

## COUNCIL ON AGING 015410

**COUNCIL ON AGING 015410***Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Department Head	\$43,059	\$45,158	\$51,820	\$53,944	\$63,849	\$64,094	
Salaries Clerical	\$8,411	\$13,876	\$15,939	\$3,909	\$3,906		
Outreach Worker Wages	\$16,694	\$17,271	\$16,349	\$17,991	\$24,080	\$24,733	
Part-Time Van Driver Wages	\$16,608	\$14,986	\$12,514	\$11,543	\$17,564	\$21,645	
Longevity	\$750	\$750	\$750	\$850	\$850	\$950	
Part-Time Dispatcher	\$1,472	\$3,401	\$3,958	\$4,032	\$4,352	\$4,351	
Total	\$86,994	\$95,441	\$101,329	\$92,268	\$114,601	\$115,773	\$0

*Expenses*

Service Warranty	\$990	\$990	\$990	\$990	\$990	\$990	
Supplies and Expenses	\$1,220	\$907	\$1,054	\$4,389	\$1,000	\$1,000	
Postage	\$2,580	\$1,909	\$3,965	\$6,213	\$2,894	\$3,500	
Meetings	\$90	\$20	\$323	\$0	\$50	\$100	
Vehicle Supples/Repairs	\$1,021	\$1,385	\$848	\$136	\$1,500	\$1,000	
Gasoline/Oil	\$2,533	\$2,881	\$1,267	\$533	\$2,000	\$1,844	
Total	\$8,434	\$8,092	\$8,447	\$12,262	\$8,434	\$8,434	\$0

## TOTAL BUDGET

\$95,428	\$103,534	\$109,776	\$104,530	\$123,035	\$124,207	\$0
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DEPARTMENT: Council on Aging

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the 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 provides transportation for the elderly and disabled, Community Outreach to assist with information, referrals, benefits counseling, support groups, age related issues and help in finding resources including, health benefits counseling, free legal counseling, advocacy for housing/financial and many other concerns, and we also house the Meals on Wheels Program. 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.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Community Outreach**

(Case management, advocacy, Medicare/Medicaid assistance, legal assistance, application assistance, resource referrals, home evaluations, peer/family consultations, home visits)

**Transportation**

(Medical, errands, social)

**Information**

(Services, resources, general town information, referrals)

**Referrals**

(Local, State and Federal Programs)

**Health screenings**

(Blood pressure, podiatry, memory screenings, hearing, vision)

**Fitness/exercise**

(Yoga, chair exercise, line dancing, enhanced fitness, Fitness Room)

**Community education**

Recreation/socialization/Educational/Cultural events

**Volunteer Opportunities**

(Young and older residents)

**Senior Citizen Tax Work Off Program****Fuel Assistance Program****Sub-Programs**

Meals on wheels program/HESSCO Elder Services

Congregate meal site

Food Stamps/DTA

Health Benefits counseling/SHINE

Home Modification Loan Program/ USDA/ MRC

Educational presentations/VNA/HESSCO Elder Services /Mass Commission

Blind/EOEA/BBB/YMCA/Mass Bar Assoc/Norfolk County Sheriff's Office/Bay Path Elder Services

## Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or FY21. Use statistics whenever possible.

	2019	2020	
SENIORS SERVED	718	617	14% DECREASE
under 60	71	44	38% DECREASE
60-64	69	52	25% DECREASE
65-69	117	81	31% DECREASE
70-74	152	143	6% DECREASE
75-79	130	135	4% DECREASE
80-84	94	81	14% DECREASE
85+	85	81	5% DECREASE
CALLS LOGGED	3,988	2,690	33% DECREASE
OUTREACH DUP	1,309	1,965	50% INCREASE
OUTREACH UNDUP	375	456	22% INCREASE
HOME VISITS	70/43	71/43	SAME
# passengers FY	1,094/91	972/100	11%DECREASE
MILES DRIVEN FY	11,736	8,927	24% DECREASE
MEDICAL TRIPS FY	637	535	16% DECREASE

11% DECREASE Paratransit Reimbursement

FY19	FY20
\$9,851	\$8,752

### 48% INCREASE OF SENIOR POPULATION

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
1,586	1,661	1,702	1,808	1,823	1,926	2,021	2,127	2,189	2,344

## FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Our mission in FY22 is to work towards fully staffing the Center so we may provide additional programming for our senior residents. We will also look to cut our States Formula grant of employee wages and monthly mailing expenses to free up funds for programming.

Continue to work with the Permanent Building Committee and reach out to the community to determine best possible plan for expansion of the Center.

**Spending Highlights for FY22**

Explain any significant budget changes from FY21

FY 21 Due to COVID we chose to not fill the vacant Department Assistant position and brought the Outreach to a benefited position(+2.5) and (+8) to Director's position.

