

MINUTES

Council on Aging Budget Committee

August 15, 2019

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 10.05 AM.

APPROVAL OF MINUTES: The minutes were approved for July 22, 2019 Martine makes a motion. Sheila seconds. Motion passes.

BUDGET DISCUSSION:

The COA Board is charged with developing and approving the Operating Budget for the Department in conjunction with the Director. This includes salaries, expenses and capital outlay. Today's meeting was a second opportunity to review the information from July with some changes. Salaries include full time, part time and longevity costs. The expenses include equipment, cleaning service, IT expenses, other services, office supplies building supplies, dues, memberships and meetings. Capital Outlay is also a line item that is a one-time capital expense that is under the threshold of capital expense of \$25,000.

The Town Treasurer has completed a draft budget for 2021 and is planning on distributing it at the department head meeting next Tuesday August 20, 2019. The Committee members are hoping that the COA will have the opportunity to meet with the fiscal team to go over the COA's budget draft. The COA's concern is that if an expansion is approved and completed, this could impact the 2021 budget cycle for part of the year. As discussed with the committee this is the best case scenario. This building expansion would ultimately affect the need for both personnel and expenses.

A 4th quarter report had been prepared for the Board and for this budget committee. This will help to give an overall picture of the accounts at the end of the fiscal year of June 30, 2019. The general expenses and salaries are returned for free cash and the revolving accounts stay with the department.

Carol distributed a spread sheet of some the expenses and salary totals to review. Full time salaries for existing positions came to \$258,682.60, longevity \$1120, part time salaries \$59,833.44. One of the new position requests that we feel would be necessary would be a part time activities position. We feel that a grade 7 step 1 would be adequate at a cost of \$22,092.01 for a part time 19.5 hours per week position. Additional positions needed are a café manager and a front desk receptionist. In addition more custodial help is needed in the afternoons once the morning custodian leaves. The Budget committee felt that we should hire a full time custodian instead of a part time custodian.

Since last month's meeting and upon reviewing the 4th quarter report, there was a revised amount for expenses presented for consideration. We are concerned that the expansion will potentially affect the COA's operating costs. The total revised operating costs presented were: \$52,000.

The state formula grant has not yet been issued but it will cover several part time positions similar to the previous few years such as volunteer coordinator for partial hours, food and events workers, activities coordinator and social service. There may be changes depending on what can be covered under the town. The driver salaries are all covered under GATRA.

The state budget has been finalized and we are awaiting official news of the \$75,000 earmark request from Senator Patrick O'Connor's office. This will cover renovations/repairs to the Senior Center.

Capital Budget: We will need a new bus in a couple of years. This has been in the capital budget request for a while. We would prefer a 14 passenger size. The GATRA line item may be able to fund part of this purchase.

The Boosters have requested that the COA come up with a budget that would help guide their fundraising. There are many needs that the COA has such as programming, the outdoor recreation area, renovations, furnishings equipment and other needs. The COA will work on developing this once they establish their own budget and more is known about the expansion.

The "Tax Work-Off Program" is part of a budgetary request but is in a warrant article. The Tax Work-Off Program has been part of an omnibus article rather than a stand-alone article. The minimum wage is changing so we may want to consider making changes to the existing program. By state law a person can earn up to \$1500 gross. The pay rate for workers can be whatever the town/COA sets, as they are not bound by the minimum wage law. We can also adjust the hours if we choose. The tax work off subject is on the next Board Agenda in August for discussion. These changes would become effective in January of 2020. Current balance at the end of FY 2019 is \$63,552.

NEXT MEETING: The next meeting is scheduled for Thursday, September 12, 2019 @ 10:00 am

ADJOURNMENT: The meeting adjourned at 11:40 am.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging