

<b>COUNCIL ON AGING</b>	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	256,836	256,836	266,009	265,628	203,489	203,425	259,877	267,330	267,330	
5112 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5120 Temporary Part-Time	-	-	-	-	7,651	7,651	-	-	-	
5130 Overtime	-	-	1,309	1,309	914	914	2,000	2,000	2,000	
5135 Uniforms	440	340	440	440	45	45	540	540	540	
5150 Car Allowance	3,600	3,600	3,300	3,300	2,100	2,100	3,600	3,600	3,600	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>260,876</b>	<b>260,776</b>	<b>271,058</b>	<b>270,677</b>	<b>214,199</b>	<b>214,135</b>	<b>266,017</b>	<b>273,470</b>	<b>273,470</b>	
<i>Operating</i>										
5210 Energy Utilities	61,090	61,090	62,809	62,643	59,847	59,847	64,086	64,086	64,086	
5240 Repairs and Maintenance	53,847	53,847	74,058	73,480	109,560	109,488	72,580	72,946	72,946	
5310 Professional Services	2,710	2,710	1,901	1,901	1,869	1,869	1,865	2,000	2,000	
5340 Communications	576	576	480	480	374	374	-	-	-	
5402 Maintenance Supplies	6,427	6,390	3,180	3,180	6,161	6,161	6,000	6,000	6,000	
5420 Office Supplies	10,922	10,922	1,426	1,426	3,303	3,303	3,700	3,700	3,700	
5423 All Other Supplies	-	-	-	-	-	-	-	-	-	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5580 Uniforms	-	-	-	-	-	-	-	-	-	
5701 Travel	218	218	63	63	151	151	300	300	300	
5730 Dues and Memberships	1,471	1,471	1,471	1,471	-	-	1,500	1,500	1,500	
5790 Staff Development	615	615	1,700	1,700	225	225	2,530	2,643	2,643	
<b>Total Operating</b>	<b>137,875</b>	<b>137,839</b>	<b>147,086</b>	<b>146,342</b>	<b>181,491</b>	<b>181,419</b>	<b>152,561</b>	<b>153,175</b>	<b>153,175</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>								
<b>Total Budget</b>	<b>398,751</b>	<b>398,615</b>	<b>418,145</b>	<b>417,019</b>	<b>395,689</b>	<b>395,554</b>	<b>418,578</b>	<b>426,645</b>	<b>426,645</b>	

	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 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	1	
<b>Total Staffing</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>-</b>

**FISCAL YEAR 2023  
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
Janice Conole	Director	7/30/2012	8	5	76,906		129		77,035
Janice Conole	Director	7/30/2012	8	5			1,568		1,568
Vacant	Building Maint.	02/01/22	2	2	27,105				27,105
Vacant	Building Maint.	02/01/23	2	3	20,522				20,522
Vacant	Sr. Clerk Secretary	02/01/22	1	2	23,115				23,115
Vacant	Sr. Clerk Secretary	02/01/23	1	3	17,469				17,469
Christina Hess	Outreach Worker	1/4/2021	4	7	41,872				41,872
Christina Hess	Outreach Worker	1/4/2021	4	8	15,728				15,728
Diane Dunlevy	Activities Coordinator	7/1/2016	2B	4	41,914		1,000		42,914
									-
<b>Total Regular Salaries</b>									267,330

**Permanent Part-Time Salaries**

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

**Temporary Part-Time Salaries**

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

**Overtime**

Name	Position	Ann. Date	Grade	Step	Amount	Longevity %	Longevity \$	Wage Def.	Total Benefit
	Misc Staff				2,000				2,000
<b>Total Overtime</b>									2,000

**Uniform Allowance**

Name	Position	Ann. Date	Grade	Step	Amount	Longevity %	Longevity \$	Wage Def.	Total Benefit
Vacant	Building Maint.				540				540
<b>Total Uniform Allowance</b>									540

**Car Allowance**

Name	Position	Ann. Date	Grade	Step	Per/Month	# Months	Longevity %	Longevity \$	Wage Def.	Total Benefit
Janice Conole	Director				150	12				1,800
Christina Hess	Outreach Worker				150	12				1,800
<b>Total Car Allowance</b>									3,600	

**Sick Leave Buy Back**

Name	Position	Retirement Date	Ann. Date	Grade	Step	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
										-
<b>Total Sick Leave Buy-Back &amp; Vacation Separation</b>										-

