



# BILLERICA COUNCIL ON AGING

## Board Meeting Agenda

Wednesday, October 8, 2025: 5.30 PM to 7.00 PM

LOCATION: The COA: 25 Concord Road, Billerica

- Call to order by Board Chair – Rich Carroll, Esq.
- Moment of Silence and Pledge of Allegiance
- Attendance
- Open Mic with 15 min time limit
- Review and Approval of September 10, 2025 Meeting Minutes
- Director's Report
  - Program and Financial updates
  - Introduction of Outreach staff (Jeanne Teehan and Karen Cusack- Bouvier)
- Board Discussions
  - BCOA Meeting Hours
  - Policy of Select board approval of Director's request for Disbursement of donated Funds
  - Grant proceeds to fund Companion Program and salaries
  - Likelihood of Companion program becoming self-sustainable
  - Process of submitting budget proposal
- Next Meeting Date: November 12, 2025
- Adjournment

TOWNS CLERK  
BILLERICA

2025 OCT - 1 P 2: 17

RECEIVED

## Director's Note

---

### **Program and Financial Updates**

**Financial Performance:** On September 30, which was our first day of registration for October programs we had 349 completed transactions, generating revenue for \$1,872 and the use of \$75 from credits in patron's wallet.

**W-9:** At the last board meeting a patron had brought up a question of whether or not providing a W-9 counted as income. Speaking to our Accountant, I was notified that the Town does not require a patron to submit a W-9 in order to request a refund. We've updated our refund request policy to reflect this change.

**Active Agers Award** – We were selected as one of eight communities to win \$250 as part of a submission for Active Agers competition, where a few COA's were selected based on submission of stats on how many active seniors we have. From January 2025 – August 2025 we had 8068 check-ins across all of our exercise programs.

### **Successful Programs:**

**Senior Prom** – Was a huge success with 70 patrons participating. Everyone had a great time. Kudos to Riley for getting the whole program sponsored

**Senior Self -Defense** – We had 20 patrons participate and they've asked for us to repeat the event

**Painting class with Joan Turner** – Class was filled to it's maximum of 20 and was requested back. We will be offering this class monthly



# BILLERICA COUNCIL ON AGING

DATE: October 1, 2025

A MEETING OF THE: BOARD of Billerica Council on Aging

WILL BE HELD:

DATE: Wednesday, : October 8, 2025

TIME: 5:30 p.m. to 7.00 p.m.

PLACE: The Billerica COA, 25 Concord Road, Billerica

SIGNED: \_\_\_\_\_

BOARD SECRETARY

TOWN CLERK  
BILLERICA

2025 OCT - 1 P 2:48

RECEIVED

**ALL NOTICES MUST BE GIVEN TO THE TOWN CLERK'S OFFICE  
AT LEAST 48 HOURS BEFORE A SCHEDULED MEETING IS  
CALLED AND MUST BE POSTED IN THE CLERK'S OFFICE.**