



**Town of West Newbury**  
**Council on Aging Meeting**  
**Tuesday, December 12, 2023 at 10 am**  
381 Main Street | Town Office Building | SAGE Center / Senior Center

**AGENDA**

1.	Call to Order	
2.	Secretary's Report – Draft minutes from Nov. 14, 2023	Pages 1-2
3.	Treasurer's Report – November 2023	Pages 3-4
	a. Food Pantry Expense Tracking for FY24	Page 5
4.	Director's Report – November 2023	Page 6
5.	New Business	
6.	Old Business	
	a. Update MCOA Grant for My Senior Center Touch Screen	Page 7
7.	Adjourn	



## Minutes of Town of West Newbury

### Council on Aging Minutes

Tuesday, November 14, 2023 at 9:00 am

The Council on Aging met in person in the SAGE Center/Senior Center on November 14, 2023. Chair, Dianne Faulkner, called the meeting to order at 9:00 a.m.

**Present:** Vicky Beaumier, Dianne Faulkner, Gail DiNaro, Marjorie Peterson, Richard Preble, Julie Ruscio, Bob Veator, Barbara Warne

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

**Absent:** Jessa Haynes, Joe Publicover, Heather Conner

**Secretary's Report:** Dianne Faulkner called for the Secretary's Report. Marjorie Peterson moved to accept the minutes of October 10, 2023. Gary DiNaro seconded the motion. Minutes approved unanimously.

**Treasurer's Report:** The Financial Report and Expenses were reviewed for October 2023. Christine remarked we are on track with the budget. Christine had a conversation with the Friday yoga instructor regarding low participation and restructuring the cost of the class. They came to a mutual agreement to end the Friday yoga class at the end of October. Corinn from the Library reached out to Christine to collaborate with SAGE for their Wednesday yoga class, which began on November 1. The cost structure of this class is similar to that of the 3B class, where most of the payment is made directly to the instructor by the participants. Donations have started to come in for Food Pantry. Marjorie Peterson moved to accept the Treasurer's Report. Vicky Beaumier seconded the motion. Approved unanimously.

**Director's Report:** Christine reviewed and made note of various line items on the report. We have one more Senior Tax Work Off volunteer, making 14 volunteers this year – up from 11 last year. The greeting card workshop is fun and increasing in participants. A Christmas Carol tickets are on sale now. We have 24 tickets, and sales are slow. Dianne suggested contacting Nichols Village to spread the word about this event. NEET rides have increased. Marjorie Peterson moved to accept the Director's Report. Gail DiNaro seconded the motion. Approved unanimously.

#### New Business:

- a. Welcome New COA Member, Heather Conner!
- b. MCOA Grant Application for My Senior Center Touch Screen - Christine has applied for this grant and we will know on November 30 if we receive it. The Touch Screen will be used for people to register for programs, activities, participation tracking, senior tax work off tracking. It will increase accuracy and save staff time.
- c. New Yoga Class collaboration with G.A.R. Memorial Library - Yoga class will now be Wednesdays instead of Fridays in collaboration with the G.A.R. Memorial library. This class is well attended and intergenerational. Christine purchased yoga blocks, so there is no need to bring those to class.
- d. Town Projects Fair & Forum on Nov. 9 & 15 – SAGE Center Info Table - Town Fair Projects Forum went great on November 9. Julie Ruscio and Bob Veator are the volunteers for November 15. This is a great way for us to talk to residents about what we do here at SAGE!

**Old Business:**

- a. Update on Food Pantry - Christine sent an email blast through the town web site November 9, 2023 giving some information on the Food Pantry and asking for help, and we have received many financial donations as well as residents offering to have food drives.
  - A large food donation came in from a resident, which was done at West Newbury Food Mart on November 11, 2023.
  - Since November 9, cash donations total \$2,321.01
  - There will be a food drive at the Pentucket Thanksgiving football game.
  - One of our food pantry volunteers, Jamie, held a food drive at her son’s game, obtaining 200 pounds of food.
  - Our Police liaison, Officer Roy, has organized a food drive, “Stuff A Cruiser”, at West Newbury Food Mart on November 25, 2023.

Thanksgiving bags are all set for food donations. Nourishing the North Shore, Our Neighbors Table and Community Service of Newburyport are available resources.

