



Minutes of Town of West Newbury

Council on Aging Virtual Meeting

Wednesday, December 8, 2021 at 10:00 am

The Council on Aging met in regular session on December 8, 2021 via conference call. Chair Laurie Spielvogel called the meeting to order at 10:05 am.

PRESENT: Dot Cavanaugh, Marge Peterson, Laurie Spielvogel, Jessa Haynes, Gail DiNaro and Jacquie Johnston.

ABSENT: Barbara Warne, Richard Preble, Joseph Publicover and Dianne Faulkner

STAFF: Town Manager Angus Jennings, Assistant Town Clerk Christine Marshall, and COA Director Theresa Woodbury

SECRETARY'S REPORT: The Secretary's report was read and accepted.

TREASURER'S REPORT: The Treasurer's report was tabled until the January meeting.

DIRECTOR'S REPORT: Theresa presented the Director's report and discussed the Bones, Balance, Brain class. She will be delivering 35 sand buckets tomorrow. Buckets will be purchased since they have not been donated. Theresa mentioned that Karen Taylor the Veteran's Officer has changed her office hours. Christine Marshall will be covering the office from 8:30 until 12:30 and handling some of the administrative work during the transition.

NEW BUSINESS: None

STAFFING UPDATE: Angus is finalizing the Director job description. He mentioned that it was updated in 2019. It will remain a grade 7 with a salary of approximately \$63,000-\$77,000. The job posting will be posted internally for one week and then publicly. It will be posted for 3-4 weeks and then interviews will begin. Angus would like the COA board involved in the interviews. The Town Manager is the appointing authority with the Select Board's final approval. He would like two or three members of the board to serve on an advisory group for the interview process. Marge and Jackie volunteered to be on the advisory group. Angus also asked what the Board would like for qualifications in the next Director.

BUDGET APPROVAL: Theresa discussed the COA budget which was level funded for FY23. Salaries increased by \$18,000 for Jen's new rate, which is now funded from the general fund instead of half from the Formula Grant. Activities budget remains at \$19,500; although there will be Formula Grant money to allocate for activities with this change.

MOTION: Marge made a motion to accept the FY23 budget; Dot seconded the motion; motion carried unanimously.

COVID UPDATE: None

LUNCH UPDATE: None

PROGRAMMING UPDATE: None

OLD BUSINESS: None

OTHER BUSINESS: The Board discussed returning to in-person meetings and would like to meet in the Senior Center to have a presence. Theresa mentioned that there is a conflict with meals going out for a 10:00 am meeting and suggested the First Floor Hearing Room. Theresa will request the First Floor Hearing Room for the January meeting. The Board will discuss possibly changing the meeting day and time. A survey will be sent to find the best day/time for all.

NEXT MEETING: Thursday, January 6, 2022 at 10:00 in the First Floor Hearing Room in Town Offices.

ADJOURN: Jacquie made a motion to adjourn at 10:52 am; Dot seconded the motion; motion carried unanimously.

Meeting was adjourned at 10:52 am

Respectfully submitted,

Jacqueline Johnston, Secretary