

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10135 SENIOR CITIZEN COMMISSION

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & AGENCY OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (12/15/20)	2021/2022 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE (3/3/21)	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS													
51110	ADMINISTRATION	150,026	148,882		73,295	149,455	149,455	149,455	149,455		149,455	573	0.38%
51210	CLERICAL/TECHNICAL	172,351	212,639		72,170	217,381	217,381	217,381	217,381		217,381	4,742	2.23%
51635	INSTRUCTORS	12,308	17,071		2,556	14,369	14,369	14,369	14,369		14,369	(2,702)	-15.83%
51810	OVERTIME	639	891		356	931	931	931	931		931	40	4.49%
51920	PICA	24,414	29,030		10,675	29,233	29,233	29,233	29,233		29,233	203	0.70%
	SUBTOTAL	359,728	408,513	0	159,052	411,369	411,369	411,369	411,369	0	411,369	2,866	0.70%
SERVICES													
52010	ADVERTISING	334	344		48	344	344	344	344		344	0	0.00%
52020	POSTAGE	1,674	1,802		781	1,808	1,808	1,808	1,808		1,808	6	0.33%
52039	ADA SERVICES	0	450		0	450	450	450	450		450	0	0.00%
52040	SVC. CONTRACTS & REPAIRS	56,210	49,374		25,143	35,378	35,378	35,378	35,378		35,378	(13,996)	-28.55%
52050	DUES, CONF & EDUCATION	250	530		0	530	530	530	530		530	0	0.00%
52090	HEATING FUEL	5,414	8,308		2,129	0	0	0	0		0	(8,308)	-100.00%
52100	ELECTRICITY	24,968	30,876		9,238	0	0	0	0		0	(30,876)	-100.00%
52115	WATER/SEWER	2,008	2,220		405	0	0	0	0		0	(2,220)	-100.00%
52130	PHYSICAL EXAMINATIONS	1,023	1,023		291	1,520	1,520	1,520	1,520		1,520	300	24.59%
52380	PROGRAMS	17,198	26,370		2,247	26,370	26,370	26,370	26,370		26,370	0	0.00%
	SUBTOTAL	109,079	121,494	0	40,282	66,400	66,400	66,400	66,400	0	66,400	(55,094)	-45.35%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	401	673		46	639	639	639	639		639	(34)	-5.05%
53020	OTHER SUPPLIES	2,682	2,611		1,445	2,658	2,658	2,658	2,658		2,658	47	1.80%
53070	AUTO REPAIRS	1,030	3,024		630	3,088	3,088	3,088	3,088		3,088	64	2.12%
53090	FUELS & LUBRICANTS	3,497	8,370		784	6,318	6,318	6,318	6,318		6,318	(2,652)	-29.57%
	SUBTOTAL	7,610	15,278	0	2,905	12,703	12,703	12,703	12,703	0	12,703	(2,575)	-16.85%
EQUIPMENT													
54020	FITNESS EQUIPMENT	0	1,825		0	0	0	0	0		0	(1,825)	-100.00%
54030	KITCHEN EQUIPMENT	136	120		30	120	120	120	120		120	0	0.00%
54050	AUTOMOTIVE EQUIPMENT	730	897		57	897	897	897	897		897	0	0.00%
	SUBTOTAL	866	2,842	0	87	1,017	1,017	1,017	1,017	0	1,017	(1,825)	-64.22%
	DEPARTMENT TOTAL	477,293	548,127	0	202,326	491,489	491,489	491,489	491,489	0	491,489	(56,638)	-10.33%



SENIOR SERVICES FISCAL YEAR 2022 BUDGET

Town of Waterford

FUNCTION

Chapter 4.4 of the Waterford Town Ordinances constitutes and outlines the creation of the Senior Services Commission.

2.72.060 – Duties

The commission shall:

- A. Identify, analyze and evaluate services and facilities for Waterford *senior* citizens provided by public and private agencies of the community, state and federal governments;
- B. Formulate and administer policy while continuously studying conditions and needs of Waterford *senior* citizens in relation to housing, economics, employment, health, transportation, recreation and other matters concerning their welfare; and
- C. Define the term "*senior* citizen" as it shall be construed for the purpose of administering the duties and responsibilities of the commission.

2.72.080 - Finances.

The financial needs of the commission shall be funded in the same manner as other town commissions, except that any gifts and donations, without limitation, to the Waterford *senior* citizens commission shall be deposited in the Waterford citizens commission's special revenue account and used for the specific purposes designated at the time of the donation/gift.

