



**Town of West Newbury  
Council on Aging Meeting  
Tuesday, June 13, 2023 at 9 am**

381 Main Street | Town Office Building | First Floor Hearing Room

REC'D W. NEWBURY CLERK  
23 JUN 7 AM 9:20

**AGENDA**

1. Call to Order
2. Secretary's Report – Draft minutes from May 9, 2023
3. Treasurer's Report – May 2023
4. Director's Report – May 2023
5. New Business
  - a. Welcome Bob Veator - new COA member effective July 1, 2023
  - b. Summer meeting schedule
6. Old Business
  - a. Update on Day Trips
  - b. Update on Revolving Account request
  - c. Update on access to Pickleball courts
7. Adjourn



## Minutes of Town of West Newbury

### Council on Aging Minutes

Tuesday, May 9, 2023 at 9:00 am

The Council on Aging met in person in the First Floor Hearing Room on May 9, 2023.

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

**Present:** Jacqueline Johnston, Gail DiNaro, Richard Preble, Barbara Warne, Jessa Haynes, Marjorie Peterson

**Absent:** Joseph Publicover, Dianne Faulkner, Vicky Beaumier  
Christine Marshall, Director

**Secretary's Report:** Richard Preble moved to accept the minutes of April 11, 2023. Jessa Haynes seconded the motion. Minutes approved unanimously.

**Treasurer's Report:** The Financial Report and Expenses were reviewed. Document attached. Jacquie Johnston moved to accept the Treasurer's Report. Richard Preble seconded the motion. Approved unanimously.

**Director's Report:** The Director's Report was reviewed. Document attached. Gail DiNaro moved to accept the Director's Report. Jacquie Johnston seconded motion. Approved unanimously.

#### **New Business**

None

**Old Business:** Discussion about upcoming trip to Stoneham Theater. Question of how and when payment will be made for transportation. The small bus (14 person capacity) is on a first come basis, and the deposit for it should be made soon. Eleven people have signed up for the trip and theater tickets will be purchased individually at the door.

The passing of long-time member Dot Cavanaugh was noted with sadness.

**Adjourn:** Jessa Haynes made a motion to adjourn. Barbara Warne seconded the motion. Voted unanimously to adjourn at 9:22 am.

Respectfully submitted,

Marjorie Peterson, Secretary

#### **Meeting Documents:**

Draft minutes of COA meeting on April 11, 2023

COA Financial Report - April, 2023

Director's Report - April, 2023



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## TOWN OF WEST NEWBURY | COUNCIL ON AGING

