

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET	FORM #1 DEPARTMENT SUMMARY
DEPARTMENT: COA	
BRIEF OVERVIEW/SUMMARY OF REQUESTS:	
<p>On December 31, 2016 for the first time in recorded history there will be more older adults (age 60+) in our Commonwealth than young people age 20 and under- projection confirmed by the Donahue Institute/ U MASS.</p>	
<p>Municipal Councils on Aging are the first stop on the elder care continuum and are currently serving three distinct cohorts of older adults: WWII generation, the Silent Generation and the Baby Boomers, all with diverse and complex needs.</p>	
<p>The COA will be requesting additional staffing hours and a new vehicle to address meeting the complex needs of our seniors.</p>	
<p>Additional funding will enhance our efforts to provide an array of services including but not limited to: healthy aging and wellness, transportation, supportive day, job search programs and our efforts to link older adults to Federal and State benefits.</p>	

TOWN OF MILLIS

FISCAL YEAR 2018 BUDGET

FORM #2

BUDGET NARRATIVE*

DESCRIPTION OF FUNCTION OR ACTIVITY

Please describe the overall mission or purpose of your department.

The Millis Council on Aging is committed to maintaining the highest level of independence with older individuals by developing and coordinating community care, reducing isolation, educating and improving the overall understanding of various community-based services.

The Council also provides transportation for the elderly and disabled, a Supportive Day Program for those who are isolated or experiencing mild confusion/dementia, an outreach program for those who are homebound and

The Meals on Wheels Program is located in the Center

The Center is an intake site for the States Fuel Assistance Program, The Millis Fund and acts as a liaison to many state and federal programs, such as the SHINE program, South Middlesex Legal Services, The Department of Transitional Assistance etc.

STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2018

Describe your goals and initiatives for the upcoming Fiscal Year and how these translate to expenses.

For the seventh year we will be requesting that the Center remain open until 4:30 Monday thru Thursday. This would translate to additional staffing expenses of appropriately \$27,000.

We will be looking to replace our 2007 handicapped van with a more economical and safer rear entry mini van. Estimated cost \$55,000.

FUNDING PLAN

Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

Please see attached.

PERFORMANCE ACCOMPLISHMENTS

Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.

Please see attached.

FUNDING PLAN

Transportation:

A fee of \$2.00 is requested for local trips. Surrounding towns either \$3, \$5 OR \$10 per round trip depending on the distance involved. For medical trips into Boston, a fee of \$25 is requested, with the passenger being responsible for tolls and parking. These fees are deposited into the transportation revolving account to help off-set transportation related expenses not covered the town budget, such as fuel and repairs. If a resident is unable to afford the cost of transportation they are required to fill out an application for a sliding fee scale. The income guidelines are set by the Low Income Home Energy Assistance Program (LIHEAP).

The Friends of Millis' COA:

The objective of the Friends is to help raise funds for the Senior Center and assisting the COA with any items above and beyond what the Town or the Commonwealth provides. All money raised is for senior programs and activities to perpetuate the well-being of our senior citizens and to help enrich their community interest. The annual fee for this group is \$6 per person.

State Formula Grant:

The Executive Office of Elder Affairs awarded a Formula Grant of \$14,580 which is used to fund the dispatch/receptionist position, newsletter printing/postage, supplies/expenses, volunteer recognition and trainings.

COA Gift Account:

Patrons of the Millis Senior Center have been given the option to donate directly to the COA through the revolving gift account. This account is used to fund programs not otherwise funded by the Friends, Town or State.

Millis Supportive Day Program:

This program is self-funded. The fee per day for this program is \$35.00, with additional charges for transportation and lunch. The receipts funds salaries for Supportive Day staff and supplies for the group's activities.

Grants:

A grant for entertainment for has been submitted to the Millis Cultural Arts Council. We are hoping to sponsor a St. Patrick's Day event.

Miscellaneous charges:

A variety of COA sponsored activities are charged a nominal activity fee. The exercise groups, for example, are \$3 per class. Holiday events are \$7 which partially covers the expenses of entertainment and food. The Friends of Millis covers the balance.

Performance Accomplishments For 2016

	2015	2016	STATS
ACTIVE SENIORS	597	654	10% INCREASE
UNDER 60	50	65	30% INCREASE
60-64	28	42	50% INCREASE
65-74	215	230	7% INCREASE
75-84	174	197	13% INCREASE
85+	104	109	5% INCREASE
UNKNOWN	26	11	-
CALLS LOGGED	4112	6002	46% INCREASE
OUTREACH DUP	1718	1311	24% DECREASE
OUTREACH UNDUPLICATED	261	281	8% INCREASE
HOME VISITS	125/31	171/57	37% / 84% INCREASE
# PASSENGERS	1890/129	1789/88	5% / 32% DECREASE
MILES DRIVEN	16356	23701	45% INCREASE
MEDICAL TRIPS	1040	1133	9% INCREASE

PARATRANSIT REIMBURSEMENT

FY12	FY13	FY14	FY15	FY16
\$11,311	\$9,330.97	\$11,617.34	\$12,636.42	\$17,860

The Paratransit has increased substantially because of the increased number of handicapped eligible riders, the increased use by those riders, and our higher reimbursement to drivers.

72 % INCREASE OF SENIOR POPULATION

2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
1119	1223	1298	1345	1424	1494	1586	1661	1702	1808	1823	1926

It is imperative that the growing number of seniors be addressed with additional hours to the Senior Center.

11/29/2016
12:44:54

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET REQUESTS
FORM 3

PAGE 57

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
COUNCIL ON AGING SALARY				
SALARIES				
0154151 510200 SALARY DEPARTMENT HEAD	39,814.49	41,507.70	42,877.02	43,829.57
0154151 510300 SALARIES CLERICAL	13,095.05	13,275.80	14,038.20	13,905.90
0154151 510510 PART-TIME DISPATCHER	.00	.00	1,472.00	3,677.44
0154151 510585 WAGES OUTREACH WORKER	16,090.26	16,248.87	17,834.25	19,349.25
0154151 510586 PART-TIME VAN DRIVER	14,862.36	16,875.00	18,720.00	18,720.00
0154151 510587 WAGES DRIVER	.00	.00	.00	
0154151 510600 LONGEVITY	650.00	750.00	750.00	750
TOTAL COUNCIL ON AGING SALARY	84,512.16	88,657.37	95,691.47	77,834.72

100,232 + 6

11/29/2016
12:44:54

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET REQUESTS
FORM 3

PAGE 58

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST

COUNCIL ON AGING EXPENSE				

EXPENSES				

0154152 520800 SERVICE WARRANTY	990.00	990.00	990.00	990.00
0154152 540400 SUPPLIES & EXPENSES	1,786.87	990.47	1,700.00	900.
0154152 540450 POSTAGE	3,296.16	3,092.99	3,000.00	2969
0154152 540710 MEETINGS	.00	74.16	344.00	75
0154152 540860 VEHICLE SUPPLY/REPAIR	904.64	681.01	500.00	500
0154152 540870 GASOLINE/OIL	1,368.32	2,605.37	1,900.00	3000
TOTAL COUNCIL ON AGING EXPENSE	8,345.99	8,434.00	8,434.00	8434

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: COA		BUDGET #
CODE	DESCRIPTION	BUDGET REQUEST
520800	SERVICE WARRANTY MY SENIOR CENTER	990
540400	SUPPLIES-EXPENSES	1,700
540450	POSTAGE	3,000
540710	MEETINGS & DUES	344
540860	VEHICLE SUPPLY- REPAIRS	500
540870	GAS- OIL	1900
		8434

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: COA					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
M79889	2007 FORD E350 HANDICAPPED EQUIPED VAN		GOOD	41,686 MILES	
M77867	2011 FORD E350 HANDICAPPED EQUIPPED VAN		GOOD	26,519 MILES	
M89935	2013 Chevy Cruise		GOOD	41,063 MILES	
0					

**0154151 - COUNCIL ON AGING
FORM 6
FY2018 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	July 1, 2017 Hours	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2018	Longevity	Total Dollars For FY2018	Round Up
Kayo 4/25/06	11A	8	25.00	11/7	19	33	\$ 831.65	\$ 849.34		\$ 15,801.35	\$ 28,028.22	\$ 43,829.57	\$ 750.00	\$ 44,579.57	44,580
Kaur 11/02/16	TG4	1	15.00	11/2	18	34	\$ 17.56	\$ 17.97		\$ 4,741.20	\$ 9,164.70	\$ 13,905.90		\$ 13,905.90	13,906
LaFreniere 12/08/08	TG6	9	15.00	12/8	23	29	\$ 24.50	\$ 25.05		\$ 8,452.50	\$ 10,896.75	\$ 19,349.25		\$ 19,349.25	19,350

Subject to Personnel Plan rate adjustments

\$ 77,084.72	\$ 750.00	\$ 77,834.72	\$ 77,836.00
--------------	-----------	--------------	--------------

0154151-510200	Salary DH	\$ 43,829.57
0154151-510300	Salary Clerical	\$ 13,905.90
0154151-510510	PT-Dispatcher	\$ 3,677.44
0154151-510585	Wages Outreach	\$ 19,349.25
0154151-510586	PT Van Driver	\$ 18,720.00
0154151-510600	Longevity	\$ 750.00
		\$ 100,232.16


DEPARTMENT HEAD/DATE

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT: COA DIVISION: REQUEST PRIORITY #: Urgent		
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation) The COA has been denied the Community Transit grant for the past two years. We currently have a 2007 van that has significantly passed its useful and safe life. We are estimating \$45,000 to \$55,000 to replace the the 2007 handicapped van. This estimate includes the \$14,290 already raised by our Friends group. Please see attached article. Quotes to follow.		
PROJECTED START DATE: July 2017 ESTIMATED USEFUL LIFE: COST: \$45,000 to \$55,000 A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION E. EQUIPMENT Toyota Sienna Rear entry mini van or full size van TOTAL		
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? The COA was denied the Community Transit grant for the past two years. Our Friends group have raised \$14,290. to date. Additional funds are expected.		
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?		
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS All operation and maintenance cost are covered in the current budget. This van will replace a COA van and be covered under a 3 year/ 36,000 mile conversion warranty.		
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? 2007 van will be removed .		

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET

FORM #8
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT: COA
DIVISION:
REQUEST PRIORITY #: Urgent

PROJECT/SERVICE TITLE:

LOCATION:
JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

For the seventh year we will be requesting that the Center remain open until 4:30 Monday through Thursday. |

The COA was restored from the 2004 cuts in FY15

Director from 20 to 25hrs
Outreach from 12 to 20 hrs
Dept Asst 1 from 12 to 15 hrs
Drivers from \$ 8 to \$12

FY17
Dispatch to \$14.42 Town \$4.42 States Formula Grant \$10.00

FY18 REQUEST

DIRECTOR 10 HOURS	\$17,529.50
OUTREACH 5 HOURS	6,449.75
DEPT ASST 5 HOURS	4635.3
TOTAL INCREASE REQUESTED	\$28,614.55

Due to the 72% increase in the number of seniors, the likelihood of the proposed over 50 community and Assisted Living Facility the Council is requesting the town grant the request for additional hours so we are able to address the growing senior population.
Currently we are only open on average 5.2 hours per day compared to 7.5 of other similar towns.