<b>Department Total</b>										273,470
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**FISCAL YEAR 2023  
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Janice Conole	Director	7/30/2012	8	5	76,906		129		77,035
Janice Conole	Director	7/30/2012	8	5			1,568		1,568
Vacant	Building Maint.	02/01/22	2	2	27,105				27,105
Vacant	Building Maint.	02/01/22	2	3	20,522				20,522
Vacant	Sr. Clerk Secretary	02/01/22	1	2	23,115				23,115
Vacant	Sr. Clerk Secretary	02/01/22	1	3	17,469				17,469
Christina Hess	Outreach Worker	1/4/2021	4	7	41,872				41,872
Christina Hess	Outreach Worker	1/4/2021	4	8	15,728				15,728
Diane Dunlevy	Activities Coordinator	7/1/2016	2B	4	41,914		1,000		42,914
									-
<b>Total Regular Salaries</b>									267,330

**Permanent Part-Time Salaries**

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

**Temporary Part-Time Salaries**

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

**Overtime**

Name	Position	Ann. Date	Grade	Step	Amount	Longevity %	Longevity \$	Wage Def.	Total Benefit
	Misc Staff				2,000				2,000
<b>Total Overtime</b>									2,000

**Uniform Allowance**

Name	Position	Ann. Date	Grade	Step	Amount	Longevity %	Longevity \$	Wage Def.	Total Benefit
Vacant	Building Maint.				540				540
<b>Total Uniform Allowance</b>									540

**Car Allowance**

Name	Position	Ann. Date	Grade	Step	Per/Month	# Months	Longevity %	Longevity \$	Wage Def.	Total Benefit
Janice Conole	Director				150	12				1,800
Christina Hess	Outreach Worker				150	12				1,800
<b>Total Car Allowance</b>									3,600	

**Sick Leave Buy Back**

Name	Position	Retirement Date	Ann. Date	Grade	Step	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
										-
<b>Total Sick Leave Buy-Back &amp; Vacation Separation</b>									-	

<b>Department Total</b>									273,470
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**FISCAL YEAR 2022  
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Janice Conole	Director	7/30/2012	8	5	75,214	5 years	1,000		76,214
Brian McNaught	Building Maint.	12/7/2020	2	3	20,671				20,671
Brian McNaught	Building Maint.	12/7/2020	2	4	29,147				29,147
Courtney Coviello	Sr. Clerk Secretary	11/30/20	1	2	35,339				35,339
Courtney Coviello	Sr. Clerk Secretary	11/30/2020	1	3	3,614				3,614
Chritina Hess	Outreach Worker	1/4/2021	4	6	34,511				34,511
Chritina Hess	Outreach Worker	1/4/2021	4	7	20,350				20,350
Diane Dunlevy	Activities Coordinator	7/1/2016	2B	2	39,032	5 years	1,000		40,032
									-
									-
<b>Total Regular Salaries</b>									259,877

**Permanent Part-Time Salaries**

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

**Temporary Part-Time Salaries**

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

**Overtime**

Name	Position	Amount	Total Benefit
	Misc Staff	2,000	2,000
<b>Total Overtime</b>			2,000

**Uniform Allowance**

Name	Position	Amount	Total Benefit
Brian McNaught	Building Maint.	540	540
<b>Total Uniform Allowance</b>			540

**Car Allowance**

Name	Position	Per/Month	# Months	Total Benefit
Janice Conole	Director	150	12	1,800
	Outreach Worker	150	12	1,800
<b>Total Car Allowance</b>				3,600

**Sick Leave Buy Back**

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
							-
<b>Total Sick Leave Buy-Back &amp; Vacation Separation</b>							-

<b>Department Total</b>							266,017
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**FISCAL YEAR 2021  
COUNCIL ON AGING DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Director	7/8/2015	9	3	-				-
	Director	7/8/2015	9	4	-	5 years			-
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	22,476				22,476
Diane Dunlevy	Activities Coordinator	7/1/2016	1B	4	36,806				36,806
									-
									-
									-
<b>Total Regular Salaries</b>									203,489

**Permanent Part-Time Salaries**

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

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Recording Secretary				7,651				7,651
<b>Total Temporary Part-Time Salaries</b>									7,651

**Overtime**

Name	Position				Amount				Total Benefit
	Misc Staff				914				914
<b>Total Overtime</b>									914

**Uniform Allowance**

Name	Position				Amount				Total Benefit
Robert Noel	Building Maint.				45.00				45
<b>Total Uniform Allowance</b>									45

