

**Billerica Council on Aging
25 Concord Road, Billerica MA
Board Meeting Minutes**

Wednesday, January 13, 2021 Zoom Meeting

Present: Jean Patel Bushnell, Dan Burns, Richard Carroll, Joan DiOrio, Barbara Flaherty, Bill Neeb, Mary Riley, Mike Rosa, Stephen Strykowski, and Barbara Wittenhagen.

Excused: John Pellegrino and Phil Doiron

The meeting was called to order at 5:35 PM by Board Chair, Joan DiOrio, followed by the Pledge of Allegiance and a moment of silence for the sick and departed.

A motion was made to accept the minutes of the December 2020 meeting as printed and distributed to the Board M/Mary Riley S/Barbara Whittenhagen.

A roll call of member votes was taken. With all members in favor the motion passed.

The floor recognized Ms. Jean Bushnell to present the Directors update, including:

BCOA closure December 22nd due to increased rate in Covid infections.

BCOA staff working split shifts between on site and remote operation.

Staff utilizing Google Voice making calls from their residence to protect personal phone numbers.

Staff running drive up food program

Maintenance reduced to three days per week

Staff screened for Covid daily by Medical Reserve Corps of Westford

Appreciation of Cabot Corp for Drive through holiday lunch program, providing both staff and financing.

Thanks to Board members, staff, and volunteers for their assistance.

Appreciation for Temple Shalom Emeth holiday lunch delivered to approximately 70 Billerica seniors

AARP free Income Tax preparation launched for 2020 Tax season. Administrative team includes

Bill Neeb, John Pellegrino, Pat Zapert, and BCOA volunteers.

BCOA FY2022 budget to be presented to Town Manager on January 26.

New Programs during Covid: Drive through for Martin Luther King day and Chinese New Year
Health/Wellness with Lahey Hospital

New Respite Companion hire.

Thanks to Wesley Maggio for choosing BCOA for Eagle Scout projects.

Appreciation to Bob Kinsman and wife Mary Camilleri for generous cash donation.

Appreciation to Billerica Lodge of Elks #2071 for cash donation.

An article in the Outlook newsletter contributed to \$3,490 in donations in Nov/Dec

Board member Sandy Schiavo has submitted a written letter of resignation.

Other Board updates:

Covid Vaccinations – Veterans 65+ being vaccinated by VA in Bedford

BCOA transportation drivers and Meals on Wheels drivers classified as priority for vaccination.

Appreciation to volunteers for delivering BCOA Christmas gifts to senior's homes.

All Board members have contributed towards staff thank you. Bill Neeb and Mary Riley to prepare cards.

Board to discuss hosting party or cookout for staff as weather and Covid safety conditions improve.

John Pellegrino and Nick Rosa still working on meeting to discuss BCOA Board/FBCOA Board liasson.

Town of Billerica to have free testing site at end of January.

Board Vacancy. Board members are requested to solicit qualified candidates. Candidate submits application to Town Selectmen, who may appoint a member to the Board.

Dan Burns suggests members with terms expiring this fiscal year file their applications soonest.

At the request of Chair Joan DiOrio, Mike Rosa provided an explanation of the Town wide facilities planning committee established in 2019. Committee consists of two selectmen and the heads of the boards of the BCOA, Recreation, Finance, Housing Authority, School Committee, Conservation and others, and the directors of several of these departments. Focus of the committee is to look at how best to use town properties and buildings for use by these departments per Tier priorities.

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Board member Bill Neeb raised the subject of the BCOA Board submitting a letter to the FBCOA requesting discretionary funds be made available to the BCOA director. After discussion, the Board agreed to approach the FBCOA for \$3,000 for use by Jean for pre-approved program expenses. The intent of these immediately available funds is to improve the efficiency in running these activities. M/Rich Carroll, S/Bill Neeb. With all members in favor, Motion passed.

Motion to Adjourn M/Mary Riley, S/Mike Rosa, Motion passed.

Meeting adjourned, 7:00 pm.

Respectfully Submitted

William F. Neeb, Secretary