



**Town of West Newbury
Council on Aging Meeting
Tuesday, February 14, 2023 at 9 am**
381 Main Street | Town Office Building | First Floor Hearing Room

REC'D W. NEWBURY CLERK
'23 FEB 9 PM 2:46

AGENDA

1. Call to Order
2. Secretary's Report – Draft minutes from January 10, 2023
3. Treasurer's Report – January 2023 ~~(delayed due to internet outage at Town Offices)~~
4. Director's Report – January 2023
5. Correspondence
 - a. Letter from resident regarding Pickleball courts
6. New Business
 - a. Recommend creating working groups for Trips and Spring Fling event
7. Old Business
 - a. COA van declared surplus property at Select Board meeting on 1/30/23
8. Adjourn



Minutes of Town of West Newbury

Council on Aging Minutes

Tuesday, January 10, 2023 at 9:00 am

The Council on Aging met in person in the First Floor Hearing Room on January 10, 2023.

Chair: Jacqueline Johnston called the meeting to order at 9:02 am.

Present: Jacqueline Johnston, Richard Preble, Gail DiNaro, Dianne Faulkner, Vicky Beaumier, Barbara Warne, Marjorie Peterson

Absent: Laurie Spielvogel, Joseph Publicover, Dorothy Cavanaugh, Jessa Haynes

Staff: Christine Marshall

Secretary's Report: Gail DiNaro moved to approve the minutes of December 13, 2022. Dianne Faulkner seconded the motion. Approved unanimously

Treasurer's Report: The Financial Report and Expenses were reviewed. Christine noted the budget is on track. Christine hopes to use some formula grant funds for the Spring Fling and a Volunteer Appreciation event. A motion to approve the Treasurer's Report was made by Dick Preble, seconded by Gail DiNaro. Approved unanimously

Director's Report: The Director's Report was reviewed.

- The Christmas Lunch and 6th grade chorus event was a huge success with 44 attendees (including chorus). It was suggested to hold another event similar to this with a spring concert by the Page School.
- There is increased usage of the new food pantry in the lobby and the food pantry in the Senior Housing continues to be an appreciated and much used addition. Over 1,000 pounds of food went out in December, partly attributed to the Holiday Baskets.
- Eighteen folks applied for the Senior Tax Work Off Program and fifteen are currently working.
- Valerie Horgan is providing foot care on Saturday mornings. Eight used her services this past Saturday and she has scheduled thirteen for this coming Saturday.
- Twenty seven sand pails were delivered.
- Attendance at the 3B class is excellent.

Dick Preble moved to accept the Director's Report. Dianne Faulkner seconded motion. Voted unanimously.

New Business:

The COA Town Report prepared by Christine was reviewed. It was agreed this was an excellent report. Marge Peterson moved to accept. Vicki Beaumier seconded the motion. Approved unanimously.

Reviewed the budget for Fiscal Year 2024. Christine proposed that the budget be level-funded. The Formula Grant and COA Gift Account can be used for some unforeseen expenditures. Christine will recommend to the Town Manager that \$7,000 of the formula grant be used to support Jen Vincent's position as Nutrition Coordinator, making the Salary and Wages budget about the same as FY23. The Town Manager will address the COLA increases for salaries. Christine will prepare the budget narrative which is due to the Town Manager on January 11. Marge Peterson moved to accept the proposed budget. Jacquie Johnston seconded the motion. Voted unanimously.

Chris Howe, yoga instructor, will be away for 6-8 weeks, and there will be no in person yoga sponsored by the COA during that time. Chris may continue zoom classes. Christine is recommending that seniors look into the yoga sessions being held at the Old Town Hall sponsored by the Friends of the Library.

Christine discussed another conversation with the Town Manager regarding evening hours for the SAGE Center. Angus Jennings explained to Christine the need for consistent hours throughout Town Offices. Angus supports occasional evening programs, as we have been doing. Christine recommended to the COA Board that we continue with what we have been doing over the past year. We will, therefore, not be able to offer the 3B class in the evening, and Christine will work with Brian to find another time slot within regular hours to offer a 3rd 3B class.

The first floor hearing room will be getting an update with new furniture and the large conference table will be moved to the 2nd floor hearing room. The size of the table will make it impractical for us to hold activities, such as yoga, in that room. There was discussion of using Old Town Hall for some programs.