**Car Allowance**

Name	Position				Per/Month	# Months			Total Benefit
	Director				150	2			300
Carly Kascak	Outreach Worker				150	12			1,800
<b>Total Car Allowance</b>									2,100

**Sick Leave Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
<b>Total Sick Leave Buy-Back &amp; Vacation Separation</b>									-

<b>Department Total</b>									214,198.84
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**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5240 Repairs and Maintenance*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
53,847	53,847	74,058	73,480	109,560	109,488	72,580	<b>72,946</b>	<b>72,946</b>

Pest Control	1,116	1,116
Ricoh Lease	1,800	1,800
Ricoh Usage	1,600	1,600
Fire Equip Inspections	1,200	1,200
Irrigation	1,000	1,000
Alarm Monitoring	430	430
HVAC Spring & Fall Prevent. Maintenance	12,000	12,000
Monthly Kitchen Cleaning	3,000	3,000
Camera License	400	400
Landscape	11,000	11,000
Elevator Inspection every 2 yrs	1,100	1,100
Movable Wall Maintenance	3,000	3,000
Stove/ Hood Inspect & Maint	500	500
Walk-in Refrig Inspect & Maint	600	600
Ice Machine Maintenance	600	600
Generator Maintenance	4,600	4,600
All Other Building Repairs	29,000	29,000
<i>Total 5240 Repairs and Maintenance:</i>	<b>72,946</b>	<b>72,946</b>

**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5310 Professional Services*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
2,710	2,710	1,901	1,901	1,869	1,869	1,865	<b>2,000</b>	<b>2,000</b>

My Senior Center software updates, maintenance and support	1,750	1,750
Motion Picture License to show Films Committee	250	250

*Total 5310 Professional Services:*                      2,000                      2,000



**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5402 Maintenance Supplies*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
6,427	6,390	3,180	3,180	6,161	6,161	6,000	<b>6,000</b>	<b>6,000</b>

Maintenance Supplies	2,650	2,650
Janitorial Supplies	3,000	3,000
Lighting Supplies	350	350
<i>Total 5402 Maintenance Supplies:</i>	6,000	6,000

**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5420 Office Supplies*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
10,922	10,922	1,426	1,426	3,303	3,303	3,700	<b>3,700</b>	<b>3,700</b>

General Office Supplies	3,000	3,000
Ricoh Copier Supplies	700	700
<i>Total 5420 Office Supplies:</i>	3,700	3,700

**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5423 All Other Supplies*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
-	-	-	-	-	-	-	-	-

Currently being supported by COA revolving account  
Community events expenses

*Total 5423 All Other Supplies:* - -



**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5580 Uniforms*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
-	-	-	-	-	-	-	-	-

Uniform allowance for Bldg. Maintenance Person- moved to salaries in FY15

*Total 5580 Uniforms:* - -

**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5701 In-State Travel*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
218	218	63	63	151	151	300	<b>300</b>	<b>300</b>
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*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
1,471	1,471	1,471	1,471	-	-	1,500	<b>1,500</b>	<b>1,500</b>

FY21 MCOA Annual Dues 1,500 1,500

*Total 5703 Dues and Memberships:* 1,500 1,500

**DESCRIPTION/DETAIL**

**COUNCIL ON AGING OPERATING**

*5790 Staff Development*

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	<b>FY2023 DEPT REQ</b>	<b>FY2023 TM REC</b>
615	615	1,700	1,700	225	225	2,530	<b>2,643</b>	<b>2,643</b>

MCOA Conference 3-Day	2,000	2,000
ESMV Annual Meeting	75	75
Continuing Ed Classes	500	500
LCSW License	68	68
<i>Total 5790 Staff Development:</i>	2,643	2,643



### Priorities Breakdown FY23

- Increase hours from 19 to 25 for Van Driver and reclassify the position to Transportation Coordinator/Van Driver
  - One Van Driver: at 19 hours a week (52.2 weeks)= \$15,372.90
- Cover Transportation Coordinator Salary
  - 25 hours per week at \$16.50 (52.2 weeks)= \$21,532.50

For the town to take on the responsibility of one of the Transportation Coordinator/Van Driver position it would cost \$21,532.50. We are currently using Formula Grant funds to cover the van drivers which would free up one of those salaries to replace the seating in the two halls and offer additional educational programming for our seniors.

- New chairs in the Halls A & B
  - Goal: to replace 250 chairs in the function rooms
- Move a van driver out of two part-time drivers from Formula Grant, to COA Salaries. Upgrade the van driver position to a transportation coordinator/van driver working 25 hours per week.
  - Goal: to reassign transportation coordination to the transportation area of the department freeing up the Outreach Coordinator to provide much need outreach services to the community.
- Grow our Outreach services to the community using resources from local colleges by way of students pursuing Bachelor's and Master's degrees. The present Outreach Coordinator is a Master's level Social Worker LCSW and will supervise these students.
- Work creatively with local resources to provide much needed socialization and engagement at the Senior Center. Continue to pursue opportunities for grant funded programs to enhance the lives of older adults in the community.

## Transportation Coordinator Position

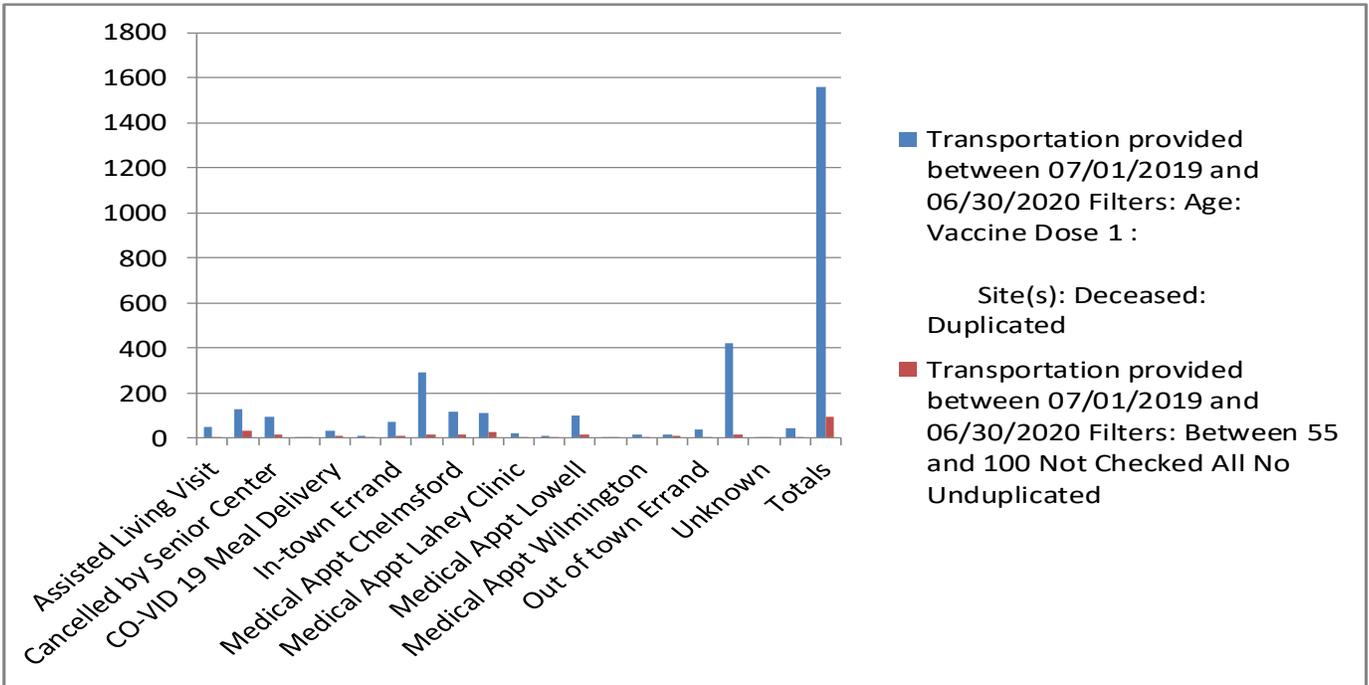
Presently the transportation schedule is being coordinated by our Outreach Worker Position. The most recent hire in that position is an LCSW (Licensed Clinical Social Worker). This additional certification has helped me meet my goal of focusing on Outreach for the community in Tewksbury. The social isolation that the pandemic has created for the 60+ or under 60 disabled citizens of Tewksbury has created a new wave of need for mental health support. The State of Massachusetts sees this need and has provided support through SIG monies and resources to combat this dilemma. The focus of outreach from the senior center has put a burden on the single Outreach Worker who was hired to perform outreach duties as well as transportation coordination. I have worked with Boston College to have interns, supervised by the Outreach Coordinator, in an effort to provide more services without burdening the Town with additional cost of Outreach Staff.

