

**Ludlow Council on Aging**  
Board Meeting Minutes  
Senior Center  
228 Center Street  
Wednesday, March 16, 2022

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**I. Roll Call** – call to order at 4:37 p.m.

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

Excused: D. Johnson, F. Lafayette, K. Ribeiro  
Absent: S. Santolini

**II. Secretary's Report**

a. Approved. M/S: K. Martin, H. Grabowski. All in favor.

**III. Treasurers Report**

a. FY 22 Budget: Eight months into the fiscal year, 50 percent of the budget has been spent. At the end of the year, unspent funds go back to the town. J. Zepke noted the cost of food is increasing and the meal programs are very well attended. The St. Patrick's Day lunch has 237 people signed up and there is a waitlist.

The Senior Center has been experiencing a large influx of younger seniors between the ages of 60 and 75 for both meals and programs.

J. Zepke reported that the Friends have approved funds for raised garden beds and cornhole boards.

**IV. Director's Report**

a. Building Update: Sound proofing panels for the café and dining room will be arriving in 8-10 weeks. The wireless microphone for the AV system is also on backorder. The sound panels in the fitness room have been reattached. More coat hooks are needed for the dining room, and cracks in the wall from the building settling must be addressed. J. Zepke noted more parking spaces are needed and there is room for expanding the parking lot. She will bring this up at the next Building Committee meeting.

b. Grab & Go Lunches: These lunches served the purpose of providing meals during the pandemic, and Senior Centers are now phasing them out and returning to in-house dining exclusively. J. Zepke said the \$2.00 Grab and Go lunches have become more of a thrifty convenience for people who do not attend the in-house dining program. A motion was made to return to in-house dining five days per week at the end of May. M/S: J. Grimaldi, H. Grabowski. All in favor.

J. Grimaldi suggested issuing a media release to the Ludlow Register announcing the return of in-house dining.

C: Staffing and Programming: It was noted that the ability to meet the needs and program/activity requests resulting from the skyrocketing increase in Senior Center participants is contingent on the number of staff positions. A request for a 10 hour per week Driver position and a 19 hour per week Activities Assistant is pending approval. With the large increase in meals, D. Peacey suggested considering submitting a request for additional kitchen help. Currently, the cook is assisted by volunteers and often center staff.

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In addition, a member of the Selectboard has requested the Center add evening hours beginning in July. Specifics have yet to be determined.

R. Forti brought up the possibility of online registration for meals and programs to free up staff time. While there would be a learning curve for front desk staff and members, it may eventually be a possibility.

F. Krzanik asked why meal registrations must be made 24 hours in advance instead of by 9 a.m. on the day of the meal as was the previous policy. It was explained that this was necessary to make sure there is enough food. In the past, the number of meals served each day was consistent and predictable; now the numbers can vary considerably.

J. Grimaldi suggested using the newsletter as a tool to educate members about the reasons for certain procedures and rules to help stave off complaints and confusion. Increasing the visibility of certain staff by having them circulate amongst members may also help with communication efforts

**V. Chairman's Report:**

Concern was expressed about a member who has not attended Board meetings over the past 6 months and hasn't been seen at the Center. Attempts to reach her via email have been unsuccessful. K. Martin suggested calling her instead; D. Peacey volunteered to call her when she gets the phone number from J. Zepke.

D. Peacey reminded the Board that it still has a vacancy for an alternate non-voting member.

**VI. Old/New Business:**

a. Old Senior Center Building Status Update: There is still some debris left to be picked up and bagged; J. Zepke reported that she is going to use the help of student volunteers to help clean out the old building. The project was postponed due to a family emergency.

b. Salary Discussion Follow Up: J. DaCruz did not have an update, so discussion was tabled to the next meeting.

**VII. Adjournment:** 5:38 p.m. - M/S: R. Forti, H. Grabowski. All in favor.

Respectfully submitted,

Karen Martin