- b. Update on Pickleball program – the Park and Recreation Commission has approved SAGE Center Pickleball to continue on Tuesdays and Fridays from 9-11 am at Action Cove basketball courts through December.
- c. Update on Revolving Fund – the Revolving Fund was approved at Town Meeting and we are now waiting the 90 days for the Attorney General’s office to approve the by-law change.

**Other Discussion:**

Dianne Faulker visited the Timberlane Performing Arts Center in Plaistow, New Hampshire. This was a great event in commemoration of veterans. Diane suggested this idea for West Newbury.

Gail made a motion to change the meeting time to 10:00 am on the second Tuesday of each month. Dianne seconded the motion. Motion approved unanimously.

Dianne Faulkner moved to adjourn the meeting at 9:40 a.m. Vicky seconded the motion. Motion approved unanimously. Meeting adjourned.

Respectfully Submitted,  
Julie Ruscio, Secretary

**Meeting Documents:**

1. Draft minutes of COA meeting October 10, 2023
2. COA Financial Report, October 2023
3. Food Pantry Expenses
4. Director’s Report, October 2023
5. Copy of MCOA Grant Application
6. Greet the Day Yoga flyer
7. Town Projects Fair and Forum flyer
8. Copy of West Newbury Food Pantry email blast
9. FY24 Food Drives and Partnerships update
10. Pickleball flyer



# SAGE CENTER

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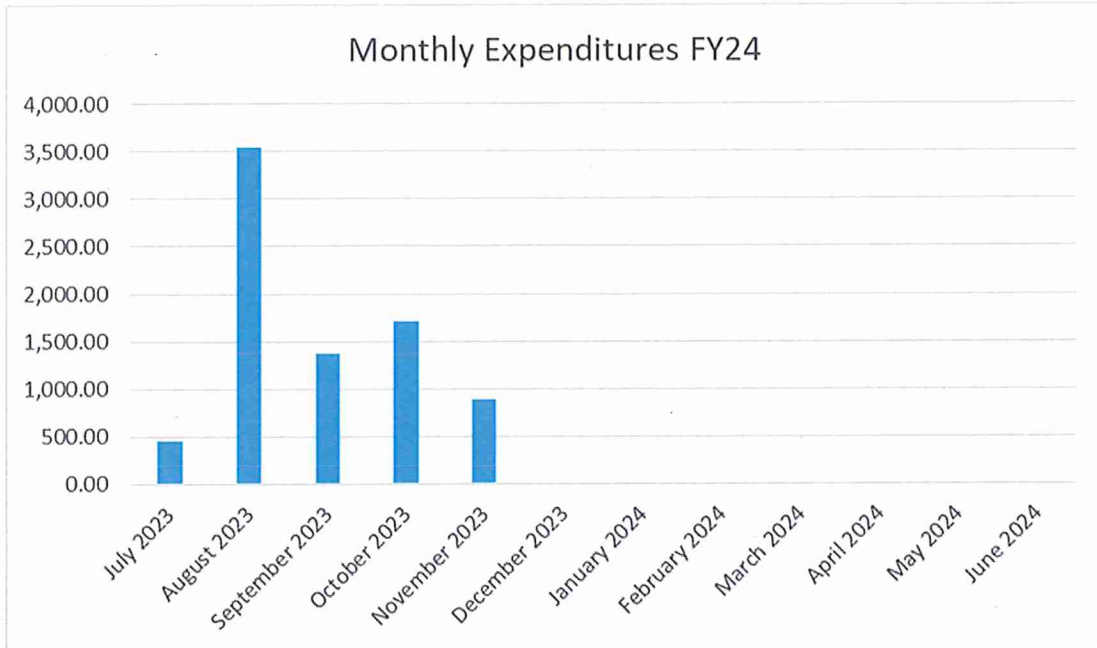
## TOWN OF WEST NEWBURY | COUNCIL ON AGING

