



**Town of West Newbury
Select Board
Thursday, May 16, 2024
381 Main Street, Town Office Building
www.wnewbury.org**

REC'D W. NEWBURY CLERK
'24 MAY 14 PM 3:02

AGENDA

Open Session: 5:30pm, 1910 Building, 381 Main Street: First Floor Hearing Room, by in-person attendance or remote participation

A. Request to submit grant application for FY25 MCOA SIG Field Demonstration Project; *COA Director*

Executive Session: (Immediately following Open Session) 381 Main Street: First Floor Hearing Room

- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Daniel Cena v. Town of West Newbury, Essex Superior Court CA No. 2377CV00744*).
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Board (*Sawmill Brook*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigation position of the Board and the chair so declares (*Collective Bargaining Agreements, Police and Dispatch*);

After concluding Executive Session, the Board will resume open session for the sole purpose of adjournment.

Addendum to Meeting Notice regarding Remote Participation

Public participation in this meeting of the West Newbury Select Board will be available via remote participation. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Zoom Meeting

Phone: 646 558 8656

Meeting ID: 827 3107 0934

Passcode: 203115

Join at: <https://us06web.zoom.us/j/82731070934?pwd=Ge0ZWS70OmRqVCVieV8pIXbD9eEFdK.1>

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording of proceedings as soon as practicable after the meeting.

Executive Assistant

From: COA
Sent: Tuesday, May 14, 2024 10:51 AM
To: Executive Assistant
Subject: FY25 SIG Grant Application

Hello Rebecca,

I am planning on submitting another grant application for FY25 as part of the MCOA SIG Field Demonstration Project, and would like to get it on a Select Board agenda for approval. We are looking at the Public Health Connections category for up to \$7,500. I have met with Paul Sevigny, Diane Dardeno, the public health nurse, and Chief Dwyer to discuss ideas for this grant. We decided to put together a proposal to purchase emergency go bags – we actually want to build the emergency bags ourselves to customize them and include items that have a longer shelf life. We would use the FEMA and MEMA emergency supply lists to choose the items. We would distribute the emergency go bags to seniors at an event to help educate our seniors on emergency preparedness.

Thank you,
Christine

Christine Marshall

West Newbury Council on Aging Director
978-363-1104 | coa@wnewbury.org



SAGE CENTER
social | activities | growth | education

MCOA FY25 FIELD DEMONSTRATION PROJECT APPLICATION

I. ORGANIZATION INFORMATION

Name of COA/Consortia	West Newbury Council on Aging / SAGE Center
Name of contact person	Christine Marshall
Title of contact person	COA Director
Contact phone	978-363-1104
Contact email	coa@wnewbury.org

II. GRANT INFORMATION

FDP Project Area	Public Health Connections		
Project Title	Emergency Go Bags		
Amount requested	\$7,445	Total Project Budget	\$7,445

III. PROJECT/PROGRAM INFORMATION

1) Please provide a detailed description of the project/program for which funding is being requested and explain how grant funds will be utilized, including how this grant will identify and address unmet needs and enhance your COA's ability to support older adults and/or caregivers in your community. (Also share information on who will be involved in this project, including COA staff and key partners, the agency's capacity and workplan to successfully implement this project/program, and the anticipated timeline)

The Council on Aging Director, Health Director, Public Health Nurse, and Police and Fire Chief will work together to purchase Emergency Go Bags and plan an event to help educate our seniors on emergency preparedness. We plan to customize the Emergency Go Bags to include items with a longer shelf life. We would use the FEMA and MEMA emergency supply lists to choose the items. The Emergency Go Bags would include the FEMA and MEMA emergency supply lists, File of Life forms for seniors to record their medications, flashlights, battery operated radios, first aid kits, batteries, whistles, waterproof matches, thermal emergency blankets, and masks.

In connection with the Seabrook training drills that West Newbury participates in, we will identify any homebound seniors who would require assistance during an emergency, and gather updated Access and Functional Needs Cards from those individuals to be sent to MEMA.

The timeline for the project would be assembling the Emergency Go Bags in July/August, and the event in September/October.

2) How will you ensure that all older adults and/or caregivers in your community who will directly benefit from this project/program are aware of it and will have access to it? (Please note how you plan to build inclusivity and equitable access around languages, cultures, or disabilities.)

This event would be included in the Senior Center / SAGE Center Newsletter, as well as posters around town, social media posts, and an outdoor LED display. The SAGE Newsletter is mailed to approximately

900 households. All seniors would be made aware of this project either by mail or verbally for those with vision impairment.

3) Describe the impacts and outcomes that will result from this project/program and how grant activities will be tracked, measured, and evaluated. (Provide as much information as possible regarding the number of older adults/caregivers you expect to impact through your project, the data you will track and measure, as applicable to your chosen project area, and how you will capture it.)

I believe that offering a venue for seniors to discuss emergency preparedness with Town Officials will bring awareness of the emergency training that is already in place.

The Senior Center / SAGE Center Newsletters is mailed to approximately 900 households, and we would hope to attract 50-75 seniors to participate in this program.

We would collect SAGE Center Membership Forms from each participant and follow up with those individuals periodically to remind them to update their Emergency Go Bags.

4) Please explain if your funding is for a one-time project/program or if you intend to continue this project/program after the grant period ends. If you plan to continue the project/program, please describe how you will ensure its ongoing sustainability, including future sources of funding.

The Emergency Go Bag project would be a one-time project.

If the need is greater than we anticipate, we would offer it annually using Formula Grant funding. We would allocate up to \$5,000 per year of Formula Grant funds to continue the Emergency Go Bag project.

5) How will you document best practices gained from this project?

We will track in My Senior Center software information on the participants and have the ability to follow up with them regularly.

We will maintain a list of items included in the Emergency Go Bags with expiration dates, if applicable.

We will contact the participants at least annually by mail or phone to review the items which may be expiring, remind participants to update their medication list and emergency contact list.

FY25 Field Demonstration Project Budget: July 1, 2024 - June 30, 2025

COA/Consortia Name: West Newbury Council on Aging / SAGE Center

FDP Project Area: Public Health Connections

Category	Amount	In Kind/Other	Details
Backpacks	\$ 3,000		\$40 x 75
Flashlights	\$ 750		\$10 x 75
Radios (battery powered)	\$ 750		\$10 x 75

First Aid Kits	\$ 750		\$10 x 75
Batteries	\$ 500		estimate
Whistles	\$ 225		\$3 x 75
Waterproof Matches	\$ 45		\$.60 x 75
Thermal Emergency Blanket	\$ 525		\$7 x 75
Masks (boxes of 50)	\$ 900		\$12 x 75
Total	\$ 7,445		