



# Town of Wellesley

## FY2021 Budget Request

### Executive Director Operating Narrative: Mission, Services & Priorities

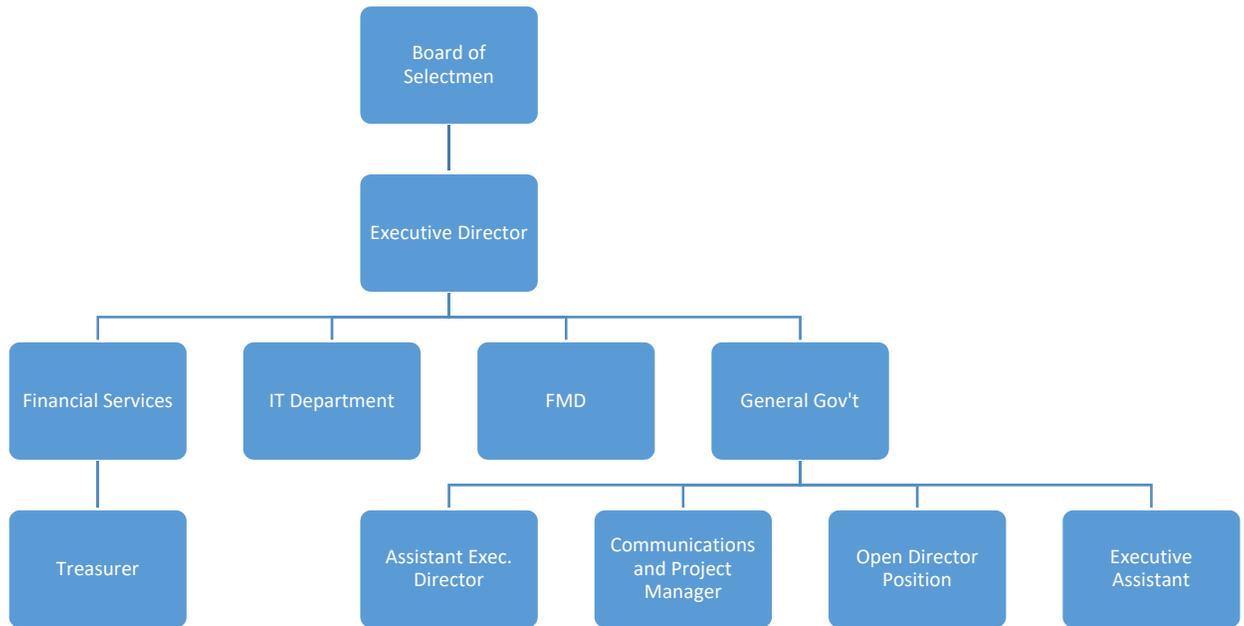
#### MISSION

To implement the policies of the Board of Selectmen, manage and direct any and all matters and activities affecting the interest and welfare of the Town that are not specifically assigned by law to any other board or office, and to foster continuous and collaborative improvement of public services and programs.

#### EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

The Executive Director of General Government Services serves as the Chief Operating Officer for the Board of Selectmen (“Board”) and manages the activities of the Office of the Board of Selectmen. The Executive Director assists the Board in its annual development of Town-wide goals and objectives and is responsible for coordinating staff initiatives to achieve those goals and objectives. She oversees and is responsible for the annual preparation and implementation of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget. She also provides leadership on projects and activities involving multiple boards and/or committees, supports members of the Board and other elected and appointed boards, and implements the Unified Plan.

#### OFFICE OF GENERAL GOVERNMENT SERVICES



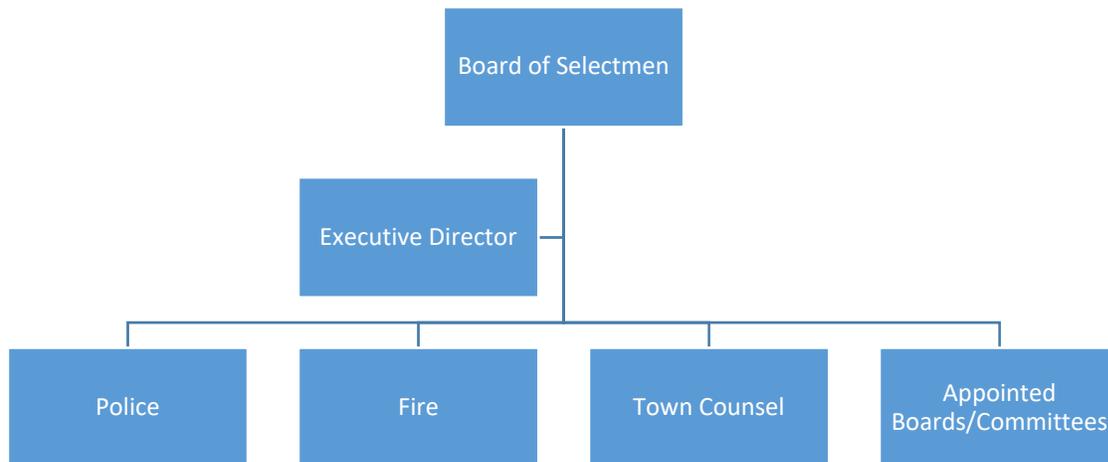
Working for the Board of Selectmen, the Office of General Government Services manages and directs any and all matters and activities affecting the interest and welfare of the Town that are not specifically assigned by law to any other board or office. The office administers all provisions of general and special laws applicable to the Town, all by-laws and votes of the Town, and all rules and regulations made by the Board. The office is liaison with the state and federal government; local civic and business entities; and other municipalities and municipal organizations. The Office of General Government Services includes the Office of the Board of Selectmen.

The Office of General Government Services is staffed by five professionals, led by the Executive Director:

- Assistant Executive Director responsible for providing management and administrative support to the Executive Director of General Government Services and to the Board of Selectmen (BOS), and manages the Office of the Board of Selectmen.
- Communications and Project Manager organizes and manages the Town's strategic communications efforts, provides public information, Town-wide news, event announcements, and operational program materials in efforts to implement the Unified Plan.
- Executive Assistant oversees the administrative management of the Executive Director's office.
- Position approved in FY20 at a director level which will address other office, the Town, and Board priorities.

The Office of General Government Services has had considerable change in the last fiscal year. There was a leadership change in March 2019 with the resignation of Blythe Robinson and the hiring of Meghan Jop. The Assistant Executive Director position has been vacant since October 2018 and is currently being filled. A new position for an Economic Development Director was approved in FY20 to assist the Executive Director. This position remains unfilled due to the office transition and existing vacancies.

#### OFFICE OF THE BOARD OF SELECTMEN



**\*Appointed Boards/Committees:** Celebrations Committee, Council on Aging, Historical Commission, Historic District Commission, Municipal Light Board (2 Members), Sustainable Energy Committee (4 Members), Registrars of Voters (3 Members), Retirement Board (1 Member), Veterans Advisory Board, Wellesley Media Corporation (3 Members), Youth Commission, Zoning Board of Appeals.

The Board of Selectmen have the authority to appoint the following department heads: the Executive Director of General Government Services, Fire Chief, Police Chief, and Town Counsel. The Board Also appoints members to several town committees. The Office of the Board of Selectmen is within the Office of General Government Services and the administrative duties are managed by the Assistant Executive Director with staff support from the Executive Assistant.

Through the Finance Department, the Board coordinates the preparation of General Government budgets for Central Administrative Services, Employee Benefits, Risk Management (Insurance), Law, Memorial and Veterans' Days commemorations, Parking Fine Processing, Traffic and Parking Management, Sealer of Weights and Measures, Town Facilities Management, Town Report, and Unemployment Compensation.

Other Board responsibilities include authority to issue permits and licenses for alcoholic beverages, common victuallers, take-out food, entertainment, public conveyances, and others. It also administers risk management practices and scholarship programs; coordinates, publishes and distributes the annual Town Report; oversees Town facilities maintenance; addresses public safety matters; determines where traffic and regulatory signage, and pavement markings are located; directs traffic engineering; maintains parking facilities and meters; assigns house numbers; estimates, modifies, and maintains voting precincts; administers Town property leases and certain grant applications; and is Town Ombudsman.

## FY21 GOALS

The Goals for FY21 will continue to focus on implementation of the Unified Plan, with particular focus on Municipal Facilities, housing, transportation, and sustainability.

### *Municipal Facilities*

- Continue to work with the School Building Committee to complete the Schematic Design for Hardy/Upham MSBA School and the Hunnewell Elementary School to prepare for construction funds in March 2021.
- Continue to work with Facilities Management Department and Permanent Building Committee to complete Schematic Design of the Town Hall Annex and Town Hall Interior projects to prepare for construction funding at a FY23/24 Town Meeting.

### *Housing*

- Working with the newly formed Housing Task Force, the Board of Selectmen and Executive Director will continue efforts to diversify the housing stock and housing options in Wellesley through implementation of the Housing Production Plan and prioritization of housing initiatives.
- The Board of Selectmen and Executive Director will work to negotiate and bring to Town Meeting a long-term land lease for the Tailby and Railroad Commuter Parking Lots to increase housing in Wellesley Square while maintaining the parking for the business district.
- Work to complete 40B permitting for projects and to resolve outstanding legal cases on 680 Worcester Street and 16 Stearns Road.
- Work to assist the Wellesley Housing Authority on completion of the Barton Road Feasibility Study.
- Continue to evaluate potential partnerships with the Wellesley Housing Development Corporation.

### *Transportation*

- Work with the Mobility Committee to improve multi-modal transportation options in Wellesley.
- Work with the MetroWest Regional Transit Authority to promote the use of the Route 8 bus and to improve transportation options for the Council on Aging.
- Begin implementing the Complete Streets Prioritization Plan.

- Work with the Massachusetts Bay Transportation Authority to improve service and Americans with Disability Act accessibility at the Wellesley Square, Wellesley Hills, and Wellesley Farms Commuter Rail Stations.

*Sustainability*

- Work to implement actions identified in the Municipal Vulnerability Preparedness Program.
- Work with the Sustainable Energy Committee and other departments on the formulation of a Climate Action Plan.

In addition to the above FY21 Goals, the department will work to improve town-wide communications initiatives such as website enhancements, development of a social media strategy, and improvement of communication between town departments, residents, and the general public.