December 22, 2020

Robert Brule, First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Brule,

Enclosed for review is the Senior Citizens Commission's proposed budget for Fiscal Year 2022 in the amount of \$491,489. This figure represents a 10.33% decrease over last Fiscal Year (\$548,127). The total dollar reduction from last year is \$56,638.00. Part of this reduction was realized by the moving of Community Center maintenance costs to a centralized town building maintenance budget. The amount moved out of our building maintenance lines is \$53,365. This still leaves a true reduction in the Waterford Senior Citizens Commission budget of \$3,273.00 from the previous fiscal year. This budget is the result of hard work done by staff and commission members to recognize that we are in very difficult financial times. Our goal was to present as lean a budget as possible while still acknowledging that we are serving the most vulnerable population in the middle of a worldwide pandemic.

This budget supports services for Waterford seniors including transportation, Meals-On-Wheels, Medicare counseling, remote activities, drive-out and drive-in luncheons, assistance with TVCCA Energy Assistance applications, follow-up with Protective Services for the Elderly referrals, and the planning and executing of remote, distanced events such as outdoor concerts. During the months of January through October of 2019, 8,590 meals were delivered to homebound seniors in Waterford. During those same months in 2020, 11,902 meals were delivered to Waterford seniors. That is an almost 39% increase.

Transportation remains a vital service to seniors. During the beginning of the pandemic, our buses were not running. We added to make some physical modifications to our buses in order to ensure the safety of both our riders and drivers. It is worth noting that all of our mini-bus drivers are also seniors. During the time that our buses were off the road, seniors were able to access unlimited medical rides through the Eastern Connecticut Transportation Consortium. Now our buses are back on the road and transporting people to essential destinations such as medical appointments, the grocery store and yes, hair salons. We will again be making a request that our riders help defray the cost of fuel to run the vans. It is difficult at this point to predict what that amount may be. It has, however, been made very clear just how much the seniors of Waterford value this service and how very grateful they are that the drivers are once again delivering them safely to their destinations. Transportation has added back a bit of independence for our senior residents.

Thank you so much for your continued support of the work that we do. This has been a very challenging time but we have found creative ways to keep seniors connected to the community.

Respectfully Submitted,

Lisa L. Cappuccio
Senior Services Director

Carol Sanders, Chairperson
Senior Citizens Commission

Kathleen McNamara, Co-Vice Chair
Senior Citizens Commission

BUDGET SUMMARY

The FY22 Senior Services Commission budget request is \$56,628 (-10.33%) lower than the FY21 budget. The main decrease comes from all building maintenance expenditures being moved to the District's Facility Maintenance Budget (account 10111).

Series 1000 Personnel Costs

- Salaries increased based on negotiated union contracts.

Series 2000 Services

- Decreases are directly related to facility maintenance costs being transferred to account 10111.

Series 3000 Materials & Supplies

- COVID 19 directly reduced transportation due to closures. This reduced need is reflected in a decreased fuels & lubricant budget request.

Series 4000 Equipment

- There is no fitness equipment to be replaced.

Proposed Itemized Budget

	Longevity/Sick	Rate	Hours	Total Days Per Year	Sub Total	Series Sub-Total
51000 PERSONNEL COSTS						
51110 Administration						
GGA Contract 7/1/16-06/30/20						
Director DOH 4/12/2017 Class D		\$ 40.0268	2,088	261	83,576	
Assistant Director DOH 6/11/2018 Class B		\$ 31.5512	2088	261	65,879	

Administration Total \$149,455

Expended FY'20 \$150,026

Expended FY'19 \$144,265

Expended FY' 18 \$201,998

51210 Clerical/Technical						
Clerical Staff						
Senior Services Assistant DOH 11/4/1996 AS-9/S-7		\$ 31.0417	1827	261	56,713	
Longevity	\$ 600				600	
Sick Incentive (compensation for sick leave earned in excess of the max. 140 days)	\$ 652				652	
Office Support Technician DOH 9/19/2016 AS-5/S-6		\$ 24.4231	1827	261	44,621	
Enrollment Clerk DOH 10/2/2013 PT-07/S-2		\$ 14.00	7	1	98	
Enrollment Clerk DOH 9/01/2015 PT-07/S-2		\$ 14.00	7	1	98	
Transportation Staff (FY '20 we had 5,413 fares) Our transportation service was shut down in March due to COVID-19.						
(1) Driver RM DOH 06/25/1996 TC-2/S-7		\$ 24.3600	992	156	24,165	
(1) Driver PB DOH 12/3/2012 TC-2/S-5.5		\$ 22.6300	992	156	22,449	
(1) Driver PD DOH 07/22/2013 TC-2/S-5		\$ 22.0900	992	156	21,913	
(1) Driver RT DOH 6/1/2018 TC-2/S-2.5		\$ 19.5400	375	50	7,328	
(1) Substitute Driver EM * DOH 9/10/2018 SO 9/S3		\$ 16.8100	25	5	420	
*This position drives for occasional high census days, i.e. picnic, hiking, evening program, etc.						
Community Café Manager DOH 0 AS-4/S-1		\$ 18.1600	832	208	15,109	
(2) MOW Driver PT-9/S-4 delivering meals 4 days/week.		\$ 14.00	1352	208	18,928	

