Council on Aging Responses to FinCom Questions
December 10, 2015

Where does the proposed Bistro show up in the budget?

The BISTRO does not show up under the budget because this funding was secured through the Cummings Foundation which made a grant to the Friends of the Cameron in spring of 2015.

An allocation of this funding was earmarked to enhance the meal opportunities through the Cameron. Currently, there is a Meal on Wheels and Congregate meal program offered through the Cameron COA by the Executive Office of Elder Affairs.

The $6.4 to increase operating hours- Where does this show up?

This funding would be found under Personal Services line item: Outreach Coordinator

How many people are utilizing program and services?

Social Services-

Four month period break-out which include the months of June, July, Sept. and Oct.:

Responded to 827 telephone calls

Engaged in 285 office visits at the Cameron and

Provided 197 home visits

Social services can include fuel assistance, food pantry, case management, health insurance guidance, assistance in completing housing, TREAD, SNAP and other benefits program applications, financial assistance in hardship situations, small home repairs by volunteers, provide medical equipment, and advocacy.

Transportation-

Between the months of June thru October our COA transportation program provide between 703 to 740 trips monthly to the senior center, grocery store, medical appointments and other special transportation locations.

Exercise/Wellness and Enrichment-

The Cameron typically serves 225 plus participants a day.

Wellness/Fitness

We offer 16 exercise classes a week and access to a fitness center open from 8:00AM-3:30PM each day. Also, our COA offers monthly Health Screenings through the Board of Health, Podiatry Clinic and Hearing Clinic.

Enrichment opportunities-
Watercolor, quilting, art/open studio, Music Makers, UPBEAT Band, billiards, ping pong, BINGO, movies, WII, card games, Scrabble, computer and genealogy instruction, men and women's breakfast, day trips and other special monthly programming.

Meals on Wheels and Congregate Lunch- These programs are administered through the Executive Office of Elder Affairs. Meals on Wheels delivers around 15-20 meals a day. Congregate breakfast and lunch program serves approximately 10 meals a day.

Special Events- Gay 90's, Holiday Luncheon, Holiday Social Breakfast Grill Nights, Holiday Luncheon, St. Patrick's Day Party, New Year's Eve Luncheon, etc.. These events typically range from 70-200 participants depending on location.

Also, we have a thrift shop called the Cameron Closet that is run by the Friends of the Cameron and sells a wide selection of gently used items at affordable prices.

Lastly, we are glad to help coordinate the TREAD and Tax Work Programs for the Town. The Tax Work program employs 20 adults age 60 and over and five Veterans.

Why does the Senior Center have snow removal as a personnel and expense line item?

Due to the varying level of safety concerns we may sometime need to have additional clearing to ensure that walkways and building roof lines are safe leading to the entrance of the Cameron. Last year, the roof did have to be cleared as well as ice banks.

Dan: It's listed as snow removal and not overtime because the maintenance worker at the Senior Center only works 26 hours per week and would not be paid overtime for additional hours to clear snow. In other departments, additional hours would require overtime.

Please include revenue and revolving funds activity and list?

See attached Revolving Account Report

Where does the additional $6,432.64 in increased staff costs for evening hours show up in the budget?

These funds can be found under the Personal Services line items: Outreach Coordinator

Why increase Outreach Coordinator and van drivers?

We are utilizing our 14 passenger van more since we have only one driver for 18 passenger van. Also, new to our center we are offering monthly day trips to places which include: Westford Farmer's Market, Concord River Boat Trip, Sand Castle Viewing in Hampton Beach, Merrimack Outlets and etc.. Also, we will be providing transportation to nightly and weekend events that are in partnership with the Cameron.

Outreach coordinator's hours have been increased to cover additional proposed hours of center openings on Tuesdays and Thursdays from 4-7PM in FY2017.

