

<b>TOWN OF MILLIS FISCAL YEAR 2013 BUDGET</b>			<b>FORM #1 DEPARTMENT SUMMARY</b>		
<b>DEPARTMENT:</b>					
	<b>FY10 ACTUAL</b>	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY13 REQUEST</b>	<b>TA RECMD</b>
<b>SALARIES</b>	49,333.03	49,743.10	54,959.83	78,426.70	
<b>EXPENSES</b>	8,434	8,428	8,434	8434	
<b>TOTALS</b>	57,767.03	58,171.37	63,393.83	86860.7	
<b>BUDGET COMMENTS:</b>					

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2013 BUDGET</b>	<b>FORM #2</b> <b>BUDGET NARRATIVE*</b>
<b>DESCRIPTION OF FUNCTION OR ACTIVITY</b> Please describe the overall mission or purpose of your department.  The Millis Council on Aging is committed to maintaining the highest level of independence with older individuals by developing and coordinating community care, reducing isolation and educating and improving the overall understanding of various community-based services. The Council also provides transportation for the elderly and disabled, a Supportive Day Program for those who are isolated or experiencing mild confusion/dementia, an outreach program for those who are homebound and we house the Meals on Wheels Program. The Center is an intake site for the States Fuel Assistance Program, The Millis Fund and acts as a liasion to many state and feral programs.	
<b>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2013</b> Please describe your goals and initiatives for FY2013 and how these translate to expenses.  1. Develop and impliment plans for the renovation of the lunch and sitting rooms. 2. Plan for funding and replacement of new vehicle (Patty Wagon) by June 2013 3. Increase lunch participation.	
<b>FUNDING PLAN</b> Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.  See attached sheet.	
<b>PERFORMANCE ACCOMPLISHMENTS</b> Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.  See attached sheet	

\* Attach additional sheets as necessary

## **FUNDING PLAN**

### **Transportation:**

A requested donation of \$1 is suggested each way for local trips. Surrounding towns we request either \$3 or \$5 per round trip depending on the distance involved. For medical trips into Boston, a donation of \$25 is suggested, with the patron being responsible for tolls and parking. These donations are deposited into the revolving transportation account to help off-set transportation related funding for expenses not covered the town budget.

### **The Memorial Fund:**

The COA Memorial Fund is a revolving account that is fed by donations in memory of those who have passed away. Per COA policy, these funds are used for capital purchases.

### **Millis Supportive Day Program:**

The fee per client per day for this program is \$35. This program is self-funded. The program is also supported through HESSCO Elder Services. This allows payment for income-eligible participants to be determined by a sliding fee with the remainder being paid by Mass Health. The receipts funds salaries for Supportive Day staff, along with supplies, snacks, transportation and lunch for each client.

### **The Friends of Millis' COA:**

The objective of the Friends is to help raise funds for the Senior Center and assisting the COA with any items above and beyond what the Town or the Commonwealth provides. All money raised is for senior programs and activities to perpetuate the well-being of our senior citizens and to help enrich their community interest. The annual fee for this group is \$4 per person.

### **State Formula Grant:**

The Executive Office of Elder Affairs awarded a Formula Grant of \$9,119 which is used to fund the dispatch/receptionist position, newsletter postage and a volunteer recognition luncheon.

### **COA Gift Account:**

Patrons of the Millis Senior Center have been given the option to donate directly to the COA through the revolving gift account. This account is used to fund programs not otherwise accounted for by the Friends, Town or State.

### **Cultural Arts Grants:**

One request is pending with the Millis Cultural Arts Council for a future event.

Miscellaneous charges:

A variety of COA sponsored activities are charged a nominal activity fee. The exercise groups, for example, are \$3 per class. Holiday events are \$4 to \$7 which partially covers the expenses of entertainment and food.

**Performance Accomplishments****2010****2011****Stats**

CENSUS COUNT	1586	1662	5% INCREASE
ACTIVE SENIORS	586	564	4% DECREASE
AGE 55-60	43	59	37% INCREASE
61-65	63	61	3% DECREASE
66-75	198	207	5% INCREASE
76-85	187	172	8% DECREASE
86-95	86	61	29% DECREASE
96-101+	9	4	55% DECREASE
CALLS LOGGED	4469	3967	11% DECREASE
HOME VISITS	98	88	10% DECREASE
FUEL ASSIST	52	76	46% INCREASE
FOOD STAMPS	5	6	20% INCREASE
# PASSENGERS	2244	2079	7% DECREASE
MILES DRIVEN	18,107.85	19,484	7% INCREASE
MEDICAL TRIPS	1170	946	19% DECREASE

**PARATRANSIT REIMBURSEMENT**

FY09	FY10	FY11
\$7,501	\$9,209	\$10,431

The increase in the senior population is a result of the Baby Boomers generation. The Administration on Aging projects that the largest increase of the 65+ population will be seen from 2010 to 2030. In Millis will have already seen this increase as we consider an individual a senior at 60 years of age.