Christine reported that she is interested in collaborating with the Library at the suggestion of Corinn Flaherty, Library Director, that a Zoom watch party be held in the SAGE Center for a program they are offering. The Office of Consumer Affairs will do 3 virtual talks that may be of interest to seniors:

- Identity Theft and Online Safety
- Skimming
- Contracting

At the Lunch and Learn scheduled for Thursday, January 12, Amy Jenkins, Director of Paratransit Operations at MeVa (formerly Merrimack Valley Transit Authority) will discuss their transportation options, including wheelchair accessibility, to seniors of West Newbury.

Gail DiNaro suggested we think about programs that would appeal to men.

The next COA meeting will be held on Tuesday, February 14. There is also a Valentine's Luncheon event on February 14.

Jacquie Johnston moved that this meeting adjourn. Gail DiNaro seconded. Voted unanimously to adjourn at 10 am.

Respectfully submitted,

Marjorie Peterson, Secretary

Meeting Documents:

Draft minutes of COA Meeting on December 13, 2022

COA Financial Report as of December 31, 2022

COA Director's Report for December 2022

Draft COA Annual Report for FY22

FY24 Proposed COA Budget

FY24 Budget Packet from Town Manager

Library Yoga Flyer

Lunch and Learn with MeVa Transportation Flyer

Memo requesting SAGE Center expand hours

Library Program email



SAGE CENTER

social | activities | growth | education

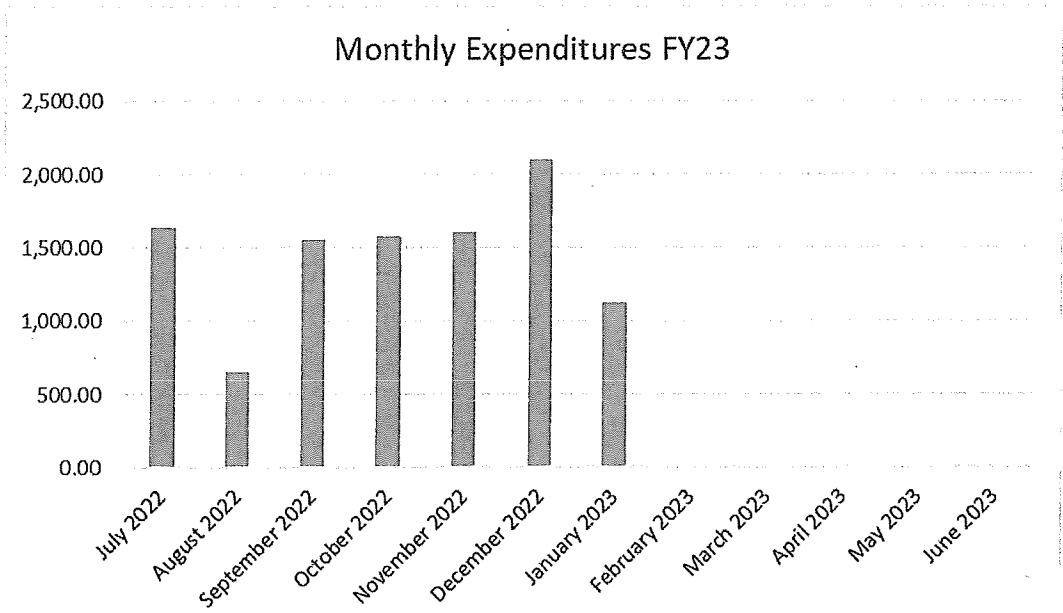
TOWN OF WEST NEWBURY | COUNCIL ON AGING

Financial Report as of January 31, 2023

Balances as of January 31, 2023				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	100,308.00	-50,726.26	49,581.74	-50.57%
Wage Study Increases		-557.18		
COA Expenses	19,500.00	-10,253.75	9,246.25	-52.58%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	3,196.91	-239.69	7,184.96	10,142.18
Food Pantry Gift Account	16,931.00	-9,306.95	4,644.34	12,268.39
Grants	Starting Balance	Expended		Ending Balance
Formula Grant	15,996.00	-3,039.60		12,956.40

