

Council on Aging Board Meeting  
Ludlow Senior Center  
228 State Street  
Wednesday, October 16, 2024

Present: B. Mishol, F. Barroso, K. Martin, H. Grabowski D. Potter, R. Radowski, J. Zepke,  
R. Forti, D. Johnson, D. Peacey, K. Ribero, J. DaCruz  
Guest: K. Green

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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 September 18, 2024 meeting were reviewed with one correction in the Director's Report. The new custodian's last name should be changed to Frodema. M/S: K. Ribero/R. Forti. All in favor.

**III. Treasurers Report**

- a. The September Budget Report was reviewed and there were no corrections or questions.

**IV. Director's Report**

- a. Center Positions: The new custodian has started on the deep cleaning, and he is working out very well. J. Zepke interviewed nine people for the Administrative Assistant position. An offer has been made and the new person will start on November 4. Naomi White has decided to retire, and her last day will be November 1. Sheila Greenia from the Older Workers Program will be leaving on November 1 as well. There are currently enough volunteers for the front desk; they will be trained at the same time as the new Administrative Assistant. The goal is to have the front desk operations computerized by the end of this year. The IT person is supposed to visit the Center on October 17; the goal is to have a computer and email for every office staff person.
- b. Vans Update: One van has been delivered and is awaiting decals. The second van will be delivered before June 30, 2025. The Center will keep one of the vans it currently has and will eliminate the 12-seater van.
- c. Age/Dementia Friendly Ludlow: The COA/Senior Center will be spearheading the effort and will be applying for Age/Dementia Friendly Ludlow designation through AARP and the World Health Organization. H. Jolicoeur is assembling a working group comprised of community stakeholders such as businesses, public health agencies and residents. She put in article in the Ludlow Register and will be conducting focus groups.
- d. Generator Update: The generator has been delivered. Because of a large change order, the Building Committee must approve it; they will be meeting in two weeks. It is not yet known if the Center must be closed during the installation.

**V. Chairperson's Report**

- a. Bylaws: The bylaws were approved at the last Board meeting and J. Zepke sent them to M. Strange for review. After J. Zepke hears from him, they will be sent to the Selectboard if needed for review. Bylaws will be posted on the Senior Center website located on the Town website.

b. Projects: The only new project on the horizon for the Board is the Age/Dementia Friendly Ludlow. What will be required is not yet known.

**VI. New/Old Business**

- a. Senior Tax Abatement Program: Applications will be available in November. There will be 60 volunteer slots available instead of 75, and more money and hours have been added to the requirements. Participants will be selected by lottery. J. Zepke said not all town departments are involved.
- b. Grievance Issue: An incident occurred where someone attending the Center swore at a staff person recently. An incident report was completed and signed by H. Jolicoeur and D. Johnson. H. Jolicoeur highlighted the relevant section in the Standards of Participation and showed it to the person who then apologized to the staff member.
- c. Festa Parking: Friends President K. Green reported nearly \$4,100 was raised.

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

*The next Board Meeting will be at 4:30 p.m. on Wednesday, November 20, 2024.*

Respectfully submitted,

K. Martin, Secretary, COA

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