



**Town of West Newbury
Council on Aging Meeting**

Tuesday, November 14, 2023 at 9 am

381 Main Street | Town Office Building | SAGE Center / Senior Center

AGENDA

1.	Call to Order	
2.	Secretary's Report – Draft minutes from Oct. 10, 2023	Pages 2-3
3.	Treasurer's Report – October 2023	Pages 4-6
4.	Director's Report – October 2023	Page 7
5.	New Business	
	a. Welcome New COA Member, Heather Conner!	
	b. MCOA Grant Application for My Senior Center Touch Screen	Pages 8-11
	c. New Yoga Class collaboration with G.A.R. Memorial Library	Page 12
	d. Town Projects Fair & Forum on Nov. 9 & 15 – SAGE Center Info Table	Page 13
6.	Old Business	
	a. Update on Food Pantry	Page 14
	b. Update on Pickleball program	Page 15
	c. Update on Revolving Fund	
7.	Adjourn	



Minutes of Town of West Newbury

Council on Aging Minutes

Tuesday, October 10, 2023 at 9:00 am

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The Council on Aging met in person in the SAGE Center/Senior Center on October 10, 2023. Chair, Dianne Faulkner, called the meeting to order at 9:00 a.m.

Present: Gail DiNaro, Dianne Faulkner, Jessa Haynes, Marjorie Peterson, Richard Preble, Joseph Publicover and Julie Ruscio

Staff: Christine Marshall, Director and Jen Vincent

Guest: Donna Publicover

Absent: Vicky Beaumier, Barbara Warne and Bob Veator

Secretary's Report: Dianne Faulkner called for Secretary's Report. Marjorie Peterson moved to accept the minutes of September 12, 2023. Jessa Haynes seconded the motion. Minutes approved unanimously.

Treasurer's Report: The Financial Report and Expenses were reviewed. Richard Preble moved to accept the Treasurer's Report. Marjorie Peterson seconded the motion. Approved unanimously.

Director's Report: Christine reviewed and made note of various line items on the report; Pickleball has been very popular, Terrariums made at Atria in Newburyport was a lot of fun, Greeting Card Workshop was great. Dianne Faulkner moved to accept the Director's Report. Marjorie Peterson seconded the motion. Approved unanimously.

New Business:

- a) **Review of Financial Report for end of FY23:** Christine reviewed Financial Report as of September 30, 2023. Christine spoke about Yoga Class participation and will have a conversation with the instructor about schedule and cost.
- b) **Review Food Pantry expenses for FY23:** Food pantry expenses reviewed for FY23. In FY23, Food Pantry expenses were over \$14,000 and donations were \$6,820. If we continue spending twice as much as our financial donations, the Food Pantry gift account balance will be very low a year from now.
- c) **Discuss / brainstorm ideas for Food Pantry in FY24:** There were discussions about the holiday baskets, food drives and writing an article for the newsletter. Christine and Marge will work on the article for the newsletter. Christine also informed the COA of a meeting with Our Neighbors Table and the possibility of receiving food from them thru the Greater Boston Food Bank. There was also a suggestion of having a food donation bin at the Food Mart and looking into donations from Fantini Bakery.

Old Business:

- a) **Update on Pickleball program:** Christine discussed the Pickleball program that ran in August and September. We started with 4 participants and ended the program with a group of 10. At the August Park and Rec Commission meeting, Christine asked to extend the program thru

September, which was approved. The Park and Rec Commission was also going to invite neighbors to the September meeting to hear any noise concerns. This item was not on their agenda. Christine will continue working with Park and Rec in hopes of starting back up in the spring.

b) **Update on Day Trips/Upcoming Events:** Christine discussed the following trips and events for November and December:

- North Shore Music Theatre, December 13, 2023, A Christmas Carol. Tickets are \$84.50 each. Jen will be making a holiday lunch and bus transportation will be provided.
- Festival of Trees in either Methuen or Salisbury
- Page School Concert and holiday lunch on December 7, 2023
- Friendsgiving lunch serving a turkey gobbler sandwich on November 8
- Greeting Card Workshop making Thanksgiving cards on November 9
- Sand pails will be delivered again this year with the help of DPW
- Jamie McKenzie, winter wellness
- Flu Shot Clinic on October 17 with other vaccines offered, including the RSV vaccine
- Drug Takeback Day at SAGE on October 11

Comments:

Dianne Faulker spoke of her recent trip to Martha’s Vineyard, where she visited the Council on Aging. “The Greatest Sitcoms” was an event that they had which was so great. Dianne spoke of finding out about the cost of this event to come to West Newbury.