General Fund Expenses by Category			
Programs	Budget	General Fund YTD Expenses	Remaining
Sunray Café - lunches, dinners, ice cream socials		-1,858.56	
3B Class - Balance, Bones & Brain			
Yoga Class		-1,380.00	
Reiki, Meditation, Aromatherapy		-600.00	
Program Supplies		-703.72	
Other Expenses			
Newsletters		-2,679.78	
Office Supplies		-723.71	
Kitchen Supplies		-477.66	
Van Maintenance / gas			
Software annual contract / MSC		-790.00	
Dues and memberships		-265.00	
Mileage reimbursement		-484.89	
Cell phone		-290.43	
FY23 Budget \$19,500	19,500.00	-10,253.75	9,246.25

Monthly Expenditures FY23	
July 2022	1,640.73
August 2022	653.90
September 2022	1,556.94
October 2022	1,581.76
November 2022	1,600.54
December 2022	2,098.76
January 2023	1,121.12
February 2023	
March 2023	
April 2023	
May 2023	
June 2023	
	10,253.75





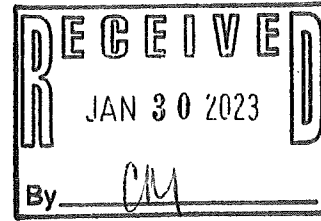
SAGE CENTER
social | activities | growth | education

Town of West Newbury | Council on Aging | Director's Report FY23

	Jan 23	Dec 22	Nov 22	Oct 22	Sept 22	Aug 22	July 22	
Meals on Wheels - West Newbury	86	102	99	126	127	86	61	Total meals
Meals on Wheels - Groveland	330	357	360	372	353	391	365	Total meals
Congregate Lunch (in-person)	19	4	17	14	20	39	47	Total meals
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Sunray Café Lunch Delivery	-	-	-	-	-	28 / 1	25 / 1	Total meals / # offered
Sunray Café In-Person Lunch	17	44	8	11	5	-	-	Attendance
Lunch & Learn Speaker Series	15	-	11	18	-	-	-	Attendance
Dinner - themed dinners	-	-	25	cancelled	16	-	-	Attendance
Birthday Party Luncheon	-	-	-	-	-	3	5	Attendance
Special Town Meeting Q&A	-	-	-	6	-	-	-	Attendance
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Food Pantry - Food Out	1,125	1,048	852	648	578	279	295	Food weight
Food In	1,315	815	783	1,031	602	304	309	Food weight
Residents served	22	22	22	22	22	21	19	
Volunteers / Hours	3 / 14 hrs	4 / 20 hrs	4 / 23.5	5 / 21	4 / 13	4 / 9	6 / 12.5	
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Yoga Class *	8 on 1/6	8	8	9	10	10	11	Average attendance
3B Exercise Class - Mondays	18	15	19	13	12	13	11	Average attendance
3B Exercise Class - Thursdays	19	14	16	18	14	14	12	Average attendance
Pickleball - Mondays	-	-	-	-	15	-	-	Attendance
Guided Reiki / Meditation Series	-	-	-	5	-	-	-	Attendance
Outdoor Adventure Walking Group	-	-	-	3	2	-	-	Attendance
Eat the Rainbow Nutrition Talk	-	-	-	9	-	-	-	Attendance
Winter Sand Pail Delivery	-	27	-	-	-	-	-	Delivered
Games & Puzzles with Pentucket	1	2	1	-	-	-	-	Attendance
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NEET Rides - round trip	5	2	1	2	3	3	7	Total rides for month
MeVa Rides - one way	27	41	39	43	52	35	26	Total rides for month
Foot Care	20	-	12	23	22	23	21	Total clients served
Senior Tax Work-Off Program FY23	18 applications	15 currently working						FY22 - 4 volunteers

* Yoga on hold from 1/13 until 2/24/2023

42 Crane Neck Street
West Newbury, MA
January 27, 2023



S.A.G.E.
West Newbury Council on Aging

Greetings!

I am very proud of what our town has done for the youth of West Newbury. Both of my children benefitted from the multitude of playing fields and playgrounds provided by the generosity of our residents.

As the population ages, I believe it is time to consider the recreation needs of our senior residents. In particular, the addition of several pickleball courts would be a welcome reward for those of us who have supported youth recreation for so many years. These courts could hopefully be situated on the same property as our present recreation areas.

There is/was one pickleball court behind the middle school, but use of that court would be dictated by school hours. Having a public court on school grounds may not be the safest option for our students.

Are there grants specifically targeted to fitness and health of older citizens? I would be willing to help in working on any proposals that may be geared to this endeavor.

Thank you,

Elsa Francescone

elsa.francescone@gmail.com

CC: Board of Select People
Parks and Recreation Department