10135 Senior Citizens Commission FY 2021/2022

Proposed Itemized Budget

	Longevity/Sick	Rate	Hours	Total Days Per Year	Sub Total	Series Sub-Total
51000 PERSONNEL COSTS						
51210 Clerical/Technical						
Regular Part-time Employee						
Paid Time Off						
Shifts are covered by substitute drivers in order to provide service. Used SO-11/S-2 as wage to calculate the replacement time.						
(3) Regular Driver's Vacation Hrs		\$ 16.8100	179		3,009	
(3) Regular Driver's Sick Time Hrs		\$ 16.8100	76		1,278	

Clerical/Technical Total **\$217,381**

Expended FY'20 \$172,350*	Expended FY'19 \$193,031	Expended FY '18 \$185,070
---------------------------	--------------------------	---------------------------

51635 Instructors						
Chair Yoga **	**Instructors were contractors in prior years. See Line Item 52380 for details on class enrollment numbers.	\$ 30.91	1.5	48	2,226	
Pilot Trend Class **		\$ 30.91	1.5	36	1,669	
Line Dance/ fna Dance Party *		\$ 28.00	1.5	72	3,024	
Yoga **		\$ 30.91	1.5	48	2,226	
Synergy**		\$ 30.91	1.5	48	2,226	
Memory Support Class		\$ 20.82	12.0	12	2,998	

Instructor Total **\$14,369**

Expended FY'20 \$12,308**	Expended FY'19 \$11,044	Expended FY'18 \$7,939
---------------------------	-------------------------	------------------------

51810 OVERTIME						
Commission/Clerical DOH 11/4/1996 AS-9/S-7		\$ 46.5626	20	10	931	

Overtime Total **\$931**

Expended FY'20 \$ 639**	Expended FY'19 \$731	Expended FY'18 \$584
-------------------------	----------------------	----------------------

51920 FICA						
\$149,455 X 7.65% =					11,433	
\$217,381 X 7.65% =					16,630	
\$14,369 X 7.65% =					1,099	
\$ 931 X 7.65% =					71	

FICA Total **\$29,233**

PERSONNEL COSTS SERIES

TOTAL	\$411,369
-------	------------------

Proposed Itemized Budget

	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52000 SERVICES					
52010 Advertising					
NOTE: Program promotion achieved at no cost through cable access channel, Waterford Times, The Day calendar section, press releases, the website, social media, electronic message boards and podcasts.					
ConnDot requires notices to be published in The Day paper as part of the 5310 Grant application.	200	1	200	200	
Podcast - Waterford Senior Buzz	12	12	144	144	

Advertising Total

\$344

Expended FY'20 \$334

Expended FY'19 \$72

Expended FY '18 - \$-0-

52020 Postage					
In FY '22 the newsletter will be published bi-monthly. It is printed in house and delivered in bulk to local housing and assisted living sites. Newsletter is also available on line.					
Annual Permit Fee for Newsletter	200	1	200	200	
730 Newsletters x .295 = \$215 Six mailings per year.	215	6	1,290	1,290	
Charges for Address Services Requested for forwarding mail or address changes. YTD-1 pieces at .62 each. Anticipating 30 address corrections for FY '22.			18	18	
Pieces of Mail per Month - (50 x .50 (metered mail)= 25.00) X 12 Months.	25	12	300	300	

Postage Total

\$1,808

Expended FY'20 \$1,674

Expended FY '19 \$1,497

Expended FY '18 \$1,453

52039 ADA/Title VI Interpretation and Translation Services and ADA Training					
Funding for written and verbal translation services for individuals with Limited English Proficiency, sign language interpreters for meetings and public hearings. Services must be provided to the public upon request under Title VI of the Civil Rights Act. Fee is only charged if the service is used. Service is available for all Town Departments but is coordinated through Senior Services. Phone translation services are .85/minimum. Sign language minimum interpretation cost is \$100 for travel per session or meeting.	450	1		450	

