

LUNENBURG COUNCIL ON AGING *Minutes Approved at 5/8/12 COA Meeting*
FINANCE COMMITTEE MINUTES FOR THE 2013 COA BUDGET

January 18, 2012

Minutes of the COA Finance Committee January 10th and January 18, 2012

January 10, 2012

The meeting of the Lunenburg Council on Aging was opened at 9: AM.

Present were Deborah Seeley, Jane Doyle, Fred Crellin, James Hays and, the Director, Doreen Noble.

Purpose of the meeting was to develop a budget for fiscal year 2013.

Budget information was distributed:

Memorandum from Town Manager, Kerry Speidel that included:

- Form 1: Budget Detail Spreadsheet
- Form 2: Departmental Personnel Detail
- Form 3: Organization Chart
- Form 4: Departmental Programs & Performance Measures
- Form 5: Departmental Mission & Goals.

The committee reviewed the information on the Budget Detail Spreadsheet that showed prior year actual (2011), 2012 Budget, 6 months' actual expenses for 2012, and blank columns for preparation of two budgets for 2013. One budget showing Level Funding and the other assuming a successful override budget

The Committee discussed Level Funding Budget first to assure that despite the contractual requirements for 2013 all figures were to total the same as the 2012 Budget. Contractual items that included Union personnel and the Director payrolls were reviewed and the Director explained the increases per union and non-union contracts. The non-union items would have reflected planned increases of 3%.

Due to time constraints the committee adjourned at 9:58 AM to be resumed at 9 AM on January 18, 2012.

The Committee meeting resumed at 9:03 AM on January 18, 2012 to continue 2013 Budget Activities.

Present were: Deborah Seeley, Jane Doyle, Fred Crellin, James Hays and, the Director, Doreen Noble.

At the opening the Director presented a budget package that completed most of the requirements.

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A spreadsheet showing a Level Funded Budget for 2013 with minor changes to the 2012 Budget. The changes are reducing outreach worker item by \$5,204 and including a new item – Custodian for \$5,204 (10 hours per week). Also discussed was an item for Training & Licenses could be part of Meetings & Schools.

The Director's "Override" 2013 Budget was reviewed next. This Budget included all of the Contractual Salary increases and most of the outreach worker and also included more hours for the Custodial item thus the Personnel subtotal to \$105,447. *It must be remembered that Outreach also receives Formula Grant Funds to fulfill this important function.*

Expenses included in the "Override" 2013 Budget that receive a 5% increase are Electricity, Heating (Natural Gas), and Sewer Charges. Water charges are increased by 25%, as this year's 6 month's costs has already met the 2012 budgeted amount. Items receiving 10% are Postage, Office Supplies, and Mileage Reimbursement. The committee took no exception to these increases and deemed them reasonable. Programs, Advertising, Meetings & Schools remain unchanged. An Item for Training & Licenses was added for \$500 that would cover costs of licenses and training needed for selected employees to conform to legal and proof of competency requirements for job performance, e.g. ServeSafe for kitchen staff and supervision.

The Committee voted to accept both the Level Funded and "Override" Budgets.

The Committee discussed Departmental Goals of the Director:

- To Improve overall service levels by 10%.
- To Introduce new programs in the area of health and wellness.
- To increase the number of younger seniors using our services.
- To have an outdoor recreation area constructed.
- To have a parking lot constructed.
- To increasing staffing in the area of custodial care.
- To increase staffing in the area of Outreach.

The Director stated that the Goal of "Improving overall service level by 10% in FY 2013 reflects the additional number of Lunenburg residents becoming Seniors. The Committee requested that "To create a Director's Job Description" be added to Goals.

Changes to the Organization Chart were requested to reflect a more accurate chart showing line and staff duties. In particular, the Administrative Assistant does not have direct line responsibilities over Food Services, Outreach, or Van Drivers, which is directly under the Director, also volunteers are the responsibility of the Outreach Worker. It is understood that in the Director's absence the Administrative Assistant could be delegated to act for the Director, otherwise the

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Administrative Assistant should be shown as a staff person to the Director. The Finance Committee added lines to evidence open communication between all on the organization chart.

The schedule of Departmental Programs was explained by the Director and was embraced by the Committee.

The meeting adjourned at 9:50 AM.

The Budget and related forms will be presented by "Power Point" by the Director to the Town Finance Committee and Selectmen, and a courtesy to the COA .

The Committee wishes to thank the Director for her extensive preparation for our meeting on the 18th. This preparation allowed the Committee to complete our work quickly and permitted a much earlier than expected adjournment.

Respectfully submitted,

James A. Hays
Chairman

Encl: Town Manager's Budget Memo

2013 COA finaice Committee Budget 2013

Total Salaries & Wages	Level Budget
	\$95,603.00
EXPENSES	
Electricity	\$9,352.00
Office Equipment Maint.	\$0.00
heating/Nat gas	\$6,180.00
water	\$800.00
Sewer	\$1,500.00
Programs	\$250.00
Postage	\$250.00
Advertising	\$100.00
OfficeSupplies	\$400.00
Purchase Computers	\$0.00
Meetings/School	\$525.00
Mileage Reimbursement	\$3,500.00
Office Expense & Repairs	\$0.00
Training & Licenses	\$0.00
Total Expenses	\$22,857.00
Total Budget	\$118,460.00

NOTE - Not Included- MART Supplements Office Van Clerical & Drivers
Also Grant Funds supplenent Outreach

**Override
Budget**

\$105,447.00

\$9,539.00

\$0.00

\$6,489.00

\$1,000.00

\$1,575.00

\$250.00

\$275.00

\$100.00

\$440.00

\$0.00

\$525.00

\$3,850.00

\$0.00

\$500.00

\$24,543.00

\$129,990.00