

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

June 11, 2025, 5:30 pm

**Present:** Dan Burns, Richard Carroll, Phil Doiron, Barbara Flaherty, Mary Jones, Marguerite Massey, Joseph Marino, Bill Neeb, Mary Riley, Mike Rosa, Hemali Shah.

**Absent:** John Burrows, John Pellegrino

The meeting was called to order at 5:30 PM by Chair Richard Carroll, followed by the Pledge of Allegiance and a moment of silence for the sick and departed.

The minutes of the May 14<sup>th</sup> 2025, meeting was accepted.  
M/Phil Doiron. S/ Dan Burns Motion passed.

**Director's update**  
**COA Director Hemali Shah**

**June 2025 Board Meeting Director's Report**

Our annual volunteer appreciation dinner on May 19th recognized 86 dedicated volunteers. A big thank you to Phil for his valuable kitchen help and engaging speech.

**Programs:**

- **Outreach Staff Support:** Through their Behavioral Health Services for Older Adults grant, Tewksbury will share an intern with us once a week. This will provide much-needed assistance to our outreach staff with SNAP, Fuel, and Medicaid applications, and other referral calls.
- **End of year stats:** Duplicated indicates same individuals versus unduplicated, which is new individuals who swiped for the first time

Activity Type	Duplicated	Unduplicated
Events	34,430	1577
Rides	4356	199
Services	739	367
Volunteers	4019	118

- **Lahey Produce Market:** Our annual produce market, supported by Beth Israel Lahey Hospital, kicks off on June 17th. This program helps 65 eligible patrons access fresh fruits and vegetables, promoting healthy eating.
- **John's Trips:** Demand for John's (Pellegrino) trips was exceptionally high, with all trips fully booked on the first day of registration! Destinations included the Kennedy Museum, Gate City Casino, Belle Isle Seafood Winthrop, Rockport, Kowloon, Hampton Sandcastles, and Tuscan Village. Due to overwhelming interest, John added a second bus for Sandcastles and Rockport, and an additional date for the Kennedy Museum. The total registration for trips was 117 patrons.

RECEIVED

2025 NOV 10 P 2:51

TOWN CLERK  
BILLERICA

- **Budget:**

**Municipal Funding:** This primary account covers payroll for 3 full-time and 2 part-time staff, utilities, supplies, maintenance, and contract services (e.g., custodial, security, fitness equipment, My Senior Center). FY 25, the total budget was \$456,974, which is reduced to \$433,707 for FY26. The budget reduction reflects change in admin role to part-time.

**Elder Affairs State Grant:** We receive \$151,000 annually, calculated at \$15 per elder in town (approx. 10,681 elders). This grant fully supports 12 companion salaries, one full-time staff member, and partially funds three other staff members. Looking forward to FYE 2027 this level of funding is unsustainable and will result in a shortage of \$60,000. The Director is working with the Town Accountant to fill the gap. A recommendation was made to bring this to the attention of State Representative Mark Lombardo for his assistance in increasing the rate per elder

**Respite Revolving Account:** This account manages companion program payments and funds companion mileage reimbursement, along with half the salaries for our two Health and Wellness staff.

**Senior Revolving Account:** This account holds all program registration fees (excluding trips) and covers payments to program instructors and other vendors.

**Gifts and Donations Account:** This account manages all received gifts and donations.

**Transportation Account:** Funded by the Lowell Regional Transit Authority and our own transportation income, this account covers all transportation-related expenses, including salaries and vehicle maintenance.

The Director had met with the Friend of the Billerica Board who requested collaboration between the boards regarding assistance in fundraisers. Although some members of the COA Board would be willing to provide whatever assistance they can, legally the Boards are not allowed to working together.

#### Board Discussions

- Review of BCOA By-Laws changes

The Following Language was introduced to replace Article III paragraph one:

**Board members must be in attendance to have a vote. There will be no voting by proxy. However, in the case of a matter deemed urgent by the Chairman, the Chairman may poll members by telephone, email, virtually, or in person on any issues that are exempt from the open meeting laws when he decides that it would not be expedient to call a meeting.**

M/Phil Doiron. S/ Barbara Flaherty All in favor with Chair Rich Carrol abstaining / Motion passed

Article V – Staff A motion was made to replace the title "Town Administrator" with "Town Manager"

M/Phil Doiron S/Dan Burns Motion Passed

In addition to these changes, it was noticed that there's a lot of gender specific language throughout the document. Phil Doiron made a motion to create a subcommittee to further review the bylaws and propose any changes necessary. S/ Dan Burns m/ Passed

Bill Neeb and Marguerite Massey agreed to serve on this committee and present revised language to the Board in the fall.

#### Elections

The nominating committee represented by Barbara Flaherty presented the slate of officers for fiscal year 2026. Richard Carroll/Chair, Phil Doiron/Vice Chair, Mary Riley/2nd Vice Chair, and Bill Neeb/Secretary.

Motion made by Phil Doran to accept the slate of officers. S/Dan Burns With all in favor motion passed.

Vote to dismiss meetings for July and August. Motion by Phil Doiron S/Dan Burns with all in favor motion passed.

Next meeting date September 10, 2025. M/Phil Doiron S/Dan Burns/ Motion passed.

Motion to adjourn made by Phil Doiron S/Dan Burns / Motion passed.

Meeting adjourned at 6:00 pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "William Neeb", written in a cursive style.

William Neeb, Recording Secretary