

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

December 10, 2025, 5:30 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 5:30 PM by First 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 November 12, 2025, meeting.
M/ Mary Riley. S/ Barbara Flaherty With roll call taken the Motion passed.

Staff introduction

- Rylee Pratt (Program Coordinator)
 - Cabot last year to this year
 - Changed sign up process, made it completely digital on a Google Doc and have received great feedback about the process. We got 162 names in 20 minutes. 234 in total.
 - Excited for this years Cabot and looking forward to seeing some of the board there
 - Spend time finding community partners to sponsor most programs to keep them free or at nominal cost
 - Activity stats
 - Event Statistics from 11/01/2024 to 10/31/2025: 22,458 event swipe ins for events that I've planned
 - On top of overseeing two exercise instructors (6 classes through the week)
 - Invite board to kick off chair volleyball, a new monthly activity
 - Slice and step + senior prom
 - Actively looking for instructors – will be posting on Facebook come the new year looking for ceramics, woodworking, pom exercise class. Continuing to do events people love like luncheons, performances, lectures etc.
 - Outlook and social media – 1000 new followers in last 90 days, 1.6k site visits and 10.9k views on all posts

Outlook: working with all dept of COA as well as some community partners such as library and friends of the COA

Donna Robinson (Volunteer Coordinator)

As the Volunteer Coordinator, I am responsible for scheduling volunteers in suitable positions, filling requests of needed volunteers for all departments, managing the Front of the building, and scheduling Receptionists (17), Greeters (11) and Gift Shop (7), Our lobby library (1), maintenance volunteers(13) (Jerry's Crew), Panera volunteer Crew(3 pickup & 6 distribution), Exercise Room monitors(7), and the Outlook mailings, Bring to the town hall to post then to the post office to mail & hand delivery Crew(5).

I have also taken on some admin duties. Double checking all monthly and occasional drop-in registrations to include counting & tallying money (cash & checks) which are submitted to Hemali daily.

Director's Notes
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

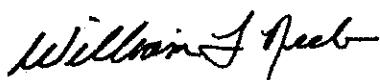
- Form a committee to meet with Town Manager & Assistant Town Manager to support director and the needs of COA
 - The board discussed forming a committee to identify needs for the COA and meet with the town manager about them.
- Board Members to hold an informal social time with members of the BCOA to start discussing the what, where, why, and how regarding a new senior center.
 - A board member suggested scheduling a monthly meeting to socialize and discuss topics, such as potential new locations for the COA building.
- Sunshine Fund update
 - This Board has a practice where each member donates \$5 per month to a discretionary fund managed by the Board. Members were updated on their individual contributions for the year and informed about any remaining amounts needed to bring them up to date.
- 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 January 14, 2026. M/ Dan Burns S/John Pellegrino / Roll call taken with all in favor the Motion passed.

Motion to adjourn made by Dan Burns S/John Pellegrino / Roll call taken with all in favor the Motion passed.

Meeting adjourned at 7:10pm.

Respectfully Submitted



William Neeb, Recording Secretary