TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET

DEPT/AGENCY: 10135 SENIOR CITIZEN COMMISSION

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/16/21)	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	152,859	149,455		75,661	159,774	159,774	10,319	6.90%
51210	CLERICAL/TECHNICAL	154,991	217,381		98,058	225,273	225,273	7,892	3.63%
51635	INSTRUCTORS	5,736	14,369		5,252	21,518	21,518	7,149	49.75%
51810	OVERTIME	945	931		372	931	931	0	0.00%
51920	FICA	22,686	29,233		12,871	31,174	31,174	1,941	6.64%
	SUBTOTAL	337,217	411,369	0	192,214	438,670	438,670	27,301	6.64%
SERVICES									
52010	ADVERTISING	144	344		48	344	344	0	0.00%
52020	POSTAGE	1,662	1,808		762	1,920	1,920	112	6.19%
52039	ADA SERVICES	0	450		0	450	450	0	0.00%
52040	SVC. CONTRACTS & REPAIRS	46,413	35,378		17,121	36,330	36,330	952	2.69%
52050	DUES, CONF & EDUCATION		530		110	776	776	246	46.42%
52090	HEATING FUEL	8,394	0			0	0	0	#DIV/0!
52100	ELECTRICITY	21,938	0			0	0	0	#DIV/0!
52115	WATER/SEWER	1,732	0			0	0	0	#DIV/0!
52130	PHYSICAL EXAMINATIONS	521	1,520		112	1,216	1,216	(304)	-20.00%
52380	PROGRAMS	5,545	26,370		6,701	150	150	(26,220)	-99.43%
	SUBTOTAL	86,349	66,400	0	24,854	41,186	41,186	(25,214)	-37.97%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	84	639		199	507	507	(132)	-20.66%
53020	OTHER SUPPLIES	661	2,658		778	2,715	2,715	57	2.14%
53070	AUTO REPAIRS	3,904	3,088		933	3,128	3,128	40	1.30%
53090	FUELS & LUBRICANTS	2,329	6,318		1,989	7,270	7,270	952	15.07%
	SUBTOTAL	6,978	12,703	0	3,899	13,620	13,620	917	7.22%
EQUIPMENT									
54020	FITNESS EQUIPMENT	1,825	0			0	0	0	#DIV/0!
54030	KITCHEN EQUIPMENT	30	120		81	120	120	0	0.00%
54050	AUTOMOTIVE EQUIPMENT	94	897		264	897	897	0	0.00%
	SUBTOTAL	1,949	1,017	0	345	1,017	1,017	0	0.00%
DEPARTMENT TOTAL		432,493	491,489	0	221,312	494,493	494,493	3,004	0.61%

Waterford Senior citizens Commission
Special Zoom Meeting Minutes
December 15, 2021

Members present: Anita Collins, Anne Darling, Rev. James Johnson, Carol Sanders, Joyce Vlaun, D. Judith Crawford (arrived via phone at 4:23 p.m.)

Members absent: Dina Lopes, Kathleen McNamara

Also present: Lisa Cappuccio, Director & Kathleen Pierce, Assistant Director

I. Call to order: Chairlady Sanders called the Waterford Senior Commission Special Zoom meeting to order at 4:05 p.m.

II. Establish a Quorum: A quorum was established.

III. Public Comment: No public comment.

IV. Budget – Review FY'23 Budget
Lisa Cappuccio, Director explained the changes to the proposed budget since the last meeting on December 7, 2021 in the areas of programs and fuel. Discussion followed.

MOTION: Motion made by Anita Collins, seconded by Rev. James Johnson to approve the amended FY'23 budget in the amount of $494,493.

VOTE: 6-0-0

V. Adjournment

MOTION: Joyce Vlaun moved to adjourn the December 15, 2021 Special Zoom meeting of the Senior Citizens Commission at 4:43 p.m., seconded by Anne Darling.
Motion passed.

Respectfully submitted,

Donna F. Payne

Donna F. Payne
Recording Secretary

Senior Citizens Commission
Proposed Fiscal Year 2023 Budget

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Statement of Duties and Responsibilities
The Senior Citizens Commission Fiscal Year 2023 Budget

Senior Services Mission

Provide information about available resources to senior residents of Waterford, Connecticut, their family members and/or caregivers, as well as provide a community gathering place that offers programs and services that maximize independence, dignity, and quality of life.

The Senior Services Department offers an extensive variety of programs including fitness, wellness and enrichment programs, special events, meals, and support groups primarily for Waterford residents age 60 and older. Older residents' needs are further met by providing individual appointments to apply for energy assistance, SNAP (food stamps), Renters Rebate, and other financial assistance programs. We assist any resident needing fuel assistance from United Way's Project Warm-Up. Additionally, the Department provides individual health insurance counseling related to Medicaid and Medicare. While the Senior Services Department's primary focus is to provide programs and services to elderly residents, the department also provides referrals, transportation, and prepares financial assistance applications for those under 65 with disabilities. We also meet with family members of senior residents to advise them of available community resources for homecare and other supportive services. We establish and maintain contact with homebound residents through the Meals on Wheels program, the transportation program, the distribution of the newsletter, and home visits as requested.

In addition to assuming the responsibility for services specific to older residents of Waterford, Senior Services is also the first point of contact for Fair Housing, ADA concerns, and veterans' issues. The Senior Services Director serves as the Town's ADA and Fair Housing Coordinator, the Municipal Agent for the Elderly, and the Veterans' Liaison. During inclement weather and other emergencies, she is supported by two (2) full-time staff members in providing assistance to residents with special needs for the Emergency Management Department. Senior Services staff take applications for TVCCA Energy Assistance, SNAP, Project Warm Up and Renter's Rebate. Those eligible to apply at Waterford Senior Services are all seniors 60 yrs. and over and disabled residents 18 or older. In addition to those duties, we assist new retirees and established Medicare beneficiaries with navigating the myriad of options related to the Medicare program. This is done by staff that have been trained and certified as Medicare CHOICES Counselors.

Senior Services Position Descriptions

Director (40 hours) ADA Coordinator, Municipal Agent for the Elderly; Fair Housing Coordinator, Veterans' Affairs Liaison, Qualified Food Operator for the kitchen and kitchen licensing; Special Needs for Emergency Management; grant writing, budget oversight and preparation; one-on-one client meetings; assist with special events and new programs; Renters Rebate; TVCCA Energy Assistance; Project Warm-up; Medicare Part D; CHOICES counseling; home visits; building and grounds issues; collaboration and coordination with surrounding senior centers; review and supervise all staff; staff meetings; IT Committee; Website sub-committee; report to the Senior Citizens Commission; volunteer oversight, recognition, and training.