Operating Budget Summary

The Executive Director's budget is flat this year with no **overall year of year increase**, an assumed salary increase of 2.5% for all staff. FY20 incorporated a significant personnel change with the addition of a new Group 60 position at the director-level. Filling of the position is expected by the end of FY20 and the job description is currently under further development. During the last three months of FY19 and the first half of FY20 the department operated with minimal staff while continuing to implement initiatives and goals of the Board of Selectmen. **The FY21 budget builds on Unified Plan goals** of increasing affordable housing and diversify housing stock in Town as well as improving transportation operations and options, **however no budgetary increases are required**. Additional Unified Plan initiatives include assisting the Sustainable Energy Committee's efforts to create a Climate Action Plan, building on the Town's Municipal Vulnerability Preparedness study. The budgetary component of the plan is found in the SEC Capital Budget Request of \$50,000.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Executive Director	1.0	1.0	1.0	1.0	1.0
Assistant Exec. Director	1.0	1.0	1.0	1.0	1.0
Deputy Assistant Director	1.0	1.0	-	-	-
Economic Development Director	-	-	-	1.0	1.0
Communications and Project Manager	-	-	1.0	1.0	1.0
Executive Assistant*	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>Total Number of Positions</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>

\* FY19 Dep. Director position eliminated, Clerk position eliminated

**Executive Director Operating Request**

Org	Object	Account # 01-122 Account Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance	% Variance
<b>PERSONAL SERVICES</b>									
01122100	511010	Senior Administrator	\$195,116	\$193,800	\$197,676	\$203,181	\$205,788	\$ 2,607	1.32%
01122100	511220	Other Professionals	239,684	253,965	261,347	342,447	341,140	\$ (1,307)	-0.50%
01122100	512290	Temporary Help	-	626	5,000	5,000	5,000	\$ -	0.00%
01122100	515050	Longevity	600	1,200	-	-	-	\$ -	0.00%
			<b>435,399</b>	<b>449,591</b>	<b>464,023</b>	<b>550,628</b>	<b>551,929</b>	<b>1,301</b>	<b>0.28%</b>
<b>EXPENSES</b>									
01122200	521010	Electricity	-	93	-	-	-	-	0.00%
01122200	524050	Computer Equipment Maint.				1,000	1,000	-	0.00%
01122200	530500	Training & Development	915	340	2,500	3,000	3,000	-	0.00%
01122200	530600	Appraisals & Surveys	4,500	2,000	2,000	3,500	2,000	(1,500)	-75.00%
01122200	530900	Other Professional Services	2,835	856	5,000	5,000	5,000	-	0.00%
01122200	534010	Postage	1,701	1,513	2,500	2,300	2,500	200	8.00%
01122200	534020	Telephone	-	705	-	700	700	-	0.00%
01122200	534030	Advertising - General	931	582	1,200	1,100	1,100	-	0.00%
01122200	534035	Advertising- Employment	-	-	600	-	-	-	0.00%
01122200	534040	Printing and Binding Expense	-	125	500	400	400	-	0.00%
01122200	534060	Photocopying						-	0.00%
01122200	534095	On Line subscriptions/databases				3,000	3,000	-	0.00%
01122200	538030	Microfilming Services	-	-	-	-	-	-	0.00%
01122200	542010	Office Supplies	3,519	2,631	3,000	3,000	3,000	-	0.00%
01122200	549090	Other Food Service Supplies		433	-	500	500	-	0.00%
01122200	555020	Periodicals & Newspapers	450	66	300	300	300	-	0.00%
01122200	571010	In-state travel (mileage)	-	156	300	300	300	-	0.00%
01122200	571110	Conf/Meetings Administrators	1,588	4,742	3,625	4,800	4,800	-	0.00%
01122200	573010	Dues-Administrators	-	2,157	2,800	3,000	3,000	-	0.00%
01122200	573040	Dues-Committee/Board Members	8,524	8,571	8,900	8,900	8,900	-	0.00%
01122200	578090	Unclassified Expenses	-	-	-	-	-	-	0.00%
01122200	542010	Office Supplies	-	-	-	-	-	-	0.00%
			<b>24,963</b>	<b>24,970</b>	<b>33,225</b>	<b>40,800</b>	<b>39,500</b>	<b>(1,300)</b>	<b>-3.91%</b>
	570000	Other Charges & Expenses	-	39	-	-	-	-	0.00%
			<b>\$460,362</b>	<b>\$474,601</b>	<b>\$497,248</b>	<b>\$591,428</b>	<b>\$591,429</b>	<b>\$ 1</b>	<b>0.00%</b>



Town of *Wellesley*  
 FY2021 Budget Request  
 Sustainable Energy Committee: Mission, Services, &  
 Priorities

**SUSTAINABLE ENERGY COMMITTEE**

**Mission**

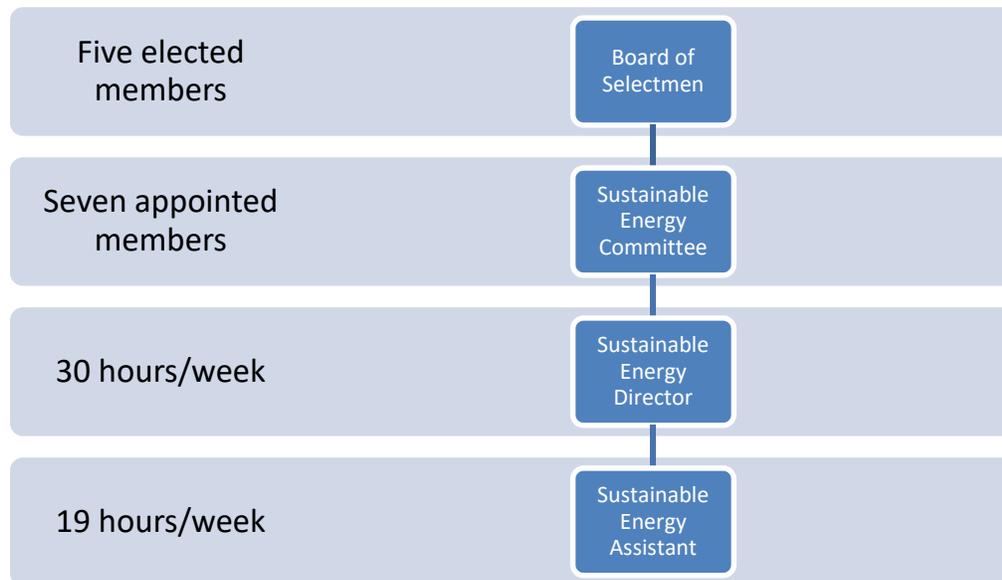
Town Meeting established the Sustainable Energy Committee (SEC, the Committee) in 2010, to lead efforts to accomplish the goal adopted at the 2009 Annual Town Meeting (ATM) and revised at 2014 ATM: to reduce town-wide emissions 25% below 2007 levels by 2020.

**Department Description**

The SEC develops and works collaboratively to implement initiatives to reduce greenhouse gas emissions (GHG) from Wellesley's municipal, residential, commercial, and institutional sectors.

**Organizational Structure**

The SEC has seven appointed members, with staggered terms of three years. The Board of Selectmen (BOS), Wellesley Municipal Light Plant (WMLP), and School Committee each appoint one board member, officer, official, or paid employee. The BOS appoints the remaining four members from among residents or others with relevant interests and expertise. As depicted in Figure 1, the SEC is under the Board of Selectmen and has two staff members: Sustainable Energy Director at 30 hours/week and an SEC Assistant at 19 hours/week.



**Figure 1: Sustainable Energy Committee Organizational Chart**

## **Recent Accomplishments**

**Green Communities** - The SEC develops, coordinates and implements the Town's Green Communities activities, seeks state funding for Green Communities projects and reports to the Massachusetts Department of Energy Resources (DOER) on municipal energy use, vehicle purchases and grant implementation. Projects funded by Wellesley's Green Communities designation grant of \$137,250 include:

- Exterior light-emitting diode (LED) retrofit on the Department of Public Works (DPW) campus;
- Energy evaluation of the Town's water and wastewater infrastructure;
- Interior LED retrofit at the Town's water treatment plants;
- Exterior LED retrofit at the WMLP;
- Sustainability analysis in the Town Hall Annex Feasibility Study; and
- An electric vehicle (EV) charging station at the Waban Street Parking Lot.

**Tracking of Energy Use and Greenhouse Gas Emissions** – Every year, the SEC tracks energy use and estimates town-wide GHG emissions from municipal, residential, commercial, and college sectors. In 2019, the SEC carried out analyses which led to:

- A new electricity emissions factor (ISO New England);
- A process for calculating an electricity emissions factor specific to the WMLP; and
- An increase and improvement in traffic count data for estimating transportation-related emissions.

**WasteWise Wellesley** – The SEC coordinates the 3R (Reduce, Reuse, Recycle) Working Group (DPW, Natural Resources Commission and SEC) to encourage sustainable materials management, a goal identified in the Unified Plan. Program highlights include:

- Addition of food donation to elementary school cafeteria recycling;
- Food donation and food waste diversion from the Wellesley Middle School kitchen;
- Planning for a food waste diversion pilot from the Wellesley Middle School cafeteria;
- A Food Waste and Food Rescue Workshop that attracted 40 participants from 7 neighboring communities, representing 70 schools; and
- Outreach to other towns including Newton, Natick, Needham, and Lexington.

**Sustainable Building Guidelines and Hardy, Hunnewell, Upham (HHU)** – In pursuing Unified Plan goals, the SEC prepared Draft Sustainable Building Guidelines (SBG) for the design, construction, operation and maintenance of municipal building projects and for private development on Town-owned land. The SEC will seek approval of SBG from ATM 2020. Draft guidelines are already gaining traction with:

- A net-zero energy ready Hunnewell School design;
- A net-zero energy design for the Town Hall Annex;
- Inclusion of sustainability goals in the Morses Pond Feasibility and Design Study; and
- Sustainability language in the Request for Qualifications for the Hardy/Upham Project.

**Transportation Working Group** – To further mobility-related Unified Plan goals, including reducing transportation emissions, the SEC organized a Transportation Working Group and

joined the town-wide Mobility Working Group. The SEC also worked with the WMLP to promote its Bring Your Own Charger Program for residents with electric vehicles (EV).

**Solar** - Wellesley earned a SolSmart Silver designation through the U.S. Department of Energy for leadership on reducing soft costs and barriers to going solar. The SEC worked with the WMLP to prepare for a residential solar campaign that encourages solar installations in Wellesley under the State's new solar rebate program for municipal light plants.

**Green Collaborative** - To connect over 30 environmentally interested groups across Town, the SEC facilitates "Wellesley's Green Collaborative," which hosted speakers on gas leaks, school transportation, electric vehicles, and electricity as a pathway to emissions reduction.

**Raising the Profile of Sustainability in Wellesley Municipal Government** - The Unified Plan calls for increasing public awareness about energy conservation and sustainability. SEC engagement with departments on several initiatives has helped to generate interest in sustainability among Town staff, boards, and committees.

**Leading by Example Award** – Wellesley won a Leading by Example Award from DOER for energy conservation, food rescue and waste diversion, solar installations, LED streetlight retrofit, GHG emissions reductions, and leadership.

## **FY2021 Goals**

**Climate Action Plan** (primary reason for requested staffing increase). The Unified Plan calls on Wellesley to accelerate its current rate of GHG emissions reduction, align its carbon reduction goals with those of the state, organize town-wide systems, and raise public awareness to support goals for energy and resource efficiency and green practices (p. 12-6). The SEC believes that the most effective way to achieve these goals is through development and implementation of a Climate Action Plan (CAP). A CAP will identify GHG emissions reduction targets and provide a roadmap for achieving these targets. A CAP requires research, analyses, leadership, community engagement, and policy/program development and implementation that exceed the scope of current SEC staff responsibilities. The requested increase in staff time will allow SEC staff to execute some CAP tasks in-house and complete other tasks via a consultant. The SEC's FY21 Capital Budget Request includes \$50,000 for a CAP consultant. The SEC also plans to seek grant funding to support CAP development.