What were the FY15 and YTD16 FINCOM reserve account requests? None

FY16 YTD BUDGET

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0280 REVOLVING FUNDS							
28541545 SR CTR FITNESS RM -REVOLVING							
28541545 570000 SR CTR FITNESS RM	45,642	3,653	49,294	931.80	.00	48,362.64	1.9%
TOTAL SR CTR FITNESS RM -REVOLVING	45,642	3,653	49,294	931.80	.00	48,362.64	1.9%
TOTAL REVOLVING FUNDS	45,642	3,653	49,294	931.80	.00	48,362.64	1.9%
TOTAL EXPENSES	45,642	3,653	49,294	931.80	.00	48,362.64	
GRAND TOTAL	45,642	3,653	49,294	931.80	.00	48,362.64	1.9%

** END OF REPORT - Generated by Dan O'Donnell **

TOWN OF WESTFORD
YEAR TO-DATE BUDGET REPORT
FY16 YTD BUDGET

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0280 REVOLVING FUNDS							
28540546 SR CTR PROGRAMS 53E1/2 REVOL							
28540546 570000 SR CTR PROGRAM 53E	4,681	9,880	14,561	10,554.60	.00	4,006.60	72.5%
TOTAL SR CTR PROGRAMS 53E1/2 REVOL	4,681	9,880	14,561	10,554.60	.00	4,006.60	72.5%
TOTAL REVOLVING FUNDS	4,681	9,880	14,561	10,554.60	.00	4,006.60	72.5%
TOTAL EXPENSES	4,681	9,880	14,561	10,554.60	.00	4,006.60	
GRAND TOTAL	4,681	9,880	14,561	10,554.60	.00	4,006.60	72.5%

** END OF REPORT - Generated by Dan O'Donnell **

FY16 YTD BUDGET

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
01540100 SENIOR CENTER - P/S							
01540100 511510 RECORDS SUPERVISOR	55,237	0	55,237	23,823.35	.00	31,413.65	43.1%
01540100 511550 SENIOR ASSISTANT	0	30,256	30,256	10,316.25	.00	19,939.75	34.1%
01540100 511560 DEPT ASSISTANT	30,256	-30,256	0	.00	.00	.00	.0%
01540100 511650 CUSTODIANS	32,712	0	32,712	14,285.95	.00	18,426.05	43.7%
01540100 512015 REGISTRAR	10,558	0	10,558	4,684.31	.00	5,873.69	44.4%
01540100 512040 EVENING SUPERVISOR	8,619	0	8,619	1,853.38	.00	6,765.62	21.5%
01540100 515050 LONGEVITY	847	0	847	870.00	.00	-23.00	102.7%*
01540100 529030 SNOW REMOVAL COVER	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL SENIOR CENTER - P/S	139,229	0	139,229	55,833.24	.00	83,395.76	40.1%
01540200 SENIOR CENTER - EXP							
01540200 517070 UNIFORM ALLOWANCES	270	0	270	67.98	.00	202.02	25.2%
01540200 521010 ELECTRICITY	32,000	0	32,000	9,173.27	25,826.73	-3,000.00	109.4%*
01540200 521020 NATURAL GAS	11,209	0	11,209	1,527.67	.00	9,681.33	13.6%
01540200 523010 WATER	2,000	0	2,000	582.03	.00	1,417.97	29.1%
01540200 523020 SEWER/SEPTIC	3,000	0	3,000	.00	.00	3,000.00	.0%
01540200 524010 BUILDING MAINTENAN	3,000	0	3,000	2,872.58	.00	127.42	95.8%
01540200 524030 EQUIPMENT MAINTENA	1,800	0	1,800	990.00	.00	810.00	55.0%
01540200 524100 BLDG MAINT-HVAC	5,000	0	5,000	.00	.00	5,000.00	.0%
01540200 524103 BLDG MNT-GEN & ELE	500	0	500	.00	.00	500.00	.0%
01540200 524110 BLDG MAINT-ELEVATO	1,500	0	1,500	1,483.00	952.00	-935.00	162.3%*
01540200 524112 BLDG MAINT-FIRE/AL	1,500	0	1,500	1,021.06	.00	478.94	68.1%
01540200 529030 CONTRACTED SNOW RE	1,000	0	1,000	.00	.00	1,000.00	.0%
01540200 542080 OFFICE EQUIPMENT	600	0	600	.00	.00	600.00	.0%
01540200 543060 CUSTODIAL/CLEANING	4,500	0	4,500	1,872.34	.00	2,627.66	41.6%
01540200 543110 LIGHTING/ELECTRICA	1,000	0	1,000	228.45	.00	771.55	22.8%
01540200 549080 BOTTLED WATER	200	0	200	247.18	.00	-47.18	123.6%*
01540200 571010 TRAVEL - MILEAGE	300	0	300	130.08	.00	169.92	43.4%
01540200 571100 MEETINGS & CONFERE	300	0	300	.00	.00	300.00	.0%
TOTAL SENIOR CENTER - EXP	69,679	0	69,679	20,195.64	26,778.73	22,704.63	67.4%
01540800 SENIOR CENTER - ENCUMBRANCES							
01540800 570000 OTHER CHARGES AND	12	0	12	11.98	.00	.00	100.0%

FY16 YTD BUDGET

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL SENIOR CENTER - ENCUMBRANCES	12	0	12	11.98	.00	.00	100.0%
01541100 COUNCIL ON AGING - P/S							
01541100 511050 DIRECTOR	80,032	0	80,032	34,269.97	.00	45,762.03	42.8%
01541100 511390 SOCIAL WORKER	73,244	0	73,244	31,589.82	.00	41,654.18	43.1%
01541100 511590 OUTREACH COORDINAT	21,862	1,165	23,027	10,057.17	.00	12,969.83	43.7%
01541100 511710 VAN DRIVERS	33,436	0	33,436	12,384.46	.00	21,051.54	37.0%
01541100 515050 LONGEVITY	294	0	294	293.35	.00	.65	99.8%
01541100 578050 SENIOR REBATE PROG	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL COUNCIL ON AGING - P/S	228,868	1,165	230,033	88,594.77	.00	141,438.23	38.5%
01541200 COUNCIL ON AGING - EXP							
01541200 524020 VEHICLE MAINTENANC	3,000	0	3,000	1,108.74	.00	1,891.26	37.0%
01541200 530100 LEGAL SERVICES	100	0	100	.00	.00	100.00	.0%
01541200 530300 HEALTH/NUTRITION S	500	0	500	149.87	.00	350.13	30.0%
01541200 534010 POSTAGE	7,000	0	7,000	3,287.13	3,510.00	202.87	97.1%
01541200 538090 SENIOR VOLUNTEER S	100	0	100	.00	.00	100.00	.0%
01541200 541010 GASOLINE	13,500	0	13,500	3,810.28	.00	9,689.72	28.2%
01541200 542010 OFFICE SUPPLIES	3,000	0	3,000	896.36	.00	2,103.64	29.9%
01541200 557010 PROGRAMS & ACTIVIT	400	0	400	48.19	.00	351.81	12.0%
01541200 557020 SOCIAL & CULTURAL	400	0	400	425.60	.00	-25.60	106.4%*
01541200 571010 TRAVEL - MILEAGE	2,000	0	2,000	328.52	.00	1,671.48	16.4%
01541200 571100 MEETINGS & CONFERE	3,000	0	3,000	2,535.46	.00	464.54	84.5%
TOTAL COUNCIL ON AGING - EXP	33,000	0	33,000	12,590.15	3,510.00	16,899.85	48.8%
01541800 COUNCIL ON AGING - ENCUMBRANCE							
01541800 570000 OTHER CHARGES AND	905	0	905	905.00	.00	.00	100.0%
TOTAL COUNCIL ON AGING - ENCUMBRANCE	905	0	905	905.00	.00	.00	100.0%
TOTAL GENERAL FUND	471,693	1;165	472,858	178,130.78	30,288.73	264,438.47	44.1%
TOTAL EXPENSES	471,693	1,165	472,858	178,130.78	30,288.73	264,438.47	
GRAND TOTAL	471,693	1,165	472,858	178,130.78	30,288.73	264,438.47	44.1%

** END OF REPORT - Generated by Dan O'Donnell **