



**Town of West Newbury**  
**Council on Aging Meeting**  
**Tuesday, February 20, 2024 at 10 am**  
381 Main Street, West Newbury, MA  
Town Office Building | SAGE Center / Senior Center

**AGENDA**

REC'D W. NEWBURY CLERK  
24 FEB 14 4:08:11

1. Call to Order
2. Secretary's Report – Draft minutes from January 23, 2024
3. Treasurer's Report – January 2024
4. Director's Report – January 2024
5. New Business
  - a. CPC Funding Application for Pickleball Court Site Feasibility Study and Design  
(Select Board requesting COA to review/vote and asking for letters of support)
6. Old Business
  - a. Update on Revolving Account
7. Adjourn



## Minutes of Town of West Newbury

### Council on Aging Minutes

Tuesday, January 23, 2024 at 10:00 am

The Council on Aging met in person in the SAGE Center/Senior Center on January 23, 2024. Chair, Dianne Faulkner, called the meeting to order at 10:00 a.m.

**Present:** Heather Conner, Gail DiNaro, Dianne Faulkner, Jessa Haynes, Marjorie Peterson, Richard Preble, Joe Publicover, Julie Ruscio, Bob Veator, Barbara Warne

**Staff:** Christine Marshall, Director & Jen Vincent, Nutrition Coordinator

**Absent:** Vicky Beaumier

**Secretary's Report:** Dianne Faulkner called for the Secretary's Report. Richard Preble moved to accept the minutes of December 12, 2023. Bob Veator seconded the motion. Minutes approved unanimously.

**Treasurer's Report:** The Financial Report and Expenses were reviewed for December 2023. Christine remarked we are doing extremely well and on budget. Heather had a question regarding the Formula Grant funding. Christine reviewed the purpose of this grant and explained that it is funding from the state based on how many seniors over 60 live in town. Jessica Haynes moved to accept the Treasurer's Report. Heather Conner seconded the motion. Approved unanimously.

**Director's Report:** Christine reviewed and made note of various line items on the report. Meals on Wheels increased for December 2023 in West Newbury. We are looking for new volunteers to deliver Meals on Wheels both in West Newbury and Groveland. Correction to TRIPS – there was a trip in December to the North Shore Music Theatre and 14 people attended. Greeting Card Workshop has continued increased participation. There will be a February date upcoming for Valentine's Day cards. Heather is now working for NEET. Foot care had a big increase for December. Heather Conner moved to accept the Director's Report. Bob Veator seconded the motion. Approved unanimously.

#### **Old Business:**

- a. The Council on Aging Annual Report for Fiscal Year 2023 was prepared by Christine. Heather Conner and Marjorie Peterson commented on a job well done with all of the improvements at the SAGE Center! Gail moved to accept the Annual Report. Heather seconded the motion. Approved unanimously.

#### **New Business:**

- a. Pickleball Feasibility Study is being done by the Community Preservation Committee for review of possible new outdoor Pickleball courts on town owned parcels.
- b. Newburyport Brewing Company has indoor Pickleball courts. Mid-week rate is \$40.00 per hour for court rental. Christine has inquired about a discount and schedule, and is waiting to hear back from them.
- c. North Shore Music Theatre 2024 schedule is now available. There are lots of great shows upcoming beginning in May through the end of December.

- d. Upcoming events that Christine is working on are: estate planning, senior circuit breaker credit, library technology help. There was discussion of other areas of interest being home security systems and cable television versus streaming costs.
- e. Christine remarked that she went to Tuscan Village for a Christmas wreath making class, and inquired with the instructor about a class for the senior center.
- f. Meet and Greet Breakfast with the new Veterans' Agent is Friday, January 26, open to all Veterans with Veterans Agent, Steve Bohn.
- g. Valentine's Day Luncheon on February 14.
- h. Christine preparing the annual EOE (Executive Office of Elder Affairs) report. This report is sent to the State of Massachusetts each year and includes data from My Senior Center with regards to programs, participation, budget, staffing, etc.

**Adjourn:**

Heather moved to adjourn the meeting at 10:20 a.m. Jessa Haynes seconded the motion. Motion approved unanimously. Meeting adjourned at 10:20 a.m.

Respectfully Submitted,

Julie Ruscio, Secretary

**Meeting Documents:**

1. Draft minutes of COA meeting December 12, 2023.
2. COA Financial Report, December 2023.
3. Directors Report, December 2023.
4. Pickleball Site Feasibility Study, application for project eligibility.
5. Annual Report Council on Aging, Fiscal Year 2023.



# SAGE CENTER

*social | activities | growth | education*

## TOWN OF WEST NEWBURY | COUNCIL ON AGING

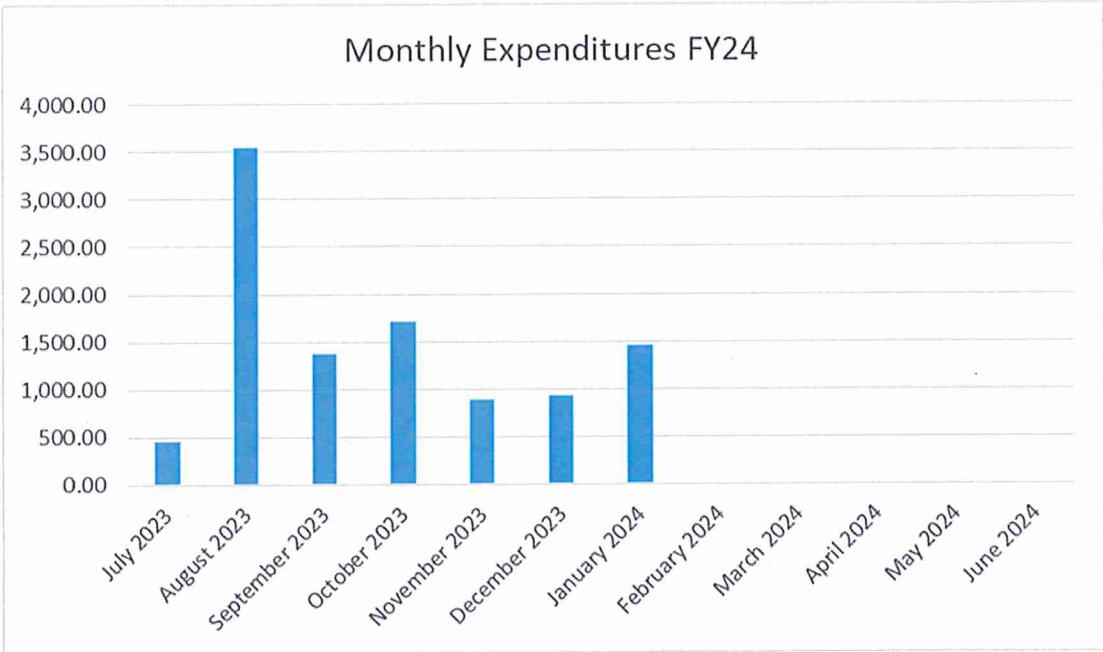
Financial Report as of January 31, 2024

Balances as of January 31, 2024				
<b>General Fund</b>	<b>Allocated</b>	<b>Expended</b>	<b>Ending Balance</b>	<b>% Used</b>
COA Salary & Wages	103,982.00	-57,694.08	46,287.92	-55.48%
COA Expenses	19,500.00	-10,367.56	9,132.44	-53.17%
<b>Gift Accounts</b>	<b>Starting Balance</b>	<b>Expended</b>	<b>Donations</b>	<b>Ending Balance</b>
COA Gift Account	9,112.09	-1,015.00	3,130.00	11,227.09
Food Pantry Gift Account	9,277.98	-2,837.63	7,981.01	14,421.36
<b>Grants</b>	<b>Starting Balance</b>	<b>Expenses</b>	<b>Payroll</b>	<b>Ending Balance</b>
Formula Grant*	9,527.00	-1,376.99	-5,848.96	2,301.05

\*Total Grant \$19,054. Received half (\$9,527) of the Formula Grant in Nov. \$7,000 to be used towards Jen's salary.

