

COUNCIL ON AGING	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	190,246	190,246	224,031	223,989	256,836	256,836	274,934	287,712	287,712	
5112 Permanent Part-Time	-	-	-	-	-	-	-	-	-	-
5120 Temporary Part-Time	1,623	1,623	-	-	-	-	-	-	-	-
5130 Overtime	-	-	-	-	-	-	-	-	-	-
5135 Uniforms	240	240	240	240	440	340	240	540	540	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	-
5150 Car Allowance	3,000	3,000	2,550	2,550	3,600	3,600	3,600	3,600	3,600	
Total Salaries	195,108	195,108	226,821	226,779	260,876	260,776	278,774	291,852	291,852	
<i>Operating</i>										
5210 Energy Utilities	62,412	61,412	66,677	66,599	61,090	61,090	68,418	66,656	66,656	
5240 Repairs and Maintenance	54,644	54,644	75,021	75,021	53,847	53,847	53,530	63,980	63,980	
5310 Professional Services	-	-	1,000	1,000	2,710	2,710	1,716	1,716	1,716	
5340 Communications	5,531	5,520	1,941	1,941	576	576	480	480	480	
5402 Maintenance Supplies	4,394	4,106	6,042	6,042	6,427	6,390	6,000	6,000	6,000	
5420 Office Supplies	2,633	2,633	1,914	1,914	10,922	10,922	3,700	4,000	4,000	
5423 All Other Supplies	-	-	-	-	-	-	-	-	-	-
5429 Computer Equipment	5,583	5,583	-	-	-	-	-	-	-	-
5580 Uniforms	-	-	-	-	-	-	-	-	-	-
5701 Travel	200	69	189	189	218	218	300	300	300	
5730 Dues and Memberships	-	-	1,101	1,101	1,471	1,471	1,226	1,471	1,471	
5790 Staff Development	-	-	1,000	1,000	615	615	2,530	2,530	2,530	
Total Operating	135,396	133,967	154,885	154,807	137,875	137,839	137,900	147,133	147,133	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	5,051	5,051	
Total Capital Outlay	-	5,051	5,051							
Total Budget	330,504	329,075	381,706	381,586	398,751.03	398,614.80	416,674	444,036	444,036	

	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
COA Director	1	1	1	1	1	1	
Building Maintenance	1	1	1	1	1	1	
Senior Clerk Secretary	1	1	1	1	1	1	
Out Reach Worker	1	1	1	1	1	1	
Activities Coordinator	-	1	1	1	1	1	
Total Staffing	4	5	5	5	5	5	-

**FISCAL YEAR 2021
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Nicole Hutcheon	Director	7/8/2015	9	3	65,491				65,491
Nicole Hutcheon	Director	7/8/2015	9	4	11,387	5 years	1,000		12,387
Robert Noel	Building Maint.	2/26/2001	2	7	58,352	20 years	2,000		60,352
Janice Conole	Executive Secretary	07/30/12	4	6	61,389	5 years	1,000		62,389
Carly Kascak	Outreach Worker	6/4/2018	4	3	21,466				21,466
Carly Kascak	Outreach Worker	6/4/2018	4	4	28,821				28,821
Diane Dunlevy	Activities Coordinator	7/1/2016	1B	4	36,806				36,806
									-
									-
									-
Total Regular Salaries									287,712

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Recording Secretary				-				-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
	Misc Staff				-				-
Total Overtime									-

Uniform Allowance

Name	Position				Amount				Total Benefit
Robert Noel	Building Maint.				540				540
Total Uniform Allowance									540

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
Total Sick Leave Buy-Back & Vacation Separation									-

Car Allowance

Name	Position				Per/Month	# Months		Total Benefit	
Nicole Hutcheon	Director				150	12		1,800	
Carly Kascak	Outreach Worker				150	12		1,800	
Total Car Allowance									3,600

Department Total									291,852
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**FISCAL YEAR 2021
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Nicole Hutcheon	Director	7/8/2015	9	3	65,491				65,491
Nicole Hutcheon	Director	7/8/2015	9	4	11,387	5 years	1,000		12,387
Robert Noel	Building Maint.	2/26/2001	2	7	58,352	20 years	2,000		60,352
Janice Conole	Executive Secretary	07/30/12	4	6	61,389	5 years	1,000		62,389
Carly Kascak	Outreach Worker	6/4/2018	4	3	21,466				21,466
Carly Kascak	Outreach Worker	6/4/2018	4	4	28,821				28,821
Diane Dunlevy	Activities Coordinator	7/1/2016	1B	4	36,806				36,806
									-
									-
									-
Total Regular Salaries									287,712

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Recording Secretary				-				-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
	Misc Staff				-				-
Total Overtime									-

Uniform Allowance

Name	Position				Amount				Total Benefit
Robert Noel	Building Maint.				540				540
Total Uniform Allowance									540

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
Total Sick Leave Buy-Back & Vacation Separation									-

Car Allowance

Name	Position				Per/Month	# Months		Total Benefit	
Nicole Hutcheon	Director				150	12		1,800	
Carly Kascak	Outreach Worker				150	12		1,800	
Total Car Allowance									3,600

Department Total									291,852
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**FISCAL YEAR 2020
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Nicole Hutcheon	Director	7/8/2015	9	2	62,213				62,213
Nicole Hutcheon	Director	7/8/2015	9	3	10,866	5 years			10,866
Robert Noel	Building Maint.	2/26/2001	2	7	57,068	15 years	2,000		59,068
Janice Conole	Executive Secretary	07/30/12	4	5	56,734	5 years	1,000		57,734
Carly Kascak	Outreach Worker	6/4/2018	4	2	19,398				19,398
Carly Kascak	Outreach Worker	6/4/2018	4	3	28,610				28,610
Diane Dunlevy	Activities Coordinator	7/1/2016	1B	3	35,996				35,996
One Day Payout									1,049
									-
Total Regular Salaries									274,934

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Recording Secretary				-				-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
	Misc Staff				-				-
Total Overtime									-

Uniform Allowance

Name	Position				Amount				Total Benefit
Robert Noel	Building Maint.				240				240
Total Uniform Allowance									240

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
Total Sick Leave Buy-Back & Vacation Separation									-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Nicole Hutcheon	Director				150	12			1,800
Carly Kascak	Outreach Worker				150	12			1,800
Total Car Allowance									3,600

Department Total									278,774
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**FISCAL YEAR 2019
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Nicole Hutcheon	Director	4/7/2014	9	4	68,480	5 years	1,000		69,480
Robert Noel	Building Maint.	2/26/2001	2	7	56,812	15 years	2,000		58,812
Janice Conole	Executive Secretary	07/30/12	4	4	52,455	5 years	1,000		53,455
Carly Kascak	Outreach Worker	7/8/2015	2B	3	45,151				45,151
Diane Dunlevy	Activities Coordinator	7/1/2016	1B	3	29,938				29,938
									-
Total Regular Salaries									256,836

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Recording Secretary				-				-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position	Amount	Total Benefit
	Misc Staff	-	-
Total Overtime			-

Uniform Allowance

Name	Position	Amount	Total Benefit
Robert Noel	Building Maint.	440	440
Total Uniform Allowance			440

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
Total Sick Leave Buy-Back & Vacation Separation								-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Ashley Springman	Director	150	12	1,800
Nicole Hutcheon	Outreach Worker	150	12	1,800
Total Car Allowance				3,600

Department Total									260,876
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DESCRIPTION/DETAIL

COUNCIL ON AGING OPERATING

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
5,531	5,520	1,941	1,941	576	576	480	480	480

Cellular coverage for Director/Outreach tablet- \$40 per month 480 480
 Three cellular phones (one Director and two transportation)- \$195 per month moved to Town Hall Budget
Verizon and Broadview moved to Town Hall Budget

