



# City of Cambridge

48.

IN CITY COUNCIL

April 6, 1998

COUNCILLOR TOOMEY  
COUNCILLOR BORN  
COUNCILLOR DAVIS  
MAYOR DUEHAY  
VICE MAYOR GALLUCCIO  
COUNCILLOR REEVES  
COUNCILLOR RUSSELL  
COUNCILLOR SULLIVAN  
COUNCILLOR TRIANTAFILLOU

ORDERED: That the City Manager be and hereby is requested to confer with the Assistant City Manager for Human Services with the view in mind of determining whether the City should adopt a program (information attached) similar to one in the Town of Arlington whereby senior citizens are able to receive payment or tax credits for performing community service.

In City Council April 6, 1998.

Adopted by the affirmative vote of eight members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury  
City Clerk

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ARLINGTON COUNCIL ON AGING MEMORANDUM

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TO: BOARD OF SELECTMEN  
FROM: COUNCIL ON AGING / JOHN F. JOPE, EXECUTIVE SECRETARY *JFJ*  
SUBJECT: FY1999 WARRANT ARTICLE #55  
DATE: MARCH 12, 1998  
CC: COUNCIL ON AGING BOARD OF DIRECTORS

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Enclosed please find materials for your review, which relate to Warrant Article #55, about which we will come before you on the evening of March 23, 1998.

In FY 1998, we have received more qualified applications than the five openings designed for this fiscal year. We feel strongly, as do the departments and participants involved that this is strong support for continuing this program.

Changes have been made for FY1999 which will make this program available to a wider range of Arlington elders. At the last Town Meeting, it was voted that renters as well as homeowners would be eligible for participation in FY1999. To my knowledge, Arlington thus becomes the only municipality in the Commonwealth offering such a program to non-homeowners. This benefits both the Town and its residents by allowing for greater senior involvement in municipal government as well as the opportunity for self-fulfillment. In addition, the latest HUD guidelines allow higher annual income levels for FY1999 participation, and the two-year requirement for Town residency has been eliminated.

We ask your full support for Warrant Article #55 as we feel it has proven to be of benefit to Town and residents alike.



Board Of Selectmen  
Town Hall  
Arlington, MA 02174  
January 13, 1998

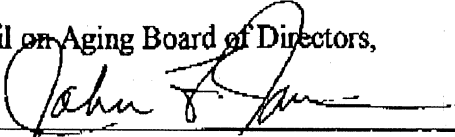
Gentlepersons:

The enclosed article is respectfully submitted for inclusion in the Warrant for the FY1999 Annual Town Meeting for consideration by the Town Meeting Representatives:

"Article # 55 : "To see if the Town will vote to do all things necessary to implement a program whereby senior citizens providing community service could receive a payment for such services, file Home Rule legislation if necessary, appropriate a sum of money to fund same, determine how the money will be raised and expended, or take any action related thereto."

With authority of the Council on Aging Board of Directors,

Respectfully submitted:

  
\_\_\_\_\_  
John F. Jope  
Executive Secretary,  
Council on Aging



**COUNCIL ON AGING  
27 MAPLE STREET  
ARLINGTON, MA 02174  
(781) 646-1000 ext. 4720**

**SENIOR CITIZEN COMMUNITY SERVICE  
REIMBURSEMENT PROGRAM:  
--GUIDELINES--**

**GOALS:** To employ qualified senior citizens, to enhance municipal service by utilizing the skills and abilities of seniors, and to increase senior citizen involvement in local government.

**ELIGIBILITY:** Minimum 60 years of age, Arlington resident, application accompanied by required verifications. Maximum allowable income for Program participation is \$30,450. for a senior living in a single-person household, and \$34,800. for a married senior couple residing together.

**POSITIONS:** There will be five participant openings allotted in this program for FY1999. Opportunities will be available in any town department, which shows an interest in participation. Job availability determined by departmental needs.

**REIMBURSEMENT:** Five hundred dollars will be earned for 100 hours' participation, as verified by department or division head. Seniors will receive one check when job assignment is completed.

