

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

May 11, 2022, 5:30 pm

Present: Jean Patel Bushnell, Richard Carroll, Phil Doiron, Barbara Flaherty, Bill Neeb, John Pellegrino, Mary Riley, Mike Rosa.

Absent: Stephen Strykowski

The meeting was called to order at 5:35 PM by Chair Mary Riley, 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 13, 2022, meeting. M/Phil Doiron S/Richard Carroll. Motion passed.

Director Jean Bushnell presented an update of COA activities:

- FY 2023 Budget of \$422,227 approved at May 3rd Town Meeting. Additional \$26,560 added for part time receptionist
- Billerica Garden Club given use of facilities for storage and Saturday operations
- Billerica Library to hold children's corner on BCOA lawn 5/25 – 8/24
- Rental of summer tent covered by donations from Cabot Corp, Friends of BCOA, and Stoneham Bank.
- Administrative Assistant Pat Zapert retiring on July 22nd.
- Program Associate position filled by David Lamonte. Resume distributed to Board for review.
- Black tie Bingo fundraiser on schedule for June 17th.
- Well attended May 6th breakfast by Billerica Police department.
- Afternoon Tea Party well attended, especially the Mother's day tea served by several town officials.
- New program "Coffee with the Director" to begin of June 1
- Lahey / New Entry food Market to return on June 14th, running until October 25th
- Billerica Firefighters annual barbeque to be held at Billerica Elks on June 24th.
- Quilting Group donated "Field of Hope" quilt for raffle raising \$3,053.50. Funds to be contributed to the children of Ukraine.
- BCOA walking group taking advantage of the Billerica to Bedford center Narrow Gauge rail trail, and a field trip to Plymouth, MA. Trip funded by Billerica Health and Wellness.
- Director Jean Bushnell attended AgeSpan (formerly Merrimack Elder Services of Merrimack Valley) meeting to help organization define next strategic plan.
- Jean Bushnell and Wellness department head Carolyn Savio scheduled a meeting with Minuteman Senior Services for a contract for the Companion program.

Referencing the Intergenerational Center, Mike Rosa reported that a warrant article requesting funding of preliminary study not well received by Finance committee. Town meeting is chief spending authority of the town.

Board member terms of service expiring on June 30th for Phil Doiron, Barbara Flaherty, and John Pellegrino.

FY 2023 Select Board liaisons for BCOA Board announced as Kimberly Conway and Michael Riley.

A discussion ensued as to how, or whether, the BCOA Board of Directors could get public awareness of their existence and contributions to the BCOA.

VP Rich Carroll initiated discussion of the Select Board code of conduct segment of workplace violence, and the policy of workplace behavior. Mr. Carroll provided documentation of their policy and referred to the anti-fraud policy as well as an anti-harassment and discrimination policies.

Additional discussion ensued as to the warrant articles presented pertaining to the DPW project and the Intergenerational funding.

A discussion ensued as to the procedural preparation of the Board agenda, and the allowance of urgent matters requiring the Boards attention not on the agenda being permissible under the open meeting laws. It was clarified that the administration of the COA prepares the actual document which is mailed to the Chair and the Secretary for final review while being posted at town hall.

Next meeting, June 8, 2022 5:30 pm

Motion to Adjourn made by Phil Doiron S/ Bill Neeb
M/Passed

Respectfully Submitted

A handwritten signature in black ink that reads "William J. Neeb". The signature is written in a cursive, flowing style.

William Neeb, Recoding Secretary