

MINUTES

Council on Aging Budget Committee

July 22, 2019

Senior Center 230 Webster St., Marshfield, Ma 02050

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

CALL TO ORDER: The meeting was called to order at 11:00 AM.

APPROVAL OF MINUTES: The minutes were approved for November 21, 2016. Sheila makes a motion. Martine seconds. Fred abstains. 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 an opportunity to review the previous budgets and to consider the adequacy of the various budget line items. Salaries include full time, part time and longevity costs. The expenses include equipment, cleaning service, IT expenses, other services, office supplies building supplies, dues, membership 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 has not distributed any budget directives to departments, but the Town Treasurer is currently working on the budget for 2021 with the Town Administrator. The previous budget was prepared and distributed by the Town Treasurer. The purpose of this meeting was to discuss department needs and develop a draft budget in preparation for the town's budget request from departments. Last year, for fiscal 2019 the COA had \$416,275 in the salary line item and \$35,208 in the the expense line items.

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. Carol distributed a spread sheet that was prepared by the town which compared the past several years of budget along with the new proposed figures for expenses. The second document outlined full time, part time and recommended positions which were broken down by type of position.

In the proposed expenses the committee reviewed each line item and discussed it carefully. The expansion may only affect half a year but we put in the full year's increase for planning purposes. One of the Board members suggested \$1000 more under the Cleaning Line Item. Deep cleaning is essential as the regular staff is unable to perform this type of cleaning. So the total increase from last year's budget to this year's budget went from \$35,580 for \$47,500. Expenses such as equipment repair, IT, building and office supplies are expected to go up.

Capital outlay was discussed and it was decided that we should ask for cameras for the existing building. We decided to request \$5000 for that line item. We had asked previously but it was removed from the line

item. We have not heard any more on the state budget, except that the legislators did finish and the budget which is now on the governor's desk. This could take another few weeks. We have a request in for \$75,000 for renovations for the existing Senior Center and the cameras were part of that budget.

The salary item was left blank as there have to be calculations done for each employee. Cola's will not be included but step increases have to be incorporated in to the calculations. . The committee discussed the staffing needs at great length. We are still trying to request an upgrade for the Social Service Coordinator position that was omitted previously. We requested an increase from a grade 8 to a grade 10 preferably at the fall town meeting. It was suggested that we also try to upgrade the volunteer coordinator position from an 8 to a 9.

There are several new positions that would be helpful with regard to the expanded facility. An activities coordinator position established by the town would be helpful so that there would be two part time positions that would span the entire day. We anticipate increasing the activities, foot traffic and administrative duties associated with this increase. An increase in custodial staff would be needed to cover the full day. At present there is one part time custodian that leaves mid-day. Another part time position would provide coverage for set up, clean ups and regular maintenance. After some detailed discussion the Committee felt that a full time position should be established in addition to the existing part time position instead of a part time position. They felt that a full-fledged custodian with a stand-alone job description could oversee the part time custodial staff and also be available for afterhours cleaning and opening for special events. Another key position would be a food service manager for our new café. This person would oversee all café and refreshment functions and would be safe serve certified. Additional discussion ensued regarding how we would provide a food service. What is the possibility of a partnership, a caterer, or another service organization verses an in-house person? Who would be able to utilize the service? In the neighboring town of Duxbury the Café is open to the public. This café would be open from morning until the afternoon time frame. We also may need an assistant food service manager and could possibly utilize volunteers. We would definitely need startup funding for this venture. The committee thought it would be wise to speak with the food service director from the Duxbury COA. The other major need we have is to hire a part time receptionist for the front desk. This person would work 5 days per week in the morning and would provide consistency and continuity to the operation. The new expansion will change the entry into the facility which may change the way we greet and receive visitors. More thought will have to be put into this.

Carol will do some basic calculations for salaries for the 2021 budget cycle along with getting a job description for a full time custodian.

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 could also potentially help us with a bus 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 do 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 budget committee felt that we should put this on the next Board Agenda in August for discussion. These changes would become effective in January of 2020.

NEXT MEETING: The next meeting is scheduled for Thursday, August 15, 2019 @ 10:00 am.

ADJOURNMENT: The meeting adjourned at 1:00 pm.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging