

Ludlow Council on Aging
Board Meeting
Senior Center
228 State Street
Wednesday, May 18, 2022

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

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

Absent: J. DaCruz

II. Secretary's Report

a. Minutes from the March 16, 2022 were reviewed and approved. M/S: R. Forti/J. Grimaldi. All in favor. The April meeting was cancelled.

III. Treasurers Report

- a. FY22 Budget: Report not available at meeting but J. Zepke noted that spending is on track with budget projections.
- b. FY 23: The Senior Center budget submission process was not the same as in previous years. The budget that J. Zepke submitted was returned with changes made by the Town Accountant. It was discussed that the town budget was passed at the last Town Meeting. J. Zepke said she will be seeking further clarification regarding the changes made to the Senior Center budget.

IV. Director's Report

- a. Building Update: Sound proofing panels for the café and dining room arrived and are in the process of being installed.
- b. Grab & Go Lunches: The Wednesday grab & go lunches will end at the end of May and indoor dining will return to five days a week beginning in June.
- d. Lawn Care: J. Zepke's request for this service was approved and the lawn will be mowed weekly.

V. Chairman's Report:

a. D. Peacey received a notice from the Town Clerk reminding COA that by-laws state that elections will be held for board officers in April of each year. It was noted that this process was late in 2021 due to Covid (regular meetings did not resume until summer of 2021 and elections occurred at the September meeting. Nominations were made and accepted for the following officers to continue for the next year:

Chairperson: Diane Peacey

Vice Chairperson: Janice Grimaldi

Treasurer: John Da Cruz

Secretary: Karen Martin

In addition, while the COA Bylaws call for two Vice Chairs, the Board agreed to elect only one vice chairperson given the size of the Board. A motion was made to elect officers above and to eliminate one of the Vice Chair positions. M/S: K. Martin, H. Grabowski. All in favor.

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b. Board member S. Santolini submitted her letter of resignation. J. Zepke will contact Selectman to post the opening, along with an opening for an alternate.

c. D. Peacey will re-check Board member term expirations with Town Clerk.

VI. Old/New Business:

a. Diversity Training: Executive Office of Elder Affairs has requested all staff and volunteers who contract with or receive funding from EOEA statewide complete an online training course to prevent and eliminate discrimination based on sexual orientation and gender identity. They have partnered with Boston University to provide free access to complete the training online. J. Zepke distributed the link by email to all COA members but several have had difficulty with the link. She will redistribute the link based on updated information. COA members should print the certificate of completion and bring to J. Zepke to keep on file.

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

c. Old Senior Center Building Status Update: J. Zepke met with the new Town Administrator to discuss "turning over the keys." A process for doing that has not yet been finalized.

d. Ludlow Local Emergency Planning Committee: After many years of serving as the COA representative, H. Grabowski has asked to be replaced on this committee. Helen briefly described the important function of this committee. A Senior Center staff member (H. Joliceur) is also on the committee, J. Zepke will find out if that is sufficient representation. If not, D. Johnson agreed to serve on committee. Helen was thanked for her long service as a representative of the COA on the Emergency Planning Committee representing the needs of seniors.

e. Coffee Distribution during Luncheon: F. Krzanik reported some tables run out of coffee and more is needed. J. Zepke explained some of the issues related to this and members made some suggestions for handling this.

VII. Adjournment: 5:32 p.m. - M/S: K. Martin, H. Grabowski. All in favor.

Respectfully submitted,

K. Martin