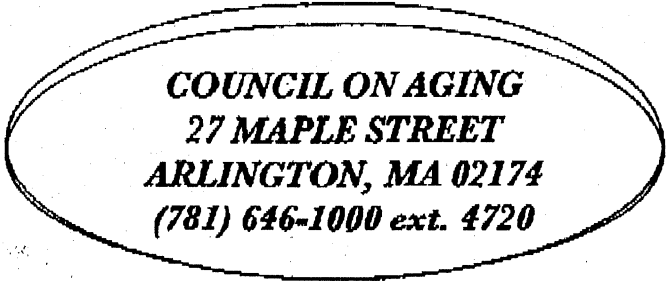
**SELECTION:** Positions will be offered on the basis of qualification, availability, financial need, location and physical limitation. Approval of applicants will be based upon the skill requirements of the requesting department head. If there are more applicants than available positions, those in the greatest need will receive first consideration.

**APPLICATION:** Application forms are available at the Council on Aging, 27 Maple Street, Arlington, MA (646-1000, ext. 4720).

**ACCEPTANCE:** Subject to income guidelines and the ability to place applicant in an available position as determined by the Executive Secretary of the Arlington Council on Aging. Applicants have the right to refuse placements, but each applicant will be taken on a maximum of two interviews. Applicants may have the option to defer placement pending the possibility of other opportunities. However, there is no guarantee that additional positions will become available.

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**SENIOR CITIZEN COMMUNITY SERVICE  
REIMBURSEMENT PROGRAM APPLICATION  
FY1999**

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Social Security # \_\_\_\_\_

VERIFICATIONS to accompany application:  
Arlington Resident (rent receipt, phone bill, etc.) [ ] 60 years or older [ ]  
Annual Income (all sources) \_\_\_\_\_

Positions may be available on most town departments. Do you have a preference? [ ] yes [ ] no

Which department(s)? \_\_\_\_\_

Please state experience, relevant skills which might qualify you as a participant: \_\_\_\_\_

Are there any medical restrictions, which may limit your involvement or your ability to work?

If so, please explain: \_\_\_\_\_

I understand that as a participant in the *Senior Citizen Community Service Reimbursement Program*, I may earn a maximum of five hundred dollars from my work at an assigned town agency. I also understand that consideration may include financial need, qualification, availability, location, transportation, and physical limitation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application, with verifications, to:  
Executive Secretary, Arlington Council on Aging  
27 Maple Street, Arlington, MA 02174

[ ] Approved Placement location: \_\_\_\_\_

[ ] Denied Reason for denial: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_





**INFORMATION PACKET**  
**IN SUPPORT OF**  
**WARRANT ARTICLE # 55**

Many seniors in such programs find their involvement with local government so interesting that they elect to stay on as unpaid volunteers after their 100 hours have been satisfied. This is truly a "win-win" situation for both the town and the elders! Please note that the qualified participants of this program may work in any town (including school) department...this is not a program to staff the Council On Aging.

The qualifying incomes as herein proposed are fashioned after HUD guidelines for Massachusetts Home Care Corporations, and are used throughout the Commonwealth.

John F. Jope  
Executive Secretary,  
Council on Aging

Harry Barber  
Council on Aging Board of Directors  
Chair, COA Finance Committee  
Town Meeting Member, Precinct 18



SUPPORTING INFORMATION RE:  
WARRANT ARTICLE # 55

1. This program continues a senior citizen community service reimbursement at the rate of \$5 per hour for 100 hours of Town service in any of the Town departments, which will need help.
2. The Council on Aging, Department of Human Services, under the authority of the Board of Selectmen shall administer this program. All applications shall be reviewed and selection of participants made by the Council on Aging Executive Secretary (Director). All information will be treated as confidential.
3. Each applicant shall be an Arlington resident (homeowner or renter, as voted by the last Town Meeting), at least 60 years old and retired.
4. Income guidelines shall exist, and shall be fashioned after the Home Care Corporation guidelines used throughout the Commonwealth, wherein the maximum allowable annual income for eligibility under this program shall be \$30,450 for a senior living in a single-person household, and for a married senior couple residing together, a \$34,800 income limit.
5. The approval of applicants will be based upon need, but must also be based upon applicant qualifications, and the skill requirements of the requesting department head. If there are more applicants than the program is designed to accept, those in the greatest amount of need will be considered the most eligible.
6. There will be 5 participant slots allotted in this program for FY1999. Each applicant approved will be eligible for a maximum of \$500 at the rate of \$5 per hour for a maximum of 100 hours worked in the assigned Town department. Any monies not utilized will be returned to the General Fund.



