

MINUTES

Council on Aging Budget Committee

November 21, 2016

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 9:45 AM.

APPROVAL OF MINUTES: The minutes were approved for November 18, 2015. Martine makes a motion. Bill seconds.

BUDGET DISCUSSION: The operating budget is due on December 1, 2016 for Fiscal 2018. The operating budget was distributed on November 8, 2016. A memo from the town administrator was sent to all departments with spread sheets. 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 for Fiscal 2017 were \$204,297. Carol will work on filling in the updated figures for Fiscal 2018 with various step increases and Cola's. The salaries will be offset by a reimbursement from GATRA in the amount 10% of the Director's salary. A discussion around the uncertainty of the state Formula Grant has been worrisome as this supplements several of the town positions. There is always the potential for cuts depending on state revenue, and even level funding can be problematic with cost of living and position upgrades exceeding the amount of the grant. A suggestion was made to upgrade the custodian hours from 17 hours to 19.5 hours. A second suggestion was made to ask the town to pay for 10 more hours for the social service position. This is the only social service position that serves the entire community including those that are under 60. This would help to alleviate the concern over the Formula Grant funding. The expenses will remain the same as last year @ \$24,828. There will be a zero for capital outlay. The total budget will equal the sum of salaries and expenses once complete. Once all of the salary adjustments are made the COA Board will take a look at the final figures.

The COA plans to 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. The Union Contract was settled this fall 2016. Since last year, there is a revised job description 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 on October 19, 2016. The capital budget is due in November and has been submitted. The Council on Aging is requesting a new bus for \$57,107 and \$6 million dollars estimated amount for the Senior Center Expansion Project. The final amount will not be determined until the Design Development Study is complete; therefore the current estimate is a ball park figure.

We discussed the warrant article for the tax relief program. We received \$40,000 from last year's program. This allocation would accommodate about 36 placements for the program as the Board has voted to raise the hourly rate up to \$11 per hour and 100 hours for each placement, effective January 2017.

It was the consensus of the committee to bring this information forward, once complete, to the next COA Board meeting for a vote.

NEXT MEETING: The next meeting has not been scheduled.

ADJOURNMENT: The meeting adjourned at 10:45 am Moved by Sheila seconded by Bill.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging