



COA Minutes  
Tuesday, June 20, 2023  
Meeting called to order: 4:38pm  
Meeting Adjourned: 5:44pm

Attendees: Teri Stokes, Susanna Bedell, Harold Carmel, Christina Kendrick (Chair),  
Grazia de la Cruz (Secretary)

Guests: none

Teri's Liaison Report – Concord Over 60

Minuteman Senior Services – An Aging Services Agency which receives State and  
Federal contributions:

MA EOE (Executive Office for Elder Affairs), 67%

SCO (Senior Care Options), 27%

Federal Title 3, 3%

Other 3%

Middlesex Senior Services (MSS)

-28 members

-over 20K in expenditures annually

-130 employees

-700 volunteers

- 75 subcontracted service providers

Aging Health Factors

20% genetics

20% healthcare

60% social, environmental and behavioral

Emerson Services provides transportation from home to Emerson and back

Harold: Where does the money come from?

COA Budget: 42 million projected for 2024

Mass Health: 28 million

Managed care, SCO-1 care: 11 million

Fed AAA: 1.4 million

Other 1.4 million

Fund raising grants/corporate, voluntary consumer donations

MSS new headquarters address (moved from Bedford to Burlington):  
1 Burlington Woods Rd, Suite 101  
Burlington, MA  
888 222 6171  
elderinfo@minutemansenior.org

Grazia's Liaison Report – Commission on Disability

-Business questionnaire discussion continued  
-Blind Child Drop off continued  
-Wheelchair caught in track at West Concord Railroad Crossing.  
A person in a wheelchair got stuck in tracks and needed passerby assistance.  
Suggestion made to install special flanges as in other states to reduce depth of track

Harold: There is audio available at Blind Child's crosswalk location.

Concord Over 60 Garden Party – June 24<sup>th</sup>

New Assistant Admin: Emily Anderson  
New Receptionist / Clerk: Lisa Bergerman

Discussion on COA Director Status. Susanna will meet w/Valerie to get insight. Grazia will contact Kerry La Fleur to offer COA Board support during interim period.

Emily may need assistance with July/August newsletter. Kelly (PR) has the template.

Discussion on summer COA meetings. Susanna suggested that we hold the July 18<sup>th</sup> meeting & August meeting TBD. All agreed

Dr. Harold Carmel will be Liaison for the Transportation Authority.

Committee Handbook - Assignment Breakdown for Board Member Summaries:

Christina provided the order of the board member assignments and I looked up the exact breakdown of the pages as they are displayed in the handbook.

Please confirm your assignment to [graziadelacruz@gmail.com](mailto:graziadelacruz@gmail.com)

Susanna  
- Memorandum, p.9  
- Ethics Summary, p.17-24 (double sided)

Harold

- Open Meeting Law, pgs. 27-47 (double sided)
- Appendix, pgs. 51-61 (double sided)

Grazia

- Open Meeting Law, pgs. 63-75 (double sided)
- Open Meeting Law Complaint Form, p.77-78 (double sided)

Christina

- Public Body Checklists, pgs. 81-87 (double sided)
- Remote Participation Policy, pgs. 91-93 (double sided)
- Public Records Access Guidelines, pgs. 97-102 (double sided)
- Public records Law, pgs. 105-122

Teri

- Records Management, pgs. 125-127 (single sided)
- Committee Administration, pgs. 131-136 (double sided)
- Legal Matters, Pgs.139 (single page)