Assistant Director (40 hours) Recreational programming; trip planning and oversight; budget preparation; Special Needs for Emergency Management; one-on-one client meetings; plan and implement special events and new programs; Renters Rebate; TVCCA Energy Assistance; Project Warm-up; Medicare Part D; CHOICES counseling; home visits; handle the duties of the Director in her absence; collaborate on programs and trips with East Lyme and Old Lyme/Lyme; newsletter; program promotion; oversee paid instructors; bottom line reports on activities; volunteer oversight, recognition, and training, QFO certification in order to step in for Café Manager.

Assistant (35 hours) Secondary Coverage for incoming phone calls, walk-ins; front desk coverage; payroll preparation; oversee and schedule drivers; preparation of all bills for payment; transportation reporting to Conn Dot for 5310 grant vehicles; track and schedule vehicle maintenance; maintain the year-to-date payables; review daily deposits; prepare newsletter postage; Special Needs for Emergency Management; order supplies, commission secretary to the Senior Citizens' Commission.

Office Support Technician (35 hours) Primary coverage for incoming phone calls to the department, first point of contact for public visiting the office; schedules transportation; schedules appointments for the Director and Assistant Director; enrolls participants in classes and trips; take meal orders; special meal tickets and sales; schedules appointments for Probate visits, RN wellness, and Get Out of the House programs; provides initial or routine information to callers, referring more complex inquiries to the Director or Assistant Director; newsletter; publicity; website updates; class statistics; correspondence; processes daily receipts.

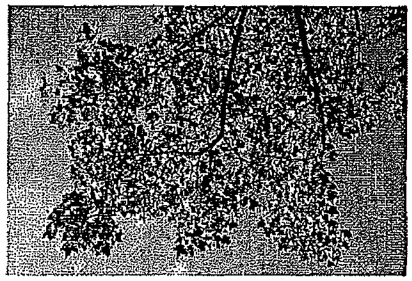
Café Manager (16 hrs) Qualified Food Operator for the kitchen licensing; heat and pack Meals on Wheels; heat and serve TVCCA Café lunches; prepare special lunches; prepare soups; bake for the Lobby Café; oversee and schedule Meals on Wheels program and drivers; attend trainings for TVCCA; prepare and make deposits for TVCCA meal donations; order supplies and food; oversee kitchen/dining room volunteers.

Drivers (4 drivers cover an average of 68 total weekly hours) Plan daily route; transport clients; inspect vans daily; report client concerns to Senior Services.

Meals on Wheels Drivers (3 drivers, 27 hours/week) Deliver meals to clients; report any client concerns to TVCCA and Senior Services.

Enrollment Clerk (15 hours/year) This part-time position was established for contingency use during exceptionally busy times in the department, particularly during the Medicare Annual Enrollment Period September –December. Clerks enter data into the Medicare.gov website to prepare for appointments with Medicare beneficiaries. (100+ appointments annually) Clerks also assist with energy assistance and renters rebate applications as needed.

WATERFORD SENIOR SERVICES ANNUAL REPORT 2021



During the past fiscal year, Waterford saw the passing of 228 senior residents. Loss is difficult. Loss is an unspoken but ever present part of our work. We soldier on but friends are not forgotten. This report is dedicated to those who are no longer here but who made an indelible mark on us while they were here. This especially includes our former First Selectman, Dan Steward. This report will also be a testament to the resiliency of our Waterford seniors who found new ways to connect and remain a vital part of this community.

Waterford Senior Services is dedicated to providing help, guidance, opportunities for socializing, travel, games, luncheons, exercise of both the body and mind, transportation, Medicare counseling and any other service that makes it easier to be a senior in Waterford, CT.

The last fiscal year (July 1, 2020 to June 30, 2021) was once again operated in the midst of a pandemic. This entire year was conducted over the phone and video apps. Our in-person classes did not return to the community center until July of 2021. Our fitness and social interaction programs moved to the ZOOM platform. It was amazing to see how quickly our seniors were able to adapt and operate in a virtual world, connecting with others but remaining safe in their homes. They truly disproved the common misconception that all seniors are technophobes. Credit goes to staff who very patiently guided people into this new communication platform, taught them how to turn their cameras on and how to mute when the dog decided to have a howling session. Our fitness instructors also learned how to provide their classes through ZOOM. From July of 2020 to February of 2021, our virtual fitness classes were provided to seniors at no charge. At the time virtual classes were implemented, we had no idea how they would be received. By offering the classes at no charge, it gave everyone a chance to try it out and see if it would work for them. In March of 2021 fees returned. We held a mail-in registration and were pleased to register 66 paying customers for full ZOOM classes. During our latest class registration, 60 seniors opted for in-person classes and 55 seniors have decided to continue on ZOOM. Hybrid classes may be here to stay.

Services and Programming:

ZOOM Fun **1,176**

Social media also became a lifeline for remaining connected to our seniors. Waterford Senior Services produces a podcast called The Senior Buzz. It's listenership has grown from 7 listens to over 500. In an effort to keep connected and entertained at home, Senior Services offered a large array of activities. We conducted virtual scavenger hunts, trivia contests, a virtual hot chocolate party, and a tea party. There was a chance to show off your furry friends during Pet Palooza and a chance to learn about the care of those pets during "Pet Savvy" presented by the Connecticut Humane Society. To encourage mask wearing, a ZOOM craft class was presented to create a mask keeper that keeps your mask at hand but out of your way. We held the first Waterford Seniors Turkey Trot. This was a walk-a-thon with participants recording daily steps, with prizes for the longest distances covered. We had two activities that met weekly. Chatty Kathy was an opportunity for seniors to have a chance to see each other and discuss anything on their minds. How to battle the feelings of isolation was a popular topic. There is a group of seniors who participate in Brain Flex. This is an hour of puzzle solving, trivia tests and general fun. During this past year, staff prepared weekly puzzle packets that were mailed out to the group. We would then meet over ZOOM to go over the puzzles and just check in with each other. Kathy live streamed three sessions of "Food for Thought." One episode featured First Selectman Rob Brule preparing stuffed mushrooms. Donna Payne and Barbara Pitkin each provided a how-to on their favorite snacks. One of our Senior Citizens Commission members, Jim Johnson, led a class on guided imagery. This provided great tools to lessen anxiety. We also developed an intergenerational pen pal program in conjunction with the Waterford Youth and Family Service Bureau.

Senior Services Newsletter "The Loop" **6,600 distributed**

The Loop was published every two months and distributed by mail and through the four senior housing complexes in Waterford. The focus was on any news that was available regarding executive orders in town and entertainment in the form of puzzles and contests. Also, the latest tips on staying safe.

Drive-Through Flu Shot Clinic **57 (one day)**

Waterford Senior Services hosted a drive through flu shot clinic operated by the Visiting Nurse Association of Southeastern CT. All slots were filled.

Meals **11,198**

Our Senior Café was shuttered all year. All Meals on Wheels dinners and Café meals were delivered. Over the year 10,915 meals were distributed to Waterford seniors. This is the one program that had no disruption during the past year. 283 other meals were delivered through a St. Patrick's Day Drive Up meal, a drive up holiday luncheon, a grinder lunch delivery service and a drive-in, socially distanced, strawberry social with musical entertainment.

AARP Tax Preparation	**140 Returns Completed**

It was very challenging to provide this service this past year. All tax preparation had to be performed virtually. We worked with volunteers from AARP and the seniors to get all questions answered, all paperwork copied, appointments made and returns delivered.

Covid-19 Vaccinations Scheduled	**275**

This activity was very difficult. Even our tech-savvy seniors were stymied in the scheduling of vaccination shots. Staff were very glad to jump in and help with this process. Waterford Senior Services hosted a vaccine clinic for those needing a second shot. It was gratifying to know we were helping seniors to feel a bit more safe and protected from the more dire consequences of Covid.

Fitness Programs	**9,375**

The number of participants is not and is not meant to be representative of an unduplicated count. The total of 9,375 is one person participating in one Senior Services fitness class, all on ZOOM. The seniors made a commitment to show up for all classes, including from March of 2021 on when we began charging a participation fee. Many Waterford seniors made a real commitment to health, maintaining balance and connection with others. The breakdown is as follows:

Movement and Dance	1,300
Yoga	1,200
Strength Training	5,300
Zumba Gold	325
Tai Chi	1,250

Transportation	**2,132**

Bus transportation was our first public service to come back on line. For the first quarter of the year, residents were completely relying on the Medical Transportation Program from the Eastern Connecticut Transportation Consortium. Waterford is part of a multi-town grant to provide medical only cab rides. The program was changed from a limited number of rides to an unlimited number of rides during the pandemic. When the Waterford buses began rolling again, we could only transport 2 people max at a time. We were able to accommodate all requests as most seniors were leaving the house for medical appointments only. By the end of the fiscal year, our capacity was up to 4 people at a time and our ridership steadily increased, however the free cab rides continued through June 30, 2021. Transportation was provided to 97 different seniors. Our top rider had 102 trips with us.

CHOICES/Medicare Counseling	306

The director and assistant director of Waterford Senior Services are certified CHOICES counselors. This gives us the skills and knowledge to help people to wade through the oceans of information that suddenly comes your way when you turn 65. We also assist people during the annual enrollment period when changes can be made to your current coverage. All counseling sessions were held over the phone or on ZOOM. We met with 189 people for the annual enrollment session and assisted another 117 people to sign up for the State of CT Dept. of Social Services' Medicare Savings Plan. This provides lower income seniors with help in affording full Medicare coverage.

Information and Referral/Application Assistance	1,480

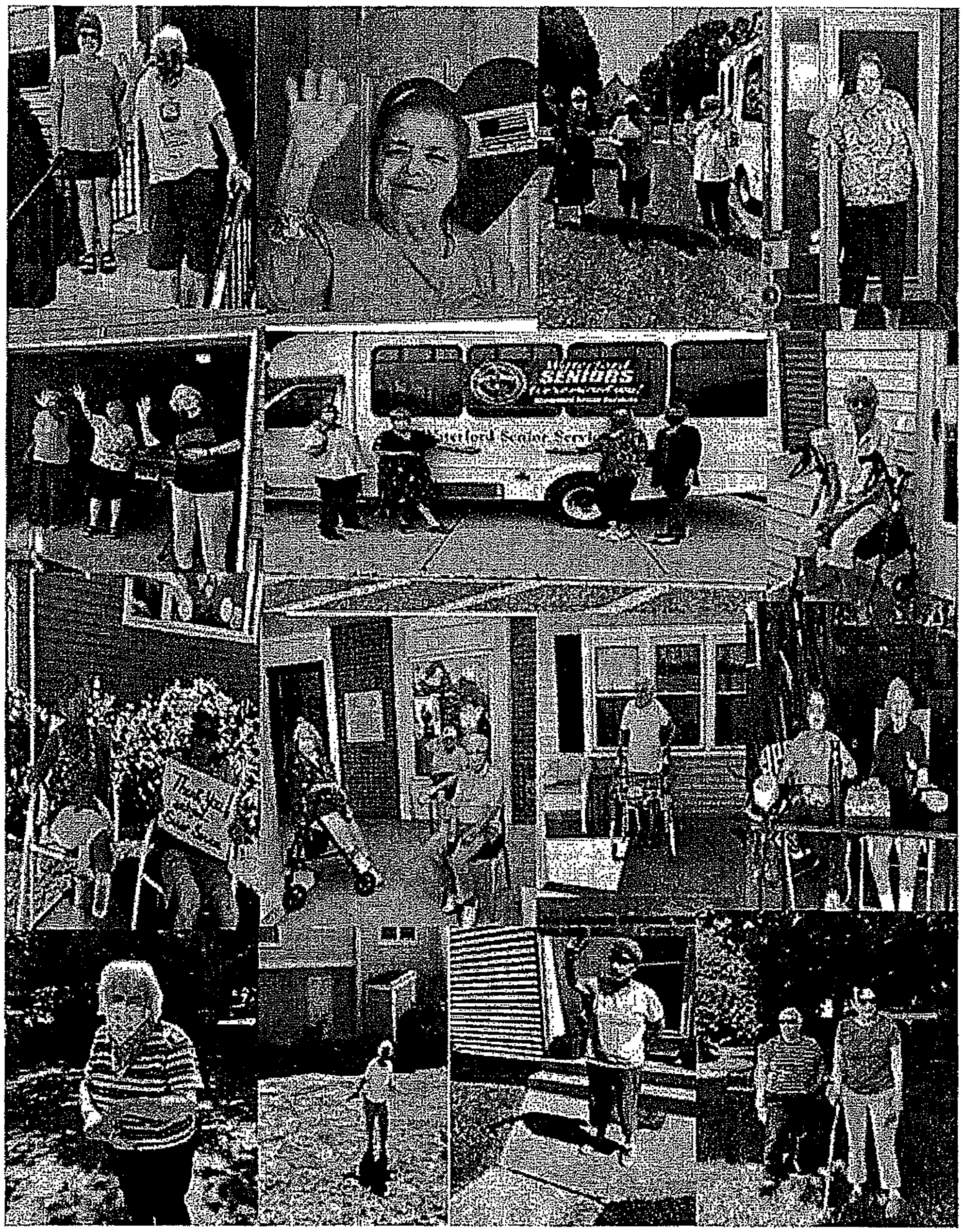
There are two programs that Senior Services completes the applications for. These are the TVCCA Energy Program and Renter's Rebate. In the last year, we completed 268 Energy applications. This made it possible for seniors to apply from their homes and ensured that they would have adequate heat throughout the winter. The other program, Renter's Rebate, is a program of the CT Office of Policy and Management. This program provides a cash payment to low income seniors and disabled people 18 years or older. We processed 198 applications, all remotely. The applicants would drop the paperwork in the drop box at town hall and we were able to complete the application and submit without a signature. A very successful, no contact system.