Total 5340 Communications: 480 480

DESCRIPTION/DETAIL

COUNCIL ON AGING OPERATING
5402 Maintenance Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	
4,394	4,106	6,042	6,042	6,427	6,390	6,000	6,000	6,000	
							Maintenance Supplies	1,800	1,800
							Janitorial Supplies	3,850	3,850
							Lighting Supplies	350	350
							<i>Total 5402 Maintenance Supplies:</i>	6,000	6,000

DESCRIPTION/DETAIL

COUNCIL ON AGING OPERATING
5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
2,633	2,633	1,914	1,914	10,922	10,922	3,700	4,000	4,000

General Office Supplies	3,000	3,000
Ricoh Copier Supplies	1,000	1,000
<i>Total 5420 Office Supplies:</i>	4,000	4,000

DESCRIPTION/DETAIL

COUNCIL ON AGING OPERATING

5701 In-State Travel

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
200	69	189	189	218	218	300	300	300
Reimbursement to Maintenance, Secretary and Activities for in-town travel							300	300
<i>Total 5701 In-State Travel:</i>							300	300

DESCRIPTION/DETAIL

COUNCIL ON AGING OPERATING
5703 Dues and Memberships

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	
-	-	1,101	1,101	1,471	1,471	1,226	1,471	1,471	
							FY21 MCOA Annual Dues	1,471	1,471
							<i>Total 5703 Dues and Memberships:</i>	1,471	1,471

DESCRIPTION/DETAIL

COUNCIL ON AGING

5833 Capital Outlay

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-	-	-		-		-	5,051	5,051

20 Chairs for Media Room 5,051 5,051

Total 5833 Capital Outlay: 5,051 5,051

FY20 COA Budget Notes

Personnel

- Increase in budget by \$12,778
- Director's Longevity

Energy Utilities

- Increased by \$2,052.54
- Based on the two year average of cost with 3% increase

Repairs and Maintenance

- Increase of \$11,388 to include the following:
 - \$3,000 for monthly kitchen cleaning
 - 3% increase across the board on all other building repairs and expenses.

Professional Services

- Level Funded
- Motion Picture Licensing
- MySenior Center Software

Communications

- Level Funded

Maintenance Supplies

- Level Funded

Office Supplies

- Increased by \$300 to cover additional paper usage and supplies used by the Veterans Services Department

All Other Supplies- n/a

Computer Equipment

- Moved to Computer Services

Uniforms

- Moved to Salaries

Travel

- Level funded

Dues and Membership

- FY21 MCOA Annual Dues \$1470.72- Dues increased

Staff Development

- It is \$495/per person to attend the MCOA Annual Conference in October. Director, Outreach Coordinator, Executive Secretary, and Activities Coordinator will attend.

Capital Outlay

- 20 additional chairs in the Media Room to support the

Priorities

- Cover van driver(s) salaries
- Cover Transportation Coordinator Salary
- Replace Carpet in Office Suite
- Additional furniture in the Media Room
- Wireless Internet

Tewksbury Senior Center

Guest Chair- Add'l

****Pricing is per OFF38 state contract****

1 of 1

WB Mason Co
Meghan Rocha

Item	✓	Mfg	Qty	Part Description	Alias 1	Alias 2	Sell	Ext Sell
1	✓	HON	20	Ceres Guest/Multi purpose Four Leg Stacking Arm: Fixed Arm Option: Glide Back: Upholstered in-back Gr 2 UPH Whisper Vinyl COLOR: Indigo FRAME: Black			\$ 252.56	\$ 5,051.20
Grand Total								\$ 5,051.20

Council on Aging Priorities FY21

1. New Furniture for the Media Room
 - a. Add additional seating to the media room to allow for socialization, movie & current event viewings, as well as education opportunities.
 - b. We have been co-sponsoring movies with the Tewksbury Public Library which currently only seats 20. Many of our seniors have been attending and we have been pulling chairs from other spaces in the building.
 - c. Quote for 20 additional chairs attached.

