

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

Wednesday, June 16, 2021 5:30 pm

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.

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 May meeting as printed and distributed to the Board. M//Barbara Flaherty S/Phil Doiron. Motion passed.

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

Health and Safety

- There is no longer Covid screening at the entrances to the BCOA
- Sanitation measures maximized
- Class sizes have moved up to 16 persons indoors
- All 3 pool tables are in use.
- Lobby furniture back in place to create a caring, pleasant atmosphere.
- Storage unit being emptied with much of the content being disposed of.

Operations

- FY2022 Property Tax Work-Off program applications made available
- We are accepting payments for some programs online this month
- Programs have been free of charge since March 2020
- Paypal now being utilized to collect payments.
- June program receipts were \$1,471.50 primarily from exercise classes
- Vans are being run at full capacity, drivers wearing masks.
- Thanks to Billerica Lions esp. Paula Baldwin for hand-made bunnies for meals on wheels clients.

Friends of BCOA activity

- May newsletter carried an FCOA application for new members
- BCOA director discretionary funding nearing final approval
- Dianne Bone and Carla Trottier have resigned from the FCOA Board.
- Slate of officers for next term to be presented at October 12 meeting
- Plans for fund raising to include Holiday Raffle, Black Tie Bingo, Appeal letter, the potential for a Calendar Raffle, and memorial donations.
- Funds approved for staff lunch and a bicycle rack
- Member Cathy O'Connell attempting to achieve coffee donations

Staff News

- Pat Zapert and Mary Caprio on medical leave for extended periods
- Mary Riley assisting with logistics with drive up food distribution
- Mary Camilleri returning as front desk associate
- Sunshine Gals, Joan Leary led numerous grab and go programs
- Jimmy and Dawn Marshall donation of bottled water

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Per Mary Riley's efforts, State Representative Marc Lombardo and Senator Cindy Friedman respectively requesting \$25,000 and \$85,000 for Billerica COA Capital improvements. Budgets to go to conference committee for approval. Funds are needed to address health and safety concerns caused by building deficiencies.

Rich Carroll clarified authority distinction of Town vs. BCOA by-laws

Motion made by 2nd Vice Rich Carroll to add Barbara Flaherty to the by-laws review committee. S/Phil Doiron, motion passed

Nominations Committee – Motion made by Barbara Flaherty to present a slate of officers with all current officers maintaining their respective positions. S/Phil Doiron Discussion Mike Rosa questioning consecutive terms of Chair. This will be Joan DiOrio's 2nd term which is allowed by the by-laws. Motion passed

The COA Board plans to hold staff appreciation event no longer needed as the staff has been recognized by other groups. The letter the Board sent to staff earlier this year was sufficient.

2nd Vice Chair Rich Carroll raised a question to Mike Rosa asking if the town by laws addresses the COA.

Mike reported that the town bylaws create the basis for this committee.

Mike made a recommendation to the Chairwoman to add to the agenda to talk about changing the voting structure of the committee as well as eliminating alternates.

Currently we have 7 voting members, 2 members of the Board of selectmen, and 3 alternates. If you are going to change the alternates to full members, you want to avoid an even number of voting members. So you may have to add an alternate or eliminate one to maintain an odd number. Caution about making the committee too big because sometimes you cannot fill it.

Mike made a suggestion that he and Dan could put together a warrant article to counsel to make the necessary adjustments. It sounds like everyone (on the COA Board) is in consensus to eliminate an alternate so as to keep an uneven number and then make everyone voting members.

Clarification was made that the Chair is a voting member, but typically does not make motions. Most cases the Secretary makes all the motions. Someone else seconds it, and then everyone votes.

Summarizing the subject Mike states that regarding the makeup of the committee we're going to put it on the agenda for September and make it so we eliminate alternates we'll put an article vote at town meeting to change it to have two alternates stay and become voting members, then you eliminate alternates, everyone will be voting members and we reduce the overall committee by one.

Chair Joan DiOrio raised the need for all COA Board members up for reappointment by the board of selectmen be acted upon. Mike Rosa stated this is to happen at the Monday's board meeting.

Discussion raised by Chair Joan DiOrio regarding voting vs. alternate members. Mike Rosa explained the theory of the same, and it's role in our board.

Chair Joan DiOrio announced the resignation of member Barbara Wittenhagen. A letter to the Selectmen's office is needed as she is up for reappointment. Primary reason for her resignation was the restriction of admission of persons to the BCOA building with Covid conditions including a cough. She has a chronic cough and therefore this restriction applies to her.

The latter discussion lead to the potential of the employment of hybrid meetings for all town committees.

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Rich Carroll enquired as to the use of Covid waivers. Ms Bushnell stated that the waiver has been put on hold by many COA's, and that she will go back to the Board of Health to find out if they still want to use them as we are now returning to a less restrictive new normal.

Ms. Bushnell raised a discussion of BCOA Board meeting start and ending times. It was agreed upon to maintain the 5:30 pm to 7:00 pm time frame. Mike Rosa did state that should the Board find reason to meet in between scheduled meetings, they can do so with a 48 hour notice.

Motion to adjourn made by Secretary Bill Neeb. S/Mary Riley. Motion Passed. Meeting Adjourned at 6:50 pm.