In addition to all that happens in the course of the day at Senior Services, we also talk with many people over the phone who are looking for information and sometimes referrals to local agencies. The following is a breakdown of calls answered in the past year:

Energy Issues	268
Housing Questions	56
SNAP/Food Requests	127
Abuse/Neglect	30
Taxes	227
Transportation	561
Miscellaneous	211

Summary

All in all, it was an extremely challenging year. Staff rose to the challenge and created a way to engage with a public that could not come to the community center. Calls were made, meals were delivered and hearts were cheered. The entire Town of Waterford came together to make sure that seniors knew that although isolated, they were not alone. The simple act of hopping on our bus and driving through town to wave at folks and see faces was incredibly uplifting. It was a reminder that they are still a part of Senior Services and that better days are on the horizon. This was meant to cheer up the seniors but I think staff got just as big a boost. Hopefully with our work to help seniors get vaccinated we will begin to see a return to a more typical day at the Community Center. In-person classes have resumed and some activities are now happening. While we wait for the world to return to a fully open state, we are grateful for the experience of learning a new way to deliver services despite not being able to engage in-person. We do not want to have to do this year over but are confident that if required we can make it work.



WATERFORD SENIOR SERVICES BUDGET WORKBOOK WITH SECTION SUBTOTALS

Org	Line Item	Account Description	2023 Budget	2022 Budget	2021 Budget	2021 Actuals	2020 Budget	2020 Actuals	2019 Budget	2019 Actuals
10135	51110	ADMINISTRATION	159774	149,455	148,882	152,859	148,882	150,026	153,117	144,265
10135	51210	CLERICAL AND TECHNICAL	225273	217,381	212,639	154,991	203,500	172,351	191,459	193,031
10135	51635	SEN.PROG.INSTRUCTORS	21518	14,369	17,071	5,736	12,389	12,308	13,432	11,044
10135	51810	OVERTIME	931	931	891	945	891	639	502	731
10135	51920	F.I.C.A.	31174	29,233	29,030	22,686	27,973	24,414	27,426	25,751
		Subtotal	$ 438,670	*$ 411,369*	*$ 408,513*	*$ 337,217*	*$ 393,635*	*$ 359,738*	*$ 385,936*	*$ 374,822*
10135	52010	ADVERTISING	344	344	$ 344	144	344	334	200	72
10135	52020	POSTAGE	1920	1,808	$ 1,802	1,667	1,838	1,674	1,724	1,497
10135	52039	ADA SERVICES	450	450	$ 450	0	450	0	450	0
10135	52040	SRVC. CONT. AND RPRS.	36330	35,378	$ 49,374	46,413	53,624	56,210	53,423	54,391
10135	52050	DUES, CONF. AND EDU.	776	530	$ 530	0	675	250	675	505
10135	52090	HEATING FUEL	0	0	$ 8,308	8,394	8,196	5,414	8,110	8,293
10135	52100	ELECTRICITY	0	0	$ 30,876	21,938	30,873	24,968	30,873	27,452
35	52115	WATER/SEWER	0	0	$ 2,220	1,732	2,234	2,008	2,234	2,066
10135	52130	PHYSICAL EXAMINATIONS	1216	1,520	$ 1,220	521	980	1,023	980	612
10135	52380	PROGRAMS	150	26,370	$ 26,370	5,545	25,570	17,198	25,150	23,889
		Subtotal	$ 41,186	*$ 66,400*	*$ 121,494*	*$ 86,354*	*$ 124,784*	*$ 109,079*	*$ 123,819*	*$ 118,777*
10135	53010	OFFICE SUPPLIES	507	639	$ 673	85	651	401	497	156
10135	53020	OTHER SUPPLIES	2715	2,658	$ 2,611	660	2,685	2,682	2,727	2,143
10135	53070	AUTO REPAIRS	3128	3,088	$ 3,024	3,904	3,084	1,030	2,918	742
10135	53090	FUELS AND LUBRICANTS	7270	6,318	$ 8,970	2,329	9,555	5,012	8,356	7,917
		Subtotal	$ 13,620	*$ 12,703*	*$ 15,278*	*$ 6,978*	*$ 15,975*	*$ 9,125*	*$ 14,498*	*$ 10,958*
10135	54020	FITNESS EQUIPMENT	0	0	$ 1,825	1,825	0	0	5,052	5,052
10135	54030	KITCHEN EQUIPMENT	120	120	$ 120	30	120	136	170	160
10135	54050	AUTOMOTIVE EQUIPMENT	897	897	$ 897	94	897	730	897	649
		Subtotal	$ 1,017	*$ 1,017*	*$ 2,842*	*1,949*	*$ 1,017*	*866*	*$ 6,119*	*$ 5,861*
		Grand Totals	*$ 494,493*	*$ 491,489*	*$ 548,127*	*$ 432,498*	*$ 535,411*	*$ 478,808*	*$ 530,372*	*$ 510,418*