ADA Total \$

450

Expended FY'20 -0-

Expended FY'19 -0-

Expended FY'18-0-

Proposed Itemized Budget

	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52000 SERVICES					
52040 Service Contracts and Repairs					
Shared costs of Community Center with Recreation and Parks listed below.					
Full Time custodian to clean the Community Center. Base salary and benefit estimate was quoted by BOE.	66,994	1	66,994	33,497	
Quarterly Inspection/Supplies of Fitness Equipment. Recommended in CIRMA Facility Inspection	400	2	800	400	
Lease of a RICOH networked copier/printer/scanner/fax machine is shared with the Recreation and Parks Department.	88	12	1,056	528	
Basic cable service from Atlantic Broadband.	51	12	612	306	
52040 Senior Services Non-shared Expense					
Monthly cost for printed copy only (\$.0070) per click. Average 16,000 copies per year.	10	12	120	120	
(1)Verizon Wireless PDA for includes hot spot for internet connectivity to conduct Benefit Check Ups, Energy Assistance, Rent Rebate, Medicare Open Enrollment, at home visits and housing sites.	37	12	444	444	
Color Copy charges for office brochures and program literature.	0.07	100	7	7	
Info Shred (Shredding for confidential documents)	19	4	76	76	
Service Contracts & Repairs Total					\$35,378

Expended FY'20 \$56,210

Expended FY'19 - \$54,391

Expended FY '18 - \$53,757

52050 Dues, Conferences & Education					
Staff regularly utilizes free trainings offered through CIRMA & CHOICES. Some ADA, CASC, and other conferences require a participation fee.					
Certified Food Protection Manager Program course 1@\$180 per LedgeLight Health District. Required for licensing food preparers in the CC kitchen. Class VI License.	180	1	180	180	
Annual DSS, Fair Housing, and CASC and ADACC Conferences. Municipal Agent Training.	150	1	150	150	
CT Association of Senior Center Personnel- Membership Fee for Director and Assistant Director- 2 @ 50.00 ea.	100	1	100	100	
Americans with Disabilities Act Coalition of Connecticut, (ADACC) Membership.	100	1	100	100	
Dues, Conferences, & Education Total					\$530

Expended FY'20 \$250

Expended FY'19-\$505

Expended FY '18 -\$425

Proposed Itemized Budget

	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52000 SERVICES					
52130 Physical Examinations/Hiring					
(1) Non-complex Physical @ 210.00 includes drug screening, TB test, and form fee for newly hired employee. (Chest x-ray fee of \$100 included if necessary).	310	2	620	620	
Background checks are conducted for all newly hired personnel & volunteers. Cost of checks range from approx. \$31-\$90 based on the extensiveness of the check. 10 background checks @ \$60 each.	60	15	900	900	
Physical Examinations Total					\$1,520

Expended FY'20-\$1,023

Expended FY'19-\$612

Expended FY '18-\$330

52380 Programs					
The following is a list of programs currently offered or in planning and led by contractual instructors or volunteers. (0) generally indicates a volunteer led program or self sufficient group.					
Currently 247 individuals are enrolled in fee-based fitness classes. Number enrolled in class column reflects actual number of participants in each class as of 11/30/19, or estimated if * appears by figure. Ex. Pitch-There are two different Pitch groups. Each group has 8 - 10 players.					
Alzheimer and Bereavement Support Groups	12*	0	12	0	
Casual Bridge (Volunteer Facilitators MWF)	20	0	144	0	
Canasta	19	0	48	0	
Brain Flex (Mental Aerobics)	11	0	36	0	
Cribbage (meets twice a week)	12	0	96	0	
Evening Series Seminar (Volunteer Presenters)	20*	0	4	0	
Hearty Moves -Fitness Class Meets 2 times/week	28	50	90	4,500	
Living Will Clinic (Consumer Law Project for Elders Facilitates)	10	0	1	0	
People with Arthritis Can Exercise Co-sponsored with East Lyme Senior Center	15	50	48	2,400	
Pinochle (meets TU and FR)	20	0	96	0	
Pitch Games (meets 3 days week)	18	0	144	0	
Probate Court Counseling	3	0	12	0	
Senior Quilting Program (Volunteer Led)	15	0	72	0	
Pickle Ball (Donations will be accepted to replace equipment).	44	0	144	0	
Strength Training I Class meets twice a week	22	50	96	4,800	

10135 Senior Citizens Commission FY 2021/2022
Proposed Itemized Budget

	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52000 SERVICES					
Strength Training II Class meets twice a week	22	50	96	4,800	
Strength Training III Class meets twice a week	23	50	96	4,800	
Healthy Stretch	20	50	48	2,400	
Tai Chi (3) 12 week sessions.	28	70	36	2,520	
Program supplies such as: resistance bands, balls, cards, etc.		150		150	

Programs Total \$ 26,370

Expended FY'20-\$17,198**	Expended FY'19-\$23,889	Expended FY '18-\$23,653	Expended FY '17-\$27,767
----------------------------------	--------------------------------	---------------------------------	---------------------------------

