

REC'D W. NEWBURY CLERK  
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**Town of West Newbury**  
**Council on Aging Meeting**  
**Tuesday, March 12, 2024 at 10 am**  
381 Main Street, West Newbury, MA  
Town Office Building | SAGE Center / Senior Center

**AGENDA**

1. Call to Order
2. Secretary's Report – Draft minutes from January 23, 2024
3. Treasurer's Report – February 2024
4. Director's Report – February 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)
  - b. Updated and revised SAGE Center Policies and Procedures
6. Old Business
  - a. Update on Revolving Account
  - b. Update on Pickleball Program
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

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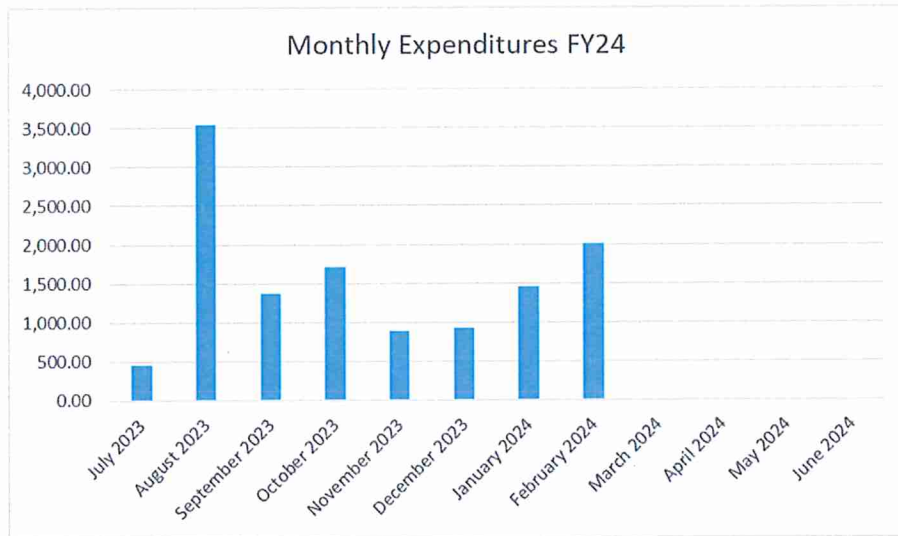
## TOWN OF WEST NEWBURY | COUNCIL ON AGING

Financial Report as of February 29, 2024

Balances as of February 29, 2024				
<b>General Fund</b>	<b>Allocated</b>	<b>Expended</b>	<b>Ending Balance</b>	<b>% Used</b>
COA Salary & Wages	103,982.00	-65,047.36	38,934.64	-62.56%
COA Expenses	19,500.00	-12,380.04	7,119.96	-63.49%
<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	3,270.00	11,367.09
Food Pantry Gift Account	9,277.98	-3,228.24	8,581.01	14,630.75
<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	-7,000.00	1,150.01
*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		-2,099.96		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-960.00		
Reiki, Meditation, Aromatherapy		-150.00		
Program Supplies		-1,058.93		
<b>Programs Sub Total</b>			<b>-4,268.89</b>	
<b>Other Expenses</b>				
Newsletters		-4,022.01		
Office Supplies		-968.56		
Kitchen Supplies		-910.22		
Van Maintenance / gas		0.00		
Dues and memberships		-1,369.02		
Mileage reimbursement		-509.42		
Cell phone		-331.92		
<b>Other Expenses Sub Total</b>			<b>-8,111.15</b>	
<b>FY24 Budget \$19,500</b>	<b>19,500.00</b>	<b>-12,380.04</b>		<b>7,119.96</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	2,012.48
March 2024	
April 2024	
May 2024	
June 2024	
	<b>12,380.04</b>





