



BILLERICA COUNCIL ON AGING

Board Meeting Agenda

Wednesday, December 10, 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
- Review and Approval of November 12, 2025 Meeting Minutes
- **Director's Notes**
- Program and Financial Updates
 - ◆ Status of Restoring Cancelled Programs including Ceramics and Yoga.
 - ◆ Status of Monday night 4-6PM activities.
 - ◆ Next steps on executing on survey results.
 - ◆ Status / plans for Breakfast Socials for December and January.
 - ◆ Status of AARP tax program for upcoming tax year.
 - ◆ Status of FY2027 Budget and Comparison to FY2026 Budget. Comparison to FY2026 Budget.
- Staff Updates
- Select Board Presentation
- Staff introduction: Rylee Pratt (Program Coordinator) and Donna Robinson (Volunteer Coordinator)
- **Board Discussions**
 - Board members are invited to attend Cabot Christmas luncheon.
 - Selectboard Liaison

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- Board Members involvement/participation in COA programs
- Discussion time limitation
- Form a committee to meet with Town Manager & Assistant Town Manager to support director and the needs of COA
- Board Members to hold an informal social time with members of the BCOA to start discussing the what, where, why, and how regarding a new senior center.
- Sunshine Fund update
- Future COA building plans

- Next Meeting Date: January 14, 2026

- Adjournment

Director's Note – December 2025

Program and Financial Updates

Financial Performance: Program registration for January occurred on Tuesday, December 2nd, which was scheduled later than usual due to the Thanksgiving holiday. I will present the complete registration figures and financial results at our upcoming January meeting.

Program Highlights:

- **Thanksgiving Meal Distribution:** BCOA staff successfully collaborated to package and distribute 150 Thanksgiving meals to individuals in need within the community.
- **Meals on Wheels Holiday Initiative:** We secured a generous donation from Stoneham Bank, facilitated by Rylee, to purchase 100 mini honey jars. These jars will be placed into special holiday gift bags, which were handcrafted by our Quilting Group, and distributed to Meals on Wheels participants.
- **Sand for Seniors Program:** We currently have 12 participants registered for the Sand for Seniors program. Students from Shawsheen Tech will be partnering with us to assist with the delivery of the sand buckets. I want to thank Mike Rosa for getting us 25 buckets donated by O'Connors, as well as our Friends of Council on Aging for the funds to purchase the scoopers.
- **Kindness Tree Gift Card Distribution:** From December 16th to 19th, we will be collaborating with various Town Department Heads and their staff to distribute gift cards to seniors in need. These gift cards were generously donated through our Kindness Tree by patrons, Town employees, and local businesses.

Staff Updates:

Staff and front desk volunteers completed emergency preparedness training conducted by the Police Department. The training identified several areas requiring attention, specifically the need for panic buttons, emergency egress tools (such as window breakers for non-opening windows), and a defined internal emergency communication protocol that operates independently of the public paging system

Important Reminder

Cabot Lunch: The annual Cabot Lunch is scheduled for Thursday, December 18th. I appreciate that many of you have already confirmed your attendance following the invitation sent on October 14th.

I would like to formally acknowledge Phil and Cabot for their continued and significant financial contribution, which makes this event possible each year. We extend our sincere gratitude to both Cabot and our Friends of the Council on Aging for their consistent support in ensuring the annual success of this vital event.

Select Board Presentation: David Lamore and I will be presenting our proposal for change in eligibility criteria for the property tax work off program. The memo submitted for Select Board agenda is the following "The Council on Aging proposes modifying the Fiscal Year 2027 (FY27) Tax Work-Off (TWO) Program application for Seniors and Veterans to prioritize financially vulnerable residents. This proposal institutes a two-block application system to balance equity with high participation. Block One will offer priority access to applicants willing to submit financial eligibility documentation to verify need. Block Two will retain the current "first-come, first-served" model for general access to the remaining program slots."



BILLERICA

COUNCIL ON AGING

DATE: December 4, 2025

A MEETING OF THE: BOARD of Billerica Council on Aging

WILL BE HELD:

DATE: Wednesday, : December 10, 2025

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

PLACE: The Billerica COA, 25 Concord Road, Billerica

SIGNED:

BOARD SECRETARY

**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.**