

# MINUTES

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13 JAN 24 AM 9:41

## COUNCIL ON AGING MILLBURY, MASS.

Date: December 19, 2012 at 7:30 A.M.

Present: Richard Townsend, Lorraine Hayes, Helen Mankevetch, Margo Masmanian, Steve Walinsky, Stuart Mulhane, Marie Kosiba, Lee Ayotte and Judith O'Connor

Absent: Betty Hamilton, Everett Grahn and Edna LaPan

Vouchers: No vouchers were signed at this meeting. The members signed vouchers by coming into the COA office all month long. A list of those will be available at each Board meeting.

Minutes: A motion to accept the November minutes was made by Lorraine Hayes, Seconded by Helen Mankevetch. Vote unanimous.

Guest speaker, Marie Sullivan, Nutrition Director for Elder Services of Worcester gave a presentation. A Slide show was viewed with a wonderful explanation of how the Nutrition programs are funded and its future goals. Ms. Sullivan stated that she was sending a request for a cash donation from the Council on Aging for the nutrition program

After discussion the Board members instructed Ms. O'Connor to send a thank you letter to Ms. Sullivan for a wonderful presentation and to inform her that a donation would not be possible at this time because of budget restraints.

### Correspondence

A letter from Elder Services showing their fund raising efforts for the meals on wheels program. The letter highlights a Millbury residents. From our program.

A letter from the Millbury Lions Foundation, Inc. thanking us for the usage of the facility on Nov. 29<sup>th</sup>. They were extremely impressed with the cleanliness and general décor of the building making it a pleasant place to hold a meeting.

A certificate of appointment or Hiring. Was received from the Town Manager for the new Jr. clerk, Sharon Davolio. Effective date of employment is 11/26/12.

A letter from the Worcester Community Action Council providing us with a fact sheet regarding all the programs they provide to the area Towns.

A letter from the Mass Office of Telecommunications and Cable providing us with brochures and pamphlets regarding the Lifeline program and basic telephone and wireless services to low income consumers.

### Report of Standing Committee

- A. *Budget & Finance* – Ms. O'Connor stated that the F.Y.'14 budget, must be submitted to the Town Manager by Jan. 11, 2013. Mr. Townsend appointed Mr. Walinsky to assist

him as the Financial sub-committee along with Ms. O'Connor. Because this budget will be sent before our next Board meeting, the members will ratify it on Jan. 16<sup>th</sup>. Mr. Townsend also briefed the members on the meeting what was held with the Finance Director. We are still waiting to hear how some of the vouchers should be processed.

- B. *Personnel* – Mrs. O'Connor stated that she very pleased with the appointment, but would like the Board to consider requesting the Town Manage to make the Jr. Clerk position a General Clerk position. The COA is the only department with a Jr. Clerk and if another department has an opening that's when they can bid on a higher paying position.
- C. *Nominating* – Mr. Townsend reported that 2 letters have been sent to the Board of Selectmen requesting that Lee Ayotte be re-appointed to the Council on Aging Board.
- D. *Legislative* – Medicaid open enrollment which ends on Dec. 7 2012. The Shine coordinator will be here on the 7 of Jan for appointments regarding this matter.
- E. *Senior Center* – Policy Committee- No requests at this time.
- F. *Building Maintenance/equipment* – Mrs. O'Connor reported that we purchased a new snow blower for the Senior Center along with a new Photo copier. The Town Manager instructed her to take these items out of purchase services for payments to the vendors. The cost of the Photo copier is \$1,800. and the snow blower is \$ 990.

#### Old Business

*Elder Care Services/Nutrition Program-*. No report

*Intergenerational/Friendly Visitor* – We are looking to adding more individuals to the Friendly visitor program. We have added teens to the “Helping Hands” program for snow shoveling.

*Elder Community Service* –. We have not been able to add any new individuals to this program. We are watching the hours in all the town departments to be more effective.

WRTA Update – No report

#### NEW BUSINESS

The Board members would like a monthly report from the Friends of the Millbury Seniors regarding any of the programs of services that they provide to the Council on Aging. This will be added to the agenda.

#### OTHER BUSINESS

*Holiday Closings* – The COA office and the Senior Center will be open a full day on Dec. 24<sup>th</sup> and Dec. 31<sup>st</sup>. In the past both of these days were ½ days. This changed was with the new Union Contract. Employees will now get a floating holiday in place of the 2 half days.

Holiday Dinners – Volunteers will be delivering 40 Dinners on Christmas Day.

Vacations – Ms. O'Connor has requested Jan 24<sup>th</sup> through Feb 1<sup>st</sup>. The Board members approved.

ALL BUSINESS NOT REASONABLY ANTICIPATED:


TREASURER REPORT: Voucher totals for December. – Nat. Grid, \$541.42; Casella, \$111.24; Mason, \$48.98; Belmont Spring \$5.38, Power Ind. & Safety, \$76.00; Ray's True Value \$81.47, NStar, \$140.51; Sprague, \$445.23, & Affordable Copier Repair \$1,845.00

A motion to adjourn at 9:30 AM was made by Steve Walinsky. Seconded by Lorraine Hayes. Vote Unanimous

Next meeting will be held on Wednesday, January 16<sup>th</sup>, 2013 at 7:30 A.M.

Respectfully submitted,  
Judith O'Connor

  
Richard Townsend

  
Marie Kosiba


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Helen Mankevetch

  
Margaret Masmanian

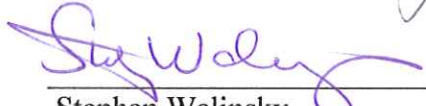
  
Stuart Mulhane

\_\_\_\_\_  
Everett Grahn

\_\_\_\_\_  
Betty Hamilton

  
Lorraine Hayes

  
Edna LaPan

  
Stephen Walinsky

  
Lee Ayotte

# TOWN OF MILLBURY

## FISCAL YEAR 2014 BUDGET REQUEST NARRATIVE

Department or Board: Council on Aging

Submitted By: Richard Townsend  
Signature of department head or chairperson of board, commission or committee

Date: January 4, 2013

- A. **DEPARTMENT OR BOARD MISSION STATEMENT**  
The Council on Aging Board is working on a current Mission Statement.
- B. **FISCAL YEAR 2014 SERVICE GOALS:**  
**Publicize the new programs and services. Provide a brochure for all those becoming senior citizens with all programs and services available in the Town and the Senior Center. Do a direct mailing survey to all the elderly regarding their needs and concerns.**
- C. **DEPARTMENT OR BOARD FISCAL YEAR 2014 WORK PLAN**  
*Offer cross training for all staff*
- D. **DEPARTMENT OR BOARD FISCAL YEAR 2014 TRAINING GOALS**  
**Staff will continue to attend conferences and workshops along with working with the Finance Director and Town Clerk regarding important information that is on as needed basis.**
- E. **JUSTIFICATION STATEMENT OF NEW EMPLOYEES, SERVICES OR PROGRAMS REQUESTED IN FISCAL YEAR 2014:**  
**The Council on Aging Board is currently evaluating it's programs and services. We are changing the Elder Aide (contractual worker) to Service Worker (P/T others) and placed the sum of \$7,300 in purchase services in Other Expense. This would be for Activities at the Senior Center (i.e. concerts, instructional classes, informational programs etc.)**
- F. **ADDITIONAL INFORMATION**  
**The Management team will quarterly review budget to actual and make figures available to the COA Board. New telephone equipment needed.**

