

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

January 14, 2026, 3:30 pm

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

Absent: John Burrows, Joseph Marino

The meeting was called to order at 3:30 PM by Chair Richard Carroll followed by the Pledge of Allegiance and a moment of silence for the sick and departed.

Acceptance of the minutes of the December 10, 2025, meeting.
M/ Phil Doiron S/ Mary Riley. With all in favor the Motion passed.

**Director's Notes
Program and Financial Updates**

Financial Performance: Program registration for February occurred on Tuesday, December 30th. Even with the holiday week we had 276 completed transactions with \$1,516 collected in revenue.

Program Highlights:

- Cabot Luncheon was a great success with over 250 individuals served. Thank you to Phil and Cabot for their generous donation and support. We also had in our presence Town Manager, Christopher Dillon and Assistant Town Manager Ann Marie Casey, who helped serve the meals along with Select Board member Mike Rosa.
- COA volunteers and staff from various town hall departments delivered over 130 gifts to our vulnerable and homebound older adults during the week of December 16th. The joy and appreciation was palpable as I had personally delivered a few presents myself with Ann Marie Casey.

Grants:

- We received \$2,500 from Burlington Stores to purchase 60 \$25 Market Basket gift cards to support patrons experiencing food insecurity and use the remaining \$1,000 to offer programs around nutrition education
- We received \$10,000 from Saab Family Foundation to offer a program similar to Lahey Produce where we offer a box of food, both shelf stable and fresh, every two weeks to 60 of our patrons. The program is projected to run from early February to end of April, with oversight from our Outreach Department.

Select Board Presentation: David Lamore and I presented the proposal for change in eligibility criteria for the property tax work off program at the January 5th Select Board meeting. The memo submitted for Select Board agenda was 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.

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Block Two will retain the current "first-come, first-served" model for general access to the remaining program slots." The proposal for change has been approved and will go into effect during this year's application period, which start on Monday, April 6, 2026.

Board Discussions

- **Board Members to hold an informal social time with members of the BCOA**

A discussion ensued focused primarily on establishing a subcommittee to gather community input about a potential new senior center. After extensive discussion about meeting formats and advertising requirements, the board agreed to form a subcommittee consisting of Marguerite Massey, Dan Burns, Mary Jones, John Pellegrino, and Mike Rosa. The group decided to hold their first meeting on January 21st at 5 PM to select officers and determine public session dates for March.

The Director will offer several date and time choices for the March public information session to ensure room availability and will advertise the subcommittee public session in the March Outlook.

The Secretary will ensure compliance with open meeting law requirements.

The subcommittee will develop and finalize a list of questions/topics for the March public information session.

The January 21st meeting will include officer selection and subcommittee role assignments.

- **Future COA building plans**

Further discussion is not necessary at this time, as the primary concepts regarding a new Senior Center were addressed earlier in the meeting.

Next meeting date will be February 11, 2026. M/ Phil Doiron S/John Pellegrino / with all in favor the Motion passed.

Motion to adjourn made by Phil Doiron S/John Pellegrino / with all in favor the Motion passed.

Meeting adjourned at 4:55 pm.

Respectfully Submitted



William Neeb, Recording Secretary