



Town of Burlington  
29 Center Street  
Burlington, MA 01803

*Ways and Means Committee*

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## FY 2021 BUDGET COVERSHEET

Department: COA

Department Head: Marge McDonald

Department Function: To assist residents over 60 remain engaged in their community and living in their own home if possible through social services support, connecting them to resources and through physical, social and educational activities for residents over 60.

Overall Budget Percent Increase Requested: 6.38%

Overall Budget Percent Increase Prior Year: 9.35%

Description of major drivers to this budget: Both full-time outreach workers and the twenty-hour a week bus driver have step increases.

If this budget is over guideline, please provide the reasons: PT Outreach Worker from FY20 moved to FT Outreach Worker. Step and longevity increases.

Explanation of any budget line item that increased 10% over prior year: See prior comment.

Discuss any personnel changes including movements between part time and full time: N/A

Any anticipated future staffing changes: I have applied for a new Cummings Foundation Grant with the hope of being able to keep our part-time outreach worker. I will not know until May whether the grant will be approved. I anticipate hiring an activity/program coordinator in the future to help keep present programming going and bring in additional programming.

Warrant Articles expected for this year: Match for MASSDOT grant for transportation.

Warrant articles from the prior year: The COA did not have any warrant articles last year.

Any expenses that have shifted from a budget expense to a warrant request: N/A

Capital Improvements to be funded through borrowing: N/A

Any grants expected this year or received last year: We applied for a Cummings Foundation grant for \$100,000 or \$25,000 each year for four years for our part-time outreach worker including mileage and professional development. The outreach worker works with the senior Indian population and under and unemployed seniors (55+ Job Seekers Networking Group) as well as the general public.

We also received \$66,833 from the state in the form of the "Formula Grant". The formula Grant pays for postage for the newsletter, cell phones and data for Ipads, a portion of one of our outreach workers who is paid partially from the town budget and partially from the formula grant. This funding source also pays for our Saturday van driver who takes seniors shopping on Saturdays, supplementing the weekday shopping trips. The Formula grant covers dues, conferences, staff training, volunteer recognition, and other special projects. The grant pays for other materials and supplies not paid for by the town such as stamps for more personalized correspondences.

Any gifts or donations in money or supplies received this year: We received \$17,600 from Lahey Health for 4 days of fitness instructors, teaching a total of 7 classes throughout the week. We also received about \$17,000 in in kind in the form of a fitness instructor twice a week, and two leaders for several evidence based workshops each year. Lahey also sponsored a "Farmers Market" from June-October last year so each week 50 seniors could receive free produce on a first come first serve basis. We expect the Lahey funding to continue next year.

We have a gift account through which money comes in via donations or gifts from companies, organizations or individuals, which we use on various needs such as entertainment, general activities refreshments and larger unforeseen expenses. Donations are down from last year. The money spent from this account is approved by the Council.

We have an account called the Phyllis Askildson Acct which is money that was in Ms. Askildson's will, we use that for more urgent needs when we are unable to go through People Helping People.

\$4,300 was raised from various companies last year in order to pay for the COA's Senior Prom. I am in the process of attempting to do that again this year.

We do not have a Friends Group so we are unable to do general fundraising in order to have money to do everything we would like. We are allowed to ask for sponsors for specific activities, such as the Senior Prom.

Including the municipal budget, grants and gifts our budget is just over \$482,545 about 19% of which comes from sources other than the town.

Any budget items shifted to or from another depts. budget: N/A

Line item requests over 10%: Moving part-time outreach worker to full-time last year and increasing outreach hours.

