

**Town of Millville Council on Aging**  
**Minutes of Special Budget Meeting**  
**January 26, 2024**

Meeting was held at the Millville Senior Center

Members in Attendance: Diane Lamoureux, Chairperson  
Larry Pearson, Vice Chair (arrived at 10:27 a.m.)  
Pat Finn, Secretary  
Sandy Caswell  
Tina Cook, Director

Diane Lamoureux called the meeting to order at 10:03 a.m.

1. **Pledge of Allegiance**, followed by a moment of silence for Dan Ryan.
2. **2024/2025 Budget Review & Discussion:**

Copies of the town budget form were provided by Tina and the form was also projected on the large screen. Each individual line item was then discussed as follows:

**Line 5112 Administrative Salaries (Tina)**

Balance left after 7 months is \$6,577. Complying with guidance, we increased this line item by 3% for a new budgetary request of \$16,480.

**Line 5118 Other Salaries (Van Drivers and Coordinator)**

As of January, this line item has been depleted and we had to use \$388 from the Formula Grant to pay the drivers. After calculations, it was noted that an additional \$6,000 added to this line item would be sufficient to pay drivers and coordinator through the end of this fiscal year (calculated as Kathy \$194 bi-weekly x 10 additional weeks = \$1,940 and Drivers @ \$200 bi-weekly x 2 drivers x 10 additional weeks = \$4,000). We once again will submit \$16,000 to right-size this line item and add an additional 3% on top of it for raises. This brings the line to \$16,480, and once approved, allows us to utilize the full amount of our Formula Grant for senior programs and services. It was also suggested, after some conversation, that we request the proceeds from the sale of the old van be applied to this line item at this for this year.

**Line 5210 Electricity**

Balance after 7 months is \$1,203. With continual use, we will be short by the end of the Fiscal year. Line item increased by \$350 to \$3,200.

**Line 5215 Heating**

On target for 2023/2024. No increase requested. Budget to remain at \$7,600.

**Line 5240 Building Repairs/Maintenance: Building infrastructure, ground work, building envelope**

Balance remains of \$1,565. No septic pumping is needed this year. Power wash will be \$125. Floors will need cleaning and waxing. Keep the budget at \$2,000.

**Line 5241 Building Systems; HVAC, Alarm, Electrical, Plumbing, building trade work**

Balance remains of \$1,900 from budget of \$3,500. New Encore contracts will cost \$2500 and Boucher Energy \$1000. HVAC will need to be serviced. New budget required of \$4,000. New electric is needed in ceilings to replace fluorescent lights with LED. CPC Form to be filled out for this expense.

**Line 5242 Vehicle Repairs: Work, services, parts, maintenance for van**

Budget good for remainder of this year as tires have been replaced, services and repairs completed on old van. New van expected in spring and should only need inspection, stickers, oil changes, etc. for 24/25. Budget reduced to \$2,000.

**Line 5244 Equipment repairs & Maintenance: includes yearly inspections.**

No septic this year. Generator inspection twice. Budget remains at \$2,320.

Inspection	Vendor	Phone	Date	Amount	Comments
Kitchen Hood	AAA	401-784-6942	December	\$250.00	Yearly Line 5244
Furnace Service	Boucher Energy	508-473-6648	Feb & July	\$350.00 x 2	2024 Line 5241
A/C Maintenance	Boucher Energy	508-473-6648	1x/year June/July	?	Line 5241
Annual Monitoring Panel	Encore Fire	800-966-0000	Sept	\$720	Line 5241
Kitchen Suppression System	Encore fire	800-966-0000	June & Dec.	\$350 x 2	Line 5241

Fire Ext. & Emergency Light	Encore	800-966-0000	Annual	\$350	Line 5241
Fire Alarm Inspection	Encore Fire	800-966-0000	Semi-Annual	\$200 x 2	Alarms in ceiling Line 5241
Generator	Precision Electric	508-922-9634	2x/year	\$500 x 2	\$325 Aug. Line 5244
Septic	Gibson	508-962-4887	Every 2 years	\$300	Spring 2025 Line 5240
Power Wash	Sarge Power wash		Every year	\$125	Last 9/23 Line 5240

### **Line 5290 Property Related Services**

Remain at \$500.

### **Line 5300 Other Professional Services: Outside vendor services (Servesafe license, training seminars, etc.)**

Increase budget to \$1,000 to cover yearly "My Senior Center" Software and license (\$890) now due (free for past 2 years during Covid).

### **Code 5340 Telecommunications (phone service, fax, extra cell phone, compute lines)**

Budget to remain at \$3,000

### **Code 5345 Postage/Mailing**

Keep budget at \$1,200 to cover rise in postage, several mailers town wide.

### **Code 5420 Admin & Office Supplies**

New printer ink quarterly, office supplies and additional bottled water jugs. Keep the budget at \$1,000.

### **Code 5450 Custodial Supplies**

\$285 left in budget but will be depleted by end of Fiscal year. Keep at \$500, advertise for tax work-off individual to clean 1x/week, washing floors, bathrooms, vacuum rugs.

### **Summary:**

Total budget request from \$53,870 to \$61,280 or +13.7% to right size the van driver line item.  
Salary budget request from \$26,000 to \$32,960 or +26.8% (van driver line item).  
Operations budget request from \$27,870 to \$28,320 or 1.6%.  
Without increase in Van Driver Line Item, our ask would be +2.6%

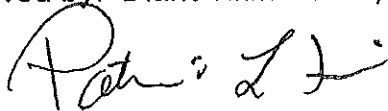
Tina will submit CPC capital request for new Electrical interior of building.

### **3. Adjournment:**

Larry made a motion and Sandy seconded it to dissolve the meeting. Unanimous vote. The meeting was adjourned at 11:27 a.m.

Minutes respectfully submitted by Patricia Finn, Secretary COA

Approved by: Diane Lamoureux, Larry Pearson, Pat Finn, Sandy Caswell

 3-21-24

Minutes Accepted on: March 21, 2024