10135 Senior Citizens Commission FY 2022/2023
Proposed Itemized Budget

51000 PERSONNEL COSTS	Longevity/Sick	Rate	Hours	Total Days Per Year	Sub Total	Series Sub-Total
51110 Administration						
GGA Contract 7/1/20-06/30/23						
Director DOH 4/12/2017 Class D		$ 42.7900	2,088	261	89,346	
Assistant Director DOH 6/11/2018 Class B		$ 33.7300	2088	261	70,428	
Administration Total						**$159,774**
Expended FY'21 $152,859 Exp. FY'20 $150,026 Exp. FY'19 $144,265 Exp. FY'18-$201,998 Exp. FY'17-$216,778						
51210 Clerical/Technical						
Clerical Staff						
Senior Services Assistant DOH 11/4/1996 AS-9/S-7		$ 31.0416	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-7		$ 24.4280	1827	261	44,630	
Enrollment Clerk DOH PT-07/S-1		$ 14.00	15	1	210	
Transportation Staff (FY '21we served 97 clients with 1,944 fares) Our transportation service reopened in September 2020 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-6		$ 23.1900	992	156	23,004	
(1) Driver PD DOH 07/22/2013 TC-2/S-5.5		$ 22.6200	992	156	22,439	
(1) Driver DOH TC-2/S-1		$ 18.1600	780	50	14,165	
(1) Substitute Driver EM * DOH 9/10/2018 SO 9/S3		$ 14.5600	25	5	364	
*This position drives for occasional high census days, i.e. picnic, hiking, evening program, etc.						
Community Café Manager DOH 8/30/21 AS-4/S-1.5		$ 18.1600	832	208	15,109	
(2) MOW Driver PT-9/S-4 delivering meals 4 days/week.		$ 14.00	1358	208	19,012	

51000 PERSONNEL COSTS	Longevity/ Sick	Rate	Hours	Total Days Per Year	Sub Total	Series Sub-Total
51210 Clerical/Technical						
Regular Part-time Employee Paid Time Off						
Shifts are covered by substitute drivers in order to provide service. Used SO-9/S-1 as wage to calculate the replacement time.						
(3) Regular Driver's Vacation Hrs		$ 16.0700	186		2,989	
(3) Regular Driver's Sick Time Hrs		$ 16.0700	76		1,221	
Clerical/Technical Total						**$225,273**
~~Expended FY'21 $154,991 Exp. FY'20-$172,350* Exp. FY'19-$193,031 Exp. FY'18-$185,070 Exp. FY'17-$181,557~~						
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 *		$ 29.42	1.5	72	3,177	
Yoga **		$ 30.91	1.5	48	2,226	
Matter of Balance**		$ 30.91	1.5	48	2,226	
Memory Support Class		$ 20.82	6.0	80	9,994	
Instructor Total						**$21,518**
Expended FY'21 5,736 Expended FY'20 -$12,308** Exp. FY'19-$11,044 Exp. FY'18-$7,939 Exp. FY'17-$4,768						
51810 OVERTIME						
Commission/Clerical DOH 11/4/1996 AS-9/S-7		$ 46.5626	2	10	931	
Overtime Total						**$931**
Expended FY'21 $945 Expended FY'20 $ 639** Expended FY'19 $731 Exp. FY'18-$584						
51920 FICA						
$159,774 X 7.65% =					12,223	
$225,273 X 7.65% =					17,234	
$ 21,518 X 7.65% =					1,646	
$ 931 X 7.65% =					71	
FICA Total						**$31,174**
PERSONNEL COSTS SERIES TOTAL						**$438,670**

52000 SERVICES	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
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'21 $144 Expended FY'20 $334 Expended FY'19 $72 Exp. FY'18-0 Exp. FY'17-0					
~~52020 Postage~~					
In FY '23 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	
715 Newsletters x .323 = $231 Six mailings per year.	231	6	1,386	1,386	
Charges for Address Services Requested for forwarding mail or address changes. YTD-3 pieces at .67 each. Anticipating 15 address corrections for FY '23.			10	10	
Pieces of Mail per Month - (50 x .53 (metered mail)= 27.00) X 12 Months.	27	12	324	324	
Postage Total					**$1,920**
Expended FY'21 $1,662 Expended FY'20 $1,674 Exp. FY '19 -$1,497 Exp. FY'18-$1,453 Exp. FY'17-$1,405					
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'21 -0- Expended FY'20 -0- Expended FY'19 -0- Exp. FY'18-0 Exp. FY'17-0					

52000 SERVICES (Continued)	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
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.	68,718	1	68,718	34,359	
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.	94	12	1,128	564	
Basic cable service from Atlantic Broadband.	58	12	696	348	
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 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.	0.05	300	15	15	
Info Shred (Shredding for confidential documents)	20	4	80	80	
Service Contracts & Repairs Total					$36,330
Expended FY'21 $46,413 Expended FY'20 $56,210		Exp. FY'19 -$54,391	Exp. FY'18-$53,757	Exp. FY'17-$51,037	
52050 Dues, Conferences & Education					
Staff regularly utilizes free trainings offered through CIRMA & CHOICES. Some ADA, CASCP, 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 CASCP 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	
ZOOM - ANNUAL MEMBERSHIP	246	1	1	246	
Americans with Disabilities Act Coalition of Connecticut, (**ADACC**) Membership.	100	1	100	100	
Dues, Conferences, & Education Total					$776
Expended FY'21 -0- Expended FY'20 $250		**Exp. FY'19-$505**	**Exp. FY'18-$425**	**Exp. FY'17-185**	
Due to COVID19, all meetings and trainings moved to ZOOM		at no cost.			

52000 SERVICES (Continued)	AMOUNT	NUMBER OF BILLING PERIODS PER YEAR	ANNUAL TOTAL	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
52130 Physical Examinations/Hiring					
(1) Non-complex Physical @ 172.00 includes drug screening, TB test, and form fee for newly hired employee. (Chest x-ray fee of $100 included if necessary).	272	2	544	544	
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. 12 background checks @ $56 each.	56	12	672	672	
Physical Examinations Total					$1,216
Expended FY'21-$521 Expended FY'20-$1,023 Expended FY'19-$612 Exp. FY'18-$330 Exp. FY'17-$382					