Christine was asked by Dianne Faulkner to put page numbers on future meeting packets for easier reference by the board.

Adjourn:

Dianne Faulkner moved to adjourn the meeting at 9:45 am. Gail DiNaro seconded the motion to adjourn. Voted unanimously to adjourn at 9:45 am.

Respectfully submitted,

Julie Ruscio, Secretary

Meeting Documents:

- 1) Draft minutes of COA meeting on September 12, 2023
- 2) COA Financial Report - September, 2023
- 3) Food Pantry Expenses thru 9/30/23
- 4) Directors Report - September, 2023
- 5) COA Financial Report – June 30, 2023
- 6) Food Pantry Expenses – FY23



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TOWN OF WEST NEWBURY | COUNCIL ON AGING

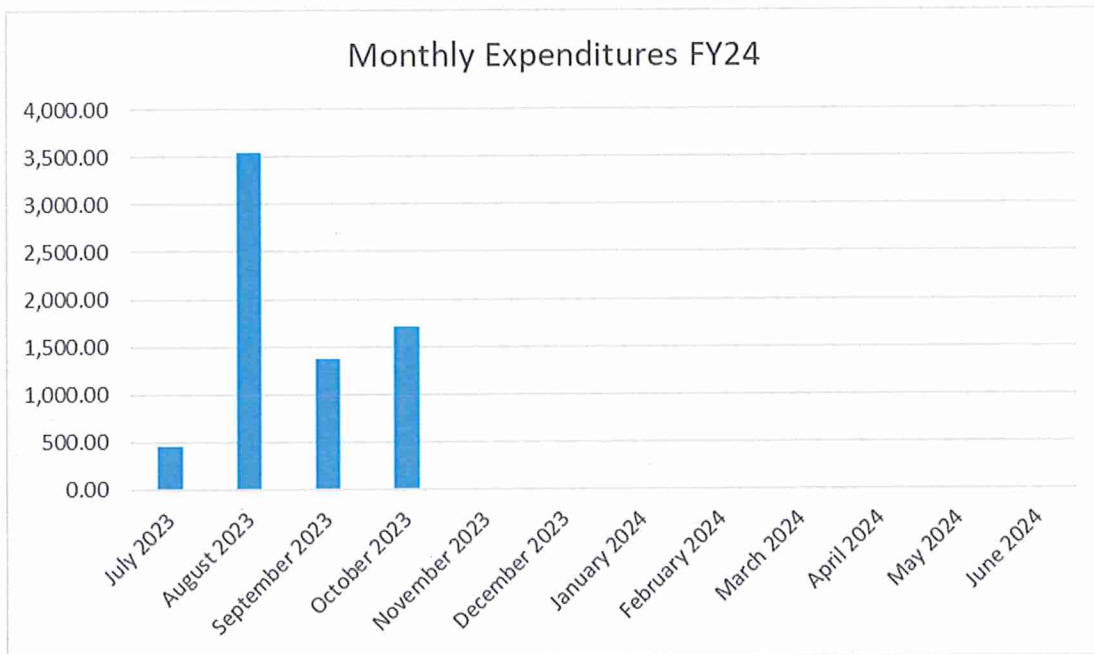
Financial Report as of October 31, 2023

Balances as of October 31, 2023				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	103,982.00	-33,765.76	70,216.24	-32.47%
COA Expenses	19,500.00	-7,093.82	12,406.18	-36.38%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	9,112.09	-1,015.00	779.00	8,876.09
Food Pantry Gift Account	9,277.98	-1,770.01	2,250.00	9,757.97
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		-1,016.63		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-840.00		
Reiki, Meditation, Aromatherapy		0.00		
Program Supplies		-745.40		
Programs Sub Total			-2,602.03	
Other Expenses				
Newsletters		-1,720.02		
Office Supplies		-637.74		
Kitchen Supplies		-450.65		
Van Maintenance / gas		0.00		
Dues and memberships		-1,306.64		
Mileage reimbursement		-210.78		
Cell phone		-165.96		
Other Expenses Sub Total			-4,491.79	
FY24 Budget \$19,500	19,500.00	-7,093.82		12,406.18

Monthly Expenditures FY24	
July 2023	455.12
August 2023	3,552.22
September 2023	1,372.57
October 2023	1,713.91
November 2023	
December 2023	
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
	7,093.82





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FOOD PANTRY EXPENSES - FY24

	FOOD	BASKETS	OTHER	
JULY	693.06			
AUG	747.66			
SEPT	329.29			
OCT	398.39	19.80		
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				
	2,168.40	19.80	-	2,188.20



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

	Oct 23	Sept 23	Aug 23	July 23	
Meals on Wheels - West Newbury	79	56	57	48	Total meals
Meals on Wheels - Groveland	446	480	439	411	Total meals
Congregate Lunch (in-person)	8	4	5	4	Total meals
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Food Pantry - Food Out	572	589	800	430	Food weight
Food In	766	497	883	522	Food weight
Residents served	21	22	22	20	
Volunteers / Hours	2 / 12 hrs	4 / 16 hrs	4 / 15 hrs	3 / 11 hrs	
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TRIPS	n/a	n/a	24	n/a	Attendance
Sunray Café In-Person Lunch	12	9	14	18	Attendance
Lunch & Learn Speaker Series	15	13	n/a	n/a	Attendance
Yoga Class	4	4	4	5	Average attendance
3B Exercise Class - Mondays	18	19	19	22	Average attendance
3B Exercise Class - Thursdays	18	18	21	20	Average attendance
Pickleball - Action Cove trial	n/a	8	6	n/a	Attendance
Terrariums at Atria in Newburyport	n/a	4	n/a	n/a	Attendance
Coffee & Conversation	7	5	0	n/a	Total clients served
Ice Cream Social	n/a	19	n/a	14	Total clients served
Greeting Card Workshop	n/a	2	n/a	n/a	Attendance
Winter Sand Pail Delivery	n/a	n/a	n/a	n/a	Delivered
Cribbage & Other Card Games	4	7	4	4	Average attendance
Games & Puzzles with Pentucket	4	1	n/a	n/a	Attendance
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NEET Rides - round trip	9	7	1	2	Total rides for month
Foot Care	17	18	23	20	Total clients served
Wellness Check - blood pressure	4	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, Craft Corner, Friday Yoga



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To: MCOA
From: Christine Marshall, West Newbury COA Director
Date: November 7, 2023
Re: FY24 FDP Grant – West Newbury COA / Senior Center Modernization

West Newbury COA is applying for \$5,000 under the Senior Center Modernization category.

My Senior Center Touch Screen Technology

These funds will be used to purchase the My Senior Center Touch Screen. The grant will be used for hardware and software. Other supplies will be My Senior Center key tags. Staff impacted will be the Director and Nutrition Coordinator.

West Newbury Council on Aging Statistics

- West Newbury senior population is approximately 1,566 residents
- West Newbury Council on Aging has 1.6 FTE employees
- FY24 Budget \$19,500
- FY24 Salary & Wage Budget \$103,982

Impact and Outcome for Participants

This technology will streamline the registration and check-in process, which will save staff time and offer the platform for seniors to register from their home computer using My Active Center. This technology will help improve the accuracy and efficiency of data. As we target younger seniors who are more computer-savvy, the My Active Center platform will be a good marketing tool for our programs encouraging broader participation. Some examples of the benefits include:



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- Participants checking in for Food Pantry will be able to do so discretely in a confidential way using their key tag and Touch Screen.
- Ease to sign up for Congregate Lunch. West Newbury is making many efforts to increase Congregate Lunch participation. West Newbury Senior Center is connected to a 14-unit senior housing complex, and hopes to see more participation with housing residents. Residents could easily sign up on the Touch Screen in advance.