YTD General Fund Expenses by Category				
Programs	Budget	General Fund YTD Expenses	Category Total	Remaining
Sunray Café - lunches, dinners, ice cream socials		-1,749.40		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-960.00		
Reiki, Meditation, Aromatherapy		-150.00		
Program Supplies		-1,028.98		
<b>Programs Sub Total</b>			<b>-3,888.38</b>	
<b>Other Expenses</b>				
Newsletters		-2,831.13		
Office Supplies		-914.57		
Kitchen Supplies		-611.64		
Van Maintenance / gas		0.00		
Dues and memberships		-1,369.02		
Mileage reimbursement		-462.39		
Cell phone		-290.43		
<b>Other Expenses Sub Total</b>			<b>-6,479.18</b>	
<b>FY24 Budget \$19,500</b>	<b>19,500.00</b>	<b>-10,367.56</b>		<b>9,132.44</b>

Monthly Expenditures FY24	
July 2023	455.12
August 2023	3,552.22
September 2023	1,372.57
October 2023	1,713.91
November 2023	892.08
December 2023	931.06
January 2024	1,450.60
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
	<b>10,367.56</b>





**SAGE CENTER**  
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**Town of West Newbury | Council on Aging | Director's Report FY24**

	Jan 24	Dec 23	Nov 23	Oct 23	Sept 23	Aug 23	July 23
Meals on Wheels - West Newbury	95	108	106	79	56	57	48
Meals on Wheels - Groveland	384	368	382	446	480	439	411
Congregate Lunch (in-person)	0	1	8	8	4	5	4
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Food Pantry - Food Out	773	551	447	572	589	800	430
Holiday Bags	n/a	300	483				
Food In	466	883	1,051	766	497	883	522
Residents served	25	28	22	21	22	22	20
Volunteers / Hours	4 / 18 hrs	4 / 18 hrs	3 / 15 hrs	2 / 12 hrs	4 / 16 hrs	4 / 15 hrs	3 / 11 hrs
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TRIPS	n/a	14	n/a	n/a	n/a	24	n/a
Sunray Café In-Person Lunch	n/a	91	28	12	9	14	18
Lunch & Learn Speaker Series	12	n/a	n/a	15	13	n/a	n/a
Greet the Day Yoga - Wednesday	7	7	8	n/a	n/a	n/a	n/a
Yoga Class - Friday	n/a	n/a	n/a	4	4	4	5
3B Exercise Class - Mondays	18	15	16	18	19	19	22
3B Exercise Class - Thursdays	18	17	19	18	18	21	20
Pickleball - Action Cove trial	n/a	n/a	6	n/a	8	6	n/a
Terrariums at Atria in Newburyport	n/a	n/a	n/a	n/a	4	n/a	n/a
Coffee & Conversation	0	2	3	7	5	0	n/a
Ice Cream Social	n/a	n/a	n/a	n/a	19	n/a	14
Greeting Card Workshop	n/a	8	8	n/a	2	n/a	n/a
Winter Sand Pail Delivery	n/a	19	n/a	n/a	n/a	n/a	n/a
Cribbage & Other Card Games	4	4	5	4	7	4	4
Games & Puzzles with Pentucket	0	0	0	4	1	n/a	n/a
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NEET Rides - round trip	3	10	7	9	7	1	2
Foot Care	18	26	18	17	18	23	20
Wellness Check - blood pressure	4	1	2	4	3	1	n/a
Senior Tax Work-Off Program	FY24 - currently 14 applications / FY23 - 11 volunteers / FY22 - 4 volunteers						

\*\* programs no longer held are: Walking Group, Corn Hole, Age-Friendly Discussion Group, Craft Corner, Friday Yoga

**TOWN OF WEST NEWBURY  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR PROJECT FUNDING**

This application may be completed electronically and emailed to [cpc@wnewbury.org](mailto:cpc@wnewbury.org) or printed and completed by hand and submitted to the CPC Administrator. All applications must be received by the CPC Office at least 2 weeks prior to a scheduled meeting in order to be considered by the Committee. For more information contact 978-363-1100 X131.

