

Town of West Tisbury  
FY 2016 Budget Request Worksheet

**Up-Island Council on Aging - 541  
Revenue**

Source/Description of Revenue	Fund	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Town of Chilmark	General	91,101	96,168	107,426	115,552.00
Town of Aquinnah	General	35,906	37,574	41,945	45,157.00
Gifts for Utilities & Food	Special Revenue/Restricted	11,000	11,000	12,000	10,000.00
State Grant	Special Revenue Grant	4,683	5,352	3,894	5,352.00
State Grants to Aquinnah & Chilmark	Special Revenue Grant	9,366	8,000	7,788	8,000.00
<b>Total Revenue Generated</b>		<b>152,055</b>	<b>158,094</b>	<b>173,053</b>	<b>184,061.00</b>

**Personal Services**

Director	Wages	Grade	Step	Hours/ Week	Weeks/ Year	Hourly Rate*	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Request
	Longevity @ 5%									3,941.27
Assistant Director	Wages	G	4	35	44.0	27.92	24,718	36,172	48,115	42,996.80
		G	5	35	8.4	29.32				8,620.08
Outreach Worker	Wages	H	8	35	52.4	36.30	63,972	65,578	66,510	66,574.20
	Longevity @ 3%									1,997.23
Administrative Clerk		B	3	35	52.4	18.95	13,213	15,068	23,164	34,754.30
Custodian		C	8	9	52.4	25.87	11,494	11,733	11,952	12,200.29
Senior Dining Manager		C	8	3	52.4	25.87	3,610	3,761	3,984	4,066.76
<b>Total Personal Services</b>							<b>194,215</b>	<b>211,411</b>	<b>234,022</b>	<b>253,976.25</b>
<b>Percent Change</b>										<b>8.5%</b>

\* 1.8% Scale Adjustment

**Expenses**

		FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Request
Energy Services-Electricity	5212	934	1,499	800	1,000.00
Energy Services-Heating Oil	5214	698	497	800	1,000.00
Energy Services-Propane Gas	5216	76		75	75.00
Repairs & Maintenance Services	5240	13,723	7,415	8,125	10,000.00
Rentals & Leases	5270				
Other Property Services	5290	170		200	
Professional & Technical (services)	5300	75	1,007	1,000	1,100.00
Professional & Technical (training/seminars)	5302	425		200	230.00
Communication-Postage/Shipping	5342	300	223	500	500.00
Communication-Telephone/Internet	5344	249	1,704	500	500.00
Communication-Notices/Ads	5346	61	127		125.00
Communication-Publications/TV	5348				
Other Purchased Services	5380				
Office Supplies	5420	1,208	913	1,800	1,350.00
Building & Equipment Supplies	5430	35	88	50	100.00
Custodial & Housekeeping Supplies	5450	512	1,348	650	1,200.00
Groundskeeping Supplies	5460	51	368	100	300.00
Vehicular Supplies (includes gasoline)	5480				
Food & Food Service Supplies	5490	966	524	650	650.00
Educational Supplies	5510				
Other Department Supplies	5580				
Travel	5710			200	
Dues & Memberships	5730	863	301	2,000	1,000.00
Insurance Premiums	5740	135	60	200	200.00
Other Unclassified Items	5780	280	329	300	350.00
<b>Expenses</b>		<b>20,761</b>	<b>16,404</b>	<b>18,150</b>	<b>19,680.00</b>
<b>Percent Change</b>					<b>8.4%</b>

**Legal Services**

<b>Legal Services</b>	5305				0.00
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<b>Total Department/Committee</b>		<b>214,976</b>	<b>227,815</b>	<b>252,172</b>	<b>273,656.25</b>
<b>Percent Change</b>					<b>8.5%</b>

Submitted by:

Joyce Bowker

Date Completed: 12/16/2014

## 541 Up-Island Council on Aging

December 17, 2014

### Grant Revenue:

Grants (Formula) proposals are written annually in the springtime and Annual reports submitted in August to the MA Executive Office of Elder Affairs (EOEA). I'm estimating that the Council on Aging will receive \$13,352.00 from EOEA for FY 2016. Funding will be used to purchase a laptop computer and defray costs for the following:

- Telephone, internet and cable services
- Oil
- Transportation (clients & meetings/trainings)
- Professional Development
- MCOA Annual Conference attendance

### Narrative

The Up-Island Council of Aging Board unanimously approved preliminary budget for FY 2016 on December 12, 2014. The only significant increase is in the proposed hours for the administrative clerk. We propose increasing the Assistant Clerk's hours from 25 to 35 weekly. The Administrative Clerk's job continues to expand. Most of our records are now computerized and the Administrative Clerk does a majority of the data entry. The administrative Clerk is also managing the telephones, greeting folks, scheduling appointments and providing information and referral as requested by clients. Volunteers are utilized when possible. Due to privacy laws we are limited however, in the type of tasks our volunteers can perform.

I have also attached a copy of the *Friends* 2014 Annual Appeal letter (information only) for those members who may not be familiar with all *their* good works, along with the COA's monthly Newsletter for October, 2014.