**TOWN OF MILLBURY  
BUDGET REQUEST FORM**

Fiscal Year: 2014

Department: 541

Account	FY12 Actual	FY13 Budget Approp	FY14 Request	FY14 Manager	FY14 Finance	Notes & Comments
5100 Personnel Services						
Elected	\$ -	\$ -	\$ -	\$ -	\$ -	
Administrative Salaries	\$ 55,329	\$ 57,486	\$ 57,486	\$ -	\$ -	
Other Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	
Part-time/Seasonal Employees	\$ 54,160	\$ 58,259	\$ 58,792	\$ -	\$ -	
Overtime	\$ -	\$ 500	\$ 500	\$ -	\$ -	
Fringe Benefits	\$ 800	\$ 800	\$ 950	\$ -	\$ -	
Total Salaries and Wages	\$ 110,289	\$ 117,045	\$ 117,728	\$ -	\$ -	
5200 Purchase of Services	\$ 19,983	\$ 27,346	\$ 31,600	\$ -	\$ -	
5400 Supplies	\$ 3,201	\$ 3,250	\$ 3,750	\$ -	\$ -	
5600 Intergovernmental Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
5700 Other Charges and Expenses	\$ 1,107	\$ 2,000	\$ 2,000	\$ -	\$ -	
5800 Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	
5900 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 134,580</b>	<b>\$ 149,641</b>	<b>\$ 155,078</b>	<b>\$ -</b>	<b>\$ -</b>	

Date: 9-Jan-13

APPROVAL:

\_\_\_\_\_  
Department Head

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY13 Budget Approp	FY14 Request	FY14 Manager	FY14 Finance
<b>Elected Officials</b>					
Subtotal		-	-	-	\$ -
<b>Department Head</b>					
	Judith O'Connor, Exec. Dir.	57,486.00	57,486.00	-	
Subtotal		57,486.00	57,486.00	-	\$ -

Elected and Administrative Employees

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY13 Budget Approp	FY14 Request	FY14 Manager
<b>Full Time Employees</b>				
Subtotal			-	-
<b>Part Time Employees (include Seasonal Employees)</b>				
	Adm.Assist.	9,918.00	9,918.00	-
	Head Clerk	19,837.00	20,187.00	-
	Jr. Clerk	13,679.00	12,559.00	-
	Custodian	14,825.00	15,128.00	-
	Service worker		1,000.00	
Subtotal		58,259.00	58,792.00	-
<b>Overtime</b>				
	Building	500.00	500.00	-
Subtotal		500.00	500.00	-

All Others and Overtime

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY13 Budget Approp	FY14 Request	FY14 Manager
<b>Longevity/Additional Stipends</b>				
	Exec. Director	800.00	800.00	-
Subtotal		800.00	800.00	-
<b>Clothing Allowance</b>				
	Custodian		150.00	-
Subtotal		-	150.00	-

Fringe Benefits



**TOWN OF MILLBURY  
EXPENSES**

Category	Description/Expense	FY13	Budget Approp	FY14 Request	FY14 Manager
<b>Purchase of Service/Contractual Service</b>					
	Electric		10,873.00	9,200.00	-
	Gas		11,563.00	10,100.00	-
	Water		2,214.00	2,500.00	-
	Rubbish		1,296.00	1,500.00	-
	Elder Aide		900.00		-
	Machine Repair		500.00	1,000.00	-
	Other			7,300.00	
Subtotal			27,346.00	31,600.00	-

Purchase of Services

**TOWN OF MILLBURY  
EXPENSES**

Category	Description/Expense	FY13 Budget	FY14 Request	FY14 Manager
<b>Supplies</b>				
	Custodial	2,500.00	2,500.00	-
	Office	250.00	750.00	-
	Kitchen	500.00	500.00	-
Subtotal		3,250.00	3,750.00	-

Supplies

**TOWN OF MILLBURY  
EXPENSES**

Category	Description/Expense	FY13	Budget Approp	FY14 Request	FY14 Manager
<b>Professional Development include Dues &amp; Memberships</b>					
Subtotal			-	-	-
<b>Mileage Reimbursement</b>					
in-state				-	-
Subtotal			-	-	-
<b>Other Expenses</b>					
Transportation			1,000.00	1,000.00	-
Nutrition			1,000.00	1,000.00	-
Subtotal			2,000.00	2,000.00	-

Other Expenses