**Police Station Energy Assessment/Conservation Pilot** (partial reason for requested staffing increase). The Unified Plan calls for Wellesley to "incorporate energy conservation and renewable energy sources into all existing and new Town facilities" (p. 12-8). An Energy Assessment/Conservation Pilot at the Police Station will break new ground for the SEC and for Wellesley in the area of behavior-based energy conservation and will require increased staff hours for collaborations with Police Department staff, consultant management, and more frequent tracking and communication of energy use data. This pilot promises to serve as a model for behavior-related energy conservation work in municipal buildings. The SEC's FY21 Capital Budget Request includes \$5,300 to support a consultant to assist with the energy assessment.

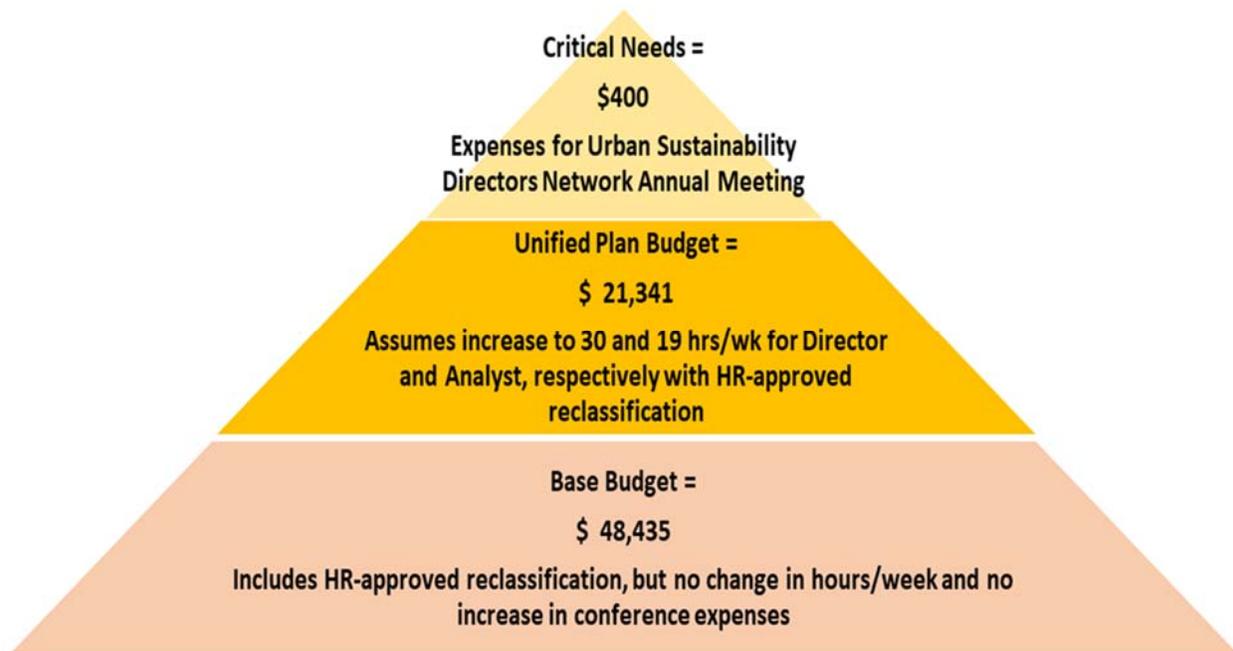
**Professional Development and Networking** (\$400 increase in "Conferences and professional development"). The SEC has found that attending workshops, conferences, and presentations is an excellent way to build key relationships and stay current with ever-changing technologies, practices, and policies in the sustainability field. Several neighboring towns and cities have highly

recommended a three-day annual meeting of the Urban Sustainability Director's Network (USDN) and one-day meetings of the New England USDN chapter. The \$400 increase will allow SEC staff to attend these and other professional development and networking events.

### **Operating Budget Summary**

The SEC's FY21 operating budget includes funding for the SEC Director, the SEC Analyst, and expenses for dues, professional development, events such as workshops and large-scale meetings with other communities and with state and federal officials, and supplies required to run the SEC's various programs. The FY21 budget assumes that the WMLP will continue to provide 50% of the Director's 30-hour-per-week salary.

### **Total Budget Request**



### **Revenue**

The SEC will identify and pursue Green Communities, Municipal Vulnerability Preparedness, and other grant opportunities. The Green Communities Program is expected to generate grant funds every year or every other year on the order of \$100,000 to \$200,000 for municipal energy conservation measures (e.g., LED lights, EVs and charging stations, consultant services, energy efficient equipment). The SEC will also implement the municipality's Fuel-Efficient Vehicle Policy, and work with departments across Town to reduce energy use via changes in occupant behavior. All these initiatives will reduce energy use and operating costs.

**Above Guideline**

The attached operating budget request exceeds guideline. The budget increase is due mainly to additional staff hours required to achieve Unified Plan goals and develop a Climate Action Plan.

	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Budget</u>	<u>FY21 Request</u>
<b>FTE</b>					
Director	0.50	0.50	1.00	1.00	1.00
Assistant	0	0	0.30	0.30	0.50
	0.50	0.50	1.30	1.30	1.50

<b>Sustainable Energy Operating Request</b>									
<b>Org</b>	<b>Object</b>	<b>Account Title</b>	<b>Actual FY17</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Budget FY20</b>	<b>Request FY21</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
01126100	511220	Other Professional Staff	18,496	17,848	24,011	26,475	33,168	6,693	25.28%
01126100	511420	Other Support Staff	-	-	9,635	10,729	33,384	22,655	211.15%
		<b>PERSONAL SERVICES SUBTOTAL</b>	<b>\$ 18,496</b>	<b>\$ 17,848</b>	<b>\$ 33,646</b>	<b>\$ 37,204</b>	<b>\$ 66,552</b>	<b>29,348</b>	<b>78.88%</b>
01126200	579999	Membership dues.	600	1,456	-	600	600	-	0.00%
01126200	571110	Conference registration, professional development and parking				1,800	2,200	400	22.22%
01126200	557010	Event supplies				500	500	-	0.00%
01126200	542010	Office supplies				300	300	-	0.00%
01126200	534010	Postage				25	25	-	0.00%
01126200	542010	IP Phone, connection, wiring, workspace and chair for new employee			2,740	-	-	-	0.00%
		<b>EXPENSES SUBTOTAL</b>	<b>\$ 600</b>	<b>\$ 1,456</b>	<b>\$ 2,740</b>	<b>\$ 3,225</b>	<b>\$ 3,625</b>	<b>\$ 400</b>	<b>12.40%</b>
		<b>TOTAL</b>	<b>\$ 19,096</b>	<b>\$ 19,304</b>	<b>\$ 36,386</b>	<b>\$ 40,429</b>	<b>\$ 70,177</b>	<b>\$ 29,748</b>	<b>73.58%</b>



**Town of *Wellesley***  
**FY2021 Budget Request**  
**Central Administrative: Mission, Services, & Priorities**

**Central Administrative** Costs represent the costs of copiers, standard office supplies, bottled water, and other shared costs of departments located within the Town Hall.

<b>Central Administrative Services Operating Request</b>									
<b>Org</b>	<b>Object</b>	<b>Account Title</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
01199200	523010	Water	1,760	2,079	2,558	2,000	2,000	-	0.00%
01199200	524030	Equipment Maintenance	19,611	17,931	18,123	18,000	18,000	-	0.00%
01199200	534020	Telephone Usage	-	-	-			-	0.00%
01199200	534025	Telephone Repairs	-	-	-			-	0.00%
01199200	542010	Office Supplies	1,967	2,893	1,350	3,000	3,000	-	0.00%
01199200	542020	Copier Supplies	4,480	3,395	4,215	4,700	4,700	-	0.00%
01199200	542090	Other Supplies/Copy Charges	233	-	-			-	0.00%
01199200	583120	Office Machines Replacement	-	-	-			-	0.00%
011998xx	570000	Other Charges & Expenses	448	-	-			-	0.00%
		<b>Total Expenses</b>	<b>\$ 28,500</b>	<b>\$ 26,298</b>	<b>\$ 26,247</b>	<b>\$ 27,700</b>	<b>\$ 27,700</b>	<b>0</b>	<b>0.00%</b>



# Town of *Wellesley*

## FY2021 Budget Request

### Financial Services Department: Mission, Services & Priorities

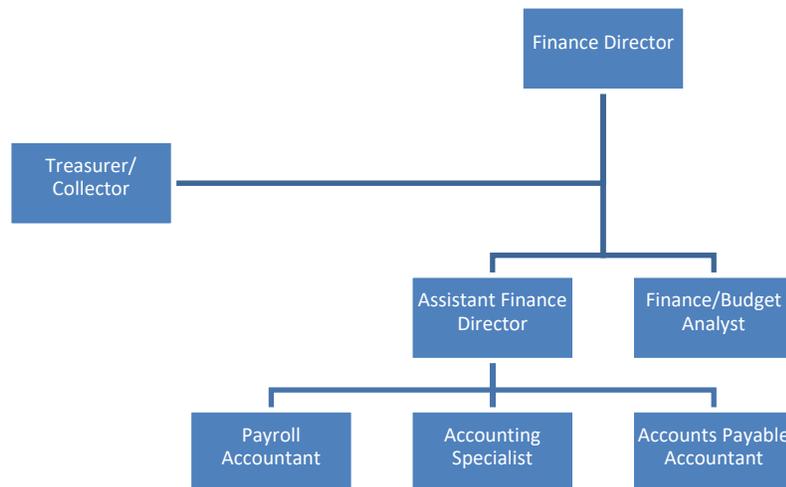
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#### Mission

The Mission of the Financial Services Department is to provide all of the financial transactions, reconciliations, and timely reporting necessary to run this fast-paced \$200 million (annual disbursements) municipality, its three separate Enterprise Funds, and maintain its significant assets, while maintaining an environment of strong financial controls. Conservative long-range planning, financial strategies, and thorough analysis ensure that the Town will have the resources to continue to deliver the best services to its residents in the years to come. The department provides outreach to educate and assist other departments and boards to help them maintain the highest standards and continually strives to improve transparency to all stakeholders.

#### Organization

The department is comprised of five full-time (**5 FTE**) employees: the Finance Director/CFO/Town Accountant, Assistant Finance Director, Finance & Budget Analyst, and two clerks ( Payroll, Accounts Payable), who process all disbursements for the organization. There is also a **.5 FTE** Accounting Assistant who handles the Town's Insurances and who provides support to the West Suburban Veteran's District.



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The Director works with the Executive Director, Treasurer, and Board of Selectmen to craft financial policies, establish controls, and manage debt. Maintaining the Town's longstanding Aaa Bond rating and history of financial conservatism continue to be key values.

