

MINUTES

Council on Aging Budget Committee

November 18, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Martine Anderson, Sheila Gagnon, Carol Hamilton and Bill Scott.

CALL TO ORDER: The meeting was called to order at 1:03 PM.

APPROVAL OF MINUTES: The minutes were not approved for November 17, 2015.

BUDGET DISCUSSION: The operating budget is due on November 25, 2015. The capital budget is also due the 12th of November. Budget documents were distributed October 16, for Fiscal 2017. A memo from the town administrator via the town accountant's office was sent to all departments outlining revenues, expenses and guidelines. The budget target is a 2% increase from the previous year. Carol distributes a budget spread sheet of all of the individual figures in the budget, broken down by full and part time salaries, longevity, expenses and capital outlay. The salaries; \$203,581 which will also be reduced by a reimbursement from GATRA in the amount of \$8436.90, expenses; \$24,828, and capital outlay, \$18,771.05 for a dishwasher and water bubbler repair. The total budget equals; \$247,180. At present the amount proposed for Fiscal 2017 budget is over the 2% recommendation by about \$1200 without the capital outlay. This is due in part to Step Increases and bringing back the expense budget to the Fiscal 2015 level. This was a second cut that was late in the budget process and at the direction of the finance manager.

There were no new positions or additional hours added. One of the personnel goals would be to upgrade the Project Coordinator from a Grade 7 to a Grade 8. Justification for the position is creation of a volunteer manual, brochure development and implementation of training policies and procedures. The committee felt the upgrade was justified and asked to add \$617.21 to the overall personnel budget. This increase could create a problem when trying to stay within the 2% goal. The group talked about cutting hours which they determined would be detrimental and hard to restore in the future. We will also approach the town administrator about the clerical position which still needs to be upgraded to match the job description. This would have to be accomplished through union negotiations. There is a new job description draft for the Administrative Clerk position which more accurately reflects the duties and responsibilities and was developed in conjunction with the union, the consultant, the Town Administrator, the employee and the supervisor. It has not been formally accepted by the union.

A capital form was also distributed. The projects listed for Fiscal 2017 are; adding additional parking \$130,000 and a design development study \$25,000 both totaling \$155,000. In future years the committee talked about construction of the 2nd floor, and rug replacement.

We discussed the warrant article for the tax relief program. We received \$15,000 for last year's program which was \$25,000 below the usual allocation. In fiscal 2017 we will request \$40,000 which was the same as Fiscal 2015. If we receive \$40,000, this allocation would accommodate about 40 placements for the program.

The committee felt that we should now bring this information forward to the COA Board for a vote.

NEXT MEETING: The next meeting has not been scheduled.

ADJOURNMENT: The meeting adjourned at 2:30 pm.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging