



TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #1 DEPARTMENT SUMMARY			
DEPARTMENT: COA					
	FY11 ACTUAL	FY12 ACTUAL	FY13 BUDGET	FY14 REQUEST	TA RECMD
SALARIES	49,743. ¹⁰	53,151. ⁶²	64,244. ⁹²	78,218	
EXPENSES	8,428. ²⁷	8,434	8,434	8,434	
TOTALS	58,171. ³⁷	61,585. ⁶²	72,678. ⁹²	86,652	
BUDGET COMMENTS:					

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET	FORM #2 BUDGET NARRATIVE*
<p>DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department.</p> <p>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, educating and improving the overall understanding of various community-based services.</p> <p>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.</p> <p>The Center is an intake site for the States Fuel Assistance Program, The Millis Fund and acts as a liaison to many state and federal programs.</p>	
<p>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2014 Please describe your goals and initiatives for FY2014 and how these translate to expenses.</p> <ol style="list-style-type: none"> 1. To revive the Friends of Millis COA. 2. Provide two events per month to benefit Millis seniors. 3. Offer a series of learning courses to seniors and Millis residents. 4. Replace "Patty Wagon" with a more economical/comfortable vehicle. 	
<p>FUNDING PLAN Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p> <p>See attached sheet.</p>	
<p>PERFORMANCE ACCOMPLISHMENTS Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p> <p>See attached sheet</p>	

* Attach additional sheets as necessary

FUNDING PLAN

Transportation:

A fee of \$2 .00 is requested for local trips. Surrounding towns either \$3 or \$5 per round trip depending on the distance involved. For medical trips into Boston, a fee of \$25 is requested, with the patron being responsible for tolls and parking. These fees are deposited into the revolving transportation account to help off-set transportation related funding for expenses not covered the town budget or the Transportation Revolving Fund. If a resident is unable to afford the cost of transportation they are required to fill out an application for a sliding fee scale. The income guidelines are set by the Low Income Home Energy Assistance Program (LIHEAP).

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:

This program is self-funded. The fee per day for this program is \$35.00, with additional charges for transportation and lunch. 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 and supplies for the group's activities.

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 \$10,213 which is used to fund the dispatch/receptionist position, newsletter printing/postage and trainings.

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 funded by the Friends, Town or State.

Cultural Arts Grants:

A grant for six educational DVD's was secured from the Millis Cultural Arts Council. These DVD's will be shared with other town departments.

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. The Friends of Millis covers the balance.

Performance Accomplishments

	2011	2012	Stats
CENSUS COUNT	1661	1739	5 % INCREASE
ACTIVE SENIORS	564	608	8% INCREASE
AGE 60/ UNDER	59	54	8% DECREASE
61-65	61	69	13% INCREASE
66-75	207	254	23 % INCREASE
76-85	172	163	5% DECREASE
86-95	61	65	7 % INCREASE
96-101+	4	3	25 % DECREASE
CALLS LOGGED	3967	3721	6 % DECREASE
HOME VISITS	88	73	98 % DECREASE
FUEL ASSIST	76	116	97 % INCREASE
FOOD STAMPS	6	13	117% INCREASE
# PASSENGERS	2079	2344	13 % INCREASE
MILES DRIVEN	FY 19,484	FY 20013	3 % INCREASE
MEDICAL TRIPS	946	866	8 %DECREASE

PARATRANSIT REIMBURSEMENT

FY09	FY10	FY11	FY12
\$7,501	\$9,209	\$10,431	\$11,311

Our statistics show decreases in calls and home visits with large increases to fuel assistance and food stamp applications. This is reflective of what is going on during these difficult economic times. The Center continues to be the only form of transportation for Millis senior and disabled residents.

60+ POPULATION

2007	2008	2009	2010	2011	2012
1345	1424	1494	1586	1661	1739
+47	+79	+70	+92	+75	+78

In the past 6 years our senior population has increased 29%. No other population is growing as quickly and consistently as our senior population. This population will continue to grow significantly in the future due to the Baby Boom generation.

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TOWN OF MILLIS
FISCAL YEAR 2014 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST

COUNCIL ON AGING SALARY				

SALARIES				

0154151 510200 SALARY DEPARTMENT HEAD	25,985.75	27,968.11	28,903.56	<u>37,409.55</u>
0154151 510300 SALARIES CLERICAL	8,075.29	8,953.07	10,314.24	<u>12,360.</u>
0154151 510510 PART-TIME DISPATCHER	.00	.00	.00	<u> </u>
0154151 510585 WAGES OUTREACH WORKER	9,670.40	10,067.94	12,297.12	<u>15,718.80</u>
0154151 510586 PART-TIME VAN DRIVER	.00	.00	12,480.00	<u>12,480.00</u>
0154151 510587 WAGES DRIVER	5,720.00	5,912.50	.00	<u> </u>
0154151 510600 LONGEVITY	291.66	250.00	250.00	<u>250.</u>
TOTAL COUNCIL ON AGING SALARY	49,743.10	53,151.62	64,244.92	<u>78,218</u>

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TOWN OF MILLIS
FISCAL YEAR 2014 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST

COUNCIL ON AGING EXPENSE				

EXPENSES				

0154152 520800 SERVICE WARRANTY	990.00	990.00	990.00	<u>990</u>
0154152 540400 SUPPLIES & EXPENSES	1,326.31	1,040.42	1,494.00	<u>1,539</u>
0154152 540450 POSTAGE	1,779.13	2,124.25	2,000.00	<u>2,355</u>
0154152 540710 MEETINGS	398.64	143.64	150.00	<u>150.</u>
0154152 540860 VEHICLE SUPPLY/REPAIR	1,423.20	878.58	900.00	<u>900.</u>
0154152 540870 GASOLINE/OIL	2,510.99	3,257.11	2,900.00	<u>2,500.</u>
TOTAL COUNCIL ON AGING EXPENSE	8,428.27	8,434.00	8,434.00	<u>8,434</u>

FY2014 Payroll Budget Calculation Worksheet

	<u>Current</u>	<u>Step At</u>	<u>Weekly</u>		<u>Step</u>	<u>Weeks</u>	<u>Weeks</u>	<u>1st</u>	<u>2nd</u>	<u>Wages</u>	<u>Wages</u>	<u>Base</u>	<u>Total</u>	
	<u>Grade</u>	<u>S.O.Y.</u>	<u>Hours</u>	<u>S.O.Y.</u>	<u>Date</u>	<u>At</u>	<u>At</u>	<u>Rate</u>	<u>Rate</u>	<u>1st Rate</u>	<u>2nd Rate</u>	<u>Dollars</u>	<u>Dollars</u>	
						<u>1st Rate</u>	<u>2nd Rate</u>					<u>For FY2014</u>	<u>Longevity</u>	
													<u>For FY2014</u>	
Patricia Kayo	11A	4	25.00	07/01/13	11/07/14	19	33	567.84	579.96	13,486.20	23,923.35	37,409.55	250.00	37,659.55
Michelle Jones	4	1	15.00		10/10/12	15	37	15.59	15.95	3,507.75	8,852.25	12,360.00		12,360.00
Carol LaFreniere	6	4	15.00		12/15/14	24	28	19.91	20.36	7,167.60	8,551.20	15,718.80		15,718.80
Part-Time Van Drivers			30.00									12,480.00		12,480.00
												77,968	250	78,218

TOWN OF MILLIS FISCAL YEAR 2014 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	1539
540450	Postage	2,355.00
540710	Meetings & Dues MCOA Dues	150
540860	Vehicle Supply/ Repair	900
540870	Gasoline/Oil	2,500.00

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT:		# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
CODE	DESCRIPTION				
M79889	2007 FORD E350 VAN	Excellent	25,800 miles		
HP5076	2002 FORD WINDSTAR	Good	98,254 miles		
M77867	2011 Ford E350	Excellent	8,630 miles		

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET	FORM #8 SERVICE RESTORATION
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DEPARTMENT: Council On Aging

REQUEST PRIORITY #:

SERVICE TO BE RESTORED:
 Five hours per week for Director; bringing total weekly hours to 25.
 Two hours per week for outreach; totaling 15 hours per week.
 Two hours for Dept Asst. totaling 15 hours per week.

Justification:

Recent Personal Plan requirements regarding documentation and the rapid growing number of seniors have severely impacted the functioning of the Senior Center. All 20 Senior Property Tax Work Off participants are now required to be documented as a part-time employees. This means additional documentation such as the states online conflict of interest training program, Town Personnel Plan Policy Statement, the towns Conflict of Interest Law statement and a W4 and I-9. Additionally, all COA volunteers (currently 75) are required to be documented, minus the W4 and I9.

The senior population is booming. In the past six years the population has grown from 1345 seniors in 2007 to 1739 in 2012. That is a 29% increase. No other population is growing at this rate.

Staffing for the Center was cut in FY04. Director was cut five hours and Clerical and Outreach were cut 3 hours per week. These cuts have not been restored.

Currently the town has many households that require attention. Police, Fire and Board of Health have been called to these households numerous times. In these instances case management from the COA should be in place to relieve the Emergency services from these calls.

COST:

SALARIES	Director	\$7,481.91
	Dept Asst.	\$2,472.00
	Outreach	\$3,143.76
TOTAL		\$13,097.67

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS: