



**Town of West Newbury
Council on Aging Meeting
Tuesday, October 10, 2023 at 9 am
381 Main Street | Town Office Building | SAGE Center / Senior Center**

REC'D W. NEWBURY CLERK
'23 OCT 4 PM 3:45

AGENDA

1. Call to Order
2. Secretary's Report – Draft minutes from September 12, 2023
3. Treasurer's Report – September 2023
4. Director's Report – September 2023
5. New Business
 - a. Review Financial Report for end of FY23
 - b. Review Food Pantry expenses for FY23
 - c. Discuss / brainstorm ideas for Food Pantry in FY24
6. Old Business
 - a. Update on Pickleball program
 - b. Update on Day Trips
7. Adjourn



Minutes of Town of West Newbury

Council on Aging Minutes

Tuesday, September 12, 2023 at 9:00 am

The Council on Aging met in person in the SAGE Center / Senior Center on September 12, 2023. Vice Chair, Richard Preble, called the meeting to order at 9:00 am.

Present: Richard Preble, Joseph Publicover, Vicky Beaumier, Jessa Haynes, Bob Veator, Julie Ruscio, Dianne Faulkner, Marjorie Peterson and Barbara Warne

Staff: Christine Marshall, Director

Guest: Donna Publicover

Absent: Gail DiNaro

Secretary's Report: Dianne Faulkner moved to accept the minutes of June 13, 2023. Vicky Beaumier seconded the motion. Minutes approved unanimously.

Treasurer's Report: The Financial Report and Expenses were reviewed, and we are on track. There are some one time expenses paid in August for the MCOA membership and My Senior Center software maintenance. Dianne Faulkner moved to accept the Treasurer's Report. Jessa Hayes seconded the motion. Approved unanimously.

Director's Report: Christine noted that the trip to the North Shore Music Theatre was a huge success. Jessa Haynes moved to accept the Director's Report. Dianne Faulkner seconded the motion. Approved unanimously.

New Business:

a) Request from Select Board to complete Questionnaire

The Council reviewed the Questionnaire and responded with recent achievements and priorities of the Council. The Council would like to list all of the new programs now being offered. Christine will complete and submit the Questionnaire to the Select Board.

b) Proposed Articles at Special Town Meeting requesting Revolving Account

Christine explained the Articles for the Special Town Meeting to request a revolving account be established with a limit of \$30,000. Christine also explained that the last trip to the North Shore Music Theatre was approximately \$2,300 and if we were to offer one trip per month it would be just under \$30,000. She also feels that the size of our trips could increase to about 30-35 people.

Jessa Haynes moved to approve the proposed articles for the revolving account be brought to the Special Town Meeting. Marge Peterson seconded the motion. Approved unanimously.

Old Business:

a) Update on Day Trips

There was discussion about the next trip around the holidays, and it was suggested to look at the North Shore Music Theatre for the Christmas Carol and Blue Ocean Music Hall for the Festival of Trees.

b) Update on Pickleball

Christine reported that Pickleball has been approved by the Park and Rec Commission to continue until the end of September. We started the program with 4 participants and it has grown to 14 currently participating, including two neighbors on Bachelor Street. The Park and Rec Commission is looking at space for permanent Pickleball courts. The Annex is one of the options.

Annual Election of Officers:

- Motion was made by Marjorie Peterson to appoint Dianne Faulkner as Chair; seconded by Jessa Haynes; motion passed unanimously.
- Motion as made by Marjorie Peterson to re-appoint Richard Preble as Vice-Chair; seconded by Dianne Faulkner; motion passed unanimously.
- Motion was made by Julie Ruscio to appoint Jessa Haynes as Treasurer; seconded by Dianne Faulkner; motion passed unanimously.
- Motion was made by Vicky Beaumier to appoint Julie Ruscio as Secretary; seconded by Bob Veator; motion passed unanimously.

Adjourn

Marge Peterson made a motion to adjourn. Dianne Faulkner seconded the motion. Voted unanimously to adjourn at 9:40 am.

Respectfully submitted,

Christine Marshall, Director

Meeting Documents:

Draft minutes of COA meeting on June 13, 2023

COA Financial Report - August, 2023

Directors Report - August, 2023

Questionnaire from Select Board

Proposed Articles for Special Town Meeting requesting Revolving Account

Copy of memo to the Park and Recreation Commission with an update on the Pickleball trial for seniors



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Financial Report as of September 30, 2023

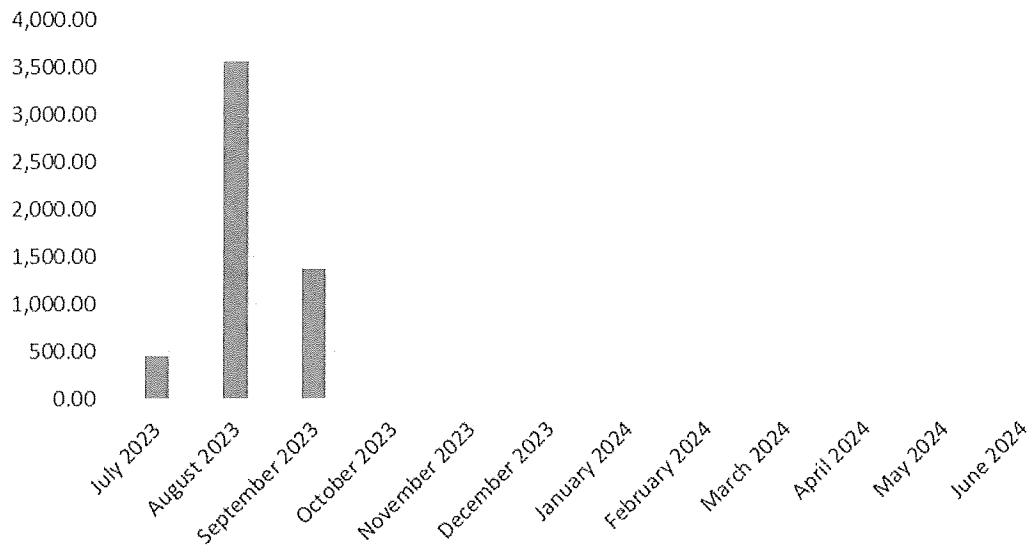
Balances as of September 30, 2023				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	103,982.00	-25,261.44	78,720.56	-24.29%
COA Expenses	19,500.00	-5,379.91	14,120.09	-27.59%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	9,112.09	-490.00	679.00	9,301.09
Food Pantry Gift Account	9,277.98	-1,440.72	1,750.00	9,587.26
Grants	Starting Balance	Expenses	Payroll	Ending Balance
Formula Grant*	0.00	0.00	0.00	0.00

*Formula Grant normally received around November/December. \$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		-713.70		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-540.00		
Reiki, Meditation, Aromatherapy		0.00		
Program Supplies		-718.67		
Programs Sub Total			-1,972.37	
Other Expenses				
Newsletters		-852.24		
Office Supplies		-637.74		
Kitchen Supplies		-307.50		
Van Maintenance / gas		0.00		
Dues and memberships		-1,306.64		
Mileage reimbursement		-178.95		
Cell phone		-124.47		
Other Expenses Sub Total			-3,407.54	
FY24 Budget \$19,500	19,500.00	-5,379.91		14,120.09

Monthly Expenditures FY24	
July 2023	455.12
August 2023	3,552.22
September 2023	1,372.57
October 2023	
November 2023	
December 2023	
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
	5,379.91

Monthly Expenditures FY24





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FOOD PANTRY EXPENSES - FY24

	FOOD	BASKETS	OTHER	
JULY	693.06			
AUG	747.66			
SEPT	329.29			
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				
	1,770.01	-	-	1,770.01



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

	Sept 23	Aug 23	July 23	
Meals on Wheels - West Newbury	56	57	48	Total meals
Meals on Wheels - Groveland	480	439	411	Total meals
Congregate Lunch (in-person)	4	5	4	Total meals
Food				
Food Pantry - Food Out	589	800	430	Food weight
Food In	497	883	522	Food weight
Residents served	22	22	20	
Volunteers / Hours	4 / 16 hrs	4 / 15 hrs	3 / 11 hrs	
TRIPS				
Sunray Café In-Person Lunch	n/a	24	n/a	Attendance
Lunch & Learn Speaker Series	9	14	18	Attendance
Yoga Class	13	n/a	n/a	Attendance
3B Exercise Class - Mondays	4	4	5	Average attendance
3B Exercise Class - Thursdays	19	19	22	Average attendance
Pickleball - Action Cove trial	18	21	20	Average attendance
Terrariums at Atria in Newburyport	8	6	n/a	Attendance
Coffee & Conversation	4	n/a	n/a	Attendance
Ice Cream Social	5	0	n/a	Total clients served
Craft Corner	19	n/a	14	Total clients served
Greeting Card Workshop	0	n/a	n/a	Total clients served
Winter Sand Pail Delivery	2	n/a	n/a	Attendance
Cribbage & Other Card Games	n/a	n/a	n/a	Delivered
Games & Puzzles with Pentucket	7	4	4	Average attendance
	1	n/a	n/a	Attendance
NEET Rides				
NEET Rides - round trip	7	1	2	Total rides for month
Foot Care	18	23	20	Total clients served
Wellness Check - blood pressure	3	1	n/a	Total clients served
Senior Tax Work-Off Program	FY24 - currently 12 applications / FY23 - 11 volunteers / FY22 - 4 volunteers			