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

	Feb 24	Jan 24	Dec 23	Nov 23	Oct 23	Sept 23
Meals on Wheels - West Newbury	101	95	108	106	79	56
Meals on Wheels - Groveland	396	384	368	382	446	480
Congregate Lunch (in-person)	0	0	1	8	8	4
<hr/>						
Food Pantry - Food Out	590	773	551	447	572	589
Holiday Bags	n/a	n/a	300	483		
Food In	446	466	883	1,051	766	497
Residents served	25	25	28	22	21	22
Volunteers / Hours	3 / 13 hrs	4 / 18 hrs	4 / 18 hrs	3 / 15 hrs	2 / 12 hrs	4 / 16 hrs
<hr/>						
TRIPS	n/a	n/a	14	n/a	n/a	n/a
Sunray Café In-Person Lunch	21	n/a	91	28	12	9
Lunch & Learn Speaker Series	n/a	12	n/a	n/a	15	13
Greet the Day Yoga - Wednesday	7	7	7	8	n/a	n/a
Yoga Class - Friday	n/a	n/a	n/a	n/a	4	4
3B Exercise Class - Mondays	19	18	15	16	18	19
3B Exercise Class - Thursdays	22	18	17	19	18	18
Pickleball - Action Cove trial	n/a	n/a	n/a	6	n/a	8
Terrariums at Atria in Newburyport	n/a	n/a	n/a	n/a	n/a	4
Coffee & Conversation	11	0	2	3	7	5
Ice Cream Social	n/a	n/a	n/a	n/a	n/a	19
Greeting Card Workshop	9	n/a	8	8	n/a	2
Winter Sand Pail Delivery	n/a	n/a	19	n/a	n/a	n/a
Cribbage & Other Card Games	5	4	4	5	4	7
Games & Puzzles with Pentucket	1	0	0	0	4	1
<hr/>						
NEET Rides - round trip	1	3	10	7	9	7
Foot Care	21	18	26	18	17	18
Wellness Check - blood pressure	3	4	1	2	4	3
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



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

Aug 23 July 23

Meals on Wheels - West Newbury				57	48	Total meals
Meals on Wheels - Groveland				439	411	Total meals
Congregate Lunch (in-person)				5	4	Total meals
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Food Pantry - Food Out				800	430	Food weight
Holiday Bags						Food weight
Food In				883	522	Food weight
Residents served				22	20	
Volunteers / Hours				4 / 15 hrs	3 / 11 hrs	
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TRIPS				24	n/a	Attendance
Sunray Café In-Person Lunch				14	18	Attendance
Lunch & Learn Speaker Series				n/a	n/a	Attendance
Greet the Day Yoga - Wednesday				n/a	n/a	Average attendance
Yoga Class - Friday				4	5	Average attendance
3B Exercise Class - Mondays				19	22	Average attendance
3B Exercise Class - Thursdays				21	20	Average attendance
Pickleball - Action Cove trial				6	n/a	Average attendance
Terrariums at Atria in Newburyport				n/a	n/a	Attendance
Coffee & Conversation				0	n/a	Total clients served
Ice Cream Social				n/a	14	Total clients served
Greeting Card Workshop				n/a	n/a	Attendance
Winter Sand Pail Delivery				n/a	n/a	Delivered
Cribbage & Other Card Games				4	4	Average attendance
Games & Puzzles with Pentucket				n/a	n/a	Attendance
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NEET Rides - round trip				1	2	Total rides for month
Foot Care				23	20	Total clients served
Wellness Check - blood pressure				1	n/a	Total clients served
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