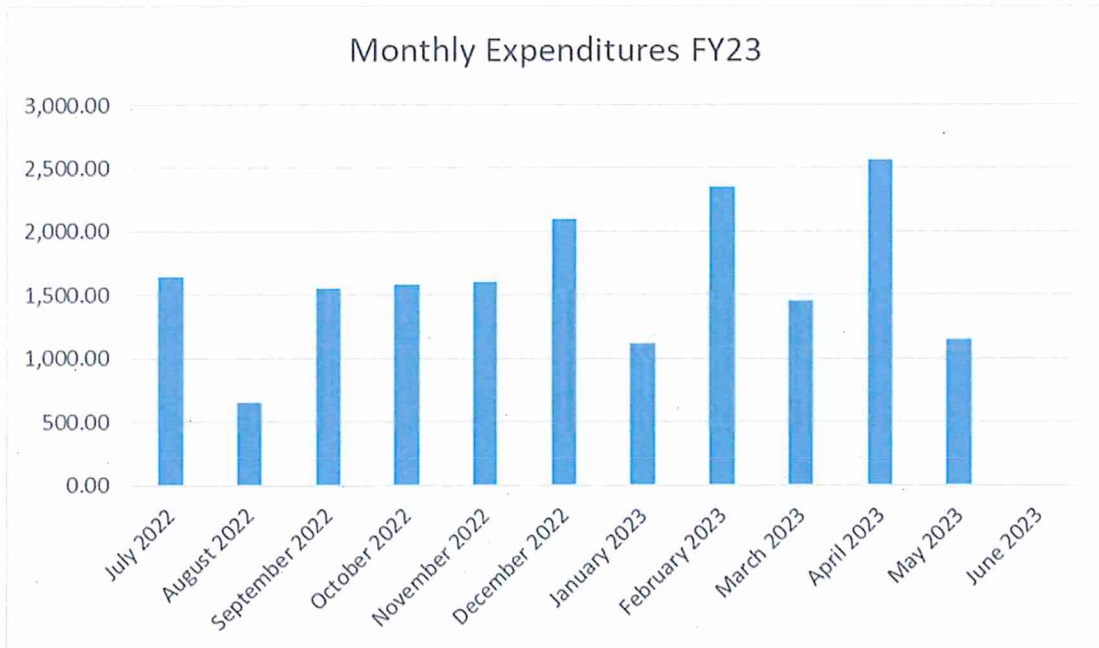
Financial Report as of May 31, 2023

Balances as of May 31, 2023				
<b>General Fund</b>	<b>Allocated</b>	<b>Expended</b>	<b>Ending Balance</b>	<b>% Used</b>
COA Salary & Wages	100,308.00	-81,927.67	18,380.33	-81.68%
Wage Study Increases		-3,157.59		
COA Expenses	19,500.00	-17,769.04	1,730.96	-91.12%
<b>Gift Accounts</b>	<b>Starting Balance</b>	<b>Expended</b>	<b>Donations</b>	<b>Ending Balance</b>
COA Gift Account	3,196.91	-258.21	8,265.96	11,204.66
Food Pantry Gift Account *	16,931.00	-13,469.62	6,320.00	9,781.38
<b>Grants</b>	<b>Starting Balance</b>	<b>Expenses</b>	<b>Payroll</b>	<b>Ending Balance</b>
Formula Grant	15,996.00	-7,464.79	-7,078.80	1,452.41

\*updates made to Food Pantry expenses and donations - due to corrections to entries by Finance

General Fund Expenses by Category			
Programs	Budget	General Fund YTD Expenses	Remaining
Sunray Café - lunches, dinners, ice cream socials		-3,499.78	
3B Class - Balance, Bones & Brain		-80.00	
Yoga Class		-2,040.00	
Reiki, Meditation, Aromatherapy		-600.00	
Program Supplies		-1,933.52	
<b>Other Expenses</b>			
Newsletters		-4,646.20	
Office Supplies		-1,317.87	
Kitchen Supplies		-1,110.17	
Van Maintenance / gas			
Software annual contract / MSC		-790.00	
Dues and memberships		-415.00	
Mileage reimbursement		-880.11	
Cell phone		-456.39	
<b>FY23 Budget \$19,500</b>	<b>19,500.00</b>	<b>-17,769.04</b>	<b>1,730.96</b>

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	2,350.45
March 2023	1,447.62
April 2023	2,566.98
May 2023	1,150.24
June 2023	
	<b>17,769.04</b>





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## FOOD PANTRY EXPENSES - FY23

	FOOD	BASKETS	OTHER	
JULY	-			
AUG	386.11			
SEPT	1,382.62		\$ 75.00	baker's rack
OCT	1,335.28		\$ 99.99	scale
			\$ 83.59	wagon
NOV	971.29	1,008.77	\$ 169.99	BJ's/mini fridge
DEC	1,877.01	395.98		
JAN	1,126.98			
FEB	1,771.40			
MAR	1,174.67	24.75		
APR	848.91	290.01		
MAY	447.27			
JUNE				
	<b>11,321.54</b>	<b>1,719.51</b>	<b>428.57</b>	<b>13,469.62</b>