Class Instructors in 51000 Series					
Chair Yoga **	25	\$ 30.91	1.5	48	2,226
Dance Party **	20	\$ 28.00	1.5	72	3,024
Synergy **	10	\$ 30.91	1.5	48	2,226
Pilot Trend Class **	0	\$ 30.91	1.5	36	1,669
Yoga **	25	\$ 30.91	1.5	48	2,226
Total					** 11,370

****Total program budget with employees \$37,740.**

**This section is for informational
purposes only. This shows historical
information on program costs.

TOTAL PROGRAM INCOME FOR FY'09 (FITNESS)	\$ 24,758
TOTAL PROGRAM INCOME FOR FY'10(FITNESS)	\$ 27,213
TOTAL PROGRAM INCOME FOR FY'11(FITNESS)	\$ 25,666
TOTAL PROGRAM INCOME FOR FY'12 (FITNESS)	\$ 28,257
TOTAL PROGRAM INCOME FOR FY'13 (FITNESS)	\$ 28,690
TOTAL PROGRAM INCOME FOR FY'14 (FITNESS)	\$ 29,657
TOTAL PROGRAM INCOME FOR FY'15 (FITNESS)	\$ 27,988
TOTAL PROGRAM INCOME FOR FY'16 (FITNESS)	\$ 29,694
TOTAL PROGRAM INCOME FOR FY'17 (FITNESS)	\$ 29,136
TOTAL PROGRAM INCOME FOR FY'18 (FITNESS)	\$ 30,746
TOTAL PROGRAM INCOME FOR FY'19 (FITNESS)	\$ 33,543
TOTAL PROGRAM INCOME FOR FY'20 (FITNESS)	\$ 26,054
YTD INCOME as of 10/31/20 (FITNESS)	ZERO
PROJECTED INCOME FY '22 (FITNESS)	\$ 15,800

SERVICES TOTAL \$66,400

Proposed Itemized Budget

	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB- TOTAL
53000 MATERIALS AND SUPPLIES					
53010 Office Supplies					
Seals for the newsletter. Must use 3 per letter so that document can move freely through the sorter at the PO. \$24.00 per box of 8000.	16	2	32	32	
Ink cartridges for DeskJet printer used primarily for off-site Rent Rebate, Energy Assistance, and Benefit Check up applications.	10	3	30	30	
Paper for newsletter that is produced in house. 1,500 newsletters x 3 sheets x 6 editions/year. 2,500 sheets per case. 11 cases @ \$37/case.	37	11	407	407	
Full Color - Newsletter .14 a page @ 1,000			140	140	
Unique supplies which cannot be purchased through the Finance Department such as; specialty papers & envelopes for greeting card outreach program.				30	

Office Supplies Total

\$639

Expended FY'20-\$401

Expended FY'19-\$156

Expended FY'18-\$386

53020 Other Supplies					
Rec and Parks and Senior Services share the costs of custodial supplies for the Community Center. The amount budgeted represents Senior Services' half of the total cost of supplies used in the building. Custodial Supplies are ordered by CC staff and all items are purchased off of the State contract.					
Commercial Dishwasher Detergent	94	1	94	47	
Rinse All	52	1	52	26	
Sanitizing Solution for Ware Washing	64	1	64	32	
Ware washing detergent	32	1	32	16	
Brooms/Dust Pans	50	1	50	25	
Microfiber Mop Heads for wet mopping	8	6	48	24	
Disposable Gloves-2 pk(1000 count) of Med and 2 pk.(1000) of x-large @ \$37 ea.	37	4	148	74	
Facial Tissues (case)	26	2	52	26	
M-Fold Towels	21	33	693	346	
Go Jo Foam Hand Cleaner	51	7	357	178	
Toilet Tissue	50	10	500	250	
Windex #117 (quoted by company)	202	1	202	101	
Window Cleaner #101 (quoted by company)	152	1	152	76	

10135 Senior Citizens Commission FY 2021/2022

Proposed Itemized Budget

Prozyme #121 (quoted by company)	105	2	210	105	
Foam Oxide Multicleaner #120 (quoted by company)	152	2	304	152	
Disinfectant #107 (quoted by company)	164	1	164	82	
Waste Paper Basket Liners	27	4	108	54	
High Density Can Liners	34	6	204	102	
Count Roll Paper Towels	25	3	75	38	
Wipe All 60 Wipes	26	4	104	52	
Hand Sanitizer Case of 24 Ct 4 oz Bags	77	1	77	39	
Wipes for Fitness Equipment	140	8	1,120	560	
Battery packs for lavatory fixtures	198	2	396	198	
Light bulbs and Ballasts	110	1	110	55	

