

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

**Monday  
June 15, 2020  
6:00 PM**

**Present:** Jean Patel Bushnell, Richard Carroll, Joan DiOrio, Phil Doiron, Barbara Flaherty, Bill Neeb, John Pellegrino, Mary Riley, and Sandy Schiavo

**Absent were:** Kim Conway, Ed Giroux, Stephen Strykowski, Barbara Wittenhagen

The meeting was called to order at 6 PM by Board Chair, Barbara Flaherty, followed by a moment of silence and the Pledge of Allegiance.

The March 11<sup>th</sup>, 2020 minutes were distributed to members. A motion to approve the minutes was moved by Mary Riley, seconded by Phil Doiron. Motion passed.

Ms. Bushnell prepared and reviewed an elaborate report on the BCOA Reopening Plan. Plan details included:

During the shutdown of the Commonwealth, the COA was making calls and performing respite services, providing limited transportation, servicing the increase in Meals on Wheels, distributing free food and care packages, processing wellness checks, fundraising, and submitting grant applications. Activity programs were offered via Zoom and BATV, including quilting, knitting, nutrition, faith worship, memory café, bereavement, yoga, chair aerobics, virtual concerts, card making'

Planned reopening date: May 28, 2020 Some activities will resume at the COA but we will continue virtual activities via Zoom, (knitting, Watercolor, Memory Café), and BATV (Exercise, Yoga, Chair Aerobics, Virtual Concerts, and Strengthening).

Tax Work Off applications were distributed in late May and June, and the AARP Tax-Aide program reopened on June 8<sup>th</sup> and ran through July 14<sup>th</sup>.

The director presented a chart of the COA Patron profile, and the risk level of Covid 19 within each category. Much attention was given to the subject of Immunosenescence and seniors. (The deterioration of the immune system), and the toll that the disease takes on it's victims.

The BCOA reopening includes critical elements including, Location readiness, Communications, Staffing, delayed activities, plexiglass installation, social distancing marking, traffic flow, sanitizing stations, crowding prevention, patron tracking, and Mitigation protocols.

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Some outdoor activities started in June, including horseshoes, walking, small group knitting.

Indoor activities are planned to start on June 29<sup>th</sup>, with many limitations and restrictions. Outdoor programs will be maximized where possible. A tent is being rented to facilitate these activities.

The goal is to reach 25% of programming in the building during August, followed by 33% in September.

A mailing to patrons to keep them informed of COA news will go out in June.

Additionally, the COA is concerned about the potential reduction in Volunteer capacity, and the need to provide a safe indoor environment for volunteers and staff.

The COA is undergoing a conversion to a software program for activity/class registration and payment processing.

Internally, the director is reviewing staff and capacity planning to include back up plans for staff. Develop protocols and training on social distancing, rehire Outreach associate, and double the number of Tax Work off volunteers assigned to the BCOA to manage activities under the new guidelines.

New business: The Lahey fresh produce program will begin on July 13<sup>th</sup>.

A plexiglass barrier has been installed at the front desk.

Anyone entering the building now goes through a Covid questionnaire and temperature check.

Faceshields have been issued to front desk help.

Patrons must now register for classes online.

We'll be looking for doctors' permission for volunteers to work in the building.

State providing Covid related materials and supplies.

By Laws amendment. Article III – Meetings, Paragraph entered “Members of the Council may participate in any meeting called by the Chairman, by means of teleconference or other electronic communications equipment which allows all persons participating to hear each other at the same time. Participation by a Council member in a teleconference constitutes presence in person at a meeting”

Motion to accept amendment by Phil Doiron, S Mary Riley, passed unanimously

Nominating committee: Proposal for slate of officers for the upcoming term will be Joan DiOrio, President, Mary Riley 1<sup>st</sup> Vice President, Rich Carroll, 2<sup>nd</sup> Vice President, and Bill Neeb, Secretary. With no objections, and no nominations from

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the floor, the acting secretary, Bill Neeb, cast one vote in favor of the new slate of officers.

A discussion ensued as to the desire to review the bylaws for enhancement of duties and voting rights of members.

The director thanked Barbara Flaherty for her service as President and welcomed the new Board officers.

A discussion ensued as to whether the Board should have meetings in the summer to follow Covid related issues. It was determined that the director would get word out by email if needed.

A motion was then made to hold the next full meeting in September. Moved by Bill Neeb, seconded by Mary Riley. Motion Passed.

Meeting adjourned at 7:15 pm.