2004 Senior population 1,119
2015 Senior population 1,926

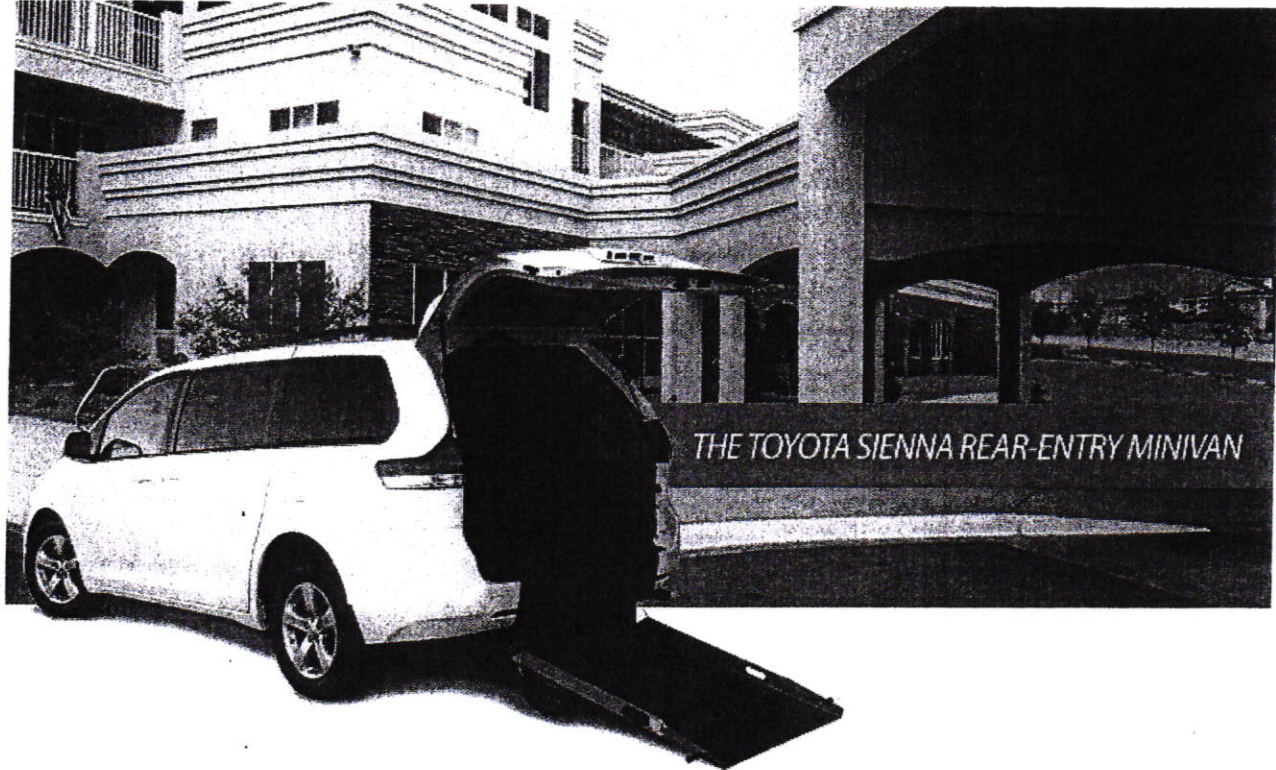
7.5 operational hours for similar towns
5.2 operational hours Millis



\$ 50,000

(<https://www.mobilityworks.com/Commercial/>)

Sales Service Parts



Toyota Sienna Rear-Entry Minivan

The Sienna was rated by leading automotive magazines as having the best power, handling and steering among minivan choices. MobilityWorks Commercial adds the widest ramp (36") and the highest ramp capacity (1000 lbs.) available in the industry on the Sienna.

Contact Regional Sales Managers (<https://www.mobilityworks.com/Commercial/contact.php>)

The Top Rated Minivan is Available For Commercial Use

The Toyota Sienna rear-entry wheelchair minivan gives businesses and organizations an exciting new option when selecting transport vehicles. The Sienna was rated by leading automotive magazines as having the best power, handling and steering among minivan choices.

MobilityWorks Commercial adds the widest ramp (36") and the highest ramp capacity (1000 lbs.) available in the industry on the Sienna.

Best for Taxi use:

Based on surveys taken at recent IATR and TLPA conferences, rear entry vehicles are the preferred entry among Taxi and transport professionals. Rear entry allows parking in any standard parking spot, plus gives easier access to both sides of the street when picking up or dropping off on one-way streets.