**FY 2021**  
**541 ♦ COUNCIL ON AGING**

Updated: 2/5/2020 10:15

	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	TRANSFER 2020	TOTAL 2020	SPENT as of 1/2/20	DEPT 2021	PERCENT Change	SUPERVISORY 2021	PERCENT Change
<b>Salaries</b>										
Full Time	218,338	227,241	232,536	5,628	238,164	137,944	299,232	25.64%	299,232	25.64%
Part Time	98,099	103,079	129,199	1,633	130,832	47,681	108,011	-17.44%	108,011	-17.44%
<b>TOTAL SALARIES</b>	<b>316,437</b>	<b>330,321</b>	<b>361,735</b>	<b>7,261</b>	<b>368,996</b>	<b>185,625</b>	<b>407,243</b>	<b>10.37%</b>	<b>407,243</b>	<b>10.37%</b>
<b>Expenses</b>										
Contracted Services	3,975	3,433	20,002	0	20,002	1,820	7,200	-64.00%	7,200	-64.00%
Materials & Supplies	869	779	1,050	0	1,050	148	1,050	0.00%	1,050	0.00%
M.E.L.T.	62	0	1,300	0	1,300	0	1,300	0.00%	1,300	0.00%
<b>TOTAL EXPENSES</b>	<b>4,906</b>	<b>4,212</b>	<b>22,352</b>	<b>0</b>	<b>22,352</b>	<b>1,968</b>	<b>9,550</b>	<b>-57.27%</b>	<b>9,550</b>	<b>-57.27%</b>
<b>Special Accounts</b>										
Minuteman Home Hea	6,942	6,942	6,942	0	6,942	6,942	6,942	0.00%	6,942	0.00%
Emergency Assistance	0	0	500	0	500	0	500	0.00%	500	0.00%
<b>TOTAL SPECIAL</b>	<b>6,942</b>	<b>6,942</b>	<b>7,442</b>	<b>0</b>	<b>7,442</b>	<b>6,942</b>	<b>7,442</b>	<b>0.00%</b>	<b>7,442</b>	<b>0.00%</b>
<b>GRAND TOTAL</b>	<b>328,285</b>	<b>341,475</b>	<b>391,529</b>	<b>7,261</b>	<b>398,790</b>	<b>194,535</b>	<b>424,235</b>	<b>6.38%</b>	<b>424,235</b>	<b>6.38%</b>

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SALARIES**

**Full Time**

Position	Step Date	Cat/ Step	Weekly Rate	Wks to Step	Total 1	Cat/ Step	Weekly Rate	Wks to End	Total 2	Longevity/ Other	Total
Director	7/1/20	13-11	1,790.12	0.00	0.00	13-11	1,790.12	52.2	93,444.26	1,500	94,944
Outreach Worker	12/3/20	9-11	1,407.35	22.14	31,162.75	9-12	1,464.05	30.06	44,005.16	570	75,738
Outreach Worker	7/1/21	9-2	991.90	52.14	51,720.50	9-3	1,031.10	0.057	58.92	0	51,779
Admin. Assistant 2.	7/1/20	8A-12	1,415.05	0.00	0.00	8A-12	1,415.05	52.2	73,865.61	2,905	76,771

**Full Time: 299,232**

**Part Time**

Position	Hr.	Step Date	Cat/ Step	Weekly Rate	Wks to Step	Total 1	Cat/ Step	Weekly Rate	Wks to End	Total 2	Longevity/ Other	Total
Van Driver	30	7/1/2020	3-12	840	0.00	0.00	0.00	840	52.2	43,848.00	2,001	45,849
Van Driver	20	5/24/2021	3-9	498.4	46.71	23,282.40	3-10	518	5.486	2,841.60	326	26,450
Department Clerk	19	7/1/2020	PT2-3	286.52	0.00	0.00	PT2-3	286.52	52.2	14,956.34		14,956
Department Clerk*	19	7/1/2020	PT2-3	286.52	0.00	0.00	PT2-3	286.52	52.2	14,956.34		14,956
											6,500	
<b>Less State Formula Grant</b>												-3,148
<b>Less State Formula Grant</b>												-6,500
<b>Regular Hours</b>										<b>Current</b>	<b>Requested</b>	
Monday evening activity for 23 weeks, 3-5 hours each sessionr										2,277	2,277	
<b>Overtime Hours</b>										<b>Current</b>	<b>Requested</b>	
Van Driver: OT replacement 8 weeks (3 sick, 5 vaction) total 220 hours										6,670	6,670	

**Part Time 108,011**

d by State Formula grant.

<b>TOTAL:</b>	<b>407,243</b>
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EXPENSES**

**Contracted Services**

Covers services obtained by either express or implied contracts. (Ex. Printing, advertising, rentals, etc...)

Itemize and Justify	Prior Request	Current Request
Piano Tunning and Repair (x2)	300	300
Fitness Room Maintenance	1,500	1,500
Quilting Teacher	1,400	1,400
MySeniorCenter Maintenance	1,000	1,000
Activities	1,000	1,000
Outreach Services	14,802	2,000

**Contracted Services: 7,200**

**Materials and Supplies**

Covers collectively all supplies which are defined as "consumable commodities necessary to conduct Town activities."

Itemize and Justify	Prior Request	Current Request
Paper and forms	300	300
Miscellaneous Supplies	750	750

**Materials and Supplies: 1,050**

**M.E.L.T.**

Covers expenses related to professional development, trainings, meetings, and conferences.

Itemize and Justify	Prior Request	Current Request
Client Visits	750	750
State-wide meetings for Director and Outreach Workers	550	550

**M.E.L.T.: 1,300**

TOTAL: 9,550

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**SPECIAL ACCOUNTS**

MISC. EXPENSES

Covers misc. special expenses unique to this office.

Itemize and Justify	Prior Request	Current Request
Minuteman Senior Services		
	6,942	6,942
Emergency Assistance		
	500	500
<b>TOTAL</b>		<b>7,442</b>