Financial Report as of November 30, 2023

Balances as of November 30, 2023				
<b>General Fund</b>	<b>Allocated</b>	<b>Expended</b>	<b>Ending Balance</b>	<b>% Used</b>
COA Salary & Wages	103,982.00	-42,270.08	61,711.92	-40.65%
COA Expenses	19,500.00	-7,985.90	11,514.10	-40.95%
<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	-2,119.49	6,146.01	13,304.50
<b>Grants</b>	<b>Starting Balance</b>	<b>Expenses</b>	<b>Payroll</b>	<b>Ending Balance</b>
Formula Grant*	9,527.00	0.00	0.00	9,527.00
*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				
<b>Programs</b>	<b>Budget</b>	<b>General Fund YTD Expenses</b>	<b>Category Total</b>	<b>Remaining</b>
Sunray Café - lunches, dinners, ice cream socials		-1,268.86		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-960.00		
Reiki, Meditation, Aromatherapy		0.00		
Program Supplies		-885.21		
<b>Programs Sub Total</b>			<b>-3,114.07</b>	
<b>Other Expenses</b>				
Newsletters		-1,806.02		
Office Supplies		-687.73		
Kitchen Supplies		-534.39		
Van Maintenance / gas		0.00		
Dues and memberships		-1,306.64		
Mileage reimbursement		-329.60		
Cell phone		-207.45		
<b>Other Expenses Sub Total</b>			<b>-4,871.83</b>	
<b>FY24 Budget \$19,500</b>	<b>19,500.00</b>	<b>-7,985.90</b>		<b>11,514.10</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	
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
	<b>7,985.90</b>





# SAGE CENTER

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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	75.10	365.92		
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				
	<b>2,243.50</b>	<b>385.72</b>	-	<b>2,629.22</b>

\*this total does not match General Ledger because these are actual dates of purchases - not payment dates.



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

	Nov 23	Oct 23	Sept 23	Aug 23	July 23	
Meals on Wheels - West Newbury	106	79	56	57	48	Total meals
Meals on Wheels - Groveland	382	446	480	439	411	Total meals
Congregate Lunch (in-person)	8	8	4	5	4	Total meals
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Food Pantry - Food Out	447	572	589	800	430	Food weight
Holiday Bags	483					Food weight
Food In	1,051	766	497	883	522	Food weight
Residents served	22	21	22	22	20	
Volunteers / Hours	3 / 15 hrs	2 / 12 hrs	4 / 16 hrs	4 / 15 hrs	3 / 11 hrs	
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TRIPS	n/a	n/a	n/a	24	n/a	Attendance
Sunray Café In-Person Lunch	28	12	9	14	18	Attendance
Lunch & Learn Speaker Series	n/a	15	13	n/a	n/a	Attendance
Greet the Day Yoga - Wednesday	8	n/a	n/a	n/a	n/a	Average attendance
Yoga Class - Friday	n/a	4	4	4	5	Average attendance
3B Exercise Class - Mondays	16	18	19	19	22	Average attendance
3B Exercise Class - Thursdays	19	18	18	21	20	Average attendance
Pickleball - Action Cove trial	6	n/a	8	6	n/a	Average attendance
Terrariums at Atria in Newburyport	n/a	n/a	4	n/a	n/a	Attendance
Coffee & Conversation	3	7	5	0	n/a	Total clients served
Ice Cream Social	n/a	n/a	19	n/a	14	Total clients served
Greeting Card Workshop	8	n/a	2	n/a	n/a	Attendance
Winter Sand Pail Delivery	n/a	n/a	n/a	n/a	n/a	Delivered
Cribbage & Other Card Games	5	4	7	4	4	Average attendance
Games & Puzzles with Pentucket	0	4	1	n/a	n/a	Attendance
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NEET Rides - round trip	7	9	7	1	2	Total rides for month
Foot Care	18	17	18	23	20	Total clients served
Wellness Check - blood pressure	2	4	3	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

**COA**

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**From:** Madeline Noonan  
**Sent:** Wednesday, November 29, 2023 6:42 PM  
**To:** COA  
**Subject:** FY24 SIG FDP Notification

Dear Christine,

Thank you for taking the time and effort to submit your FY24 Field Demonstration Project SIG proposal for the **Senior Center Modernization** project area.

We had substantial interest this year, with requests totaling over \$2.1 million. We are pleased to inform you that your proposal has been approved for funding in the amount of **\$5,000**.

MCOA will be following up to issue your contract next week.

Thank you for your commitment and dedication to the older adults you serve in your community.

On behalf of the MCOA Review Committee Team,

Maddie



**Massachusetts  
Councils On Aging**

Madeline Noonan (pronouns: she/her/hers)  
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