2007	2008	2009	2010	2011
1345	1424	1494	1586	1662
+47	+79	+70	+92	+76

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2013 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
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COUNCIL ON AGING SALARY				
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SALARIES				
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0154151 510200 SALARY DEPARTMENT HEAD	25,358.76	25,985.75	28,386.38	<u>43,335.34</u>
0154151 510300 SALARIES CLERICAL	9,324.19	8,075.29	10,071.70	<u>10,314.24</u>
0154151 510510 PART-TIME DISPATCHER	.00	.00	.00	
0154151 510585 WAGES OUTREACH WORKER	9,804.08	9,670.40	12,011.75	<u>12,297.12</u>
0154151 510586 PART-TIME VAN DRIVER	.00	.00	.00	<u>12,480.</u>
0154151 510587 WAGES DRIVER	4,846.00	5,720.00	4,240.00	
0154151 510600 LONGEVITY	.00	291.66	250.00	
TOTAL COUNCIL ON AGING SALARY	49,333.03	49,743.10	54,959.83	<u>78,426.70</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2013 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
-----				
COUNCIL ON AGING EXPENSE				
-----				
EXPENSES				
-----				
0154152 520800 SERVICE WARRANTY	990.00	990.00	990.00	<u>990</u>
0154152 540400 SUPPLIES & EXPENSES	1,057.25	1,326.31	1,000.00	<u>1494</u>
0154152 540450 POSTAGE	2,345.89	1,779.13	2,400.00	<u>2,000</u>
0154152 540710 MEETINGS	.00	398.64	200.00	<u>150</u>
0154152 540860 VEHICLE SUPPLY/REPAIR	1,282.28	1,423.20	900.00	<u>900</u>
0154152 540870 GASOLINE/OIL	2,758.58	2,510.99	2,944.00	<u>2,900</u>
TOTAL COUNCIL ON AGING EXPENSE	8,434.00	8,428.27	8,434.00	<u>8,434.</u>

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: COA		BUDGET #
CODE	DESCRIPTION	BUDGET REQUEST
520800	My Senior Center Service Warranty Plan	990
540400	Supplies & Expenses Nextel, W.B. Mason, New England Office Supply	1494
540450	Postage	2,000.00
540710	Meetings & Dues MCOA Dues	150
540860	Vehicle Supply/ Repair	900
540870	Gasoline/Oil	2,900.00
		8434





FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2013 BUDGET</b>	<b>FORM #8</b> <b>SERVICE RESTORATION</b>												
DEPARTMENT:      Council On Aging  REQUEST PRIORITY #:													
SERVICE TO BE RESTORED:    Town Driver  We have used volunteer drivers who are paid a stipend. It has been brought to our attention that we must treat the drivers as part-time employees, not as volunteers. Town Counsel has reviewed and concurred this determination.													
COST: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 15%;">SALARIES</td> <td style="width: 45%;">30 hrs per week @ \$8x 52=</td> <td style="width: 40%; text-align: right;">\$12,480</td> </tr> <tr> <td>EXPENSES</td> <td></td> <td></td> </tr> <tr> <td>FRINGE BENEFITS</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td style="text-align: right;">\$12,480.00</td> </tr> </table>		SALARIES	30 hrs per week @ \$8x 52=	\$12,480	EXPENSES			FRINGE BENEFITS			TOTAL		\$12,480.00
SALARIES	30 hrs per week @ \$8x 52=	\$12,480											
EXPENSES													
FRINGE BENEFITS													
TOTAL		\$12,480.00											
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS:													

FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2013 BUDGET</b>	<b>FORM #8</b> <b>SERVICE RESTORATION</b>
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DEPARTMENT: Council On Aging

REQUEST PRIORITY #:

SERVICE TO BE RESTORED: Directors hours increased to 30

The COA Board is requesting that the Directors hours be increased from 20 hrs per week to 30. Visibility of the Director is paramount to daily operations. The Director was hired at 20 hrs per week and 15hrs per week as the Supportive Day Director. The additional days and hours of the Supportive Day Program and the additional documentation requirements of all volunteers and Tax Work Off Participants coupled with the large increase of the senior population have impacted the Directors availability.

COST:

SALARIES	Current salary	\$28,973.56
EXPENSES	Salary increase	\$43,335.34
FRINGE BENEFITS		
TOTAL	Increase	\$14,361.78

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS: