

Ludlow Council on Aging
Board Meeting
Senior Center
228 Center Street
Wednesday, January 19, 2022
Minutes

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TOWN OF LUDLOW

I. Roll Call – call to order at 4:30 p.m.

Present: J. Zepke, J. Grimaldi, D. Peacey (via phone), K. Martin, R. Forti, H. Grabowski, J. DaCruz, D. Johnson, F. Lafayette, F. Krzanik

Excused: K Ribeiro
Absent: S. Santolini

II. Secretary's Report:

- a. Approved. M/S: D. Johnson, H. Grabowski. All in favor.

III. Treasurers Report

- a. FY 22 Budget: As of December 2021, 46.34% has been spent so the center is slightly underbudget for the FYTD. \$50,000 will be returned to the town of Ludlow as revenue.

Director reported that \$18K of unused funds from the Formula State grant (\$57,000 per year) will be carried over into the next fiscal year. The Title 3 grant provides \$75/month for the memory café.

- b. FY 23 Budget: Has been submitted to the Board of Selectman; haven't received a response as of this time.

IV. Director's Report

- a. Staff Update: Fully staffed.

b. COVID Update: The Center is open for business; no restrictions at this time. There have been a few isolated cases reported.

c. Events Update: Wednesday Grab and Go lunches continue to be successful, with an average of 200 participants. Upcoming events include a Valentine's lunch, Chinese New Year's celebration, and a Senior Olympics-type day. Center staff are working to devise new programming/events, such as a Make Dog Biscuits Day.

d. Building Usage/Issues. The one-year anniversary of the opening of the new Senior Center is in February, which some means warrantees will be expiring. Prior to the final walk through, J. Zepke compiled a punch list of things that need to be fixed and sent it to the contractor. She is still waiting for tables and chairs for various rooms. Bulletin boards are scheduled to arrive next week. Baffles for the dining room are back ordered and will arrive in 8-10 weeks.

Snow Removal: J. Zepke reported that during the recent snowstorm, the DPW plowed the parking lots however there were no provisions for clearing the remaining areas. Senior Center staff were required to operate snow blowers and shovel to clear snow from sidewalks and walkways (to the parking lots) to make areas safe for seniors to access the building.

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The Board expressed concern about staff conducting snow clean up. Staff may not be trained in the operation of snow removal equipment and are unable to perform essential program duties that they are hired for if they are engaged in snow removal. F. Lafayette pointed out that Ludlow teachers and administrators, for example, do not perform this function at the schools. Council members discussed various alternatives for snow removal from Senior Center walkways including a possible outside contract. It was agreed that this issue be referred to the Board of Selectman for resolution as soon as possible. John DaCruz offered to contact the Town Administrator to request that this topic be added to the Board of Selectman Meeting agenda. It was decided that a small group from the COA comprised of Jodie Zepke, Diane Peacey, John DaCruz and Helen Grabowski would address the Board of Selectman. Other COA members were encouraged to attend to show support. J. Zepke will contact speaking participants prior to the meeting to discuss talking points and strategy via zoom meeting. A motion was made to proceed with plan as outlined above.

M/S: D. Johnson, R. Forti. All in favor.

V. Chairman's Report:

a. Council ByLaws: The bylaws document (draft) dating back to 2012 is outdated; a signed copy has not been located so unclear whether it had been officially approved. D. Johnson will check with the Clerk's office. J. Zepke reported she has collected bylaws from other COAs and will distribute at the next meeting. Members discussed drafting a new document; K. Martin offered to help with writing.

VI. Old/New Business:

a. J. Zepke said a public "grab and go" for the furnishings left behind at the old Senior Center and other empty buildings on that site will be held on Feb. 5 from 8-12 noon; snow date Feb. 12. Volunteers will be needed to direct people in the building.

VII. Adjournment: 5:36 p.m. - M/S: H. Grabowski; D. Peacey. All in favor.

Respectfully submitted,

Karen Martin