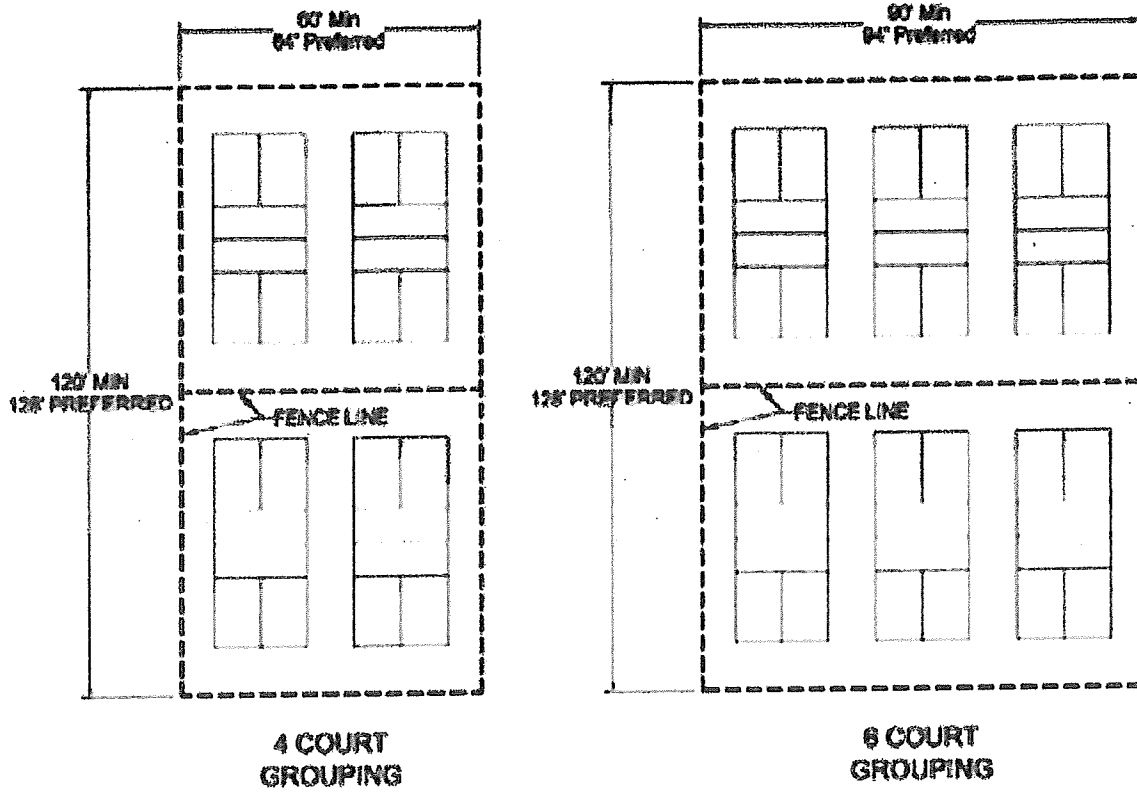
Once the preferred site has been decided on by the Town, the consultant will complete a topographical site survey, create design plans to be used for necessary permitting and procurement and prepare bid documents for the procurement of the work. The consultant will also submit a design cost estimate 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





SAGE CENTER

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## **POLICIES AND PROCEDURES**





# SAGE CENTER

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## **POLICIES AND PROCEDURES**

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# SAGE CENTER

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## **POLICIES AND PROCEDURES**

### **CODE OF CONDUCT**

The SAGE Center staff is committed to providing an atmosphere that is warm, welcoming and safe at all times. With your cooperation, we will work together to make this happen. Please demonstrate kindness to other participants and staff. Gossip, speculation, unkind words or actions are hurtful. Bullying behaviors are prohibited.

#### **Services Provided**

- Exercise classes, lectures, creative arts, health information, volunteer opportunities, games, trips and a variety of other wellness programs are available.
- We serve as a congregate meal site with AgeSpan.
- We are a Meals on Wheels delivery hub for West Newbury's and Groveland's homebound residents.

#### **Services Not Provided**

- The SAGE Center is not an adult day health center and does not provide nursing care, adult day care programs, respite care, homemaker services, mental health services, memory care, overnight care or other assisted living services.
- The SAGE Center does not employ staff to manage the health, mental health or personal care needs of participants.
- SAGE Center staff are not authorized to provide hands on, personal care assistance, including help with toileting or medication management.

#### **Eligibility to Participate**

- Each participant must be age 60 years and older, independent senior and possess the ability and willingness to follow all guidelines, as stated herein.
- Each participant must complete a Membership Form / Waiver upon attending for the first time.
- A senior who is not independent may attend if accompanied by a caregiver, family member or friend.
- An independent senior is expected to be reasonably oriented, capable of independent decision making, including their personal health, hygiene, medication management and monitoring of special diets.
- Eligibility decisions are at the sole discretion of the management staff.

## Code of Conduct (continued)

### Attendance Sign-In

- Participants are required to sign in using either the touchscreen or signing the attendance sheets at exercise classes, programs and events.
- If the participant is attending for the first time, a Membership Form / Waiver must be completed.

### Behavior and Conduct

- Participants are expected not to cause disturbances to SAGE Center programming and be respectful of other participants, presenters and staff.
- The SAGE Center building, furnishings and supplies should be respected by all participants.
- Theft will not be tolerated.

### Taking Ill / Illness

- Participants who attend while ill with colds, coughs or flus that could be spread to others will be asked to leave and not return until they have recovered.
- 911 Emergency Response will be called for assessment and/or assistance if a participant takes ill, experiences a fall or other accident while at the center. SAGE Center staff will call the client's emergency contact.

### Prohibitions

- Smoking, drinking alcohol, using profanity and substance abuse are prohibited.
- The participant may be asked to abstain from the inappropriate behavior, or, if necessary staff may contact Police for assistance.
- Violence, threats of violence, perceived threats of violence and negative behavior are not permitted.

### Violations

- If inappropriate actions are witnessed, staff will use their discretion to take corrective action to resolve.
- Repeated violations may result in the participant being asked to leave the premises.
- Possible permanent suspension may result from repeated violations.
- Privileges may be revoked at the discretion of the COA Director if the above rules are violated.



# SAGE CENTER

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## POLICIES AND PROCEDURES

### EVENTS, PROGRAMS AND EXERCISE CLASSES

Participation in SAGE Center programs, events and exercise classes is open to anyone age 60 and over and is not restricted to residents of West Newbury.

#### Registration

- Membership Form / Waiver must be completed by participants of events, programs and exercise classes. This form provides important information which is kept confidential.
- The SAGE News will provide details of programs that require registration.
- There are a mix of programs; some will be drop-in groups, while others require registration and payment in advance.
- Participants are required to [sign in using either the touchscreen or signing the attendance sheets](#) at exercise classes, programs and events.

#### Payments and Donations

- The SAGE Center accepts payments in the form of cash and checks.
- If there is a financial hardship preventing someone from participating, scholarships are available.
- The West Newbury Council on Aging has two gift accounts to accept donations - the COA Gift Account helps support programming and any needs of the Center, and the Food Pantry Gift Account supports food pantry operations.
- [The West Newbury Council on Aging has a Program Revolving Account established at the Special Town Meeting on October 23, 2023 for the purpose of receiving fees associated with programs, events, trips and transportation. Expenses incurred for these purposes will be paid from the Program Revolving Account not exceeding \\$30,000 per fiscal year.](#)

#### Storm Policy and Emergency Closures

- When the Pentucket School District closes due to extreme weather, the SAGE Center programs will be cancelled. This includes meals on wheels, congregate lunch, exercise classes and other programs.
- Cancellations will be posted on the Town web site and social media sites.
- SAGE Center Staff will be working in the office [or remotely](#) and available by phone [and email](#), unless the Town Office Building closes.



# SAGE CENTER

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## POLICIES AND PROCEDURES

### FOOD PANTRY

Our mission is to provide food, cleaning supplies and personal hygiene products to those in need. We provide healthy, fresh food with compassion and respect to individuals of all ages in West Newbury and surrounding communities.

#### Schedule

- Open on the 1st, 3rd, 5th (if there is one) **Tuesday** from 9:00-10:30 am each month and by appointment.

#### Staff and Volunteers

- 2-3 volunteers work at each shift; with a total number of volunteers of 5-6 under the direction of the Nutrition Coordinator.
- COA Director and Nutrition Coordinator will open the Pantry at any time for emergencies.
- Holiday Baskets are distributed three times per year.

#### Recipients

- Clients complete a confidential intake form / **Membership Form** at the first visit.
- There are no geographic or income limits.
- Food quantities are not limited, **but recipients are encouraged to take only what they need for a two week period.**

#### Food Donated and Distributed

- We do not distribute expired food.
- All food distributed is in its original packaging with nutrition label and expiration date.
- We accept unexpired food donations and monetary donations.
- Food Drives are held as needed throughout the community.
- Shopping for items is done by the Nutrition Coordinator or the COA Director.
- We collaborate with other area food providers for donations and to distribute excess items.

#### Reporting

- Data is collected and reported to the Council on Aging Board monthly. Data includes the weight of food collected, weight of food distributed, number of clients served, number of volunteers, number of volunteer hours.



# SAGE CENTER

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## **POLICIES AND PROCEDURES**

### **MEALS ON WHEELS AND CONGREGATE LUNCH**

The SAGE Center is committed to helping seniors have access to a healthy lunch, either at home with Meals on Wheels or at our congregate lunch site at the SAGE Center. This service is provided by AgeSpan (formerly Elder Services of the Merrimack Valley) five days per week. The monthly menu is posted to the Town's web site or available at the SAGE Center.

- **Meals on Wheels**

The Meals on Wheels program is offered by AgeSpan (formerly Elder Services of the Merrimack Valley). The program provides adults 60 and older and qualified individuals with disabilities with a hot meal delivered to their door five days a week. A storm pack is provided to Meals on Wheels clients in preparation for cancellations due to inclement weather. For more information about Meals on Wheels, clients can call the Intake Department at AgeSpan 1-800-892-0890.

- **Congregate Lunch**

The Congregate Lunch is served daily (Monday through Friday) at 11:30 am. Registration is required by calling the SAGE Center at 978-363-1104 at least 2 business days in advance. The suggested donation for lunch is \$2.





# SAGE CENTER

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## POLICIES AND PROCEDURES

### MEDICAL EQUIPMENT CLOSET

The Medical Equipment Closet is a program that allows durable medical equipment to be loaned out to clients for as long as they need it.

- Medical equipment is donated, sanitized, inspected and stored in the basement closet.
- Donations are accepted or denied based on our space limitations and inventory.
- When medical equipment is loaned out, a Medical Supplies Waiver is required to be signed by the client. Waivers are kept on file by the COA Director.
- SAGE Center staff has access to the equipment during regular business hours.
- After hours, the Police Department has access the equipment. The Police Department can be reached on the non-emergency phone at 978-363-1213.



# SAGE CENTER

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## **POLICIES AND PROCEDURES**

### **SENIOR TAX WORK-OFF PROGRAM**

The Town of West Newbury Senior Tax Work-Off Program offers homeowners from West Newbury who are 60 years of age and older the opportunity to earn an abatement on their real estate property tax bill. Paid at a rate of at least the Federal minimum wage and not more than the Massachusetts' minimum wage, West Newbury seniors may assist a Town Department to earn an abatement up to \$1,500. Placements are based on qualifications of the applicant and the needs of the Town Departments.

The SAGE Center welcomes community involvement and utilizes volunteers in many areas. Volunteers will be given a job description outlining the work to perform, and should follow the directives of the Department Manager or Supervisor. Volunteers need to be respectful of having access to confidential information. Some of the volunteer positions are as follows: Meals on Wheels Drivers, Newsletter Mailings, Food Pantry, Events, Receptionist. Other positions will be added as needed.

#### Eligibility Requirements

- Applicants must be West Newbury homeowners
- If the property is subject to a Trust, the volunteer must have legal title (be one of the trustees).
- Participants must be 60 years of age and older.
- One abatement per household. If two seniors in one household are accepted into the program, hours may be shared for a total abatement of \$1,500.
- There are no income limits/guidelines.

Upon receipt of applications, the COA Director will work with Department Managers for placement of volunteers. Interviews may take place to ensure a good fit. The Department Managers will work with the volunteers to create a work schedule. Volunteers are responsible for tracking their hours on the time sheet provided by the COA Director. Time sheets will need to be approved by the Manager. Volunteers should submit their time sheets to the COA Director on a regular basis. COA Director will record volunteer hours in the COA database. At the end of the fiscal year, the COA Director will submit information for the abatement to the Assessor, and mail a copy to the volunteer. The work is performed during the fiscal year, and the tax abatement will happen in the following fiscal year - off the first actual bill (3rd quarter bill).





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## POLICIES AND PROCEDURES

Our mission is to ensure that the transportation needs of the West Newbury seniors age 60 and over are met to the best of our abilities by offering several transportation options. Seniors must complete the SAGE Center Membership Form to participate. We are unable to transport clients who have undergone anesthesia. All transportation services are curb-to-curb. The client needs to independently transfer into and out of vehicle, as well as into and out of doctor's office or other facility.

### **NEET (Northern Essex Elder Transport) for Medical Rides**

- NEET is a non-profit volunteer program, with more than 20 volunteer drivers serving West Newbury seniors age 60 and over.
- To participate in this program, the senior must complete the Rider Registration Form and Waiver. This packet includes detailed guidelines for the rider to follow (masks, seatbelts, tolls, parking).
- Rides are scheduled by calling the SAGE Center with the details of the client's appointment.
- NEET will ask for the appropriate donation based on distance of ride.
- There is no guarantee that a NEET volunteer will be available to fill the seniors' ride request.
- NEET rides are not scheduled on weekends or holidays.

### **Mini MeVa FREE Services (Ring & Ride)**

- Mini MeVa is a curb-to-curb transportation service provided by the Merrimack Valley Transit (MeVa) for residents of Boxford, Georgetown, Groveland, Newbury/Byfield, Rowley and West Newbury.
- Mini MeVa Service Hours: Monday-Friday 5:00 am until 8:00 pm and Saturday 7:00 am until 7:00 pm. Service is not available on the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and Christmas Day.
- For more information or to make a reservation, please call 978-469-6878, press option 3 between 8 am and 5 pm Monday through Friday at least two days in advance.

### **Mini MeVa FREE Services - VA Bedford**

- VA Bedford Mini MeVa is a curb-to-curb transportation service for Veterans and their families who reside in Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury/Byfield, Newburyport, North Andover, North Reading, Rowley, Salisbury and West Newbury.
- This service allows riders to access the VA Bedford Health Care System, located in Bedford, MA.
- For more information or to make a reservation, please call 978-469-6878, press option 3 between 8 am and 5 pm Monday through Friday at least 7 days in advance.



# SAGE CENTER

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## POLICIES AND PROCEDURES

### VOLUNTEER PROGRAM

The SAGE Center welcomes community involvement and utilizes volunteers in many areas. Volunteers will be given a job description outlining the work to perform, and should follow the directives of the Department Manager or Supervisor. Volunteers need to be respectful of having access to confidential information. Some of the volunteer positions are as follows:

- Meals on Wheels Drivers
- Newsletter Mailings
- Food Pantry
- Events
- Receptionist
- [Office Help for various Town Departments](#)



# SAGE CENTER

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To: Parks and Recreation Commission  
 From: Christine Marshall, COA Director  
 CC: Angus Jennings, Town Manager; Select Board; and COA Board  
 Date: March 1, 2024  
 Re: COA Pickleball program

With spring quickly approaching, I am starting to think about offering another Pickleball program for the seniors of West Newbury and our clients in surrounding communities. I am looking forward to collaborating with Parks and Rec again this year.

I would hope to offer a similar schedule as last fall, and I am open to any suggestions from the Commission to help alleviate noise concerns. In August and September of 2023, we offered Tuesdays from 9-11 am (with Thursdays as a rain date). Then in late October through early December 2023, we offered Tuesdays and Fridays from 9-11 am.

I am also in discussions with the Newburyport Brewing Company about offering indoor court time, and I am corresponding with the Athletic Director at Pentucket about use of their tennis/Pickleball courts over the summer. I am hopeful that between these three locations, we will have another successful program this year!

Please consider allowing the COA to use Action Cove basketball courts for Pickleball on Tuesdays from 10 am-noon from April through October (with Thursdays as a rain date). If an alternate site is available, the program may be held off site. Statistics from 2022 and 2023 programs are below:

PICKLEBALL AT NEWBURYPORT TENNIS CLUB - 2022		
<u>DATE</u>	<u>DAY</u>	<u>PARTICIPATION</u>
6/7/22	TUESDAY	15
6/9/22	THURSDAY	12
6/14/22	TUESDAY	15
6/16/22	THURSDAY	13
6/21/22	TUESDAY	15
6/23/22	THURSDAY	13
6/28/22	TUESDAY	15
6/30/22	THURSDAY	13
9/12/22	MONDAY	15
9/19/22	MONDAY	15
9/26/22	MONDAY	15

Played 11 days



**PICKLEBALL AT ACTION COVE BASKETBALL COURTS - 2023**

**TUESDAYS FROM 9-11 AM (THURSDAYS AS A RAIN DATE)**

<u>DATE</u>	<u>DAY</u>	<u>PARTICIPATION</u>
8/17/23	THURSDAY	4
8/22/24	TUESDAY	6
8/29/23	TUESDAY	8
9/5/23	TUESDAY	9
9/14/23	THURSDAY	8
9/21/23	THURSDAY	7
9/26/23	TUESDAY	8

**TUESDAYS AND FRIDAYS FROM 9-11 AM**

<u>DATE</u>	<u>DAY</u>	<u>PARTICIPATION</u>
10/31/23	TUESDAY	5
11/3/23	FRIDAY	5
11/7/23	TUESDAY	6
11/14/23	TUESDAY	9
11/17/23	FRIDAY	4
11/28/23	TUESDAY	4
12/1/23	FRIDAY	4

Played 14 days