Our Transportation program provides much needed rides to our older adult population. Many older adults have to surrender their licenses, have no local family members to help them or have physical complications that prevent them from having the independence of driving themselves to their appointments or help them run errands. Statistically we provided more rides pre-covid than during covid. However the requests for rides are increasing and should surpass what we provided pre-covid. **(See attached charts).**

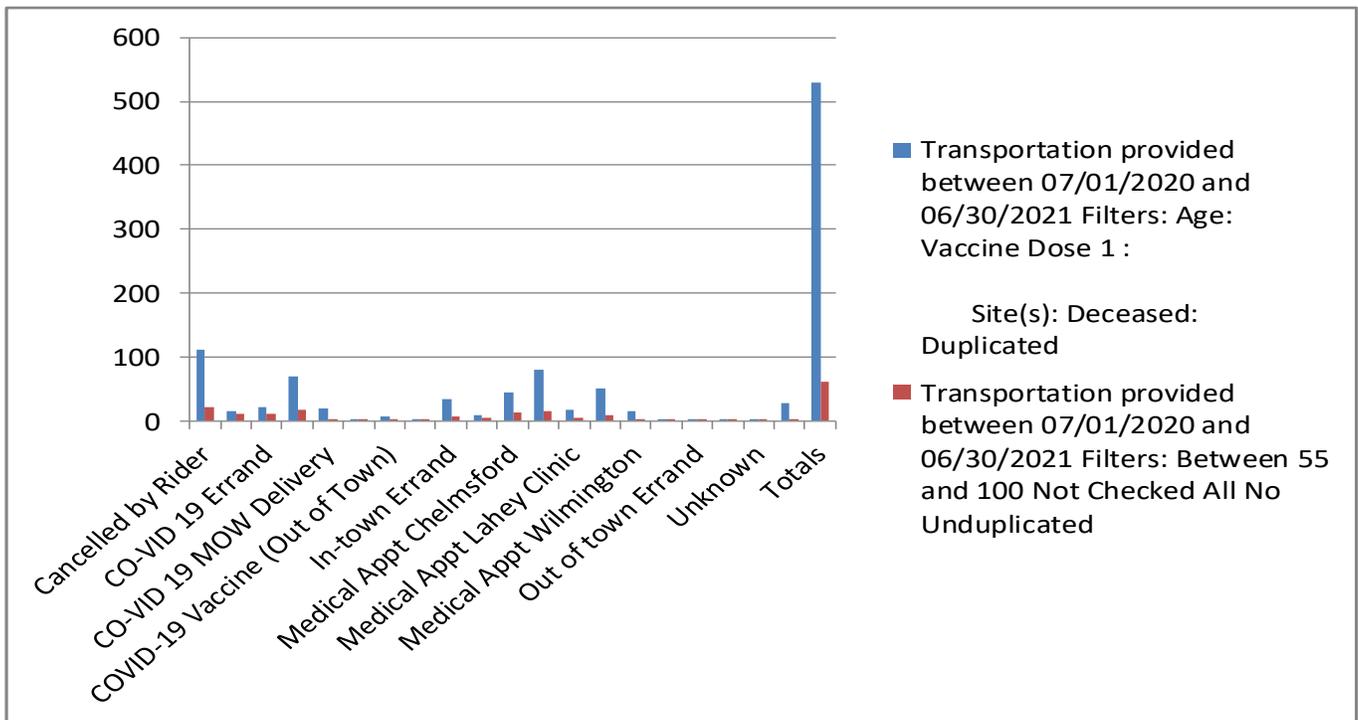
My goal is to transition a van driver from a part time position of a driver to a 25 hour a week position of transportation coordinator and van driver.

