

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

Wednesday, May 19, 2021 Zoom Meeting

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

Absent: Barbara Wittenhagen

The meeting was called to order at 5:35 PM by 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 April meeting as printed and distributed to the Board. M/Mike Rosa S/Barbara Flaherty. With majority of members in favor the motion passed.

A sunshine fund will be created by Board members with each member contributing \$5/month. Barbara Flaherty to hold funds.

The Board agreed to hold the June meeting in person at the COA if acceptable to the Director. With the latest Covid guidelines, the community room should be available. Weather permitting the meeting could be held outside under the tent. The next question was to what time the meeting should begin and end. Suggestions were to delay the start to 6:00 pm to allow time for working people. However, some Board members have other meetings to attend at 7:00 pm. A suggestion was made to shorten the meeting to one hour. It was agreed that the final decision needed advice from the Director.

The floor recognized Ms. Jean Bushnell who presented her monthly report.

Highlights of the Report:

- Sought counsel from Town Nurse Christine West on current town Covid regulations. Results:
 - Continue Covid Screening at door.
 - Discontinue Covid monitor at each activity
 - Use all 3 pool tables
 - Plan return of indoor Bingo
 - No current evening activities
 - Increase elevator capacity to two persons
 - Open 3 stations in computer room
 - Resume medical rides with covid prescreening of riders.
 - Van rider capacity now 4 riders.
- Positive action from letter requesting volunteers to return to duty.
- 2nd Floor Activity room received new floor and fresh paint. More effective and appealing supply storage should be acquired.
- June Outlook is being distributed.
- The BATV production of BCOA Up Close has resumed.
- Keep Safe Moving program has been scheduled for May 27th
- Food Drive Up Program to resume on May 20th.
- Activity tent rented with funding assistance from the Friends Board, \$1,000, and Stoneham Bank, \$2,800. Remaining \$1,000 to be funded by the town.
- Return of Farmers Market under new management, with Director Crystal Thomas. BCOA providing electricity, use of tent and property. Market to provide unsold perishables to the Food Pantry for two weeks, and the BCOA food program.
- Capital Needs assessment meeting on May 12th sought architectural firm BH&A for Master Plan. Billerica COA and Recreation department in tier 1 of planning.
- BCOA to share space with Billerica Public Library for book sales and other outdoor activities.

BCOA Board appointments. Board of Selectmen to complete the advertisement and committee appointments in June. There is a need to examine the terms of Board members to provide better overlap of terms of service.

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

Bylaws – Discussion ensued about bylaws regarding Inclusion of electronic methods of telephonic or other means, voting by alternates and selectmen, and clarification of articles.

A motion was made to establish a subcommittee to review and propose amendments of the current bylaws.

M/Rich Carroll S/Barbara Flaherty. Motion passed.

Committee members to include, Phil Doiron, Mary Riley, Rich Carroll, and Barbara Flaherty.

Following the motion, a discussion ensued as to what is the proper number of members for the Board. And how many should be voting members. This topic will be included in the bylaw review process.

Ms. Bushnell presented a document she wishes to put in place at the COA. It is a Covid Waiver of Liability to be signed and submitted by patrons. The Board was asked to review the document and submit their advice and suggested changes. 2nd Vice Rich Carroll agreed to accept all comments from Board members and report them back to Jean.

Motion to adjourn made by Barbara Flaherty S/Richard Carroll. Motion Passed.

Meeting Adjourned 7:05 pm.

Respectfully Submitted.

William Neeb, Secretary