Finance is responsible for accounting, analysis, and financial statement preparation for the entire organization; coordinating the town wide budget process, and preparing/auditing warrants for all vendor and employee disbursements. The department also administers the Town's liability insurance program, performs financial activities for the West Suburban Veteran's District, and maintains contract files. The department processes tens of thousands of payroll and deduction records for over 1,200 employees, and remits payments to thousands of vendors. Financial records are maintained

for 24 funds and 45 departments. Sophisticated, fully integrated financial software (MUNIS) is used to perform all financial functions (including general ledger, accounts payable, purchasing, payroll, fixed assets, billing, collections, and treasury). Staff perform detailed monthly general ledger account reconciliations, prepare various operating analytics, and train other departments' management and staff on using the system. Staff are cross trained and routinely support each-other and the treasurer's office during vacations and absences. Finance performs State and Federal reporting, closes the financial books, and works with the Independent Auditors on the annual audit and preparation of the Comprehensive Annual Financial Report. The department communicates the Board of Selectmen's annual budget guidelines to the other departments, issues templates/instructions to coordinate departmental budget submissions, prepares summary schedules of Selectmen budgets, and summarizes town-wide budget submissions. Staff assist other departments in preparing budgets and upload final balanced budgets to the MUNIS system. Staff also create graphs, charts, and analyses are in support of the Town Wide Financial Plan and Long term Capital plan.

### Prior Year Projects

Information processing technology continually evolves, and the organization's analytical needs are always changing. The Finance department, along with IT, is a primary developer and implementer of new processes for payroll or benefit changes, along with their resulting tax implications. As other departments install new systems and upgrades, or payers devise new methods of remitting funds, Finance ensures that controls are maintained and new reconciliation processes are developed and performed.

A recent example of a significant change was the complete overhaul of employee benefit offerings and the need to establish and enter new codes to accurately process the information and ensure proper tax treatment. The process of planning and implementing negotiated changes took months and many person-hours and was further complicated by the timing at fiscal year-end.

### Goals

The department has produced this new budget document for the 2021 budget process in order to increase transparency and help all residents understand the work of Town departments and their budget requests.

Several key Finance staff will likely retire within the next five years. Remaining staff are being cross-trained and educated to provide them with growth opportunities and to ensure continuity of the Town's financial operations. The Finance Director has had conversations with the Executive Director, Human Resources Director, and Treasurer as we continue to plan for future position changes and organizational improvement.

### Base Level Budget

This budget represents a base level budget. The Finance Director salary is per the 6/30/19 contract. Staffing levels are unchanged and expenses flat. The budget is within guideline.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Finance Director/Accountant	1.0	1.0	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0
Finance and Budget Analyst	1.0	1.0	1.0	1.0	1.0
Clerical*	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	<u>2.5</u>
<b>Total Number of Positions</b>	<b>5.4</b>	<b>5.4</b>	<b>5.4</b>	<b>5.4</b>	<b>5.5</b>

\* Veterans' District absorbs about 1/2 of one position

<b>Finance Department Operating Request</b>									
<b>Org</b>	<b>Object</b>	<b>Account # 01-133 Account Title</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
<b>PERSONAL SERVICES</b>									
01133100	511010		\$ 145,116	\$ 150,450	\$ 153,459	\$ 160,232	\$ 165,198	\$ 4,966	3.10%
01133100	511220		146,350	130,274	147,588	161,329	160,713	\$ (616)	-0.38%
01133100	511370		107,788	110,292	112,498	115,630	118,053	\$ 2,423	2.10%
01133100	511420	Other Professional Staff	57,022	52,065	59,099	60,745	60,513	\$ (232)	-0.38%
01133100	512290	Position upgrade	-	-	-	-	-	\$ -	0.00%
01133100	511399	Retirement Administrator	(204)	-	82	-	-	\$ -	0.00%
01133100	569560/ 569555	Assessments	(32,093)	(32,093)	(32,609)	(34,000)	(34,000)	\$ -	0.00%
01133100		Assessments	(5,000)	(5,000)				\$ -	0.00%
01133100	515050	Longevity	1,400	1,100	1,100	1,100	1,100	\$ -	0.00%
			<b>420,379</b>	<b>407,088</b>	<b>441,216</b>	<b>465,036</b>	<b>471,577</b>	<b>6,541</b>	<b>1.41%</b>
01133200	524030	Equipment Maintenance	220		-			-	0.00%
01133200	529050	Recycled Materials Disposal	-	410	700	-	-	-	0.00%
01133200	530200	Services- report distribution	725	725	725	-	-	-	0.00%
01133200	530500	Training & Development	995	650	300	3,000	3,000	-	0.00%
01133200	530900	Other Professional						-	0.00%
01133200	534010	Postage	18	37	50	200	200	-	0.00%
01133200	534035	Advertising- Employment	-	-	-	200	200	-	0.00%
01133200	534040	Printing and Binding						-	0.00%
01133200	534060	Photocopying						-	0.00%
01133200	538030	Microfilming Services	-	-	-	-	-	-	0.00%
01133200	542010	Office Supplies	1,627	705	1,467	2,500	2,500	-	0.00%
01133200	571010	In-state travel (mileage)	90	89	38	800	800	-	0.00%
01133200	571110	Conf/Meetings	1,146	2,393	3,252	3,000	3,000	-	0.00%
01133200	573010	Dues-Administrators	695	755	830	750	750	-	0.00%
01133200	583120	Office Machines Rep	-	-	2,839	-	-	-	0.00%
			<b>5,515</b>	<b>5,764</b>	<b>10,201</b>	<b>10,450</b>	<b>10,450</b>	<b>-</b>	<b>0.00%</b>
	570000	Other Charges & Expenses	-	-	-	-	-	-	0.00%
			<b>\$ 425,894</b>	<b>\$ 412,852</b>	<b>\$ 451,417</b>	<b>\$ 475,486</b>	<b>\$ 482,027</b>	<b>\$ 6,541</b>	<b>1.38%</b>



# Town of *Wellesley*

## FY2021 Budget Request

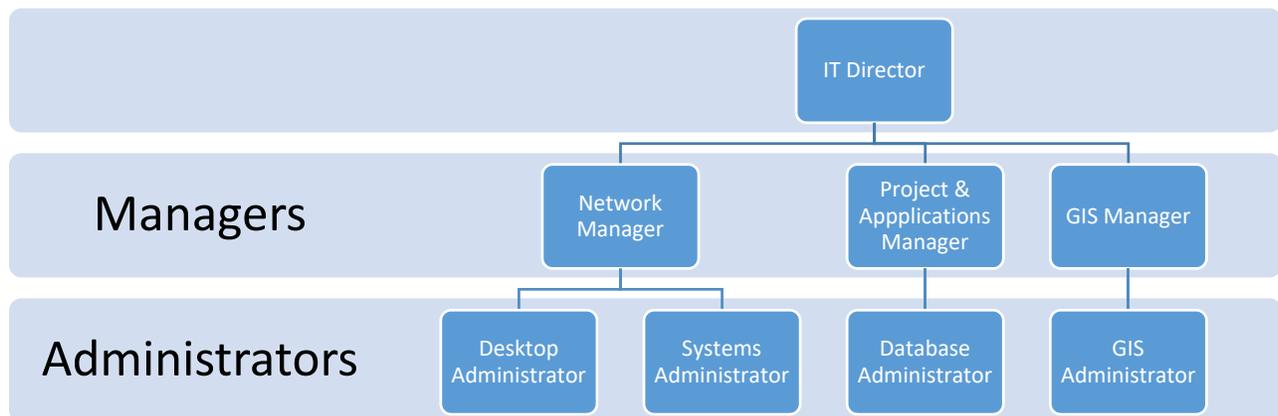
### Information Technology: Mission, Services & Priorities

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#### Mission

The Information Technology Department (ITD) strives to provide the best available Information Technology Resources (ITRs) to Wellesley's Town Government. We achieve this mission by maintaining a secure and reliable high-speed campus network; installing, configuring, and troubleshooting computers and related equipment; implementing and administering enterprise databases and applications; supporting platforms for communication and collaboration; and advising Town Government staff on the appropriate use of ITRs. The Department values good customer service and operates with a vision that ITRs will enable Town Managers to make informed decisions, reduce costs, and create operational efficiencies in their efforts to serve Wellesley's residents.

The Department is staffed by eight employees and is led by the IT Director, who reports directly to the Executive Director of General Government Services. Three managers are supported by four administrators, as shown in the organizational chart below:



The Department's project slate is driven by the goals expressed in Wellesley's Unified Plan to be a customer-centric and operationally efficient town government. With funds requested in its FY21 budget submission, IT Department will build upon efforts in FY19 and FY20 to upgrade the Town's enterprise ERP/Financial and GIS systems, to virtualize server hardware in the Town Hall Computer Room, and to advance collaborative tools in Microsoft's Office365 platform. Specific initiatives for FY21 include:

- Protecting the Town's sensitive information and financial resources against a growing cybersecurity threat.
- Advancing the ViewPoint Cloud online permitting and licensing management system.
- Implementing a records digitization/management plan and paperless workflows in Town Hall and other buildings.
- Leveraging online mapping platforms for public access and DPW/WMLP operations.
- Planning for 10GB (or higher) network connectivity, continued adoption of cloud technologies, and increasing internet bandwidth demands.

The total budget requested for the Department in FY21 is **\$1,228,420**. This amount represents an increase of \$23,907, or **1.98%** over FY20 levels, which is below the 3.5% guideline established by the Board of Selectmen for all departments. Personal services make up roughly 56% of the IT Department's FY21 operating budget request, with other expenses comprising the remaining 44%. The Department's budget request does not include reimbursements to the Town from the enterprise funds (Water & Sewer and WMLP) for services provided by the IT Department. Reimbursement covers the enterprise funds' share of the IT Department's personnel costs and related expenses.

The budget submitted for the IT Department is a **Level Service** budget that accounts only for pay increases for existing staff and continuation of the services provided in FY20. Increases in the Department's budget are driven primarily by predictably rising software subscription, support, and maintenance costs (+\$19,000) and by the expiration of 5-year guaranteed pricing for the Town's Office365 licensing (+\$13,000). Rising expenses are mitigated by staff retirement / turnover and elimination of the Assistant IT Director position (-\$4,000).