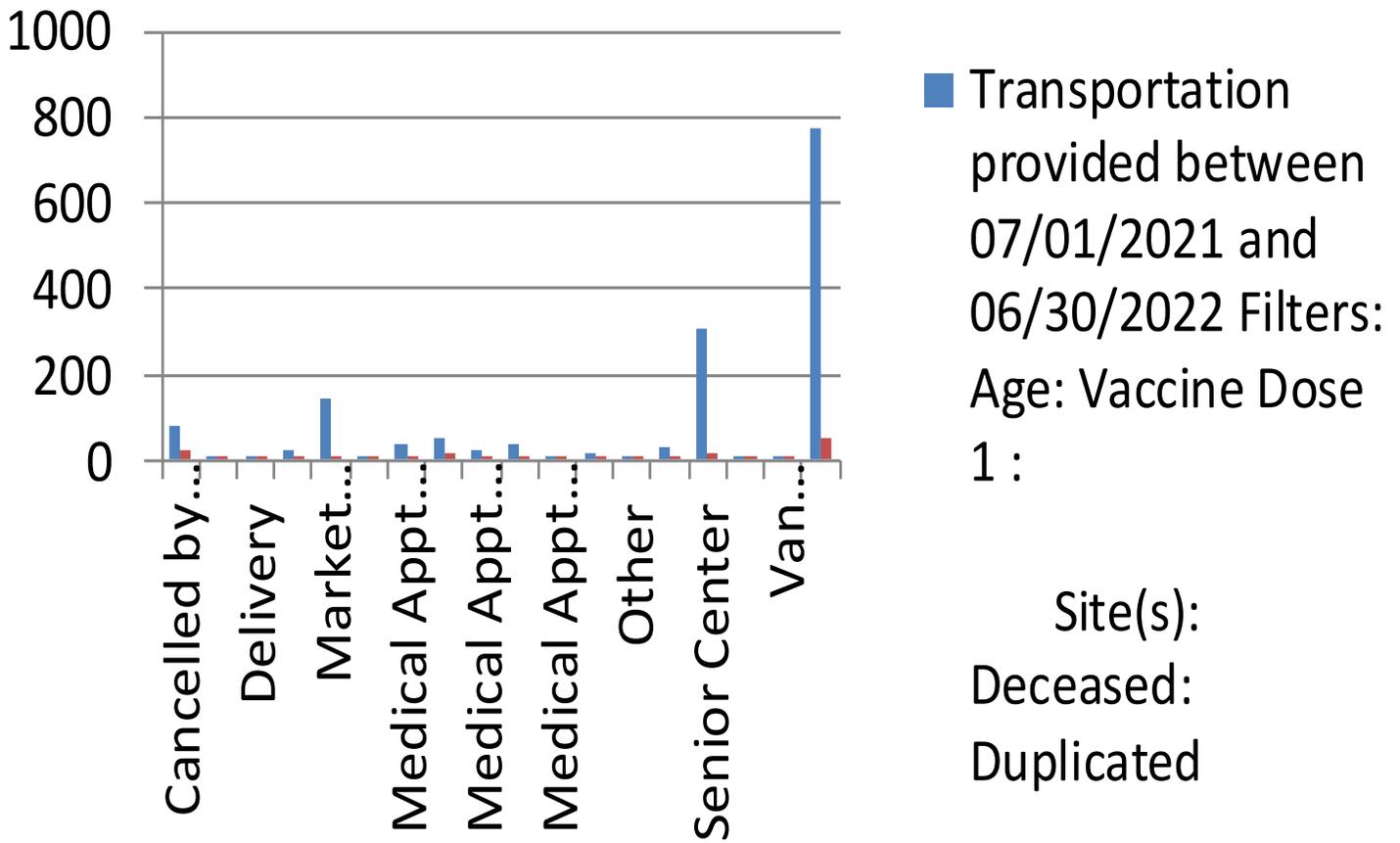
Previous Directors as well as I have made it a priority to transition one van driver position salary to the Town in the past 5 budget requests. Presently we have two van drivers working 19 hours each every week. I would like to have the transportation coordinator/van driver's salary paid from my salary budget in FY23. I propose at 25 hour position at 15.80/hr. This would be a cost of \$20,619 annually.

Pre-Pandemic our transportation services provided a total of 1559 rides for 92 riders. There were 420 rides to the senior center and 368 rides for medical appointments. This was during FY20



During COVID—Ridership was down due to covid restrictions; however services were still in place. Total of 530 rides for 61 individuals bulk of which were medical and food related—FY21





171 medical rides in the first 5 months of FY22. With 307 Rides to the Senior Center in that timeframe. If the ridership stays the same we should see rides to the senior center double by the end of the fiscal year. We are already nearly surpassing the requests for rides to the senior center pre-covid, in the first 5 months of FY22.

At the rate we are providing medical rides we should see slight increase being conservative about the numbers. However, many doctors are still doing tele-health appoints which if those options are cancelled could increase the burden on the senior center transportation program.