52000 SERVICES (Continued)	NUMBER ENROLLED IN CLASS	RATE/ SESSION	NUMBER OF SESSIONS	PROGRAM TOTAL	SERIES SUB-TOTAL
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.	In FY'23, the contractor costs have been deleted from the budget.				
Currently 180 individuals are enrolled in fee-based fitness classes. Number enrolled in class column reflects actual number of participants in each class as of 11/30/21, or estimated if * appears by figure. Ex. Pitch-There are two different Pitch groups. Each group has 8 - 10 players.	Contractual Instructors cost are covered by program fees. If a class enrollment cannot cover the instructor cost, the class is not run.				
Alzheimer and Bereavement Support Groups	12*	0	12	0	
Casual Bridge (Volunteer Facilitators MWF)	20	0	144	0	
Canasta	16	0	48	0	
Brain Flex (Mental Aerobics)	11	0	36	0	
Cribbage (meets twice a week)	6	0	96	0	
Evening Series Seminar (Volunteer Presenters)	20*	0	4	0	
Hearty Moves -Fitness Class Meets 2 times/week	28	50	90	0	
Living Will Clinic (Consumer Law Project for Elders Facilitates)	10	0	1	0	
Pinochle (meets TU and FR)	20	0	96	0	
Pitch Games (meets 2 days week)	10	0	144	0	
Probate Court Counseling	3	0	12	0	
Senior Quilting Program (Volunteer Led)	12	0	72	0	
Pickle Ball (Donations will be accepted to replace equipment).	30	0	144	0	
Strength Training I Class meets twice a week	18	50	96	0	
Strength Training II Class meets twice a week	19	50	96	0	
Strength Training III Zoom Class meets twice a week	36	50	96	0	
Healthy Stretch** Hybrid inperson & Zoom	14	50	48	0	
Tai Chi (3) 12 week sessions. Hybrid	12	70	36	0	
Program supplies such as: resistance bands, balls, cards, etc.		150		150	
Programs Total **FY21 spending reflects COVID 19 effects on participation.					$ 150
Expended FY'21-$5,545 Expended FY'20-$17,198****		**Exp. FY'19-$23,889**	**Exp. FY '18-$23,653**		**Exp. FY'17-$27,767**

52000 SERVICES (Continued)	NUMBER ENROLLED PER CLASS	RATE/ SESSION	NUMBER OF SESSIONS	PROGRAM TOTAL	SERIES SUB-TOTAL
Class Instructors in 51000 Series					
Chair Yoga **	25	$ 30.91	1.5	48	2,226
Dance Party **	20	$ 29.42	1.5	72	3,177
Matter of Balance**	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					** **11,524**
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)				$ 26,015	
TOTAL PROGRAM INCOME FOR FY'21 (FITNESS				$ 5,306	
YTD INCOME as of 11/30/21 (FITNESS)				$ 22,099	
PROJECTED INCOME FY '23 (FITNESS)				$ 25,500	
SERVICES TOTAL					$41,186

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

53000 MATERIALS AND SUPPLIES	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
53010 Office Supplies					
Seals for the newsletter. Must use 3 per letter so that document can move freely through the sorter at the PO. $15.00 per box of 8000.	15	2	30	30	
Ink cartridges for DeskJet printer used primarily for off-site Rent Rebate, Energy Assistance, and Benefit Check up applications.	10	4	40	40	
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	
Unique supplies which cannot be purchased through the Finance Department such as; specialty papers & envelopes for greeting card outreach program.				30	
Office Supplies Total					**$507**
Expended FY'21-$85 Expended FY'20-$401	**Expended FY'19-$156**		**Exp. FY'18-$386**	**Exp. FY'17-$229**	
53020 Other Supplies					
c 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	42	1	42	21	
Rinse All	42	1	42	21	
Sanitizing Solution for Ware Washing	22	3	66	33	
Ware washing detergent	32	1	32	16	
Brooms/Dust Pans	50	1	50	25	
Microfiber Mop Heads for wet mopping	8	5	40	20	
Disposable Gloves-2 pk(1000 count) of Med and 2 pk.(1000) of x-large @ $37 ea.	43	4	172	86	
Facial Tissues (case)	26	2	52	26	
M-Fold Towels	22	33	726	363	
Go Jo Foam Hand Cleaner	53	7	371	186	
Toilet Tissue	50	10	500	250	
Winterclean #117 (quoted by company)	218	1	218	109	
Window Cleaner #101 (quoted by company)	164	1	164	82	
zyme #121 (quoted by company)	114	2	228	114	

53000 MATERIALS AND SUPPLIES	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
53020 Other Supplies (continued)					
Peroxide Multicleaner #120 (quoted by company)	164	2	328	164	
Multipurpose #107 (quoted by company)	164	1	164	82	
Waste Paper Basket Liners	27	4	108	54	
High Density Can Liners	41	6	246	123	
Count Roll Paper Towels	21	3	63	32	
Wipe All 60 Wipes	28	4	112	56	
Hand Sanitizer Case of 8 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					**$2,715**
*****FY'21 spending reflects COVID19 effect on daily census of participants.**					
Expended FY'21-$661* Expended FY'20-$2,682**	**Exp. FY'19-$2,143**		**Exp. FY'18-$2,706**	**Exp. FY'17-$2385**	
53070 Auto Repairs					
Vehicles 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 11/30/2021 **12,662**					
R-5 **2013** Ford 14 Passenger W/C Mini-Bus Mileage as of 11/30/2021 **118,105**					
R-30 **2017** Ford 14 Passenger W/C Mini-Bus Mileage as of 11/30/2021 **60,282**					
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 '18 $4,791 FY '19 $742 FY '20 $1,030 FY '21 $3,904 of November 30 - $658			2,500	2,500	

53000 MATERIALS AND SUPPLIES	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
Vehicle Safety Inspections are done every other year. (2) vehicles are due in 2023. (2) Vehicles @ $40 each.	40	2	80	80	
Wheelchair lift inspections/preventative maintenance to be done every 500 lifts	137	4	548	548	
Auto Repairs Total					$3,128
Expended FY'21-$3,904 Expended FY'20-$1,030	**Exp. FY'19-$742**		**Exp. FY'18-$4,791**	**Exp. FY'17-$2,461**	
53090 Fuels and Lubricants					
Based on (5 year history) average gallons/year is 3,895* gallons. Cost/gallon $2.3800 FY'21 costs were lower due to COVID19 protocols that would not allow the buses to operate.	$2.3800	3,895	9,270	9,270	
HISTORY:					
FISCAL YR GALLONS/YR TOTAL					
'17 5,151 gallons $6,026 General Fund **$3,179** expensed from donations					
FY '18 5006 gallons $7,461 General Fund **$3,275** expensed from donations					
FY '19 4754 gallons $7,947 General Fund **$2,887** expensed from donations					
FY '20 2,856 gallons $5,012 General Fund **$1,930** expensed from donations					
FY '21 a total of 1,709 gallons of gasoline were consumed at a total cost of $2,509. $2,329 was expended from the general fund and $180 expensed from donations. Annual donation letters are sent to help defray the cost of fuel. No letter was sent in FY'21. Due to COVID restrictions, rides were not available for a portion of the year. In FY' 21,7.2% of the total fuel cost was paid for through donations.					
Estimated Transportation donations revenue to be used to offset fuel costs				2,000	
Fuels and Lubricants Totals					$ 7,270
MATERIALS & SUPPLIES TOTAL					$13,620