**APPLICANT INFORMATION**

Project Name:	Pickleball Court Site Feasibility Study and Design
Project Address:	To be determined
Map/Lot:	To be determined
Applicant Name: (Group or Committee Affiliation)	West Newbury Select Board
Contact Person:	Angus Jennings
Telephone:	(978) 363-1100 x111
Address:	381 Main Street West Newbury, MA 01985
Email:	<a href="mailto:townmanager@wnewbury.org">townmanager@wnewbury.org</a>
Date of Application:	February 2, 2024

**PROJECT ELIGIBILITY**

Community Preservation Category (ies)	Recreation
Date Approved by CPC	January 24, 2024

**TOWN OF WEST NEWBURY  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR PROJECT FUNDING**

**PROJECT NARRATIVE**

Provide information for the following project components, providing attachments where necessary which clearly reference the heading. All project components listed must be addressed in order for the project to be considered by the CPC.

**PROJECT SUMMARY** - Provide a description of the Project, including the property involved and its proposed use.

The objective of this project is to identify the most appropriate and cost effective location of a Town owned parcel for construction of a 4-6 court outdoor Pickleball facility site, and to design, permit and procure its construction. This will be achieved by hiring a landscape architectural and engineering firm to assist the Town in identifying a maximum of three sites, evaluating their feasibility in terms of permitting, utilities, site constraints and impact on surrounding land uses, and creating GIS base plans, schematic designs, and opinion of probable cost for each location. Following selection of the preferred site by the Town, the consultant will complete a site survey, develop design plans, support local permitting and prepare bid documents. Two public meetings are envisioned in support of this process. The first is to gather initial input from interested parties and the final is to present the findings of the study.

**PUBLIC BENEFIT** – Describe in detail the benefits West Newbury will receive from the Project and how the Project meets the Community Preservation Committee’s Project Evaluation Criteria.

This project is the first step in the process of siting and constructing pickleball courts in West Newbury. This long-term effort will expand the types of recreational opportunities offered in West Newbury to residents of all ages. Most organized recreational activities in Town are for youth, while pickleball is played by people of all ages, most notably senior citizens. It will utilize property that is currently Town owned, thus maximizing the use of Town resources. Many other towns have used CPA funds to complete Pickleball Court Feasibility Studies, Design and Construction, so this use has been established as appropriate.

**CONTROL OF SITE** - Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions of the purchase. If the applicant does not have site control, explain how the project will go forward.

This study will focus on Town owned properties only, so site control will not be an issue.



**TOWN OF WEST NEWBURY  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR PROJECT FUNDING**

**FEASIBILITY** - List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may affect abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

This is an engineering study, so these considerations are not applicable

**SUPPORT** – Seek input from relevant Town entities and members of the community. Provide documentation of their response.

This project has been discussed by the Council on Aging and Park and Recreation Commission, and evidence of their support is shown by the attached meeting minutes. Letters of support from residents and potentials users of the courts are also attached.

**SCOPE OF WORK** - A scope of work is required to fully develop a time and cost plan for recommendation to Town Meeting. The scope is to be prepared by the Applicant and be detailed enough, in the opinion of the CPC, that a professional qualified to perform the work will be able to provide an estimate of the time and cost necessary to complete the proposed work. Attach the scope of work to this application.

A detailed Scope of Work including cost and schedule is attached. This has been reviewed by the DPW Program and Project Manager who is expected to manage this project on behalf of the Town.

**TOWN OF WEST NEWBURY  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR PROJECT FUNDING**

**PROJECT TIMELINE** - Describe the anticipated steps or phases for completion of the Project. State whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

See attached Scope of Work. Note that the intention is to provide construction cost details in time for CPC applications for the Spring 2025 STM. It's possible that local permitting requirements may extend the time needed to prepare these applications, however, and Fall 2025 STM consideration for construction funding would result.

**FUNDING** - Include a full budget, including itemization of major components and breakdown of construction costs. Describe The estimated annual cost of operating and maintaining the site/project after completion. Describe the basis for your budget and the sources of information you used.

