

Town of Millville Council on Aging
Minutes of COA Special Budget Meeting
February 6, 2023

Meeting was held at the Millville Senior Center

Attendance: Diane Lamoureux, Chairperson
Pat Finn, Secretary
Sue Robbins, Member
Pam Kobetitsch, Member
Sandy Caswell, Member
Tina Cook, Director
Larry Pearson (arrived at 2:10 p.m.)

Public: Don Lamoureux, Lori Remillard

The meeting was called to order at 1:02 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance.

Review Line Items of COA Budget:

Line 5112 Administrative Salaries (Tina): Recommend increasing last year's budget number of \$15,506 by 3% up to \$16,000.

Line 5118 Other Regular Salaries: This is van driver salaries to run the senior van. Last year's budget of \$8,600 will run out by March. After much discussion, it was agreed that salaries are the only line items on our budget paid by the taxpayers and of direct impact to seniors, and that we need to fully fund this item. Pat read the responsibilities of the Council on Aging as is published on our Town website as follows:

"To promote and identify the total needs of elders in the community and to advocate for and implement services to fill these needs; educate the community and enlist support and participation; design, promote and support any other programs that are designed to assist elderly programs in the community; and submit an annual report to the Office of Elder Affairs for review and evaluation."

Since we do not know how many van rides will be required by the end of the current fiscal year, it is difficult to budget for next fiscal year. It was decided to use known paid salaries for the first 8 months and calculate it forward for 12 months. This worked out to \$12,900 and includes a 3% rate raise for our van driver and van coordinator.

It is understood that we will have to pull current number of van rides and compare them to last fiscal year and also extrapolate data on percent of rides used for medical, shopping, or COA approved trips. This data will be needed when presenting our budget in front of the Finance Committee.

Line 5210 Electricity: We may squeak by with current budget but will ask for a \$200 increase (up to \$2,850) for next year to offset inflation and any additional building usage.

Line 5215 Heating: After paying current open bill of \$1400, we will have a balance in this account of \$2,100. 3 cold months will wipe out this account. Recommend increase of \$400 (5.5%) to \$7,600 for inflation offset and price increases.

Line 5240 Building Repairs/Maintenance: Remaining dollars in budget were to be used for floor stripping and cleaning but septic system needs pumping so this will deplete the account. Recommend same budget as last year and work on floors. Budget of \$2,000.

Line 5241 Building Systems: Many systems, HVAC, Electrical, Alarm, Plumbing, needed repairing this year and with upcoming Encore invoice of \$1200, budget will be depleted by March 1st. Recommend \$300 increase to \$3,500 for hedge against more repairs needed for aging building systems.

Line 5242 Vehicle Repairs/Maintenance: Tina received a grant for new tires which saved the budget approximately \$1,000. We do need to continue periodic maintenance as well as lift service for wheelchairs. Recommend leaving budget as it at \$3,000 to cover an unexpected repairs to this aging vehicle.

Line 5244 Equipment Repairs & Maintenance: Based on list of yearly required inspections (includes kitchen hood, furnace service, panel monitoring, kitchen suppression system, fire extinguisher and emergency light inspection, fire alarm inspection, and generator, this will run between \$3,300 to \$3,900 per year, depending upon 1x or 2x/year requirement. Recommend increasing this budget to \$3,320 (up \$1,000).

Line 5290 Property Related Services: Budget to remain at \$500.

Line 5300 Professional Services: Budget to remain at \$400, level funded.

Line 5340 Telecommunications: Recommend level fund at \$3,000. Tina to check with town hall for possible inclusion in CPC funding for new computers, smart TV screen for senior center use. Current equipment was donated by BVT and serviced but it is out of date.

Line 5345 Postage/Mailing: This line item is used for the quarterly or 3x/year town-wide mailing. We are now targeting age 68+ seniors with direct mail to them. Price increase of supplies and first-class stamps. This is our only outreach since we do not have an outreach coordinator in the budget. Recommend increasing budget from \$1000 to \$1200.

Line 5420 Admin & Office Supplies: Due to price increases on office supplies, printer ink, as well as changing out building bubbler and requiring monthly purchase of 5-gallon water bottles, recommend increasing budget from \$650 to \$1000. As of February 1st, this budget has been depleted.

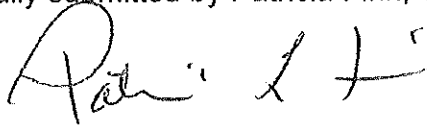
Line 5450 Custodial Supplies: Budget has been depleted as of February 1st. Cleaning is currently done gratis by a volunteer as we have no custodial staffing. Recommend increasing budget from \$300 to \$500 to cover costs.

After all line items were discussed and agreed to as listed above, a motion was made by Diane and seconded by Sandy to accept all budget increases. Total ask for Fiscal year 2024 is \$57,770, which is an increase of \$7,544 or a total increase of 15%. Note \$4,794 of this \$7,544 is on salary increases (3% increase on pay plus enough to fund van rides through the entire fiscal year.

Vote was unanimous and Tina was tasked with filling in the spreadsheet and returning it to Town Hall by the required date of Friday, February 17th.

Sue made a motion and Pam seconded it that the meeting be adjourned. Unanimous vote and meeting adjourned at 2:25 p.m.

Minutes respectfully submitted by Patricia Finn, Secretary, COA.



Minutes Accepted on (date) 2-14-23

Copies provided at meeting:

- 1) Budget Spreadsheet as provided by Town
- 2) Notes from budget review on January 30, 2023.