\*Use date paid NOT receipt date



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

	May 23	Apr 23	Mar 23	Feb 23	Jan 23	Dec 22	
Meals on Wheels - West Newbury	62	50	64	63	86	102	Total meals
Meals on Wheels - Groveland	441	397	452	331	330	357	Total meals
Congregate Lunch (in-person)	33	23	34	18	19	4	Total meals
Sunray Café Lunch Delivery	-	-	-	-	-	-	Total meals/# offered
Sunray Café In-Person Lunch	71	16	7	19	17	44	Attendance
Lunch & Learn Speaker Series	10	19	7	-	15	-	Attendance
Dinners	14	19	21	-	-	-	Attendance
Birthday Party Luncheon	-	-	-	-	-	-	Attendance
Special Town Meeting Q&A	-	-	-	-	-	-	Attendance
Food Pantry - Food Out	653	556	567	672	1,125	1,048	Food weight
Food In	696	433	283	742	1,315	815	Food weight
Residents served	19	25	22	22	22	22	
Volunteers / Hours	3 / 13 hrs	3 / 10 hrs	2 / 10 hrs	3 / 18 hrs	3 / 14 hrs	4 / 20 hrs	
Yoga Class *	5	8	6	-	8 on 1/6	8	Average attendance
3B Exercise Class - Mondays	23	22	25	21	18	15	Average attendance
3B Exercise Class - Wednesdays	6	7					
3B Exercise Class - Thursdays	21	26	21	17	19	14	Average attendance
Pickleball - Mondays	-	-	-	-	-	-	Attendance
Guided Reiki / Meditation Series	-	8	7	-	-	-	Attendance
Outdoor Adventure Walking Group	0	2	-	-	-	-	Attendance
Eat the Rainbow Nutrition Talk	-	-	-	-	-	-	Attendance
Winter Sand Pail Delivery	-	-	-	-	-	27	Delivered
Zoom Watch Party - Scams - Library	-	0	0	1			Attendance
Harvey Leonard @Nbpt. COA	-	-	24				Attendance
Cornhole Games	0	3	1.5				Average attendance
Cribbage Games	4	4	4				Average attendance
Games & Puzzles with Pentucket	0	3	0	2	1	2	Attendance
NEET Rides - round trip	3	1	8	4	5	2	Total rides for month
Foot Care	21	18	21	21	20	-	Total clients served
Senior Tax Work-Off Program FY23	20 applications	15 currently working					FY22 - 4 volunteers

\* Yoga on hold from 1/13 until 3/3/2023

	Nov 22	Oct 22	Sept 22	Aug 22	July 22	
Meals on Wheels - West Newbury	99	126	127	86	61	Total meals
Meals on Wheels - Groveland	360	372	353	391	365	Total meals
Congregate Lunch (in-person)	17	14	20	39	47	Total meals
Sunray Café Lunch Delivery	-	-	-	28 / 1	25 / 1	Total meals/# offered
Sunray Café In-Person Lunch	8	11	5	-	-	Attendance
Lunch & Learn Speaker Series	11	18	-	-	-	Attendance
Dinner - themed dinners	25	cancelled	16	-	-	Attendance
Birthday Party Luncheon	-	-	-	3	5	Attendance
Special Town Meeting Q&A	-	6	-	-	-	Attendance
Food Pantry - Food Out	852	648	578	279	295	Food weight
Food In	783	1,031	602	304	309	Food weight
Residents served	22	22	22	21	19	
Volunteers / Hours	4 / 23.5	5 / 21	4 / 13	4 / 9	6 / 12.5	
Yoga Class *	8	9	10	10	11	Average attendance
3B Exercise Class - Mondays	19	13	12	13	11	Average attendance
3B Exercise Class - Thursdays	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	-	-	-	-	-	Delivered
Zoom Watch Party - Scams - Library						Attendance
Harvey Leonard @NBpt. COA						Attendance
Cornhole Games						Average attendance
Cribbage Games						Average attendance
Games & Puzzles with Pentucket	1	-	-	-	-	Attendance
NEET Rides - round trip	1	2	3	3	7	Total rides for month
Foot Care	12	23	22	23	21	Total clients served
Senior Tax Work-Off Program FY23						FY22 - 4 volunteers