See attached Scope of Work. Costs were obtained from similar CPA funded studies completed in the last three years. Note that the cost has increased from what was anticipated in the Eligibility Application. This is the result of review with the DPW Program and Projects Manager who is expected to manage this project on behalf of the Town.

**OTHER** - Please provide any other information which you think would be useful for the CPC to consider when evaluating this project's eligibility for funding (attach additional pages if needed):

**TOWN OF WEST NEWBURY  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR PROJECT FUNDING**

**APPLICATION CHECKLIST:**

To be completed by Applicant and approved by CPC Administrator prior to the application being reviewed by the CPC.

Y	N/A	Application Requirement
	X	Proof of ownership or control of the site, structure, or subject of Application.
X		Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
	X	If the project involves public property, verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
	X	Assessor's map showing location of the Project.
	X	Photographs, including aerial photographs if available.
X		Detailed scope of work for the project prepared by the Applicant.
X		Recent cost and time to complete estimates from professionals qualified to complete the project.
X		Proposed oversight and management plan for the Project.
	X	If the project involves a historic resource, evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria.
	X	Architectural plans and specifications, for new construction or rehabilitation.
	X	Maps, renderings, site plans.
	X	Historic structures report, existing conditions report.
	X	Names and addresses of project architects, contractors and consultants.
X		Documentation of support from Town entities and Community.
	X	Permission from the property owner to display a CPC funded project sign.

**Approval by CPC Administrator:**

Signature	
Date	

## Scope of Work Outdoor Pickleball Court Site Feasibility Study and Design

The objective of this project is to identify the most appropriate and cost-effective location of a Town owned parcel for construction of a 4-6 court outdoor Pickleball facility site, and to design, permit and procure its construction. This will be achieved by hiring a landscape architectural and engineering firm to assist the Town in identifying a maximum of three sites, evaluating their feasibility in terms of permitting, utilities, site constraints and impact on surrounding land uses, and creating GIS base plans, schematic designs, and opinion of probable cost for each location. Following selection of the preferred site by the Town, the consultant will complete a site survey, develop design plans, support local permitting and prepare bid documents. Two public meetings are envisioned in support of this process. The first is to gather initial input from interested parties and the final is to present the findings of the study. The scope of work will include four tasks as follows.

### Task 1 – Initial Public Meeting, Kickoff Meeting & Base Plans for 3 Town Owned Parcels

The consultant will hold an initial public meeting to introduce the approach of the study and to solicit feedback from interested parties regarding possible locations, design features, and potential concerns. The results of this meeting will be summarized and presented in a Kick Off meeting to the Town project team (members to be decided but potentially include the Town Manager, DPW staff, Park and Rec Commission members, Planning Board staff and the Building Inspector). This meeting will also include discussion of the project objectives, potential court locations, and the project schedule. The outcome will be a joint selection of the three parcels to be evaluated in the Feasibility Study. The consultant will then create base plans for each site using local and State GIS data, visit the sites to verify the GIS base plan information and complete a photo inventory.

### Task 2 - Site Evaluations and Schematic Design

The consultant will evaluate the regulatory, cultural, and physical limitations of each of the parcels. The following criteria will be considered:

- Number of pickleball courts that would maximize use of site space and construction cost effectiveness
- Need for fencing, rest rooms and drinking water
- Number of parking spots and location
- ADA accessible routes to the courts
- Stormwater management requirements
- Soils information available from soils maps
- Local permitting requirements
- Access to Town and private utilities
- Relation to other recreational facilities and vehicular, cycling, and pedestrian access

Creation of schematic designs which include the above considerations and show to scale plan views of the courts and related infrastructure. It is anticipated that two meetings with the project team will be conducted during this process. Final schematic designs will incorporate revisions based on input received from the project team.

### Task 3 - Opinion of Probable Cost & Public Presentation

An opinion of probable cost for each of the three sites will be prepared by the consultant. Given that this is based on GIS and not survey data, a range of costs suitable for comparison purposes only will be provided. The consultant will present the results of the study in a public meeting, including creation of a slide deck to be shared on the Town website as well as presentation boards to be used at the meeting. The information to be shared will include the site analysis and photo inventory, evaluation process, schematic designs and opinion of cost for each site. Following the final public meeting, the Project Team will choose the preferred site and communicate the choice to the public.

