228 State Street
Wednesday, November 15, 2023

Present: J. Zepke, D. Peacey, R. Forti, B. Mishol, H. Grabowski, D. Johnson, K. Ribeiro, J. DaCruz
Excused: B. Radowski, K. Martin, F. Barroso

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TOWN OF LUDLOW

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 October 18, 2023 meeting were reviewed. The minutes were approved with one correction; spelling of Lieutenant Kornacki's name was corrected. M/S: R. Mishol/D. Johnson. All in favor.

III. Treasurers Report

a. FY 24 Budget Status: The actual budget report is not available, however Zepke reported that 2024 is on target. Further discussion of actual line items deferred until next meeting.

IV. Director's Report

- a. Grant Updates: J. Zepke submitted a MCOA grant request for \$25,000 for a new van; have not heard back about it yet. She also reported that it appears that the \$50,000 (received last year from the state) earmarked for a new van may still be available. Originally it was believed that these funds were returned at end of the last fiscal year as it had not yet been spent, however, a YTD budget report from the town accountant shows that these funds are still available for this purpose. In addition, Zepke stated she has submitted a capital improvement request for up to \$35, 000 for the purpose of a new van. Additional van funding may come from leftover Formula Grant monies (\$ 20, 000), the Friends (\$25, 000), the MCOA grant if approved (\$25,000), therefore only a small amount (5 K) would be needed from the town's Capital Improvement fund. The projected cost for a new 8-9 passenger Chevy Van with lift is \$124,547 which is the amount of the state bid. A ford van is not available. She may also be applying through Mass Dot for a second van. If both vans are secured, they would be retiring the 12-passenger van without lift. It was noted that this 2008 van only has 58,000 miles on it but is very difficult to safely load for people with mobility issues so is sometimes not used. The Capital Improvement request will be voted on by the town in July 2024. Level 1 budget submitted yesterday; reviewed changes as discussed in last meeting with HR first. Zepke will meet with town accountant and town administrator December 6th and then will be presenting to Board of Selectman later in December. Other changes in budget generally level funded; added slight increase over last year for vehicle repair, gasoline, and membership and dues. There was discussion of additional part time cook however this is tabled for now due to priority of other changes.
- b. Center Numbers: Kathy Greene is assisting by pulling numbers of certain productivity items into excel to demonstrate ongoing increase in participation at the Ludlow Senior Center. Zepke reported that there are 249 seniors attending Thanksgiving lunch next week (for 240 seats); that doesn't count volunteers and staff. Turkeys and other items were donated. Ludlow seniors and volunteers were given preference prior to

signing up out of town attendees, which was the first time this was done. There is also a waiting list of people asking to attend if someone cancels.

c. Fall Classes and Activities: No further discussion at this meeting.

d. Future Planning: As per below in Director's report.

V. Chairman's Report

a. Policy Manual: The policy manual is essentially done; there are some small edits to be completed and changes in the order of information related to the last policy meeting. After this is completed, the draft document would be forwarded by email to COA members to review prior to the meeting. Zepke was unable to attend the last policy meeting so this draft would also be sent to her for final review as well as select Senior Center staff (Heather and Maria) for their input. Will try to get this completed in the next few weeks prior to the next COA meeting.

b. Standards of Participation: Peacey discussed the Standards of Participation which have been updated by the COA although not yet published. Since they are referred to in the new Policy Manual, she recommended that the COA considers releasing them with the new manual. Members discussed mechanisms for communicating them to senior center participants including perhaps publishing a article in the January edition of the Newsletter, posting a copy in the lobby, copies in the new member packets, and posting on the Senior Center website, Facebook, and the kiosk. Prior to the next meeting, Peacey will send out final copy to all members including select Senior Center staff (Heather and Maria) for one final review and any needed revisions prior to posting in the methods discussed above.

b. COA Goals/Strategic Plan Discussion: This was tabled as several COA members and Kathy Green were excused at this meeting.

c. Next meeting: The next scheduled meeting is the week of the holiday (December 20th). There was discussion whether the meeting should be changed to the week prior on December 13th or cancel the December meeting. There were several business items tentatively on the agenda to be carried out at the December meeting COA including Policy Manual, Standards of Participation and to assist the Director in preparing for the Select Board meeting related to budget. Peacey will send an email to all members within the next week to see if members would like to change the meeting date or to cancel the December meeting. If needed, certain members will meet with Zepke prior to the Selectman's meeting to help prepare any documents or data needed. Members will be encouraged to attend Selectman's meeting; date has not yet been determined.

d. Vacancy on COA: There is a current vacancy on the COA due to the recent retirement of member Frank Krzanik. Peacey will send email to the Board of Selectman requesting that the vacancy be posted and filled.

VII. Adjournment: 5:30 p.m. M/S: F. Barroso/B. Mishol. All in favor.

The next Board Meeting will tentatively be at 4:30 p.m. on Wednesday, December 13, 2023.

Respectfully submitted,

D. Peacey, Chairman, COA

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