Joyce Bowker, Director



**541 Up-Island Council on Aging**  
 FY 2016 UP-ISLAND COUNCIL ON AGING (12/12/2014)

**Personal Services (1.8% Scale Adjustment):**

Director	\$ 78,825.32	
Longevity	<u>\$ 3,941.27</u>	
	\$ 82,766.59	
Outreach Worker	\$ 66,574.20	
Longevity	<u>\$ 1,997.23</u>	
	\$ 68,571.43	
Assistant Director	\$ 51,616.88	
Administrative Clerk (Increase 25 to 35 hrs/wk)	\$ 34,754.30	
Custodian	\$ 12,200.29	
Dining Manager	<u>\$ 4,066.76</u>	
	\$ 253,976.25	
West Tisbury Share (58%) =		\$ 147,306.23
Chilmark's Share (31%) =		\$ 78,732.64
Aquinnah's Share (11%) =		\$ 27,937.39

**Expenses:**

	<b>\$ 19,680.00</b>	
West Tisbury Share (1/3) =		\$ 6,560.00
Chilmark's Share (1/3) =		\$ 6,560.00
Aquinnah's Share (1/3) =		\$ 6,560.00

**County Retirement:**

The Up-Island Council on Aging's retirement gross wages were 7.67 % of West Tisbury's County total wages for FY 2014. 7.67 % of West Tisbury's County Retirement projected FY 2016 (\$357,824) = \$ 27,445.00

West Tisbury Share (58%) =	\$ 15,918.10
Chilmark's Share (31%) =	\$ 8,507.95
Aquinnah's Share (11%) =	\$ 3,018.95

**Medicare Tax:**

1.45% of Wages above.

West Tisbury Share (58%) =	\$ 2,135.94
Chilmark's Share (31%) =	\$ 1,141.62
Aquinnah's Share (11%) =	\$ 405.09

**Life Insurance:**

Cost is \$6.45/mo per eligible employee of which the town pays 75%. Projected town cost for 4 eligible employees is \$232.20

West Tisbury Share (58%) =	\$ 134.68
Chilmark's Share (31%) =	\$ 71.98
Aquinnah's Share (11%) =	\$ 25.54

**Workers' Compensation:**

The Up-Island Council on Aging's gross wages was 11.9 % of West Tisbury's total w/c wages for FY 2014. 11.9 % of West Tisbury's projected workers comp ins (\$8,000) for FY 2016 = \$952.00

West Tisbury Share (58%) =	\$ 552.16
Chilmark's Share (31%) =	\$ 295.12
Aquinnah's Share (11%) =	\$ 104.72

**Health Insurance:**

Is billed on reimbursible basis, quarterly. 4 employees with insurance.

West Tisbury Share (58%) =	\$ 31,137.88
Chilmark's Share (31%) =	\$ 16,642.66
Aquinnah's Share (11%) =	\$ 5,905.46

**Building Use Charge:**

Chilmark \$300 monthly	\$ 3,600.00
Aquinnah \$100 monthly	\$ 1,200.00

**SUMMARY:**

	West Tisbury	Chilmark	Aquinnah	Total
Salaries	\$ 147,306.23	\$ 78,732.64	\$ 27,937.39	\$ 253,976.26
Expenses	\$ 6,560.00	\$ 6,560.00	\$ 6,560.00	\$ 19,680.00
County Retirement	\$ 15,918.10	\$ 8,507.95	\$ 3,018.95	\$ 27,445.00
Medicare Tax	\$ 2,135.94	\$ 1,141.62	\$ 405.09	\$ 3,682.65
Life Insurance	\$ 134.68	\$ 71.98	\$ 25.54	\$ 232.20
Workers Comp	\$ 552.16	\$ 295.12	\$ 104.72	\$ 952.00
Health Ins	\$ 31,137.88	\$ 16,642.66	\$ 5,905.46	\$ 53,686.00
Building Usage Fee		\$ 3,600.00	\$ 1,200.00	\$ 4,800.00
<b>Total FY 2016</b>	<b>\$ 203,744.99</b>	<b>\$ 115,551.97</b>	<b>\$ 45,157.15</b>	<b>\$ 364,454.11</b>

# 541 Up-Island Council on Aging



FRIENDS OF UP-ISLAND COUNCIL ON AGING

Box 3174 West Tisbury MA 02575 (508) 693-2896

## HOWES HOUSE

AQUINNAH  
CHILMARK  
WEST TISBURY

November 1, 2014

## BOARD MEMBERS

Richard Burt  
Robert Day  
Betty Farrow  
Margaret Gallagher  
Nancy Huntington  
Betty Joslow  
Joan Kochian  
Jean Lince  
Marshall Segall  
Sally Segall  
Leah Smith  
y Upson

Dear Up-Island Friends,

Last year, more than 350 seniors from the three Up-Island towns came to Howes House, the vibrant senior center in West Tisbury, for help with their housing and legal questions, access to health care services, counseling, and, most importantly, for winter fuel and food assistance. Over 525 seniors regularly attended its wide array of programs: health, fitness, and skill-building activities, and social and cultural programs designed to counter the isolation and loneliness which often accompany a decrease in activity among the elderly. (We are enclosing the Howes House calendar for October, as a sample of its activities.)

The Friends of the Up-Island Council on Aging is the conduit for funds from the community to support all these services, vital to the needs of the rapidly increasing number of seniors in our Up-Island towns. This year, for example, the Friends provided funding for urgently needed portable wheel-chairs, which go out on loan to seniors in our Up-Island towns.

The Friends also contribute to important maintenance for Howes House itself, which helps keep it a warm and inviting center for senior activities. This year the Friends provided major funding for greatly-needed 'user-friendly' flooring for the large activity room and library, enhancing both their attractiveness and utility.

We have been especially pleased by the support we have received this past year, both from long-time donors and many Up-Islanders who are supporting us for the first time. We need your help. A contribution to The Friends of the Up-Island Council on Aging will ensure that we will be able to maintain the well-being of our Up-Island seniors.

Sincerely yours,



Margaret Gallagher and Nancy Huntington  
Co-Chairmen