2. Move two out of three part-time drivers from Formula Grant, to COA Salaries. As well as hire a part-time Transportation Coordinator for 15 hours a week.
 - a. Goal: to move 1 full-time employee or the equivalent to COA Salaries each fiscal year
 - b. Continue to expand our service offerings with our transportation program.
 - i. Cover van driver(s) salaries
 1. One Van Driver: at 19 hours a week (52.2 weeks)= \$11,723.1752
 2. Two Van Drivers: at 19 hours a week (52.2 weeks)= \$23,446.3504
 3. Three Van Drivers: at 19 hours a week (52.2 weeks)= \$35,169.5256
 - ii. Cover Transportation Coordinator Salary
 1. 15 hours per week at \$13.50 (52.2 weeks)= \$10,570.50

For the town to take on the responsibility of the transportation program it would cost \$45,740.0256. We are currently using Formula Grant funds to cover the van drivers which would free up the those funds to refurbish the Media Room and offer additional educational programing for our seniors.

3. Bring wireless internet into the building through Comcast or Verizon.

Formula Grant FY20 will be used for:

1. Three PT Drivers- up to 19hrs/wk each
 - a. If we are able to move to the Town Budget, this money would be used to purchase furniture for the Media Room.
2. Transportation Coordinator- we anticipate the transportation program will continue to grow.
 - a. If this was funded by the Town Budget, this money would be used to purchase a washer & dryer, as well as fund educational programs.
3. Volunteer Coordinator- 5 hrs/wk
4. PT Nutrition Assistant to oversee Salad Bar- up to 11 hrs/wk
5. Fitness Classes, to offset cost to seniors/center- 17 classes/wk taught by professional instructors. Six free classes provided by CTI. These numbers likely to increase.
6. Postage for newsletter
7. Volunteer Reception
8. Any additional furniture/equipment, staff and/or projects

Formula Grant FY21 will be used for:

9. Three PT Drivers- up to 19hrs/wk each
 - a. If we are able to move to the Town Budget, this money would be used to purchase furniture for the Media Room.
10. Transportation Coordinator- we anticipate the transportation program will continue to grow.
 - a. If this was funded by the Town Budget, this money would be used to purchase a washer & dryer, as well as fund educational programs.

11. Volunteer Coordinator- 5 hrs/wk
12. PT Nutrition Assistant to oversee Salad Bar- up to 11 hrs/wk
13. Fitness Classes, to offset cost to seniors/center- 17 classes/wk taught by professional instructors. Six free classes provided by CTI. These numbers likely to increase.
14. Postage for newsletter
15. Volunteer Reception
16. Any additional furniture/equipment, staff and/or projects

Revolving Account will continue to be used for:

1. Staff overtime
2. Events/Activities/Recreation
3. Educational seminars and support groups
4. Transportation expenses (fuel and repairs)
5. Trips
6. Fitness Classes
7. Salad Bar
8. Coffee station supplies, etc.

Date range from 01/01/2019 to 12/31/2019

Filters:

Age: >=0
Site(s): All
Gender: Female Male

Checkin C 21282

Days in Rε 247

Avg Duplic 86.16

Avg Per Weekday

Monday 87.47

Tuesday 118.14

Wednesday 98.1

Thursday 86.4

Friday 43.22

Saturday 10

Avg Per Day by Month

January 75.5

February 87.16

March 92.18

April 101

May 84.96

June 87.45

July 83.95

August 80.23

September 89.85

October 100.91

November 87.33

December 56.59

Outreach Service Stats for 2019

Interaction	Duplicated	Unduplicated
Case Manager Consultation	8	7
Home Consultation	50	39
Notes	114	70
Office Consultation	119	86
Phone Consultation	430	212
Total	721	284
Total 2018	621	271
Total 2017	340	165
Total 2016	127	86