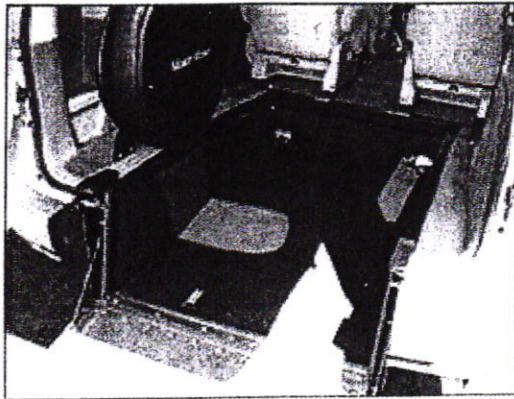
- Fully ADA, FMVSS & NHTSA compliant
- Seats 1 wheelchair position
- Vehicle can seat 6 passengers total including (1) wheelchair position in back row
- Widest ramp in the industry – perfect for bariatric patients, power chairs, and oversized wheelchairs
- Lowered floor design extends 62" long by 36" wide
- Successfully Crash tested
- Seats pull tested
- 3 Year/36,000 mile conversion warranty
- Built in the US

How does MobilityWorks stack up?

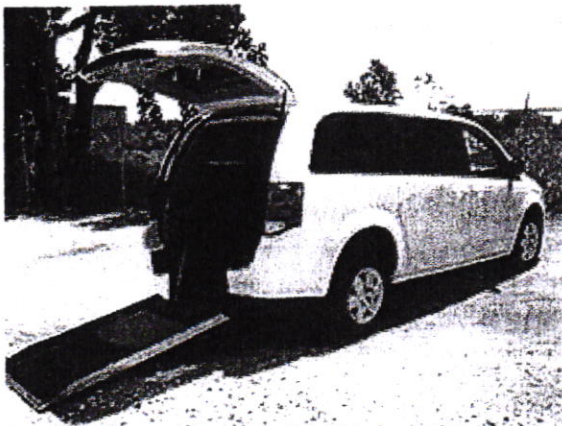
- ADA Compliant
- Meets FMVSS safety standards
- Crash Tested & Altoona Tested
- Seats Pull Tested
- Exclusive "Flex-Flat" ramp available
- Widest ramp available in the Toyota minivans (36")
- Over 22 mpg
- Holds one wheelchair and up to five ambulatory passengers.
- Industry leading ramp holds 1000 lbs

For additional information about our rear entry wheelchair minivans and pricing, call our toll-free line at 888-466-5504 or Send us an inquiry here (contact.php).

Toyota Sienna Rear Entry Minivan



Toyota Sienna Rear Entry Ramp



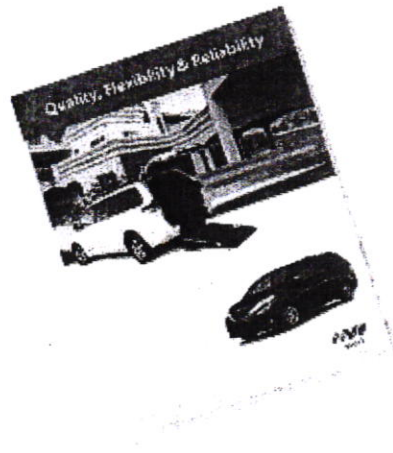
(commercial-wheelchair-minivan.php)

View Our Dodge and Chrysler

(<https://www.mobilityworks.com/Commercial/commercial-wheelchair-minivan.php>)

Commercial Wheelchair Minivans Here.

Toyota Sienna Information Sheet



(pdf/Toyota.pdf)

Call our toll-free line at 888-466-5504 or Send us an inquiry here
(<https://www.mobilityworks.com/Commercial/contact.php>).

Copyright 2016. All Rights Reserved / MobilityWorks Commercial

☎ 1-888-466-5504 ✉ ask@mobilityworks.com (<mailto:ask@mobilityworks.com>)