

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

September 14, 2022, 5:30 pm

Present: Jean Patel Bushnell, Richard Carroll, Kim Conway, Phil Doiron, Gerald Johnson, Mary Jones, Marguerite Massey, Bill Neeb, John Pellegrino, Mary Riley, and Mike Riley.

Absent: Barbara Flaherty

The meeting was called to order at 5:30 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 June 22, 2022, meeting. M/Phil Doiron S/Richard Carroll. Motion passed.

Director Jean Bushnell presented a report on recent events including:

- Enhancement of the COA internal environment to:
 1. Give our case management team the space they require
 2. Increase the functionality of multi-functional spaces
 3. Create a medical space on the first floor
 4. Separate Transportation from Case Management
- We held free pilot exercise classes to assess compatibility with patron need.
- Added monthly Cuppa with the Director for 6-8 patrons
- Supported the Black-tie Bingo Fundraiser on June 17th
- Held first Firefighter Barbecue since Covid shutdown
- Lahey Food Market was restarted on June 14th to ending October 25.
- Managing Property Tax Work off program, placing sixty seniors and ten veterans
- We thank E Ink Corporation for funding the cost of renting a commercial tent accessing space for outdoors activities.
- Hosted an Annual Thank you caregivers' event with twenty-five attendees.
- Hosted a successful Mother's Day tea with servers to include John Curran, Town Manager and several other Town department heads.
- The BCOA quilters raised over \$3,000 for the children of Ukraine.
- Upgraded the Excel skills of staff with customized training for some.
- We thank the Friends for investing \$1,000 to restore pool table.
- The Friends August calendar raffle drawings were held weekly.
- Hired David Lamore to our Wellness team to work 25 hours per week.
- Administrative Assistant Pat Zapert retired this summer following ten years of service.
- Jeanne Teehan and the Director were engaged in several discussion meetings this summer to establish a Hoarding Taskforce under the BOH.
- Jeanne Teehan, Carolyn Savio and Jean Bushnell helped to plan and host the family well-being health fair on Aug 30th
- Hired Christian Panasuk to our team as Head Clerk.

- Karen Cusack-Bouvier to be converted to full-time Associate in Outreach.
- Falls Prevention Awareness Day is September 22, 2022.

Tax Work-Off Program

A discussion ensued regarding the focus, benefits, latitude, and awareness of the program.

Points discussed:

- Community Awareness
- Reluctance to provide the town with financial disclosure
- Donating hours to hardship residents
- Impact of Taxable income earned
- Donation of hours without incurring taxable income for oneself
- Awareness of MA Senior Circuit Breaker tax rebate to offset income taxes
- Financial asset cap
- Dollar amount of wages earned
- Town Cap on program funding

The Board suggested that the Director explore a session for educating seniors. There was also added thoughts about sending something out with utility bills and exploring potential changes to adjust for inflation.

COA Board publicity

A discussion ensued on how the Board can make the town residents aware of it's its contributions to enhance the efforts to support the growth of the COA. Methods considered were Board Participation at Select Board Meetings. Mike Riley suggested that twice a month, or once a quarter, members of the Board should come before them to share what is going on at the COA, that the Director is well known, unlike the Board. Other visibility opportunities for the Board covered were social media presence, and BATV appearance.

Next meeting, October 12th, 2022, at 5:30 pm

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

Respectfully Submitted



William Neeb, Recording Secretary