OFFICE OF THE BOARD OF HEALTH

City of Arlington



Marie T. Walsh  
DIRECTOR OF PUBLIC HEALTH

175 MASS. AVENUE  
MASSACHUSETTS  
02174

Tel: 781 846-1000 - ext. 4512  
Fax: 781 841-6490

MEMO

TO: John Jope, Council on Aging  
FROM: Marie Walsh, Board of Health  
DATE: January 23, 1998  
RE: Senior Volunteer

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Thank you for arranging for a senior volunteer to spend some time at our office.

Her work is a tremendous asset to the daily functions of our office. Over the past month, she has been assisting in our annual permitting process. Having an extra pair of hands to prepare permits and mailings has allowed the process to run quite smoothly. In addition, it has allowed the office staff to concentrate on other aspects of protecting and promoting the public health of the community.

I am very appreciative of the Senior Service Program; what a great opportunity for a senior to volunteer time and augment an entire department! I hope that this program will continue in the future.



TOWN OF ARLINGTON



**Deborah Chang**

*Fair Housing / Human Rights Director  
Community Reinvestment Coordinator*

(781) 646-1000 x4118  
730 Massachusetts Avenue  
Arlington, MA 02174  
(781) 641-1147 FAX

Mr. John Jope  
Council On Aging  
27 Maple Street  
Arlington, MA 02174

February 3, 1998

Dear Mr. Jope,

I would like to thank you and the Board of the Council On Aging for establishing the Senior Citizens Community Service Reimbursement Program. In a very short time the Fair Housing / Human Rights Office and the people we serve have reaped the benefits of your planning and implementation.

Patricia Bradlee, a senior resident assigned to my office is enthusiastic, energetic and reliable. As a retired school teacher she brings many years of good organizational and people skills. Patricia is eager to add to her knowledge base and learn about various office procedures. As her supervisor, I can say that she is a fast learner and works cooperatively with my assistant and I while completing very time consuming tasks. For an example, recently we did a town wide mailing of a poster to local businesses who are members of the Chamber of Commerce. This type of outreach is an important component in our program by building a solid base within the community and utilizing all possible avenues for increasing public awareness about Fair Housing issues. The time Patricia spent in coordinating this project was extremely helpful and allowed us to work on other projects simultaneously, thereby increasing productivity without incurring additional program costs.

In addition, to serving the Town through this office, I feel there are other benefits as well. When a retired individual becomes a part of an office team, it provides a place for their many years of experience to be integrated into the current work setting, thus providing regular involvement and interaction through a very productive model.

In my opinion, this is a very worthwhile and valuable program which definitely creates a "win-win" opportunity for many. I hope this program will continue in the future, and this office will always be a participating member.

Sincerely,

*Deborah Chang*

Deborah Chang

cc. Patsy Kraemer



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Council On Aging  
27 Maple Street  
Arlington, MA 02174

February 3, 1998

Dear Mr. Jope,

You've done it again ! Helping Seniors to help themselves. It's a great program, benefiting the Town and its citizens. It shows the expertise of the people who plan for the future of Arlington by fostering programs that enhance Arlington's image.

Sincerely,  
Patricia Bradlee

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DEPARTMENT OF COMMUNITY SAFETY

*Inspections Division*

*Inspections Division*



51 GROVE STREET  
TELEPHONE 648-1000  
EXT. 8250

**Town of Arlington**  
MASSACHUSETTS 02174

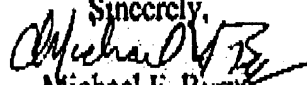
Mr. John Jope  
Executive Secretary  
Council on Aging

February 2, 1998

Dear Sir,

I would like to take this opportunity to thank you and the Council on Aging for allowing Doris Rushton to be assigned to the Inspections Division. Our Office operates under the constant pressure of never seeming to have enough time to complete the tasks at hand, and the addition of a capable Office Assistant will always be a welcome asset to our department.

Sincerely,

  
Michael F. Byrne  
Inspector of Buildings



**OTHER COMMUNITIES' APPROACHES TO SENIOR CITIZEN COMMUNITY SERVICE REIMBURSEMENT PROGRAMS**

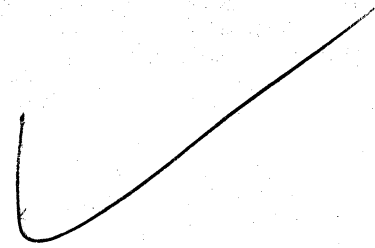
[the following is a sampling of the over 26 Massachusetts municipalities having similar programs]