54000 EQUIPMENT	UNIT COST	QUANTITY	TOTAL COST	SENIOR SERVICES BUDGETED EXPENSE	SERIES SUB-TOTAL
54020 Fitness Equipment					
No equipment to be replaced in 2023					
Fitness Equipment Total					$0
Expended FY'21-$1,825 Expended FY'20 -0-		Exp. FY'19-$5,052		Exp. FY'18 $3,877	Exp.FY'17 $ $3,500
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 remains closed to the public. 3 diners are receiving home meals due to the pandemic. Meals on Wheels has decreased the delivery of meals by 31% over last year (10,915 this past year vs.15,932 the previous year). The meal count is still over the average of approximately 7,900 pre-pandemic.			120	120	
Kitchen Equipment Total					$120
Expended FY'21-$30 Expended FY'20-$136		Expended FY'19-$160		Exp. FY'18-$34	Exp. FY'17-$70
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 '19 - 5 tires replaced. FY '20 - 6 tires replaced. FY '21 - 0 tires replaced. FY '22 - 2 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'21-$94 Expended FY'20-$730		Expended FY'19-$649		Exp. FY'18-$872	Exp. FY'17-$818
54060 Office Equipment Total					$0
EQUIPMENT SERIES TOTAL					$1,017
FY 2021/2022 BUDGET TOTAL					$494,493

TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2022/2023 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
4/12/2017	Director	40	42.79	83,576	89,346		89,346	6,835
6/11/2018	Assistant Director	40	33.73	65,879	70,428		70,428	5,388
11/4/1996	Assistant	35	31.0416	57,965	56,713	1,252	57,965	4,434
9/19/2016	Office Support Technician	35	24.428	44,621	44,630		44,630	3,414
6/25/1996	Driver	19	24.36	24,165	24,165		24,165	1,849
12/3/2012	Driver	19	23.19	22,449	23,004		23,004	1,760
7/22/2013	Driver	19	22.62	21,913	22,439		22,439	1,717
Open	Driver	15	18.16	7,328	14,165		14,165	1,084
9/10/2018	Driver Substitute	5	14.56	420	364		364	28
10/2/2013	Enrollment Clerk	7	14.00	98	210		210	16
	Enrollment Clerk			98	0		0	0
8/30/2021	Community Café Manager	16	18.16	15,109	15,109		15,109	1,156
	Meals on Wheels Drivers	25	14	18,928	19,012		19,012	1,454
	Regular Part-time Employee Paid Time Off		16.07	4,287	4,210		4,210	322
	Chair Yoga Instructor	1.5	30.91	2,226	2,226		2,226	170
	A Matter of Balance Inst.	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	29.42	3,024	3,177		3,177	243
	Memory Support Class	12	20.82	2,998	9,994		9,994	765
51810 - OVERTIME				**381,205**	**405,313**	**1,252**	**406,565**	**31,103**
11/4/1996	Commission Secretary	1	45.5379	931	931		931	71
TOTALS - DEPARTMENT				**382,136**	**406,244**	**1,252**	**407,496**	**31,174**

2022/2023	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2022-2023 FISCAL YEAR

LINE 51910

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
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			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
TOTAL - FRINGE BENEFITS	0.00	0.00	0.00

None

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2022-2023 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: SENIOR SERVICES

LINE ITEM	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees	23	1	0	15	15
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous - Passcard Repl.	10	0	0	20	20
Permitting/Licensing Fees					0
Program/Registration Fees	26,810	5,306	22,099	10,761	(11,338)
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	**26,843**	**5,307**	**22,099**	**10,796**	**(11,303)**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2022-2023 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: SENIOR SERVICES

LINE ITEM	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
State of CT Elderly&Disabled Muncipal Grant	289,893	289,893	289,893	**289,893**	**0**
CT DOT 5310 Grant	59,303	0	0	**0**	**0**
Title III Federal Funds-Open Door	3,298	0	0	**0**	**0**
					0
					0
					0
DONATIONS (list indivual donations below)					**0**
General Donations	470	364	1,465	**300**	**(1,165)**
Historic Mural Wall	13,382	13,077	1,603	**0**	**(1,603)**
Transporation Donation	1,930	180	60	**2,000**	**1,940**
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					**0**
Duplicate Bridge	4,810	1,081	0	**0**	**0**
Fitness Programs	0	0	0	**23,137**	**23,137**
					0
					0
					0
					0
MISC					**0**
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	**373,086**	**304,595**	**293,021**	**315,330**	**22,309**

Senior Services Program Summary by Enrollment Period
Item #11 Budget Preparation Guidelines FY '23

Class	Spring FY'18	Spring FY'19	Spring FY'20	Spring FY'21	Fall FY '18	Fall FY '19	Fall FY '20	Fall FY '21	Fall FY '22	Winter FY ' 18	Winter FY ' 19	Winter FY ' 20	Winter FY ' 21	Winter FY ' 22
A Matter of Balance								-	46					17
Flexibility and Balance	24	25	14		22	21	20		x	25	25	11		x
Yoga	26	26	25	12	27	25	27	12	19	25	27	25	12	13
Pace	17	20	15		15	17	12		x	20	15	16		x
Strength I	22	23	22		22	22	23		35	23	22	22		18
Strength II	24	22	22		22	22	23		55	22	22	22		19
Strength III**	22	22	21	53	22	22	22		31	22	23	22		36
Hearty Moves	31	31	26		29	30	30		12	30	30	29		x
Chair Yoga	20	21	21		13	23	23		40	20	21	25		16
Tai Chi	20	31	16		14	24	32	20	12	19	27	29	20	5
Healthy Stretch	18	21	13		11	15	17		31	20	21	21		14
Zumba Gold	0	0	0		15	23	29	20	19	0	0	0		x
Enrichment	0	10	0		0	14	0		x	0	7	11		x
Qi Gong	0	0	0		10	0	0		x	5	0	0		x
Line Dance/Party (New FY	0	23	18	13	0	0	15	16	34	0	26	24	16	17
Totals	224	275	213	78	222	258	273	68	334	231	266	257	48	155
See note below			*	***				**						
	# People				Revenue		Instructor/ Program Cost				% Return		Per Person Subsidy	
All Programs FY '17	647				$29,135		$ 32,366				90.02%		$ 4.99	
All Programs FY '18	677				$30,746		$ 31,590				97.33%		$ 1.25	
All Programs FY '19	*799*				$33,543		$ 31,224				107.43%		$ (2.90)	
All Programs FY '20	530				$26,015		$ 28,828				90.24%		$ 5.31	
All Programs FY '21	194				$ 5,306		$ 8,386				63.27%		$ 15.88	
All Programs FY '22 YTD	*489*				$22,099		$ 11,353							
	One more session in FY '22													