Other Supplies Total \$2,658

Expended FY'20-\$2,682

Expended FY'19-\$2,143

Expended FY '18-\$2,706

Proposed Itemized Budget

53070 Auto Repairs					
ables transport residents who are elderly and/or disabled to medical appointments, programs, meals, grocery shopping, and errands. All (3) vehicles assigned to Senior Services are being fully utilized according to the Fleet Consulting Study.					
R-4 2018 Ford 12 Passenger W/C Mini-Bus Mileage as of 11/30/2020 9,029					
R-5 2013 Ford 14 Passenger W/C Mini-Bus Mileage as of 11/30/2020 111,828					
R-30 2017 Ford 14 Passenger W/C Mini-Bus Mileage as of 11/30/2020 51,933					
Preventative maintenance of vehicles including oil and filter changes, fluid and safety checks, every 3,000 miles. Vehicles are maintained with tune ups, alignments, and brake work as needed and are subject to a mandatory bi-annual state inspection at the time of registration renewal, which often results in additional costs for equipment maintenance or adjustments in accordance with those standards. Vehicles are '13, '17 and '18 model years.					
NOTE: History of Actual Van Repairs: FY '17 \$2,461 FY '18 \$4,791 FY '19 \$742 FY '20 \$1,030 As of November 30 - \$630 - BARRIERS FOR COVID			2,500	2,500	
Vehicle Safety Inspections are done every other year. (2) vehicles are due in 2021. (2) Vehicles @ \$40 each.	40	1	40	40	
Wheelchair lift inspections/preventative maintenance to be done every 500 lifts	137	4	548	548	

Auto Repairs Total \$3,088

Expended FY'20-\$1,030

Expended FY'19-\$742

Expended FY '18-\$4,791

Proposed Itemized Budget

5310 Fuels and Lubricants					
Based on (5 year history) average gallons/year is 4,609* gallons. Due to Covid-19, the average is down due to no transportation for March-June of 2020. Use average of the 4 earlier years of 5,050 gallons. Cost/gallon \$1.35					
	\$1.3500	5,050	6,818	6,818	
HISTORY:					
FISCAL YR	GALLONS/YR	TOTAL			
FY '16 5,280 gallons \$8,842 General Fund					
\$2,980 expensed from donations.					
FY '17 5,151 gallons \$6,026 General Fund					
\$3,179 expensed from donations					
FY '18 5,006 gallons \$7,461 General Fund					
\$3,275 expensed from donations					
FY '19 4,754 gallons \$7,947 General Fund					
\$2,887 expensed from donations					
FY '20 a total of 2,856 gallons of gasoline were consumed at a total cost of \$5,427. \$3,497 was expended from the general fund and \$1,930 expended from donations. Because fares cannot be charged to passengers for rides provided on vehicles purchased through the 5310 grant, we send an annual donation request to passengers to help defray the cost of the transportation program. In FY' 20, 37.5% of the total fuel cost was paid for through donations.					
Estimated Transportation donations revenue to be used to offset fuel costs				500	

Fuels and Lubricants Totals \$ 6,318

MATERIALS & SUPPLIES TOTAL \$12,703

Proposed Itemized Budget

	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB- TOTAL
54000 EQUIPMENT					
54020 Fitness Equipment					
No equipment to be replaced in 2021					

Fitness Equipment Total \$0

Expended FY'20 -0-

Expended FY'19-\$5,052

Expended FY '18-\$3,877

54030 Kitchen Equipment					
Utensils and small wares for meal program/special events. Items such as carafes and cutting boards need to be replaced due to wear as directed by Ledge Light Health. Some equipment is used by individuals renting the kitchen.					
TVCCA Community Café has been closed to the public since mid-March. 3 diners are receiving home meals due to the pandemic. Meals on Wheels has increased the delivery of meals by 75% over last year (13,789 this past year vs. 7,782 the previous year), also due to COVID19.			120	120	

Kitchen Equipment Total \$120

Expended FY'20-\$136

Expended FY'19-\$160

Expended FY '18-\$34

54050 Automotive Equipment					
Tires for mini-buses with stems, balancing, and disposal. Vehicles have double rear tires. 6 tires at \$124 per tire with balance, disposal, etc.	124	6	744	744	
FY '18 - 6 tires replaced. FY '19 - 5 tires replaced. FY '20 - 6 tires replaced. FY '21 - 0 tires replaced YTD					
Replacement wiper blades, washer fluid, lock de-icer, driveway de-icer, wheelchair restraint replacement parts.			125	125	
Annual Inspection of 5 LB. ABC pk Fire Extinguisher. One unit per vehicle.	7	3	21	21	
HAZMAT Charge	7	1	7	7	