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	0.0
Managers (Network, GIS, Project & Apps.)	3.0	3.0	3.0	2.0	3.0
Admins (Systems, GIS, DB, & Desktop)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>
<b>Total Number of Positions</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

**Information Technology Department Operating Request**

Org	Object	Account # 01-155 Account Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance FY20-21	% Variance FY20-21
<b>PERSONAL SERVICES</b>									
01155100	511010	Senior Administrator	\$ 100,850	\$ 103,227	\$ 106,066	\$ 113,616	\$ 113,182	\$ (434)	-0.38%
01155100	511220	Other Professionals	488,255	480,583	495,006	578,147	566,488	\$ (11,659)	-2.02%
01155101	512590	Recognition Award Payment	-	-	6,242			-	0.00%
			<b>589,105</b>	<b>583,810</b>	<b>607,313.89</b>	<b>691,763.01</b>	<b>679,670</b>	<b>(12,093)</b>	<b>-1.75%</b>
<b>EXPENSES</b>									
01155200	524030	Equipment Maintenance	54,523	26,695	47,331	45,000	49,000	4,000	8.89%
01155200	530400	Information Technology Services	1,000	14,935	7,619	10,000	10,000	-	0.00%
01155200	530500	Training & Development	3,400	5,095	4,730	5,000	5,000	-	0.00%
01155200	530800	(Tyler/MUNIS)	146,484	153,578	161,027	168,849	177,291	8,442	5.00%
01155200	530800	Computer Software Services (Other)	111,262	92,824	97,186	190,151	213,709	23,558	12.39%
01155200	534010	Postage	64	0	3	100	100	-	0.00%
01155200	534020	Telephone	25,545	27,329	27,641	33,500	33,500	-	0.00%
01155200	534035	Advertising	-	-	-	-	-	-	0.00%
01155200	534060	Photocopying	-	-	-	-	-	-	0.00%
01155200	534090	Other Communications	254	8,007	2,811	8,000	8,000	-	0.00%
01155200	542040	Paper & Stationary	321	266	437	500	500	-	0.00%
01155200	542090	Other General Supplies	3,320	1,386	4,407	4,000	4,000	-	0.00%
01155200	553060	Computer Supplies	43,341	32,937	46,573	42,000	42,000	-	0.00%
01155200	571010	Travel - Mileage	130	349	56	1,500	1,500	-	0.00%
01155200	571120	Administration Staff	366	310	180	4,000	4,000	-	0.00%
01155200	572120	Conf/Mtgs - Administrative Staff						-	0.00%
01155200	573020	Dues - Professional Staff	160	160	160	150	150	-	0.00%
			<b>390,171</b>	<b>363,871</b>	<b>400,162</b>	<b>512,750</b>	<b>548,750</b>	<b>36,000</b>	<b>7.02%</b>
	570000	Other Charges & Expenses	9,808	27,032	-	-	-	-	0.00%
			<b>399,978</b>	<b>390,903</b>	<b>400,162</b>	<b>512,750</b>	<b>548,750</b>	<b>36,000</b>	<b>7.02%</b>
<b>REIMBURSEMENTS</b>									
01155600	599999	Enterprise Transfers	(286,546)	(293,709)	(299,583)	(307,072)	(314,749)	(7,677)	2.50%
			<b>989,084</b>	<b>974,713</b>	<b>1,007,476</b>	<b>1,204,513</b>	<b>1,228,420</b>	<b>23,907</b>	<b>1.98%</b>

\*The Enterprise Funds (Water & Sewer and Municipal Light Plant) reimburse the Town for services provided by the IT Department. This reimbursement covers the Enterprise Funds' share of the IT Department's personnel costs and related expenses --- including, but not limited to staff support for GIS activities and utility billing, and a percentage of annual maintenance costs for software used in support of enterprise operations. This budget assumes a 2.5% increase over the FY20 reimbursement amount.



# Town of *Wellesley*

## FY2021 Budget Request

### Treasurer and Collector: Mission, Services & Priorities

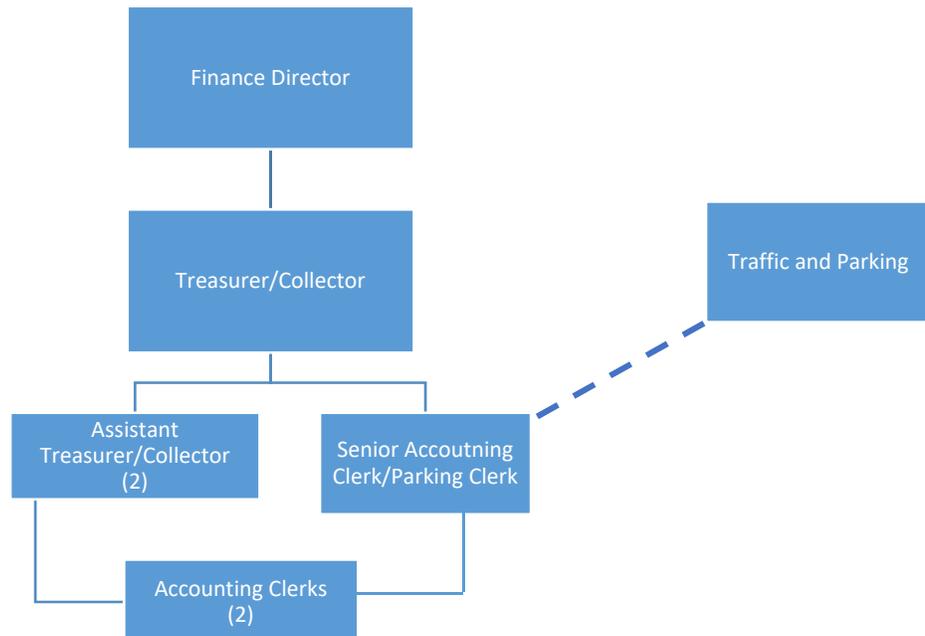
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#### Mission

The mission of the Treasurer/Collector's office to provide the highest level of customer service and support to all of the Town's constituencies (i.e., taxpayers, employees, retirees or vendors), as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws.

#### Organization

The department is comprised of five full-time (5 FTE) employees: the Treasurer/Collector, 2 part-time Assistant T/C's, Sr. Accounting Clerk for Parking & Collections (funded half in this budget and half from Traffic & Parking), and 1.5 Accounting Clerks.



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The office of the Treasurer/Collector is responsible for all cash management activities of the Town. Activities include:

- Collecting all taxes and certain other bills due to the Town
- Accounting for and investing all available cash (excluding the Retirement System and OPEB)
- Disbursing all Town funds requested by Financial Services via the accounts payable and payroll processes
- Maintaining all records for and properly disbursing the Town's various tax obligations; and administering all Town Trust Funds

The Treasurer/Collector administers the Town's employee group benefit programs (except retirement), including the following activities:

- Administering the group health insurance program, in conjunction with the Human Resources Department, and representing the Town on the regional joint purchase group that provides the plans
- Administering the Town's additional insurances program, including Life Insurance, Dental Insurance, AFLAC and Eyemed in conjunction with Human Resources
- Administering the Town's defined contribution plan; including the voluntary deferred compensation plan for benefit eligible employees and the mandatory plan for part-time, temporary and seasonal employees not eligible to join the retirement plans
- Administering the Town's Long Term Disability program in conjunction with the Human Resources Department

The Treasurer/Collector is responsible for the debt management activities of the Town, including:

- Producing all documentation required for both short and long term borrowing issues
- Working with the finance team and rating agencies to maintain the Town's bond rating
- Dispersing all town debt payments

Other responsibilities include:

- Administering the Town's self insured Workers' Compensation program in conjunction with Human Resources
- Serving as backup to the Office of the Parking Clerk, and providing assistance with the supervision of the Town's parking enforcement function in conjunction with the Police Department
- Coordinating all incoming and outgoing mail activities for Town Hall

### Prior Year Projects

The position of Senior Accounting Clerk for Parking and Collections was established when the responsibilities of the Parking Clerk were assigned to the existing Sr. Accounting Clerk in the Treasurer/Collector's office with management of this position split between the Treasurer/Collector and Police Department. This eliminated the previous position of Parking Clerk.

The rebidding of banking services allowed for significant cost reductions in banking fees.

### Goals

Several key Treasurer/Collector staff will likely retire within the next several years. The personnel restructuring is being done with a possible goal of internal succession and training of individuals will be a major focus this year.

### Base Level Budget

This budget represents a base level budget. Previous personnel changes and expense savings allow this budget to fall below the guideline.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.3	1.0	1.0	1.0	1.5
Sr. Accounting Clerk Parking & Collections					1.0
Accounting Clerks	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>
<b>Total Number of Positions</b>	<b>4.3</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.5</b>

<b>Treasurer/Collector Department Operating Request</b>									
<b>Org</b>	<b>Obj</b>	<b>Account # 01-145 Account Title</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
<b>PERSONAL SERVICES</b>									
01145100	511010	Senior Administrator	\$ 117,797	\$ 119,693	\$ 122,087	\$ 125,488	\$ 125,008	\$ (480)	-0.39%
01145100	511015	Senior Accounting Clerk				\$ 31,490	\$ 32,154	\$ 664	0.00%
01145100	511220	Other Professional Staff	56,636	73,446	74,915	119,719	113,047	\$ (6,672)	-8.91%
01145100	511370	Clerical	79,520	95,551	99,955	51,344	54,401	\$ 3,057	3.06%
01145100	512290	Part-time Help	23,426	20,157	17,050	19,557	23,471	\$ 3,914	22.95%
01145100	515050	Longevity	300	300	300	300	-	\$ (300)	-100.00%
			<b>\$ 277,680</b>	<b>\$ 309,147</b>	<b>\$ 314,306</b>	<b>\$ 347,898</b>	<b>\$ 348,081</b>	<b>183</b>	<b>0.05%</b>
<b>EXPENSES</b>									
01145200	524030	Equipment Maintenance	2,950	5,984	4,361	6,000	1,600	(4,400)	-100.90%
01145200	527030	Equipment Rental/Lease	3,220	3,220	3,220	3,200	3,220	20	0.62%
01145200	530900	Other Professional	55,665	46,055	40,574	45,000	45,000	-	0.00%
01145200	534010	Postage	53,026	34,543	32,107	36,500	35,000	(1,500)	-4.67%
01145200	534030	Advertising - General	135	307	250	400	300	(100)	-40.07%
01145200	534040	Printing & Mailing	2,790	3,073	2,391	5,000	4,000	(1,000)	-41.83%
01145200	534060	Photocopying	-	-	-	-	-	-	0.00%
01145200	542010	Office Supplies	753	1,077	3,302	1,400	6,000	4,600	139.31%
01145200	571110	Conf. Meetings -	314	235	500	500	600	100	20.00%
01145200	572110	Conf/Mtgs - Administrators	-	-	-	1,500	1,500	-	0.00%
01145200	573010	Dues - Administrators	485	485	485	500	600	100	20.62%
01145200	574120	Public Employee Bond	1,589	1,589	2,076	2,200	4,700	2,500	120.42%
01145200	578035	Over/Short	-	100	2,388			-	0.00%
01145200	569999	IRS Penalties	-		1,276			-	0.00%
01145200	595540	Tax Title Costs	2,501	4,174	3,714	5,000	5,000	-	0.00%
			<b>123,428</b>	<b>100,842</b>	<b>96,644</b>	<b>107,200</b>	<b>107,520</b>	<b>320</b>	<b>0.30%</b>
		570000 Other Charges &	875	452	722	-	-	-	0.00%
			<b>\$ 401,982</b>	<b>\$ 410,441</b>	<b>\$ 411,672</b>	<b>\$ 455,098</b>	<b>\$ 455,601</b>	<b>\$ 503</b>	<b>0.11%</b>



Town of *Wellesley*  
 FY2021 Budget Request  
 Town Report: Mission, Services & Priorities

The operating request for the **Town Report** includes the costs of compiling the annual fiscal year reports from all boards and departments, and the production and distribution of the consolidated Annual Town Report of the Town of Wellesley.

<b><u>Town Report Operating Request</u></b>										
Department: 195										
Department Head: Meghan Jop, Executive Director										
Org	Object	Account Title	Explanation	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance FY20-21	% Variance FY20-21
01195200	534040	Town Report	For printing the Town Report and mailing copies to Town Meeting members.	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%



Town of *Wellesley*  
 FY2021 Budget Request  
 Council on Aging: Mission, Services & Priorities

MISSION

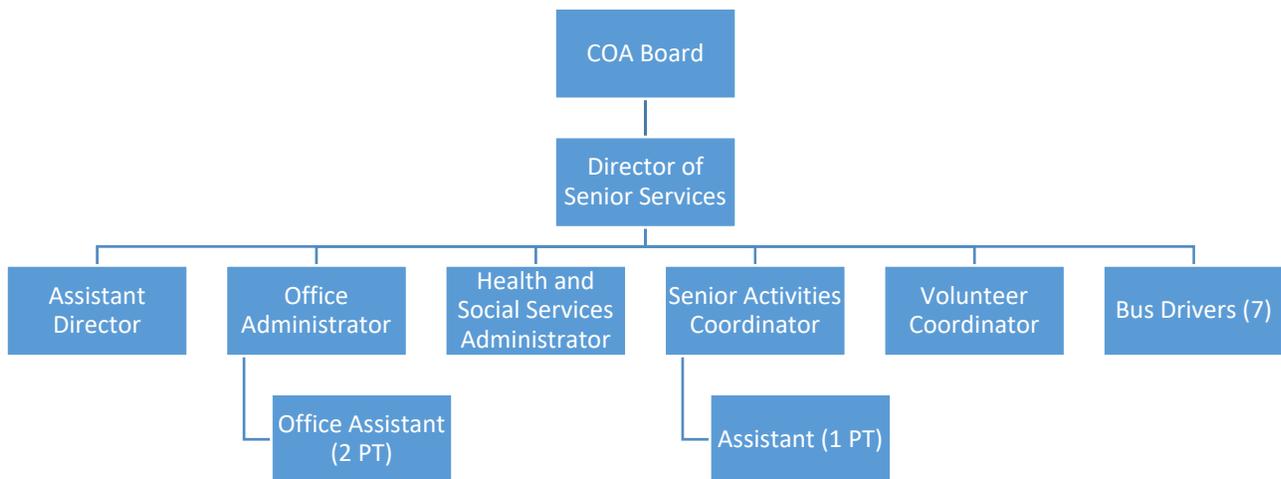
The Mission of the Wellesley Council on Aging (COA) is:

- To serve as the primary resource for residents over the age of 60;
- To empower individuals to reach their goals;
- To offer comprehensive programs, services and assistance that optimize quality of life
- To enable meaningful connections and collaborations that inspire a spirit of community across the generations in our Town.

ORGANIZATION

The Council on Aging Board currently has nine members, with plans to fill two open positions in the near future.

The Council on Aging moved into its new building two years ago with a staff consisting of five full-time (Including a Director of Senior Services, Assistant Director, and a licensed Clinical Social Worker) and eight part-time employees. There is a janitor provided by the Facilities Management Department in the building during all operational hours. Many volunteers serve as an extension of the staff, particularly the volunteer greeters who serve as the first point of contact for all who visit the Tolles Parsons Center (TPC). Volunteers assist with the flow of work and their engagement in the work of the COA enriches their own lives and encourages giving back to the community.



The Department is currently in transition and has hired an Interim Director and consultant to manage the department and to develop and document procedures.

The COA provides direct service and/or information through its Health & Social Services Administrator regarding housing, transportation, medical services, insurance, benefit programs, home care, long term care and other consumer related issues to residents and their families. Often these services are provided in collaboration with Wellesley's Police Department, Fire Department, Board of Health, and Housing Authority. The licensed social worker often assists seniors and families through complex situations who, at times, are in the midst of crisis. Common issues include mental health, cognitive impairments, caregiver stress, and elder abuse or neglect. Referrals to the outreach program come from individuals of all ages – often younger Wellesley residents looking for guidance for parents or loved ones who reside outside Wellesley, or non-residents calling to seek support and guidance for an aging Wellesley senior.

Other senior services hosted and offered at the Tolles Parsons Center (TPC) include the AARP/IRS tax preparation service, the SHINE health insurance counseling program, technology support, legal support, transportation services, and a lunch program featuring catered meals from Wellesley based restaurants Tuesday through Friday. Informational seminars, and a wide variety of social, educational and recreational activities such as fitness, lectures, games, art & language classes, and day trips are also offered. To accomplish varied programming needs, the Council on Aging works in collaboration with other Town departments including the Wellesley Free Library, the Wellesley Recreation Department, the Health Department, and the Wellesley Public Schools. Local colleges and various community groups also partner with the COA to provide opportunities for intergenerational activities. Under the new leadership, the COA has begun to collaborate on special programs with other COA's in the area, especially day trips and/or events. Through the generosity of a variety of sponsors throughout the year, the COA is able to supplement and enhance its growing programming needs.

## **PRIOR YEAR ACCOMPLISHMENTS**

The move to the new facility generated a significant increase in participation which has continued to increase by about 7%, despite a difficult year of high staff turnover and significant periods of being short-staffed. The COA is indeed a home away from home and a daily or weekly destination for many Wellesley seniors. The data in My Senior Center is becoming more reliable and useful over time as seniors are encouraged to sign in for all activities. Though still somewhat under-reported, the data do suggest some overall information:

- The total number of unique participants has grown from 1,440 in FY17 to 2,046 in FY18 and 2,179 in FY19, a 7% increase from FY18.
- The average number of programs or events checked in for on a daily basis is 155, a 45% increase from FY18. This suggests a growing number of participants are finding an attractive menu of events/activities and may attend more than one event/day.
- We have a large pool of volunteers, ranging in age from 12 to 90, supporting our strategic plan of having many generations involved with service provision.
- Inter-generational activities have increased by well over 100% in the last two years, the most significant being tech support, volunteering at the front desk, and supporting events.
- Participants range in age from 55 to over 85 years old with 70% being 70 years old or over.

- The Fitness Center utilization has increased by 182% to 155 users. This group is broadest in terms of age and are the first in and last out of the building on any given day. Expanded hours would further increase utilization as would more classes off-site.
- Recreational and socialization activities are by far the best attended with Friday afternoon movies, parties, holiday events, the pancake breakfast, and daily traffic through the Mary Bowers Café. For most of any given day, the café tables are full, the coffee and conversation are flowing, the newspapers and periodicals are read, and participants are connecting to others in the community.

## **FY21 GOALS**

The COA Board is beyond excited about the possibilities going forward!

- The newly created Community Relations Advisory Committee has been formed by the Board to open direct communication with patrons.
- Changes have already been made, with more to come, to present a more welcoming environment at the TPC.
- Options are being considered on how to fulfill unmet demand for some programs.
- We hope to work more collaboratively with other boards in Town and even with COAs in other towns to share programming needs.
- There is a tremendous desire to offer programming outside the current 9am-4pm operating hours that would allow greater participation for seniors still working as well as our retired patrons.
- We are working on a deep and comprehensive analysis of our revolving fund to create better policies and practices for our fiscal management.
- Along with putting in place appropriate policies and procedures, the Board plans to better utilize non-tax impact sources of funds to increase programming, to make some adaptive changes to the building or to furnishings to expand possibilities and use, and to be more nimble and efficient in space utilization.

## **OPERATING BUDGET SUMMARY**

The FY21 budget request is \$456,420, a variance of \$10,003 or 2.24%, which is within the 3.5% guideline. The assumptions used were a 2.5% increase for 40 series and 50/60 series staff and a 52.2-week year. This budget request represents a base budget level increase.

Several unusual circumstances and/or anticipated changes have driven some structural changes to our staff and payroll.

1. Currently all part-time employees reside in the general wage group. We have undertaken a recalibration of all part-time employee job descriptions which, upon Board approval, will be submitted to HR for a series 40 grade-step classification to become effective July 1, 2020 with no step increase until July 2021. This affects four office workers, three bus drivers, and one on-call bus driver and reflects the best estimation by HR given draft job descriptions. The numbers may require fine tuning in the future. These increases and rates are included on the Salaries Chart.

2. One part time position was given a grade-step increase as of January 1, 2020, and the 2.5% increase on July 1, 2021. This was to bring the pay for the position into immediate alignment with similar positions within the COA and Town.
3. The weekly hours of 3 part-time workers were increased to 19 hours/week, and one bus driver's hours were increased from 5 to 8 hours/week.
4. Two transportation coordinator positions will be eliminated in FY21 in anticipation of a partnership in the coming months with the MetroWest Regional Transit Authority for scheduling. This created a savings of over \$43,000, allowing for the salary adjustments per explanations above and for some program expansion.

Expenses have increased by \$13,924 over FY20. Some of the more significant causes of the overall increase are the replacement of two laptops within the town's technology guidelines to support services (\$4 K), \$1,200 for printing/copying which is reflective of existing service contacts, programming, and actual usage, and \$2,000 for supplies and materials for non-fee based events which are widely attended and appreciated by our seniors. These events, which are among the most popular at the COA, will be expanded in FY21 and may carry speaker's fees, costs for printed materials and other supplies, or costs affiliated with joint programming with other COAs. Funds have also been included for a possible survey of participants on programming and service provisions. The other two factors impacting the expenses are a \$4,000 decrease in the Executive office of Elder Affairs offset for mailing the newsletter six times/year.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Director of Senior Services	1.0	1.0	1.0	1.0	1.0
Assistant Senior Administrator	1.0	1.0	1.0	1.0	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0
Office Administrator	1.0	1.0	1.0	1.0	1.0
Senior Activities Coordinator	1.0	1.0	1.0	1.0	1.0
Activities Assistant A (19 hrs./wk.)	0.38	0.38	0.38	0.38	0.54
Activities Assistant B (0 hrs./wk.)				0.25	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.48	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.48	0.00
Office Assistant A (19 hrs./wk.)	0.1	0.1	0.38	0.38	0.54
Office Assistant B (19 hrs./wk.)	0.0	0.0	0.00	0.00	0.54
Volunteer Coord (19 hrs./wk.)	0.38	0.38	0.54	0.54	0.54
Bus Driver A (16 hrs./wk.)	0.45	0.45	0.40	0.40	0.46
Bus Driver B (16 hrs./wk.)	0.45	0.45	0.40	0.40	0.46
Bus Driver C (8 hrs./wk.)			0.12	0.12	0.23
On-call Bus Driver (0.5 hr./wk.)	0.03	0.03	0.03	0.02	0.01
<b>Total Number of Positions</b>	<b>7.7</b>	<b>7.8</b>	<b>8.2</b>	<b>8.5</b>	<b>8.3</b>

**Council On Aging - FY21 Operating Budget Request**

Org	Object	Account # 01-541 Account Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance FY20-21	% Variance FY20-21
<b>PERSONAL SERVICES</b>									
01541100	511010	Senior Administrator	\$ 78,942	\$ 80,120	\$ 81,923	\$ 82,553	82,489.57	\$ (63)	-0.08%
01541100	511220	Other Professionals	114,888	116,900	119,663	122,995	122,525.41	\$ (470)	-0.38%
01541100	511370	Clerical	93,805	100,570	88,284	111,097	105,279.64	\$ (5,817)	-5.24%
01541100	512290	Part-time	79,594	90,795	98,784	124,028	118,025	\$ (6,002)	-4.84%
01541100	569500	Offsetting Grants	(53,432)	(43,432)	(43,432)	(53,432)	(45,000)	\$ 8,432	-15.78%
			<b>313,798</b>	<b>344,953</b>	<b>345,222</b>	<b>387,241</b>	<b>383,320</b>	<b>\$ (3,921)</b>	<b>-1.01%</b>
01541200	517020	Medical Check-up	-	-	-	-	-	\$ -	0.00%
01541200	524020	Public Transportation		2,218	2,856	6,000	6,000	\$ -	0.00%
01541200	524030	Equipment Maintenance	2,254	-		4,500	4,500	\$ -	0.00%
01541200	534080	Software Licenses	-	3,723	4,704	5,666	5,000	\$ (666)	-11.75%
01541200	524050	Computer Equipment Maintenance	-	-	930	1,000	4,000	\$ 3,000	300.00%
01541200	543040	Supplies	-	433	917	5,000	5,000	\$ -	0.00%
01541200	527010	Building Rental/Lease	127,461	33,766	-	-	-	\$ -	0.00%
01541200	530500	Training & Development	2,769	3,732	6,483	4,000	4,000	\$ -	0.00%
01541200	569500	Offsetting grants	-	-	-	(1,800)	(1,800)	\$ -	0.00%
01541200	530900	Other Professional Services	1,187	48	270	2,450	2,150	\$ (300)	-12.24%
01541200	573010	Dues - Administrators	-	1,231	1,231	1,340	1,500	\$ 160	11.94%
01541200	533090	Public Transportation	(1,947)	(2,500)	-	(2,500)	-	\$ 2,500	-100.00%
01541200	541010	Public Transportation	3,150	3,186	3,908	6,000	6,000	\$ -	0.00%
01541200	534010	Postage	738	635	1,044	1,200	1,200	\$ -	0.00%
01541200	534020	Telephone	1,506	416	1,913	1,920	2,700	\$ 780	40.63%
01541200	534055	Cable and Internet	-	693	857	900	1,050	\$ 150	16.67%
01541200	534035	Advertising - Employment	-	-	-	-	-	\$ -	0.00%
01541200	534040	Printing and Mailing Expense	6,070	11,733	7,851	9,000	9,000	\$ -	0.00%
	569500	Offsetting grants	-	-	-	(8,000)	(4,000)	\$ 4,000	-50.00%
01541200	534060	Photocopying	619	1,003	973	1,200	2,400	\$ 1,200	100.00%
01541200	538090	Other Purchased Services	136	-	-	-	-	\$ -	0.00%
01541200	542010	Office Supplies	1,623	2,408	1,573	2,500	2,600	\$ 100	4.00%
01541200	557010	Programs and Activities	12,371	12,237	13,991	17,000	19,000	\$ 2,000	11.76%
01541200	557020	Social and Cultural Programs	61	-	-	-	-	\$ -	0.00%
01541200	571010	In-state travel (mileage)	1,660	1,010	976	1,800	1,800	\$ -	0.00%
01541200	557030	COA Survey	3,361	-	2,010	-	1,000	\$ 1,000	0.00%
01541200	571110	Conferences/Meetings Administrators	1,163	1,183	1,240	1,800	1,800	\$ -	0.00%
	569500	Offsetting grants	-	-	-	(1,800)	(1,800)	\$ -	0.00%
01541200	583120	Office Machines Replacement	-	-	-	-	-	\$ -	0.00%
01541200	599999	Unapprop/Unassigned	-	-	-	-	-	\$ -	0.00%
			<b>164,180</b>	<b>77,154</b>	<b>53,728</b>	<b>59,176</b>	<b>73,100</b>	<b>13,924</b>	<b>23.53%</b>
	570000	Other Charges & Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
			<b>\$ 477,977</b>	<b>\$ 422,107</b>	<b>\$ 398,950</b>	<b>\$ 446,417</b>	<b>\$ 456,420</b>	<b>10,003</b>	<b>2.24%</b>



Town of *Wellesley*

FY2021 Budget Request

West Suburban Veterans District: Mission, Services & Priorities

The **West Suburban Veteran’s District (WSVD)**, was established in March of 2010 and included the towns of Wellesley, Needham, and Weston. Wayland joined the group in July of 2012. These communities share the management of the district through its staff, and vote an annual operating budget. The operating budget is assessed to the member communities on a pro-rata basis determined by population size.

The District Director and Assistant Director maintain office hours in the member towns, to provide support and outreach to local veterans. A part-time clerk, who also has a part-time role within Wellesley’s Finance Department, does the accounting for the system. Wellesley provides office space; computer resources; a dedicated “fund” within its financial system, transaction processing, financial reporting, oversight and training; and human resource activities; these expenses are all included as part of the “salary” assessment for the shared part time clerk. Actual health insurance costs for covered employees, and pension and OPEB liabilities per the actuarial studies are assigned to the district. The total of these personal service costs and expenses comprise the WSVD operating budget.

Each town also appropriates the amount of its expected direct costs of Veterans’ benefits, which are distributed by the District.

WSVD is not a town department. The budget represents an assessment. Wellesley’s assessment reflects a .45% increase for FY21.

West Suburban Veterans District Operating Request									
Org	Object	Account # 01-543 Account Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance FY20-21	% Variance FY20-21
<b>EXPENSES</b>									
01543200	577010	Ordinary Veterans Benefits <sup>1</sup>	\$ -	\$ -	\$ -	\$ -	-	\$ -	0.00%
01543200	569555	Veteran's District Assessment	\$ 71,559	\$ 68,000	69,150	70,502	70,822	\$ 320	0.45%
		<b>EXPENSE SUBTOTAL</b>	<b>71,559</b>	<b>68,000</b>	<b>69,150</b>	<b>70,502</b>	<b>70,822</b>	<b>\$ 320</b>	<b>0.45%</b>
		570000 Other Charges & Expenses	-	-	-	-	-	\$ -	0.00%
		<b>DEPARTMENT TOTAL</b>	<b>\$ 71,559</b>	<b>\$ 68,000</b>	<b>\$ 69,150</b>	<b>\$ 70,502</b>	<b>\$ 70,822</b>	<b>\$ 320</b>	<b>0.45%</b>



Town of *Wellesley*  
FY2021 Budget Request  
Youth Commission: Mission, Services & Priorities

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### Mission

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel that they are a valued part of the Wellesley community. By providing a wide variety of community-based events, programs, and services, the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle and high school aged youth and their families. Programs and organization provided by the Youth Commission are implemented and managed by the Youth Director. Youth Commission programs planned for FY 2021 include the continuation of the following:

- **Wellesley Fire Rescuers Summer Program**, this is an educational summer program for middle school aged youth run collaboratively by the Youth Commission and the Wellesley Fire Department. Participants spend a week with Wellesley Fire personnel where they gain a valuable perspective on the importance of emergency service personnel within the Wellesley community, while learning about careers in fire and public safety.
- **Wellesley Police Department Youth Academy** is a weeklong program for youth interested in exploring the Wellesley Police Department and who are entering grades 6, 7, and 8. Participants spend a week with Wellesley Police personnel where they gain a valuable perspective on the importance of law enforcement within their community. While learning about law enforcement careers, Cadets will also get to know local police officers, which enable youth to build rapport with the department.
- **Wellesley Media Summer Program** is a weeklong exploration for middle school aged youth with Wellesley Media Corporation. Highlights for this program include learning the art of program planning; learning to operate Wellesley Media studio equipment including cameras, audio, and editing devices; and gaining the skills to produce a public service announcement or news piece for Wellesley Media Corporation.
- **Wellesley Media Exploration** is a program that was piloted in FY14 between the Youth Commission and Wellesley Media Corporation established an afterschool program for interested middle school aged youth. This program allows for additional youth to participate in the activities highlighted above in the Wellesley Media Summer Program description. With limited space at the Wellesley Media studio, only 6-10 youth can participate at a time. This afterschool opportunity allows for us to offer three sections, expanding the opportunity to additional youth; one in the fall, winter, and spring.

The Youth Commission will continue to provide social educational programming for the Wellesley Public Schools; these programs are based on trends facing youth and their families, in real time.

**The Youth Director in collaboration with the Youth Safety Officer co-facilitate programs for fourth, fifth, sixth, eighth, and tenth grade students.** In the fifth grade, students participate in a five session unit centered on decision making. This unit offers a series of five one-hour lessons focused on the following topics; friendship, peer pressure, decision making, and internet safety. The goal of this unit is to facilitate discussion, both in school and at home; share and discuss ideas and feelings, all building vital social skills important for adolescence and beyond. In the sixth grade,

students learn how to keep themselves and their devices safe through our internet safety presentations. In the eighth grade, students are learning about the good and bad of social media and how to keep themselves and their friend's safe from alcohol and other drugs. In the tenth grade the Youth Commission collaborates with the Police Department, Fire Department, Paramedics, and Health and Fitness teachers to offer "Thinking about Drinking" Harm Reduction curriculum. This program provides students with the necessary information to make informed decisions regarding alcohol and other drugs.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
<b>Total Number of Positions</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

<b>Org</b>	<b>Object</b>	<b>Account # 01-542 Account Title</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
<b>PERSONAL SERVICES</b>									
01542100	511010	Senior Administrator	\$ 73,889	\$ 75,079	\$ 76,767	\$ 79,292	\$ 78,989	\$ (303)	-0.38%
01542100	512020	Student Intern/ temp	7,271	7,488	6,914	8,078	8,240	\$ 161	1.99%
			<b>81,160</b>	<b>82,567</b>	<b>83,681</b>	<b>87,370</b>	<b>87,228</b>	<b>(142)</b>	<b>-0.16%</b>
<b>EXPENSES</b>									
01542200	527010	Building Rental/Lease	-	-	-			\$ -	0.00%
01542200	534010	Postage	45	-	88	60	100	\$ 40	66.67%
01542200	534020	Telephone	119	-	-			\$ -	0.00%
01542200	534060	Photocopying			-			\$ -	0.00%
01542200	538090	Services	150	-	-	100	60	\$ (40)	-40.00%
01542200	542010	Office Supplies	34	-	426	500	500	\$ -	0.00%
01542200	557020	Social and Cultural Programs	10,606	15,318	15,469	16,280	16,280	\$ -	0.00%
01542200	571010	In-state travel (mileage)	32	-				\$ -	0.00%
01542200	573010	Dues - Administrators	-	150	150	150	150	\$ -	0.00%
			<b>10,986</b>	<b>15,468</b>	<b>16,133</b>	<b>17,090</b>	<b>17,090</b>	<b>-</b>	<b>0.00%</b>
	570000	Other Charges & Expenses	-	-	-			\$ -	0.00%
			<b>\$ 92,146</b>	<b>\$ 98,035</b>	<b>\$ 99,814</b>	<b>\$ 104,460</b>	<b>\$ 104,318</b>	<b>\$ (142)</b>	<b>-0.14%</b>



Town of *Wellesley*

FY2021 Budget Request

Selectmen Appointed Committees: Mission, Services & Priorities

The **Wellesley Housing Development Corporation (WHDC)** is a separate 501 ©3 corporation established to increase the amount of affordable housing within the Town. From time to time, capital funds are appropriated by Town Meeting from Community Preservation funds and transferred to WHDC to fund housing purchases. The small WHDC operating budget request (\$6,500) covers the annual 990 audit filing and some minor maintenance of the various WHDC properties.

The **Celebrations Committee** budget represents a contribution to the annual Wellesley's Wonderful Weekend celebration. Dedicated volunteers raise significant additional funding to present a parade, concerts, activities, and fireworks for the community.

**Memorial Day** budget represents the cost of flags for veterans' graves (75% reimbursable by the Commonwealth) and a stipend for the graves officer.

