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2026 MAR 17 A 11: 24 **Billerica Council on Aging**  
**25 Concord Road, Billerica MA**  
**Board Meeting Minutes**

TOWN CLERK  
BILLERICA

February 11, 2026, 5:30 pm

**Present:** Dan Burns, Phil Doiron, Mary Jones, Joseph Marino, Marguerite Massey, Bill Neeb, John Pellegrino, Mary Riley, Mike Rosa, Hemali Shah.

**Absent:** John Burrows, Richard Carroll, Barbara Flaherty,

The meeting was called to order at 5:30 PM by Vice Chair Phil Doiron 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/ John Pellegrino S/ Mary Riley. With all in favor following a roll call the Motion passed.

**Director's Notes**

**Program and Financial Updates**

**Financial Performance:** Program registration for February occurred on Wednesday, January 29<sup>th</sup>. We had 309 complete transactions, generating a revenue of \$1,442 with \$111 used from wallet.

**Program Highlights:**

- Chair Volleyball has been a great success. Thank you for Bill Neeb for knowing and teaching us the rules.
- AARP tax aid program has resumed, and my understanding is we received 100 calls the first week of January to make future appointments
- We have brought back Tai Chi as the instructor came back to offer another year and patrons are willing to pay \$6/class instead of \$5
- Our meal box initiative program starts on Wednesday, February 11<sup>th</sup> and thank you to John for working with Market Basket to coordinate the food that will go in the boxes
- We were able to secure a personal trainer to offer small group training starting in March. Having a personal trainer helps us better utilize our fitness room, which sits empty most afternoons.
- Developed a plan to sell vouchers to be used by patrons who can't afford to pay for programs on their own.
- Financial assistance program has only a few people who have applied. Quite a few have received assistance from Community Teamwork
- Phil Doiron requested that the director write a letter to Cabot corporation to request funds to support the voucher program
- Funds will also be needed for transportation for medical appointments as our only volunteer driver has passed away.

- Joe Marino informed the group about his work at Nash Casino in Nashua, New Hampshire, a charitable gaming organization that donates to various causes. He offered to explore potential opportunities for the group to receive donations from the casino.

**Miscellaneous:**

- We recently posted through Facebook and Town Human Resources seeking a part-time van driver. We will also be putting up a note on the board outside. If you can kindly spread the word, we would appreciate it as we haven't had any applications to date
- I had a very successful budget meeting with the Town Manager, Town Accountant and Assistant Town Manager. We increased our lines for supplies and expenses, professional development, custodial staff, electricity and building maintenance. We also moved major building related expense, elevator under the facilities budget as they already have a healthy budget for that.
- Our administrative position has officially been posted at 26 hours/week

**Council On Aging**

**Our Charter:** At the Billerica Council on Aging, we are devoted to uplifting the lives of older adults in ways that preserve their dignity and encourage independence. We excel at fostering social connections and engagement, providing solutions to a wide range of human service needs, and offering preventative health programs. We work with a range of community partners to accomplish our goals.

The Council on Aging made a significant impact on the community, supporting 48,461 instances of services through a diverse array of programs. These programs spanned a wide range of needs, from providing nutritious meals and engaging cultural events to promoting physical well-being through fitness programs and health screenings. We also offered crucial support services such as tax and legal assistance, along with nutrition programs and much more. This vital work was further enhanced by the generous contribution of 16,021.74 volunteer hours, equating to a value of \$207,803.20. Volunteers played a key role in activity monitoring, administrative support, exercise instruction, kitchen and maintenance tasks, Panera distribution, and wellness programs.

The Council on Aging's outreach program provided 765 instances of case management services assisted 390 new clients. Services provided included housing assistance, walk-in support, family calls, home visits, companion services, hoarding cases, food and fuel assistance. The outreach program also partnered with the Fire Department to install 147 installations were made, which included smoke alarms, carbon monoxide alarms, bed shakers and strobe alarms. Another successful partnership with Lahey and New Entry Food Market provided 65 seniors with weekly distributions of fresh items from local

farms. Finally, our transportation service provided 5965 rides, enabling access to adult day health programs, recreational activities, medical appointments, local shopping, and special trips.

The Companion Program, designed to offer respite and support to family caregivers, served 44 clients, providing a total of 4,504.25 service hours. Medicare assistance was also available, with BCOA partnering with SHINE to provide counseling to approximately 300 residents. Finally, the Tax Work-off program engaged 124 participants who contributed a combined 11,156.04 hours of work, with an additional 2,721.16 hours dedicated to the donation pool. This program resulted in participants earning approximately \$167,342.40 to assist with their tax bills.

### **Board Discussions**

- Subcommittee Report- Subcommittee Chair Marguerite Massey reported that the committee has established two dates for the public session, March 10th and March 20<sup>th</sup> to discuss what patrons see as the future of the COA and if they are willing to support the construction of a new building. The committee consists of 6 members. Those being Marguerite Massey, Dan Burns, Bill Neeb Mary Jones, John Pellegrino, and Mike Rosa. Next meeting immediately following this COA Board meeting. A discussion ensued as to adherence of the open meeting laws with respect to running a public session. Mike Rosa to check with the Town Council and report back to the board. The session is to be entitled "Our Center, Your Voice, a Community Visioning Event."

- **Future COA building plans**

A question was raised as to where we were with our plans when we first took up the topic for the new Senior Center. We had building plans and locations sited. Mike Rosa will see if he can find the town managers PowerPoint presentation.

**Next meeting date will be March 11, 2026. M/ John Pellegrino S/ Marguerite Massey /**  
With all in favor following a roll call the Motion passed

**Motion to adjourn made by Phil Doiron S/ Dan Burns / With all in favor following a**  
roll call the Motion passed

**Meeting adjourned at 6:05 pm**

Respectfully Submitted



William Neeb, Recording Secretary