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**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

\$17,508 ~ State Formula Grant

(Partial Dispatch salary, newsletter printing, newsletter mailings, fees/dues, volunteer luncheon)

\$2,833 ~ Transportation Revolving Fund

(Fuel, repairs, dispatch wages)

\$4,000 ~ Friends of Millis COA

(Funding of extracurricular events)

\$400 ~ Millis Cultural Council

(Cultural Arts Grant to fund entertainment for major COA event)



**TOWN OF MILLIS**  
**FISCAL YEAR 2022 BUDGET**

Form #3

**STAFFING HISTORY**

Department:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
DIRECTOR	0.63	0.63	0.69	0.69	0.8	0.8
DEPARTMENT ASSISTANT	0.38	0.38	0.44	0.44	0	0
OUTREACH WORKER	0.38	0.38	0.44	0.44	0.5	0.5
DRIVERS	0.75	0.75	0.75	0.75	0.5	0.75
DISPATCHER	0.33	0.33	0.33	0.33	0.33	0.33
SUBTOTAL/TOTAL	2.47	\$2.47	2.65	2.65	2.13	2.38

**TOWN OF MILLIS**  
**FISCAL YEAR 2022 BUDGET**

FORM #5

**EQUIPMENT DETAIL**

DEPARTMENT:					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
M77867	2011 FORD E350 HANDICAPPED VAN		GOOD	42,028 Mileage	
M89935	2013 CHEVY CRUISE		GOOD	57,112 Mileage	
M1762A	2019 TOYOTA SIERRA HANDICAPPED VAN		EXCELLENT	5,730Mileage	
2007	My Senior Center Database		Fair Conditon		
					0

**Budget Request Above Level Service**

**Title:**

**Description of Request:**

The COA is requesting that the Center remain open until 4:00 Monday through Thursday to address the growing number of senior residents.

We are requesting an Operations Manager position that would fulfill clerical and programming duties as needed by the COA.

While postage expenses and the number of residents receiving the COA newsletter have increased dramatically in the past few years the expense line has not. Currently the States Formula grant is being used to cover that expense. In order to free up monies from the grant for programming we request that \$3,000 be added to our expense line.

**Detailed Cost Impact:**

Director	32 HRS PER WK TO 37	5 hours weekly	\$9,976.20
Operations Manager	29.5 HRS PER WK		\$23.27
Expense line request	Postage		\$3,000.
<b>Total</b>			<b>\$48,672.38</b>

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

48% increase in senior population in Millis in the past 10 years  
2010 (1,586) - 2019 (2,344)  
*\*Town of Millis Annual Report*

Operational hours: In 19 years we have only increased operational hours 2.5 hours  
**(26hrs per week)** 1999 8:30-2  
**(28.5hrs per week)** 2018 +2.5 hours Wednesday until 4

Additional operational hours will enhance our local efforts to provide an array of programming and services including but not limited to: healthy aging and wellness, transportation, increase home visits, and enhance our efforts to link older adults to Federal and State programs.

# Operations Manager COA

revised 1/2021

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Collect and maintain accurate records of dues collected on behalf of the Friends of the Council on Aging. Including maintaining accurate records of money collected and preparing of monthly reports of fees collected.

Update mailing labels with dues, acknowledge donations to newsletter. Send thank you & acknowledgements when required.  
Oversee transportation fare program and collection of fees and document in Excel ledger.

Maintain daily/monthly/annual department statistics on van and enter statistical information into an Excel database.

Maintain current lists for the COAlition newsletter from Census database and prepare monthly mailing labels. Oversee/supervise newsletter mailing.

Update monthly newsletter and Board meeting agenda /minutes to town website.

### ***Assist Director with the development, coordination and facilitation of cultural, educational and social activities and programs.***

Assist Director with monthly programs and events. Coordinates sign up and transportation for special events (e.g., social events, elections, town meetings, etc.).

Maintain office supplies. Order supplies as needed.

Perform other similar or related duties as required; or as situation dictates.

## Qualifications

Proven ability to use Microsoft Word, Excel, Access and other software programs.

Ability to handle busy, varied workload, and prioritize tasks.

Ability to work effectively under time constraints to meet deadlines.

Ability to deal with public; courteous, patient; excellent interpersonal skills; must maintain strict confidentiality.

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>FLOORING ROOM 21</b>	
Department: <b>COA</b>	Category: <b>E</b>
<u>Description and Justification:</u>  Flooring in room 21 is at the end of its useful life. It is lifting in the center of the room. While it is not an immediate risk it should be addressed in the near future.	<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>

## RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	8000	8000					
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$8,000</b>	<b>\$8,000</b>					

Source of Funds Legend

- |                        |                 |                             |                                |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid   | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other       | (8) Water Enterprise Fund Fees |