as of 5/97:	Eligibility	Selection Process	Job Opportunities	Voucher Factors	Procedure
ANDOVER	age 60+/disabled, home owner-occupied, no current town employees, no COA bd. members; still eligible if receiving over 70 tax abatement, No financial criteria	interview by COA Director, placements offered based on qualification, transportation, physical limitation	municipal and school departments, special projects	max. \$500 per year per household, two week probation period, absenteeism policy, must complete 100 hrs svc within current fiscal year	letter from COA dept head allows \$500 deduction from tax bill
BELMONT	age 60+/disabled, homeowner/spouse owner-occupied; financial need a priority, based on home-care financial eligibility, NOT eligible if receiving over-70 tax abatement	COA staff screens/interviews with appropriate dept head, applicant must meet eligibility requirements and have appropriate skills for position	municipal and school departments	max. \$500 per year per household. level of town appropriation determines max. number of applicants	department where senior is engaged sends monthly paperwork to treasurer and assessor; 1099 form issued, being under \$600 earned
CHELMSFORD	age 60+, home owner-occupied for which taxes are paid, no financial screening, no income limit	jobs offered on qualification, location, transportation, physical limitation. COA director coordinates program interviewing by each dept head	municipal and school departments	\$5 per hour, max 100 hours in a fiscal year, max \$500 of the seniors' property tax	amount approved in town meeting every year, dept head notifies COA Director when 100 hours or less is completed. Voucher system used.
LEXINGTON	age 60+/disabled, home owner-occupied, still eligible if receiving over-70 abatement; income limits \$16,902 one-person household, \$23,917 two-person household	interviewing, job-matching and financial screening by COA Director, placements determined by interests, skills of applicants and the needs of various depts.	town & school departments	max. compensation of \$500/yr. (100 hours @ \$5/hr) which can only be applied to Town of Lexington property taxes; \$500 is considered taxable income even though Town of Lexington is not obligated to issue a form 1099 for payments less than \$600	monies approved at town meeting, dept head documents that participant has completed 100 hours to COA Director, who issues a check to be applied directly to tax bill
WATERTOWN	age 60+, home owner-occupied; must have resided in Watertown for 3 yrs. or more as homeowner or current spouse; limit on income: \$14,940 for one person, \$20,600 for two people; still eligible if receiving over-70 tax abatement	interviewing & job-matching coordinated by COA and personnel dept.; financial screening by assessors; applicants must have skills required by participating departments	town and school departments	max. of \$500 from property tax bill in exchange for 100 hours of work at \$5 / hour; program runs March to June (end of fiscal year); max number of participants: 10.	administered by COA. COA Director sends letters to Comptroller, w/ copies to Treasurer and Assessor, of those who have completed their 100 hours; the account to be charged is the \$5000, approved at Town Meeting.
	Other communities participating in similar programs: Bedford, Marshfield, Norfolk, Westford, Hopedale				

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Councillor Toomey

**ORDERED:** That the City Manager confer with the Assistant City Manager for Human Services with the view in mind of determining whether the city should adopt a program (information attached) similar to one in the town of Arlington whereby senior citizens are able to receive payment or tax credits for performing community service.

*Attachment*

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ARLINGTON COUNCIL ON AGING MEMORANDUM

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TO: BOARD OF SELECTMEN  
FROM: COUNCIL ON AGING / JOHN F. JOPE, EXECUTIVE SECRETARY *JF Jope*  
SUBJECT: FY1999 WARRANT ARTICLE #55  
DATE: MARCH 12, 1998  
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Town Hall  
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January 13, 1998

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With authority of the Council on Aging Board of Directors,

Respectfully submitted:



John F. Jope  
Executive Secretary,  
Council on Aging

**COUNCIL ON AGING  
27 MAPLE STREET  
ARLINGTON, MA 02174  
(781) 646-1000 ext. 4720**

**SENIOR CITIZEN COMMUNITY SERVICE  
REIMBURSEMENT PROGRAM:  
--GUIDELINES--**

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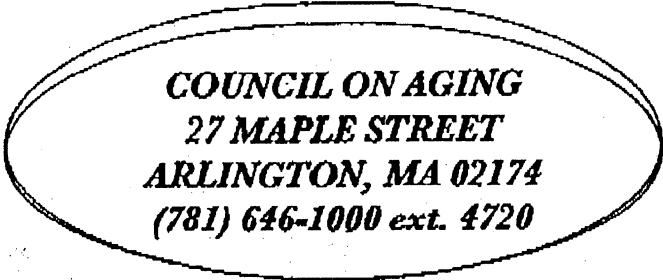
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SENIOR CITIZEN COMMUNITY SERVICE  
REIMBURSEMENT PROGRAM APPLICATION  
FY1999