** programs no longer held are: Walking Group, Corn Hole, Age-Friendly Discussion Group - possibly discontinue Craft Corner



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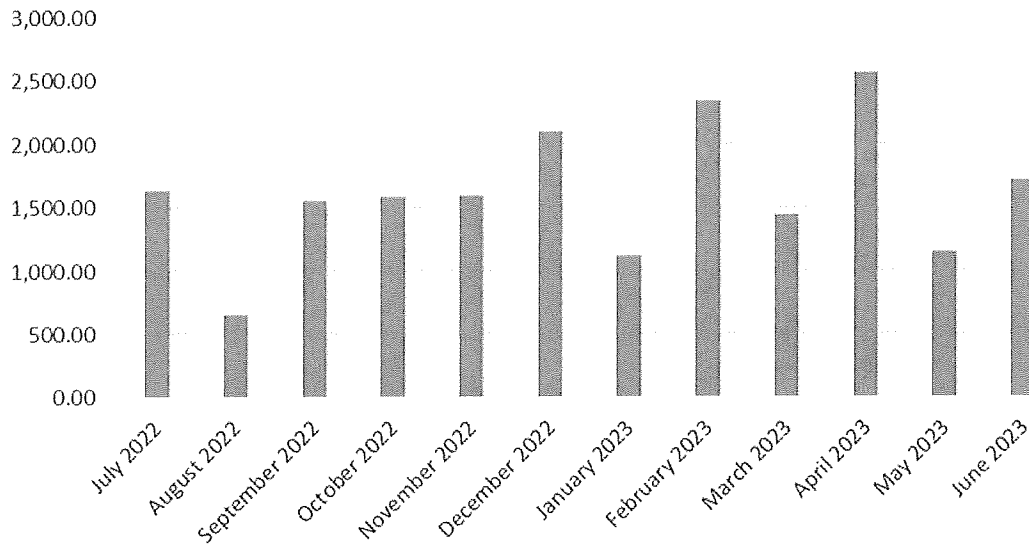
Financial Report as of June 30, 2023

Balances as of June 30, 2023				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	100,308.00	-93,947.27	6,360.73	-93.66%
Wage Study Increases		-4,050.94		
COA Expenses	19,500.00	-19,490.49	9.51	-99.95%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	3,196.91	-2,630.78	8,545.96	9,112.09
Food Pantry Gift Account *	16,931.00	-14,473.02	6,820.00	9,277.98
Grants	Starting Balance	Expenses	Payroll	Ending Balance
Formula Grant	15,996.00	-8,917.20	-7,078.80	0.00
*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	Category Total	Remaining
Sunray Café - lunches, dinners, ice cream socials		-3,647.34		
Kitchen Supplies		-1,220.69		
3B Class - Balance, Bones & Brain		-80.00		
Yoga Class		-2,400.00		
Reiki, Meditation, Aromatherapy		-600.00		
Program Supplies		-1,933.52		
Programs Sub Total			-9,881.55	
Other Expenses				
Newsletters		-5,499.14		
Office Supplies		-1,317.87		
Van Maintenance / gas		0.00		
Dues and memberships		-1,324.99		
Mileage reimbursement		-969.06		
Cell phone		-497.88		
Other Expenses Sub Total			-9,608.94	
FY23 Budget \$19,500	19,500.00	-19,490.49		9.51

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	1,721.45
	19,490.49

Monthly Expenditures FY23





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FOOD PANTRY EXPENSES - FY23

	FOOD	HOLIDAY BASKETS	OTHER	
JULY	386.11			
AUG	333.13		61.65	organization baskets
SEPT	955.87			
			75.00	mini pantry rack
			31.97	office
			99.99	scale
			83.59	wagon
OCT	1,919.53			
			169.99	mini pantry fridge
NOV	387.04	1,008.77		
DEC	2,549.18	622.47		
JAN	1,999.72			
FEB	1,174.67			
MAR	91.73	314.76		
APR	970.21	40.00		
MAY	194.24			
JUNE	1,003.40			
	11,964.83	1,986.00	522.19	14,473.02