



## Minutes of Town of West Newbury

### Council on Aging

Thursday, January 6, 2022 at 10:00 am

The Council on Aging met in regular session on January 6, 2022 in-person. Chair Laurie Spielvogel called the meeting to order at 10:03 am.

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

**ABSENT:** Barbara Warne, Richard Preble, Dianne Faulkner, Mary Joyce-Acosta

**STAFF:** Angus Jennings, Town Manager  
Christine Marshall, Interim COA Director

Council members introduced themselves since it was the first in-person meeting in a long time. Town Manager Angus Jennings announced the appointment of Christine Marshall as Interim Director. Christine talked about her prior municipal experience, more recently serving the Andover Senior Center for six years. Christine is excited to bring what she has learned in Andover to West Newbury and introduce new programs, marketing material, and implement a safe and slow reopening of the Center.

#### SECRETARY'S REPORT:

**MOTION:** Jacquie made a motion to approve the December 8, 2021 minutes as corrected; Marge seconded the motion; motion carried unanimously.

**TREASURER'S REPORT:** Stephanie Frontiera, Town Accountant and Business Manager, distributed the financial reports created from the Town's accounting software. There was discussion if this report meets the needs of the Council or if they would be looking for a summary. Dot and Christine will work on this for the February meeting.

**DIRECTOR'S REPORT:** Christine distributed a draft Director's Report to see if this is the format the Council would like to receive. She discussed monthly participation for meals on wheels and the Wednesday delivered lunch. She suggested moving back to a weekly Wednesday lunch and asking for donations to offset the cost. A flyer/menu will be sent out on January 12<sup>th</sup> with an envelope for donations. There was also discussion of switching from delivery to a combination of delivery and pick up. At some point, it is preferred that we return to in-person lunches. The Council discussed having speakers at the in-person lunches to draw a crowd again. A suggestion for the topic of home downsizing was discussed and doing some research of what agencies are taking donations, drop off times, who picks up donations, etc.

Jessa reported the Food Pantry stats for December 2021:

Food In	224 pounds	
Food Out	412 pounds	(includes Holiday Baskets)
Total Unique Clients	14 adults, 5 children	
Total Volunteer Hours	14.5 hours	(3 volunteers)

Christine will compile the monthly data using the My Senior Center software. We currently do not have data for participation in exercise class, medical rides and foot care.

Christine also distributed a sample newsletter with a new design. We are currently working on price quotes for possibly printing the newsletter in color. It was also suggested to print a bimonthly newsletter with more information, and there will be a cost savings to printing and mailing bimonthly, which may offset the cost of color printing.

Christine also asked the Council how they felt about reopening the Center and reintroducing programs, such as blood pressure clinics, van trips to Market Basket, and a new Coffee and Conversation with the board members. Christine will coordinate with the members their availability. There was also discussion of having Paul Sevigny, Health Agent, present at one of the Coffee and Conversation events to discuss and answer questions regarding safety concerns of returning to in-person programming. We will also look into having this event in the Annex and filming it for cable access viewing.

Other areas needing attention that Angus and Christine have discussed are: transportation policy, van sanitization log, volunteer packet and waiver. Christine will also work on updating the web site page.

There was discussion of increasing the volunteer program and the senior work off program. Christine will have all the specific criteria for the February meeting. Generally, senior work off programs begin in the new fiscal year – July 2022, and sign ups / informational sessions would be held in May.

**NEW BUSINESS:**

**STAFFING UPDATE:** Angus updated the Council with the timeline of hiring a new COA Director. The position will be posted soon. Marge and Jacquie volunteered to be on the advisory group, and the final interviews will be in open session so all members of the Council can be present.

**COVID UPDATE:** Christine has had conversations with the Health Agent about a slow reopening and adhering to social distancing guidelines. The Health Agent is comfortable with the reopening.

**PROGRAMMING UPDATE:** Discussed in the Director's report.

**OLD BUSINESS:** None

**NEXT MEETING:** Thursday, February 3, 2022 at 10:00 am in the First Floor Hearing Room in Town Offices.

**ADJOURN:** Marge made a motion to adjourn at 11:08 am; Gail seconded the motion; motion carried unanimously.

Meeting was adjourned at 11:08 am

Respectfully submitted,

Christine Marshall, Interim Director