<b>Selectmen Appointed Committees Operating Request</b>										
<b>Org</b>	<b>Object</b>	<b>Committee</b>	<b>Explanation</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	6,700	3,500	3,745	6,500	6,500	\$ -	0.00%
01691200	557010	Historical Commission	Programs & Activities	363	396	750	750	750	-	0.00%
01692200	557010	Celebrations Committee	Funds provide for the Town's contribution to the Celebration's Committee activities.	4,700	4,700	4,700	4,700	4,700	-	0.00%
01693200	557010	Memorial Day	Funds provided for Grave flags - these costs are 75% reimbursable from the State and should be tracked with Veterans Ordinary Benefits	1,568	2,500	2,500	2,500	2,500	-	0.00%
01693200	557010	Memorial Day	Stipend for Joe Oliviera				2,500	2,500	-	0.00%



**Town of *Wellesley***  
**FY2021 Budget Request**  
**Zoning Board of Appeals: Mission, Services, & Priorities**

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**DEPARTMENT MISSION**

The Zoning Board of Appeals (ZBA) is empowered to hear and decide Appeals, petitions for Variances, Special Permits, Findings, Site Plan Approvals, and Comprehensive Permits pursuant to the provisions of and in compliance with the Zoning Bylaw of the Town and the Zoning Act (MGL Chapter 40A and 40B).

The Zoning Board of Appeals consists of three permanent members and three associate members, each appointed by the Board of Selectmen for a three-year term. The permanent members on the current Board are J. Randolph Becker, Chairman; Richard L. Seegel; and David G. Sheffield. The associate members are Robert W. Levy, Vice Chairman; Walter B. Adams; and Derek B. Redgate. Lenore R. Mahoney serves as Executive Secretary and Carol Z. Richards serves as Technical Administrator.

The FY21 budget includes continued funding for the part-time Technical Administrator position. Reporting to the Executive Secretary, the Technical Administrator's primary responsibilities include updating and maintaining the ZBA's website, interacting with Board members, various Town departments and the public, and preparing documentation which, at times, involves extensive research of ZBA and Town records. The FY20 budget includes increased funding for office supplies (from \$750 in FY20 to \$1,750) due to the addition of the Technical Administrator position and a high caseload.

<b>Base Budget</b>	\$ 86,903
<b>Critical Needs</b>	
4 additional Toner Cartridges	\$ 1,000
	<b>\$ 87,903</b>

Special Permit cases continue to rise with backlogs of generally 1-2 months for regular hearing dockets. The ZBA has capped the docket list to 10 applications to reduce the workload. Dockets for large projects have increased in frequency, generating considerable paperwork with minutes and decisions under statutory time constraints. Timing is critical for all special permit, site plan, and comprehensive permit reviews which have specific time periods for opening hearings once submitted, otherwise they are constructively approved. A total of 103 new petitions were filed during FY19, including substantial review site plan applications for Wellesley College, Dana Hall School, Wellesley School Department, Hyman Feldman Family Trust, Wellesley Plaza, LLC and Sun Life Assurance Co. of Canada. The Board also heard 76 continued cases. Two new requests for Chapter 40B comprehensive permits were filed in FY19. A Chapter 40R Smart Growth Zoning & Housing Production was filed in FY19. The Town is likely to receive additional 40B and 40R permit applications in FY21, which will add to the existing workload.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>
Position Titles:					
Executive Secretary	1.0	1.0	1.0	1.0	1.0
Support Staff	-	-	0.5	0.5	0.5
<b>Total Number of Positions</b>	<b>1.0</b>	<b>1.0</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

<b>Zoning Board of Appeals Operating Request</b>									
<b>Org</b>	<b>Obj</b>	<b>Account # 01-176 Account Title</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY20-21</b>	<b>% Variance FY20-21</b>
<b>PERSONAL SERVICES</b>									
01176100	511220	Other Professional Staff	\$ 53,474	\$ 54,334	\$ 55,421	\$ 56,964	\$ 56,747	\$ (217)	-0.38%
01176100	511420	Other Support Staff	\$ -	\$ -	\$ 18,336	\$ 21,315	\$ 21,548	\$ 233	1.09%
			<b>53,474</b>	<b>54,334</b>	<b>73,757</b>	<b>78,279</b>	<b>78,294</b>	<b>15</b>	<b>0.02%</b>
<b>EXPENSES</b>									
01176200	534010	Postage	2,848	2,289	2,680	3,500	3,500	-	0.00%
01176200	534030	Advertising - General	2,218	1,849	1,986	2,500	2,500	-	0.00%
01176200	534040	Printing & Mailing Expense						-	0%
01176200	534060	Photocopying						-	0%
01176200	542010	Office Supplies	404	1,259	4,758	750	1,750	1,000	21.02%
01176200	573010	Dues-Administrators	-	-	-	140	140	-	0%
01176200	573020	Dues-Professional Staff	235	235	235	300	300	-	0.00%
01176200	583120	Office Machine Replacement	-	-	829	-	-	-	0.00%
					-	-	-	-	0%
			<b>5,705</b>	<b>5,632</b>	<b>10,488</b>	<b>7,190</b>	<b>8,190</b>	<b>1,000</b>	<b>13.91%</b>
	570000	Other Charges & Expenses	45	-			-	-	0%
			<b>\$ 59,224</b>	<b>\$ 59,965</b>	<b>\$ 84,246</b>	<b>\$ 85,469</b>	<b>\$ 86,484</b>	<b>\$ 1,015</b>	<b>1.19%</b>



**Town of *Wellesley***  
**FY2021 Budget Request**  
**Law: Mission, Services, & Priorities**

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**Law budget** represents funding for Town Counsel, labor counsel, or other legal needs.

<b><u>Law Department Operating Request</u></b>									
<b>DEPARTMENT</b>			FY17	FY18	FY19	FY20	FY21	\$ Variance	% Variance
<b>EXPENDITURES</b>			Actual	Actual	Actual	Budget	Request	FY20-21	FY20-21
Org	Object								
01151200	530100	Legal Services	236,265	248,823	375,000	340,000	350,000	10,000	2.94%
01151201	570000	Encumbered expenses from prior fiscal year	-	-	-	-	-	-	0.00%
		<b>TOTAL Expense</b>	<b>\$ 236,265</b>	<b>\$ 248,823</b>	<b>\$ 375,000</b>	<b>\$ 340,000</b>	<b>\$ 350,000</b>	<b>\$ 10,000</b>	<b>2.94%</b>



**Town of *Wellesley***  
**FY2021 Budget Request**  
**Risk Management**

**Risk Management** includes funding for the Town's general liability, professional liability insurance, cyber security, flood, and other insurance. The Enterprise Funds are billed for their portions of the policy.

There is a separate line item to provide for the premiums to cover Public Safety Injured on Duty exposures. Unspent funds in this line item are frequently appropriated to the Special Injury Indemnity Fund, which guards against catastrophic losses.

<b><u>Risk Management Operating Request</u></b>									
Org	Object	Account Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Request	\$ Variance FY20-21	% Variance FY20-21
01945200	574010	Comprehensive Liability Insurance Premium	\$ 489,756	\$ 503,158	\$ 561,227	\$ 551,462	\$ 579,035	\$ 27,573	5.00%
	574013	Endorsements		\$ 11,018				\$ -	-
01945200	574016	Insurance Deductibles	2,346	25,000	15,822	25,625	25,000	\$ (625)	-2.44%
01945200	574011, 574012, 574014, 574017	Rewards/Credits/Early Payment Incentive	(89,483)	(67,643)	(65,544)	(25,625)	(25,000)	\$ 625	-2.44%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(114,731)	(108,257)	(112,584)	(115,000)	(115,000)	\$ -	0.00%
01945200	574010	Comprehensive Liability - Tax Impact Portion	287,889	363,276	398,921	436,462	464,035	\$ 27,573	6.32%
01945200	574018	Notary Insurance							
01945200	517010	Medical Expense	276	1,156	-	3,075	3,075	\$ -	0.00%
01945200	530900	Other Professional Services			9,750	-	-	\$ -	-
01945200	574090	Other Liability Insurance	2,114	4,018	9,225	9,225	9,225	\$ -	0.00%
01945200	578090	Unclassified Expenses	-	-	-	-	-	\$ -	-
01945200	575270	(Formerly Employee Assistance 575260)	13,455	-	-	-	-	\$ -	-
			<b>303,733</b>	<b>368,449</b>	<b>417,896</b>	<b>448,762</b>	<b>476,335</b>	<b>\$ 27,573</b>	<b>6.14%</b>
	570000	Encumbrances	-	22,190	20,945	-	-	\$ -	-
			<b>303,733</b>	<b>390,639</b>	<b>408,146</b>	<b>448,762</b>	<b>476,335</b>	<b>\$ 27,573</b>	<b>6.14%</b>
01211200	530900	Injured on Duty-Police & Fire Accident Policy	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%



**Town of *Wellesley***  
**FY2021 Budget Request**  
**Audit Committee: Mission, Services, & Priorities**

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**Audit Committee** consists of five highly-qualified financial professionals, appointed by the Moderator, to two-year staggered terms. The Committee contracts audit services for a three year term, with two year optional renewals. The Town recently conducted a competitive procurement process. Powers and Sullivan, the town’s previous auditor, was selected again, but with a new management team. It is hoped that the new team will provide a “fresh look”.

<b><u>Audit Committee Operating Request</u></b>									
<b>DEPARTMENT</b>			<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>EXPENDITURES</b>			<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Request</b>	<b>FY20-21</b>	<b>FY20-21</b>
<b>Org</b>	<b>Obj</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Request</b>	<b>FY20-21</b>	<b>FY20-21</b>
		Town's General Purpose Financial Statements (GPFS) & reports							
01135200	530200		\$ 58,100	\$ 58,100	\$ 58,200	\$ 58,850	\$ 58,850	\$ -	0.00%
			<b>\$58,100</b>	<b>\$58,100</b>	<b>\$58,200</b>	<b>\$58,850</b>	<b>\$58,850</b>	<b>\$ -</b>	<b>0.00%</b>



Town of *Wellesley*  
**FY2021 Budget Request**  
**Street Lighting: Mission, Services, & Priorities**

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Funding for **Street Lighting** provides for the maintenance of a reliable electric street lighting system, providing convenience, safety, and security. The MLP provides the street lighting service. This budget has decreased significantly because of the recent Town-wide LED retrofit initiative currently undertaken by MLP.

		FY17	FY18	FY19	FY20	FY21	\$ Variance	% Variance
<b>DEPARTMENT</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Request</b>	<b>FY20-21</b>	<b>FY20-21</b>
<b>EXPENDITURES</b>								
Org	Object							
14582430	521010 Expense Total	\$ 246,876	\$ 246,876	\$ 145,000	\$ 140,000	\$ 142,000	\$ 2,000	1.43%



Town of *Wellesley*  
FY2021 Budget Request  
Collective Bargaining: Mission, Services, & Priorities

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**Collective Bargaining/Personal Services**

With the exception of the school department, all of the Town's union contracts are open. The town departments have budgeted only the step increases (not COLA) for employees covered by collective bargaining. This item provides \$580,000 in funding to settle the open contracts, although Town Meeting approval will be required to redistribute the funds.