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>HANDICAPPED VAN</b>																
Department: <b>COA</b>				Category: <b>F</b>												
<u>Description and Justification:</u> <p>The 2011 handicapped van is 10 years old with 42,028 miles. It is our largest capacity vehicle which seats 8 passengers. This is used for our fixed route shopping trips and usually filled to capacity. It is also used to transport residents with mobility difficulties for solo shopping trips. We have used this vehicle past its useful life and must replace it with a similar large capacity vehicle.</p> <p>Our Friends group has raised \$17,000 through resident donations to put towards this vehicle.</p> <p>There is no public transportation available to Millis residents. The COA is solely responsible for the transportation needs of our elderly and disabled residents. It is imperative that we maintain safe and reliable vehicles.</p>				<p style="transform: rotate(-45deg); font-weight: bold;">Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</p>												
<b>RECOMMENDED FINANCING</b>																
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year													
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027								
A. Feasibility Study																
B. Design																
C. Land Acquisition																
D. Construction																
E. Furnishings/Equipment																
F. Departmental Equipment			60000													
G. Contingency																
H. Other																
<b>TOTAL</b>			<b>\$60,000</b>													
<u>Source of Funds Legend</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">(1) Operating Revenues</td> <td style="width: 25%;">(3) State Aid</td> <td style="width: 25%;">(5) EMS Revolving Fund Fees</td> <td style="width: 25%;">(7) Sewer Enterprise Fund Fees</td> </tr> <tr> <td>(2) Municipal GO Bonds</td> <td>(4) Trust Funds</td> <td>(6) Free Cash / Other</td> <td>(8) Water Enterprise Fund Fees</td> </tr> </table>									(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees	(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees													
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees													

**CAPITAL PROJECT DETAIL SHEET**

<b>Project Title: COA VEHICLE</b>																
<b>Department: COA</b>				<b>Category: F</b>												
<b>Description and Justification:</b> <p>The Chevy Cruz will is currently 8 years old. It has 57,112 miles and used for transporting residents to both local and Boston medical trips. The smaller capacity makes for a more comfortable ride to and from medical appointments. Passengers prefer the smaller vehicle to the vans because it doesnt feel like public transportation.</p> <p>There is no public transportation available to Millis residents. The COA is soley responsible for the transportation needs of our elderly and disabled residents. It is imperative that we maintain safe and reliable vehicles.</p>				<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>												
<b>RECOMMENDED FINANCING</b>																
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year													
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027								
A. Feasibility Study																
B. Design																
C. Land Acquisition																
D. Construction																
E. Furnishings/Equipment																
F. Departmental Equipment	6				25000											
G. Contingency																
H. Other																
<b>TOTAL</b>					<b>\$25,000</b>											
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(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees													
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees													

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>SENIOR CENTER UPGRADES/REPAIRS</b>								
Department: <b>COA</b>				Category: <b>E</b>				
<u>Description and Justification:</u> The kitchen in the COA is in need of equipment. The freezer and fridge were purchased in 1999. The fridge was repaired once and the freezer has been repaired 3 times. They both have come to the end of their useful lives. The two stoves are electric and not meant for commercial/ industrial purposes. These stoves are used daily by HESSCO for the warming of Meals on Wheels and periodically for COA special events. The sinks do not comply with Board of Health standards and an additional sink for handwashing is required.				<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>				
<b>RECOMMENDED FINANCING</b>								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	25000	25000					
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$25,000</b>	<b>\$25,000</b>					
<u>Source of Funds Legend</u> (1) Operating Revenues                      (3) State Aid                      (5) EMS Revolving Fund Fees                      (7) Sewer Enterprise Fund Fees (2) Municipal GO Bonds                      (4) Trust Funds                      (6) Free Cash / Other                      (8) Water Enterprise Fund Fees								



# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date	12/30/2021
Requestor's Name	Millis COA
E-mail	<a href="mailto:pkayo@millisma.gov">pkayo@millisma.gov</a>
Phone	376-7051
Department	Council on Aging

**IMPORTANT NOTICE**  
By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

#### Description of Request:

ALLOW US TO PROVIDE PRESENTATIONS AND EDUCATE OUR SENIORS AS TO THE BENEFIT OF MARIJUANA SUCH AS THE MEDICAL BENEFIT OVER OPIATE BASED PAIN KILLERS, HELP WITH INFLAMATION, CHRONIC PAIN, EPILEPSY, MULTIPLE SCLEROSIS, MUSCLE CONTROL PROBLEMS, AND MANY OTHER AILMENTS. WE ARE LOOKING TO REMOVE THE STIGMA THAT MANY SENIORS HAVE TOWARDS MEDICAL MARIJUANA. WE ALSO WANT TO PROVIDE TRANSPORTATION TO THE FACILITY FOR SENIORS AND OUR DISABLED RESIDENTS SO THEY MAY FIRST HAND EXPERIENCE THE POSITIVE BENEFITS OF MEDICAL MARIJUANA.

Funding Start Date	
Funding End Date	
Total Funding Requested	\$45,672.38

#### Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	HIRE PROGRAM MANAGER -EXTEND HOURS AT COA		1	45,672.38
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				\$45,672.38

#### Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Requestor Signature

Date Signed

Approved By

Approval Signature

Date Approved