It was a very difficult year trying to keep our seniors engaged while the Community Center was not an option for space to conduct exercise programs. Our seniors were determined and willing to take on the challenge of utilizing alternate means of seeing each other and getting their exercise in. They tenaciously adapted to new technology and we were able to offer some free 'ZOOM' classes prior to launching into a paid 'ZOOM' exercise schedule. When some of the mandates lifted we were able to move to a "hybrid" class model with some people being on site and others on 'ZOOM', thus keeping everyone "socially distanced". The other challange with exercise classes was the mask mandate. Many people complained that they were unable to wear a mask and exercise. This feedback further helped us realize that hybrid classes were essential during this period of time.

* Spring of 2020 column Another pandemic issue was that in the Spring of 2020 we were poised to reach a record number of registrations. We had a total of 213 registrants ready to start classes in March of 2020 when pandemic hit. The exercises classes met once or twice before the shut down due to the pandemic. We refunded the students the complete amount they paid for the classes. We paid our instructors for their hours worked. This number regularly would be added to the "All Program"s FY '20"

** Fall of '21 column: from July 2020 - February of 2021 we offered free Zoom classes for Yoga, Tai Chi, Movement and Dance and Zumba Gold. The number of participates are noted in this column.

***Spring '21 column: from February of 2021 - June of 2021 we offered Zoom classes for a reduced fee ($68/ class for the entire time frame) The number of participants are noted in this column

** We began offering in-person exercise classes July 1, 2021. We opted to start slow with 2 eight week sessions: 7/1/21 - 8/31/21 and then 9/1/21 through 10/29/21. These sessions welcomed patrons back in to the Community Center and also showed that Hybrid classes were wanted.

We are beginning to see a resurgance of patrons returning for their exercise classes We hold a healthy projection as we move into FY '23 that we will continue to see robust numbers of seniors taking advantage of extremely reasonable rates for high quality exercise programs.

Summary of Senior Services Programs
Budget Preparation Guidelines for FY '23

Program Name	FY '21 Fall Actual Figures					FY '22 Fall Actual Figures					FY '23 Fall Projected				
	# per class	Fee	Rev./Session	Cost	Net	# per class	Fee	Rev./Session	Cost	Net	# per class	Fee	Rev./Session	Cost	Net
Chair Yoga						40	$30	$1,135	$742	$393	25	$48	$1,200	$798	$402
A Matter of Balance						46	$30	$1,185	$742	$443	25	$48	$1,200	$798	$402
Hearty Moves						12	$30	$290	$400	-$110	28	$72	$2,016	$1,600	$416
Healthy Stretch						31	$30	$850	800	$50	18	$48	$864	800	$64
PACE						0	$0	$0	$0	$0	0	$0	$0	$0	$0
Strength Training I						35	$60	$2,125	$800	$1,325	23	$72	$1,656	$1,600	$56
Strength Training II						55	$60	$2,960	$800	$2,160	23	$72	$1,656	$1,600	$56
Strength Training III						31	$60	$1,560	$800	$760	23	$72	$1,656	$1,600	$56
Tai Chi 12-wk class	20					12	$42	$518	$840	-$322	25	$42	$1,050	$840	$210
Yoga	12					19	$30	$805	$742	$63	25	$48	$1,200	$798	$402
Zumba Gold	20					19	$25	$475	$0	$475	25	$25	$625	$0	$625
Movement & Dance 12-wk class	16					44	$30	$1,320	$1,050	$270	20	$54	$1,080	$1,056	$24
Totals	68					344		$13,223	$7,716	$5,507	240		$14,203	$11,490	$2,713
	**														

Fees indicated are for Waterford Seniors. Residents under age 65 are charged higher fees. Non-residents are charged the full per person cost of the program. Projected figures do not reflect these higher fees.

NOTE: Sessions run for 16 weeks unless otherwise indicated.

** Fall of '21 column: from July 2020 - February of 2021 we offered free Zoom classes for Yoga, Tai Chi, Movement and Dance and Zumba Gold. The number of participates are noted in this column.

Programs Cancelled in the Past Three Years

PACE
This program has been cancelled due to a lack of interest and enrollees.

FLEXIBILITY & BALANCE has been changed to A Matter of Balance. This is a NCOA approved class.The instructor is trained and certificed through the NCOA.

Senior Services Volunteers
Estimated Cost Avoidance for FY '23

Position	Duty	# of volunteers	Hours/day	Days per year	Cost/hour*	Total	Total Hours/year
Community Café Volunteer	Serve Lunch, Clean Up	2	3	156	$14.00	$13,104	936
Special Luncheons Volunteers	Prep, Plate, Serve, Dishes, Check in guests	5	4	12	$14.00	$3,360	240
Newsletter	Stuff, Fold, Label	15	3	6	$14.00	$3,780	270
Front Desk	Greet and Sign in Visitors	2	3	260	$14.00	$21,840	1560
Program facilitator	Pinochle, Pitch, Bridge, Bingo,Canasta, Quilting	2	4	260	$14.00	$29,120	2080
Program facilitators	Special Community Events	4	3	4	$25.00	$1,200	48
Program Assistants	Memory Support	2	5	100	$15.00	$15,000	1000
Program Instructor	Zumba Gold	1	1.5	20	$50.00	$1,500	16
				818		$88,904	6150

*CT minimum wage 7/1/2022 $14.00

The Community Center is reawakening following the obstacles presented by the COVID Pandemic. We are thrilled to be seeing many of our seniors, and many new faces, returning to the center. This active and enthusiastic group enjoys exercise, sharing ideas, learning new things, participating in enriching activities and programs offered by WSS. WSS continues to offer these programs with the help of a great compliment of volunteers. The contribution volunteers make helps with cost containment and the ability to offer top notch programs and services, despite a small number of paid staff. Volunteers also express that giving of their time help make them feel more connected to the community and offers a great sense of satisfaction in "giving back". We always let our volunteers know how much we appreciate them. Each year we host of Volunteer Luncheon event as one special way of saying "thank you"!