Impact and Outcome for Senior Tax Work Off Volunteers

This technology will assist the Senior Tax Work Off Volunteers in tracking their time worked in this program. West Newbury has increased participation in this program. This program increased from 4 volunteers in FY22 - to 11 volunteers in FY23 - and currently 14 volunteers in FY24.

Measure, Evaluate and Track Grant Activities

We expect to see increased participation by adding the use of the My Senior Center Touch Screen. We track monthly program participation and report this data to the COA Board monthly.



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Field Demonstration Project Budget Template

Name of Agency: West Newbury Council on Aging

Project Name: My Senior Center Touch Screen

Budget for November 20, 2023 - June 30, 2024

Category	Amount	In Kind	Details
Senior Center Modernization	\$5,000	none	Purchase My Senior Center Touch Screen



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Xavus Solutions
PO Box 55071 #30713
Boston, MA 02205-5071
5088344113
tina@myseniorcenter.com

myseniorcenter™
XAVUS SOLUTIONS

Quote

ADDRESS

Christine Marshall
West Newbury Council on Aging
381 Main Street
West Newbury, MA 01985

SHIP TO

Christine Marshall
West Newbury Council on Aging
381 Main Street
West Newbury, MA 01985

QUOTE # s-090917-8657
DATE 10/16/2023

ACTIVITY	QTY	RATE	AMOUNT
Upgrade to MySeniorCenter Touchscreen version from Software-only. Includes All in One Computer/Touchscreen, MySeniorCenter Touchscreen application, one omni-directional scanner, one webcam, and 900 standard MySeniorCenter keytags.	1	10,000.00	10,000.00
MCOA Member discount	1	-3,700.00	-3,700.00
Discount - CMARSH	1	-1,300.00	-1,300.00
	1	0.00	0.00

Annual maintenance fee will increase to \$1500 for the configuration listed above, discounted from \$1800. Any changes to the configuration listed above may increase the annual maintenance fee. Maintenance includes updates to the software, access to technical support, nightly database backups and periodic web-based refresher training.

Please sign fax to 508-834-4125 or scan/email to
tina@myseniorcenter.com.

TOTAL

\$5,000.00

Accepted By

Accepted Date

NEW!

G.A.R. MEMORIAL LIBRARY
Together with
THE SAGE CENTER OFFER

GREET THE DAY YOGA

INSTRUCTOR

Sharon Gordon

EVERY WEDNESDAY

FROM 9:00 - 10:00 AM

Open to all ages

Held in the Annex, 381 Main Street, West Newbury

Drop-in, take one, some or all the classes.

Please bring a mat, beach towel and two yoga blocks.

\$5 per class paid directly to Sharon Gordon by cash or check.



The G.A.R.
Memorial Library
West Newbury, MA



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Questions? Please call the Library at 978-363-1105 or SAGE at 978-363-1104

SAVE THE DATES!

**November 9th and 15th, at the Annex,
381 Main St.**



Ever wondered how the Town is making Route 113 safer for pedestrians, schoolkids, and cyclists, or what impacts of climate change may look like in West Newbury and how we're working to meet that challenge? What about the development of local renewable energy, or how we can meet pressing needs for housing? Inquisitive minds are welcome at the **Town Projects Fair and Forum!** It will be an evening of discussion, hands-on interactives, and socializing focused on the common goal of making West Newbury an even greater place to live. **We look forward to seeing you!**

TWO INFORMATIVE AND COLLABORATIVE EVENINGS!

Thurs., November 9th

River Road Climate Change Resiliency Planning. Major study of flood risk and road stability concerns at vulnerable locations. Led by Climate Change Resiliency Committee with consulting support. Supported by local funding and a Municipal Vulnerability Preparedness (MVP) Action Grant.

Route 113 Corridor Planning. Existing conditions and conceptual planning to better position West Newbury for future State/Federal funding to improve pedestrian/cycling/equestrian safety. Supported by local funding and State budget earmarks.

Weds., November 15th

MBTA Communities Housing Opportunities Initiative. The next in a series of public workshops as the Planning Board leads an initiative to consider potential zoning to expand housing opportunities and address the Commonwealth's mandate. Workshop will invite feedback on draft zoning amendments expected to be proposed for Spring Town Meeting. Supported by State grant funding and local matching funds.

Fairs will also feature exhibits regarding other Town initiatives, such as:

Page School Conditions Assessment; Solar Site Feasibility Study; Invasive Species Management; Emerald Ash Borer inoculation program; GAR Memorial Library 5-Year Plan; potential new Wetlands Bylaw; Middle Street Bridge; SAGE Center Programs and Events; and more! **Questions? Email townmanager@wnewbury.org.**

Doors open 5:30 | Light refreshments and reception 5:40 | Presentations 6:00 | Interactives and discussion 6:30/45-8:00
For more information on Town Projects, visit: <https://www.wnewbury.org/town-projects> | Events recorded for rebroadcast



WEST NEWBURY Massachusetts

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Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > West Newbury Food Pantry asks for your help

*Town web site email blast
on 11/9/23*

West Newbury Food Pantry asks for your help



WEST NEWBURY FOOD PANTRY

The West Newbury Food Pantry is open to all ages, families, and surrounding communities.

The West Newbury Food Pantry is open on the 1st and 3rd Tuesday of each month. If there are 5 Tuesdays in a month, the Food Pantry is open on the 5th Tuesday as well. If the date falls on a holiday, the Food Pantry will be open the next day. Appointments are also available by contacting Jen Vincent, SAGE Center Nutrition Coordinator, at jmow@wnewbury.org or 978-363-1100 ext. 134.

1ST, 3RD & 5TH TUESDAY OF EACH MONTH
FROM 9:00-10:30 AM

381 Main Street, West Newbury | 978-363-1104 | www.wnewbury.org



As the holidays draw near, we want to let the community know of the importance of the West Newbury Food Pantry. The Pantry serves over 20 residents/families in West Newbury and surrounding areas, and monthly provides about 500 pounds of food to those in need. Each year the Pantry puts together holiday baskets which are comprised of turkey/ham, potatoes, stuffing, vegetables, cranberry sauce, rolls, cheese & crackers and dessert to help put a holiday meal on the table. These baskets are distributed in November, December and March.

The West Newbury Food Pantry collaborates with many organizations, such as Our Neighbors Table, Nourishing the North Shore and Community Service of Newburyport. It also holds local food drives at the Library, Public Safety Building, schools and neighborhood food drives.

As everyone knows, food costs have been on the rise for some time and continue to increase. We are looking for the community's help to sustain this program. If you would like to volunteer to organize a food drive in your neighborhood, please contact Jennifer Vincent at 978-363-1100 x134. A donation of \$35 could provide a holiday meal to someone in need.

If you would like to make a monetary donation, please visit the town web site at www.wnewbury.org and click on the "Pay Bills" icon. Donations can also be made by check payable to the "Town of West Newbury" and mailed to the SAGE Center, 381 Main Street, West Newbury, MA 01985. Please note on your check "Food Pantry Donation."

The donation wish list can be found on the town web site at www.wnewbury.org/food-pantry and donations can be dropped off in the lobby of the Town Office building. Please feel free to contact Christine Marshall, COA Director, at any time for more information at 978-363-1104. Thank you!



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Pickleball



FREE

TUESDAYS AND FRIDAYS FROM 9:00-11:00 AM

**Limit of 12 players
each day**

**Registration required
at 978-363-1104**

thru December 29

(weather permitting)

at Action Cove Basketball Courts

Thank you to the Park & Recreation
Commission for collaborating on this
program for SAGE Center members.

West Newbury Council on Aging | SAGE Center | 381 Main Street
West Newbury | 978-363-1104 | coa@wnewbury.org