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

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VERIFICATIONS to accompany application:  
Arlington Resident (rent receipt, phone bill, etc.) [ ] 60 years or older [ ]  
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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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27 Maple Street, Arlington, MA 02174

[ ] Approved Placement location: \_\_\_\_\_

[ ] Denied Reason for denial: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

ENCLOSURE

24



**INFORMATION PACKET**

**IN SUPPORT OF**

**WARRANT ARTICLE # 55**

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OFFICE OF THE BOARD OF HEALTH

Town of Arlington



Marie T. Walsh  
DIRECTOR OF PUBLIC HEALTH

175 MASS. AVENUE  
MASSACHUSETTS  
02174

Tel: 781 646-1000 - ext. 4512  
Fax: 781 641-5490

MEMO

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FROM: Marie Walsh, Board of Health  
DATE: January 23, 1998  
RE: Senior Volunteer

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TOWN OF ARLINGTON



**Deborah Chang**  
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Patricia Bradlee



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DEPARTMENT OF COMMUNITY SAFETY

*Inspections Division*

*Inspections Division*



81 GROVE STREET  
TELEPHONE 648-1000  
EXT. 8250

City of Arlington  
MASSACHUSETTS 02174

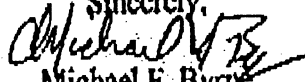
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BELMONT	age 60+/disabled, homeowner/spouse owner-occupied; financial need a priority, based on home-care financial eligibility, NOT eligible if receiving over-70 tax abatement	COA staff screens/interviews with appropriate dept head, applicant must meet eligibility requirements and have appropriate skills for position	municipal and school departments	max. \$500 per year per household. level of town appropriation determines max. number of applicants	department where senior is engaged sends monthly paperwork to treasurer and assessor; 1099 form issued, being under \$600 earned
CHELMSFORD	age 60+, home owner-occupied for which taxes are paid, no financial screening, no income limit	jobs offered on qualification, location, transportation, physical limitation. COA director coordinates program interviewing by each dept head	municipal and school departments	\$5 per hour, max 100 hours in a fiscal year, max \$500 of the seniors' property tax	amount approved in town meeting every year, dept head notifies COA Director when 100 hours or less is completed. Voucher system used.
LEXINGTON	age 60+/disabled, home owner-occupied, still eligible if receiving over-70 abatement; income limits \$16,902 one-person household, \$23,917 two-person household	interviewing, job-matching and financial screening by COA Director, placements determined by interests, skills of applicants and the needs of various depts.	town & school departments	max. compensation of \$500/yr. (100 hours @ \$5/hr) which can only be applied to Town of Lexington property taxes; \$500 is considered taxable income even though Town of Lexington is not obligated to issue a form 1099 for payments less than \$600	monies approved at town meeting, dept head documents that participant has completed 100 hours to COA Director, who issues a check to be applied directly to tax bill
WATERTOWN	age 60+, home owner-occupied; must have resided in Watertown for 3 yrs. or more as homeowner or current spouse; limit on income: \$14,940 for one person, \$20,600 for two people; still eligible if receiving over-70 tax abatement	interviewing & job-matching coordinated by COA and personnel dept.; financial screening by assessors; applicants must have skills required by participating departments	town and school departments	max. of \$500 from property tax bill in exchange for 100 hours of work at \$5 / hour; program runs March to June (end of fiscal year) ; max number of participants: 10.	administered by COA. COA Director sends letters to Comptroller, w/ copies to Treasurer and Assessor, of those who have completed their 100 hours; the account to be charged is the \$5000. approved at Town Meeting.
	Other communities participating in similar programs: Bedford, Marshfield, Norfolk, Westford, Hopedale				

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# City of Cambridge

48.

IN CITY COUNCIL

April 6, 1998

COUNCILLOR TOOMEY

ORDERED: That the City Manager be and hereby is requested to confer with the Assistant City Manager for Human Services with the view in mind of determining whether the City should adopt a program (information attached) similar to one in the Town of Arlington whereby senior citizens are able to receive payment or tax credits for performing community service.

Consent Order #48 CM 170

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Councillor Toomey re: adopt a program  
where senior citizens are able to  
received payment or tax credits for  
performing community service.

In City Council April 6, 1998

**ORDER ADOPTED**