Automotive Equipment Total \$897

Expended FY'20-\$730

Expended FY'19-\$649

Expended FY '18-\$872

54060 Office Equipment Total \$0

EQUIPMENT SERIES TOTAL \$1,017

FY 2021/2022 BUDGET TOTAL

\$491,489

TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2021/2022 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
4/12/2017	Director	40	40.0268	83,256	83,576		83,576	6,394
6/11/2018	Assistant Director	40	31.5512	65,626	65,879		65,879	5,040
11/4/1996	Assistant	35	30.3586	55,161	56,713	1,252	57,965	4,434
9/19/2016	Office Support Technician	35	23.36	40,459	44,621		44,621	3,414
6/25/1996	Driver	19	23.29	23,104	24,165		24,165	1,849
12/3/2012	Driver	19	21.64	20,951	22,449		22,449	1,717
7/22/2013	Driver	19	21.12	20,445	21,913		21,913	1,676
6/1/2018	Driver	15	18.69	14,227	7,328		7,328	561
9/10/2018	Driver Substitute	5	16.07	1,125	420		420	32
10/2/2013	Enrollment Clerk	7	14.00	347	98		98	7
9/1/2015	Enrollment Clerk	7	14.00	208	98		98	7
Open	Community Café Manager	16	17.37	14,810	15,109		15,109	1,156
	Meals on Wheels Drivers	25	14	17,833	18,928		18,928	1,448
	Regular Part-time Employee Paid Time Off		16.07	3,969	4,287		4,287	328
	Chair Yoga Instructor	1.5	30.91	2,226	2,226		2,226	170
	Synergy Instructor	1.5	30.91	2,226	2,226		2,226	170
	Pilot Trend Class Instructor	1.5	30.91	1,669	1,669		1,669	128
	Qi Gong Instructor	1.5	30.91	0	0		0	0
	Yoga Instructor	1.5	30.91	2,226	2,226		2,226	170
	Line/Dance Party	1.5	28.00	1,512	3,024		3,024	231
	Memory Support Class	12	20.82	2,998	2,998		2,998	229
51810 - OVERTIME				374,378	380,952	1,252	381,205	29,161
11/4/1996	Commission Secretary	1	45.5379	891	931		931	71
TOTALS - DEPARTMENT				375,269	381,883	1,252	382,136	29,232

WORKDAYS	
2020/2021	WEEKS TO BUDGET
260	52

100

	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52000 SERVICES					
52040 Service Contracts and Repairs					
Shared costs of Community Center with Recreation and Parks listed below.					
Trans Clean Hood Cleaning Required for Fire Inspection, fee same, add \$25 for fan belt	475	1	475	238	
A-Tech, PM for gas stove.	325	1	325	163	
Sprinkler System Annual Inspection	339	1	339	170	
Walk through and Inspections 3 per year	185	3	555	278	
Annual Test of the Back Flow Prevention Device	95	1	95	48	
Fire/Intrusion Alarm Service Contract includes annual inspection, repairs, and all service calls made during regular business hours by technicians who are trained on the center's system and software. Without contract, minimum service fee is \$312.50. Parts are not included in this contract. Quote from company.	1,200	2	2,400	1,200	
Frontier Monthly Line Charge for Fire/Security Alarm Systems	73	12	876	438	
Senior Services share of the Community Center's maintenance and repair costs, which include parts for commercial kitchen equipment, fire and security systems, Boiler, Generator, VFD'S, Sensors, Light Bulbs, Ballasts, Misc. Hardware, Paint, Buffing, Waxing, Carpet cleaning, etc. Used the costs from the last 4 fiscal years to forecast the costs for FY '22 as the center will be 16 years old in FY '22. Total cost of repairs in prior years: FY '17 \$ 8,020 FY '18 \$14,300 FY '19 \$12,160 FY '20 \$ 9,935 FY '21 as of October 31- \$1,264.	12,000		12,000	6,000	
Pest Control for Community Center	80	12	960	480	
Inspection of Stove Hood Fire Suppression System - Allstate	150	2	300	150	
Blow Off Caps, Fusible Links, Piping Obstruction Testing.	158	1	158	79	
Water Treatment Chemicals & Services for Hot Water System/ Cooling Tower \$63/mo	63	12	756	378	
Recharge 6 L. "K" Fire Extinguisher	72	1	72	36	
Annual Fire Extinguisher Inspections-\$7.00 per extinguisher. The center has (9) 5 lb. ABC extinguishers. Cost per inspection includes seal, tag, and conductivity test if needed.	63	1	63	32	
HAZMAT Material compliance charge	8	1	8	4	
Hot Water Heater Maint/Service/Boiler Inspection performed every other yr. 2022 is an inspection year.	200	1	200	100	

Service Contracts

\$9,794

Items Transferred to Facility Maintenance Budget in FY22

52090 Fuel					
SS and Rec and Parks share heating costs for the entire Community Center equally. The CC is heated with natural gas at a R- 20 rate (med. commercial) which is lower than the R-10 rate (small commercial) that is used to calculate the hot water rate. Total CCF Usage for heat only : FY '17 11,492 \$ 12,669 FY '18 11,886 \$ 12,682 FY '19 12,119 \$ 13,066 FY '20 4,664 \$ 8,084** **A new boiler was being installed from November through January and due to the pandemic our heating costs were lower than usual.					
Natural Gas for Heating the CC	1,086	12	13,032	6,516	
Natural Gas for Hot Water on Avg. \$215/month.	215	12	2,580	1,290	
Ultra low sulfur diesel fuel for Cummins back up Generator 410 gallons at \$1.6318/gallon.	832	1	832	416	

Fuel Total \$8,222

Expended FY '20 \$5,414 Expended FY'19 - \$8,293 Expended FY '18-\$7,881

52100 Electricity					
SS and Rec & Parks share the cost of utilities for the entire Community Center equally. Listed below are the Community Center's average monthly KWH used and the associated costs using a 24 mo. history.					
	5,113	12	61,356	30,678	
Usage History to Date:					
FY '19 AVG KWH/month	27,438				
Annual Total Cost	\$54,508				
FY '20 AVG KWH/month	23,072				
Annual Total Cost	\$49,539				
YTD FY '21 AVG KWH/month	26,368				
YTD Cost (3mos)	\$15,723				
CCM Contract Fee	16.53	12	198	198	

Electricity Total \$30,876

Expended FY'20-\$24,968 Expended FY'19-\$27,452 Expended FY '18-\$28,391

Items Transferred to Facility Maintenance Budget in FY22

52115 Water Sewer					
Senior Services and Recreation and Parks share the cost of water and sewer for the Community Center.					
Sewer Charge is consumption based with a quarterly service charge based on meter size. Quarterly Service Chg. for FY '22 is expected to remain the same per Utilities Department.	461	4	1,844	922	
Sewer rate is \$3.50/100 cubic feet. AVG CF usage based on a 60 month history is 4,632 cubic feet per quarter with a correlating cost of \$162/quarter. No rate increase is expected for FY '22 per WTFD Utility Commission. A quarterly rate of \$230 is being used as usage nearly doubles if the center is used as a showering station. Sewer use down due to Covid and the building being closed for part of the year.	230	4	920	460	
Water for Fire Service for Sprinkler System.	245	4	980	490	
Average Water Consumption is 4,632 CF per quarter using a 60 month history. Average cost per quarter is \$111, \$130 is used as consumption nearly doubles when the Community Center is used as a showering station after major storms. The average of water consumption is down this year due to Covid and the building being closed for part of the year.	130	4	520	260	
Water Facility Charge	44	4	176	88	

Water/Sewer Total \$2,220

Expended FY'20-\$2,008

Expended FY'19-\$2,066

Expended FY '18-\$2,150

Waterford Senior Citizens Commission
Special Meeting Minutes via Zoom (continuation of Special Meeting, December 8, 2020)
December 15, 2020
Page 1 of 2

Members Present: Joyce Vlaun, Carol Sanders, D. Judith Crawford, Rev. James Johnson & Anita Collins

Members Absent: Kathleen McNamara, Dina Lopes, Anne Darling

Also Present: Lisa Cappuccio, Director, Kathleen Pierce, Assistant Director

Public: None

- I. Call to order: Chairlady Carol Sanders called the Waterford Senior Citizens Commission Special Meeting of December 15, 2020 to order at 4:04 pm.
- II. Establish a quorum. A quorum was established.
- III. Public Comment: No public comment.
- IV. Approval of the minutes of the November 10, 2020 Meeting. Chairlady Carol Sanders asked for additions, deletions, or corrections to the minutes.

MOTION: Motion made by Dina Lopes seconded by D. Judith Crawford to approve the meeting minutes of November 10, 2020 as presented.

VOTE: 5-0-1 (Anne Darling abstained)

V. Correspondence

- a. None.

VI. Committee Reports

a. Budget –

The FY 2022 budget was discussed at length and in detail. Lisa Cappuccio advised the commission of updates that were made to the budget.

2020 DEC 16 AM 10:31

MOTION: Motion was made by Jim Johnson, seconded by Anita Collins to accept the Budget of FY 2022.

VOTE: 4-0-1 (Jim Johnson abstained)

VII. Director/Assistant Director Report – No report

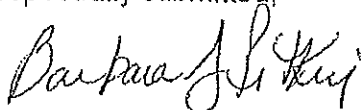
VIII. New Business – None

IX. Adjournment

Joyce Vlaun moved to adjourn the December 15, 2020 meeting of the Waterford Senior Citizens Commission at 4:39 p.m., seconded by D. Judith Crawford.

Motion passed.

Respectfully submitted,



Barbara J. Pitkin
Recording Secretary