### Task 4 – Site Survey, Design and Procurement Support

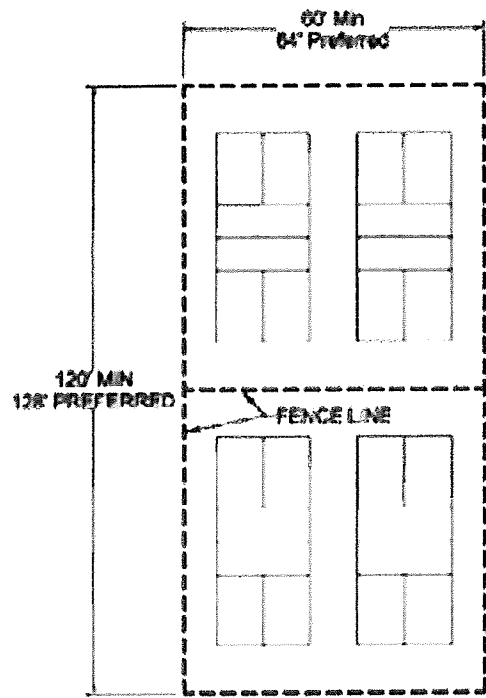
Once the preferred site has been decided on by the Town, the consultant will complete a topographical site survey, create design plans to be used for necessary permitting and procurement and prepare bid documents for the procurement of the work. The consultant will also submit a design cost estimate to be used for budgeting and CPA funding/grant approval. The Town Project Team will be responsible for any permitting for this project, but will rely on the consultant for assistance in application preparation, meeting attendance and revision of design in accordance with permitting review. Because the extent of permitting requirements won't be known until the final site is chosen, a contingency has been included in the cost estimate for this.

### Cost and Schedule

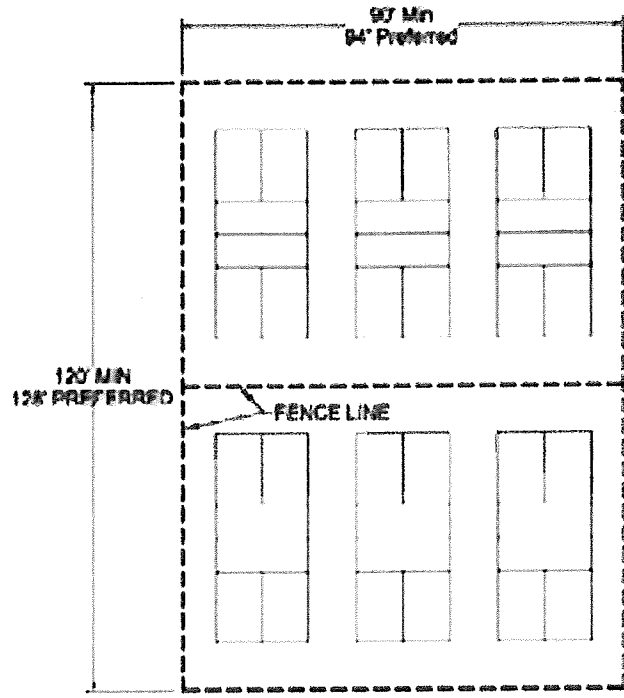
Task	Estimated Cost	Completion Date*
1	\$ 5,000	June 30, 2024
2	\$ 6,000	August 31, 2024
3	\$ 4,000	October 31, 2024
4	\$ 12,000	January 31, 2025
Site Specific Permitting Contingency	\$ 3,000	July 31, 2025
Total	\$ 30,000	

\*Assumes April 2024 STM approval. Task 4 (other than preparation of bid documents) to be completed in time for April 2025 STM consideration. Depending on permitting requirements, this target date may be extended to Fall 2025 STM.

# Potential Pickleball Court Site Layout



**4 COURT  
GROUPING**



**6 COURT  
GROUPING**